How do I create a purchase order?

1. Click on **New purchase order...**
2. Enter a search term in the column **own code** and click on  to open the list of parts.
3. Select one or more parts and click on **Ok.**
4. The selected parts will be added to the order.
5. Order lines can be automatically added to an order by clicking on **Insert required inventory**. This will add all parts to the order whose stock is lower than the minimum requirement and for which no previous order has been placed.
6. Enter the desired amount for all order lines.
7. Click on **Save & send** to save the order and forward it for further processing. Click on **Save as draft** to edit the order or to send it at a later date.

> The same procedure can be used to create a local purchase order.

Revision #1
Created 2024-11-08 15:47:15 UTC by Peter van Driel
Updated 2024-11-08 15:51:44 UTC by Peter van Driel