

# Purchase Orders (List)

From here you can add, edit and manage Purchase Orders.

## Key to icons

 = an open Purchase Order

 = a submitted Purchase Order

 = an acknowledged Purchase Order

 = a cancelled Purchase Order

 = a received Purchase Order

 = an invoiced Purchase Order

 = a completed Purchase Order

## Filters

Filter the screen by:

- PO Number
- Status
- Store (this is an OR search on the receiving/invoice Store)
- Supplier
- Date Received

If a PO has been received over multiple dates, it will show for any and all of those dates

- Date Submitted

If a PO has not been submitted, it will never show if you are filtering for Date Submitted

## Create a Purchase Order

You can create a new Purchase Order from this screen, or alternatively via the [Required Orders](#), [Sales Order](#) or [Replenishment](#) screens.

## Download Purchase Orders as a CSV

This will export top level information about your Purchase Orders, filtered to your current view.

## FAQs

When looking at a Sales Order Line which is allocated to a Purchase Order, I can see an 'expected goods in date' - how is that powered?

This will be taken from the Purchase Order or individual Purchase Order Line. There are three dates which are used, and the heirarchy is as follows:

1. Date Due (overridden if either of the other dates exist)
2. Expected Delivery Date (overriden if Confirmed Delivery Date exists)
3. Confirmed Delivery Date

In the Product Lookup screen (CMS or POS), I can see Purchase Orders with an 'expected goods in date' - how is that powered?

This will be taken from the Purchase Order or individual Purchase Order Line. There are three dates which are used, and the heirarchy is as follows:

1. Date Due (overridden if either of the other dates exist)
2. Expected Delivery Date (overriden if Confirmed Delivery Date exists)
3. Confirmed Delivery Date

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