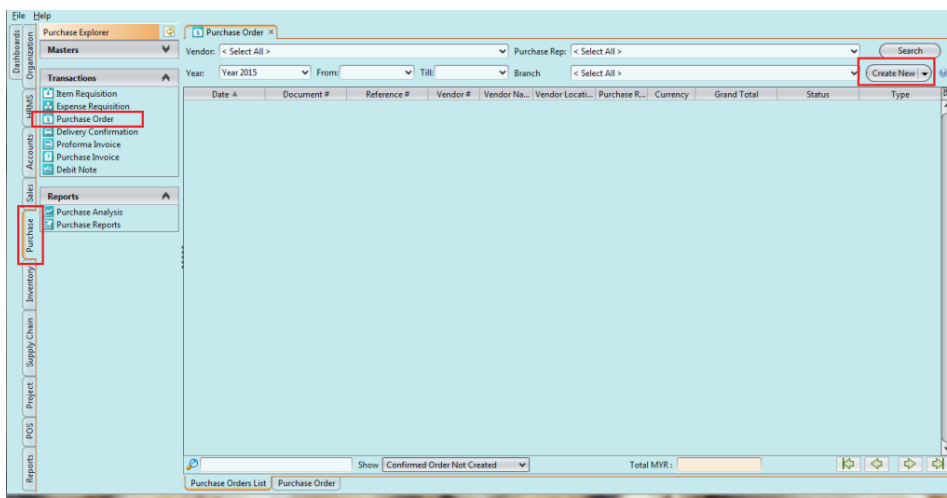# Create New Purchase Order

The purpose of the application is to allow the user to Create New Purchase Order.

The following are the process steps:-

1. Click on Purchase tab / Transactions / Purchase Order

2. Click *"Create New"* button

3. Fill in the vendor information. Textfields marked with *"x"* are mandatory

4. For Invoice Rule:

 - Immediate if vendor request deposit
 - After Delivery if vendor does not require deposit

5. Choose product(s) to add into the purchase order from the products drop-down list. It can be filtered by *"Product Brand"* to find specific products

6. Key in quantity for each product (Note: products' purchase price list must be created first)

7. Click **"Save"** button to save progress

8. Click **"Confirm Purchase Order"** to confirm the purchase order

9. Click **"Approve Purchase Order"** to approve the purchase order

10. Click **"Generate Report"** to print or Click " "
to export as PDF file

11. Click **"Generate Documents"** button, select
"Generate Delivery Confirmation", then click **"OK"**
button

11. Confirm quantities per vendor on the **_"Delivery Confirmation"_** form

12. Click **_"Accept Delivery Confirmation"_** button then click **_"Yes"_** button to accept the delivery confirmation