

# Purchase Order Lines

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

Update    Auto populate order    Search    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 <a href="#">Variant</a>  This is editable both before and after the Products have been received, except in these circumstances: <ul style="list-style-type: none"> <li>The PO status is 'invoiced'</li> <li>The stock linked to the PO has already been updated</li> </ul>
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

Field	Purpose
Ack No.	<p>Enter an acknowledgment number for this Purchase Order Line</p> <p>Optionally, use Supplier Reference in the <a href="#">Header</a> if all items in the Purchase Order share the same Acknowledgement Number</p>
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 <a href="#">Action Buttons</a> 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 <a href="#">Notes</a></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 <a href="#">Goods In</a> 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 <a href="#">Goods In</a> 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

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Revision #4

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