

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”.

The screenshot shows the Magento Admin Panel interface. At the top, there's a navigation bar with 'Magento Admin Panel' and a search bar. Below that, a menu bar includes 'Dashboard', 'Sales', 'Catalog', 'Customers', 'Promotions', 'Newsletter', 'CMS', 'Reports', 'System', and 'Synamen'. A notification banner at the top left says 'Latest Message: Join us for an exclusive B2B merchant event in Chicago! Read details'. The main content area is titled 'Order View' for 'Order # 10000002 | Oct 21, 2017 3:30:39 PM'. On the left, there's a sidebar with 'Information' and sub-links for 'Invoices', 'Credit Memos', 'Shipments', 'Comments History', and 'Transactions'. The main content is divided into several sections: 'Order # 10000002 (the order confirmation email was sent)' with details like Order Date (Oct 21, 2017 3:30:39 PM), Order Status (Pending), Purchased From (Main Website, Main Website Store, Default Store View), and Placed from IP (192.168.2.23); 'Billing Address' (Jamuna M, synamen1, Chennai, 600003, India, T: 7878788787); 'Shipping Address' (same as billing); 'Payment Information' (Check / Money order, Order was placed using INR); 'Account Information' (Customer Name: Jamuna M, Email: jamuna.m@synamen.com, Customer Group: General); and 'Shipping & Handling Information' (Flat Rate - Fixed ₹5.00). A dropdown menu is open over the 'Purchase Order' link, showing '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.

Magento Admin Panel Global Record Search Logged in as admin | Saturday, October 21, 2017 | [Log Out](#)

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Purchaseorder Vendor 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

ID	Name	Company	Mobile Number	City	State	Country
Any	From: <input type="text"/>	<input type="text"/>				
	To: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records found.

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Item Information

Edit Item '2' [Back](#) [Reset](#) [Delete Item](#) [Save Item](#) [Save And Continue Edit](#)

Item Information

Name *	<input type="text" value="Vendor1"/>	Fill All the fields and save details
Company *	<input type="text" value="Test1"/>	
Mobile Number *	<input type="text" value="1111111111"/>	
City *	<input type="text" value="Chennai"/>	
State *	<input type="text" value="Tamil Nadu"/>	
Country *	<input type="text" value="India"/>	

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To add additional order status,

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

The screenshot displays the Magento Admin Panel interface for the "Purchaseorderstatus Manager". At the top, there is a navigation bar with the Magento logo and "Admin Panel" text. A search bar labeled "Global Record Search" is present, along with user information: "Logged in as admin | Saturday, October 21, 2017 | [Log Out](#)". Below the navigation bar, a menu contains links for Dashboard, Sales, Catalog, Customers, Promotions, Newsletter, CMS, Reports, System, and Synamen. A notification banner at the top right states: "You have 1 critical, 2 major and 2 notice unread message(s). [Go to messages inbox](#)".

The main content area is titled "Purchaseorderstatus Manager" and includes a red arrow pointing to an "Add New Item" button. Below this, there is a text prompt: "Can create new order status". The interface features a table with columns for "ID" and "Title". The table contains three rows of data:

ID	Title
3	Cancel
2	Complete
1	Pending

At the bottom of the page, there is a footer section with the following information:

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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.

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Order View Order # 10000002 | Oct 21, 2017 3:30:39 PM [Back](#) [Edit](#) [Cancel](#) [Send Email](#) [Hold](#) [Invoice](#) [Ship](#) [Reorder](#)

Information

- [Invoices](#)
- [Credit Memos](#)
- [Shipments](#)
- [Comments History](#)
- [Transactions](#)

Order # 10000002 (the order confirmation email was sent)

Order Date: **Oct 21, 2017 3:30:39 PM**

Order Status: **Pending**

Purchased From: **Main Website
Main Website Store
Default Store View**

Placed from IP: **192.168.2.23**

Account Information

Customer Name: **Jamuna M**

Email: **jamuna.m@synamen.com**

Customer Group: **General**

Billing Address [Edit](#)

Jamuna M
synamen1
Chennai, 600003
India
T: 7878788787

Shipping Address [Edit](#)

Jamuna M
synamen1
Chennai, 600003
India
T: 7878788787

Payment Information

Check / Money order
Order was placed using INR

Shipping & Handling Information

Flat Rate - Fixed ₹5.00

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 [Submit Comment](#)

Visible on Frontend

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

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

Order Date

Order Status

Purchase Order

Placed from

Order Source

Billing Address

Jamuna M

synamen

Chennai,

India

T: 787878

Payment Method

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	Ordered	₹98.00	₹98.00	Ordered 1	₹98.00	₹0.00	0%	₹0.00	₹98.00	Purchase Order
SKU: product1										

Comments History

Add Order Comments

Status

Pending

Comment

Text area for adding a 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

[Email](#) [Hold](#) [Invoice](#) [Ship](#) [Reorder](#)

[Jamuna M](#)

[jamuna.m@synamen.com](#)

General

[Edit](#)

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

The screenshot displays the Magento Admin Panel interface. A modal window titled "Create Purchase Order" is centered on the screen, displaying the message "PURCHASE ORDER CREATED SUCCESSFULLY." in green text. The background shows the "Order View" page for an order. The page includes a navigation menu at the top, a search bar, and a status bar indicating the user is logged in as "admin" on Saturday, October 21, 2017. The main content area is divided into several sections: "Information" (Invoices, Credit Memos, Shipments, Comments History, Transactions), "Billing Address" (Jamuna M, synamen, Chennai, India, T: 787878), "Payment Method" (Check / M, Order wa), "Items Ordered" (a table with columns for Product, Item Status, Original Price, Price, Qty, Subtotal, Tax Amount, Tax Percent, Discount Amount, Row Total, and Action), "Comments History" (Add Order Comments, Status: Pending, Comment field, Notify Customer by Email, Visible on Frontend, Submit Comment button, and a comment entry for Oct 21, 2017 3:30:39 PM | Pending, Customer Notified), and "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). The footer contains links for "Help Us Keep Magento Healthy - Report All Bugs", "Magento ver. 1.9.2.4", and "Connect with the Magento Community".

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.

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Purchaseorders Manager [Add New Item](#)

Page 1 of 1 pages | View 20 per page | Total 2 records found Export to: CSV [Export](#) [Reset Filter](#) [Search](#)

Select All | Unselect All | Select Visible | Unselect Visible | 0 items selected Actions [Submit](#)

ID	Date	Vendor	Order ID	Product Code	Product Name	Qty	Dimension	Order EDOD	Supplier EDOD	Status	Action
<input type="checkbox"/>	2 Oct 21, 2017 3:39:47 PM		100000002	product1	Product 1	1		Jan 1, 1970 5:30:00 AM	Jan 1, 1970 5:30:00 AM	Pending	Download
<input type="checkbox"/>	1 Oct 21, 2017 12:06:19 PM		100000001	product1	Product 1	1		Jan 1, 1970 5:30:00 AM	Jan 1, 1970 5:30:00 AM	Pending	Download

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

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purchaseorder(2).pdf 1 of 1 100%

Purchase Order : #10001 **Date : 2017-10-21 06:36:19**



Vendor :
Product Code : product1
Qty : 1
Dimension :
Colour : red
Note : test note
Status : Pending
Order ID : 100000001