

Stock Orders

Stock Transfers

Vendor Returns

Pending Restock

Create, manage and update purchase orders or receive stock

Auto Generate

Manual PO

Receive Order

Status

All

Search orders

Enter order number

Locations

Select Location

Vendor

Select Vendor

Created Date

Select date

Due Date

Select date

Under Stock Orders, following are the possible statuses for the purchase order,

If Create PO -> Open (Status)

If Receive All -> Closed (Status)

If Partial Receive and rest is out of stock -> Closed (Status)

If Partial Receive and Fulfill later -> Fulfill later (Status)

If Partial Receive and Damaged -> Create a Return Order -> Vendor Return Created (Status)

If Create PO -> Save as draft

Stock Control

Stock Orders Stock Transfers **Vendor Returns** Pending Restock

Create, manage and update returns Return Stock

Search Location Supplier

Search for reference, vendor, etc. Select Location Select Supplier

Created Date Due Date

MM/DD/YYYY MM/DD/YYYY

Search Reset

- Under Vendor Returns, these are the following possibilities:

- For the damaged order -> Discard(Action) -> Closed (Status) and adjust the invoice accordingly

- For the damaged order -> Put back in inventory (Action) -> Closed (Status)

P.S: For the vendor returns, create the same flow as the purchase orders

6 Purchase Orders Found

ORDER NUMBER ↑↓	FROM ↑↓	TO ↑↓	STATUS ↑↓	CREATED ↑↓	TOTAL QTY ↑↓	TOTAL COST ↑↓	ACTION ↑↓
00000096 Due: 02/23/2026, 12:00 AM	Vendor A	Business A	Pending Receive	02/13/2026, 12:00 AM	5	\$50.00	
00000095 Due: 02/23/2026, 12:00 AM	Vendor A	Business A	Pending Receive	02/13/2026, 12:00 AM	3	\$42,000.00	
00000094 Due: 02/23/2026, 12:00 AM	Vendor A	Business A	Pending Receive	02/13/2026, 12:00 AM	10	\$100.00	

Vendor Return Order Flow

- All created vendor returns should be listed on the Vendor Return page similar to PO, where users can open each order to view details and have the option to receive the vendor return order.
- A Receive Vendor Return Order workflow should be implemented with two possible scenarios
- Receive All – In this case, the vendor return order will be fully received and its status will be updated to “**Closed**”
- Partial Receive –
 - If only some items are received in good condition while the remaining products are damaged, the good items should be added back to inventory.
 - The damaged items will be sent back to the vendor.
 - The price of the items returned to the vendor should be identified from the invoice, and the vendor return order should then be marked as “**Closed**”
 - A note should be added to the vendor return order for the products that are returned to the vendor, and the inventory should be adjusted accordingly