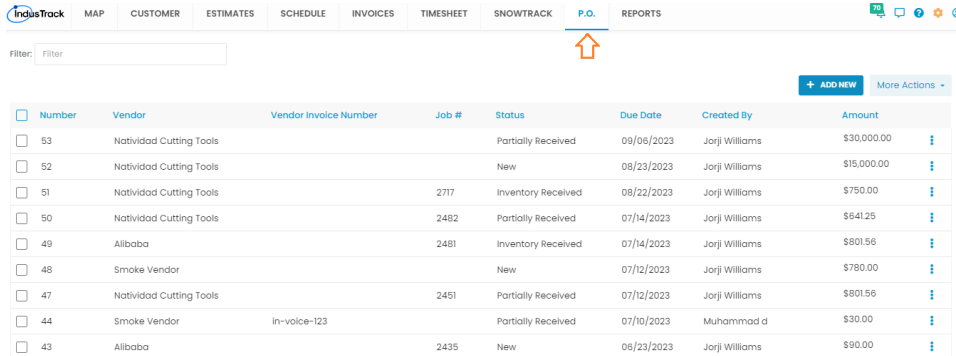


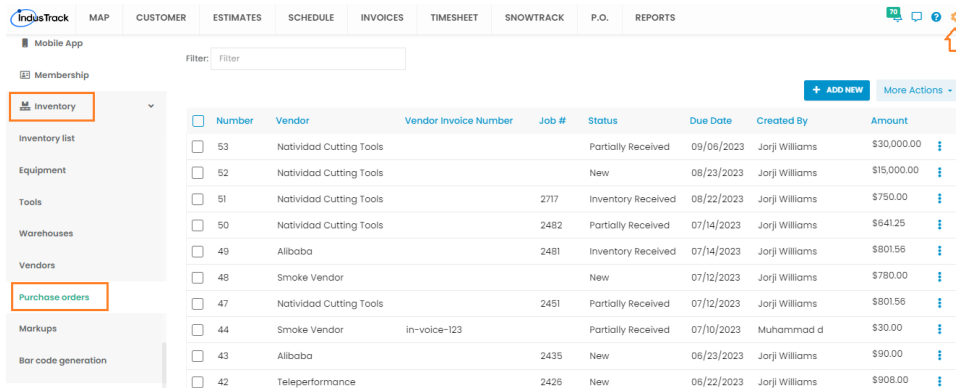
# Purchase Orders

Navigate to the modules header on top and select P.O.



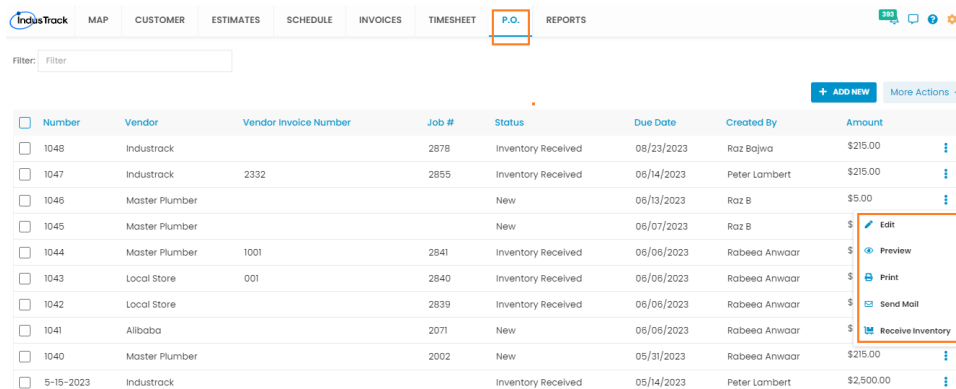
Number	Vendor	Vendor Invoice Number	Job #	Status	Due Date	Created By	Amount
53	Natividad Cutting Tools			Partially Received	09/06/2023	Jorji Williams	\$30,000.00
52	Natividad Cutting Tools			New	08/23/2023	Jorji Williams	\$15,000.00
51	Natividad Cutting Tools		2717	Inventory Received	08/22/2023	Jorji Williams	\$750.00
50	Natividad Cutting Tools		2482	Partially Received	07/14/2023	Jorji Williams	\$641.25
49	Alibaba		2481	Inventory Received	07/14/2023	Jorji Williams	\$801.56
48	Smoke Vendor			New	07/12/2023	Jorji Williams	\$780.00
47	Natividad Cutting Tools		2451	Partially Received	07/12/2023	Jorji Williams	\$801.56
44	Smoke Vendor	in-voice-123		Partially Received	07/10/2023	Muhammad d	\$30.00
43	Alibaba		2435	New	06/23/2023	Jorji Williams	\$90.00

Alternatively, you can find Purchase Orders under the Inventory tab.



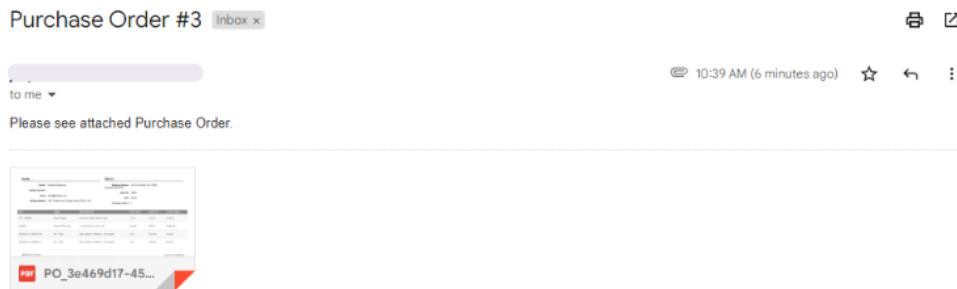
Number	Vendor	Vendor Invoice Number	Job #	Status	Due Date	Created By	Amount
53	Natividad Cutting Tools			Partially Received	09/06/2023	Jorji Williams	\$30,000.00
52	Natividad Cutting Tools			New	08/23/2023	Jorji Williams	\$15,000.00
51	Natividad Cutting Tools		2717	Inventory Received	08/22/2023	Jorji Williams	\$750.00
50	Natividad Cutting Tools		2482	Partially Received	07/14/2023	Jorji Williams	\$641.25
49	Alibaba		2481	Inventory Received	07/14/2023	Jorji Williams	\$801.56
48	Smoke Vendor			New	07/12/2023	Jorji Williams	\$780.00
47	Natividad Cutting Tools		2451	Partially Received	07/12/2023	Jorji Williams	\$801.56
44	Smoke Vendor	in-voice-123		Partially Received	07/10/2023	Muhammad d	\$30.00
43	Alibaba		2435	New	06/23/2023	Jorji Williams	\$90.00
42	Teleperformance		2426	New	06/22/2023	Jorji Williams	\$908.00

You can view a list of all the previously created POs with their status and other details. Click on 3 dots in the far right and you will see more options:



Number	Vendor	Vendor Invoice Number	Job #	Status	Due Date	Created By	Amount
1048	Industrack		2878	Inventory Received	08/23/2023	Raz Bajwa	\$215.00
1047	Industrack	2332	2855	Inventory Received	06/14/2023	Peter Lambert	\$215.00
1046	Master Plumber			New	06/13/2023	Raz B	\$5.00
1045	Master Plumber			New	06/07/2023	Raz B	\$
1044	Master Plumber	1001	2841	Inventory Received	06/06/2023	Rabeesa Anwaar	\$
1043	Local Store	001	2840	Inventory Received	06/06/2023	Rabeesa Anwaar	\$
1042	Local Store		2839	Inventory Received	06/06/2023	Rabeesa Anwaar	\$
1041	Alibaba		2071	New	06/06/2023	Rabeesa Anwaar	\$
1040	Master Plumber		2002	New	05/31/2023	Rabeesa Anwaar	\$215.00
5-15-2023	Industrack			Inventory Received	05/14/2023	Peter Lambert	\$2,500.00

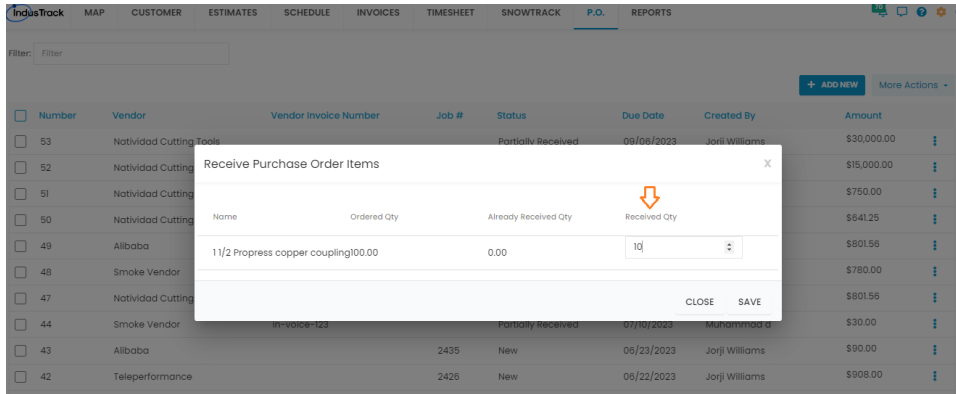
1. **Edit:** To make changes to an existing purchase order.
2. **Preview:** You can view the look & feel of the purchase order before sending it to the vendor.
3. **Print:** This option is for printing the purchase order.
4. **Send Mail:** You can send the purchase order to the vendor via email. Your vendor will receive the email with a PDF copy of the purchase order attached.



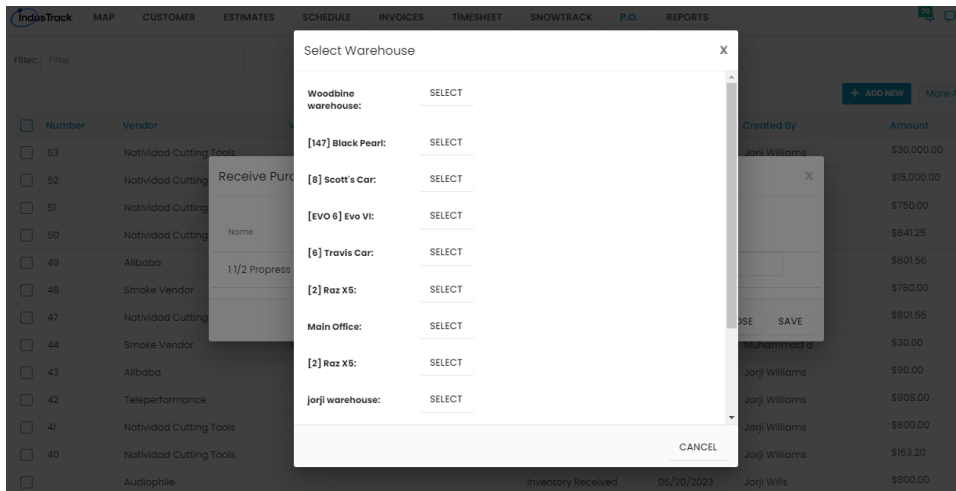
5. **Receive Inventory:** This option won't show in the Actions menu if the status of the purchase order is 'Inventory Received'. Once the ordered items are received at the warehouse and cross-checked against the purchase order and the vendor invoice, before marking the purchase order as received you can update the purchase order with the invoice and delivery details. Click the purchase order to open it up in edit mode. Indicate the invoice number in the Vendor invoice# field. Add notes in Internal Memo field if required.

Steps to receive the inventory on the purchase order are as below:

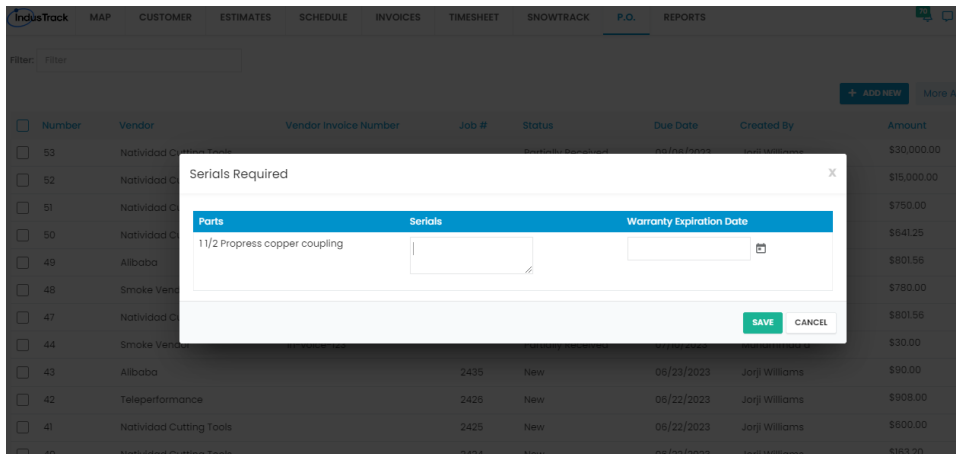
a. Mention the quantity to receive.



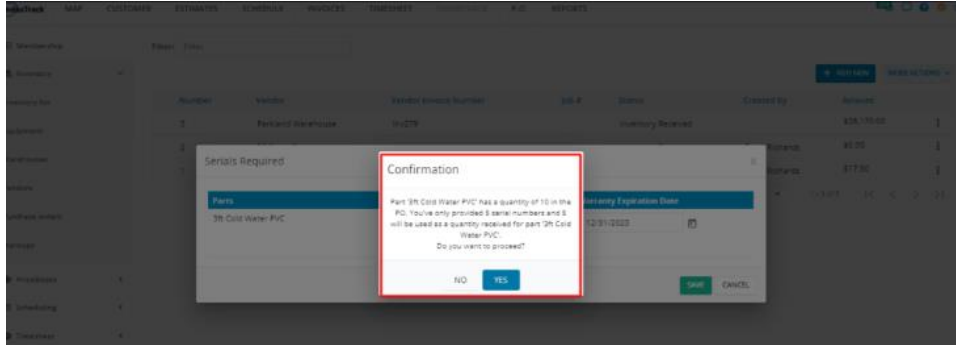
b. Select the warehouse to add items there.



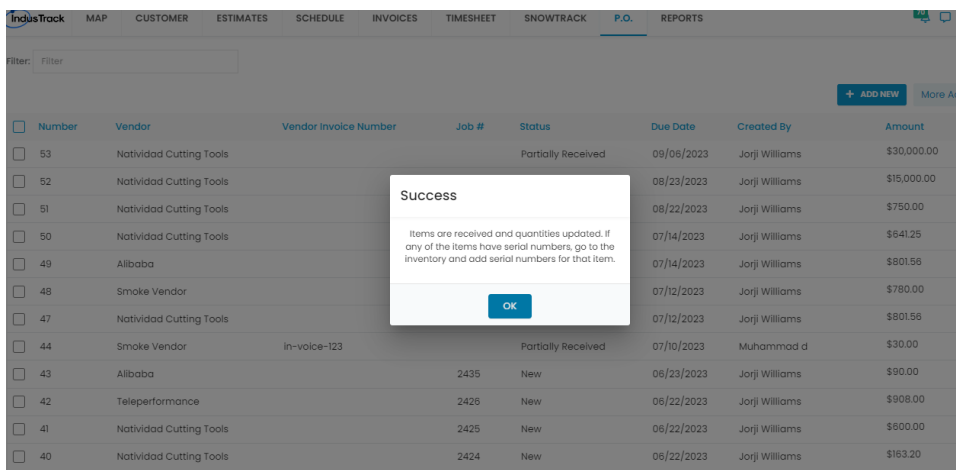
c. Add the serial numbers for the parts if items delivered require serial numbers, else the system won't ask to enter serial numbers. Add Warranty Expiration Date on the provided field.



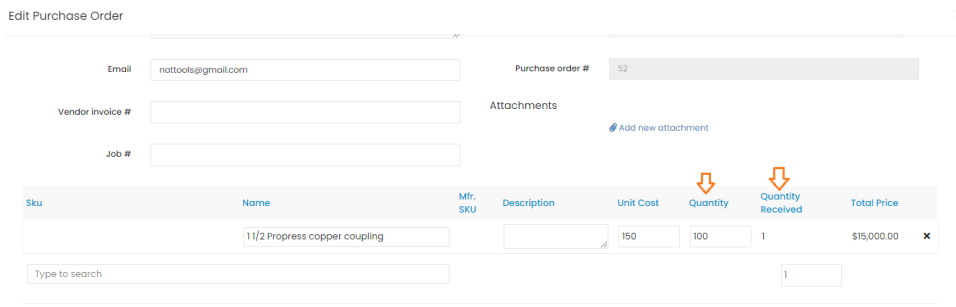
d. If the serial numbers do not match the quantity indicated in the Purchase Order, a **Confirmation** window will appear. Select **Yes** to agree to the serial numbers as the quantity received. This will override the purchase order's quantity. Select **No** to return to the Serials Required window and complete the recording of the serial numbers.



e. Once saved, the items will be added to the inventory list and **Success** prompt will be displayed.



f. The purchase order will also be updated with the quantity received against the required quantity.



The purchase orders can also be created while adding a job to the system. If the job requires parts to be

ordered from vendor, then you can create a purchase order and link to that specific job.

Edit Job

Job Info Employee(s) (1) Tasks (0) Job history Tags: Assign

Select Customer \* ABC Company Actions

Company	ABC Company (12345)	Address	8330 Lovers Ln Phillips, WI, 54555
Contact Name	John Wilson		
Phone	6127464017		
E-mail	sales@industrack.com		

Select Service Location 2 Branch, 10700 West Highway 55 Suite 27, Plymouth, MN, 55441

Contact Name	2 Branch Tori walker	Service Address	10700 West Highway 55 Suite 27, Plymouth, MN, 55441
Phone	(612) 746-4017		

Job Description \* 123 Job Status Not Started

Job Number Auto Increment Service Type

Parts/Services/Equipment [0] ^

Existing Customer Equipment [0] ^

Attachments [0] ^

Forms [0] ^

Purchase Orders [0] ^ Create

Notes ^