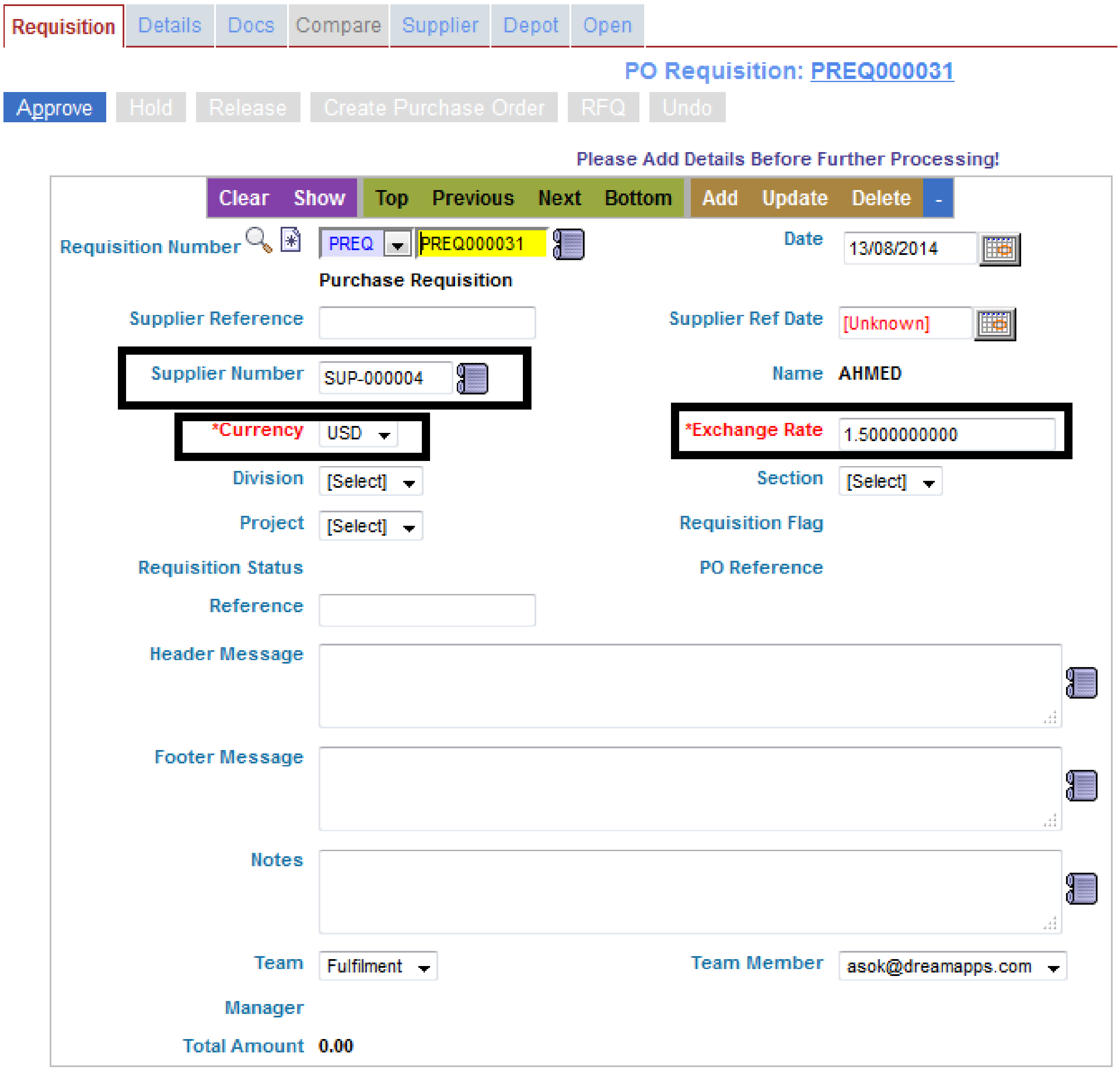
Purchase Order - Export

Three Steps for Affecting the Inventory : 1. Add line item in PO, 2. Create GRN and 3.Confirm GRN

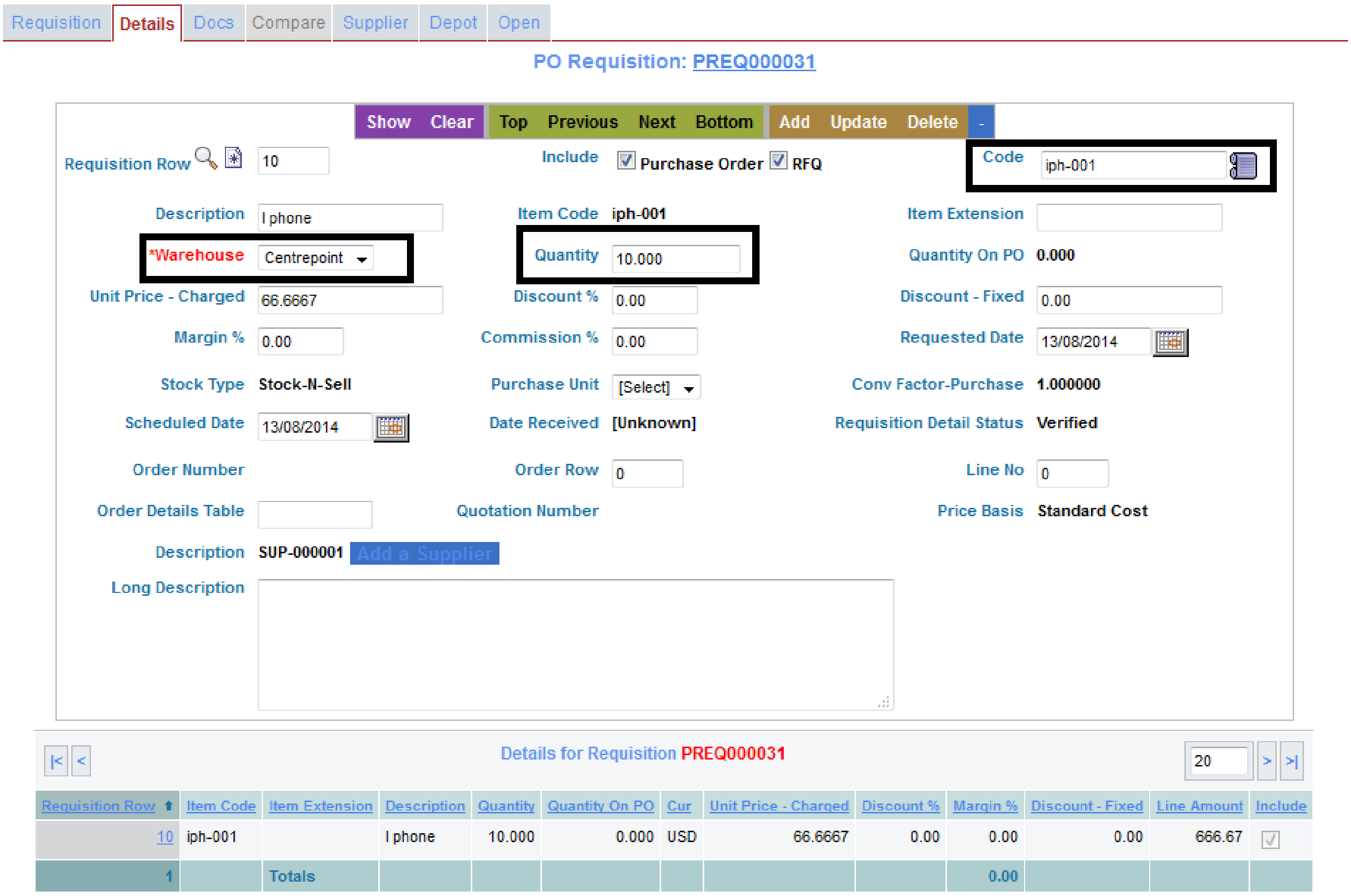
Create Requisition

Go to Purchasing » Requisition

- Add Foreign-Import Supplier in the requisition header:



- Go to Requisition Details Tab Add Item Code, Quantity, Warehouse



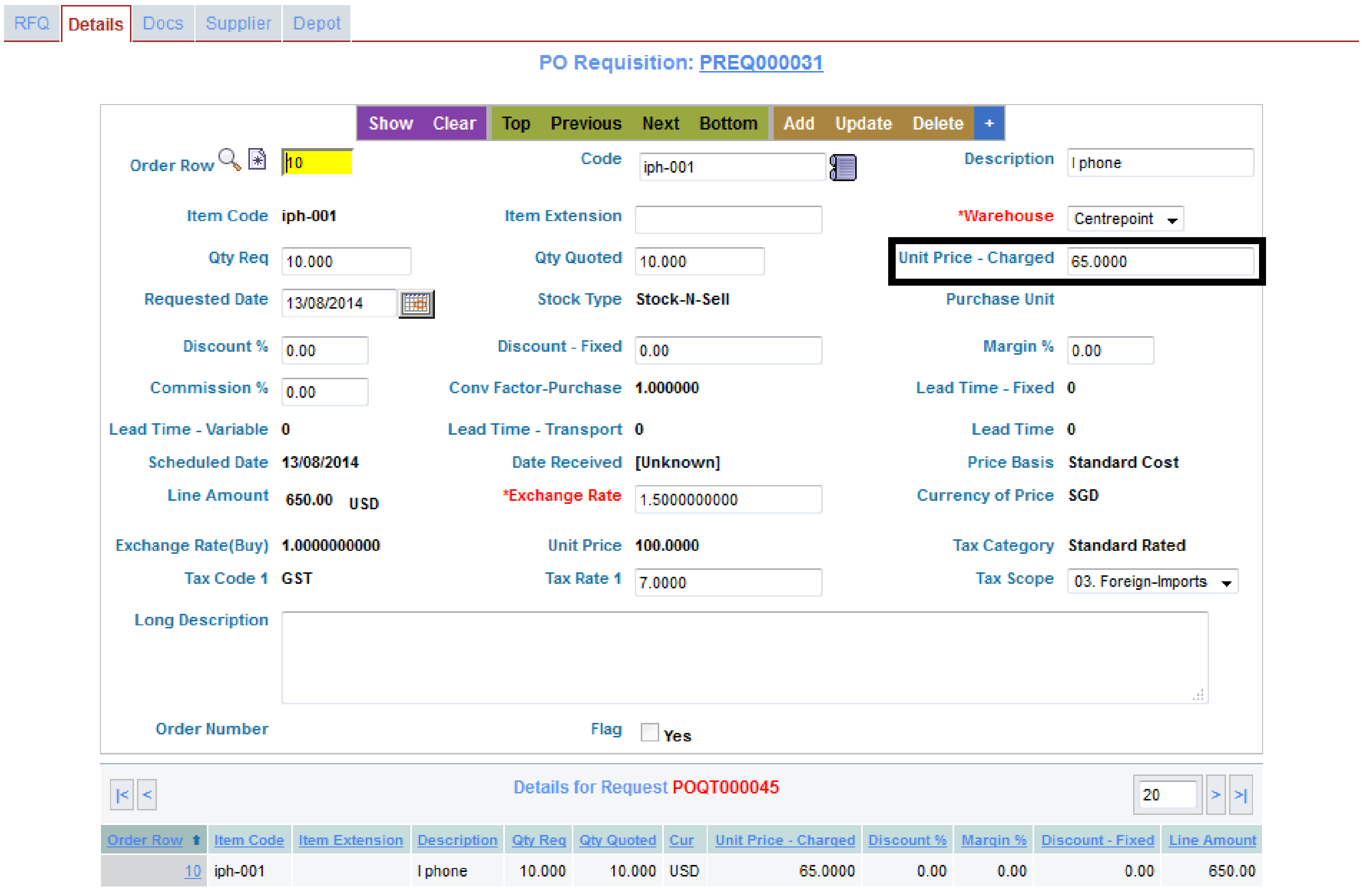
- Approve the Requisition

(N.B : no change in the inventory)

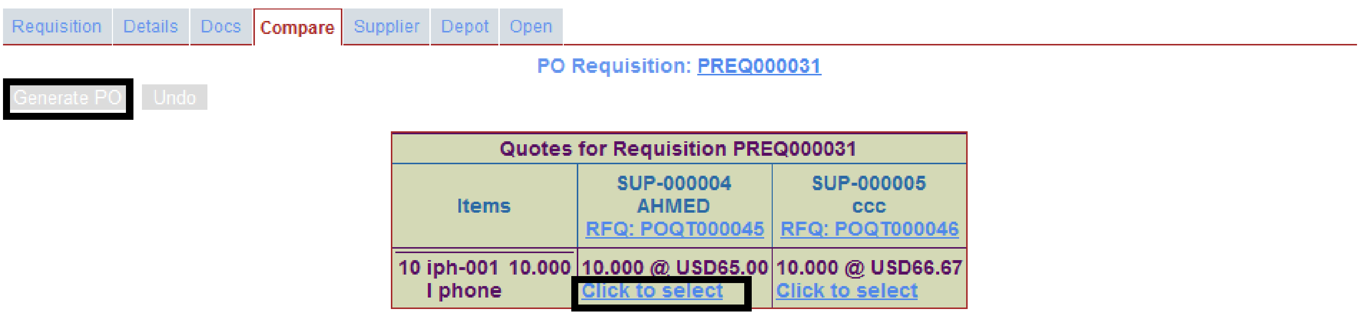
Create RFQ

Create a number of RFQ's for individual Suppliers

- Click RFQ on the Requisition header
- Change the price in the detail RFQ's tab, as per the quotation that received from the supplier



- Compare the RFQ's, Click to select the RFQ and generate the PO



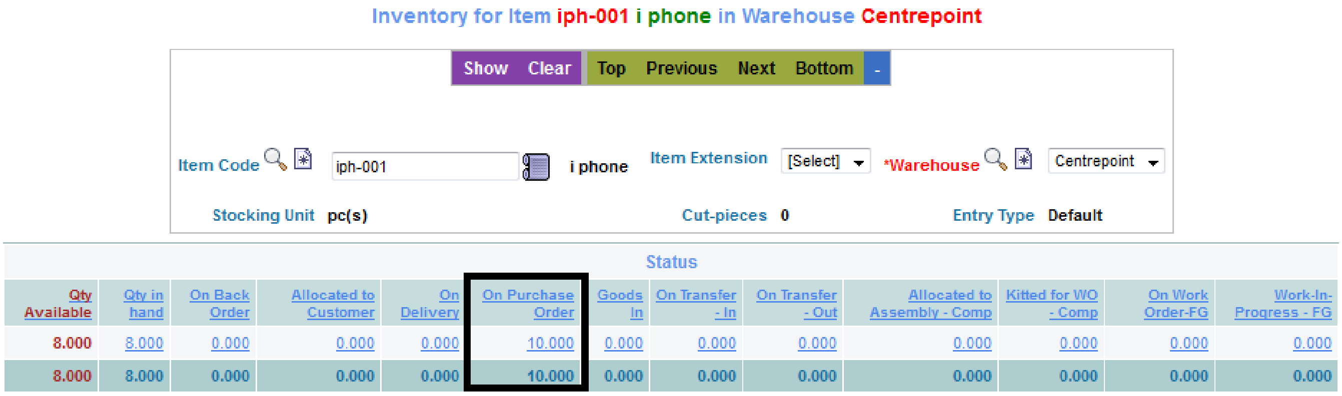
(N.B : no change in the inventory)

Create PO

1. Add line item in PO

At the time of creating PO, after adding the line item, the quantity will add to the **On Purchase Order** column for that specific transacted warehouse.

Example : Item code is iph-001, Warehouse is **Centrepoint**, **Qty Available** was 8, **Qty in hand** was 8 and purchased quantity is 10 then Scenario will like that :

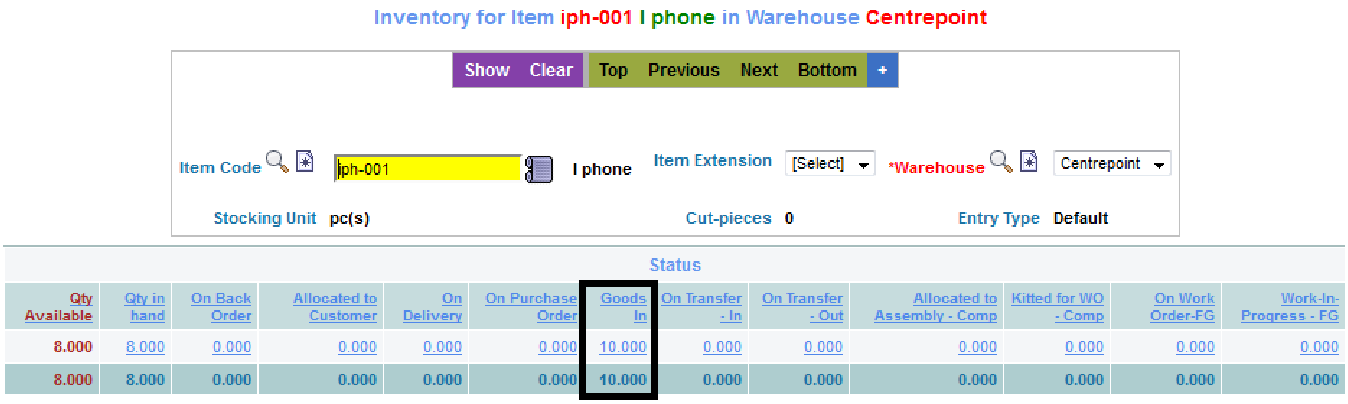


- Approve the PO

Create GRN

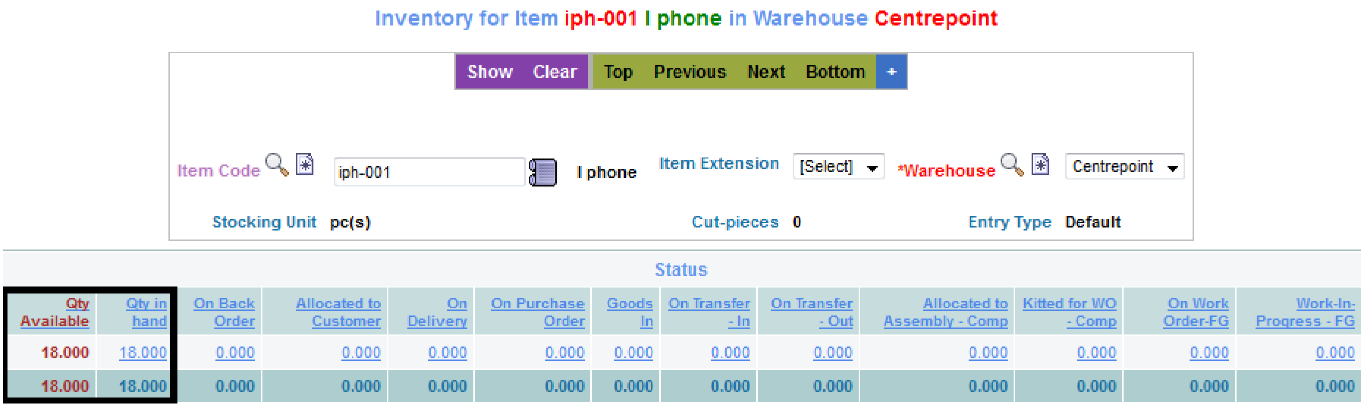
2. Create GRN

- **Create GRN** is clicked, the quantity will add to the **Goods In** column.



- **3. Confirm GRN**

After Confirming the GRN, the quantity will add to the **Qty Available** and **Qty in hand** column's.



Invoice

* Click the Invoice