

Create new purchase order

This action requires the **"create purchase orders"** permission.

A new purchase order can be created with the **"create new"** form, located above the **purchase orders** table, found under **"purchases"** or [here](#).

Dewesoft ERP

Dashboard

Products

Sales

Purchases

Purchase orders

Purchase order items

Received invoices

Received invoices items

Required materials

Required materials by supplier

Required materials for sales order by fifo

Material in delivery

Material in delivery by supplier

Goods receipts

NO.	REFERENCE NO.	STATUS	PARTNER	TOTAL AMOUNT	TOTAL AMOUNT CURRENCY	CURRENCY RATE	PURCHASE EMAIL SENT	SALES ORDER	CREATED AT	ORDER ITEMS	COMMENTS	ACTIONS
		DELIVERED		€0.00	€0.00	1	✗		6/14/2025			
		IN PROCESS		€0.00	€0.00	1	✓		6/13/2025			
		DELIVERED		€11.81	€11.81	1	✗		6/13/2025			
		DELIVERED		€0.00	€0.00	1	✗		6/13/2025			
		IN PROCESS		€4,500.00	€4,500.00	1	✓		6/13/2025			
		IN PROCESS		€248.36	€248.36	1	✓		6/13/2025			
		DELIVERED		€50.00	€50.00	1	✗		6/13/2025			
		DELIVERED		€0.00	€0.00	1	✗		6/13/2025			

When creating a new purchase order, at least the **partner (supplier)** and **currency code** need to be selected, **initially**.

Home / Add new purchase order

Order information

PARTNER

MLEKARNA CELEIA, d.o.o., SI92813020

STATUS

Select status

CURRENCY CODE

EUR, Euro

CURRENCY RATE

1.00

REFERENCE NO.

Enter document reference number

CREATED AT

23. 06. 2025

SALES ORDER

Select sales order

B I U H1 H2 H3 H4 H5

PRINT TEXT

TRANSIT INFORMATION

Enter additional transit information (AWB...)

Contact information

CONTACT PERSON

Jure Jager

CONTACT EMAIL

jure.jager@dewesoft.com

PHONE

MOBILE

FAX NUMBER

Enter fax number

Order items

PRODUCT

AMOUNT

EUR

DISCOUNT

0.00

QUANTITY

1.00

x1

Add new

1

KML 000010.000-JOGURT-NAVADNI.ONCEK

Empty

Empty

7/7/2025

7/7/2025

Empty

Empty

0.5000

50.00

0

100

€50.00

Totals:

100

0

€0.00

After save, create another

Save

Items that will be purchased with this order can be added under "**Order items**" section.

1. **Product:** Select the product that will be purchased with this order
2. **Amount:** Enter how much of selected product will be purchased
3. **Quantity:** Enter the quantity of the product to purchase.
4. Click "**Add new**" to add the new item to purchase order.
5. Repeat if needed.

Once all order items are added, the purchase order can be saved.

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