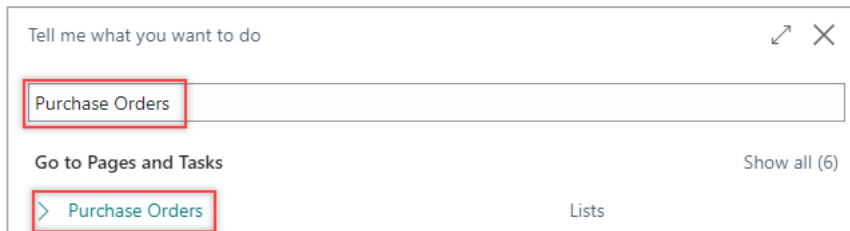


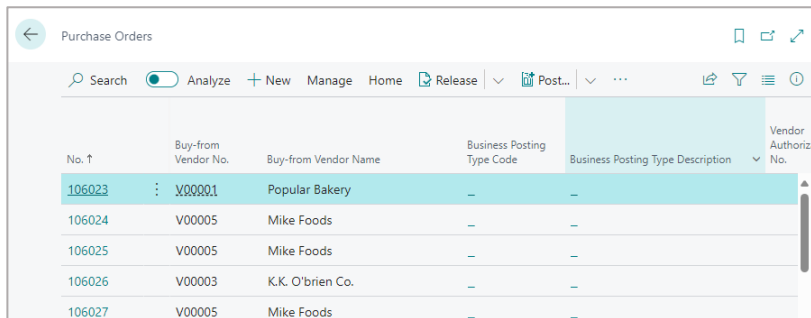
A purchase order represents an agreement between a buyer and a vendor to buy products or services. It also helps in tracking product receipts for the order and accounting for vendor invoices related to it.

Create a Purchase Order

1. Select the Search icon , enter **Purchase Orders**, and then choose the related link.

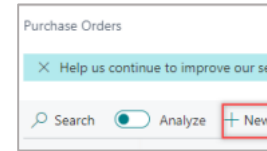


The **Purchase Orders** list page opens.

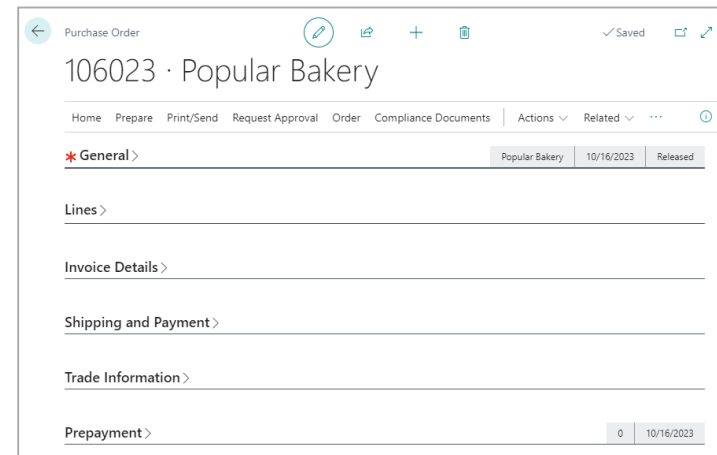


No. ↑	Buy-from Vendor No.	Buy-from Vendor Name	Business Posting Type Code	Business Posting Type Description	Vendor Authoriz. No.
106023	V00001	Popular Bakery	-	-	
106024	V00005	Mike Foods	-	-	
106025	V00005	Mike Foods	-	-	
106026	V00003	K.K. O'brien Co.	-	-	
106027	V00005	Mike Foods	-	-	

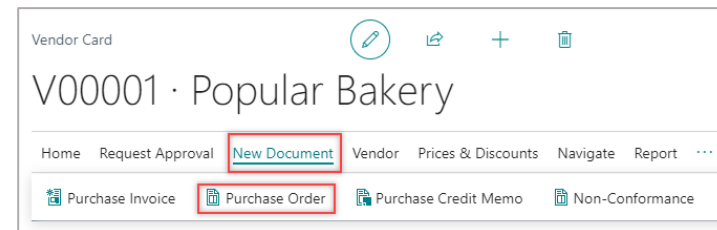
2. On the action bar, select **New**.



The **Purchase Order** card page opens.



Alternatively, you can also access the Purchase Order by selecting the **New Document > Purchase Order** on the action bar of the **Vendor Card** page.



- On the **General** FastTab, select the **No.** and **Purchaser Code**, check the **Document Date**. Fill in the **Buy-from** fields.

The screenshot shows the 'General' FastTab with the following fields highlighted in red:

- No.:** PO000160
- Purchaser Code:** MAI
- Document Date:** 2/12/2024
- Buy-from:** (Address, City, State, ZIP Code, Country/Region)

- On the **Invoice Details** FastTab, select or confirm the **Currency Code**, **Payment Terms Code**, and **Shipment Method Code**. Fill in the necessary fields as required.

The screenshot shows the 'Invoice Details' FastTab with the following fields highlighted in red:

- Currency Code:** EUR
- Payment Terms Code:** 1%/10 N/11
- Shipment Method Code:** CFR

- On the **Shipping and Payment** FastTab, select or confirm **Ship-to** location. Select **Pay-to** vendor if applicable.

The screenshot shows the 'Shipping and Payment' FastTab with the following fields highlighted in red:

- Ship-to:** (Company Address)
- Pay-to:** (Vendor)

- On the **Lines** FastTab, in the **Type** field, select *Item*. Enter **No.** and **Description**.

Type	No.	Loc. Code	Item Ref. No.	Des...	Color	Orig...	Bus... Post... Type Code	Assigned Container(s)	Unit of Mea... Code	Trip No.	Bin Code	Quantity	Wei... Qua... (LB)	Res... Qua...	Direct Unit Cost Excl. Tax	Froz...
Item	PKG005	MAIN		Box 1...					EA		RECEIVE	1,000			0.025	
Item	PKG036	MAIN		Label...					EA		RECEIVE	1,000			0.09	
Item	PKG135	MAIN		8 pie ...					EA		RECEIVE	1,000			0.60	
Item	PKG138	MAIN		Pie S...					EA		RECEIVE	1,000			0.80	
Item	PKG200	MAIN		Pallet					EA		RECEIVE	1,000			5.00	

Alternatively, you can select multiple items at the same time by selecting **Manage > Select items** on the **Lines** FastTab.

The screenshot shows the 'Lines' FastTab with the following elements highlighted in red:

- Manage** button
- Select items...** button

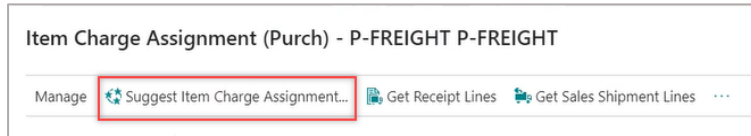
- You can also add other line types, such as *G/L account* or *Charge (Item)*. To add *Charge (Item)* lines, select **Line > Item Charge Assignment**.

The screenshot shows the 'Lines' FastTab with the following elements highlighted in red:

- Line** button
- Item Charge Assignment** option

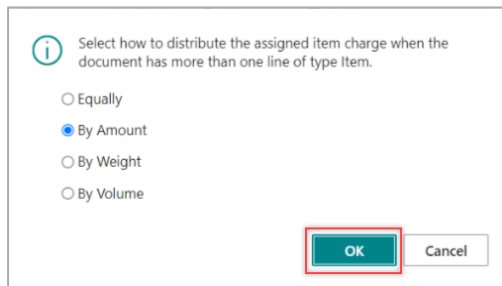


8. On the **Item Charge Assignment** page, select **Suggest Item Charge Assignment**.



The purchase order is released.

9. Select the way by which the assigned item charge will be distributed when the document has more than one line of item type.



10. Click **OK**.
11. On the action bar, select **Home > Release > Release**.

