

External Purchase Manage

The **External Purchase Manage** tab is an essential tool for monitoring purchase orders, tracking production progress, and managing inbound quantities from external suppliers. This tab allows users to oversee purchase timelines, identify overdue items, and ensure all purchase-related transactions are updated accurately. In this article, we'll explore the key fields in the External Purchase Manage tab, their functions, and how to use them effectively for smooth purchase management.

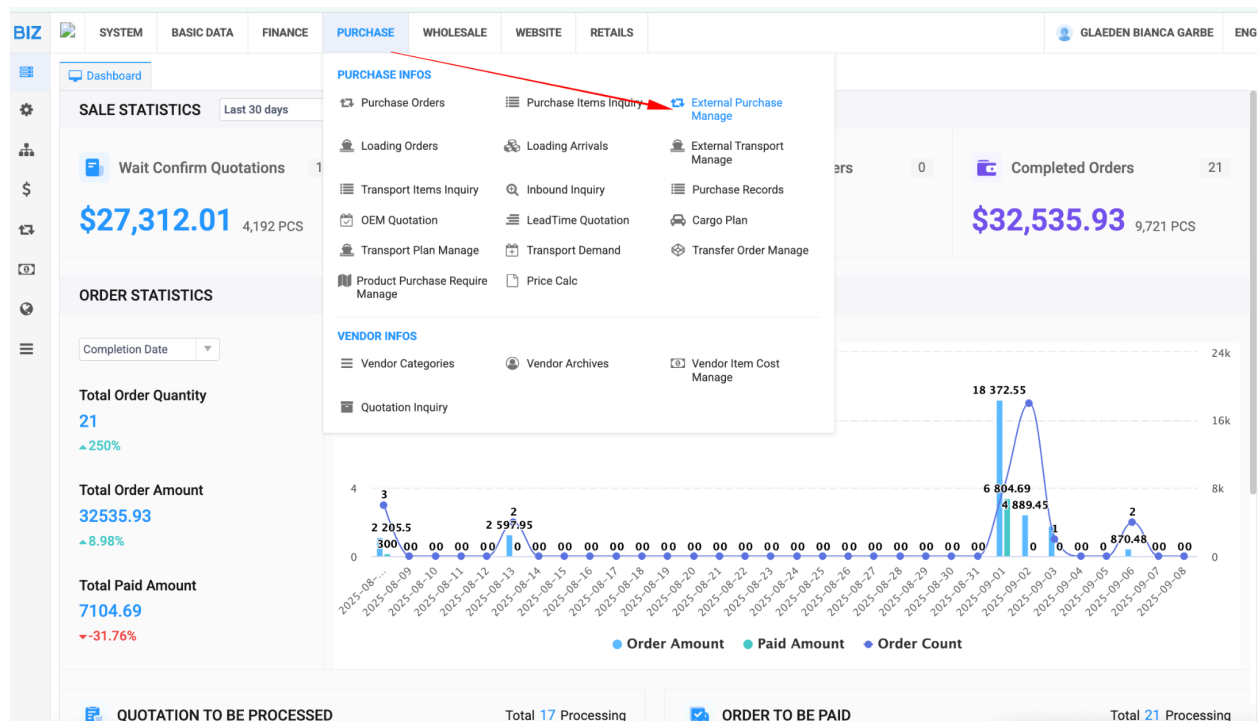
How to Navigate to the External Purchase Manage Tab

1. Go to the Purchase Tab

- Open the ERP system and find the **Purchase** tab in the main navigation menu.
- Click on the **Purchase** tab to access purchase-related management functions.

2. Click on External Purchase Manage

- Under the Purchase tab, locate and select **External Purchase Manage**.
- Clicking this will open the tab where you can view all external purchase orders and their production status.



Key Fields Under External Purchase Manage Tab

The External Purchase Manage tab contains multiple fields that provide a detailed view of purchase order progress. Below is a breakdown of each field:

1. **Purchase Order No.**

- A unique identifier for each purchase order. Helps track and reference orders efficiently.

2. **Corp**

- The corporate entity associated with the purchase order. Useful for filtering by company.

3. **Trace**

- Allows tracking of the purchase order's progress and updates.

4. **Status**

- Indicates the current production stage of the order (e.g., Preparation, In Production, Production Completed, Completed).

5. **Customer**

- Displays the customer or business associated with the purchase order.

6. **Total/Inbound Qty**

- Shows the ordered quantity versus the quantity already inbound.

7. **Residue Days**

- Displays the number of days left until the production deadline, or overdue days (e.g., **-4 Days**).

8. **Production Date**

- The scheduled or actual date of production completion.

9. **Buyer**

- The purchaser responsible for the order.

10. Operator

- The staff or user handling the purchase order entry and updates.

11. Return

- Indicates if the order has returns (Y/N).

12. Type

- Specifies whether the order is overseas or local.

13. Ship Via

- Shipping method or channel assigned (e.g., Void, Express, Cargo).

14. Create Time

- The date and time the purchase order was created.

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External Purchase Manage

Purchase No.

Search by Corps

Yiwu PFA

Search by Product No.

Precise

Item Name(Zh/En)

Search by Status

Preparation

Materials Completed

In Production

Production Completed

Completed

Search by Currency

Search by remarks

Create Time(Begin)

Create Time(End)

Expected Date(Begin)

Expected Date(End)

Purchase Order No.	Corp	Trace	Status	Customer	Total/Inbound Qty	Residue Days	Production Date	Buyer
PC03725082707	Yiwu PFA	🕒	In Production	air business solutions llc	1PCS 0PCS	-4Day	09/02/2025	蒋焱超
PC03725081803	Yiwu PFA	🕒	In Production	air business solutions llc	7,600PCS 0PCS	-1Day	09/05/2025	蒋焱超
PC03725081301	Yiwu PFA	🕒	Production Completed	air business solutions llc	2PCS 0PCS		08/17/2025	蒋焱超
PC03725080804	Yiwu PFA	🕒	Completed	air business solutions llc	1,400PCS 1,400PCS		08/12/2025	蒋焱超
PC03725080703	Yiwu PFA	🕒	Completed	air business solutions llc	1PCS 1PCS		08/10/2025	蒋焱超
PC03725080401	Yiwu PFA	🕒	Production Completed	air business solutions llc	13,303PCS 0PCS		08/25/2025	蒋焱超
PC03725080101	Yiwu PFA	🕒	Completed	air business solutions llc	3PCS 3PCS		08/20/2025	蒋焱超
PC03725073001	Yiwu PFA	🕒	Completed	air business solutions llc	4PCS 0PCS		07/30/2025	蒋焱超
PC03725072802	Yiwu PFA	🕒	Production Completed	air business solutions llc	2PCS 0PCS		07/28/2025	蒋焱超
PC03725071801	Yiwu PFA	🕒	Completed	air business solutions llc	5,300PCS 5,300PCS		08/10/2025	蒋焱超
PC03725071701	Yiwu PFA	🕒	Completed	air business solutions llc	2,840PCS 2,840PCS		08/13/2025	蒋焱超

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Create Time(Begin)

Create Time(End)

Expected Date(Begin)

Expected Date(End)

	Total/Inbound Qty	Residue Days	Production Date	Buyer	Operator	Return	Type	Ship Via	Create Time
itions	1PCS 0PCS	-4Day	09/02/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/27/2025 10:03
itions	7,600PCS 0PCS	-1Day	09/05/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/18/2025 10:11
itions	2PCS 0PCS		08/17/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/13/2025 10:19
itions	1,400PCS 1,400PCS		08/12/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/08/2025 13:48
itions	1PCS 1PCS		08/10/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/07/2025 12:38
itions	13,303PCS 0PCS		08/25/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/04/2025 10:28
itions	3PCS 3PCS		08/20/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/01/2025 16:04
itions	4PCS 0PCS		07/30/2025	蒋焱超	蒋杉琪	N	Overseas	Void	07/30/2025 10:49
itions	2PCS 0PCS		07/28/2025	蒋焱超	蒋杉琪	N	Overseas	Void	07/28/2025 10:39
itions	5,300PCS 5,300PCS		08/10/2025	蒋焱超	蒋焱超	N	Overseas	Void	07/18/2025 10:09
itions	2,840PCS 2,840PCS		08/13/2025	蒋焱超	蒋焱超	N	Overseas	Void	07/17/2025 09:08

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Search Options in the External Purchase Manage Tab

The External Purchase Manage tab provides multiple filters to help users locate specific purchase orders quickly. These search functionalities improve efficiency and accuracy in tracking purchase data:

- Search by Corps**
 Filter by corporate entity to view purchase orders tied to a specific company.
- Search by Product No.**
 Look up purchase orders linked to a specific product.
- Search by Item Name (Zh/En)**
 Retrieve orders using product names in Chinese or English.
- Search by Status**
 Filter orders by production stage (Preparation, In Production, Production Completed, Completed).

- **Search by Currency**
Narrow down results based on the currency used in the purchase.
- **Search by Remarks**
Search for purchase orders with specific notes or comments.
- **Search by Create Time (Begin/End)**
Filter orders by the date range they were created.
- **Search by Expected Date (Begin/End)**
Specify expected completion or delivery dates to narrow results.

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	Total/Inbound Qty	Residue Days	Production Date	Buyer	Operator	Return	Type	Ship Via	Create Time
itions	1PCS 0PCS	-4Day	09/02/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/27/2025 10:03
itions	7,600PCS 0PCS	-1Day	09/05/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/18/2025 10:11
itions	2PCS 0PCS		08/17/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/13/2025 10:19
itions	1,400PCS 1,400PCS		08/12/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/08/2025 13:48
itions	1PCS 1PCS		08/10/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/07/2025 12:38
itions	13,303PCS 0PCS		08/25/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/04/2025 10:28
itions	3PCS 3PCS		08/20/2025	蒋焱超	蒋杉琪	N	Overseas	Void	08/01/2025 16:04
itions	4PCS 0PCS		07/30/2025	蒋焱超	蒋杉琪	N	Overseas	Void	07/30/2025 10:49
itions	2PCS 0PCS		07/28/2025	蒋焱超	蒋杉琪	N	Overseas	Void	07/28/2025 10:39
itions	5,300PCS 5,300PCS		08/10/2025	蒋焱超	蒋焱超	N	Overseas	Void	07/18/2025 10:09
itions	2,840PCS 2,840PCS		08/13/2025	蒋焱超	蒋焱超	N	Overseas	Void	07/17/2025 09:08

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The **External Purchase Manage** tab is a **vital feature for managing supplier orders and production monitoring**. With its detailed fields and robust search functions, users can easily keep track of order statuses, production timelines, and overdue deliveries. By using this tab, businesses can streamline purchase management, improve communication with suppliers, and ensure timely order fulfillment.