

How do I change the exchange rate in an order?

1. Open a purchase order.
2. Select the desired order line and click on the 3 dots (...)
3. Click on **Select currency...**
4. Select the desired currency.
5. Open the tab **General**.
6. You can now change the exchange rate for this order. The exchange rate as configured in MXSuite module Administration is used by default.
7. Click on **Save as draft**.

GeneralOrder linesSuppliers

Unique id: MT22-OSO-145/Draft

Location: Mastex Trader

Status: Requisition

Creation date: 22/02/2023

Created by: Administrator

Remarks:

Select urgency: Regular

Budgeting year: 2023

Delivery port:

Category: 510 Anchor Winch

ETA: day/month/year

Delivery address

Invoicing address

Financial

Total amount: 125.00

Local currency: EURO

Currency	Total per currency	Exchange rate
COEFF	168,125.00	1,345.00