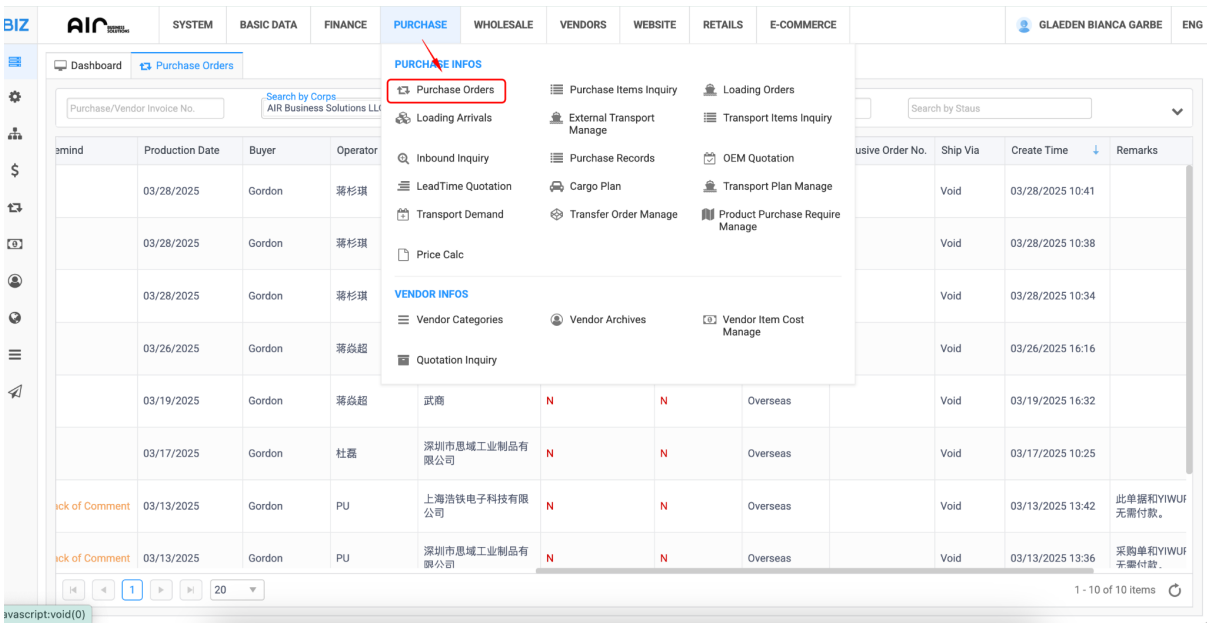


Purchase - Purchase Orders

The **Purchase Orders** tab is your centralized workspace for viewing, tracking, and managing all purchase orders within the ERP system. It is designed for procurement teams, buyers, and operations personnel who need real-time visibility into order statuses, vendor details, logistics, and financials.

Navigation

To access the **Purchase Orders** tab:



1. **Log in to the ERP System.**
2. Go to the **Procurement** or **Purchasing** module.
3. Click on the **Purchase Orders** tab to open the order management dashboard.

Main Fields Overview

The following fields are available within the **Purchase Orders** tab for detailed tracking and management:

BIZ

AIR

SYSTEM

BASIC DATA

FINANCE

PURCHASE

WHOLESALE

VENDORS

WEBSITE

RETAILS

E-COMMERCE

GLAEDEN BIANCA GARBE

ENG

Dashboard

Purchase Orders

Purchase/Vendor Invoice No.

Search by Corps

AIR Business Solutions LLC X

Search by Product No.

Precise

Item Name(Zh/En)

Search by Staus

smind	Production Date	Buyer	Operator	Vendor	Has Production Order	Return	Type	Exclusive Order No.	Ship Via	Create Time	Remarks
	03/28/2025	Gordon	蒋杉琪	浙江宏仑数字科技有限公司	N	N	Overseas		Void	03/28/2025 10:41	
	03/28/2025	Gordon	蒋杉琪	浙江宏仑数字科技有限公司	N	N	Overseas		Void	03/28/2025 10:38	
	03/28/2025	Gordon	蒋杉琪	广州市佳上佳智能科技有限公司	N	N	Overseas		Void	03/28/2025 10:34	
	03/26/2025	Gordon	蒋焱超	深圳市恩城工业制品有限公司	N	N	Overseas		Void	03/26/2025 16:16	
	03/19/2025	Gordon	蒋焱超	武商	N	N	Overseas		Void	03/19/2025 16:32	
	03/17/2025	Gordon	杜磊	深圳市恩城工业制品有限公司	N	N	Overseas		Void	03/17/2025 10:25	
lack of Comment	03/13/2025	Gordon	PU	上海浩铁电子科技有限公司	N	N	Overseas		Void	03/13/2025 13:42	此单据和YIWUF无需付款。
lack of Comment	03/13/2025	Gordon	PU	深圳市恩城工业制品有限公司	N	N	Overseas		Void	03/13/2025 13:36	采购单和YIWUF无需付款。

1

20

1 - 10 of 10 Items

Purchase Order Details:

- **Purchase Order No.** – Unique ID of the purchase order.
- **Trace** – Allows users to trace the order's status and progress history.
- **Status** – Current status of the order (e.g., Pending, Approved, In Transit, Completed).
- **Customer** – Customer linked to the purchase.
- **Total Amount** – Total monetary value of the order.
- **Deposit** – Amount prepaid or deposited for the order.
- **Freight / Total/Inbound Qty** – Shipping cost and the quantity of goods expected vs. received.
- **Residue Days** – Days remaining until the expected completion or delivery.
- **Vendor Invoice No.** – Invoice number issued by the vendor.
- **Remind** – Notes or flags set to notify of important actions or dates.
- **Production Date** – Date when production for the order began.

Responsibility & Logistics Info:

- **Buyer** – Assigned buyer responsible for the order.
- **Operator** – ERP system user who created or modified the order.
- **Vendor** – Supplier associated with the order.
- **Has Production Order** – Indicates whether a related production order exists.
- **Return** – Marks whether any items from the order have been returned.
- **Type** – Order type (e.g., Regular, Urgent, Special).
- **Exclusive Order No.** – Internal or special project reference number.
- **Ship Via** – Shipping method (e.g., Air, Sea, Land).
- **Creation Time** – Timestamp when the order was created.
- **Remarks** – Additional notes or special instructions.

Searching and Filtering Options

Quickly find the data you need using the search and filter panel:

- **Purchase/Vendor Invoice Number** – Search by order or invoice number.
- **Search by Corps** – Filter by corporate entity or business unit.
- **Search by Product Number** – Find orders containing a specific product SKU.
- **Precise Search** – Enable exact matches for more targeted results.
- **Item Name** – Filter based on product name.
- **Search by Status** – View orders by current status (e.g., Completed, Awaiting Delivery).

- Trade Type – used to classify the type of purchase order or transaction.
 - **Booking**
 - This is when products are **reserved in advance** before actual production or shipment.
 - **Exclusive**
 - This means the purchase is under an **exclusive deal** with the supplier.
 - **LockStock**
 - This is when inventory is **locked or reserved** specifically for your order.
 - **Normal**
 - A **regular purchase order** without any special terms.
 - **Transfer**
 - This is when goods are **moved internally** (like between warehouses or branches) rather than purchased from an outside vendor.

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

The **Purchase Orders** tab is a vital tool for ensuring your supply chain operations stay on track. It enables seamless collaboration between purchasing, finance, and logistics teams while offering full visibility into each stage of the procurement cycle. Use the filtering tools and trace functionality to maintain control and accuracy throughout the order lifecycle.

For advanced configuration or custom reports, please contact your ERP administrator or consult the full Procurement module documentation.