

Arrive Products From Purchase Orders

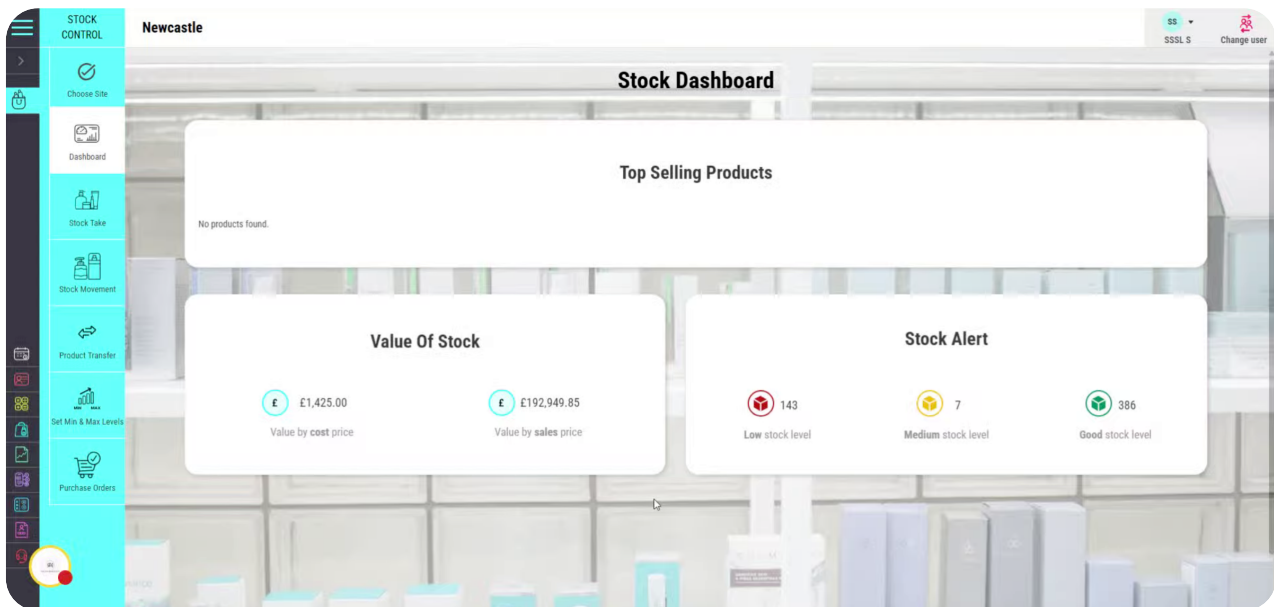
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SALON MANAGER

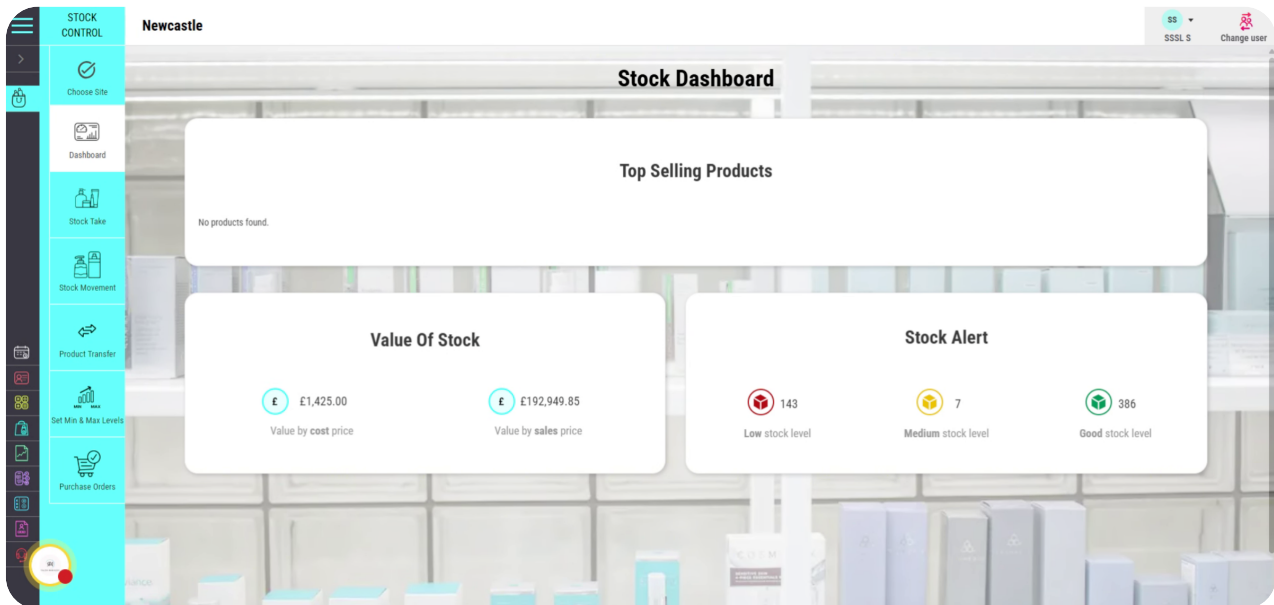
01 Introduction To Product Arrival

Hello, today I'm going to show you how to arrive products from a purchase order in Salon Manager.



02 Navigate To Purchase Orders

From the stock module we just need to navigate to the purchase orders button on the left hand side menu. Clicking this will load into the section where we're able to add new purchase orders or we can view existing ones.



03 Edit Existing Purchase Orders

From the existing purchase order, we can hit the edit button, and this will bring us to our existing purchase orders items. We have a confirmation of how much we had on the order, and a section for how many we've received. If we haven't received all of them, we're able specify how many we have. If we have received all of them, we can mark all as received using this slider here. You can also add additional products from the bottom left.

The screenshot displays the 'Purchase Orders' interface within the 'Newcastle' application. The left sidebar, titled 'STOCK CONTROL', includes navigation links for 'Choose Site', 'Dashboard', 'Stock Take', 'Stock Movement', 'Product Transfer', 'Set Min & Max Levels', and 'Purchase Orders'. The main content area shows a table of purchase orders. The table has columns for Supplier, Order Ref, Products On Order, Total Cost, Date, and Status. A single order is listed from 'KÉRASTASE PARIS' with order reference 'Newcastle-2026-07-0001', containing '4 Items' for a 'Total Cost' of '£0.00', dated '28 July, 2026', and with a status of 'Due for delivery'. Action icons for edit, print, and delete are visible next to the order. At the bottom left, there is an 'Add New' button.

Supplier	Order Ref	Products On Order	Total Cost	Date	Status
KÉRASTASE PARIS	Newcastle-2026-07-0001	4 Items	£0.00	28 July, 2026	Due for delivery

04 Complete Or Part Deliver Orders

You can arrive all of the products and then save to complete the purchase order. Alternatively, if you don't complete the purchase order and don't arrive all of the products, you will have the option after you've confirmed what you're arriving here to complete or not complete the purchase order. If you don't complete, this will be marked as part delivered. If you do complete, it will mark it as delivered.

STOCK CONTROL

Choose Site

Dashboard

Stock Take

Stock Movement

Product Transfer

Set Min & Max Levels

Purchase Orders

Manually add products

Newcastle

View Purchase Order (Newcastle-2026-07-0001)

Created on: 28 July, 2026 by SSSL Support
Last saved on: 28 July, 2026 by SSSL Support

Order reference Newcastle-2026-07-0001

	In stock quantity	Pack size	No to order	Cost price per item	Total cost price	Individual items received	Mark as received	
Chroma Absolu Mask 200MI	0	1	4	£0.00	£0.00	3	☐	X
Chroma Absolu Repairing Fondant 200MI	0	1	4	£0.00	£0.00	4	☒	X
Cicanuit 90MI	1	1	3	£0.00	£0.00	0	☐	X
Masque Cicæxtreme 200MI	1	1	3	£0.00	£0.00	0	☐	X

Purchase order notes

Total order cost: £0.00

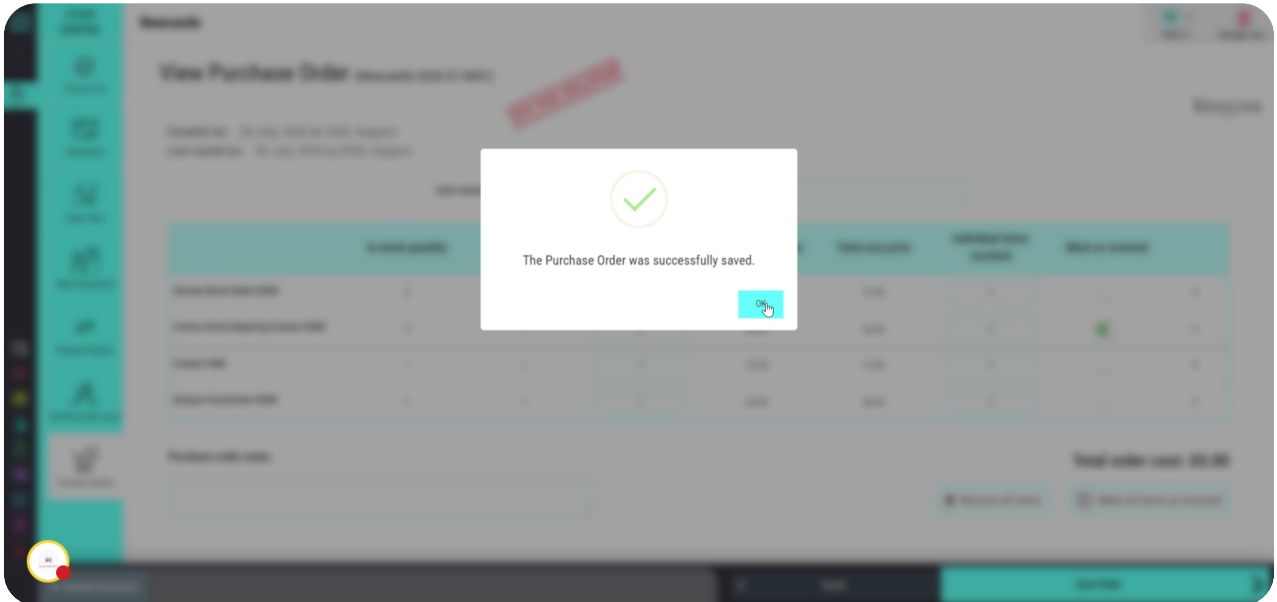
SS
SSSL S
Change user

KÉRASTASE

DUE FOR DELIVERY

05 Confirm Status Update

Once you've selected what you want to do, you'll have a confirmation confirming it was saved.



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