

# HOW TO CREATE PURCHASE ORDER, GRN AND BILL

Purchase



**APP INFOWEB PRIVATE LIMITED** B-702, THE FIRST, VASTRAPUR, AHMEDABAD

#### WHAT IS PURCHASE ORDER IN ODOO?

A purchase order can be defined as the first commercial document that is issued by a buyer to the seller which indicates the agreed price of the products or services.

Are you a seller but not a manufacturer and are generally engaged in heavy purchase transactions which is difficult to manage? Do you want to manage your purchase orders?

Now, you can create purchase orders in an organized way with the help of Odoo. Odoo is popular for its strong grasp inventory which makes managing purchase orders in Odoo more efficient.

If you want to know the flow of purchase order in Odoo then this guide can help you in the best possible way.

#### ✓ 1. Purchase Requisition or Need Identified

- Trigger: Low stock levels (via reordering rules), a manual request, or project requirement.
- Created by: Inventory, Manufacturing, or another department.

### ✓ 2. Request for Quotation (RFQ)

- Location: Purchases > Orders > Requests for Quotation
- A purchase representative creates an RFQ and selects vendors.
- Includes product details, quantities, expected delivery dates, and prices.
- Can be sent to multiple vendors for competitive quotes.

#### **3.** Vendor Response & Confirmation

- Vendor replies with pricing and terms.
- RFQ can be edited based on vendor responses.
- Once confirmed with a vendor, the RFQ is converted into a Purchase Order.

#### **√** 4. Purchase Order (PO) Confirmation

- Status changes from RFQ to Purchase Order.
- Odoo generates a Vendor Bill (Invoice draft) and links it with the PO.
- Triggers logistics operations (e.g., receipts or shipments).

#### **5.** Product Reception (Incoming Shipment)

- Location: Inventory > Operations > Receipts
- Warehouse receives products and validates quantities.
- Partial receipts allowed if not all items are delivered at once.
- Product moves update inventory levels.

### ✓ 6. Vendor Bill / Invoicing

- Location: Purchases > Vendor Bills
- Vendor sends invoice (can be created automatically or manually).

- Compared against the PO and received quantities for three-way matching:
- PO
- Receipt
- Vendor Bill

### 💜 7. Payment

- Finance validates the vendor bill.
- Payment processed via registered methods (bank transfer, check, etc.).
- Accounting entries are generated.

### **CREATE PURCHASE ORDER IN ODOO**

Once you have sent **RFQ**, you can click on the button **Confirm** to place the Purchase Order;



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Purchase	0	Reference	Vendor	Buyer	Order Deadline	Activities	Source Document	Total	Status B	illing Status	≠
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Settings											

### > You can also create the Purchase Order by the following the below-mentioned way:

- Go to the Purchase Module then click on Create button
- Fill the Vendor as well as other Details; also add the product and its quantity to the Product Line
- Odoo users can Click on Other Option-Tab to add additional details as per your requirements
- Now you can send the RFQ via Email and can also print it.
- Click on Confirm Order to create the purchase order in Odoo.

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### You can also create the RFQ by the following the below-mentioned way:

- Go to the Purchase Module then click on Order and Select Request for Quotation.
- Fill the Vendor as well as other Details; also add the product and its quantity to the Product Line
- Odoo users can Click on Other Option-Tab to add additional details as per your requirements
- Now you can send the RFQ via Email and can also print it.
- Click on Confirm Order to create the purchase order in Odoo.

Purchase	Orders Products Rej	porting Configuration	1								📌 🖉 Demo 🚺
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After the Confirm RFQ Status has been Change to Purchase order.

### **RECEIPT IN ODOO PURCHASE ORDER**

A receipt is a record of incoming shipments in Odoo.

### Managing Receipt in Odoo Purchase Order

- Once you have confirmed the Purchase Order you can notice the Receipt button on the top right section of your screen.
- Click On the Receipt Button then Click on Validate. You can also validate it by clicking on Receive Products in the Purchase order Page.
- After that click on the Print button from there, you can print Picking Operations as well as Delivery Slip

III Purchase O	orders Products Reporting Configuration		🔊 Ø Demo 🔼
Discuss	New Requests for Quotation / P00002 WH/IN/00003 &	E Moves	1/1 < >
Contacts Sales	Print Return Print Picking Operations Delivery Slip	Draft Ready	ene Send message Log note O Activities Q 👁 🗞 👌 Following
Dashboards     Accounting     Purchase     Inventory     Manufacturing	C Ouplicate C Oup	Scheduled Date <sup>7</sup> 24/03/2025 17:04:32 Effective Date <sup>7</sup> 24/03/2025 18:28:18 Source Document <sup>7</sup> P00002	Administrator Teday at 62.8 pm           A Ready — Done (Status)           Image: Status and Status at 20 pm           Image: Status at 20 pm           Other Status at 20 pm           OdoBet: Teday at 20 pm           Image: Status at 20 pm <t< th=""></t<>
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	[AGR30] Argon Gas Refilling 30Ltr	3.00 📠 3.00 Cylinder	
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## **CREATE VENDOR BILL IN ODOO**

- Once a purchase order is created; Received the Material then you can notice the Create Bill button on the top;
- Click on the Create Bill button and then click on the validate; consequently, the state will change into Post.

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Contacts Sales	Create Bill Send PO by Email Cancel Lock					RFQ RFQ Sent	Purchase Order	Send message Log note	Ø Activities	Q 👁 🗞 음² Following	
Dashboards     Accounting     Purchase     Inventory     Manufacturing	Purchase Order  Purchase Order  Purchase Order  Aman Hotel Grou  Vendor <sup>1</sup> Vendor Reference <sup>1</sup> Currency  AED	Ci Đ	onfirmation Date 24/03/ cpected Arrival <sup>7</sup> 24/03/ rrival <sup>7</sup> 24/03/	2025 17:09:14 /2025 17:04:32 2025 18:28:18			Administrator Texty # 528 pm     The received quantity has b         • (AGR30) Argon Gas Refi Received Quantity: 0.0-1     Administrator Texty # 528 pm     The received quantity has b				
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• Enter the Vendor bill No and Bill Reference and Select Accounting Date. And Click on Confirm button.

Purchase	🇱 Purchase Orders Products Reporting Configuration 🔊 Demo 🔼								
Discuss	New Requests for Draft Bill &	Quotation / P00002		Purchases P00002	1/1 < >				
Contacts					Dett. Dente				
👔 Sales	Confirm				Draft Posted	Send message Log note O Activities	C C S C Following		
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Purchase	Vendor	Ajman Hotel Group F.Z E	Bill Date			A Administrator Today at 631 pm			
(inventory		Sheikh Humaid Bin Rashid Al Nuaimi Street Ajman AJ	Accounting Date	24/03/2025		Vendor Bill Created			
Manufacturing		United Arab Emirates - 100451028300003	Payment Reference ?	Use Bill Reference					
🛟 Apps	Bill Reference		Recipient Bank <sup>?</sup>						
Settings	Auto-Complete ?	Select a purchase order or an old bill	Due Date	24/03/2025 01	Payment Terms				
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# The Status will be change Draft to Post in Bill

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Discuss Contacts	New P00002 / BILL/2025/03/0002 (32323)	Vendor Bills	1/1 < >
Sales Cashboards Caccounting Purchase	Send PO by Email Create Bill Cancel Lock Purchase Order ☆ P00002 Vorder <sup>1</sup> Aiman Hotel Group E7 E = 100451023000003	RFQ RFQ Sent Purchase Order	Sond message         E Log note         © Activities         Q         ®         A <sup>2</sup> Following           Today         Today<
<ul> <li>Inventory</li> <li>Manufacturing</li> <li>Apps</li> <li>Settings</li> </ul>	Vendor Reference 7 Currency AED Products Other Information	Expected Arrival 7 24/03/2025 17:04:32 Arrival 7 24/03/2025 18:28:18	Received Quantity: 0.0 -> 3.0 Administration: The received quantity has been updated. • [ALFR] Actylene Low-Pressure Refilling: Received Quantity: 0.0 -> 20.0
	Product         Quantity         Receive           If [ALPR] Acctylene Low-Pressure Refill         20.00 ▲         20.0           If [AGR30] Argon Gas Refilling 30Ltr         3.00 ▲         3.0           Add a product         Add a section         Add a note         Catalog	d Billed UoM Unit Price Taxes ▲ A 0 20.00 Cylinder 10.00 © 3% 200.00 A 0 3.00 Cylinder 150.00 © 3% 450.00 A	Administrator Parka A 100 pm (Status) RPQ — Methane Order (Status) Administrator Parka Status Purchase Order created
	Define your terms and conditions	Untaxed Amount: 650.00 AED VAT 5%: 32.50 AED Total: 682.50 AED	
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• Vendor bill created will be reflected on the top of a particular purchase order