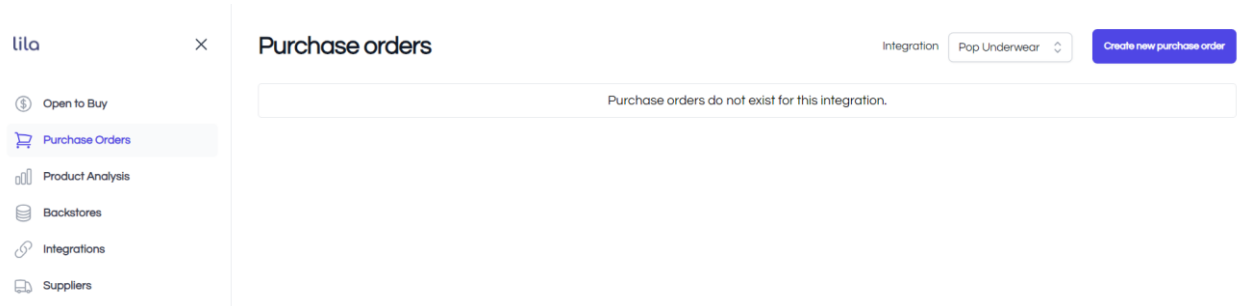


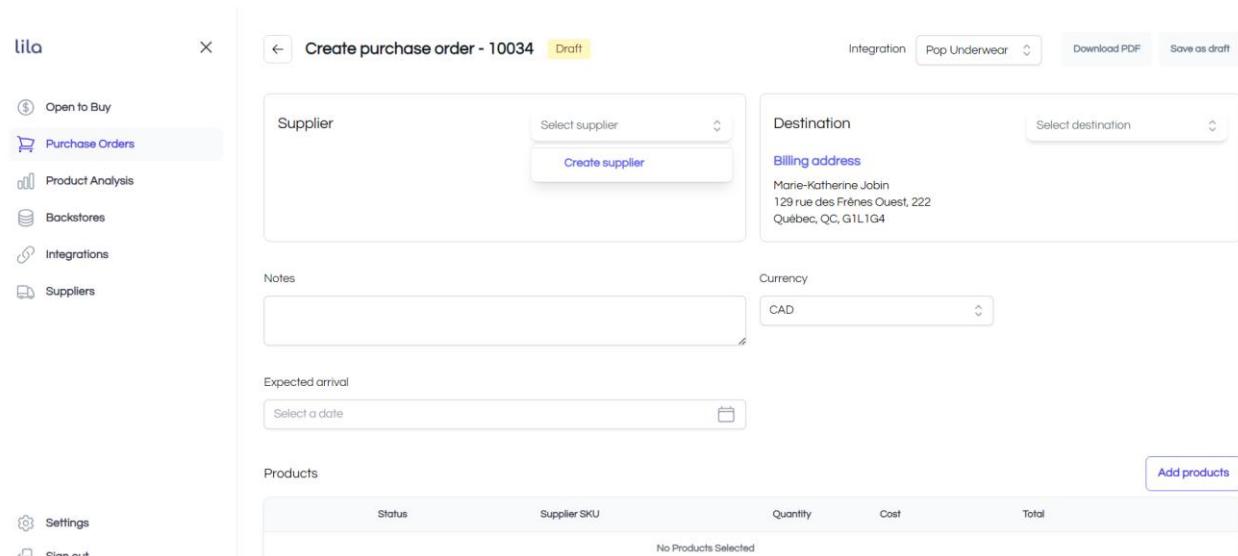
Create Purchase Order and download in PDF

You can create purchase orders in the app, download the form in PDF and send it to your supplier.

In the Purchase Orders tab, click on Create new purchase order to create a purchase order.



Before creating a purchase order, you will need to create your supplier. You can do so in the supplier section on the left menu, or directly in the new purchase order you want to create



You will need to fill the information of the supplier, those informations will be visible on the header of the Purchase Order.

You will now have to :

1. Select your supplier
2. Choose the destination where you want to receive your inventory
3. Select the currency of your supplier, and set up the conversion rate you want.
4. Enter the expected arrival date

← Create purchase order - 10034 Draft Integration NewConnection Download PDF Save as draft

Supplier Lila Textile Inc

123 Orange street
Seville, AN, 41001

Contact
Elena
elena@lilatextile.com
0101252628

Destination POPANNEUR

55 Rue de Louvain Ouest
Montréal, Quebec, H2N 1A4

Billing address
Headoffice 1234
100 King BLVD
Québec, QC, G1L1G4

Notes Currency: USD Conversion rate (1 USD = ? CAD): 1,35

Expected arrival: September 14th, 2024

It is now time to select the product you want to buy :

Products Add products

Status	Supplier SKU	Quantity	Cost	Total	Total (CAD)
No Products Selected					

Click on all the variant or product you want, and then click outside the box to close it.



The screenshot shows a modal window titled 'Search products' with a search icon. The list of products includes:

- Test MK
- m / Black
- m / Red
- The 3p Fulfilled Snowboard
- The Archived Snowboard
- The Collection Snowboard: Hydrogen
- The Collection Snowboard: Liquid
- The Collection Snowboard: Oxygen
- The Compare at Price Snowboard
- The Complete Snowboard

You can now :

1. Modify the quantity
2. Modify the cost
3. Enter the supplier sku

Products Add products

	Status	Supplier SKU	Quantity	Cost	Total	Total (CAD)	
 The Archived Snowboard	Active	Blue 1023	5	US\$115.00	US\$575.00	CA\$776.25	×
 The Collection Snowboard: Hydrogen	Active	Purple 1245	5	US\$320.00	US\$1,600.00	CA\$2,160.00	×
			Total	US\$2,175.00			

When you are finished, you must Save as draft and then you can download the Purchase Order in PDF.

Note the information will now be visible in the Open to buy, in the green part of the Reception section.

The open to buy will show you the amount in the default currency of your Shopify.

Exemple : My Shopify is set in CAD, I passed a P.O. of 2 175 USD for September 14th. The conversion rate I entered in the P.O. was 1,35. I now see in the Open to buy the expected cost value of the inventory I will received in September, 2 936\$.

Open to buy See table legend Integrations: NewConnection Years of history: 1 year Years of projections: 1 year Scenarios: Default Scenario +

▲ Data sync is in progress. Data can be misleading in the meantime.

Receptions See expected arrivals for current month

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2023	-	-	-	-	-	-	-	-	-	-	-	-	\$0
2024	-	-	-	\$89,622	-	-	\$15,500	-	\$2,936	-	-	-	\$105,122
2025	-	\$22,050	-	-	-	\$7,000	-	-	-	-	-	-	\$29,050

Modify your Purchase Order

If you want to make a modification in the document, you can change the different section and save it by clicking on "Update".

← **Purchase order - 10034** Ordered Delete Download PDF Update Mark as closed Receive Inventory
 Created: Aug 4th 2024

Supplier Lila Textile Inc ✎

123 Orange street
Seville, AN, 41001

Contact
Elena
elena@lilatextile.com
0101252628

Destination POPANNEUR ⌵

Billing address
Headoffice 1234
100 King BLVD
Québec, QC, G1L1G4

Notes Currency USD Conversion rate (1 USD = ? CAD) 1,35

Delete your Purchase Order

You can delete your purchase order by clicking on “Delete”. It will also delete your data and you won’t see the information in the Open to buy anymore.

← **Purchase order - 10034** Ordered Delete Download PDF Update Mark as closed Receive Inventory
 Created: Aug 4th 2024

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Notes Currency USD Conversion rate (1 USD = ? CAD) 1,35

Receive Inventory

When you received your inventory, you need to click on the Purchase Order from your list and click on Receive Inventory.

← **Purchase order - 10034** Ordered Delete Download PDF Update Mark as closed Receive Inventory
 Created: Aug 4th 2024

Supplier Lila Textile Inc ✎

123 Orange street
Seville, AN, 41001

Contact
Elena
elena@lilatextile.com
0101252628

Destination POPANNEUR ⌵

Billing address
Headoffice 1234
100 King BLVD
Québec, QC, G1L1G4

You can then enter the quantity you received in the column “Received in shipment”.

	Status	Supplier SKU	Already received	Ordered	Received in shipment	Ordered cost	Landed cost
The Archived Snowboard Default Title	Active	Blue 1023	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	US\$115.00	CA\$200.00
The Collection Snowboard: Hydrogen Default Title	Active	Purple 1245	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="3"/>	US\$320.00	CA\$200.00

In this example, I received 5/5 of The Archived Snowboard, but only 3/5 of the Snowboard Hydrogen.

After clicking on “Save”, if I do not wish to received the 2 remaining items, I will need to check the box next to the product I wish to exclude from future reception.

If I know I will receive it in a future shipment, I do not check the box and only click on “Save”.

Select items to exclude from future receptions

The Collection Snowboard: Hydrogen
Default Title 2 left to receive

Cancel Save

Update Shopify Inventory with the received unit

When you are ready to update the inventory level of your product variant in Shopify, go in the backstore. Select all the items and click on “Move for sale”. This will automatically adjust Shopify inventory.

Product Variant	Inventory Level	Location	Received Date	Action
Hip Hop Snowboard Ice	30 units	My Custom Location	08/08/2024	<input checked="" type="checkbox"/>
Hip Hop Snowboard Electric	20 units	My Custom Location	08/08/2024	<input checked="" type="checkbox"/>
Hip Hop Snowboard Sunset	50 units	My Custom Location	08/08/2024	<input checked="" type="checkbox"/>
Hip Hop Snowboard Powder	30 units	My Custom Location	08/08/2024	<input checked="" type="checkbox"/>
Green Snowboard Default Title	20 units	My Custom Location	08/08/2024	<input type="checkbox"/>