

Summary

The Purchase Order Detail page displays all of the information relevant to the Purchase Order, allows the user to process it, add notes, receive lines, etc.

Page Breakdown

This is one of the most complex pages within IXO Commerce. Below is a breakdown of the key sections.

- [Purchase Order Status](#)
- [Header](#)
- [Action Buttons](#)
- [Purchase Order Lines](#)
- [Print Information](#)
- [Purchase Order Notes](#)
- [Audit History](#)

The screenshot displays the 'Purchase Order Status' page. At the top, there is a 'Supplier' section with fields for 'Supplier Reference' (20042), 'Date Submitted' (15/10/2025), 'Supplier Instructions' (Send), and 'Date Due' (31/10/2025). Below this is a 'Product List' table with columns for 'Product', 'Qty Ordered', 'Qty Received', 'Cost Price', 'Discount', 'Ask No.', 'Confirmed Delivery Date', 'Delivery No.', and 'Qty Received'. The table shows one line item with a total cost of 40.00 plus shipping. Below the table is a 'Notes' section with a 'Supplier Notes' field and a 'Customer Order 20042 Item 4800-40' field. At the bottom, there is a 'Purchase Order Audit History' section with a table of updates.

Product	Qty Ordered	Qty Received	Cost Price	Discount	Ask No.	Confirmed Delivery Date	Delivery No.	Qty Received
Supplier Reference: 20042	1	0	€ 40.00	0%		TBC	0	

Product	Qty Ordered	Qty Received	Cost Price	Discount	Ask No.	Confirmed Delivery Date	Delivery No.	Qty Received
Supplier Reference: 20042	1	0	€ 40.00	0%		TBC	0	

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