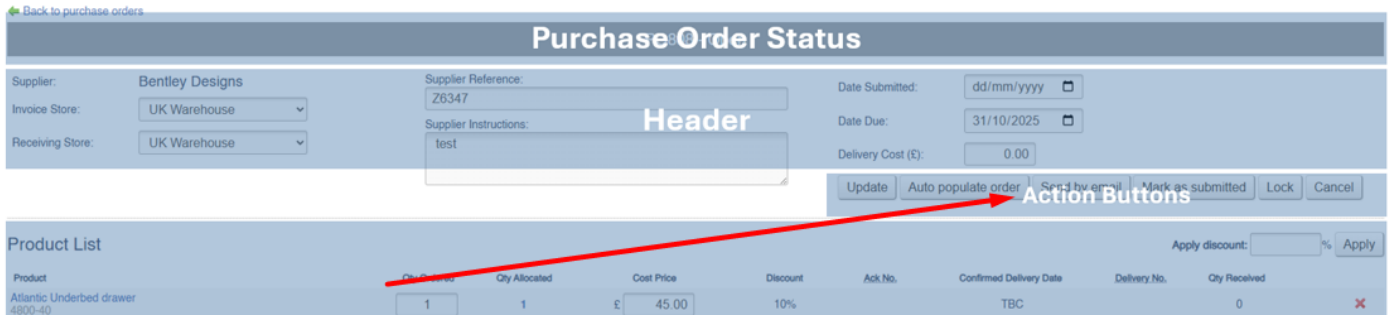


Action Buttons



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 within [Email Templates](#)

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.

Revision #2

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