Purchase/Delivery Order

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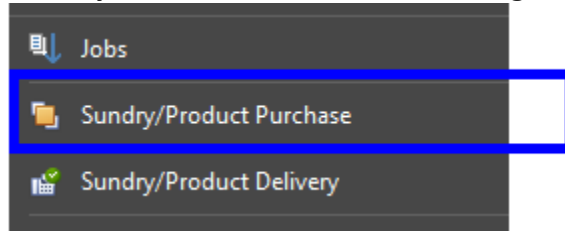## 1. Introduction

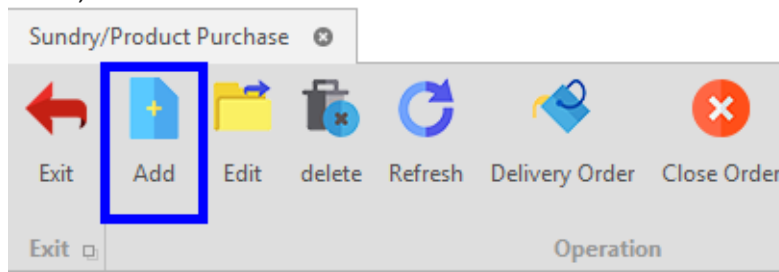This guide details the process to set up a Purchase Order.

To access this feature, click on **Sundry/Product Purchase**, in the Navigation Bar.

2. Purchase Order

   a. Step-by-Step Process

   i.   Click on Sundry/Product Purchase.

   ii.   In the Menu bar, click on Add.

   iii.   Fill in the required information in the *Purchase Orders'* popup:

- Supplier: product provider.

- Expected Delivery: expected delivery date for the order.

- Date: creation date of the Purchase Order.

- Note: comment or additional information.

iv.   Assign products to the order.

Toner/Sundry	Code	Unit	Price	Init_qty	Total
VIOLET EXTREME	274	Liter	20	5	100
BASECOAT GREEN-ROSE EXTREME	577	Liter	16	7	112
SILVER DOLLAR EXTRA FINE	395	Liter	15	9	135

	Find

Description	Code
VIOLET EXTREME	274
BASECOAT BRIGHT YELLOW	729
GREEN-ROSE EXTREME	277
FLOP MODIFIER	350
METALLIC ADDITIVE	360
BASECOAT GREEN-ROSE EXTREME	577
2K CLEAR	600
2K CONCENTRATED WHITE	601
2K MIXING WHITE	602
2K LUMINOUS BLUE	611
2K MIXING BLUE	612

Clear

P.S: the columns in blue will be filled manually. The other columns will be generated automatically once a product is selected.

v.   Click on Save or Save and Close to save.

b. Edit/Delete Purchase Order
To Edit or Delete a purchase order, choose an order then one of the below options.

Sundry/Product Purchase

Exit   Add   Edit   delete   Refresh   Delivery Order   Close Order

Exit   Operation
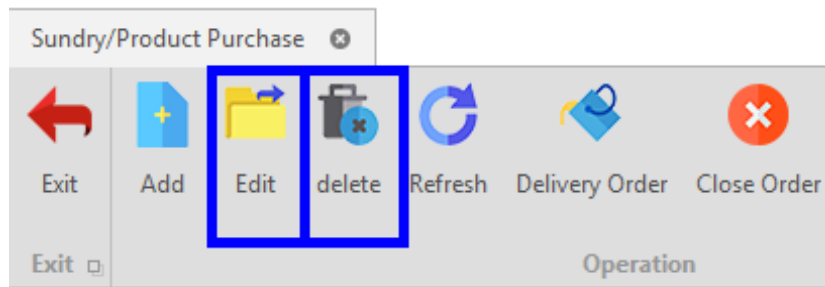
P.S: it is not possible to delete an order unless its status is NEW.
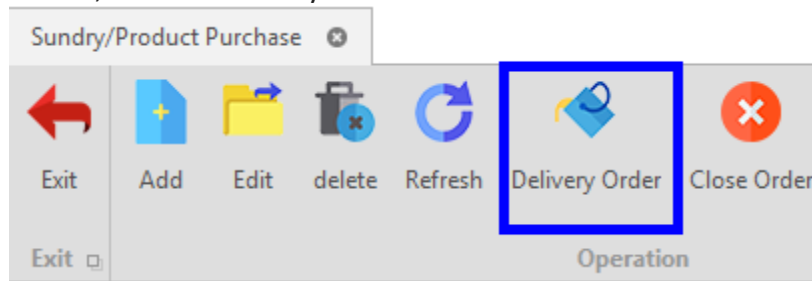
3. Delivery Order

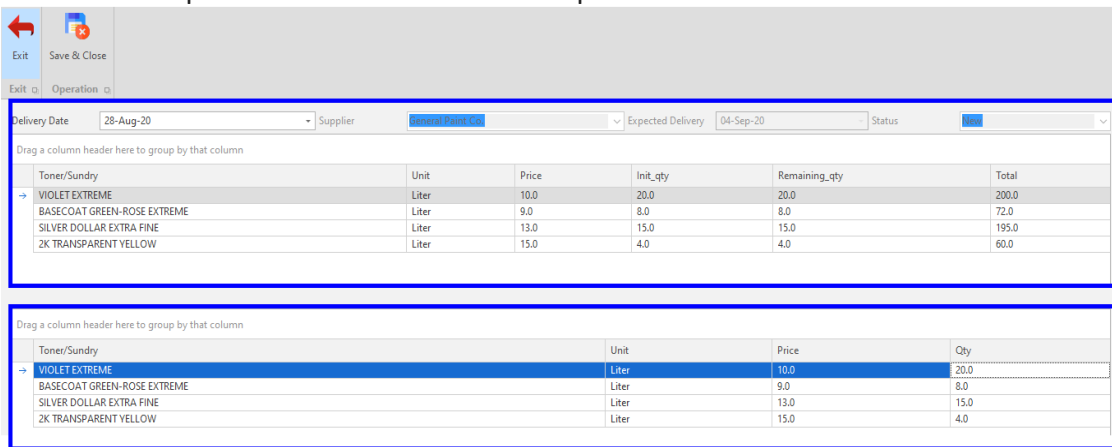When a complete or partial order is delivered, it is possible to enter the products in the inventory.

    a. Step-by-Step Process

i.   Click on Sundry/Product Purchase.

ii.   Select a Purchase Order.

iii.   In the Menu bar, click on Delivery Order.

iv.   In the popup page:

- The first part shows all the order's information.
- The second part is reserved to deliver the products.

v.   In the Delivery part, the last column shows the quantity ordered for every product.

Price	Quantity
10.0	20.0
9.0	8.0
13.0	15.0
15.0	4.0

vi.   By default, the quantity is the same as the order:

- Update the quantities which have been received in case of a partial order.

- Do not change the quantities if you received all the products with the correct quantities ordered.

vii.   Click on Save and Close.

viii.   The Status of the order will change based on partial or complete delivery:

- Processing: the order has been partially delivered.
- Delivered: the order has been completely delivered.

ID	Supplier	Status	Last Action Date	Total
+ 146	General Paint Co.	Delivered	28-Aug-20	527.0
+ 147	General Paint Co.	Processing	28-Aug-20	52.0

ix.   Click on Close Order once you receive all the products and quantities.
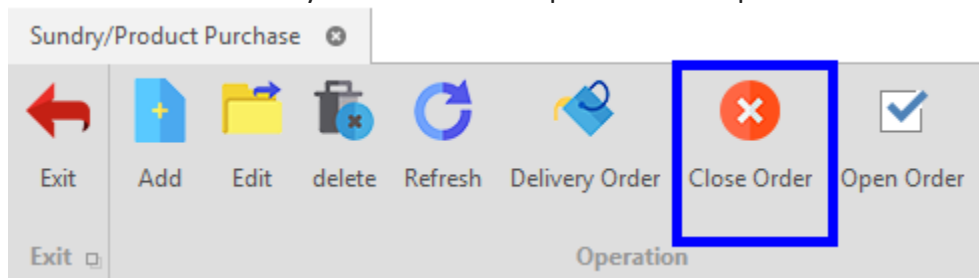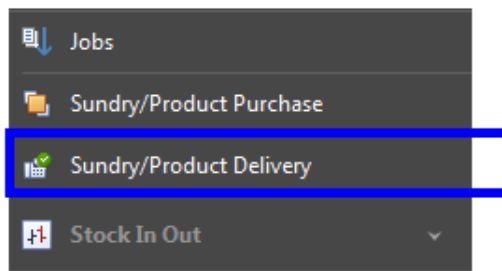

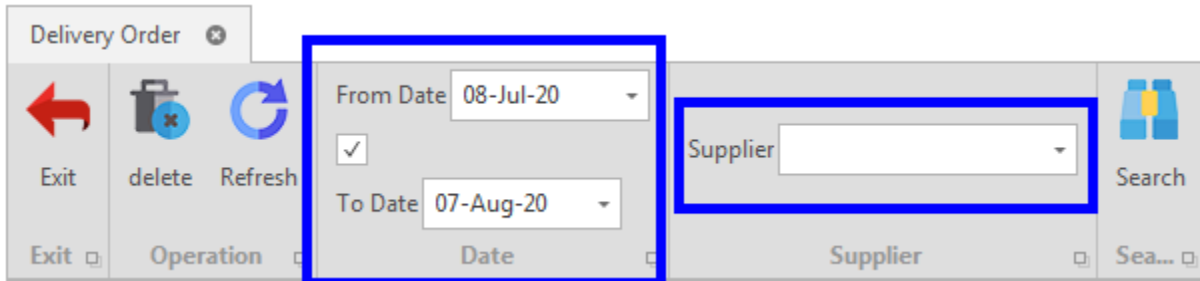x.   Click on Open Order to reopen the order.
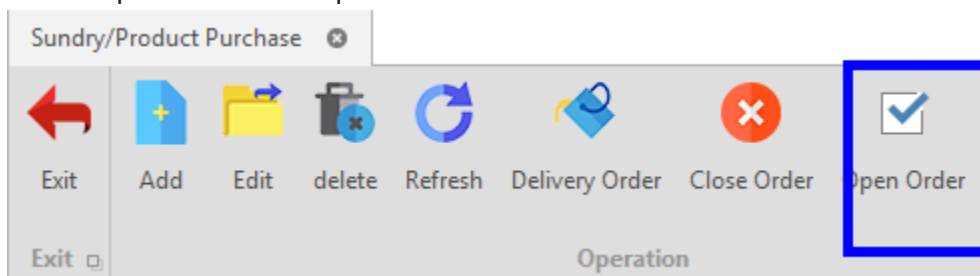
b. View or Delete Delivery Orders

i.   Click on **Sundry/Product Delivery**, in the Navigation Bar.
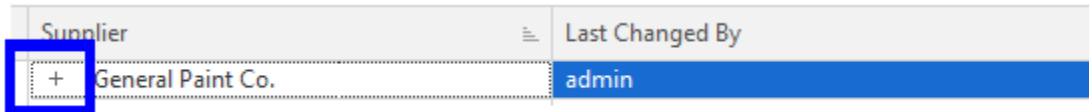
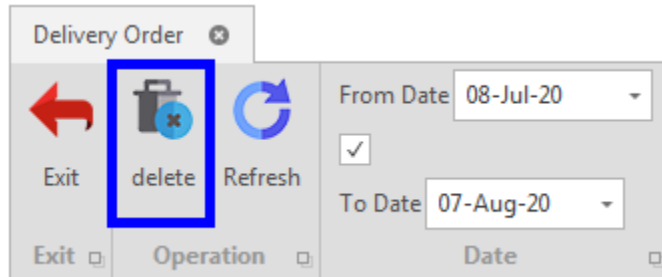ii.   You can filter the delivered orders by Supplier or by date.

P.S: After filtering the orders, click on Search to filter the data.

iii.   Click on "+" to view the delivered order.

iv.   Click on Delete to delete an ordered that has been delivered
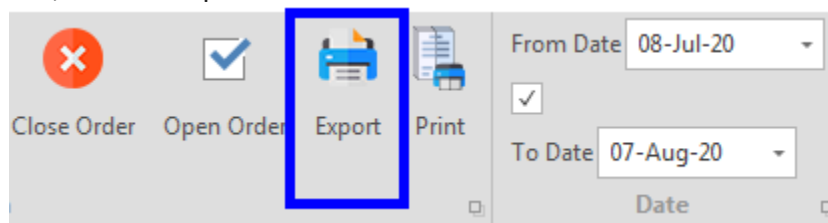

4. **Export Purchase Orders**
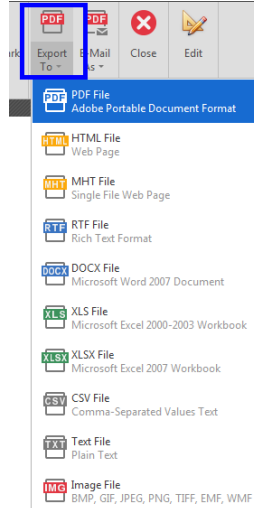   a. Export Multiple Purchase Orders

This feature allows you to export a report of all the purchase orders.

- Click on **Sundry/Product Purchase**, in the Navigation bar.
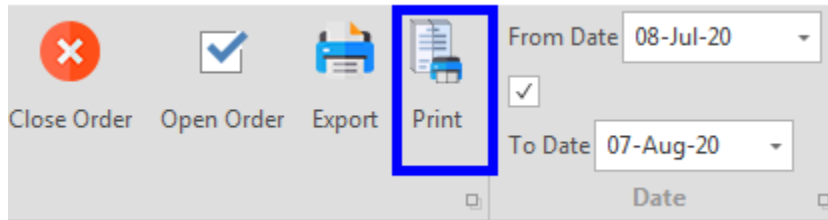- In the Menu bar, click on Export
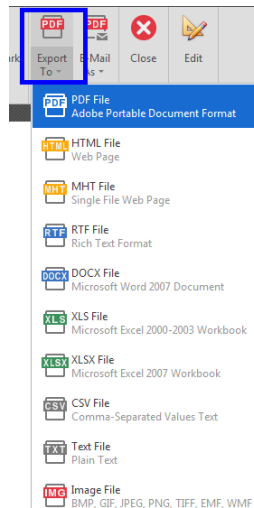
- Export the file in different types.

b. Export Single Purchase Order

This feature allows you to export a detailed report for a single purchase order.

- Click on **Sundry/Product Purchase**, in the Navigation bar.
- In the Menu bar, click on Print.

- Export the file in different types.

5. Contact information

For more information or comments, please do not hesitate to contact the General Paint Software support team by email at support.it@generalpaint.biz
Or by phone at +961 9 925 990
We are available from 8:00AM (GMT) to 8:00PM (GMT).