



Purchasing / Order Processing

1.3. Purchase Orders

May 2.016

Purchasing / Order Processing



1.3. Purchase Orders.

This option is used to generate the different purchase orders to the different suppliers, these orders can be generated from a previously generated order template or not. In the case of starting from an Order Template, we will have to enter the code or consult it; and if we do not use an Order Template we will have to put a code that is unique.

Other data to be entered is the date of the purchase order (Ord. Date) and the estimated date of entry into the warehouse of the purchase order (Ent./Serv. date).

Añadir orden de compra

Código: LUNES Fecha orden: 15/12/2015 Fecha entrega: 22/12/2015

Depto.	Familia	Artículo	Descripción	Proveedor	Unids.	Cajas	Pr./Un.	Pr. garant.	Exis.	Min. Exis.
10	304	30400030	PAPEL HIG. X DOCENAS	40091902	50.00	1	3.83	0.00	200.00	0.00
10	305	30500020	JABONCILLO PORCIONES	40090400	300.00	1	30.00	0.00	13.00	0.00
10	304	30400060	BOLSA HIGIENICA (X1000)	40090706	20.00	1	10.40	0.00	3.00	0.00
10	304	30400070	PAPEL HIGIENICO GRANDE	40091702	1000.00	1	5.20	0.00	90.00	0.00
10	305	30500005	PEINES DUCHA	40091902	1000.00	1	0.07	0.00	0.00	0.00

We can ask the application to show us only the last quotes from the supplier at the time of building the purchase order, by checking the box Ult./Last Prev.

Within the facilities provided by the Purchase Orders, there is the possibility of automatically generating the Orders to Suppliers (1.4), which is done by clicking on the icon at the top right.

Menú Principal / Tratamiento Compras / Pedidos / Órdenes de compra Usuario: admin

Código Fecha orden Fecha entrega Elementos

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Once the purchase order is created, we can insert (**i:insert**), modify (**m:modify**), and delete (**d:delete**) products and print (**p:print**) the purchase order.

To modify an item in the purchase order, we must select the product and give input, this way a window will appear at the bottom of the screen with the data of the item available for modification.

When you finish inserting or modifying a product record in the purchase order, you must save that instance by clicking on the save icon.



Once this task has been completed, we must exit the insertion or modification screen by pressing the **ESC** key.

It is very **IMPORTANT** that when you exit the **Purchase Orders** screen this template is saved, otherwise all the modifications or insertions made will NOT be taken into account.

To delete items from the purchase screen, select the product to be deleted and press the letter "**d**" for delete, which will automatically delete the item from the order.

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Editar orden de compra

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10	304	30400030	PAPEL HIG. X DOCENAS	40091902	50.00	1	3.83	0.00	200.00	0.00
10	305	30500020	JABONCILLO PORCIONES	40090400	300.00	1	30.00	0.00	13.00	0.00
10	304	30400060	BOLSA HIGIENICA. (X1000)	40090706	20.00	1	10.40	0.00	3.00	0.00
10	304	30400070	PAPEL HIGIENICO GRANDE	40091702	1000.00	1	5.20	0.00	90.00	0.00
10	305	30500005	PEINES DUCHA	40091902	1000.00	1	0.07	0.00	0.00	0.00
10	304	30400030	PAPEL HIG. X DOCENAS	40091902	50.00	1	3.83	0.00	200.00	0.00
10	305	30500020	JABONCILLO PORCIONES	40090400	300.00	1	30.00	0.00	13.00	0.00
10	304	30400060	BOLSA HIGIENICA. (X1000)	40090706	20.00	1	10.40	0.00	3.00	0.00
10	304	30400070	PAPEL HIGIENICO GRANDE	40091702	1000.00	1	5.20	0.00	90.00	0.00
10	305	30500005	PEINES DUCHA	40091902	1000.00	1	0.07	0.00	0.00	0.00

Artículo: 42300055 BETER 12101-3 PEINE BC Prov. € 40090234 Depto. 6100 Unids. 0.00 Pr./Un. 0.56
Exis. 15.00 Min. Exis. 0.00 Uds. compra 1 Pr. garant. 0.00000

Bidding.

If we click on the dollar sign, we get the last orders for that item from all the suppliers we have bought it from with their corresponding values so that we can make the most correct purchasing decision

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Código	Proveedor	Descripción	Fecha	Unids.	Pr./Un.	Importe
	40090234	CIAL.F.SUARSA,S.L.				
40090234	CIAL.F.SUARSA,S.L.		08/05/2014	10.00	0.56	5.61
40090234	CIAL.F.SUARSA,S.L.		16/07/2014	6.00	0.85	5.10
40090234	CIAL.F.SUARSA,S.L.		11/03/2015	10.00	0.56	5.60
40090234	CIAL.F.SUARSA,S.L.		13/07/2015	10.00	0.56	5.60
Total CIAL.F.SUARSA,S.L.						36.00 21.91
Total listado						36.00 21.91