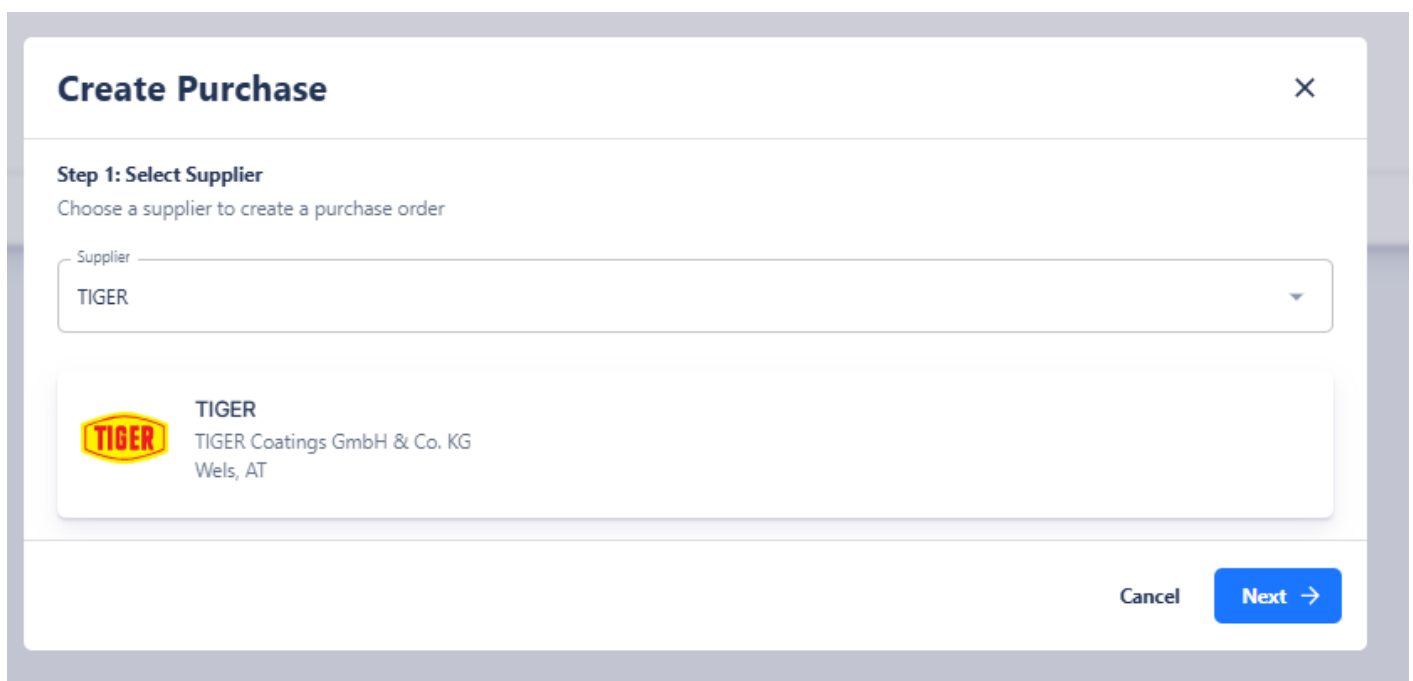


Create Purchases

To create a new purchase, navigate in the main menu to the **"Purchase"** section and click the **"Create Purchase"** button. You will then be guided step by step through the purchase process.

1. Select Supplier

In the first step, select the desired supplier. The list of available suppliers is based on the entries you previously created in **Supplier Management**. Once you select a supplier, their articles will automatically become available in the next step.



The screenshot shows a dialog box titled "Create Purchase" with a close button (X) in the top right corner. Below the title, it says "Step 1: Select Supplier" and "Choose a supplier to create a purchase order". There is a "Supplier" dropdown menu with "TIGER" selected. Below the dropdown, there is a list of suppliers, with "TIGER" selected. The selected supplier information is: "TIGER Coatings GmbH & Co. KG, Wels, AT". At the bottom right, there are "Cancel" and "Next →" buttons.

2. Select Articles and Batches

In the second step, specify which articles you want to purchase. For each article, you can:

- specify the desired **quantity**,
- select the **batch size**,
- and, if needed, add additional notes.

This allows precise control over which materials are purchased and in which batch sizes. The selection automatically takes into account the batches and article information stored for the supplier.

Supplier
Creator
Status

Create Purchase

✕

Step 2: Select Articles
TIGER

Select supplier articles and specify batch quantities

Article

Primer ca. RAL 7032

Batch

276.00 € - 20 kg Box (20...

Number of Batches

15

Total: 15 × 20 kg = 300 kg **4140.00 €**

+ Add Another Article

Back
Cancel
Proceed

Generate Purchase

After all articles are selected and quantities defined, you can confirm the purchase. You will then enter the **Purchase Editor**, where the purchase can be further edited or finalized. In this editor, the purchase can:

- be generated as a **PDF document**,
- be reviewed or adjusted **if necessary**,
- and sent directly **via email** to the selected supplier.

The PDF document is structured similarly to the familiar offer and invoice templates and automatically contains all relevant information about the purchase, including article overview, quantities, and contact details.

In this way, purchases can be created and sent quickly, transparently, and with minimal effort directly from the system.

Purchase Number	Purchase Date	Supplier	Creator	Status	Net Amount	Gross Amount	
PO-2025-000001	11/09/2025, 03:32 PM	TIGER Coatings GmbH & Co. KG	mansoor hasani	CREATED	4,140.00 €	4,140.00 €	Export as PDF

1-1 of 1 < >

Revision #5

Created 9 November 2025 10:49:57 by Admin2

Updated 9 November 2025 13:22:55 by Admin2