

How to create a PO and upload product using ASN for used products?

An **ASN** is the process of inserting newly purchased products into the system. It ensures proper product intake and seamless processing within the supply chain.

Steps to Create a Used Purchase Order via ASN

- 1. Navigate to Purchase Order Module**
 - Go to **Purchase Order** → **Admin** → **Create PO using ASN**.
- 2. Upload Section**
 - At the bottom of the page, click on the **Upload** button.
 - The system will navigate you to the upload page.
- 3. Download & Prepare Template**
 - Click **Download Template**.
 - Enter the product details in the template file.
 - Save the completed file.
- 4. Enter Required Details**
 - Select **Warehouse Details**.
 - Choose **Currency**.
 - Set **Payment Terms**.
 - Select **Supplier**.
 - Enter the **NetSuite Number**.
- 5. Upload File**
 - Use the **Browse** button to select the saved template file.
 - Click **Upload**.
- 6. Validation & Creation**
 - The system will validate the details.
 - If valid, the **Purchase Order will be created successfully**.

- The order will then proceed for further approvals.

Post-PO Creation Steps

After creating a Purchase Order (PO), there are two options:

- **Manual Processing** – Perform IMEI scanning and approvals step by step.
 - **Auto Receive** – Use the operator section to auto-receive the order.
-

1. IMEI Scanning

- Navigate to **OPS → Purchase Order Module → PO Receive**.
 - Scan all product IMEIs against the created Purchase Order.
 - Ensure all IMEIs match and are correctly recorded in the system.
-

2. Finance Approval

- Once IMEIs are scanned and received, the PO is sent to the **Finance Module**.
 - Finance team reviews the order for:
 - Accuracy of details
 - Compliance with financial requirements
 - Upon successful approval, the PO is confirmed and marked **ready for further processing**.
-

Revision #3

Created 2025-08-21 10:31:30 UTC by Admin

Updated 2025-11-19 08:58:14 UTC by Admin