Purchase Order

Purchases · https://spos.pk/docs/purchase-order/

A purchase order is a formal order you send to a supplier, listing the products, quantities and prices you want to buy. It gives the supplier clear instructions, gives you a record to check the delivery against, and stops misunderstandings about what was ordered.

Purchase order

1. Go to the purchases section in Smart POS and start a new purchase order.
2. Select the supplier, the delivery location and the date you need the goods.
3. Add each product you want to order, with the quantity and the agreed purchase price.
4. Check the order total, save the purchase order and send it to the supplier.
5. When the goods arrive, check them against the purchase order, then convert it into a purchase invoice and record the stock received.

Tip: Always check deliveries against the purchase order before you pay the supplier's invoice, so you only pay for what you actually received.

Related guides: Purchase management · Customer & supplier ledger · See it for: Traders