

Create And Manage Purchase Orders

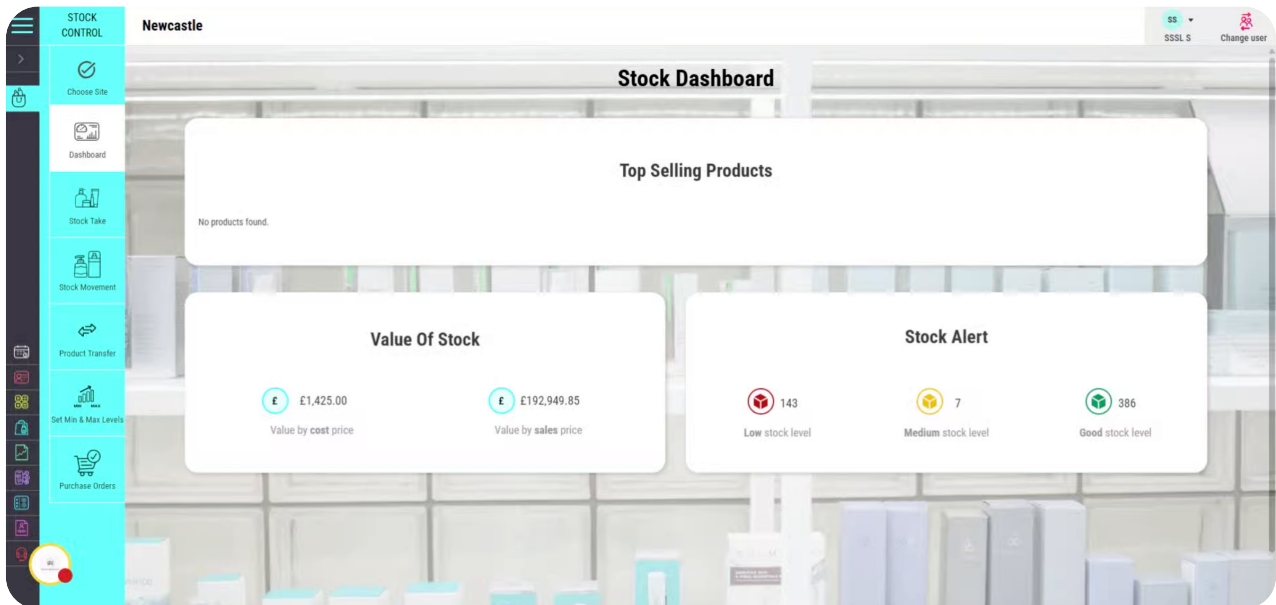
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SALON MANAGER

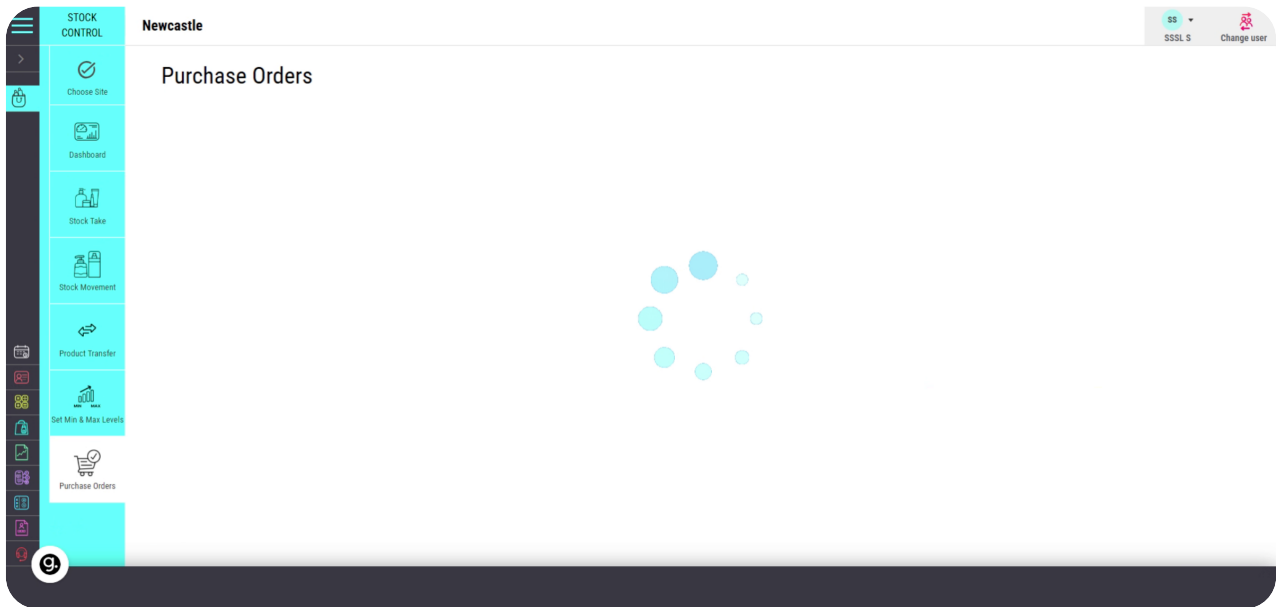
01 Navigate To Purchase Orders

Hello, today I'm going to show you how to create a purchase order in Salon Manager. From the stock module, we just need to navigate to the left-hand side menu and click purchase orders.



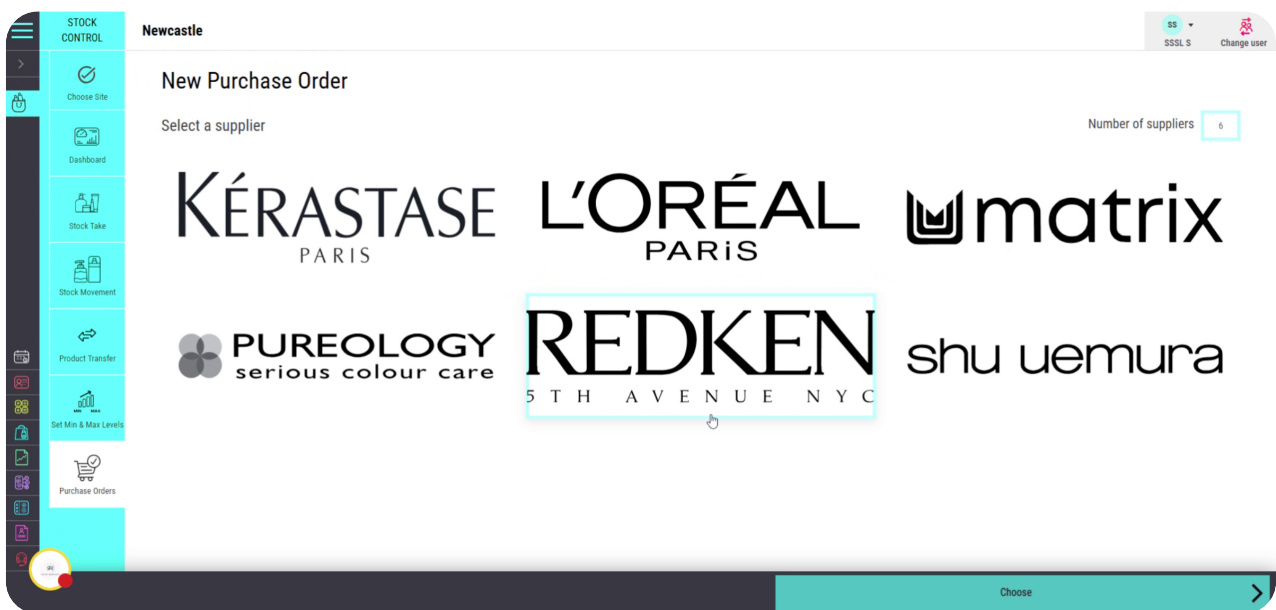
02 Open New Purchase Order Page

Once we click that, a page will appear where we can add a new purchase order. We can do this from the centre of the screen or from the bottom left.



03 Select Suppliers And Products

When we're adding a new purchase order, we're able to select the supplier we wish to create the purchase order for. You can select multiple if needed. Once the relevant suppliers are selected, we can click choose at the bottom right. This will load up our purchase order. We're able to enter order reference up at the top. We'll have a list of the products that are flagged as needing to be reordered. This is based off of your minimum and maximum levels that are saved against the products. We're able to see currently how much you have in quantity in stock, as well as the pack size per product. How many you wish to order, which you can change if needed. The cost price per item and the total cost price of all of the items that you're ordering.



04 Add Notes And Manual Products

Any additional notes may be entered here in the purchase order notes section. You can also add additional products using the manually add products button at the bottom left.

STOCK CONTROL

Choose Site

Dashboard

Stock Take

Stock Movement

Product Transfer

Set Min & Max Levels

Purchase Orders

Manually add products

Newcastle

New Purchase Order

Order reference

In stock quantity	Pack size	No to order	Cost price per item	Total cost price		
Chroma Absolu Mask 200ml	0	1	4	£0.00	£0.00	X
Chroma Absolu Repairing Fondant 200ml	0	1	4	£0.00	£0.00	X
Cicanult 90ml	1	1	3	£0.00	£0.00	X
Masque Cicaextreme 200ml	1	1	3	£0.00	£0.00	X

Purchase order notes

Total order cost: £0.00

Remove all items

CancelSave Order

05 Save And Confirm Purchase Order

Once you're happy with the purchase order, you can click save order. A menu will come up confirming what you wish to order. You can click confirm. This will then save the purchase order.

STOCK CONTROL

Choose Site

Dashboard

Stock Take

Stock Movement

Product Transfer

Set Min & Max Levels

Purchase Orders

Manually add products

Newcastle

New Purchase Order

<< Choose a different supplier

KÉRASTASE

Order reference

	In stock quantity	Pack size	No to order	Cost price per item	Total cost price	
Chroma Absolu Mask 200Ml	0	1	4	£0.00	£0.00	X
Chroma Absolu Repairing Fondant 200Ml	0	1	4	£0.00	£0.00	X
Cicanult 90Ml	1	1	3	£0.00	£0.00	X
Masque Cicaxtreme 200Ml	1	1	3	£0.00	£0.00	X

Purchase order notes

Total order cost: £0.00

Remove all items

Cancel

Save Order

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