Purchase Order Details Page

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Overview

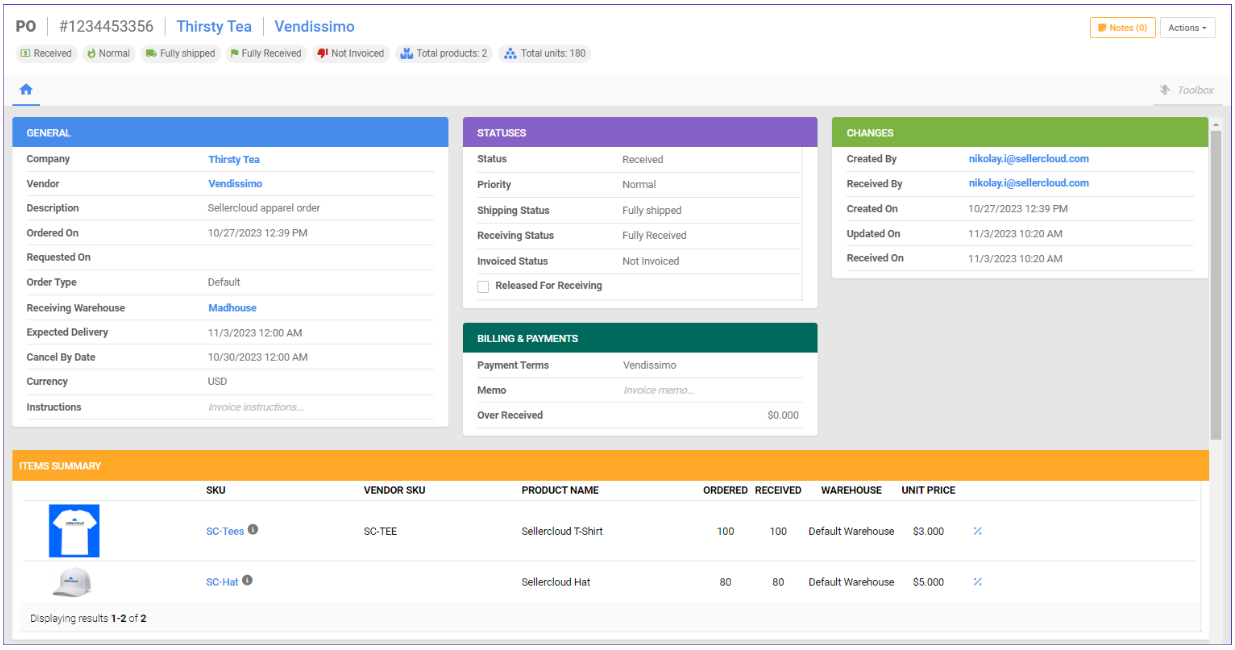
Each Purchase Order in the Skustack Admin has its own **PO Details page** where you can access and update all PO-related information and settings. In this article, you will learn about all the available options on the page. This includes the panels with PO information that are always visible, as well as the **Actions** you can perform on your POs and all the **Toolbox** tabs with additional data and settings.

PO Details

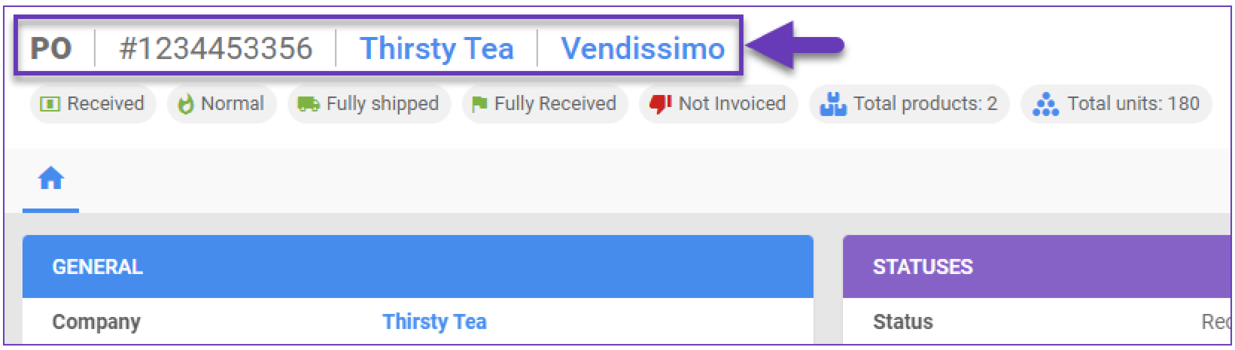
You can view and manage different data associated with each purchase order on its PO Details page. There are a few ways to access this page:

- Use the search bar on top of any page to search for a PO by **PO#**, **Product Name**, or **SKU**.
- Click **Purchasing > Manage POs**, search for POs, and click a product's **PO#**.
- Click the PO links anywhere else in Skustack Admin.

In any case, you will land on a PO Details page, which looks like this:



You can find essential information about the PO at the top of the page:



Detail	Description

PO ID	The unique number assigned to the PO.
Company	The Company associated with the PO.
Vendor	The Vendor from whom the products are being ordered.

Tag	**Description**
PO Status	The current status of the PO.
Priority	The priority level assigned to the PO.
Shipping Status	The status of product shipments related to the PO.
Receiving Status	The status of the receiving process for products in the PO. Clicking this tag is the quickest way to open the **Receiving** tab, where you can view and manage the order's receiving status and details.
Invoice Status	The status of the invoice associated with the PO. Clicking this tag is the quickest way to open the **Billing & Payments** tab, where you can view and manage the order's billing address, payment summary, and invoices.
Total Products	The overall count of different product items included in the order.
Total Units	The total quantity of individual units of products within the PO.

The panels below also show the above information, as well as a lot more:

General

Option	**Description**
Company	The Company associated with the PO.
Vendor	The Vendor from whom the products are being ordered.
Description	A brief description of the PO.
Ordered On	The date when the PO was placed.
Requested On	The date when the PO was requested.
Order Type	The categorization of the PO – **Default**, **Dropship**, **Regular**, or **Wrap and Label**.
Receiving Warehouse	The Warehouse where the products will be received.
Expected Delivery	The anticipated delivery date for the products in the PO.
Cancel By Date	The deadline for canceling the PO.
Currency	The currency used for the PO. Selecting a currency other than USD also displays two additional fields – **Rate To US$** and **Rate From US$** where you can specify rates.
Instructions	Any special instructions provided for the PO.

Statuses

Option	**Description**
Status	The current overall status of the PO, indicating its stage in the procurement process.
Priority	The level of urgency or importance assigned to the PO.
Shipping Status	The status of product shipments related to the PO.

Receiving Status	The status of the receiving process for products in the PO.
Invoiced Status	The status of the invoice associated with the PO.
Released For Receiving	Indicates whether the order has been authorized for the receiving process.

Billing & Payments

Option	Description
Payment Terms	The agreed-upon Payment Terms and conditions for payment associated with the PO.
Memo	A payments-related note about the PO.
Over Received	Shows if the quantity of products received exceeds the initial amount ordered.

Changes

Option	Description
Created By	The user responsible for creating or initiating the PO.
Updated By	The user who last updated or modified the PO.
Approved By	The user who approved the PO for processing.
Received By	The user for receiving and confirming the products in the order.
Created On	The date when the PO was initially created or generated.
Updated On	The date of the most recent modification to the PO.
Approved On	The date when the PO was officially approved.
Received On	The date when the products in the order were received.

Items Summary

Option	Description
Image	The primary image of the product, if available.
SKU	The Stock Keeping Unit (SKU) used to identify the product in the PO.
Vendor SKU	The Vendor SKU assigned to the product by the supplier.
Product Name	The name of the ordered product.
Ordered	The quantity of the product ordered in the PO.
Received	The quantity of the product that has been received and confirmed.
Warehouse	The receiving Warehouse.
Unit Price	The price per product unit in the PO.
Line Total	The total cost for the quantity of the product ordered on the specific line item.

Total

Option	Description
Subtotal	The total cost of the items ordered before discounts and additional charges.
Multi Discount Total	The cumulative amount of Multi Discounts applied to the order.
Shipping Total	The total cost of shipping for the PO.
Dropship Fee Total	The total fees for dropshipping products in the order.
Shipping Total (3rd Party)	The total cost of third-party shipping services, if applicable.
Customs Total	The total fees related to customs duties or processing.
Tax Total	The total amount of taxes applicable to the PO.
Other Total	The sum of miscellaneous or additional charges not covered by other categories.
Credit Card Fee	Any fees associated with credit card payments for the order.
Unreceived Total	The total cost of products that have not yet been received.
Total Unpaid	The total amount of the order that remains unpaid.
Grand Total	The overall total cost of the PO, including all items, discounts, fees, and taxes.

PO Level Multi Discounts

This panel allows you to add or remove PO Level Multi Discounts that apply to all items in the order.

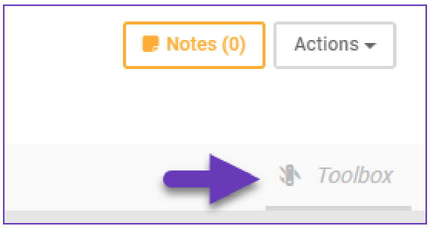
Related Purchase Orders

You can split a PO to divide it into multiple separate POs. This panel shows split-order details – if you look at a parent PO, it will show the child PO, and the other way around.

PO Toolbox

The **Toolbox** is an important element on the PO page. It grants you access to additional PO-related tabs, where you can access other PO features and configure even more details, preferences, and settings.

To access these tabs, click the **Toolbox** button on the PO Details page.

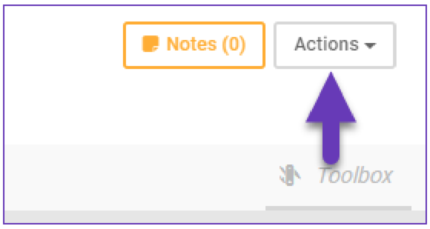


Now, you can select from the options listed in the table below. Click the star to pin any frequently used tab to the page for quick access.

Tab	Description
Change Log	View a log with records of any changes made to the PO.
Items	Manage PO item quantities, prices, notes, and more.
Receiving	View and manage the order's receiving status and details.
Serial Numbers	Search and export Serial Numbers.
Shipping Containers	Add items to Shipping Containers.

PO Actions

To access the PO actions, click the **Actions** button on the PO Details page.



Now, you can select from the actions below. Click the star to pin any frequently used action to the top of the actions list.

Action	Description
Export	Export the PO using a plugin or Mapping Profile.
Export to Excel	Export the PO to an Excel spreadsheet.
Print to PDF	Create a PDF document of the PO.
View Products in Manage Inventory	Access product details in the **Manage Products** section.
Receive Shipment	Confirm and document the receipt of a shipment.

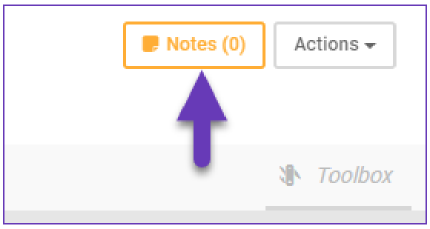
Receive Whole PO	Receive the entire PO.

PO Notes

You can use the PO Details page to view and add any PO-related notes. PO notes are helpful for better internal communication and collaboration among team members. For example, one way to use notes is to document changes and inform others – this way, they won't have to check the **Change Log**.

To view and add PO notes:

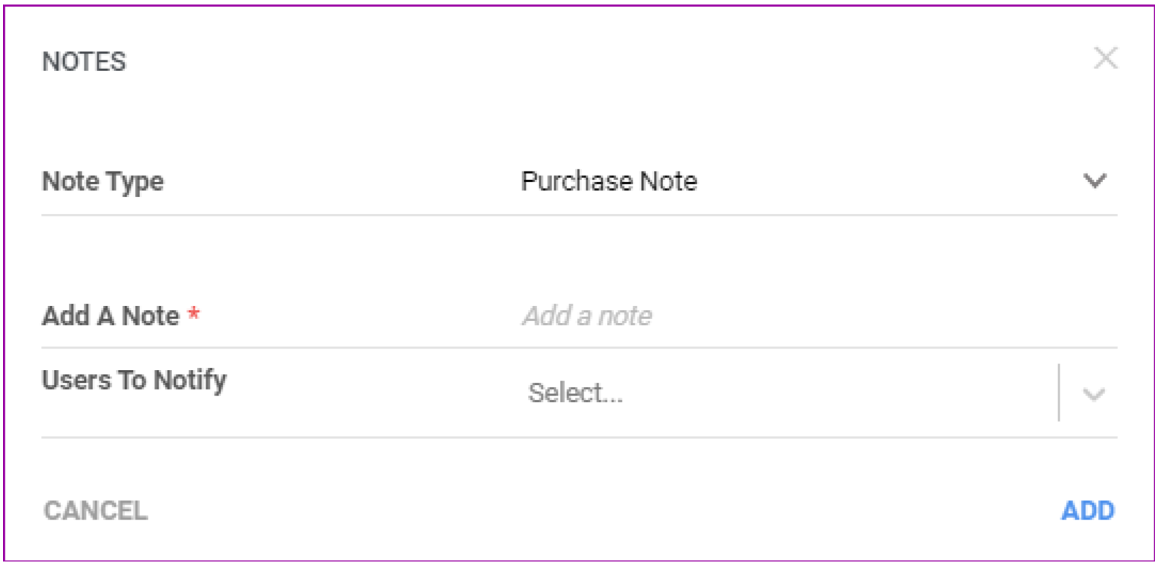
1. Click the **Notes** button at the top right.



2. Select the **Note Type** – **Purchase Note** or **Vendor Note** to view different notes.

3. To create a new entry, enter the required text and click **Add** .

   a. **Purchase Notes** also support tagging employees. Select **Users to Notify** from the dropdown. Those employees will receive the note as a notification in the Skustack Admin Portal.



You can also add **PO Item** notes, which are notes regarding specific items in the PO. You can add them:

- For one PO at a time by clicking **Toolbox** and selecting **Items** on the PO Details page.
- In bulk by going to **Purchasing** > **Tools** > **Import Purchase Info** > **Import Purchase Orders**.