

# Purchase Order Status

## Update Purchase Order

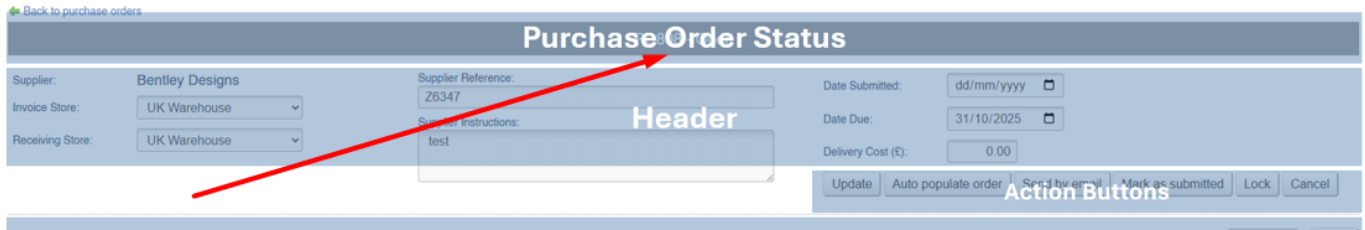
[Back to purchase orders](#)

### Purchase Order Status

Supplier: Bentley Designs      Supplier Reference: Z6347      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



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

Field	Purpose
Cancelled	<p data-bbox="810 170 1487 203"><i>A Purchase Order which has been Cancelled</i></p> <div data-bbox="815 232 1485 387" style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; background-color: #E1F5FE;"> <p data-bbox="879 264 1453 360"><i>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</i></p> </div>
Received	<p data-bbox="810 416 1487 479"><i>A Purchase Order is automatically changed to this status if at least one item on it has been received</i></p> <p data-bbox="810 517 1458 580"><i>You may receive other items on this Purchase Order and amend the Cost Prices</i></p>
Invoiced	<p data-bbox="810 613 1453 647"><i>A Purchase Order must be manually marked as invoiced</i></p> <p data-bbox="810 685 1469 748"><i>You may amend the Cost Prices at this stage, but take no further action</i></p>
Completed	<p data-bbox="810 777 1477 810"><i>A Purchase Order must be manually marked as completed</i></p> <p data-bbox="810 848 1465 911"><i>No further action may be taken on the Purchase Order at this stage</i></p> <div data-bbox="815 940 1485 1095" style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; background-color: #E1F5FE;"> <p data-bbox="879 972 1434 1068"><i>If you have an accounts integration, changing to this status will post the Purchase Order to your accounts package</i></p> </div>

Revision #2

Created 24 October 2025 15:45:25 by Mike

Updated 27 October 2025 12:15:47 by Mike