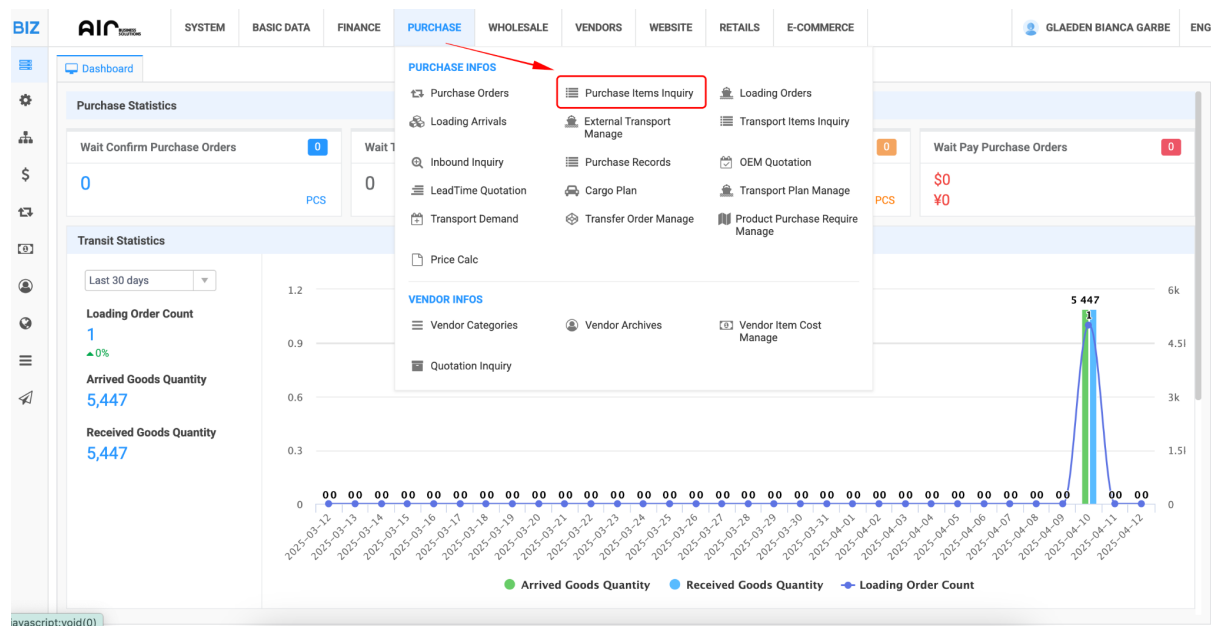


Purchase - Purchase Items Inquiry

The **Purchase Items Inquiry** tab provides a detailed and item-specific breakdown of all purchase orders across different statuses and vendors. This feature is especially useful for procurement teams, production planners, and logistics coordinators to monitor item-level progress, quantities, transport stages, and vendor details.

Navigation

To access the **Purchase Items Inquiry** tab:



1. **Log in to your ERP System.**
2. Go to the **Purchase** module.
3. Click on **Purchase Items Inquiry**.

Key Data Fields

Each row represents an individual product within a purchase order. The following fields are available in the **Purchase Items Inquiry** tab:

BIZ

AIR

SYSTEM

BASIC DATA

FINANCE

PURCHASE

WHOLESALE

VENDORS

WEBSITE

RETAILS

E-COMMERCE

GLAEDEN BIANCA GARBE

ENG

Dashboard

Purchase Items Inquiry

Search by Purchase No./PO#

Search by Product No.

Precise

Search by Product Name

Search by Status

In Production x

Production Completed x

Completed x

Purchase Order No.	Status/Customer	Deposit	PIC	Product	PO#/CUT#	Residue Days	Quantity	Total Quantity	Production Qty	Transi
PC04625031301	Completed	Y0		CP010117 ESLslim 4 color 2.1 black casing	Void Void		3,940×PCS(1)	3,940 PCS	3,940 PCS	3,940 PCS
PC04625031301	Completed	Y0		CP010120 ESL slim 4 color 2.6 black casing	Void Void		100×PCS(1)	100 PCS	100 PCS	100 PCS
PC04625031301	Completed	Y0		CP010124 ESLslim 4 color 1.54 black casing	Void Void		201×PCS(1)	201 PCS	201 PCS	201 PCS
PC04625031301	Completed	Y0		CP010129 ESLslim 4 color 2.9 black casing	Void Void		100×PCS(1)	100 PCS	100 PCS	100 PCS
PC04625031301	Completed	Y0		CP010132 ESLslim 4 color 3.5 black casing	Void Void		150×PCS(1)	150 PCS	150 PCS	150 PCS
PC04625031301	Completed	Y0		CP010135 ESLslim 4 color 4.2 black casing	Void Void		220×PCS(1)	220 PCS	220 PCS	220 PCS
PC04625031301	Completed	Y0		CP010138 ESLslim 4 color 5.8 black casing	Void Void		198×PCS(1)	198 PCS	198 PCS	198 PCS
PC04625031301	Completed	Y0		CP020007 ESL Base station AP	Void Void		4×PCS(1)	4 PCS	4 PCS	4 PCS
PC04625031302	Production Completed	Y0		CP010117 ESLslim 4 color 2.1 black casing	Void Void		5,300×PCS(1)	5,300 PCS	5,300 PCS	0 PCS
PC04625031302	Production Completed	Y0		CP010120 FSI slim 4 color 2.6 black casing	Void Void		2,000×PCS(1)	2,000 PCS	2,000 PCS	0 PCS

1

2

20

1 - 20 of 28 items

Order & Item Details:

- **Purchase Order No.** – The main PO number.
- **Status/Customer** – Order status (e.g., In Production, Completed) and customer name.
- **Deposit** – Any upfront payment made for the item.
- **PIC (Person In Charge)** – The responsible person for handling the item/order.
- **Product** – Product name or identifier.
- **PO#/CUT#** – Internal reference for order and cutting number.
- **Residue Days** – Days remaining until the expected delivery or due date.

Quantity Tracking:

- **Quantity** – Ordered quantity for the specific product.
- **Total Quantity** – Total quantity across all related orders.
- **Production Qty** – Quantity currently under production.

- **Transit Inbound Qty** – Quantity already in transit.
- **Transport Qty** – Quantity ready for transport.
- **Not Transport Qty** – Remaining quantity that hasn't been shipped.
- **Transfer Transportable Qty** – Quantity available for transfer.
- **Vendor Transportable Qty** – Quantity the vendor is able to ship.
- **Received Qty** – Quantity already received in the warehouse.

Pricing & Shipment Info:

- **Price** – Unit price of the product.
- **Total Amount** – Total cost for the line item.
- **Weight / Volume** – Physical weight and volume of the item.
- **Craft Description** – Manufacturing or customization details (if applicable).

Stakeholders & Dates:

- **Buyer** – The customer-side purchaser.
- **Purchaser** – The internal staff responsible for the order.
- **Vendor Name** – Name of the vendor supplying the item.
- **Expired Date** – Expiry date (if applicable).
- **Expected Arrival Date** – Estimated date of arrival.
- **Create Date** – Date the order was created.
- **Remark** – Any notes or comments regarding the item.

Searching and Filtering Options

Use the search panel to quickly find specific items or orders:

- **Search by Purchase Number / PO#** – Search for a specific order using PO or CUT numbers.
- **Search by Product Number** – Locate items using SKU or product code.
- **Precise Search** – Enable exact-match results for more targeted filtering.
- **Search by Product Name** – Filter based on the product's display name.
- **Search by Status** – Narrow results by production stage:
 - **In Production**
 - **Production Completed**
 - **Completed**

For a detailed walkthrough, please refer to the [video](#) guide:

The **Purchase Items Inquiry** tab gives you full transparency over item-level purchase order data, helping ensure you stay on top of production schedules, logistics, and vendor performance. With powerful search tools and detailed tracking, your team can proactively manage inventory, avoid delays, and make informed procurement decisions.

For additional support or to customize this view, please contact your ERP administrator or refer to the full **Procurement Module** documentation.