Synamen Purchaseorder :

Prerequisites before installation:
- Backup files and database.
- Admin Menu -> System ->Tools -> Compilation. Disable compiler status.

After installation, Clear all caches. Logout and login again. After login, an extra menu named "Synamen" will appear in the admin dashboard. Under that three sub-menus added as "Manage Vendors", "Manage Status" and "Manage Orders".

To create a vendor,

In "Manage Vendor" -> Add new item -> Add vendor Information like "Name", "Company", "Mobile Number", "City", "State" and "Country" -> Save.

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Purchaseordervendor Manager   + Add New Item

Page ◁ 1 ▷ of 1 pages | View 20 ▾ per page | Total 0 records found   Export to: CSV ▾   Export   Reset Filter   Search

Select All | Unselect All | Select Visible | Unselect Visible | 0 items selected   Actions [▾]   Submit

ID	Name	Company	Mobile Number	City	State	Country
Any ▾ From: [ ] To : [ ]						

No records found.

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Item Information

   Item Information

Edit Item '2'   ◁ Back   Reset   ⊗ Delete Item   ✓ Save Item   ✓ Save And Continue Edit

Item information

Name *	Vendor1
Company *	Test1
Mobile Number *	1111111111
City *	Chennai
State *	Tamil Nadu
Country *	India

Fill All the fields and save details

To add additional order status,

In "Manage Status" -> Add new item -> Add new order status name in title -> Save.

Once a customer placed the order, the order details were displayed in
Admin Menu -> Sales -> order (Grid).

To create a purchase order for that item, look into order detail page, under items ordered grid,
Purchase order button is available in action column.

When clicking on that, a popup with Create purchase order will opens and request for the product name, additional note, choose a vendor, etc.

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Order View

Information
Invoices
Credit Memos
Shipments
Comments History
Transactions

📄 Order

Order # 10   Email Hold 📄 Invoice 📄 Ship 📄 Reorder

Order Da
Order St
Purchase

Placed f

Create Purchase Order ✕

Product Code	product1
Product Name	Product 1
Quantity Ordered	1
Colour	
Additional Note	
Choose Vendor	Choose Vendor ▾
Order EDOD	

Jamuna M
jamuna.m@synamen.com
General

Billing Ad   Edit

Jamuna M
synamen
Chennai,
India
T: 78787

Payment I

Check / M
Order was

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total	Action
Product 1 SKU: product1	Ordered	₹98.00	₹98.00	Ordered 1	₹98.00	₹0.00	0%	₹0.00	₹98.00	Purchase Order

Comments History

Add Order Comments
Status
Pending ▾
Comment

☐ Notify Customer by Email
☐ Visible on Frontend   ✓ Submit Comment

☐ **Oct 21, 2017** 3:30:39 PM | **Pending**
Customer **Notified** ✔

Order Totals

Subtotal	₹98.00
Shipping & Handling	₹5.00
Grand Total	**₹103.00**
Total Paid	**₹0.00**
Total Refunded	**₹0.00**
Total Due	**₹103.00**

Enter details and submit the form with create button. The purchase order will be created successfully.

To check or to download the created purchase order, under "Synamen" -> Manage Orders -> grid displays purchase ordered items with download option for the purchase order in pdf format.

Option to download Purchase order
in PDF format (under Synamen -> Manage Order)