

Purchase Order

Module Guide: Purchase Order

Module Location

Purchasing > Purchase Order > Purchase Order

Module Objective

The **Purchase Order (PO)** module is the center of the procurement process. Its purpose is to create an official purchase order document that is sent to a supplier (vendor) to order goods or services. An approved PO is a legally binding document and serves as an authorization for the vendor to ship the goods, as well as the basis for the warehouse's goods receipt process.

1. Main View (Purchase Order List)

The main page of this module displays a list of all Purchase Orders (POs) that have been created.

No.	Purchase Order Number	Vendor	Purchase Person	PO Date	Approve Date	Pick Up Date	Vendor SO Number	Document Status	PO Status	Approval	Invoiced	Active	Percentage Receipt	Attachment File	Signature File
1.	PWU0212508-0002135	PT. SENTRAL KEMASINDO TEGUH	Yory Erma Wati	12 Aug 2025		12 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
2.	PWU0212508-0002134	PT. SENTRAL KEMASINDO TEGUH	Yory Erma Wati	12 Aug 2025		12 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
3.	PWU0212508-0002132	PT. CAKRAWALA CEMERLANG BOX	Yory Erma Wati	12 Aug 2025		12 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
4.	PWU0212508-0002131	PT. CAKRAWALA CEMERLANG BOX	Yory Erma Wati	12 Aug 2025		12 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
5.	PWU0212508-0002129	PT. CAKRAWALA CEMERLANG BOX	Yory Erma Wati	11 Aug 2025		11 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
6.	PWU0212508-0002125	KANETIK (PM)	Yory Erma Wati	11 Aug 2025	12 Aug 2025	11 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
7.	PWU0212508-0002120	PT. ASIANAGRO AGUNG JAYA	Khoffa Nur Amaliah	11 Aug 2025		11 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
8.	PWU0212508-0002118	PT. CAKRAWALA CEMERLANG BOX	Yory Erma Wati	08 Aug 2025	12 Aug 2025	08 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
9.	PWU0212508-0002117	PT. SENTRAL KEMASINDO TEGUH	Yory Erma Wati	08 Aug 2025		08 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
10.	PWU0212508-0002105	KANETIK (PM)	Yory Erma Wati	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
11.	PWU0212508-0002104	KANETIK (PM)	Yory Erma Wati	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
12.	PWU0212508-0002097	PT. DURIKA KIMIA JAYA	Khoffa Nur Amaliah	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
13.	PWU0212508-0002096	PT. ARIES CENTAURIUS	Khoffa Nur Amaliah	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
14.	PWU0212508-0002099	PT. DWI TUNGGAL MULIA KIMIA	Khoffa Nur Amaliah	07 Aug 2025	12 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
15.	PWU0212508-0002090	PT. MARKINDO BEKA TEKNIK (PM)	Annisa Rachmawati	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
16.	PWU0212508-0002089	CV. ANUGERAH AGUNG ABADI (PM)	Annisa Rachmawati	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
17.	PWU0212508-0002088	KANETIK (PM)	Yory Erma Wati	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
18.	PWU0212508-0002087	PT. SURINDO TEGUH GEMILANG	Yory Erma Wati	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
19.	PWU0212508-0002086	PT. MAHKOTA PLASTIK	Yory Erma Wati	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)
20.	PWU0212508-0002085	PT. SURABAYA PERDANA ROTORACK (SPR)	Yory Erma Wati	07 Aug 2025	08 Aug 2025	07 Aug 2025	-/A-				X	✓	0.00 %	0 File(s)	0 File(s)

View Explanation & Filters

This page is for viewing and managing all POs.

- **Filters:** You can search for a specific PO by **Purchase Order Number, Item Category, Active** status, or a date range.
- **PO List:** The table below will display all POs that match the filters, with columns such as **Purchase Order Number, Vendor, PO Dates, PO Status, Approval,** and **Invoiced** (Invoice Status).

Button Functions

- **New:** To create a new PO, usually from a Purchase Requisition or Vendor Quotation.
- **New From Template:** To create a new PO based on a saved draft/template.
- **Print:** To print the details of a selected PO.
- **Change Status:** To change the status of a selected PO.

2. Steps to Create a Purchase Order

Step 1: Create a New PO

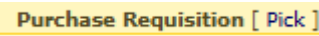
From the Main View, click the **New** or **New From Template** button to open the PO creation form. 

Step 2: Select the Source Document (Best Practice)

On the form that appears, the best way to maintain workflow integrity is to pull data from an existing document:

- Select a **Document Source** (for example, **Vendor Quotation** to pull the agreed-upon price).

Document Source : VendorQuotation Purchase Order Template

- Alternatively, click the **Purchase Requisition | Pick** button to select items from one or more approved Purchase Requisitions (PRs). 

Step 3: Fill in Header Information

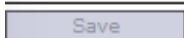
Select the **Vendor** (if not auto-filled) and verify all details such as the **PO Date** and **Payment Term**.

Step 4: Detail the Order Items

In the detail table in the middle section, ensure all **Item Code**, **Qty** (Quantity), and **Unit Price** are correct according to the quotation or requisition. You can also add additional costs in the **Add Miscellaneous Charge** section.

Step 5: Save and Confirm

After all data is filled in, use the buttons at the bottom:

- **Save:** To save the PO as a draft. 
- **Confirm:** To finalize the PO and send it into the approval workflow.



- **Cancel:** To cancel the entry. 

Workflow & Integrated Business Process

- A PO that has been **Confirmed** will go to the **Purchase Order Inbox** to be approved by a manager.

- An approved PO is the authorization for the vendor to ship goods and becomes the basis for the **Warehouse department** for the **Goods Receipt** process.

Tips & Important Notes

- Always try to create a PO from a **Purchase Requisition or Vendor Quotation** to ensure the purchase aligns with internal requests and approved prices.
- Use the **New From Template** button on the main page to quickly create routine POs.

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