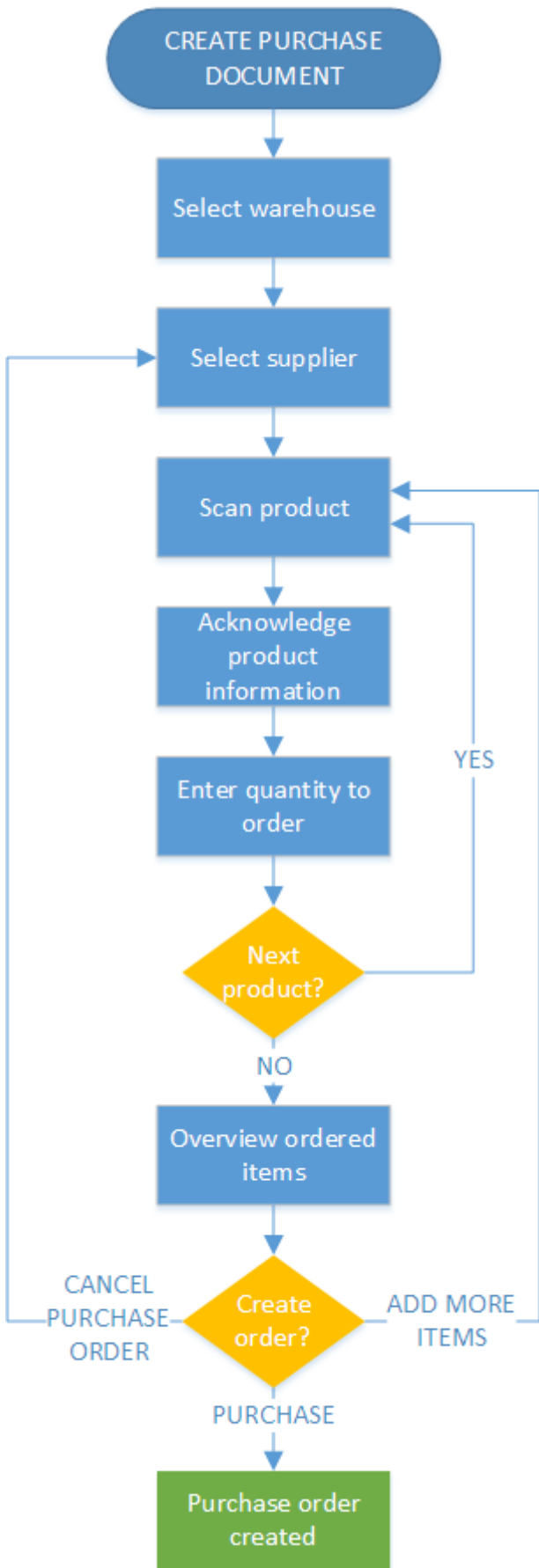


# Create Purchase Document Flow

## Overview

Create a new purchase order on the shopfloor with the Create Purchase Document Flow.

## Workflow



- Select destination warehouse
- Select a supplier
- Scan a product

- [Product information](#)
- [Enter quantity](#)
- [Scan next](#)
- [Ordered item](#)
- [Select a task](#)

## Create Purchase Document Flow steps

### 1. Initiate the flow

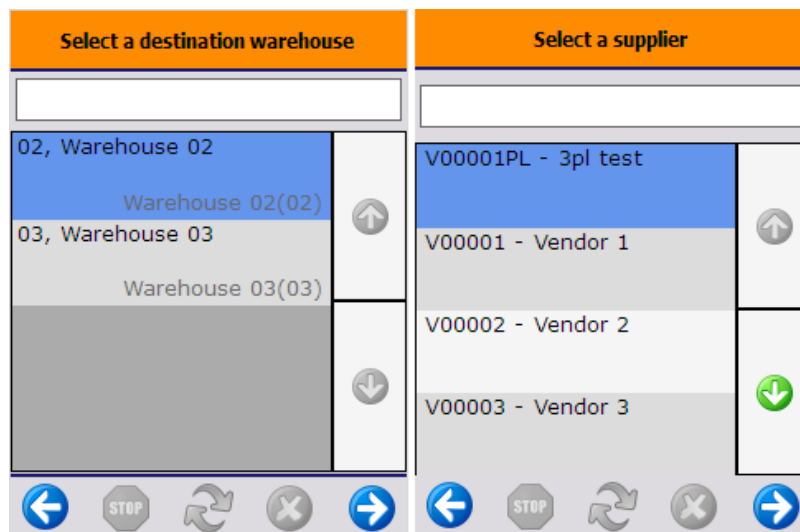
From the Purchase menu select 'Create purchase document' option.

### 2. Select the destination warehouse

Select the destination warehouse from the list. Every warehouse assigned to the [thin client](#) is listed.

### 3. Select a supplier

Select the supplier from the list. Every supplier is listed.



### 4. Scan a product

Scan a product or select it from a list after pressing the 'Select a product' button. Every purchase item can be scanned or selected.

### 5. Product information

On the next screen the system displays product information:

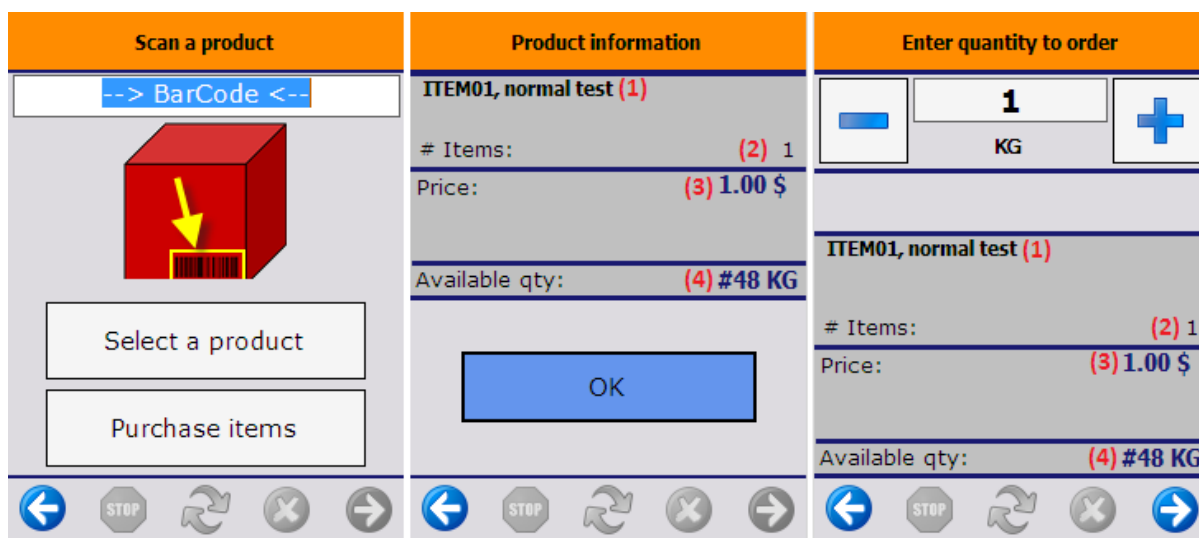
- 1. Item code and description
- 2. Number of items per purchase unit
- 3. Item price
- 4. Available quantity in the warehouse (Quantity on stock that is not locked)

Press the 'Ok' button to proceed.

## 6. Enter quantity to order

Enter the quantity to order. For more information about entering quantity in Produmex please see: [Screens for entering additional information](#)

There is no limit for the quantity to order.

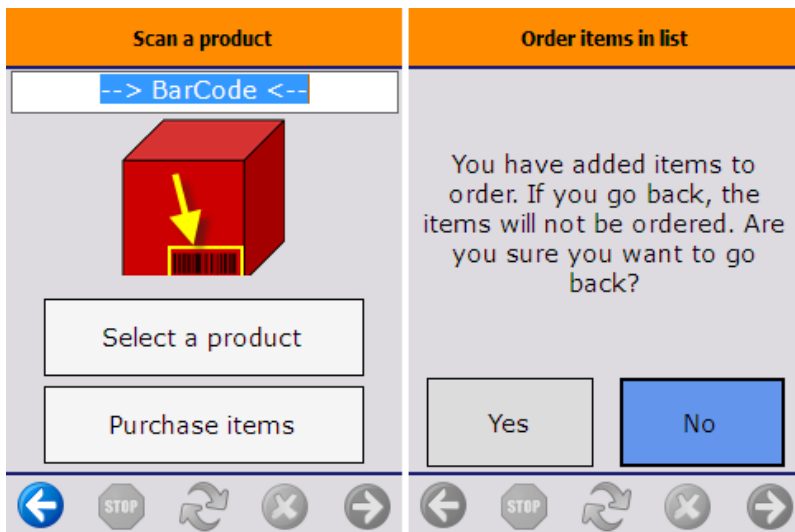


## 7. Scan next product

Scan the next product or select it from a list after pressing the 'Select a product' button.

An additional 'Purchase items' button is displayed on the screen. Press this button to create the purchase order or to clear the list of items to purchase. The system proceeds to the 'Ordered items' screen.

To go back, press the left arrow button. When there are products in the list to order, the system asks for confirmation: Press 'Yes' to go back. The list of items to order is cleared. Press 'No' to proceed with the current order.



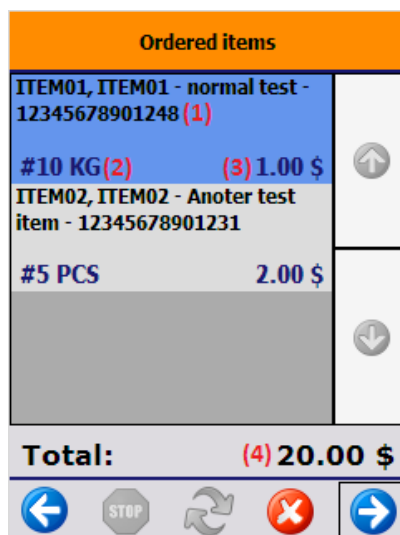
### 8. Ordered items

On this screen the list of items to order can be overviewed.

- 1. Item code, Item name - description - barcode
- 2. Ordered quantity
- 3. Item price
- 4. Total price of the order

Press the right arrow button to proceed.

Press the  icon to remove the selected item from the list.

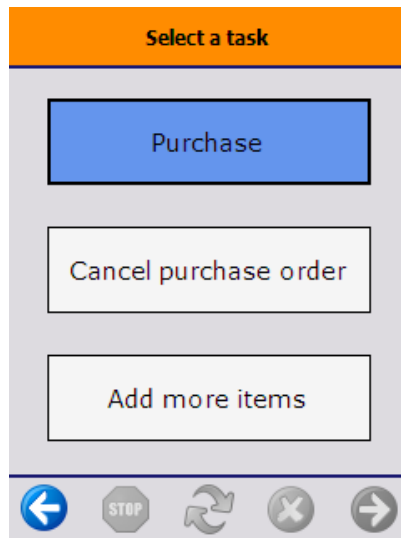


### 9. Select a task

To create the purchase order, press the 'Purchase' button. The purchase order is generated in SAP B1. The system goes back the 'Scan a product' screen.

To clear the list of items to purchase, press the 'Cancel purchase order' button. The system goes back to the 'Select a supplier' screen.

To add a new item to the list of items to purchase, press the 'Add more items' button. The system goes to the 'Scan a product' screen.



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Last update: **2022/07/19 12:01**

