Purchase Order

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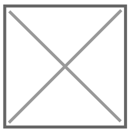
Step 1: Understand Purchase Order

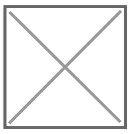
1. A purchase order is a document issued by the buyer to the supplier to request goods.
2. It includes:
    - Buyer and invoicing details
    - Delivery information
    - Product details and quantities
    - Pricing, taxes, and discounts
    - Payment terms and details
    - Shipping charges (if applicable)
    - Additional notes
3. The supplier creates a sales order or invoice based on the purchase order.
4. Purchase orders can have the following statuses:
    - **Ordered**
    - **Partial**
    - **Completed**

Step 2: Enable Purchase Order

1. Go to **Settings**.
2. Select **Business Settings**.
3. Open the **Purchase** tab.



1. Enable **Purchase Order**.
2. Click **Save**.



Step 3: Create a Purchase Order

1. Go to **Purchase →List Purchase → Purchase Order**.
2. Click **Add Purchase Order**.

3.Enter all required details.

4.Click **Save**.

5.**Note**: Stock is **not updated** when a purchase order is created.

6.You can print the purchase order and send it to the supplier.

Step 4: Convert Purchase Order to Purchase

1. After receiving goods, the supplier issues a sales order or invoice.
2. Go to **Purchase → Add Purchase**.
3. Select the supplier.

4.Choose the relevant purchase order from the **Purchase Order** dropdown.

5.The system will automatically load products, prices, taxes, and discounts.

6.Adjust quantities if needed.

7. Click **Save**.
8. The purchase order status will update automatically.

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