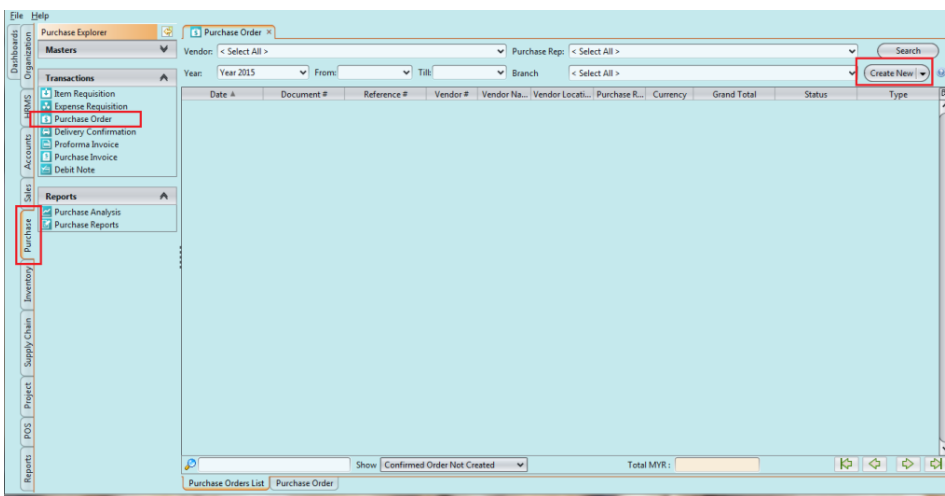


# Create New Purchase Order

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)

Document Date: 03/03/2015 | Document Number: PO-15-030002 | Reference Number: | Branch: HQ - Head Office

Vendor: 202001/EG0001 - Egokawa Sdn Bhd | Currency: MYR | Deliver To: | Delivery Location: | Contact Person: |

Vendor Location: Kuala Lumpur | Contact Person: | Delivery Location: | Contact Person: |

Additional Details:

Ship To: WH01 - Kepong Warehouse | Receive Via: | Representative: | Promised Date: |

Payment Term: 60 - Net 60 Days | Inco Terms: EXW - Ex Works | Memo: | Invoice Rule: Immediate

Analytical Group: | Tax: Price Excludes Tax

#	Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
2	4571330573114	Time Up - Black Fairy	Each - Each	1	RM32.2300		RM32.2300	RM32.23	account 6% TX-6
1	4571330573046	Egokawa Sweetie B...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Acco...
2	4571330573114	Egokawa Sweetie P...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Acco...

Total [Qty: 2, Amount: RM64.46 - Discount: | + Tax: RM3.87] = Grand Total: RM68.33

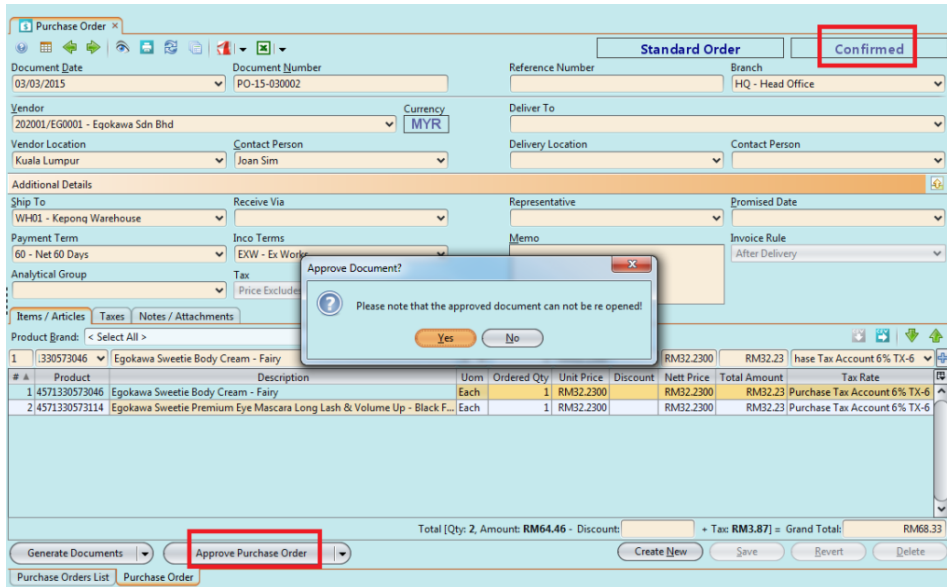
Buttons: Generate Documents, Confirm Purchase Order, Create New, Save, Revert, Delete

7. Click **“Save”** button to save progress

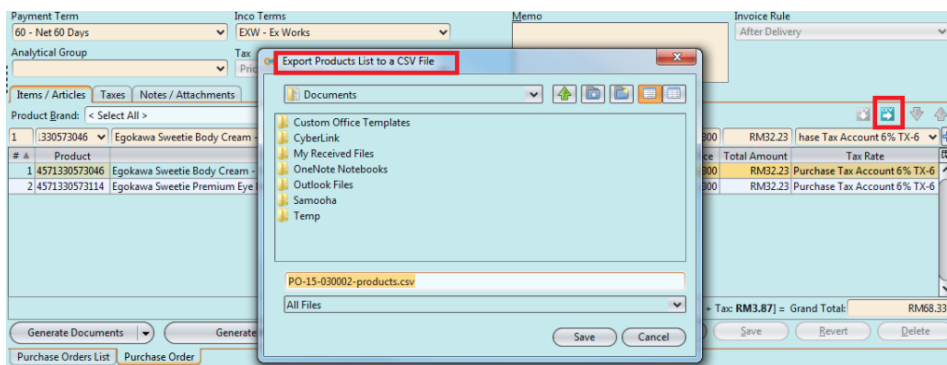
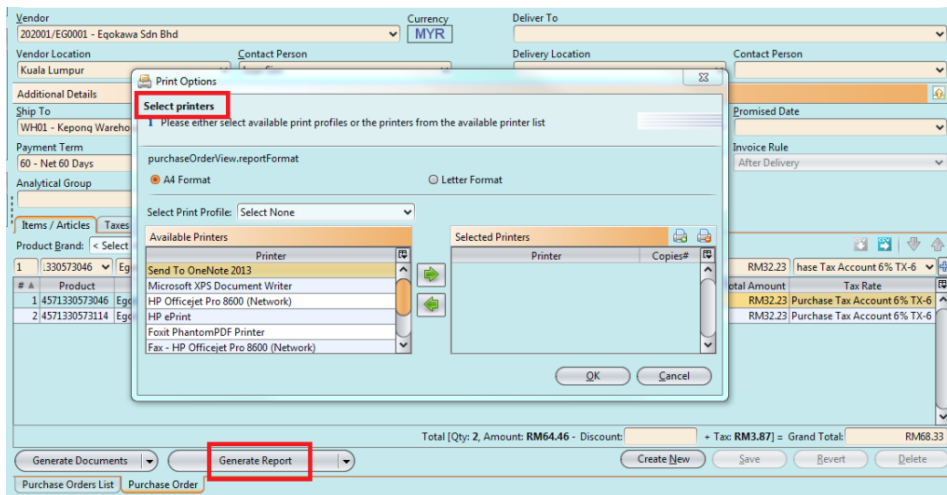
8. Click **“Confirm Purchase Order”** to confirm the purchase order

Buttons: Generate Documents, Confirm Purchase Order, Create New, Save, Revert, Delete

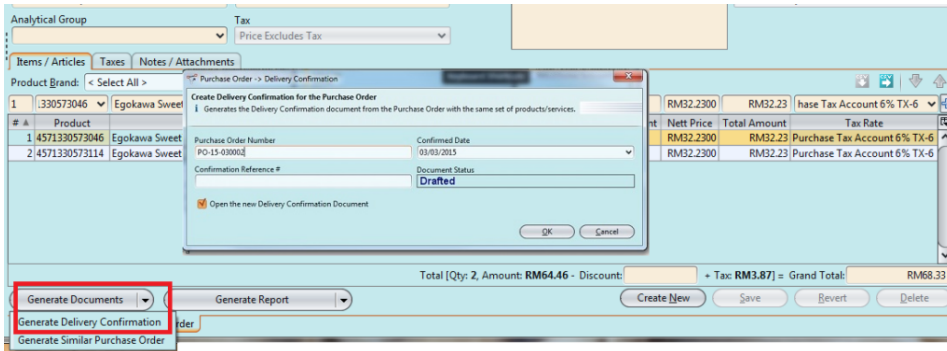
9. Click **“Approve Purchase Order”** to approve the purchase order



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

