

Purchase Order Lines

Receiving Store: UK Warehouse test Delivery Cost (£): 0.00

Update Auto populate order Search items Mark as submitted Lock Cancel

Product List Apply discount: % Apply

Product	Qty Ordered	Qty Allocated	Cost Price	Discount	Ack No.	Confirmed Delivery Date	Delivery No.	Qty Received
Atlantic Underbed drawer 4800-40	1	1	£ 45.00	10%		TBC		0

Purchase Order Lines

Total cost is 45.00 plus shipping

search £ x Discount Add item

WARNING: Current Purchase Order value (45.00) is less than the supplier minimum (1,000.00)

Print information Print warehouse labels

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

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

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

Revision #3

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