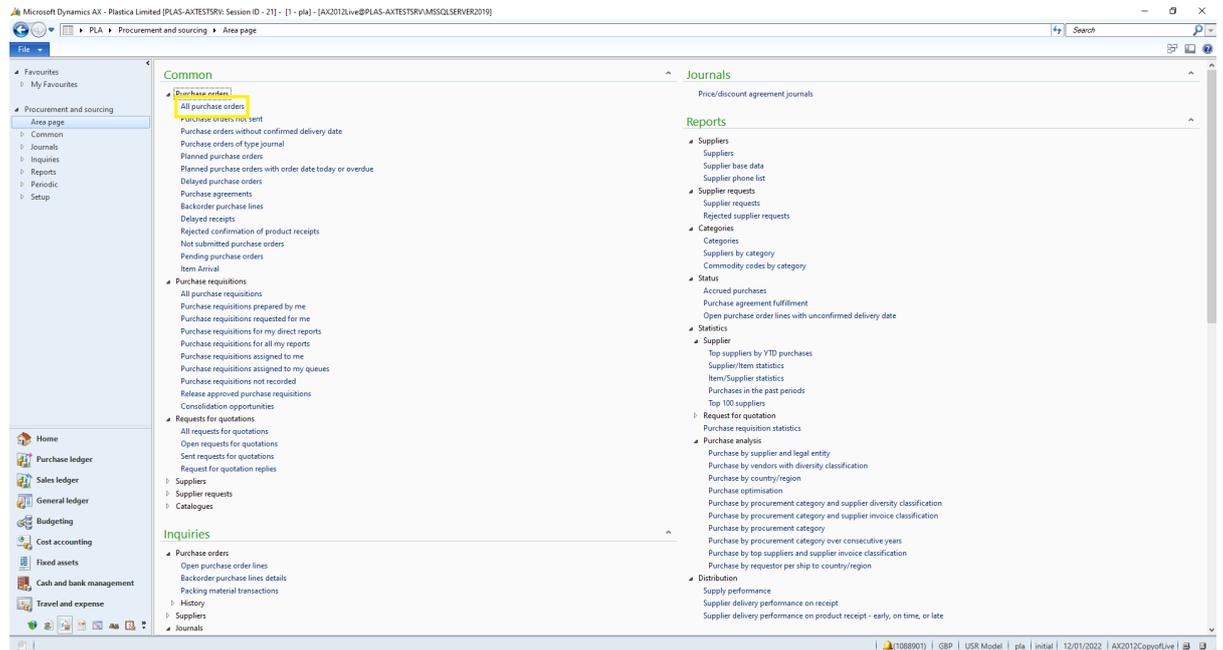
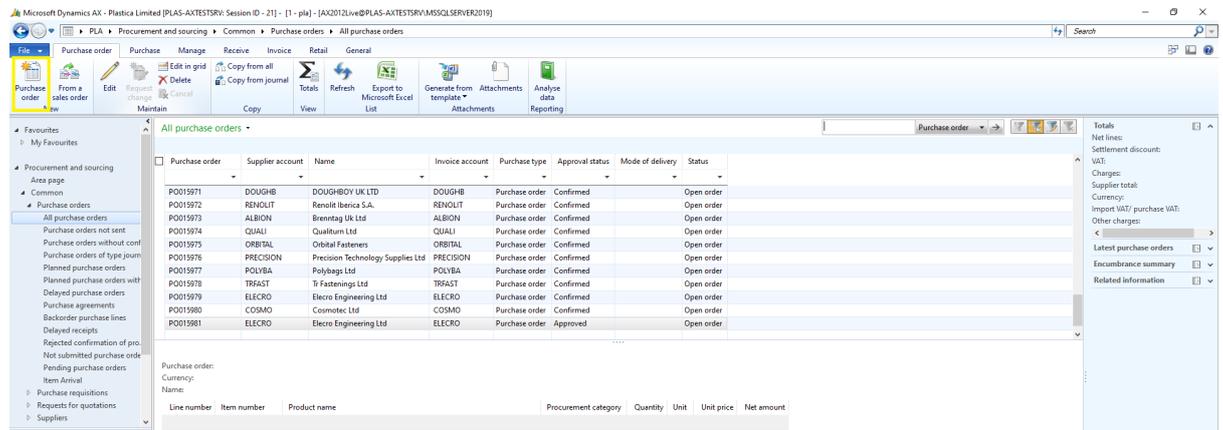


# Creating a Purchase Order

## 1. Go to Procurement and Sourcing > Common > Purchase orders > All Purchase Orders



## 2. On the Navigation Ribbon Click on Purchase order under the New section



### 3. Select the Supplier account

Supplier

One-time supplier:

Supplier account:

Name:

Contact:

Address

Name:

Delivery address:

General

PO015983

OK Cancel

Item number	Product name	Procurement category	Quantity	Unit	Unit price	Net amount
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### 4. Under the General section set the Delivery date, then click OK

Supplier

One-time supplier:

Supplier account:

Name:

Contact:

Address

Name:

Address:

Delivery address:

General

PO015983

Purchase order:

Purchase type:

Invoice account:

Name:

References

Project ID:

Purchase agreement ID:

Currency

Currency:

Storage dimensions

Site:

Warehouse:

Dates

Accounting date:

Delivery date:

Intercompany

Intercompany:

Administration

Buyer group:

Pool:

Orderer:

Language:

Requestor:

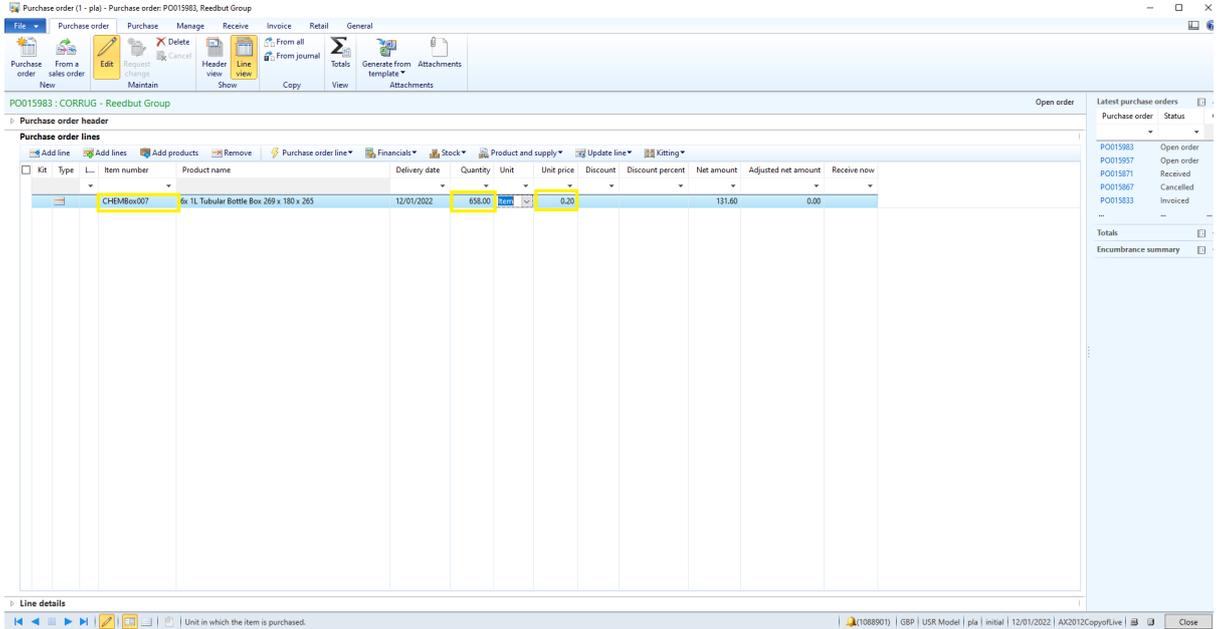
Activate change management:

Unplanned purchases

OK Cancel

Identification of the buyer group.

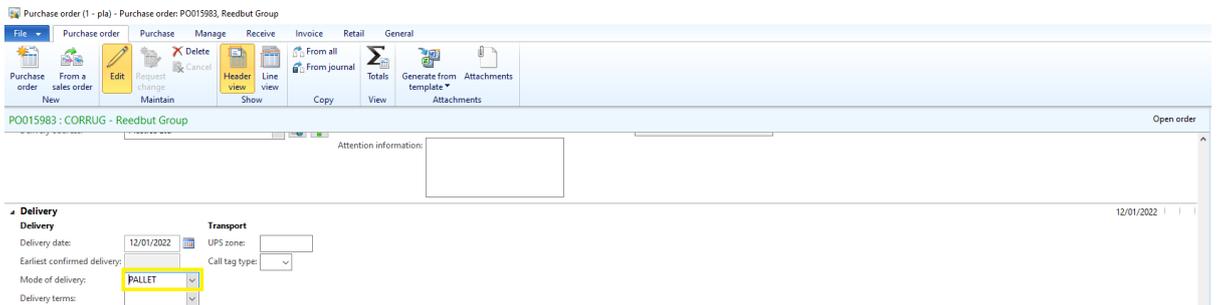
5. Under Purchase order lines populate the following
  - i. Item Number
  - ii. Quantity
  - iii. Price (if different from current price in AX)
  - iv. To add more lines press down arrow and repeat steps i to iii above



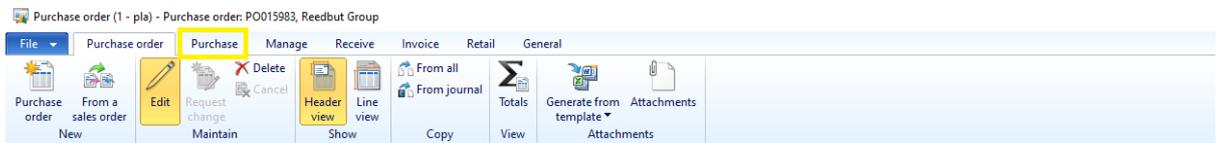
6. If your order will be delivered on a container or pallet this should be indicated on the purchase order. To do this click on Header view on the Navigation Ribbon



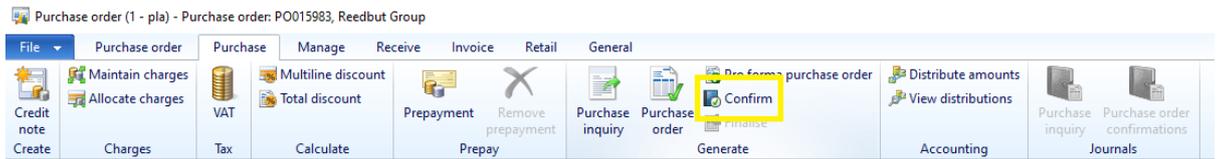
7. Scroll down to the Delivery section and populate the Mode of Delivery, there are Options such as PALLET, CONT-20FT and CONT-40FT



8. On the Navigation Ribbon click on the Purchase tab



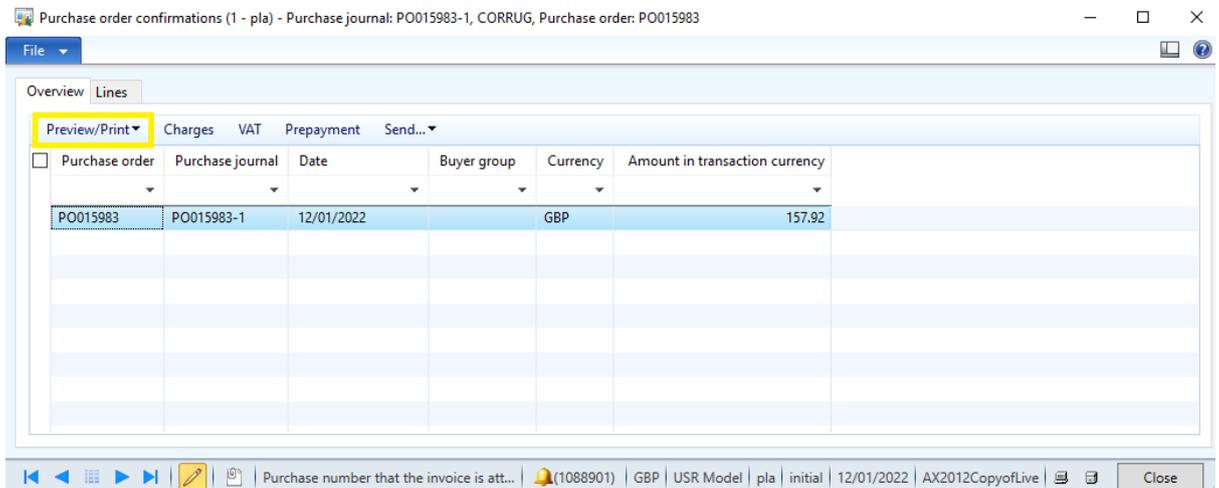
9. Under the Generate section click on Confirm



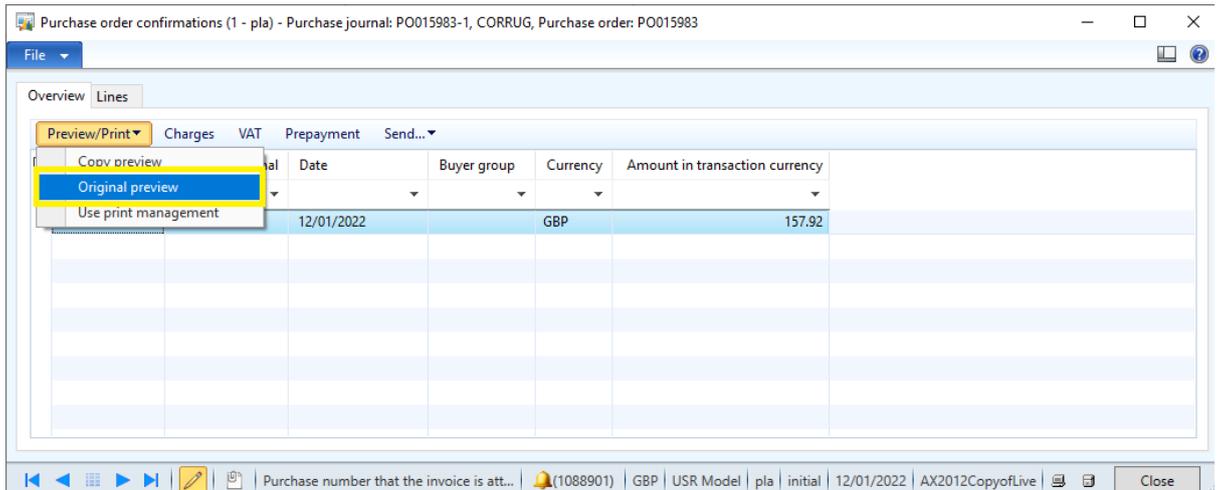
10. The purchase order is now confirmed, to print a copy under the Journals section click on Purchase order confirmations



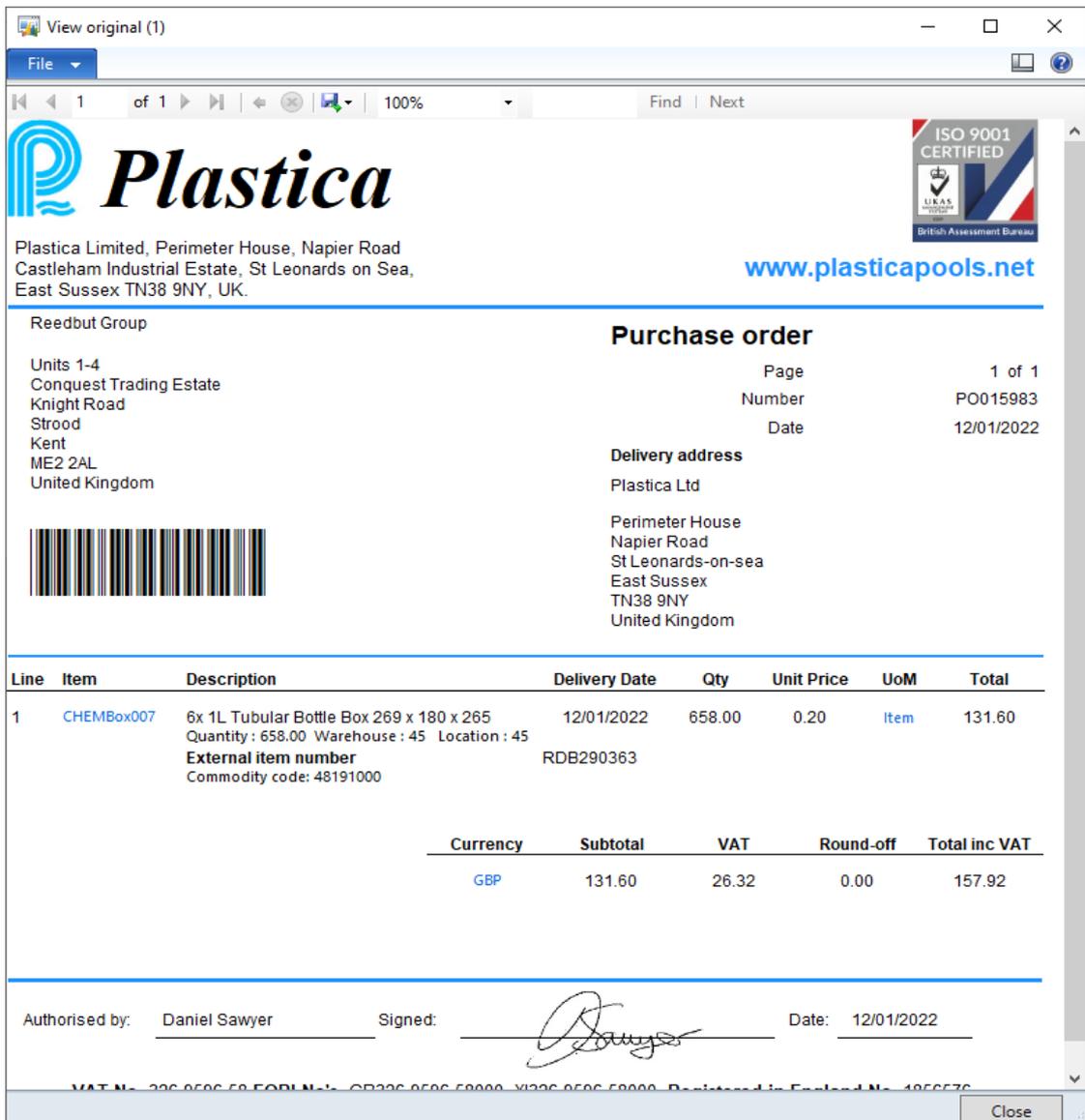
11. On the popup window select the confirmation you wish to print then click on Preview/Print



12. Then select Original preview



13. Your purchase order confirmation will be displayed on your screen



14. To print click on File > Print > Print

