
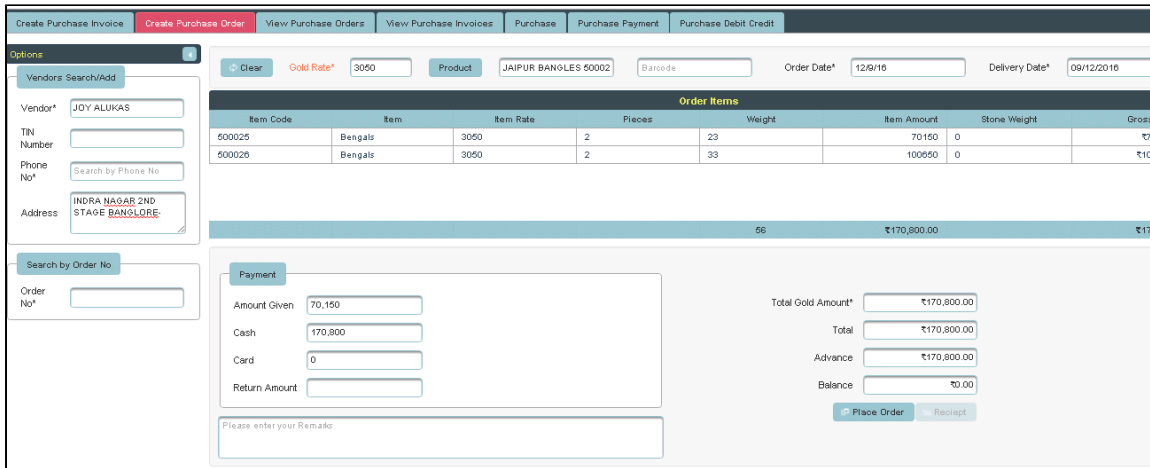


# Create Purchase order

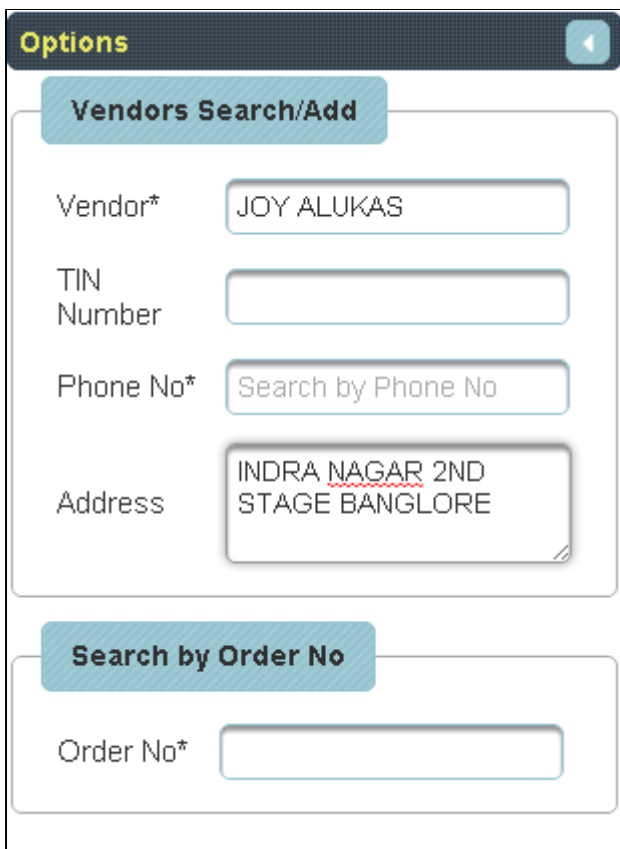
In home page, Select Purchases. Second menu is Create Purchase order.

 This page helps you to create the orders to be purchased.



To the left side of your page you have an option to Add the vendor.

 Here Vendors Name and Phone number is mandatory field.



Then fix the Gold rate and Click on Products.



The following table will display.

Add Product

Main

Other Details

Name\*

JAIPUR BANGLES

Weight\*

23

Description

Category\*

Bengals

Product Type\*

GOLD 24k

Create

Enter the details of order to be purchase and Click on **Create**, the table will get filled

Clear

Gold Rate\*

3050

Product

JAIPUR BANGLES 50002

Barcode

Order Date\*

12/5/16

Delivery Date\*

09/12/2016

Order Items

| Item Code | Item    | Item Rate | Pieces | Weight | Item Amount | Stone Weight | Gross Amount |
|-----------|---------|-----------|--------|--------|-------------|--------------|--------------|
| 500025    | Bengals | 3050      | 2      | 23     | 70150       | 0            | ₹70,150.00   |
|           |         |           |        | 23     | ₹70,150.00  |              | ₹70,150.00   |

Payment

Amount Given

70,150

Cash

70,150

Card

0

Return Amount

Total Gold Amount\*

₹70,150.00

Total

₹70,150.00

Advance

₹70,150.00

Balance

₹0.00

Please enter your Remarks

Place Order

Receipt

**To Add further Products**

Click on **Products** and follow the same procedure, the table will display as shown below.

Clear

Gold Rate\*

3050

Product

JAIPUR BANGLES 50002

Barcode

Order Date\*

12/5/16

Delivery Date\*

09/12/2016

Order Items

| Item Code | Item    | Item Rate | Pieces | Weight | Item Amount | Stone Weight | Gross Amount |
|-----------|---------|-----------|--------|--------|-------------|--------------|--------------|
| 500025    | Bengals | 3050      | 2      | 23     | 70150       | 0            | ₹70,150.00   |
| 500026    | Bengals | 3050      | 2      | 33     | 100650      | 0            | ₹100,650.00  |
|           |         |           |        | 56     | ₹170,800.00 |              | ₹170,800.00  |

Payment

Amount Given

70,150

Cash

170,800

Card

0

Return Amount

Total Gold Amount\*

₹170,800.00

Total

₹170,800.00

Advance

₹170,800.00

Balance

₹0.00

Please enter your Remarks

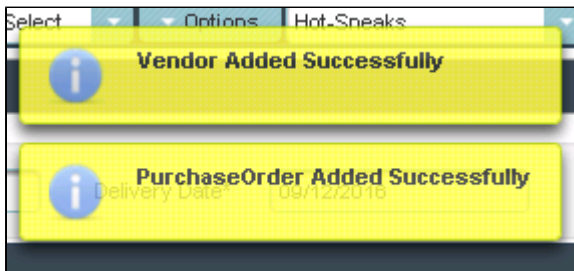
Place Order

Receipt

Then Click on **Place order** in the bill.

|  |  |  |
|--|--|--|
| <b>Payment</b><br>Amount Given <input type="text" value="70,150"/><br>Cash <input type="text" value="170,800"/><br>Card <input type="text" value="0"/><br>Return Amount <input type="text"/> |  | Total Gold Amount* <input type="text" value="₹170,800.00"/><br>Total <input type="text" value="₹170,800.00"/><br>Advance <input type="text" value="₹170,800.00"/><br>Balance <input type="text" value="₹0.00"/><br><input type="button" value="Place Order"/> <input type="button" value="Receipt"/> |
| Please enter your Remarks <input type="text"/>   |  |  |

You will get a notification on the page



**To Update** the details of Ordered product

Click on the Name of product to which you want Update.

| Item Code | Item    | Item Rate | Places | Weight | Item Amount | Stone Weight | Gross Amount |
|-----------|---------|-----------|--------|--------|-------------|--------------|--------------|
| 500026    | Bengals | 3050      | 2      | 33     | 100650.00   | 0.000        | ₹100,650.00  |
| 500027    | Chain   | 3050      | 1      | 18     | 54900       | 0            | ₹54,900.00   |
| 500025    | Bengals | 3050      | 2      | 23     | 70150.00    | 0.000        | ₹70,150.00   |
| 74.000    |         |           |        |        | ₹225,700.00 |              | ₹225,700.00  |

|  |  |  |
|--|--|--|
| <b>Payment</b><br>Amount Given <input type="text" value="70,150"/><br>Cash <input type="text" value="170,800"/><br>Card <input type="text" value="0"/><br>Return Amount <input type="text"/> |  | Total Gold Amount* <input type="text" value="₹225,700.00"/><br>Total <input type="text" value="₹225,700.00"/><br>Advance <input type="text" value="₹0.00"/><br>Balance <input type="text" value="₹0.00"/><br><input type="button" value="Place Order"/> <input type="button" value="Receipt"/> |
| Please enter your Remarks <input type="text"/>   |  |  |

In page you can see a Display Order item details. Enter the details to be Update and click on Update.

**Order Item Details**
✕

Weight   
 Gold Rate

The table will update as shown below.

| Order Items |         |           |        |        |             |              |              |  |
|-------------|---------|-----------|--------|--------|-------------|--------------|--------------|--|
| Item Code   | Item    | Item Rate | Pieces | Weight | Item Amount | Stone Weight | Gross Amount |  |
| 500026      | Bengals | 3050      | 2      | 33     | 100650.00   | 0.000        | ₹100,650.00  |  |
| 500027      | Chain   | 3050      | 1      | 26     | 79300       | 0            | ₹79,300.00   |  |
| 500025      | Bengals | 3050      | 2      | 23     | 70150.00    | 0.000        | ₹70,150.00   |  |
|             |         |           |        | 74.000 | ₹250,100.00 | ₹250,100.00  |              |  |

Payment

Amount Given 
Cash 
Card 
Return Amount

Please enter your Remarks

Total Gold Amount\*

₹250,100.00

Total

₹250,100.00

Advance

₹250,100.00

Balance

₹0.00

Place Order

Receipt

**To Delete** the details of ordered product

Select the product in Table

| Order Items |         |           |        |        |             |              |              |  |
|-------------|---------|-----------|--------|--------|-------------|--------------|--------------|--|
| Item Code   | Item    | Item Rate | Pieces | Weight | Item Amount | Stone Weight | Gross Amount |  |
| 500026      | Bengals | 3050      | 2      | 33     | 100650.00   | 0.000        | ₹100,650.00  |  |
| 500027      | Chain   | 3050      | 1      | 26     | 79300       | 0            | ₹79,300.00   |  |
| 500025      | Bengals | 3050      | 2      | 23     | 70150.00    | 0.000        | ₹70,150.00   |  |
|             |         |           |        | 74.000 | ₹250,100.00 | ₹250,100.00  |              |  |

Payment

Amount Given 
Cash 
Card 
Return Amount

Please enter your Remarks

Total Gold Amount\*

₹250,100.00

Total

₹250,100.00

Advance

₹250,100.00

Balance

₹0.00

Place Order

Receipt

In page you can see a Display Order item details.Click on **Delete**.

Order Item Details

Weight

Gold Rate

Update

Delete

The following table will Display as shown below.

Clear

Gold Rate\*

Product

0000

Barcode

Order Date\*

12/9/16

Delivery Date\*

09/12/2016

Order Items

| Item Code | Item    | Item Rate | Pieces | Weight | Item Amount | Stone Weight | Gross Amount |
|-----------|---------|-----------|--------|--------|-------------|--------------|--------------|
| 500026    | Bengals | 3050      | 2      | 33     | 100850.00   | 0.000        | ₹100,850.00  |
| 600027    | Chain   | 3050      | 1      | 26     | 79300       | 0            | ₹79,300.00   |
|           |         |           |        | 51.000 | ₹179,950.00 |              | ₹179,950.00  |

Payment

Amount Given

70,150

Cash

170,800

Card

0

Return Amount

Total Gold Amount\*

₹179,950.00

Total

₹250,100.00

Advance

₹250,100.00

Balance

₹0.00

Place Order

Receipt

Please enter your Remarks