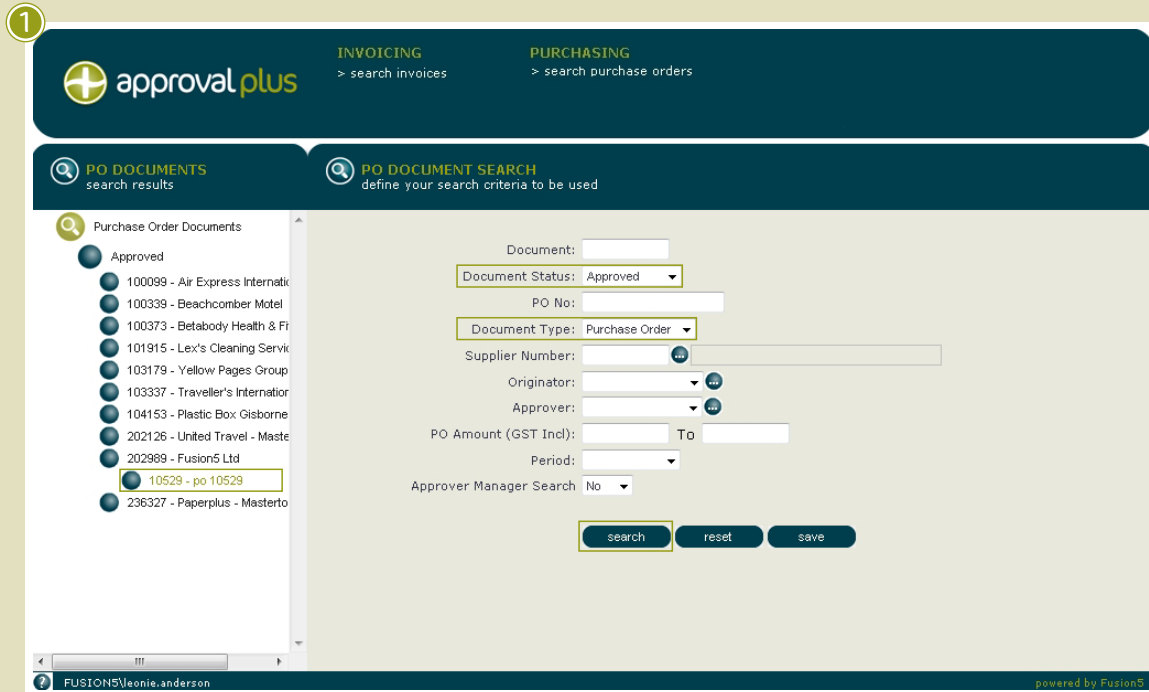


PO approver

ORDERING A PURCHASE ORDER

- 1 Search for purchase orders with a status of Approved. Using the left hand results panel, click on supplier to expand list of purchase orders, click on PO to view.
- 2 Click the order button.
- 3 In the popup window, select order method, Billing Details, Delivery Details and add any Special Instructions.
 - if Print a pdf of the PO will open in a new window, print as you normally would.
 - if Email select person from Attention dropdown.
- 4 Click save to order, cancel to return to main window.



1

INVOICING > search invoices PURCHASING > search purchase orders

PO DOCUMENTS search results PO DOCUMENT SEARCH define your search criteria to be used

Purchase Order Documents

- Approved
- 100099 - Air Express Internatic
- 100339 - Beachcomber Motel
- 100373 - Betabody Health & Fr
- 101915 - Lex's Cleaning Serv
- 103179 - Yellow Pages Group
- 103337 - Traveller's Internatio
- 104153 - Plastic Box Gisborne
- 202126 - United Travel - Maste
- 202989 - Fusion5 Ltd
- 10529 - po 10529
- 236327 - Paperplus - Maste

Document:

Document Status:

PO No:

Document Type:

Supplier Number:

Originator:

Approver:

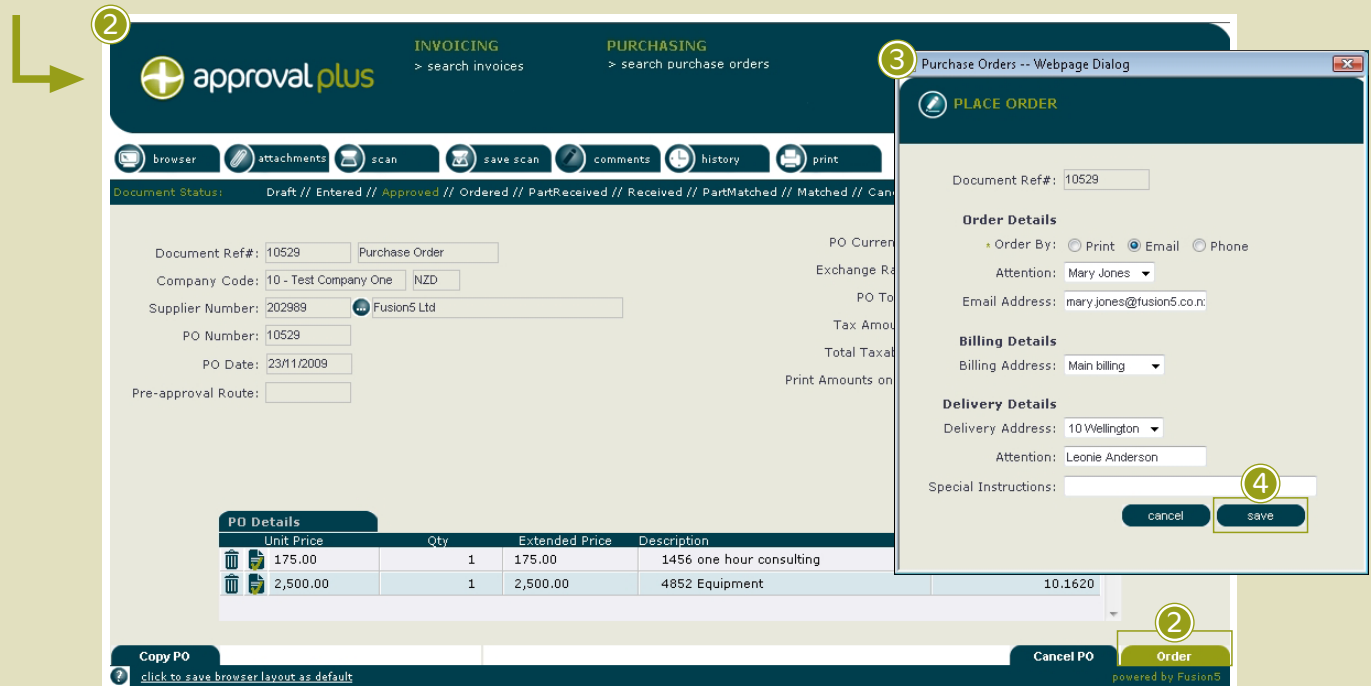
PO Amount (GST Incl): To

Period:

Approver Manager Search:

search reset save

FUSION5\leonie.anderson powered by Fusion5



2

INVOICING > search invoices PURCHASING > search purchase orders

3 Purchase Orders -- Webpage Dialog

PLACE ORDER

Document Ref#:

Order Details

Order By: Print Email Phone

Attention:

Email Address:

Billing Details

Billing Address:

Delivery Details

Delivery Address:

Attention:

Special Instructions:

cancel save

4

Document Status:

Document Ref#: Purchase Order

Company Code: NZD

Supplier Number: Fusion5 Ltd

PO Number:

PO Date:

Pre-approval Route:

PO Current

Exchange R

PO To

Tax Amou

Total Taxat

Print Amounts on

PO Details

Unit Price	Qty	Extended Price	Description
175.00	1	175.00	1456 one hour consulting
2,500.00	1	2,500.00	4852 Equipment

10.1620

Copy PO Cancel PO Order

click to save browser layout as default powered by Fusion5