

# Customer PO Header

Home (64) Summary \*Customer PO x

Customer PO

Inserted

Client: Konnect Demo

Document No:

Target Document Type:

Description:

Business Partner:

User/Contact:

Company Agent:

Payment Rule:

Price List:

Total Lines: 0.00

Organization:

PO Date:

Customer PO No:

Partner Location:

Currency: INR

Payment Term: Immediate

☐ Pay Schedule valid ☐ Approved

☐ Approved Level 1 ☐ Approved Level 2

Grand Total: 0.00

Home (64) Summary \*Customer PO x

Customer PO

Inserted

Document Status: Drafted

Document Type: \*\* New \*\*

Document Action

Delivery

Warehouse:

Delivery Rule:

Freight Cost Rule:

Insurance Cost Rule:

Packing and Forwarding Cost Rule:

Delivery Via:

Freight Category:

Insurance Category:

Packing and Forwarding Category:

Reference

Project:

Quotation:

☐ Is Ordered

PO line Custom Fields(Line) Payment Schedule Custom Fields

0 Records

Organization	Drawing No	Description	Line	Product	UOM
No Records found					

## Critical Fields

1. PO Date: Date of Customer po (It can be PO received date)
2. Customer PO number: Document Number of Customer Po Received
3. Business Partner: We can select existing/new customers here and this field is used to maintain customer

4. Partner location: This field is updated automatically, based on the business partner
5. Currency: A medium of exchange for goods and services.
6. Company agent: This field is used for sales rep updating purposes, It will display from the employee master when the sales rep field is checked
7. Payment Rule: This field used to select the payment type

- 7.1 Cash: After receiving the invoice, the customer pays the invoice amount through cash only
  - 7.2 Check: After receiving the invoice, the customer pays the invoice amount through a check
  - 7.3 Credit Card: Payment amount paid to the vendor to use a Credit Card
  - 7.4 Direct Debit: Payment amount paid to direct vendor account number
  - 7.5 Mixed POS Payment
  - 7.6 NEFT
  - 7.7 On Credit
  - 7.8 RTGS: Payment amount paid to RTGS
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## **Critical & onetime setup fields**

1. Organization: This Field is used to select the organization
  2. Target Document Type- This Field is used to select the type of document that you are going to process
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## **Non-Critical Fields**

1. Description: Use to note specifics about document or any other information.
2. User/Contact: This field updates automatically when Business partner selected or you need to create new user in master for particular business partner.
3. Payment term: The terms of payment(immediate ,30 days,etc)
4. Price list: The price list will be selected in the product master once we select the product price list will display automatically and the user can also select manually
5. Warehouse: This field is for Product storage purposes, Select a warehouse where the final product is stored.
6. Delivery Rule: This field helps to select the timing of the delivery
7. Delivery Via: Indicates how the products should be delivered
  - 7.1.Pickup: After the Product is ready to ship, customers will take the product in their own vehicle.
  - 7.2.Delivery: Delivery done by the vendor itself to the customer.
  - 7.3.Shipper: The Shipper indicates the method of delivering products via ship, airplane..etc.

## 8.Freight Cost Rule: Method for charging flight

8.1 Calculated: We can calculate the freight cost

8.2 Fix price: Fixed the freight cost

8.3 Included in Price: Already included in the product price list

## 9.Insurance Cost Rule: Method for charging insurance

9.1 Calculated: We can calculate the insurance cost

9.2 Fix price: Fixed the insurance cost

9.3 Included in Price: Already included in the product price list

## 10.Packing and Forwarding Cost Rule: Method for charging Packing and Forwarding

10.1 Calculated: We can calculate the Packing and Forwarding cost

10.2 Fix price: Fixed the Packing and Forwarding Cost

10.3 included in the price: Already included in the product price list

11.Project: Project- If this order is processed against a project user can tag the project for tracking.

12.Quotation: Using Quotation field we can generate Customer PO with reference of Quotation.

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## **Zoom condition's**

### 1. Sales order

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