

1. New Purchase Order

Finance > Supplier > Purchase Manager > New Purchase Order > Select Supplier > SGD > Next > Select Purchase Requisition > Finish Save

The screenshot shows a software interface for creating a New Purchase Order. The top navigation bar includes 'Property', 'Tenant/Owner', 'Finance' (highlighted with a red box and a yellow circle '1'), 'Maintenance', 'Portal', and 'Control Panel'. The left sidebar has 'Supplier' (highlighted with a red box and a yellow circle '2') and 'Purchase Manager' > 'New Purchase Order' (highlighted with a red box and a yellow circle '3'). The main content area is titled 'New Purchase Order' and has three tabs: '1 - Supplier's Name', '2 - Purchase Order Currency', and '3 - Select Purchase Requisition(s)'. The '1 - Supplier's Name' tab is active, showing 'Please select the Supplier from the followings:-' and 'Please Select'. Below this is a 'Select Supplier' table with columns 'Contact Code', 'Supplier Name', and 'Active'. The table lists several suppliers, with '199002307R' (TRANE DISTRIBUTION PTE LTD) highlighted by a yellow circle '4' and a red box. A search bar 'Find What:' is located to the right of the table. The 'Purchase Order Currency' is set to 'SGD Singapore Dollar'.

Contact Code	Supplier Name	Active
12288	Eric & Company Ltd	Yes
199002307R	TRANE DISTRIBUTION PTE LTD	Yes
200406375W	LIONG CONSTRUCTION PTE LTD	Yes
200410167W	CERTIS CISCO SECURITY TECHNOLOGY PTE LTD	Yes
BBQ321	BBQ Electric Manager	Yes
CCIC123	Condo Image Company	Yes
CS/20001	Cleaning Tech Co	Yes
CS/20002	Happy Landscape Company	Yes
CS/20003	Swimming Pool Pte Ltd	Yes
CS/20004	Tree Pruning Co Ltd	Yes
CS/20005	Playground Tech Ltd	Yes
CS/20006	Pest Terminator Pte Ltd	Yes
CS/20007	Eagle Pte Ltd	Yes
CS/20008	Lind Lifts Technology PL	Yes
CS/21002	ABC PEST MANAGEMENT PTE LTD	Yes

New Purchase Order

1 - Supplier's Name

2 - Purchase Order Currency

3 - Select Purchase Requisition(s)

1. Supplier's Name

ABC PEST MANAGEMENT PTE LTD

2. Purchase Order Currency

SGD Singapore Dollar

3. Purchase Requisition(s)

Please Select

Please select the Invoice Currency from the followings:-

MYR Malaysian Ringgit

SGD Singapore Dollar

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New Purchase Order

1 - Supplier's Name

2 - Purchase Order Currency

3 - Select Purchase Requisition(s)

1. Supplier's Name

ABC PEST MANAGEMENT PTE LTD

2. Purchase Order Currency

SGD Singapore Dollar

3. Purchase Requisition(s)

Please Select

Select Purchase Requisition

Find What:

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<input checked="" type="checkbox"/>	Requisition No	Date	Curr	Total	Contact Code	Contact Name
<input type="checkbox"/>	Demo/FPR/210400629	Apr 2021	SGD	535.00	CS/21002	ABC PEST MANAGEMENT PTE LTD

Total Page: 1

Purchase Order | 1 - General | 2 - Other Details | 3 - Upload Document

Supplier Name: ABC PEST MANAGEMENT PTE LTD | PO Number: New | PO Date: 29 Apr 2021

Purchase Order Details

Description: PEST CONTROL - MAY 21 | Item Code: | Quantity/UOM: | Unit Price (SGD): 500.00 | Discount %: 0 | GST Category: TX - Standard-Rated Purchase

Remarks: PEST CONTROL - MAY 21

Account Code: 61310 Pest Control Services | Profit Centre: | Requisition: Demo/FPR/2104006 - #1

Update Item | Other Actions... | Cancel

SN	Item Code/Item Description	Quantity/UOM	Unit Price	Disc.%	Amount	GST
1	PEST CONTROL - MAY 21	1	500.00	0	500.00	Y
	PEST CONTROL - MAY 21					
	61310 Pest Control Services					
Click Add Item to add new row.						

Select All | Move Down | Move Up

Sub-Totals: 500.00 | 0.00 | 500.00

Tax Amount: % 7 | 35.00 | Edit

Total Amount (SGD): 535.00

New | Last Updated By is Not Available | Save | Back | Close

1. Click on the edit button to amend the details (eg. Description, account code).
2. Click "Update Item" to save the amended information.
3. Click "save" to post the PO.