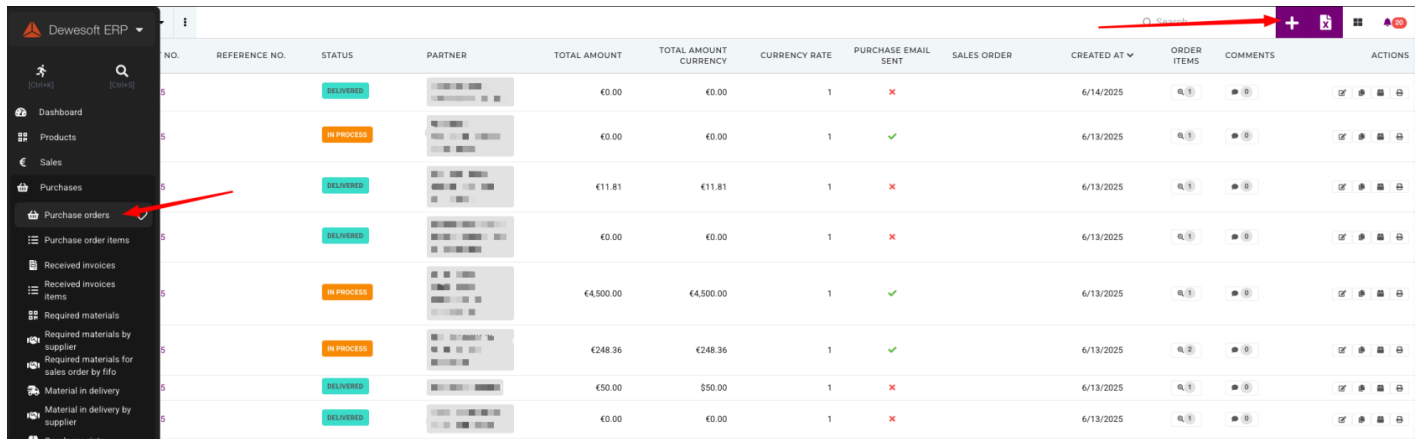


Create new purchase order

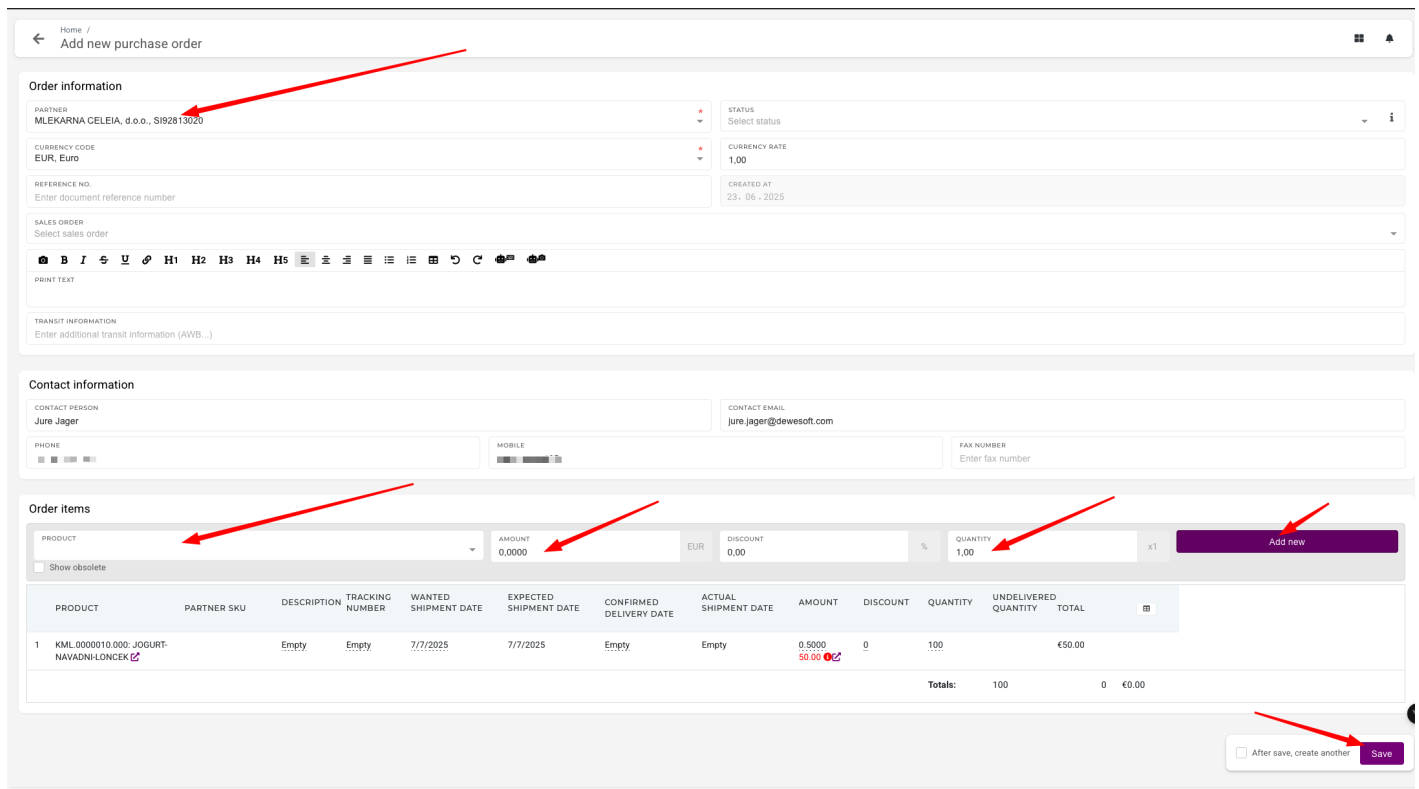
This action requires the "**create purchase orders**" permission.

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



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	1		
\$		IN PROCESS		€0.00	€0.00	1	✓		6/13/2025	1		
\$		DELIVERED		€11.81	€11.81	1	✗		6/13/2025	1		
\$		DELIVERED		€0.00	€0.00	1	✗		6/13/2025	1		
\$		IN PROCESS		€4,500.00	€4,500.00	1	✓		6/13/2025	1		
\$		IN PROCESS		€248.36	€248.36	1	✓		6/13/2025	2		
\$		DELIVERED		€50.00	€50.00	1	✗		6/13/2025	1		
\$		DELIVERED		€0.00	€0.00	1	✗		6/13/2025	1		

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

Contact information

CONTACT PERSON: Jure Jager | CONTACT EMAIL: jure.jager@dewesoft.com

PHONE: | MOBILE: | FAX NUMBER: Enter fax number

Order items

PRODUCT: | AMOUNT: 0.0000 | EUR | DISCOUNT: 0.00 | QUANTITY: 1.00 | Add new

PRODUCT	PARTNER SKU	DESCRIPTION	TRACKING NUMBER	WANTED SHIPMENT DATE	EXPECTED SHIPMENT DATE	CONFIRMED DELIVERY DATE	ACTUAL SHIPMENT DATE	AMOUNT	DISCOUNT	QUANTITY	UNDELIVERED QUANTITY	TOTAL	
1	KML0000010.000 - JOGURT-NAVADNI-LONCEK	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.

Revision #2

Created 2025-06-18 11:42:22 UTC by Nejc

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