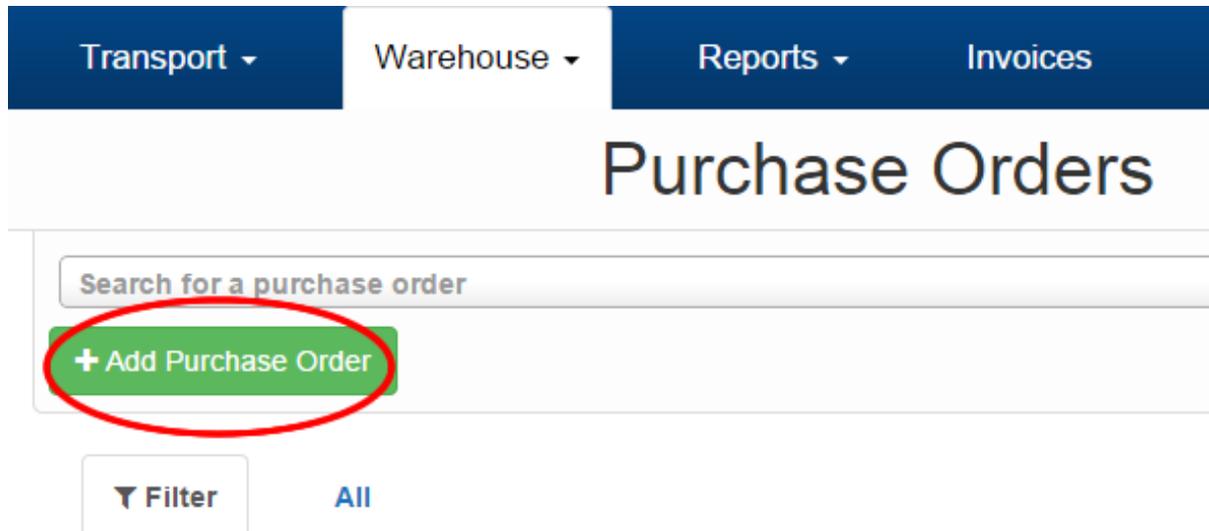


Adding a new Purchase Order

Click on Warehouse->Purchase Orders on the Top Navigation menu, then click the green button, 'Add Purchase Order'.



You'll now see the Add Purchase Order screen.

Arrival Date: The approximate date the stock is due to arrive at our warehouse.

Reference: All Purchase Order References must be unique, duplicate reference numbers are not allowed. If you are sending the 2nd part of an order and wish to use the same reference number, we recommend adding something to the end, for example '-A'. So reference 0028376 would become 0028376-A.

Special Instructions: Any special instructions we should be aware of when receiving and verifying the Purchase Order.

Once you have filled out all the information, click 'Save'.

Adding Products to a Purchase Order

Advising us on what is arriving is very important, please try to provide information which is as accurate as possible. If there is some information you don't know, such as Expiry Date, or Batch Number, simply leave those fields blank. The more information you can provide the more accurate the stock recorded will be as it will get a double check.

New Purchase Order Created Successfully

[Purchase Orders](#) >> Purchase Order 2859

[i Details](#) [Products](#) [\\$ Charges](#) [▲ Errors](#) [🕒 Histo](#)

+ Add Product

Product **Specifics**

Approving the Purchase Order

While working on a Purchase Order, it is in a 'Draft' state, and is not yet available for Warehouse Staff to view.

When you have finished adding products to the Purchase Order, you need to Approve it so that our staff will be aware of it.

To do this, simply click the Approve button on the Details tab, please note that after the Purchase Order has been approved you'll no longer be able to make changes to it.

NEXT Step

+ Add Products to Purchase Order

Or, Finished Adding Products?

☑ Approve

If you need to make Changes after Approving the Purchase Order

Depending on how far through the Purchase Order is, you may be able to revert the order to Draft and make changes, by clicking the button.

If this button is not shown, it means the Purchase Order is being processed by our staff. If you need to make changes then please give us a call.

Invoice:	Upload Invoice
Original Purchase Order File	No File Exists.

Actions

[Revert to draft](#) [Duplicate Purchase Order](#)

Making a Purchase Order Urgent

Generally, we aim to receive and verify stock within a 24 hour period from the time it arrives at our warehouse. However, if you need your stock verified faster than that, you have the option to make it Urgent.

You may need to do this if you have Sale Orders urgently awaiting incoming stock.

Customer reference:	1283718237
Purchase Order Id:	2859
Order urgent:	Not urgent Make it urgent
Arrival Date:	2015-02-27 00:00:00
Status:	Not yet received
Invoice:	Upload Invoice

Once this has been done, our staff will be notified that the order is urgent and do their best to process it right away. (note: additional charges may apply for urgent order processing).