

# Purchase Order Inbox

## Module Guide: Purchase Order Inbox

### Module Location

Purchasing > Purchase Order > Purchase Order Inbox

### Module Objective

The **Purchase Order Inbox** module serves as the approval center for all **Purchase Order (PO)** documents that have been created and submitted. This module is used by a superior or manager to conduct a final review and provide approval before a PO is officially sent to the supplier (vendor).

## 1. Main View (Purchase Order List)

The main page of this module is an "inbox" that displays all POs requiring your action.

The screenshot shows the 'Purchase Order Inbox' interface. At the top, there is a breadcrumb trail: 'Purchases | Purchase Order | Purchase Order Inbox'. Below this, there are search filters: 'Purchase Order Number' with a dropdown 'Any Part of Field' and a 'NONE' dropdown; a 'Search' button and a 'Show All' button; 'Item Category' set to 'RAW MATERIAL'; 'Date From' set to '1 August 2025' and 'Date To' set to '31 August 2025' with a 'Search' button; 'Document Filter Status' and 'Approval Filter Status' dropdowns; and a 'Page' dropdown. Below the filters is a table with the following columns: 'No.', 'Purchase Order Number', 'Vendor', 'PO Date', 'PO Status', 'Approval', and 'Approved Date'. The table currently displays '...: No Record Found :...'. There is an 'Approve' button at the bottom left of the table area.

### View Explanation & Filters

This page provides a summary of all POs that are awaiting approval.

- **Filters:** You can search for a specific PO by **Purchase Order Number**, **Item Category**, or a date range (**Date From / Date To**).
- **Request List:** The table below will display all POs awaiting action. The table currently shows "...No Record Found...".

## Column Explanation

- **Purchase Order Number:** The unique number of the submitted PO document.
- **Vendor:** The name of the supplier who will receive the PO.
- **PO Date:** The date the PO was created.
- **PO Status / Approval:** Icons that indicate the document's status and the approval process status.

## Button Functions

- **Approve :** The main action button to approve one or more selected POs.

## 2. Approval Process Steps

The following is the standard workflow for an approver.

### Step 1: Access the Inbox


Open the **Purchase Order Inbox** module to see the list of POs that require approval.

### Step 2: Review the Purchase Order Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the item details, quantity, price, and other purchasing terms.

### Step 3: Provide Approval

After you have reviewed and are certain about the submitted PO:

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more PO rows you wish to approve.
3. Click the **Approve** button located in the bottom-left section of the page to process the approval. 

## 3. Workflow & Integrated Business Process

1. **Submission:** A user (e.g., a purchasing staff) creates a document in the **Purchase Order** module and clicks **[Confirm]**.
2. **Entering the Queue:** The confirmed PO automatically enters the queue in this **Purchase Order Inbox** module.
3. **Review & Approval:** A manager or approver opens this module, reviews, and provides approval.
4. **Further Processing:** After approval, the PO becomes an official document that can be printed and sent to the vendor. This document also becomes the reference for the **Warehouse team** for the **Goods Receipt** process.

Updated 12 August 2025 14:19:12 by Muhammad Ali Akbar