

Gearbox uses Purchase Orders to order and receive Parts into Stock. If you do not wish to use the Purchase Order component of Gearbox, the only way to add Stock is through Stock adjustments.

Creating a Purchase Order with Parts (Purchase Order Items) will add to the **On Order** for the Part.

Purchase Order #

Created By: Jared Winton

Purchase Order Information

PO Date: Supplier: Vehicle: Reference #: Supplier Invoice #:

Special Instructions:

[More Information](#) ▾

PO Group/ Template: Linked Service: Linked Repair: Linked Tyre: Linked Other:

Items

Part Number	Description	Quantity	Each	Total
LF9000	Oil Filter (Signature)	50.0	\$48.72	\$2,436.00

Parts totals	
Value including GST	2436.00
GST	221.45
GST exclusive value	2214.55

There are 2 methods to receive the Parts into Stock (Gearbox will move the Parts from **On Order** to **Total Stock**)

The first method is to click on each row in the Purchase Order and receive each part in the list:

Parts - Purchase Orders

Purchase Order Information

PO Date: 06/06/2017 Supplier: Vehicle: Reference #: Supplier Invoice #:

Purchase Order Item

Part	Part desc	Quantity	Each	Total
LF9000	Oil Filter (Signature)	50.0	48.72	2436.0

Received	Date In	Invoice
50	06/06/2017	345234

Delete
Cancel
Update Purchase order Item

Part Number	Description	Quantity	Each	Total
LF9000	Oil Filter (Signature)	50.0	\$48.72	\$2,436.00

However, this can be quite time consuming for a large list, so alternatively, you can check the box "All items on this purchase order have been received"

Items + Add Item

Part Number	Description	Quantity	Each	Total
LF9000	Oil Filter (Signature)	50.0	\$48.72	\$2,436.00

Parts totals	
Value including GST	2436.00
GST	221.45
GST exclusive value	2214.55

Documents + Add Document

Date items received 06/06/2017
All items on this purchase order have been received

When save or save and continue is clicked, Gearbox will receive all parts on the Purchase order into Stock, indicated by the green tick:

Parts - Purchase Orders

Items [+ Add Item](#)

Part Number	Description	Quantity	Each	Total
LF9000	Oil Filter (Signature)	✓ 50.0	\$48.72	\$2,436.00

Parts totals	
Value including GST	2436.00
GST	221.45
GST exclusive value	2214.55

Documents [+ Add Document](#)

Date items received

All items on this purchase order have been received

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