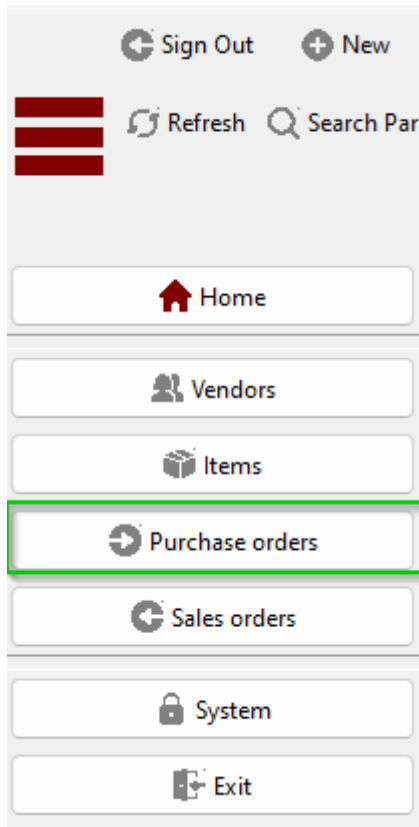


Ordering and receipt of items

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:

Auto search

1000

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

Search for existing orders or create a new entry

Select vendor and add purchase order items

Purchase order details

Reference: Order date: 10/02/2025 Vendor: Order number: 5

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: 7 Total price: 0.00

Print purchase order

Supplier
Abbott Australia

Ordered by stockie Administrator
Ordered date 10/02/2025
Ordered reference

Delivery Address

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.

Reference:

Order date: 10/02/2025

Vendor: Abbott Aus

Print

Audit log

Receive stock

Receive history

Receive stock

Purchase order number: 5

Received date: 11/02/2025

Received time: 3:22:29 PM

Reference:

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.

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

Receive stock history

Select Receive history to view stock receipt history.

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	

Revision #3

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