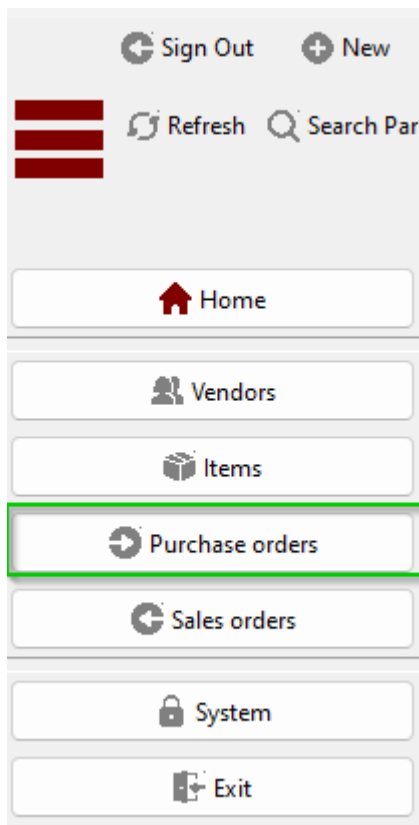


# Ordering and receipt of items

Select purchase orders from the navigation menu



## Creating or editing purchase orders

Search for existing or create a new entry

**Purchase Order Search**

Quick Filter:  Description:  Part number:

Vendor:  Type:

Item ID:  Size:

Record limit:  ☒ Auto search

▼ Vendor Name	Order Date	Order Reference	Vendor Code	Order By	Total O...	Total O...	Total R...	Total B...
▶ Abbott Australia	9/09/2022		AA	Tristan Marlow	0.00	7	7	0
Abbott Australia	10/02/2025		AA	stockie Administrat	0.00	6	0	6

Select vendor and add purchase order items

**Purchase order details**

Reference:  Order date:  Vendor:  Order number:

Items Documents

Item ID	Quantity	Description	Requisition	Vendor part number	Price
1014652	1	Unknown Dragonfly Opstar	1014652		0.00
1005357H	5	Unknown Whisper MS 0.014x190	1005357H		0.00

Item ID will auto complete or press the lookup button to find an item

Select vendor and add items to the order

Total items:  Total price:

Print purchase order

<b>Supplier</b> Abbott Australia	<b>Ordered by</b> stockie Administrator	<b>Ordered date</b> 10/02/2025	<b>Delivery Address</b>
<b>Ordered reference</b>			

Qty	Partnumber	Details	Requisition	Comments	Total
1	1014652	Unknown Dragonfly Opstar			0.00
5	1005357H	Unknown Whisper MS 0.014x190			0.00
Total					0.00

# Receive stock

When stock has been received locate the purchase order and select "Receive stock". Adjust the quantities that have been received.

Clicking in the quantity field will automatically apply the back-order quantity, adjust this value as needed.

Values less than the expected quantity will be highlighted yellow. Values high than the quantity will not be allowed.

Print

Audit log

Receive stock

Receive history

Reference

Order date

Vendor

10/02/2025

Abbott Aus

Receive stock

Purchase order number

Received date

Received time

Reference

5

11/02/2025

3:22:29 PM

Itemid	Description	Quantity	Back Order Quantity	Order Quantity
1014652	Unknown Dragonfly Opstar	1	1	1
1005357H	Unknown Whisper MS 0.014x190	3	5	5

Click on quantity entry to automatically apply the back order quantity.

Adjust this value as needed

Save

Cancel

If the order was incomplete and items are still on back order, when stock arrives press "Receive stock" again. Only the pending items will be displayed.

Receive stock

Purchase order number

Received date

Received time

Reference

5

11/02/2025

3:27:19 PM

Itemid	Description	Quantity	Back Order Quantity	Order Quantity
1005357H	Unknown Whisper MS 0.014x190		2	5

Save

Cancel

## Receive stock history

Select Receive history to view stock receipt history.

Purchase order details

Print

Audit log

Receive stock

Receive history

Reference

Order date

10/02/2025

Receive stock history

Refresh

Close

Itemid	Quantity	Received D...	Received Ti...	Received By	Receipt Ref
1005357H	3	11/02/2025	3:22 PM	stockie Administrat	
1014652	1	11/02/2025	3:22 PM	stockie Administrat	

