

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**.

General Order lines Suppliers

Unique id: MT22-OSO-145/Draft Select urgency: Regular Budgeting year: 2023

Location: Mastex Trader Delivery port: Category: 510 Anchor Winch

Status: Requisition ETA: day/month/year

Creation date: 22/02/2023

Created by: Administrator

Remarks:

Delivery address Select address

Invoicing address Select address

Financial

Total amount: 125.00 Local currency: EURO

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

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