Purchase Orders

- Purchase Orders (List)
- Purchase Orders (Detail)
  - Summary
  - Purchase Order Status
  - Header
  - Action Buttons
  - Purchase Order Lines
  - Print Information
  - Purchase Order Notes
  - Audit History
- Dropship Purchase Orders (Direct Home Delivery)

Purchase Orders (List)

From here you can add, edit and manage Purchase Orders.

Key to icons

= an open Purchase Order

= a submitted Purchase Order

acknowledged = an acknowledged Purchase Order

= a cancelled Purchase Order

= a received Purchase Order

= a parially received Purchase Order

= an invoiced Purchase Order

= a completed Purchase Order

Filters

Filter the screen by:

- PO Number
- Status
- Store (this is an OR search on the receiving/invoice Store)

> Note that 'dropship/other' is listed as a Store - if looking for a dropship (direct home delivery) Purchase Order, choose this from the Store filter

- Supplier
- Date Received

> If a PO has been received over multiple dates, it will show for any and all of those dates

- Date Submitted

>

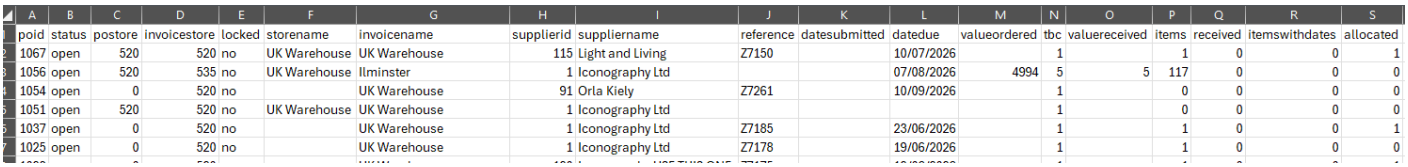
> If a PO has not been submitted, it will never show if you are filtering for Date Submitted

Create a Purchase Order

You can create a new Purchase Order from this screen, or alternatively via the Required Orders, Sales Order or Replenishment screens.

Download Purchase Orders as a CSV

This will export top level information about your Purchase Orders, filtered to your current view.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	poid	status	postore	invoicestore	locked	storename	invoicename	supplierid	suppliername	reference	datesubmitted	datedue	valueordered	tbc	valuereceived	items	received	itemswithdates	allocated
2	1067	open	520	520	no	UK Warehouse	UK Warehouse	115	Light and Living	Z7150		10/07/2026		1		1	0	0	1
3	1056	open	520	535	no	UK Warehouse	Ilminster	1	Iconography Ltd			07/08/2026	4994	5	5	117	0	0	0
4	1054	open	0	520	no		UK Warehouse	91	Orla Kiely	Z7261		10/09/2026		1		0	0	0	0
5	1051	open	520	520	no	UK Warehouse	UK Warehouse	1	Iconography Ltd					1		0	0	0	0
6	1037	open	0	520	no		UK Warehouse	1	Iconography Ltd	Z7185		23/06/2026		1		1	0	0	1
7	1025	open	0	520	no		UK Warehouse	1	Iconography Ltd	Z7178		19/06/2026		1		1	0	0	0

FAQs

When looking at a Sales Order Line which is allocated to a Purchase Order, I can see an 'expected goods in date' - how is that powered?

This will be taken from the Purchase Order or individual Purchase Order Line. There are three dates which are used, and the heirarchy is as follows:

1. Date Due (overridden if either of the other dates exist)
2. Expected Delivery Date (overriden if Confirmed Delivery Date exists)
3. Confirmed Delivery Date

In the Product Lookup screen (CMS or POS), I can see Purchase Orders with an 'expected goods in date' - how is that powered?

This will be taken from the Purchase Order or individual Purchase Order Line. There are three dates which are used, and the heirarchy is as follows:

1. Date Due (overridden if either of the other dates exist)
2. Expected Delivery Date (overriden if Confirmed Delivery Date exists)

3. Confirmed Delivery Date

Purchase Orders (Detail)

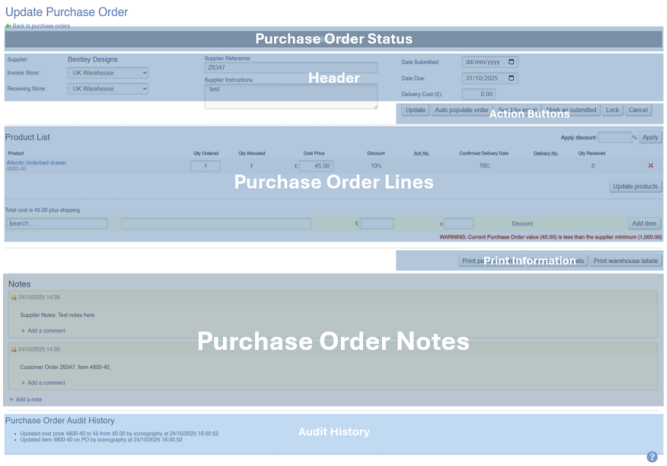
Summary

The Purchase Order Detail page displays all of the information relevant to the Purchase Order, allows the user to process it, add notes, receive lines, etc.

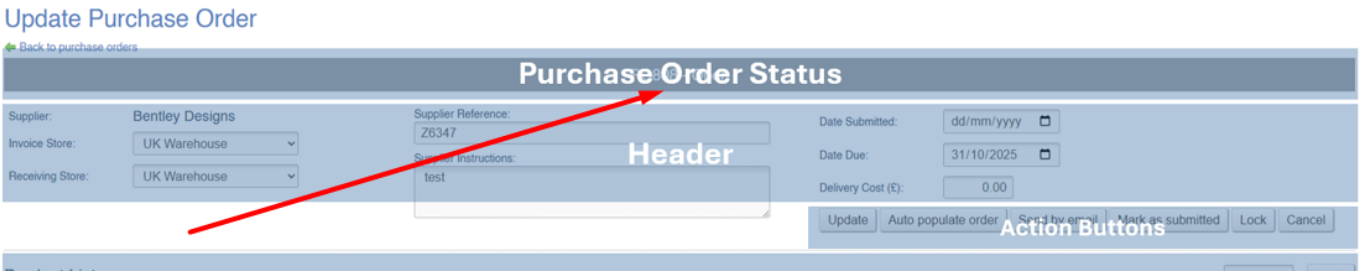
Page Breakdown

This is one of the most complex pages within IXO Commerce. Below is a breakdown of the key sections.

- Purchase Order Status
- Header
- Action Buttons
- Purchase Order Lines
- Print Information
- Purchase Order Notes
- Audit History



Purchase Order Status



The Order Status is set automatically based on a variety of things within the Purchase Order.

> These can be used to filter the list of Purchase Orders.

A List of Statuses

> These statuses have an impact on the function of the system. For example, it is impossible to receive goods from an Open or Completed Purchase Order

Field	Purpose
Open	*A Purchase Order which has not yet been submitted to a Supplier* *You may still items to this Purchase Order*
Submitted	*A Purchase Order that has been sent to the Supplier, but not yet acknowledged* *You may receive items on this Purchase Order and amend the Cost Prices*
Acknowledged	*A Purchase Order that has been sent to the Supplier and acknowledged* *You may receive items on this Purchase Order and amend the Cost Prices* > *You should manage the expected arrival dates on these Purchase Orders*

Field	Purpose
Cancelled	*A Purchase Order which has been Cancelled* > *The Supplier will be sent an automated email, but please follow up manually to ensure that you are not incorrectly sent the goods in question*
Partially Received	*A Purchase Order is automatically changed to this status if at least one item on it has been received* *You may receive other items on this Purchase Order and amend the Cost Prices*
Received	*A Purchase Order is automatically changed to this status if every item has been received*
Invoiced	*A Purchase Order must be manually marked as invoiced* *You may amend the Cost Prices at this stage, but take no further action*
Completed	*A Purchase Order must be manually marked as completed* *No further action may be taken on the Purchase Order at this stage* > *If you have an accounts integration, changing to this status will post the Purchase Order to your accounts package*

Header

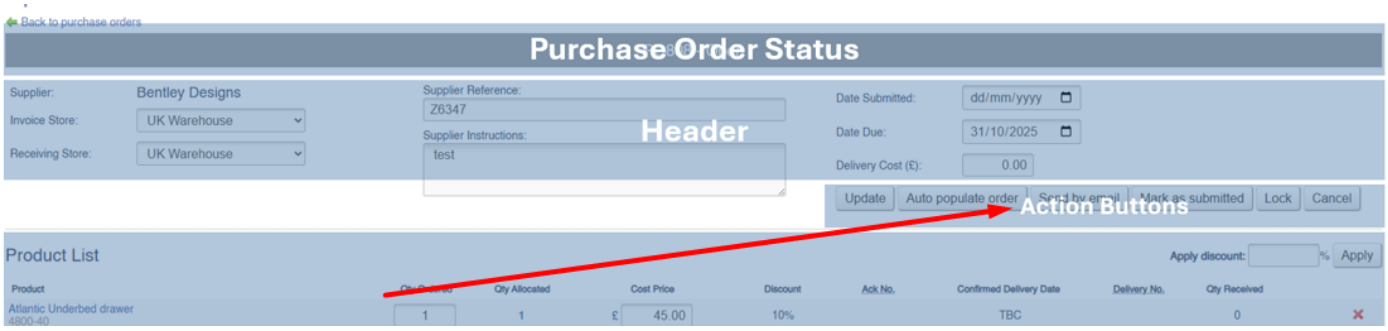


Use the Purchase Order header to amend essential information regarding the Purchase Order.

Field	Purpose
Supplier	*The Supplier linked to this Purchase Order* *This field is locked and can not be changed*
Invoice Store	*The invoice Store for this Purchase Order* *On new Purchase Orders, this will default to that set against the Store* *If additional lines are added through the collation of Purchase Orders, the invoice Store will be updated to match the default of the selling Store; if this has been manually altered, it may need to be reviewed prior to invoicing*
Receiving Store	*The receiving Store for this Purchase Order* *On new Purchase Orders, this will default to that set against the Store*
Supplier Reference	*Enter a Supplier Reference number for this Purchase Order* *This field is optional*

Field	Purpose
Supplier Instructions	*Supplier Instructions are included within the email sent to the Supplier* > *These may be edited and resent to the Supplier using he 'email to supplier' Action Button*
Acknowledged by supplier on...	*A label that will show when the Purchase Order was marked as acknowledged*
Date Submitted	*The date the Purchase Order was submitted to the Supplier*
Date Due	*The date the Purchase Order is due; this is based on the longest Lead Time of any Variant on the Purchase Order* > *This will initially be based on the date the Purchase Order was submitted, and updated once the Purchase Order is acknowledged* > *This will be output in various locations, as the due date for this unit of stock; this is overridden by the Expected Delivery Date*
Expected Delivery Date	*A manually entered date* > *This will be output in various locations, as the due date for this unit of stock; this is overridden by the Confirmed Delivery Date (see Purchase Order Lines)*
Delivery Cost	*Enter the total cost of delivery*

Action Buttons



Use these buttons to take actions on the Purchase Order.

Possible Actions

Update

This will update and save any changes made to fields in the Purchase Order Header.

Auto Populate Order

> Only shows on Open Purchase Orders

Press this to automatically populate the Purchase Order. This will apply logic as per the Replenishment screen and automatically add all system recommended items and quantities.

> This may result in large numbers of items being ordered; we recommend that this Purchase Order be reviewed manually prior to being sent to the Supplier.

Send by Email

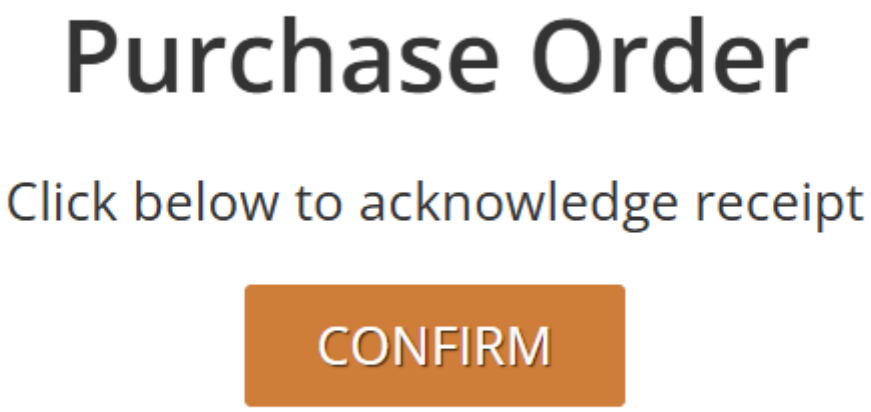
Only shows on Open Purchase Orders

This will send the Open Purchase Order to the Supplier via email and change the status to 'Submitted'.

>

> The email is editable withinEmail Templates

The Supplier will be sent a link to this screen:



Mark as Submitted

Only shows on Open Purchase Orders.

This will change the status to 'Submitted'.

This will not trigger an automated notification to the Supplier.

Lock

Use this to Lock the Purchase Order.

This will prevent users from allocating Sales Order Lines to this Purchase Order.

Typically, this is used for display items and forward orders.

Sales Order Lines already allocated to this Purchase Order are unaffected.

Unlock

Use this to unlock the Purchase Order (see above).

Mark as Acknowledged

Only shows on Submitted Purchase Orders.

This will change the status to 'Acknowledged'.

This will not trigger an automated notification to the Supplier.

> If the Purchase Order was submitted via an email, the Supplier will be able to acknowledge this via a link in the email.

Cancel

Only shows on Submitted and Acknowledged Purchase Orders.

This will change the status to 'Cancelled'.

> The email is editable within Email Templates

Mark as Invoiced

Only shows on Received Purchase Orders.

Use this to mark the Purchase Order as invoiced; this will change the status to Invoiced and prevent further units of stock from being received against it.

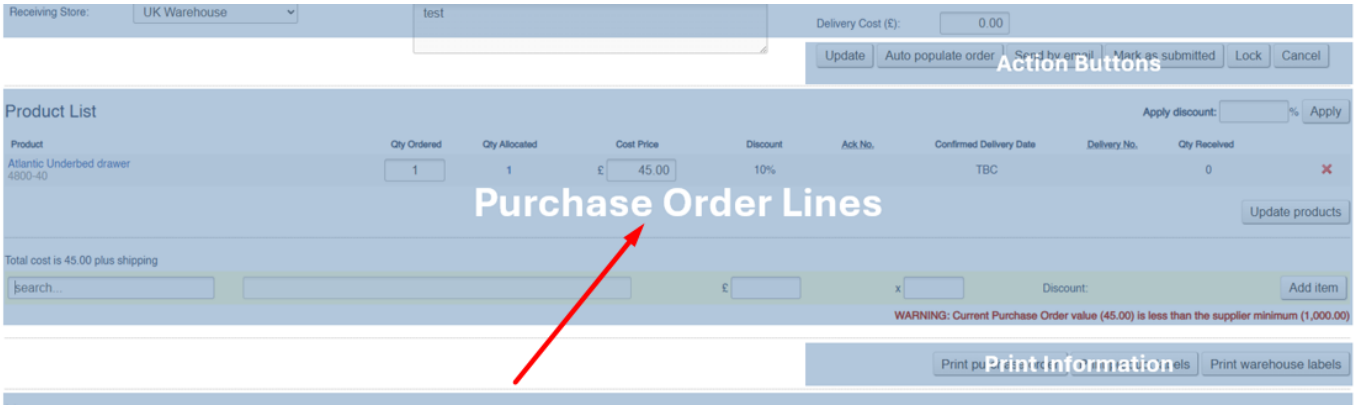
Mark as Completed

Only shows on Invoiced Purchase Orders.

Use this to mark the Purchase Order as Completed.

This will prevent the Cost Prices against Purchase Order Lines from being edited, and will also send the Purchase Order to your Accounts package if you have an integration set up.

Purchase Order Lines



This section will show a list of Order Products, which are separated into individual Purchase Order Lines.

Updating Cost Prices

It is possible to update a variety of information in this section, all relating to the individual Purchase Order Lines. When doing so, there are two buttons:



Update Products

This will only save changes to this Purchase Order, e.g. if you change a Cost Price, it will only apply to this Purchase Order.

Update Cost Prices

This will be greyed out by default, but becomes useable when the User amends the Cost Price on a Purchase Order Line. If pressed, this will save the change against the Product (specifically the Variant/Unique Stock Record) on the Purchase Order.

> This will update the ongoing Cost Price for that item, which will be used on all ongoing Purchase Orders and Sales Orders. This may also affect Price Changes when using the Price Management screen.

It is not possible to apply this to only one of the lines on a Purchase Order - it will either save the Cost Price against all Products, or none of them.

Fields

Field	Purpose
Product	*The Product Name and SKU Code*
Qty Ordered	*The quantity ordered from the Supplier*
Qty Allocated	*The quantity allocated to Sales Orders* > *If greater than zero, the number may be clicked to view a pop up with a breakdown of allocations*
Cost Price	*The Cost Price of the unit ordered* *Initially, this will be autofilled from the Variant* *This is editable both before and after the Products have been received, except in these circumstances:* • *The PO status is 'invoiced'* • *The stock linked to the PO has already been updated* > *This can be used to edit the ongoing Cost Price of the Variant/Unique Stock Record on the Purchase Order (See above for more information)*
Discount	*The discount against this Order Line* *This label is automatically calculated based on the difference between the current Cost Price against the Variant and the Cost Price on the current Purchase Order*
Ack No.	*Enter an acknowledgment number for this Purchase Order Line* *Optionally, use Supplier Reference in the Header if all items in the Purchase Order share the same Acknowledgement Number*

Field	Purpose
Confirmed Delivery Date	*Enter a confirmed delivery date for this Order Line* *This will update delivery estimates throughout the system* *Alternatively, use the Action Buttons to apply a date to every line on the Purchase Order simultaneously*
Delivery No.	*Enter a delivery number for this Order Line* *Alternatively, store the delivery note within the Notes*
Qty Received	*A label that shows the quantity received against this Order Line*
Receive into Stock	*Use this field to receive items; simply enter a number of units to receive* *Must also select a Location to which you receive the stock* *Alternatively, use Goods In to receive goods*
Location	*The Location to which you are receiving stock* *Must also enter an amount to receive* *Alternatively, use Goods In to receive goods*
Cancel Line	*Cancel the Purchase Order Line*

Product Types

Different products will display differently, with different information.

Standard Products

These are products without Customisations.

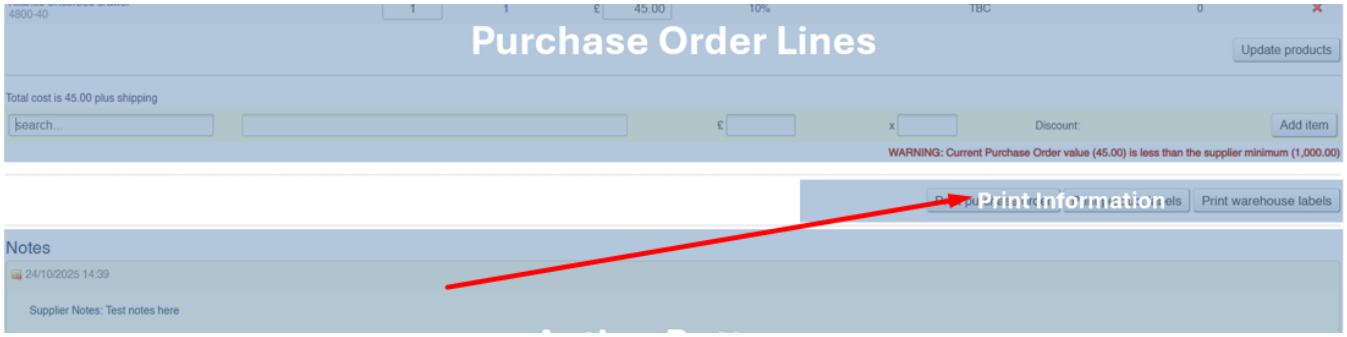
Product
Atlanta Oak Low Footend Bedstead Double 135cm 102 4800-42BD

Made to Order Products

These are products with Customisations.

Product
Orla Kiely Linden Chair Grade A 705628 Fabric:A081-Boucle-Jute Scatter Cushions:3665

Print Information



Use these buttons to print essential information regarding the Purchase Order.

Download Purchase Order Lines as CSV

This will export the Purchase Order Lines in a CSV format.

variant_code	subvariant_code	product_name	product_customisations	qty_ordered	cost_price	discount_percentage	acknowledgement_number	confirmed_delivery_date	qty_received
39489-94838	0	Example Chair		1	0.7	0			0
39489-94838	0	Example Chair		1	0.7	0			0
39489-94839	0	Example Mirror		6	0.7	0			0
39489-94839	0	Example Mirror		1	0.7	0			0
39489-94839	0	Example Mirror		1	0.69	1			0
39489-94839	0	Example Mirror		13	0.72	-3			0
39489-94840	0	Example Wardrobe		14	0.4	0			0
39489-94840	0	Example Wardrobe		1	0.39	3			0
39489-94840	0	Example Wardrobe		40	1	-150			0
705624	397	Example Sofa	Fabric:A079-Boucle-Jade,Scatter Cushions:3669	1	751.23	0			0
705628	394	Example Chair (2)	Fabric:A079-Boucle-Jade,Scatter Cushions:3667	1	40	0			0
705628-1	396	Example Chair (3)	Fabric Collection:B_MEsh_Ocean,Scatter Cushions:3667,TEST1:TEST2	1	450	0			0
test	0	Example Chair (4)		1	1	100			0

Print Purchase Order

This will produce a PDF of the Purchase Order.

> The 'title' field will pull from the 'Manufacturer's Product Name' field, if one has been entered against the Product.

IXO

Bentley Designs

Invoice Address

IXO (Ilminster)
Avalon
Ashwell Business Park
Ilminster
Somerset
TA19 9DX
GB

Delivery Address

IXO (UK Warehouse)
Iconography Warehouse
Avalon
Ilminster
Somerset
TA19 9DX
GB

Telephone: 01460 258530 **Email:** chris.millard@iconography.co.uk
Date: 28/07/2025 **VAT No:** 123245657

PURCHASE ORDER PO772

Code	MPN	Title	Qty	Unit Price	Line Price
39043		multi supplier bulk price test	1	GBP 0.00	GBP 0.00
4800-43BD	4800-43BD	Atlanta Oak Low Footend Bedstead Double 135cm 149	1	GBP 35.00	GBP 35.00
90738-1747656383	4800-43BD	Atlanta Oak Low Footend Bedstead Double 135cm PO split test 149	1	GBP 35.00	GBP 35.00
4800-40	4800-40	Atlantic Underbed drawer	1	GBP 50.00	GBP 50.00
4800-90	4800-90	Atlanta Oak Dressing Table	1	GBP 60.00	GBP 60.00
4800-73	4800-73	Atlantic Oak 3 Drawer Nightstand	1	GBP 78.00	GBP 78.00
90743-1747656383	4800-42BD	Atlanta Oak Low Footend Bedstead Double 135cm PO split test 102	1	GBP 80.00	GBP 80.00
reservedtest		joshicontest standard reservedtest	1	GBP 90.00	GBP 90.00
39021		Atlantic Oak Triple Wardrobe	1	GBP 100.00	GBP 100.00
4800-51BD	4800-51BD	Atlantic Oak High Footend Bedstead small double	1	GBP 200.00	GBP 200.00
4800-54BD	4800-54BD	Atlantic Oak High Footend Bedstead King	1	GBP 300.00	GBP 300.00
4800-53BD	4800-53BDfdfg	Atlantic Oak High Footend Bedstead double	1	GBP 400.00	GBP 400.00

Sub Total: GBP 1,428.00
Delivery Total: GBP 0.00
Total: GBP 1,428.00

PLEASE PHONE, EMAIL OR FAX ACKNOWLEDGEMENT OF ORDER

Print Product Labels

This will print Product Labels for items on the Purchase Order.

It is possible to print labels with or without prices.

> If a Purchase Order has not yet received any stock, this will print labels for all Purchase Order Lines using logic available here

> If a Purchase Order has received stock, an option is given to print all, or just received lines using logic available here

Print Warehouse Labels

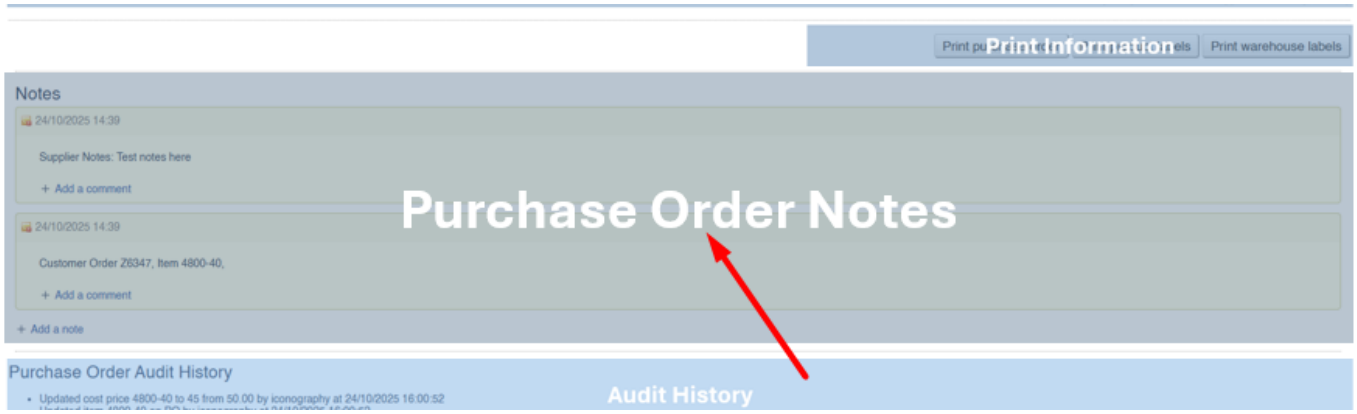
This will print Warehouse Labels for items on the Purchase Order.

>

If a Purchase Order has not yet received any stock, this will print labels for all PurchaseOrder Lines using logic available here

If a Purchase Order has received stock, an option is given to print all, or just received lines using logic available here

Purchase Order Notes



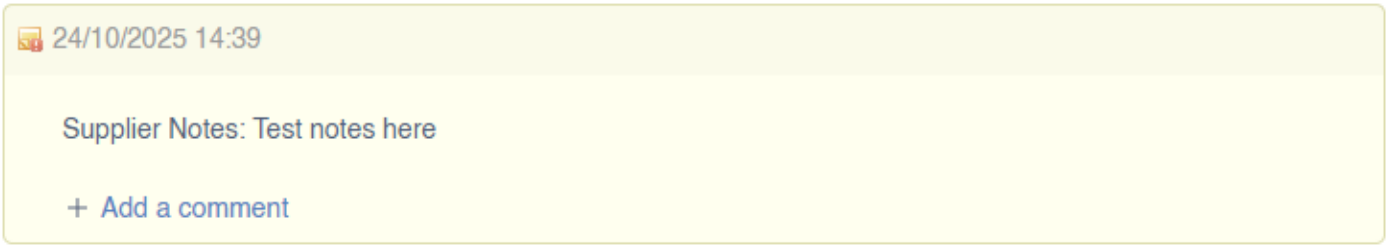
A user may add notes to a Purchase Order here.

Use the controls to add a note or a task.

Supplier Notes

Anything entered in the 'Supplier Notes' field against the Supplier will be copied into a Purchase Order note whenever a Purchase Order is created.

This information will not change if the 'Supplier Notes' are updated in the future.



Sales Order Notes

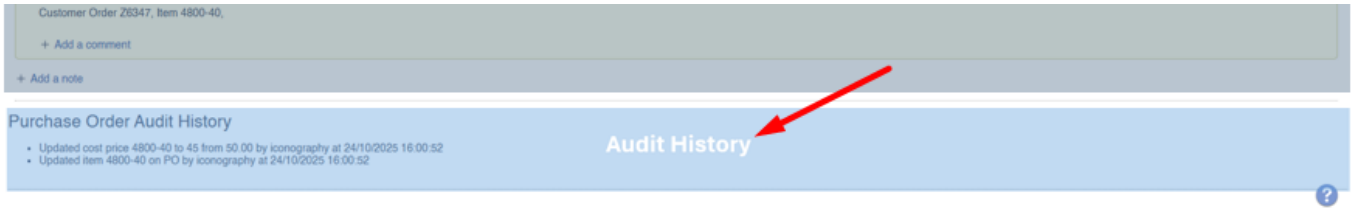
If a Purchase Order Line is created from the Sales Order detail page, or from Required Orders, a note will be added to the Sales Order with more information.

24/10/2025 14:39

Customer Order Z6347, Item 4800-40,

+ Add a comment

Audit History



The audit history shows a log of all actions taken on a Purchase Order, along with a timestamp and who took the action.

Dropship Purchase Orders (Direct Home Delivery)

A dropship Purchase Order (also known as Direct Home Delivery) is a Purchase Order where the Supplier will deliver directly to the Customer.

For Dropship to be available on a Sales Order, the following prerequisites must be met:

- there must be a delivery address
- the Supplier must be enabled for dropshipping

How it works

Sales Order Management

The Sales order management process is shortened due to the dropship process. It will go through two stages:

1. Purchase Order created - the Sales Order will be set to 'On Order'
2. Purchase Order acknowledged - the Sales Order will be set to 'Completed'

Stock Allocation

Once a Sales Order Line has been allocated to a dropship Purchase Order, it can not be unallocated. If this is required, the Purchase Order must first be cancelled. Once this is done, the Sales Order Line can be allocated as normal.

Delivery

Delivery Store

This will be hard coded to 'dropship/other'

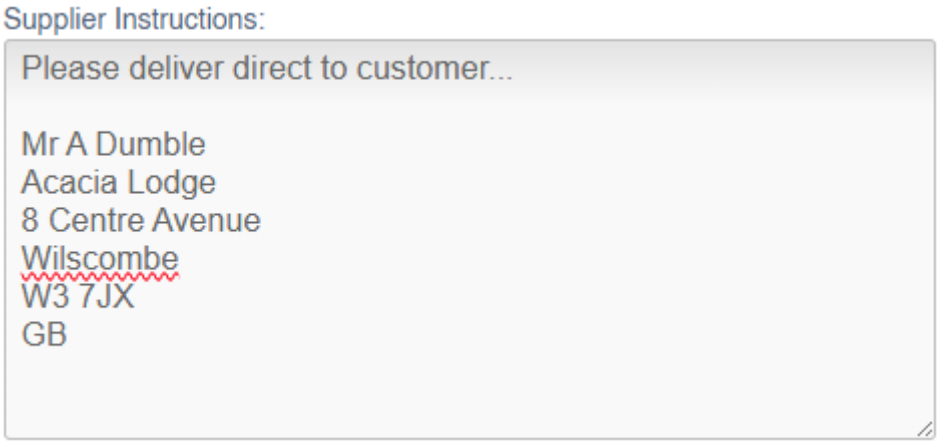
> If a customer changes their mind, and requests alternate delivery, the Purchase Order will need to be cancelled and reordered - it can not be changed

Delivery Charge

This will be set by the dropship carriage charge set against the Supplier.

Delivery Address

When submitting a Purchase Order, the Customer address will be automatically output in the Supplier Instructions:



> It is not possible to use the Scheduler to assign a Lorry Journey to a Sales Order with a dropship Purchase Order

Purchase Order Management

It is not possible to receive a dropship Purchase Order in the normal manner. Instead, once it is acknowledged, the user can only mark the Purchase Order as Invoiced, and then as completed.