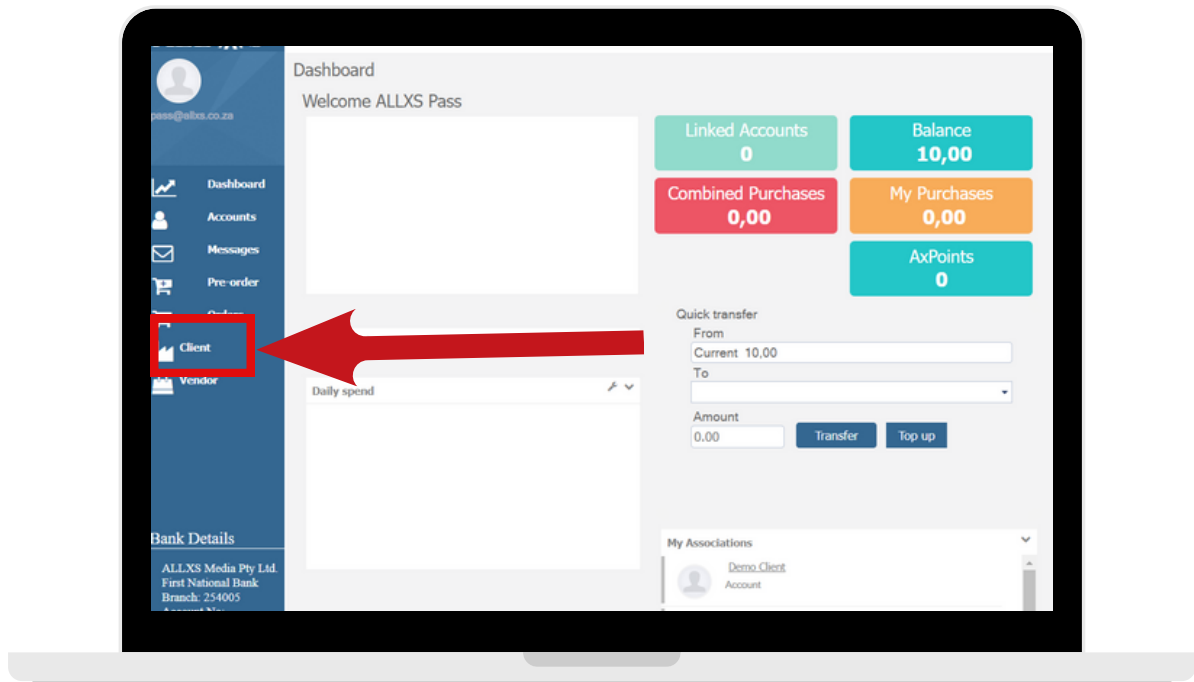


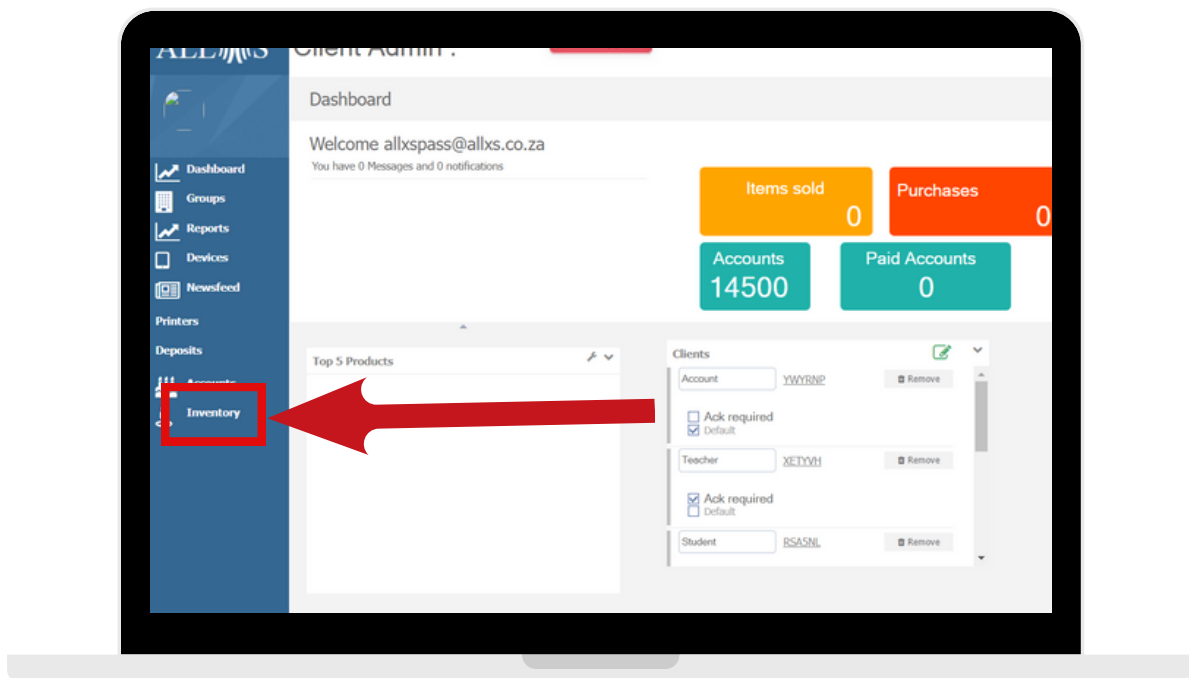
This function is when you want to generate a purchase order and receive new stock.

Open a browser and go to [trios.allxs.co.za](https://trios.allxs.co.za). Then log in with your owner account credentials.

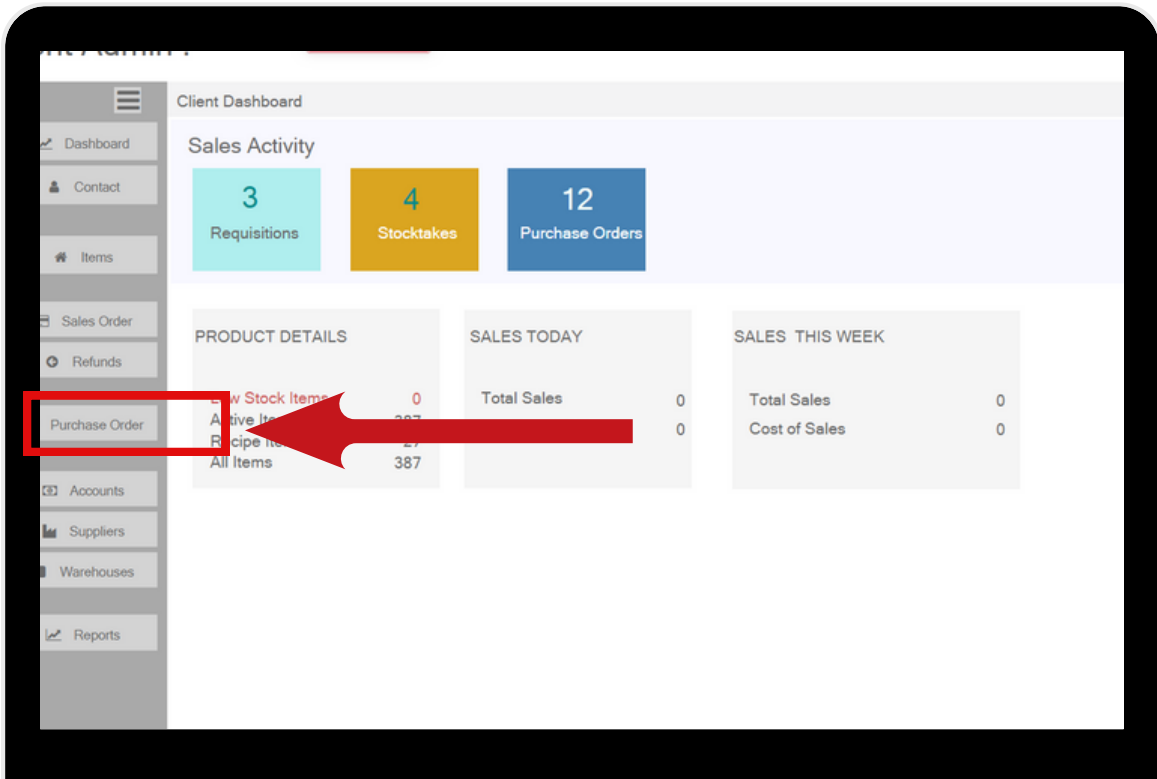
Click on CLIENT on the menu on the left-hand side of the screen.



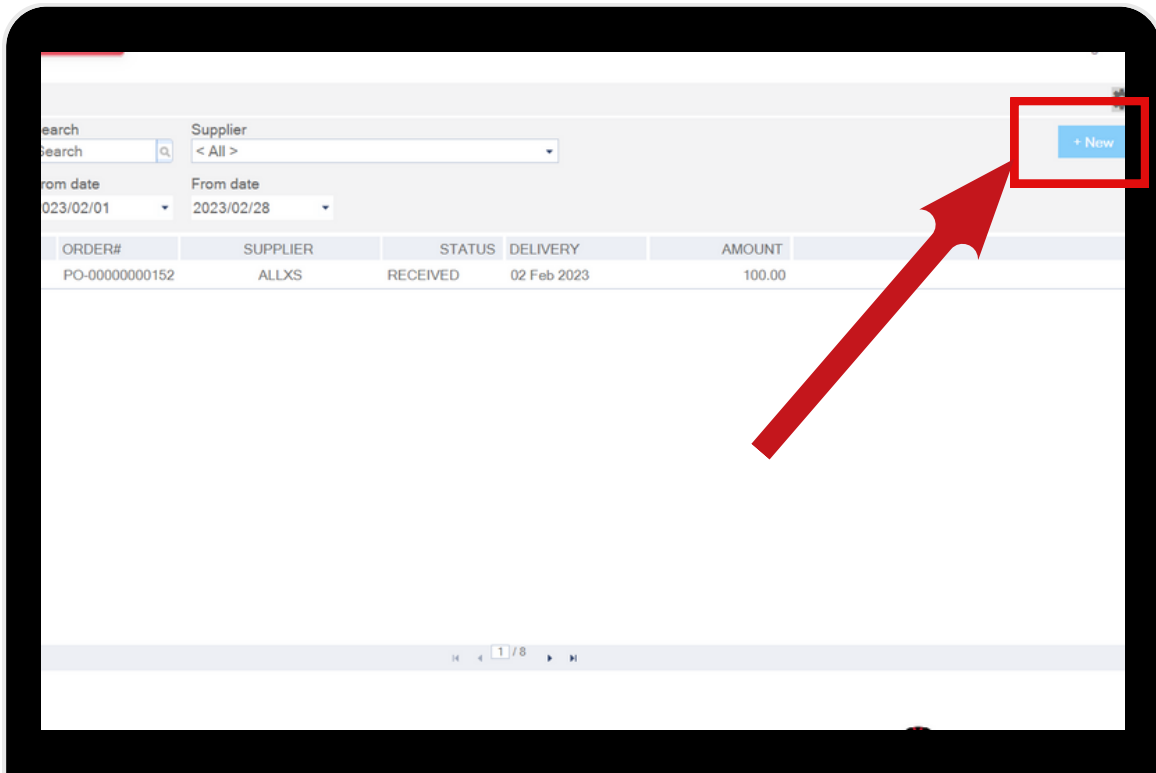
Click on INVENTORY in the drop-down box.



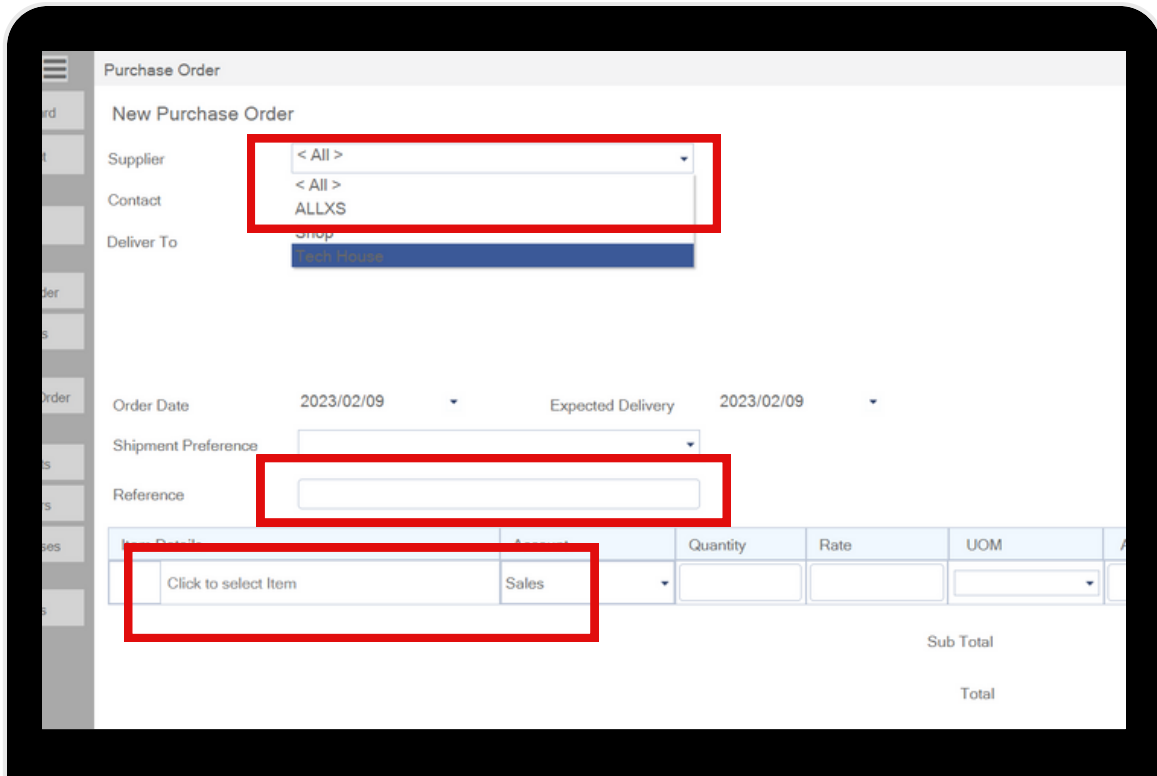
Click on PURCHASE ORDER in the inner grey menu.



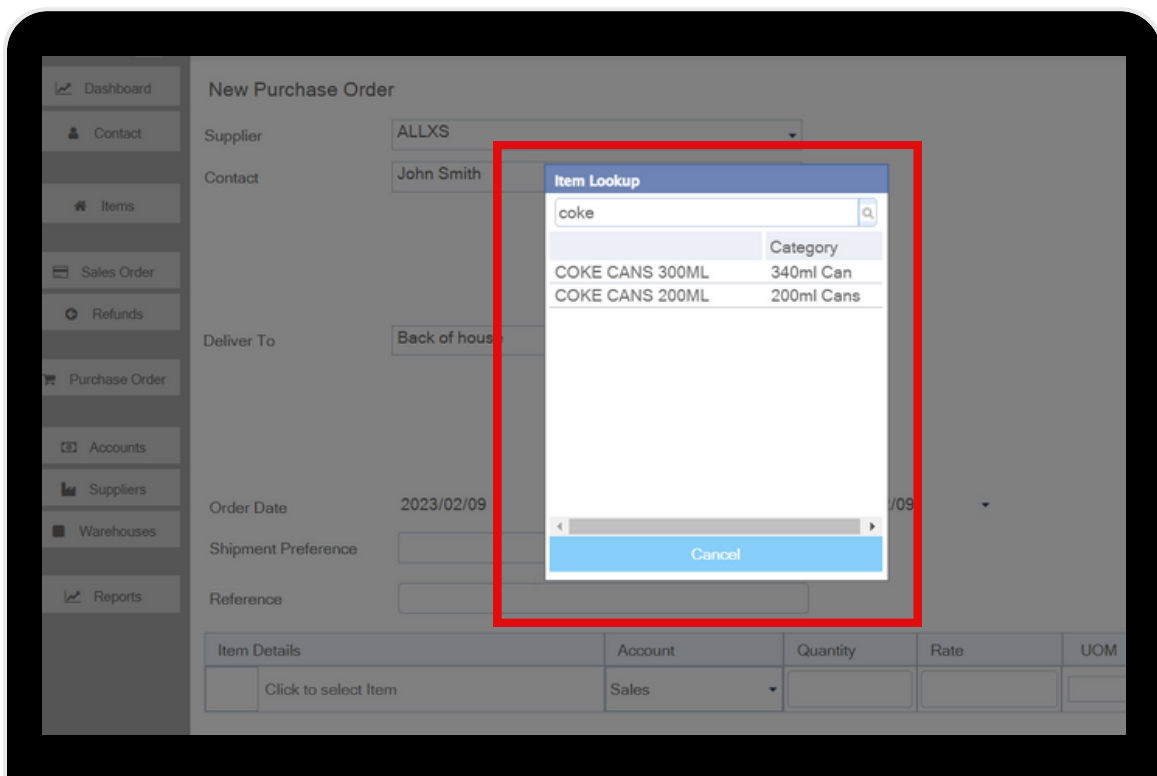
Click on NEW



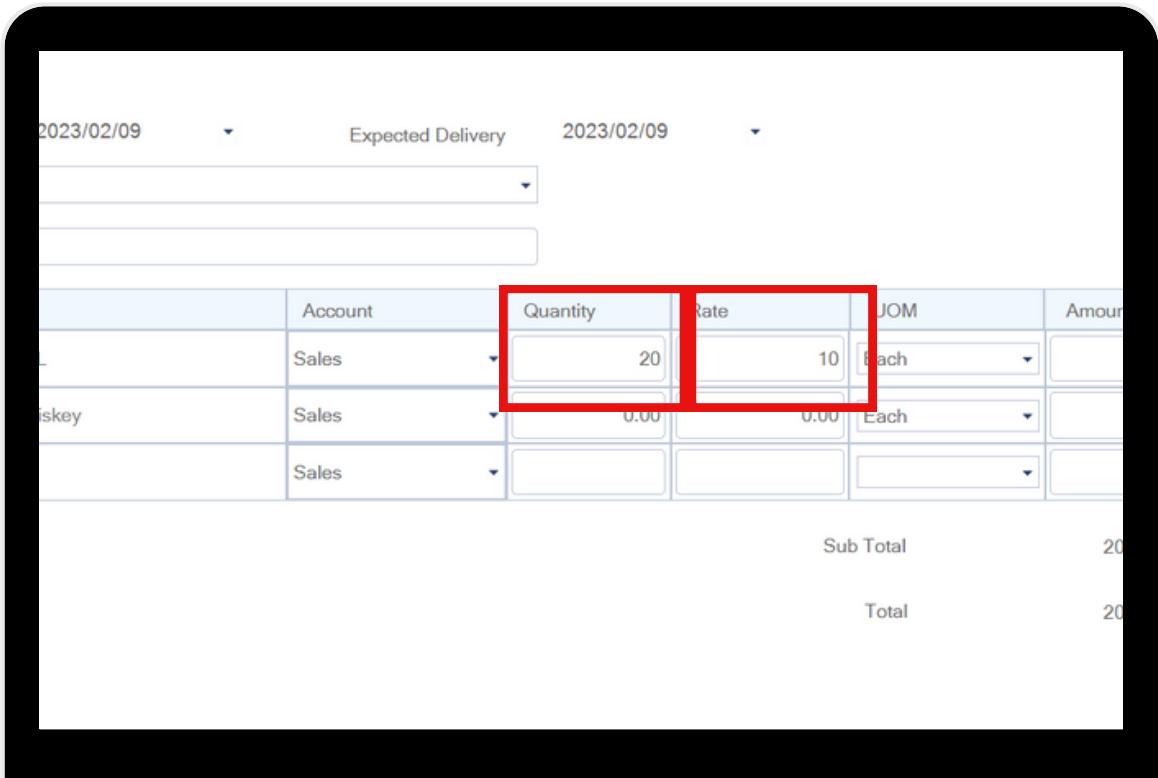
Select a SUPPLIER, enter your reference and click in the ITEM box.



Search for the stock item in the pop-up box.

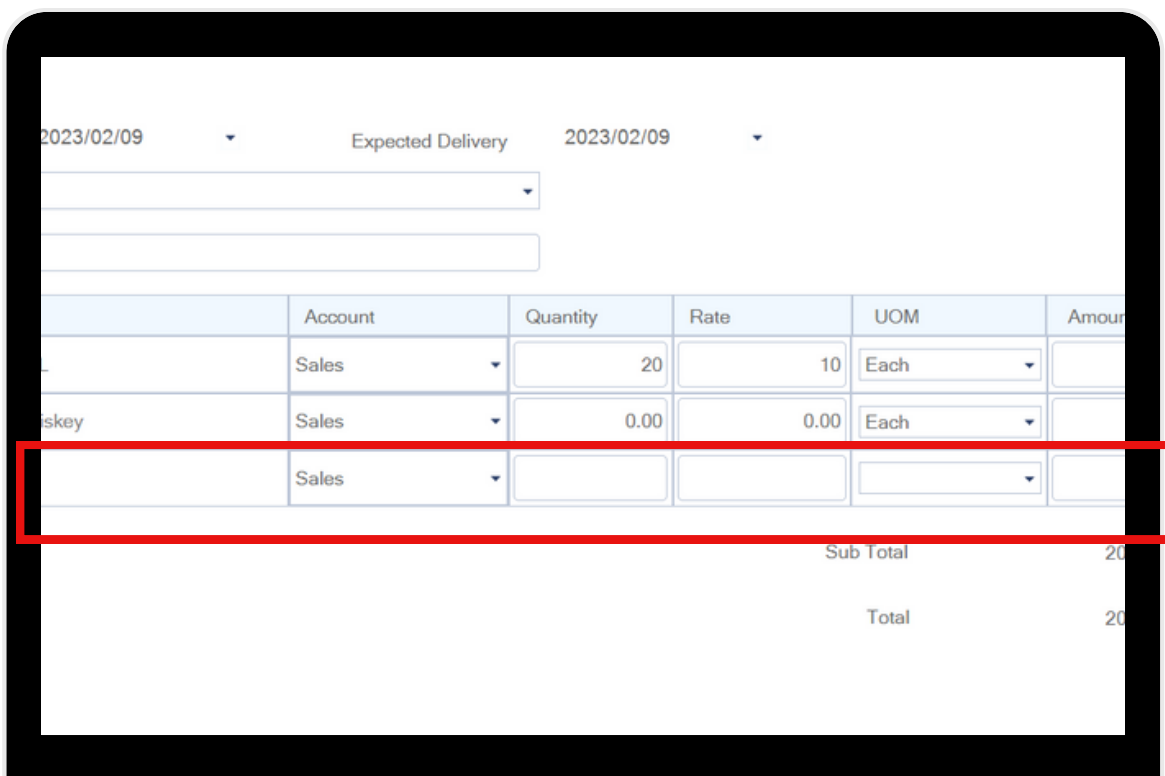


Enter the quantity ordered and the rate (cost price)



Account	Quantity	Rate	UOM	Amount
Sales	20	10	Each	
Sales	0.00	0.00	Each	
Sales				
Sub Total				20
Total				20

When you click to the next item, it will automatically keep adding boxed for items until you click SAVE.



Account	Quantity	Rate	UOM	Amount
Sales	20	10	Each	
Sales	0.00	0.00	Each	
Sales				
Sub Total				20
Total				20