

NEXTOREx

NEXTOREx Purchasing & Suppliers

Suppliers, purchase orders and receiving.

Version 1.2 · Generated 2026-10-17

Online edition: <https://nextorex.com/help>

Contents

Purchasing & Suppliers

Suppliers

Purchase orders

Receive goods from a supplier

Pay a supplier

Purchase returns

Purchasing & Suppliers

Suppliers, purchase orders and receiving

Suppliers

Add the businesses you buy from and keep their payment terms and balances.

Plan: Starter and above

What this does

A supplier record keeps the details of a business you buy from, and how much you owe them.

Steps

1. Open **Supplier**, then **All Suppliers**.
2. Click **New Supplier**. The **New Supplier** window opens.

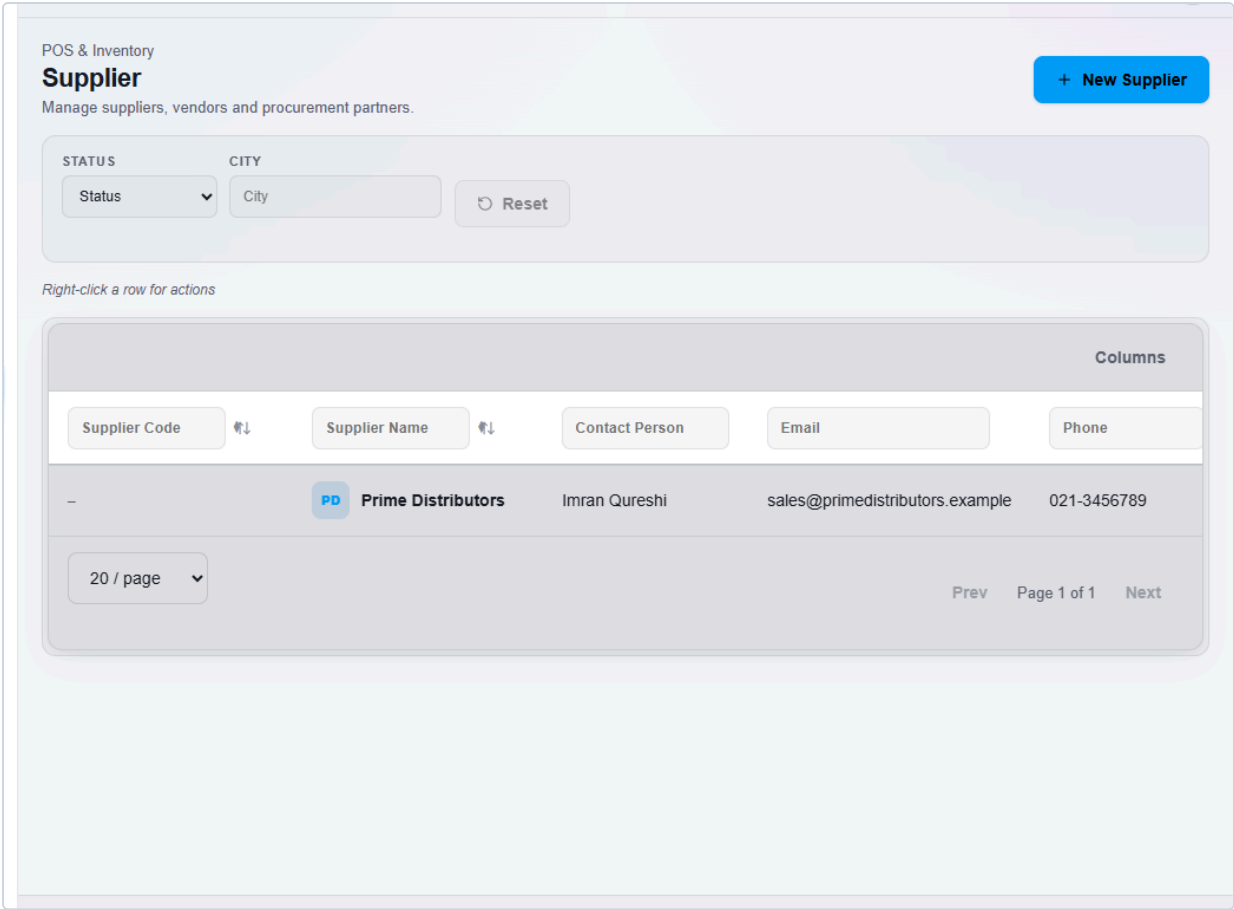
Supplier name, payment terms and opening balance.

3. Enter the **Supplier name** (1). You can add a **Supplier code** and **Tax number**.
4. Add the **Contact person**, **Email** and **Phone**.
5. Enter the **Payment terms (days)** (2), for example 30 if you normally pay after 30 days.
6. If you already owe this supplier money from before, enter it as the **Opening balance** (3).

- 7. Add the address if you want it on file.
- 8. Click **Save Supplier** (4).

What happens next

The supplier appears in the list and can be chosen on purchase orders.



The Suppliers list.

Related guides

- [Purchase orders](#)
- [Customer and supplier ledgers](#)

Purchase orders

Order goods from a supplier, keep the order as a draft or send it, and track what has arrived.

Plan: Starter and above

What this does

A purchase order (PO) is your order to a supplier. It records what you asked for, at what price, and later what you received and paid.

Before you start

- Add the [supplier](#) and the [product](#).

Steps

1. Open **Supplier**, then **Purchase Order**.
2. Click **New purchase order**. The **Create Purchase Order** window opens.

Supplier (1), warehouse (2), product (3), quantity (4), Save Draft (5) and Create Purchase Order (6).

3. Search for and choose the **Supplier** (1).
4. Choose the **Purchase warehouse** (2), where the goods will arrive.
5. Search for a product (3) and pick it. Enter the **Qty** (4). The **Unit price** is filled in from the product cost and you can change it.

6. Click **Add another product** for more lines. The **Order Summary** on the right updates as you go.
7. Add purchase notes if the supplier needs instructions.
8. Click **Save Draft** (5) to keep working on it later, or **Create Purchase Order** (6).

What happens next

The order opens on its own page with the status **Draft**.

- Click **Mark ordered** when you have placed the order with the supplier.
- When the goods arrive, see [Receive goods from a supplier](#).
- To pay the supplier, see [Pay a supplier](#).

Home • POS & Inventory • Purchase Orders

Suppliers + New purchase order

Purchase Orders

Track supplier orders, receiving progress and outstanding payments.

Supplier

All suppliers

Status

Status

Date

Date

Filter

1 total orders

0 drafts on page

1 awaiting payment

Columns						
PO number / supplier	SUPPLIER	STATUS	TOTAL	ORDER DATE	PAYMENT	ACTIONS
PO-000001 Main Warehouse	Prime Distributors	Received	21240.00	10/15/2026	unpaid	Open

20 / page

Prev

Page 1 of 1

Next

All purchase orders and their status.

Important notes

- A product's tax rate is filled in on the line, but NEXTOREx does not treat purchase tax as a separate recoverable tax in your accounts. Ask your accountant how you want to handle it.

Related guides

- [Receive goods from a supplier](#)
- [Pay a supplier](#)

Receive goods from a supplier

Record the goods that arrived so your stock goes up and the order shows what is still due.

Plan: Starter and above

What this does

When the supplier's goods arrive, you record them against the purchase order. Your stock goes up and the order shows how much has been received.

Before you start

- You need a [purchase order](#) that has been marked as ordered.

Steps

1. Open **Supplier**, then **Purchase Order**, and double-click the order.

Home • POS & Inventory • Purchase Orders • PO-000001

Purchase Order

PO-000001 • Prime Distributors

← Back **1** Edit **2** Receive goods

PURCHASE ORDER
PO-000001
Prime Distributors - Ordered 10/15/2026 - Created by Ayesha Khan

Ordered paid Grand total **21240.00**

Grand total 21240.00	Subtotal 18000.00	Tax 0.00	Delivery —	Receiving 0% received
--------------------------------	-----------------------------	--------------------	---------------	---------------------------------

Payment information
Supplier payments use the existing bank and supplier ledger workflow.

Original order 21240.00	Received 0.00	Returns / credits 0.00	Net payable 0.00	Paid amount 0.00	Outstanding 0.00	Status paid
-----------------------------------	-------------------------	----------------------------------	----------------------------	----------------------------	----------------------------	-----------------------

3 Manage payments

Purchase items
Server-provided quantities and line values. 1 lines

ITEM	DESCRIPTION	ORDERED	RECEIVED	RETURNED	NET ACCEPTED	UNIT	UNIT PRICE
Wireless Mouse	—	20	0.00	0.00	0.00	pcs	900.00
Subtotal							18000.00
Discount							0.00
Tax							0.00
Grand total							21240.00

Supplier
PR Prime Distributors
Supplier code not provided

Order information
Order date
10/15/2026
Expected delivery
—
Buyer
Ayesha Khan
Warehouse
Main Warehouse
Payment status
paid

Delivery and notes
Warehouse / location
Main Warehouse - MAIN

Edit (1), Receive goods (2) and Manage payments (3).

2. Click **Receive goods** (2). The **Receive Goods** window opens.

Receive Goods — PO-000001

✓ **Confirm incoming inventory**
Review quantities and add batch details before stock is posted to the selected warehouse.

PURCHASE ORDER PO-000001 WAREHOUSE Main Warehouse RECEIVED DATE 1

PRODUCT	ORDERED	RECEIVED SO FAR	REMAINING	RECEIVE NOW	RECEIVE UNIT	UNIT COST
Wireless Mouse	20 pcs	0	20	20 2	pcs ×	900

NOTES

Cancel 3 **Confirm Receipt**

Received date (1), quantity received (2) and Confirm Receipt (3).

3. Check the **Received date** (1).
4. For each product, check **Receive now** (2). It starts as the full quantity still to come.
5. Check the **Unit cost**.
6. Click **Confirm Receipt** (3).

What happens next

- Stock goes up in the order's warehouse.
- The order shows how much has been **Received** and the **Goods receipts** count goes up.
- The order now shows what you owe the supplier for the goods received. Before goods are received, **Net payable** is 0, so the payment status can read *paid*.

Related guides

- [Pay a supplier](#)
- [Stock movements](#)

Pay a supplier

Record a payment to a supplier and see what you still owe them.

Plan: Business and above

What this does

A payment voucher records money you paid to a supplier. It reduces what you owe them and reduces your cash or bank balance.

Before you start

- Receive the goods first. See [Receive goods from a supplier](#).

Steps

1. Open **Finance**, then **Voucher**.
2. Click **Payment**. The **Payment Voucher** window opens.

Payment Voucher

MONEY OUT
Record a controlled payment from a bank or cash account.

Posting details
Choose the accounts and date for this controlled accounting entry.

BANK / CASH ACCOUNT * **EXPENSE / LIABILITY ACCOUNT ***

1 Cash in Hand 2 Accounts Payable

Amount & payment context
The backend remains the final source of truth for posting and balance checks.

AMOUNT * **VOUCHER DATE** **PAYMENT METHOD**

3 10000 AMT 4 Oct 16, 2026 5 Cash

Supplier
Every Payment Voucher is tied to the supplier or staff member who was paid.

Supplier * **RELATED PURCHASE ORDER (OPTIONAL)**

Prime Distributors Balance 18000.00 Change Search by PO number...

Narration
Add a short explanation to make the posting easy to audit.

NARRATION (OPTIONAL)

Part payment for PO-000001

Cancel 6 Post Payment

Account paid from (1), account (2), amount (3), supplier (4) and Post Payment (5).

3. Under **Supplier** (4), search for and choose the supplier.
4. Choose the **Bank / cash account** (1) the money comes from, for example *Cash in Hand*.
5. Choose the **Expense / liability account** (2). To pay a supplier for goods you bought, choose *Accounts Payable*.

- 6. Enter the **Amount** (3).
- 7. Add a **Narration**, for example *Part payment for PO-000001*.
- 8. Click **Post Payment** (5).

What happens next

The payment is posted to your accounts. Open **Supplier**, then **Ledger** to see the supplier's balance go down.

Home • POS & Inventory • Suppliers • Supplier Ledger

Supplier Ledger

Review supplier balances and read-only transaction statements for the current Legal Entity.

SUPPLIER

DATE

All suppliers

Month

Apply Filters

Reset

Date range applies to Supplier Statement. Balance Summary always shows each supplier's current posted balance.

Balance Summary

Supplier Statement

Columns					
Supplier	CODE	TERMS	Status	Balance Owed	ACTION
Prime Distributors	—	Net 30d	Active	8,000.00	Statement

20 / page

PrevPage 1 of 1Next

Balance owed to each supplier.

Important notes

- A voucher cannot be edited after it is posted. To correct a mistake, reverse it and post a new one. See [Vouchers and journal entries](#).
- Vouchers are part of the accounting features on Business and higher plans.

Related guides

- [Vouchers and journal entries](#)
- [Customer and supplier ledgers](#)

Purchase returns

Send goods back to a supplier, take them out of stock and reduce what you owe, and record cash if the supplier pays you back.

Plan: Starter and above

What this does

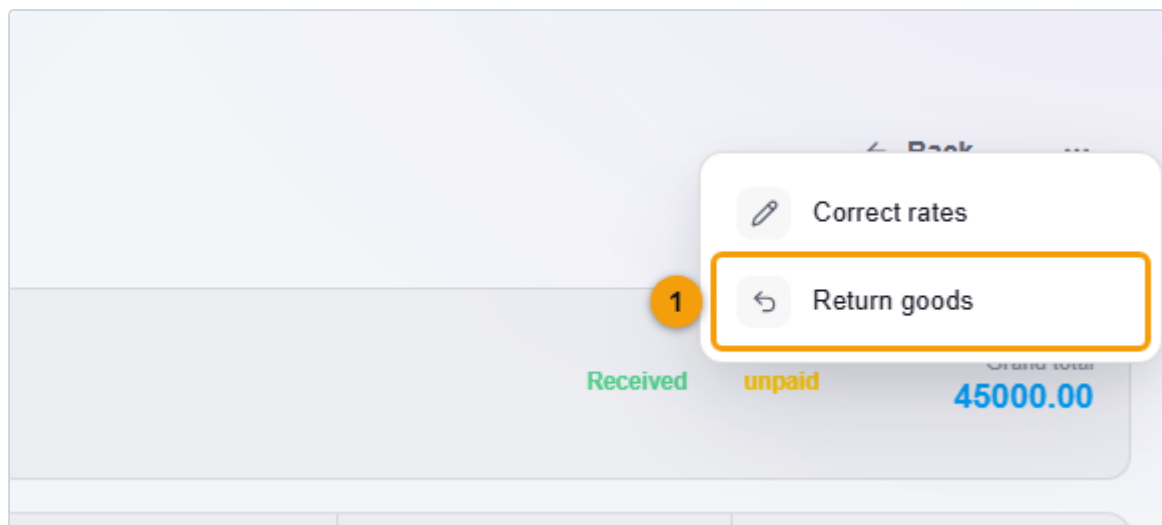
A purchase return sends goods back to a supplier. The returned quantity leaves your stock, and the value of the goods reduces what you owe that supplier.

Before you start

- Open a purchase order that has received goods. See [Receive goods](#).
- The Return Goods window shows how much of each product can still be returned.

Steps

1. Open **Supplier**, then **Purchase Order**, and open the order (for example **PO-000003**).
2. Click the ... button at the top right and choose **Return goods** (1).



Return goods (1).

3. Check the **Return warehouse** (1). Stock leaves this warehouse.
4. Type the **Reason for return** (2), for example *Faulty units*.
5. Enter the **Return Qty** (3) for each product. You cannot return more than the returnable quantity.
6. Click **Confirm Return** (4).

Return Goods — PO-000003

1 **RETURN WAREHOUSE** 2 **REASON FOR RETURN**

Main Warehouse x Faulty units

Product	Returnable (Base)	Return Qty	Unit
Smart Watch S1 SW-200	5.0000 pcs	1	Piece (pcs) — Bk

Returning goods removes stock from the selected warehouse and credits the supplier's payable balance for the returned value — this cannot be undone from here.

Cancel 4 **Confirm Return**

Return warehouse (1), reason (2), return quantity (3) and Confirm Return (4).

What happens next

- A return such as **PR-000001** is created with the status **completed**. Open **Supplier**, then **Purchase Return** to see all returns.

Harbor Trading Co / POS & Inventory / Harbor Trading Co / Main Branch / Default Legal...

POS & Inventory - AK

Home • POS & Inventory • Purchase Returns

Purchase Returns
Review supplier returns and their financial impact.

Warehouse: All warehouses Date: Date Filter

1 returns

Return Number	PO Number	Return Date	Warehouse	Return Amount
PR-000001	PO-000003	10/16/2026	Main Warehouse	9000.00

20 / page Prev Page 1 of 1 Next

© 2026. All rights reserved. Powered by NEXTOREx

Each return, its purchase order, the amount and the status.

- The returned quantity is taken out of **Stock Levels** in the return warehouse.
- The value of the return reduces the supplier's payable balance. On the purchase order, the **Returns / credits** and **Net payable** figures change.
- Open the return to see the items, the reason and the financial impact.

Home • POS & Inventory • Purchase Returns • PR-000001 completed [Record refund](#) ...

Purchase Return

PR-000001 • Prime Distributors

[← Back to Purchase Returns](#)

Returned quantity 1.00 base	Return amount 9000.00	Supplier Prime Distributors	Return date 10/16/2026	Warehouse Main Warehouse	Currency ---
---------------------------------------	---------------------------------	---------------------------------------	----------------------------------	------------------------------------	------------------------

Returned items

Quantities and values supplied by the purchase return record.

ITEM	CURRENT RETURN	UNIT	BASE QUANTITY	UNIT PRICE
Smart Watch S1 SW-200	1.0000	pcs	1.0000	9000.00
Returned lines				1
Total return value				9000.00

Purchase order

PO number
PO-000003 [View purchase order](#)

Supplier

PR Prime Distributors
Supplier contact details are not part of this response.

Return reason and notes

Faulty units

Return information

Return date
10/16/2026
Warehouse
Main Warehouse
Created by
Ayesha Khan
Reference
PR-000001

Financial impact

Accounting values remain sourced from the return record.

Return amount 9000.00	Supplier debit / credit effect 9000.00
---------------------------------	--

Approval & posting status

- Return created
10/16/2026 - Ayesha Khan
- Completed
Current return lifecycle status

Linked documents

Related records available from this return.

- Purchase Order
PO-000003 [↗](#)
- Goods Receipt
No linked receipt in this record [---](#)

Audit activity

The returned items, reason and financial impact.

If the supplier pays you back in cash

Usually a return only reduces your next bill and nothing more is needed. If the supplier actually sends money back:

1. Open the return and click **Record refund**.
2. Enter the **Amount received** (1) and choose the **Deposit into account** (2).
3. Click **Confirm Refund Received** (3).

Record Cash Refund Received — PR-000001

×

Only record this if the supplier actually sent cash back. If this return just reduces your next bill, no action is needed here.

1

AMOUNT RECEIVED

9000

2

DEPOSIT INTO ACCOUNT

Select account...

Cancel

3

Confirm Refund Received

Amount received (1), deposit account (2) and Confirm Refund Received (3).

Only record a refund when money really arrived. Otherwise leave it.

Important notes

- You cannot undo a return from the return window. Check the quantity before you confirm.
- **Record refund** is shown only to users whose role allows refunds.
- NEXTOREx does not treat purchase tax as a separate recoverable tax in your accounts. A return follows the values on the purchase order. Ask your accountant how to treat purchase tax.

Related guides

- [Purchase orders](#)
- [Receive goods](#)
- [Pay a supplier](#)