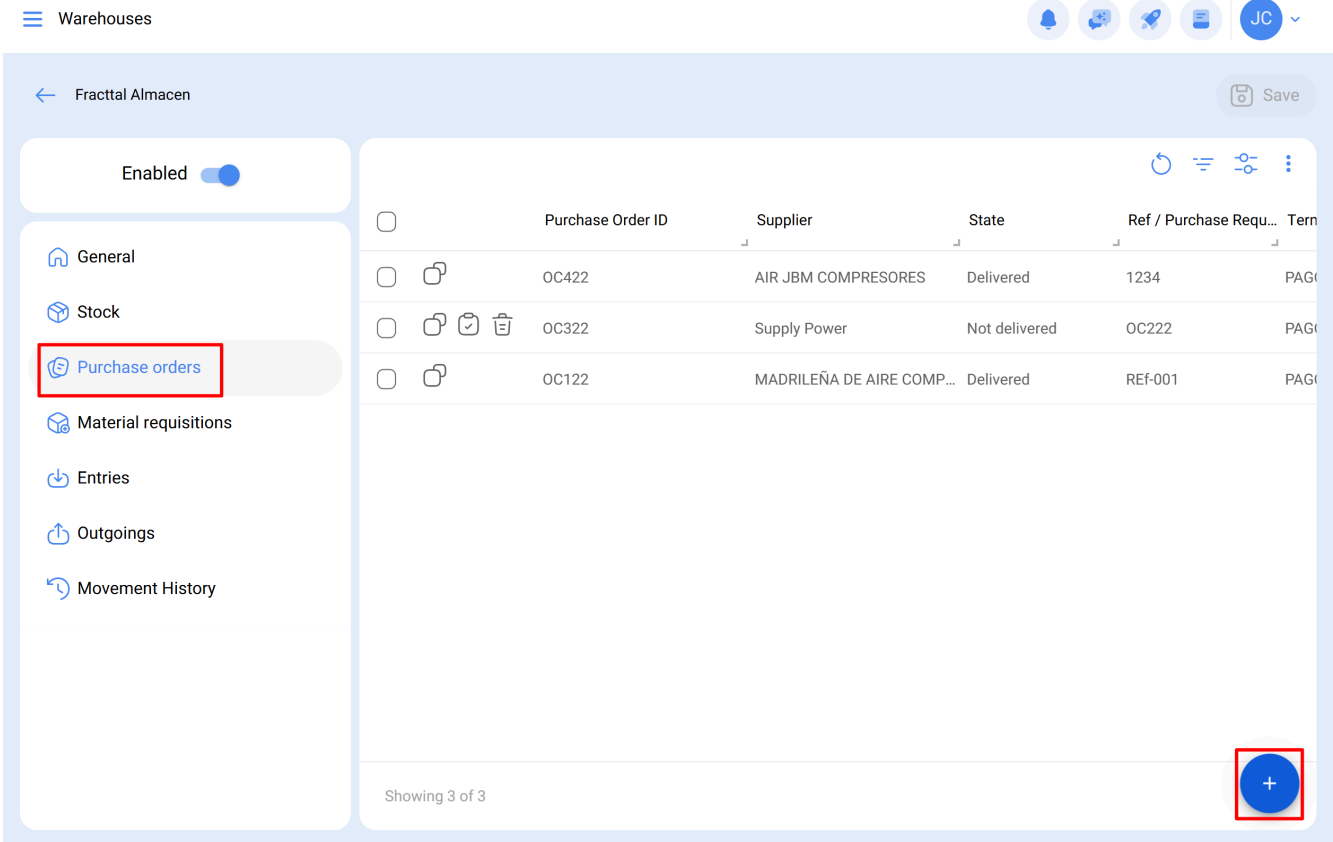


# How to generate a purchase order via the warehouse?

[help.fractal.com/hc/en-us/articles/25151365399565-How-to-generate-a-purchase-order-via-the-warehouse](https://help.fractal.com/hc/en-us/articles/25151365399565-How-to-generate-a-purchase-order-via-the-warehouse)

A purchase order is a document issued by the buyer to request an item from a supplier. It's important to note that, in order to generate a purchase order in the system, the supplier must be registered beforehand in the third parties module, and the item to be added to the purchase order must be linked to the inventory of the respective warehouse.

To generate a purchase order, first go to the purchase orders tab and then click on the add symbol located at the bottom right of the platform.



The screenshot shows the 'Fractal Almacén' interface. On the left, there is a sidebar with navigation options: General, Stock, Purchase orders (highlighted with a red box), Material requisitions, Entries, Outgoings, and Movement History. At the top, there is a toggle switch for 'Enabled' which is turned on. The main area displays a table of purchase orders with columns: Purchase Order ID, Supplier, State, Ref / Purchase Requi..., and Term. The table contains three rows of data. At the bottom right of the table area, there is a blue circular button with a white plus sign, also highlighted with a red box. The text 'Showing 3 of 3' is visible at the bottom left of the table area.

	Purchase Order ID	Supplier	State	Ref / Purchase Requi...	Term
<input type="checkbox"/>	OC422	AIR JBM COMPRESORES	Delivered	1234	PAG
<input type="checkbox"/>	OC322	Supply Power	Not delivered	OC222	PAG
<input type="checkbox"/>	OC122	MADRILEÑA DE AIRE COMP...	Delivered	REF-001	PAG

After clicking, a new window will open where you must establish all the parameters related to the purchase order you wish to generate:

- **Supplier:** Catalog listing all third parties who are suppliers of goods and can be selected when generating the purchase order.
- **Cost Center:** Catalog where you can choose which cost center will be associated with the purchase of these materials.
- **Delivery Date:** Date by which the items are scheduled for delivery.

- **Reference / Material Request:** Document number referencing the purchase order (could be the reference from a material request, if that functionality is contracted). Additionally, the reference can be useful when generating the material entry into the warehouse.
- **Priority:** Priority level of the purchase order.
- **Terms:** Catalog of purchase terms.
- **Currency:** Currency type in which the material purchase is made. This list depends on the catalog created previously in the Financial Configuration module.
- **Exchange Rate:** Conversion rate between the main currency used in the system and other currencies in which transactions can be made (conversion can be set in the Financial Configuration module).
- **Note:** Notes associated with the generated purchase order.

← New Purchase Order Save

Delivery Date: 2025-04-08    Supplier:     Ref / Purchase Request:     Cost center:

Ref / Purchase Request não pode estar em branco

Priority:     Terms:     Currency: Chilean Peso    Exchange rate: \$ CLP 1

Note:

Items + Add

Description	Status	Ordered Qty	Pending Quantity	Unit Cost	Tax	Total cost
Please enter at least one item						
Subtotal						\$ CLP 0,00
Total						\$ CLP 0,00

After completing the information, you need to add the items that you want to include in the purchase order. To do this, simply click on the add symbol located at the bottom right of the platform.

Delivery Date: 2025-04-08  
Supplier: Fractal  
Ref / Purchase Request: 000120  
Cost center:

Priority:  
Terms:  
Currency: Chilean Peso  
Exchange rate: \$ CLP 1

Note

Items + Add

Description	Status	Ordered Qty	Pending Quantity	Unit Cost	Tax	Total cost
Please enter at least one item						
Subtotal						\$ CLP 0,00
<b>Total</b>						<b>\$ CLP 0,00</b>

← New Purchase Order

Delivery Date: 2025-04-08  
Supplier: Fractal  
Ref / Purchase Request: 000120  
Currency: Chilean Peso

Note

Items

Description	Status	Ordered Qty	Pending Qty
Please enter at least one item			
Subtotal			
<b>Total</b>			

← New Item ✓

Item:

Unit: UNIDAD

Stock: 150

Ordered Qty:

Unit Cost: \$ CLP 300

Tax: IVA MEXICO

Total cost: \$ CLP 348,00

← New Purchase Order

Delivery Date: 2025-04-08

Supplier: Fractal

Ref / Purchase Request: 000120

Priority: [dropdown]

Terms: [dropdown]

Currency: Chilean Peso

Note

Items

Description	Status	Ordered Qty	Pending Qty
Please enter at least one item			
			Subtotal
			Total

← New Item ✓

Item: Tornillos M6\*100 { Tor-M6x10 }

Unit: UNIDAD

Stock: 150

Ordered Qty: 1

Unit Cost: \$ CLP 300

Tax: IVA MEXICO

Total cost: \$ CLP 348,00

Finally, after adding the items, click on "Save" to complete the process and create the purchase order.

← New Purchase Order Save

Delivery Date: 2025-04-08

Supplier: Fractal

Ref / Purchase Request: 000120

Cost center: [dropdown]

Priority: [dropdown]

Terms: [dropdown]

Currency: Chilean Peso

Exchange rate: \$ CLP 1

Note

Items Total: 1 + Add

Description	Status	Ordered Qty	Pending Quantity	Unit Cost	Tax	Total cost
Tornillos M6*100 { Tor-M6x10 }		1	1	\$ CLP 300,00	IVA MEXICO 16 %	\$ CLP 348,00
<b>Subtotal</b>						\$ CLP 300,00
IVA MEXICO						16 % \$ CLP 48,00
<b>Total</b>						\$ CLP 348,00

Enabled

- General
- Stock
- Purchase orders**
- Material requisitions
- Entries
- Outgoings
- Movement History

	Purchase Order ID	Supplier	State	Ref / Purchase Requ...	Term
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	OC522	Fractal	Not delivered	000120	
<input type="checkbox"/> <input type="checkbox"/>	OC422	AIR JBM COMPRESORES	Delivered	1234	PAG
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	OC322	Supply Power	Not delivered	OC222	PAG
<input type="checkbox"/> <input type="checkbox"/>	OC122	MADRILEÑA DE AIRE COMP...	Delivered	REF-001	PAG

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✓ Action Done

