

# Header

## Update Purchase Order

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### Purchase Order Status

|                               |                             |                            |  |
|-------------------------------|-----------------------------|----------------------------|--|
| Supplier: Bentley Designs     | Supplier Reference: Z8347   | Date Submitted: dd/mm/yyyy |  |
| Invoice Store: UK Warehouse   | Supplier Instructions: test | Date Due: 31/10/2025       |  |
| Receiving Store: UK Warehouse |                             | Delivery Cost (£): 0.00    |  |

Update Auto populate order Spec hardware Mark as submitted Lock Cancel

Product List Apply discount:  % Apply

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

| Field              | Purpose  |
|--------------------|--|
| Supplier           | <p>The Supplier linked to this Purchase Order</p> <div style="border: 1px solid #00a0e3; padding: 5px; background-color: #e6f2ff;"> <p><i>This field is locked and can not be changed</i></p> </div>   |
| Invoice Store      | <p>The invoice Store for this Purchase Order</p> <div style="border: 1px solid #00a0e3; padding: 5px; background-color: #e6f2ff;"> <p><i>On new Purchase Orders, this will default to that set against the Store</i></p> </div> <div style="border: 1px solid #d9534f; padding: 5px; background-color: #fff2cc; margin-top: 10px;"> <p><i>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</i></p> </div> |
| Receiving Store    | <p>The receiving Store for this Purchase Order</p> <div style="border: 1px solid #00a0e3; padding: 5px; background-color: #e6f2ff;"> <p><i>On new Purchase Orders, this will default to that set against the Store</i></p> </div>  |
| Supplier Reference | <p>Enter a Supplier Reference number for this Purchase Order</p> <div style="border: 1px solid #00a0e3; padding: 5px; background-color: #e6f2ff;"> <p><i>This field is optional</i></p> </div>   |

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

Revision #4

Created 24 October 2025 15:46:24 by Mike

Updated 21 January 2026 12:59:13 by Mike