

Purchase Order

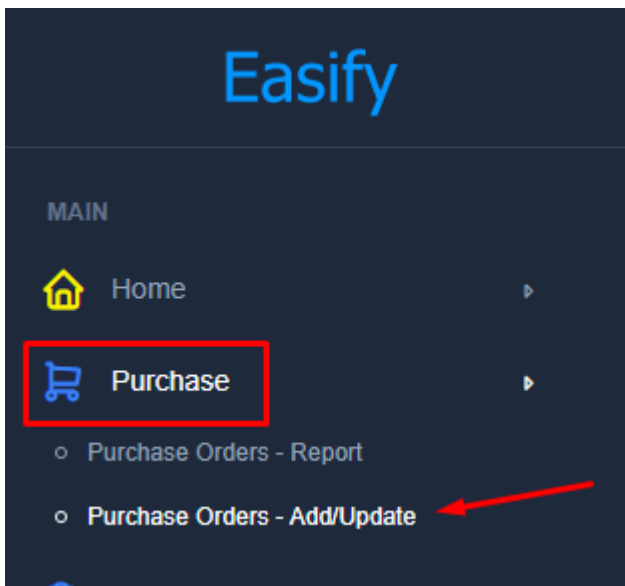
- [Purchase Orders](#)

Purchase Orders

Purchase Orders have been updated to improve item management and provide better control over amounts, taxes, discounts, as well as to facilitate tracking purchasing processes and related details.

Add/Update Purchase orders

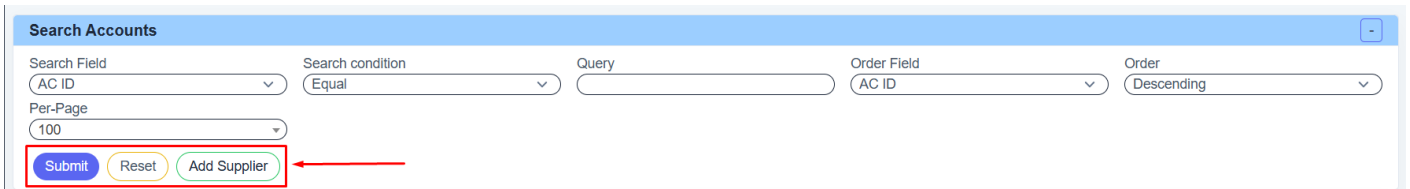
From the menu---->Purchase-----> **Purchase Orders - Add/Update** to create a new Purchase Order or update an existing one.



Search Accounts

- Select the **Search Field** to choose the information you want to search for, such as **Account ID, Name, Email, or Tax Number**.
- Choose the **Search Method**:
 - **Equal**: If you want the exact same value
 - **Start With**: If the text starts with a specific letter or number
 - **Contains**: If the text includes specific words or numbers
 - **Not Contains**: If the text does not include specific words or numbers
- Enter the word or number you want to search for in the **Query** field.
- Select the **Order Field** if you want to sort the results, for example by **Account ID**.
- Choose the **Order Type**:
 - **Ascending**: From smallest to largest

- **Descending**: From largest to smallest
- Select how many results you want to display on each page in the **Per-Page** field.
- Click **Submit** to show the **results**.
- Click **Reset** to clear all **filters**.
- Click **Add Supplier** to create a **new supplier** account.



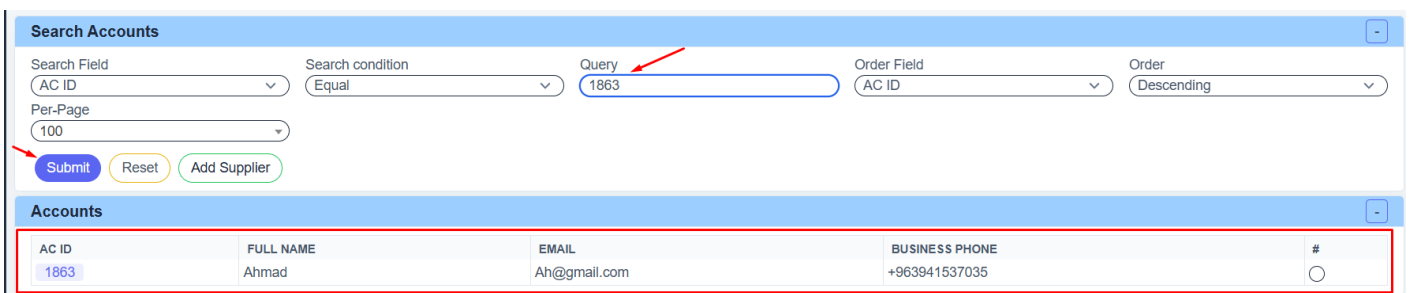
Search Accounts

Search Field: AC ID Search condition: Equal Query: Order Field: AC ID Order: Descending

Per-Page: 100

Submit **Reset** **Add Supplier**

Example Search Accounts



Search Accounts

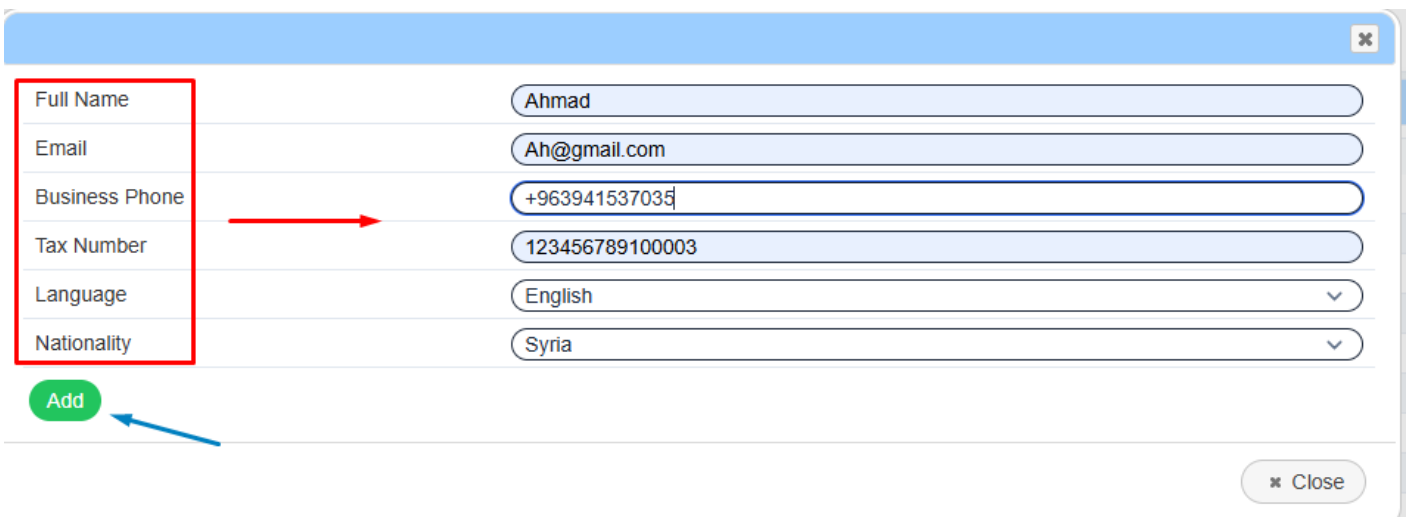
Search Field: AC ID Search condition: Equal Query: 1863 Order Field: AC ID Order: Descending

Per-Page: 100

Submit **Reset** **Add Supplier**

AC ID	FULL NAME	EMAIL	BUSINESS PHONE	#
1863	Ahmad	Ah@gmail.com	+963941537035	○

Example Add Supplier



Add Supplier

Full Name: Ahmad

Email: Ah@gmail.com

Business Phone: +963941537035

Tax Number: 123456789100003

Language: English

Nationality: Syria

Add

Close

Search Purchase Orders

- Select the **Search Field** to choose what you want to search for, such as **Purchase Order ID, Reference ID, Notes, or Print Notes**.
- Choose the **Search Method** to decide how the system will search:
 - **Equal**: Find the exact same value
 - **Start With**: Find text that starts with specific letters or numbers

- **Contains:** Find text that includes specific words or numbers
- **Not Contains:** Find text that does not include specific words or numbers
- Enter the word, number, or text you want to search for in the **Query** field.
- Select the **Order Field** to choose how the results will be arranged, such as by **Purchase Order ID** or **Invoice Date**.
- Choose the **Order Type:**
 - **Ascending:** From smallest to largest
 - **Descending:** From largest to smallest
- Select how many results you want to display on each page in the **Per-Page** field.
- Choose the **Date Field** to decide which date the system will search by:
 - **Invoice Date:** Search using the invoice date
 - **Create Date:** Search using the created date
 - **Update Date:** Search using the last updated date
- Choose the **Date Search Method:**
 - **Between:** Search between two dates
 - **After:** Search after a specific date
 - **Before:** Search before a specific date
- Enter the required date or date range in the **Date** field.
- Click **Submit** to show the search results.
- Click **Reset** to clear all filters and start again.

Search Purchase Orders

Search Field

PO ID

Search condition

Equal

Query

Order Field

PO ID

Order

Descending

Per-Page

100

Date Field

Invoice Date

Search condition

Between

Date

Submit

Reset

Example Search Purchase Orders

Search Purchase Orders

Search Field

PO ID

Search condition

Equal

Query

502

Order Field

PO ID

Order

Descending

Per-Page

100

Date Field

Invoice Date

Search condition

Between

Date

Submit

Reset

Purchase Orders

PO ID	TYPE	COUNT ITEMS	STATUS	SUPPLIER NAME	CREATED BY	#
502	Purchase Order	Cars - 32 Suzuki Spare Parts - 12	Draft	1863 - Ahmad	1862 - Hamza Taj Alden	○

Add Purchase Orders Items

- Enter the **Item Code** in the **CODE** field for each product you want to add.
- The **NAME** field will display the item name automatically after entering the code.
- Select the **Warehouse** where the item will be stored.
- Select the **Bin Location** for the item inside the warehouse, if available.
- Enter the required quantity in the **QTY** field.
- Enter the item price in the **UNIT PRICE** field.
- Use the top-right option to choose the entry method, such as **By Codes**.
- Enter the number of rows you want to display for adding items.

- Click **Add to New Purchase Order** to create a new Purchase Order with these items.
- Click **Add to Selected Purchase Order** to add the items to an existing Purchase Order.
- Click **Purchase Order by Excel** to import items using an Excel file

Add Purchase Orders Items
By Codes 5

CODE	NAME	WAREHOUSE	BIN LOCATION	QTY	UNIT PRICE
		0	0	1	
		0	0	1	
		0	0	1	
		0	0	1	
		0	0	1	

Add to New Purchase Order
Add to Selected Purchase Order
Purchase Order by Excel

Example Add New Purchase Orders

Add Purchase Orders Items
By Codes 5

CODE	NAME	WAREHOUSE	BIN LOCATION	QTY	UNIT PRICE
GSX03	Cars - Suzuki - MOTORBIKES - Hayabusa	Inspection Stock	AA0102	3	1495000
GSX05	Cars - Suzuki - MOTORBIKES - GSX-R1000R	Inspection Stock	AA0102	2	1444000
E4G15C-1008110BF	KAIYI Spare Parts - EXHAUST MANIFOLD ASSY	Inspection Stock	AA0102	5	742.91
SDR61	Cars - Suzuki - MOTORBIKES - DR650SE	Inspection Stock	AA0102	1	671000
F02-5100501-04AA	KAIYI Spare Parts - FRT FRAME	Inspection Stock	AA0102	4	243.168056

Add to New Purchase Order
Add to Selected Purchase Order
Purchase Order by Excel

Example Add To Selected Purchase Orders

Purchase Orders

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By Codes 5

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Add to New Purchase Order
Add to Selected Purchase Order
Purchase Order by Excel