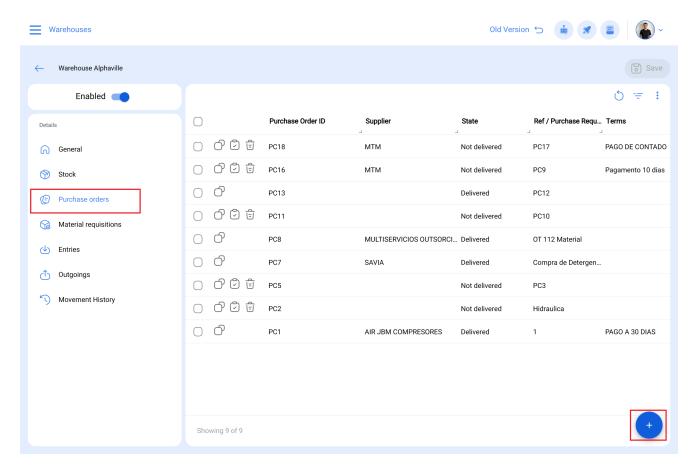# How to generate a purchase order via the warehouse?

help2.fracttal.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.

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.

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.

Save

Delivery Date	Supplier	Ref / Purchase Request	Cost center
2024-03-17	MTM	NOTA 356	1060144000

Priority	Terms	Currency	Exchange rate
	payment 10 days	Brazilian Real	R$ BRL 1

Note

Items   Total: 1

	Description	Status	Ordered Qty	Pending Quantity	Unit cost	Tax	Total cost
✏ 🗑	{ RL-05684-3L } Rolamento	Created	5	5	R$ BRL 0,00	IVA 21 %	R$ BRL 0,00

Subtotal		R$ BRL 0,00
IVA	21 %	R$ BRL 0,00
Total		R$ BRL 0,00

Delivery Date	Supplier	Ref / Purchase Request	Cost center
2024-03-17	MTM	NOTA 356	1060144000

Priority	Terms	Currency	Exchange rate
	payment 10 days	Brazilian Real	R$ BRL 1

Note

Items   Total: 1

	Description	Status	Ordered Qty	Pending Quantity	Unit cost	Tax	Total cost
✏ 🗑	{ RL-05684-3L } Rolamento	Created	5	5	R$ BRL 0,00	IVA 21 %	R$ BRL 0,00

Subtotal		R$ BRL 0,00
IVA	21 %	R$ BRL 0,00
Total		R$ BRL 0,00

| | | Nuevo(a) Orden de Compra | | | | EDITAR ITEM | ✓ |

Nuevo(a) Orden de Compra

Fecha de Entrega	Proveedor	Ref / Solicitud de Material
2024-03-17	MTM	MATERIAL 002

Prioridad	Condiciones	Moneda
= Media	PAGO DE CONTADO	Brazilian Real

Nota

Items

		Descripción	Estado	Cant. Pedida	Cant. pendient
🖉	🗑	{ DET-001 } DETERGENTE	Creado	1	

		Sub total
		IVA
		Total

EDITAR ITEM ✓

Item
👁 { DET-001 } DETERGENTE

Unidad
LITROS

Existencia

Cant. Pedida
1

Costo unitario
R$ BRL 0

Impuesto
IVA   ⌄ ⊗

Costo Total
R$ BRL 0

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

New Purchase Order

Delivery Date	Supplier	Ref / Purchase Request	Cost center
2024-03-17	MTM	NOTA 356	1060144000

Priority	Terms	Currency	Exchange rate
	payment 10 days	Brazilian Real	R$ BRL 1

Note

Items
Total: 1

	Description	Status	Ordered Qty	Pending Quantity	Unit cost	Tax	Total cost
✏ 🗑	{ RL-05684-3L } Rolamento	Created	5	5	R$ BRL 0,00	IVA 21 %	R$ BRL 0,00

Subtotal			R$ BRL 0,00
IVA		21 %	R$ BRL 0,00
Total			R$ BRL 0,00

Warehouses

Old Version ↩

Warehouse Alphaville

Save

Enabled 🔵

Details

- 🏠 General
- 📦 Stock
- 🔄 Purchase orders
- 📦 Material requisitions
- ⬇ Entries
- ⬆ Outgoings
- 🕑 Movement History

		Purchase Order ID	Supplier	State	Ref / Purchase Requ...	Terms
☐	📋 ✅ 🗑	PC18	MTM	Not delivered	PC17	PAGO DE CONTADO
☐	📋 ✅ 🗑	PC16	MTM	Not delivered	PC9	Pagamento 10 dias
☐	📋	PC13		Delivered	PC12	
☐	📋 ✅ 🗑	PC11		Not delivered	PC10	
☐	📋	PC8	MULTISERVICIOS OUTSORCI...	Delivered	OT 112 Material	
☐	📋	PC7	SAVIA	Delivered	Compra de Detergen...	
☐	📋 ✅ 🗑	PC5		Not delivered	PC3	
☐	📋 ✅ 🗑	PC2		Not delivered	Hidraulica	
☐	📋	PC1	AIR JBM COMPRESORES	Delivered	1	PAGO A 30 DIAS