

Vendor Purchase Order - User Guide

by CedCommerce Products User Guides

1. Overview	3
2. Configuration Settings	3
3. Front-end View	4
3.1. Request Proposal from Front-End Users	4
3.2. View All Request on the Front-end View	6
3.3. Customer Request View After the Assigned Vendor Sends the Invoice	7
3.4. Place Order – Front-end View	8
4. Purchase Order Request on the Admin Panel	14
4.1. View the Purchase Order Request Sent By Front-end Users	14
4.2. Perform Bulk Action on Purchase Order Requests	15
4.3. Send Quotation to Vendors	16
4.4. Assign Quotation to Vendor	18
5. Purchase Order Request on the Vendor Panel	20
5.1. Deal With Requested Quotation As a Vendor	20
5.2. Deal with Assined Quotation As a Vendor	22
5.3. Approve or Disapprove PO Request – Vendor Panel	27
5.4. Download the Invoice Received From the Users	29

1. Overview

Vendor Purchase Order Addon, developed by CedCommerce for Magento® 2.x enables the front-end users to submit the request of the product even if it is not available at the admin store.



Vendor purchase order entitles the admin to send the quotation to the registered vendors. Vendors can send their price and quantity based on which they want to deliver the product.

Depending upon the requirement, the admin has a choice to assign the quotation to a specific vendor. Front-end users can generate the request for the product by filling the form; through which they provide the image of the requested product and a document that describes the relative information of the product. They also need to provide the store URL – a website where actually the product is available, so that the admin or vendor can understand the actual requirements of the user.

This add-on has a dependency on the Marketplace Basic extension. It means, the admin has to install the Marketplace extension prior to the installation of the Vendor Purchase Order add-on.

Key features are as follows:

- Easy to Manage Front-end users request and a best way to provide a product.
- Admin can send the PO request to more than one registered vendors.
- Vendor can approve or disapprove the purchase order request.
- Offline Chat system enables users to chat with vendor regarding quotation details.
- On request approval, the users receive the invoice of purchase order.
- Easy to manage product invoice and send it to customer.
- Users and Vendors can negotiate over price and quantity.
- A user can add the product to cart once vendor approves the quotation.
- Registered users can send a purchase request to vendor and get a custom pricing.
- Registered users can edit or view a Purchase Order Quotation from their panel.

2. Configuration Settings

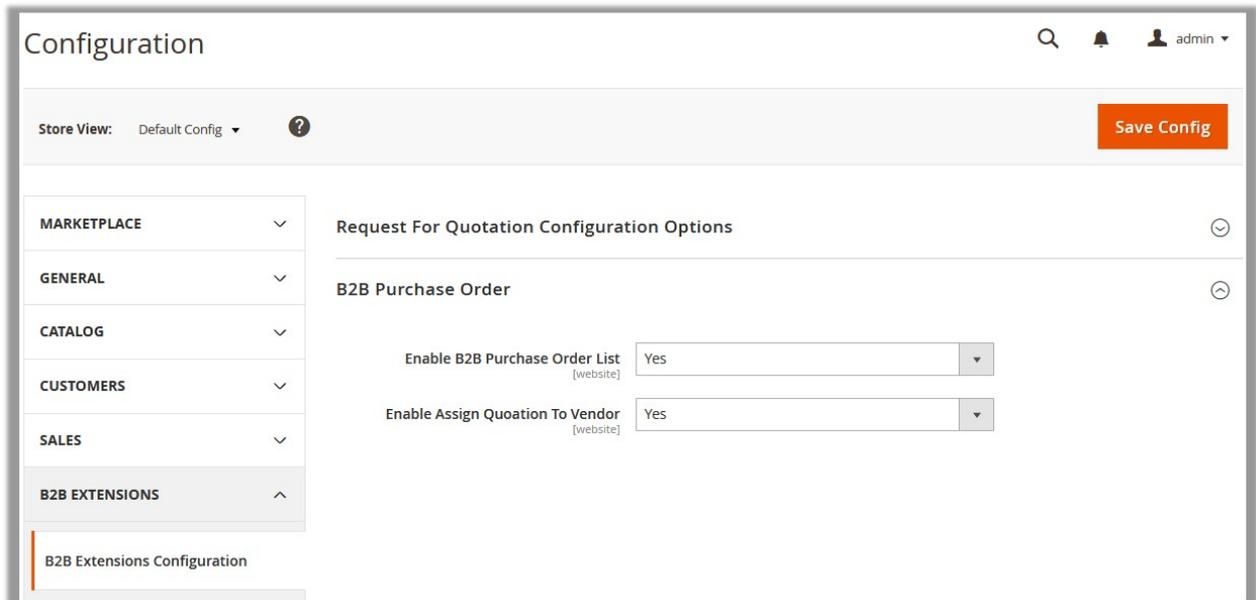
After installing the CedCommerce Purchase Order extension, the admin has to enable the Vendor Purchase Order extension.

To enable the Vendor Purchase Order extension feature

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **STORES** menu, and then click **Configuration**.
The **Configuration** page appears.

3. In the left navigation panel, click the **B2B EXTENSIONS** menu, and then click **B2B Extensions Configuration**.

The **Configuration** page appears as shown in the following figure:



4. In the right panel, under **B2B Purchase Order**, do the following:
- In the **Enable B2B Purchase Order list**, select **Yes**.
Note: Set the **Enabling the B2B Purchase Order** field to **Yes** to enable the **PO Request** tab on the Admin panel, PO Quotations tab on the Vendor panel, and the Submit Buying Request menu on the Front-end user account view.
 - In the **Enable Assign Quotations To Vendor** list, select **Yes**.
5. Click the **Save Config** button.

3. Front-end View

Front-end users can do the following tasks:

- Request Proposal from Front-End Users(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=request-proposal-from-front-end-users-2>)
- View All Request on the Front-end View(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=view-all-request-on-the-front-end-view-2>)
- Customer Request View After the Assigned Vendor Sends the Invoice(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=customer-request-view-after-the-assigned-vendor-sends-the-invoice>)
- Place Order(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=place-order-front-end-view-2>)

3.1. Request Proposal from Front-End Users

With the help of this add-on, the registered front-end users can send a request for a product, which is not even available at the admin store. Users can provide the information related to the required product such as the item URL and the store URL, where the user might have seen the product, but due to certain reasons do not want to buy from.

To send a request for product purchase

1. Go to the customer login.
2. In the left navigation menu, click the **Submit Buying Request** menu.
The **New Request** page appears as shown in the following figure:

The screenshot shows the 'New Request' page. On the left, a navigation menu includes 'Submit Buying Request' (highlighted with a red box). The main content area is titled 'New Request' and contains the following sections:

- Request Product Information:** A text input field for 'Product Name' containing 'Pro1'.
- Upload Images:** A section with a small image of a smartphone and a button labeled 'Upload Image'.
- Upload Document:** A section with a 'Browse...' button and the text 'The Vendor Purchase Order extension.docx'.
- Quantity Desired:** A text input field containing '1'.
- Product Color:** A text input field containing 'Black'.
- Unit Price:** A text input field containing '499'.
- Store Url:** A text input field containing blurred text.
- Item Url:** A text input field containing blurred text.
- Comments Section:** A large text area for 'Comments'.

A blue 'Submit Request' button is located at the bottom of the form.

3. In the right panel, Under **Request Product Information**, enter the corresponding values in the following fields:
 - **Product Name:** Name of the product that the user wants to purchase.
 - **Upload Images:** Image of the product.
 - **Upload Document:** Product relevant information in the doc format.
 - **Quantity Desired:** The number of item required.
 - **Product Color:** Color of the product.
 - **Unit Price:** Purchasing Price of the single item.

- **Store Url:** Store URL, where the user has seen the product.
 - **Item Url:** Item URL, which is linked to the required product. A URL, which provides more information related to the product.
 - **Comments:** Relevant or some extra information related to the product.
4. Click the **Submit Request** button.
A success message appears.

3.2. View All Request on the Front-end View

Users can view the details of all the products they have send request for.

To view all the request for product purchase

1. Access the user account.
2. In the left navigation panel, click the **View All Request** menu.
The **Customer Request** page appears as shown in the following figure:

Product Name	Qty	Price	Color	View	Delete	Status	PO Invoice	Offer Status
Pro1	1	300	Black	Edit/View	Delete	Pending	No Invoice yet	N/A
CCTV Dome Camera	1	120	Black	Edit/View	Delete	Pending	No Invoice yet	N/A

2 Item(s)

The users can do the following tasks:

- **Edit or view the request details:** Users can edit or view the request details.
- **View the Purchase Order invoice:** Once the vendor approves the product request and sends the invoice to the users, they can view the Purchase Order invoices.
- **Accepts Offer:** Once the vendor sends the invoice, the user can accept the offer or resend the request with the required price and quantity.
- **Delete the request:** Users can delete the request.
- **Add to cart:** Once the vendor approves the purchase request after price and quantity negotiation, the users can purchase the product.

To edit the request sent for product purchase

1. Access the user account.
2. In the left navigation panel, click the **View All Request**
The **Customer Request** page appears.
3. In the right panel, scroll down to find the product that the users wants to edit or view.
4. In the **View** column, click the **Edit/View** link.
The **View Request** page appears as shown in the following figure:

- Account Dashboard
- Account Information
- Address Book
- My PO
- My Quotes
- Submit Buying Request
- View All Request
- My Downloadable Products
- Newsletter Subscriptions
- My Orders
- Stored Payment Methods
- Billing Agreements
- My Product Reviews
- My Wish List

Compare Products

You have no items to compare.

My Wish List

You have no items in your wish list.

View Request

Request Product Information

Product Name *

Upload Images *



Upload Image

Upload Document *

No file selected.

[The_Vendor_Purchase_Order_extension.docx1500030159.docx](#)

Quantity Desired *

Product Color *

Unit Price *

Store Url *

Item Url *

Comments Section

Comments

An edited one

Chat History

5. Make the required changes, and then click the **Submit Request** button.
A success message appears. Thus, the changes are saved and resent to the admin.

To delete the request

1. Access the user account.
2. In the left navigation panel, click the **View All Request**
The **Customer Request** page appears.
3. In the right panel, scroll down to find the product that the user wants to delete.
4. In the **Delete** column, click the **Delete** button.

3.3. Customer Request View After the Assigned Vendor Sends the Invoice

Once the assigned vendor sends the invoice, the front-end user has the ability to accept the offer if the rate and quantity provided by vendor is acceptable. Otherwise, the user can again send the request with revised price and

quantity.

To view the invoice

1. Access the user account.
2. In the left navigation panel, click the **View All Request** menu.
The **Customer Request** page appears as shown in the following figure:

Product Name	Qty	Price	Color	View	Delete	Status	PO Invoice	Offer Status
Mobile	1	300	Black	Edit/View	Delete	AddToCart	POInvoice	Accept Offer

1 Item

3. Scroll down to find the required product.
 - In the **PO Invoice** column, click the **POInvoice**
A PDF of generated invoice is opened to display the invoice details.

To accept the offer

1. Access the user account.
2. In the left navigation panel, click the **View All Request**
The **Customer Request** page appears.

Product Name	Qty	Price	Color	View	Delete	Status	PO Invoice	Offer Status
Mobile	1	300	Black	Edit/View	Delete	AddToCart	POInvoice	Accept Offer

1 Item

3. Scroll down to find the required product.
4. In the **Offer Status** column, click the **Accept Offer** button.
The offer is accepted and sent back to vendor.

3.4. Place Order – Front-end View

After the completion of all the negotiation process, when the user accepts the offer and the vendor approves it, the **AddToCart** link appears in the **Status** column. With the **AddToCart** link, the user can add the product to the cart and proceed further to place order.

To Place Order

1. Access the User account.
2. In the left navigation panel, click the **View All Request** menu.

Customer Request

Product Name	Qty	Price	Color	View	Delete	Status	PO Invoice	Offer Status
Mobile	1	300	Black	Edit/View	Delete	AddToCart	Polnvoice	Accepted

- In the right panel, scroll down to find the required item.
- In the **Status** column, click the [AddToCart](#) link.
The page appears as shown in the following figure:

Shopping Cart

Item	Price	Qty	Subtotal
 <p>simple1 Vendor: ced</p> <p>Move to Wishlist</p>	\$100.00	1	\$100.00

Summary

Estimate Shipping and Tax ▼

[Proceed to Checkout](#)

[Check Out with Multiple Addresses](#)

[Update Shopping Cart](#)

[Apply Discount Code](#) ▼

- Click the **Proceed to Checkout** button.
The page appears as shown in the following figure:

LUMA

Shipping Review & Payments

Payment Method:

Check / Money order

My billing and shipping address are the same

ced vendor
sample address,
Lucknow, 226005
India
53453535

[Apply Discount Code](#) ▾

[Place Order](#)

Order Summary

Cart Subtotal	\$350.00
Shipping Main Website - Multi Shipping	\$0.00
Order Total	\$350.00

1 Item in Cart ^

 simple1 Qty: 1 View Details ▾	\$100.00
---	----------

Ship To: 

ced vendor
sample address,
Lucknow, 226005
India
53453535

Shipping Method: 

Main Website - Multi Shipping

7. Click the **Place Order** button.

The order is placed and the message appears as shown in the following figure:

Your order number is: **00000003**.

We'll email you an order confirmation with details and tracking info.

[Continue Shopping](#)

Once the user places the order, it is sent back to the vendor. On the **Assigned Quotations** page, the status of the Purchase Order is changed and a link appears in the **Status** column.

Assigned Quotations

Search [Reset Filter](#) 1 records found

20 per page 1 of 1

Product Name	Requested Qty	Requested Price	Store Url	Item Url	Offer Status	Invoice Status	Status	View
Mobile	1	300			Accepted	Invoice Sent	000000003	View

- In the **Status** column, click the link.
Order Information page appears, where the vendor can view all the details relevant to the order placed.

Order # 00000003

← Back

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 00000003 (The order confirmation email was sent)

Order Date	Jul 15, 2017 11:32:31 AM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	115.249.46.145

Account Information

Customer Name	ced vendor
Email	
Customer Group	General

Address Information

Billing Address

ced vendor
sample address
Lucknow, 226005
India
T: 53453535

Shipping Address

ced vendor
sample address
Lucknow, 226005
India
T: 53453535

Payment & Shipping Method

Payment Information

Check / Money order

The order was placed using USD.

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
simple1	Ordered	\$100.00	\$350.00	Ordered 1	\$350.00	\$0.00	0%	\$0.00	\$350.00
SKU: simple1									
Vendor: ced									

Order Total

Notes for this Order

Status

Pending

Comment

Notify Customer by Email

Visible on Storefront

Submit Comment

Order Totals

Grand Total (Earned)
\$100.00
Commission Fee
\$10.00
Net Earned
\$90.00

4. Purchase Order Request on the Admin Panel

Once the admin installs the Vendor Purchase Order add-on and implements the configuration settings, the **PO REQUEST** menu appears on the left navigation bar of the Admin panel.

Admin can do the following tasks:

- View all the purchase order requests received from different front-end users.(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=view-the-purchase-order-request-sent-by-front-end-users>)
- Bulk Action: Delete the purchase order request. Approve or Disapprove the purchase order request.(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=perform-bulk-action-on-purchase-order-requests>)
- Send Quotation to Vendors(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=send-quotation-to-vendors>)
- Assign Quotation to Vendors(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=assign-quotation-to-vendor>)

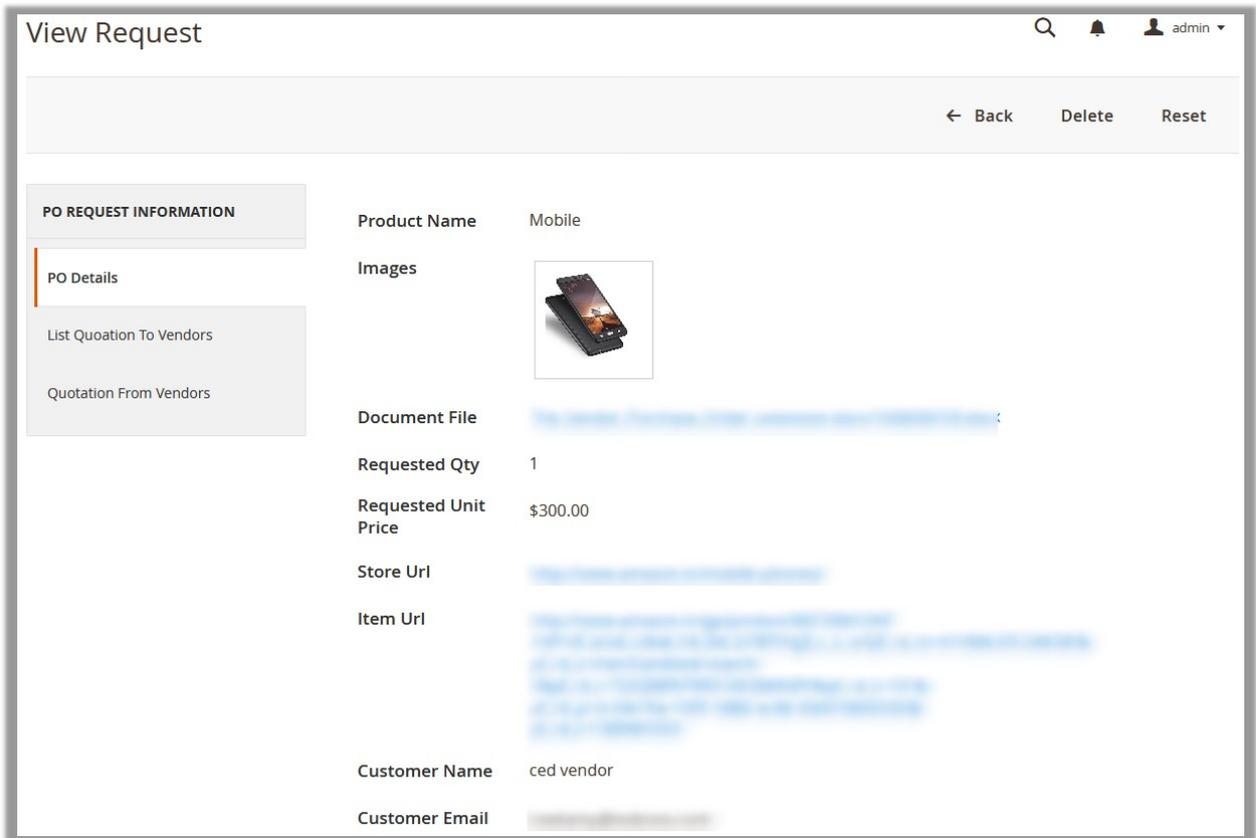
4.1. View the Purchase Order Request Sent By Front-end Users

To view the Purchase Order Request

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **PO REQUEST** menu.
The **PO Request** page appears as shown in the following figure:

ID	Product Name	Quantity Requested	Product Color	Item Url	Store Url	Customer Email	Offer Status	Invoice Status	Status	Action
2	Mobile	1	Black				Not Accepted	Invoice Pending	Pending	Edit
3	CCTV Dome Camera	1	Black				Not Accepted	Invoice Pending	Pending	Edit
1	test1	44	ff	ww	w		Offer Accepted	Invoice Sent	Approved	Edit

3. Scroll down to find the required product.
4. In the **Action** column, click the **Edit** link associated with the required product.
The **View Request** page appears as shown in the following figure:



By default, the purchase order details appear on the page.

4.2. Perform Bulk Action on Purchase Order Requests

To delete the PO request with the bulk action

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **PO REQUEST** menu.
The **PO Request** page appears as shown in the following figure:

ID	Product Name	Quantity Requested	Product Color	Item Url	Store Url	Customer Email	Offer Status	Invoice Status	Status	Action
<input type="checkbox"/>	2 Mobile	1	Black				Not Accepted	Invoice Pending	Pending	Edit
<input type="checkbox"/>	3 CCTV Dome Camera	1	Black				Not Accepted	Invoice Pending	Pending	Edit
<input type="checkbox"/>	1 test1	44	ff	w	w		Offer Accepted	Invoice Sent	Approved	Edit

3. Scroll down to find the required products.
4. Select the associated checkboxes of the required products.

- In the left-upper corner, click the **Actions** list.
- Click **Delete**.
A confirmation dialog box appears as shown in the following figure:



- Click the **OK** button.

To Change the Status Of the PO request with the bulk action

- Go to the **Admin** panel.
- On the left navigation bar, click the **PO REQUEST**
The **PO Request** page appears as shown in the following figure:

The screenshot shows the "PO Request" page. At the top, there is a search bar, a notification bell, and a user profile icon labeled "admin". Below this, there are controls for "Filters", "Default View", and "Columns". A table is displayed with the following data:

ID	Product Name	Quantity Requested	Product Color	Item Url	Store Url	Customer Email	Offer Status	Invoice Status	Status	Action
2	Mobile	1	Black	[blurred]	[blurred]	[blurred]	Not Accepted	Invoice Pending	Pending	Edit
3	CCTV Dome Camera	1	Black	[blurred]	[blurred]	[blurred]	Not Accepted	Invoice Pending	Pending	Edit
1	test1	44	ff	vv	vv	[blurred]	Offer Accepted	Invoice Sent	Approved	Edit

- Scroll down to find the required products.
- Select the associated checkboxes of the required products.
- In the left-upper corner, click the **Actions** list.
A menu appears.
- Click **Change Status**.
The menu appears with the **Approve** and **Disapprove**
- Click the required option.
The status is changed accordingly.

4.3. Send Quotation to Vendors

To send the quotation for Purchase Order Request to Vendors

- Go to the **Admin** panel.
- On the left navigation bar, click the **PO REQUEST** menu.

The **PO Request** page appears as shown in the following figure:

ID	Product Name	Quantity Requested	Product Color	Item Url	Store Url	Customer Email	Offer Status	Invoice Status	Status	Action
2	Mobile	1	Black				Not Accepted	Invoice Pending	Pending	Edit
3	CCTV Dome Camera	1	Black				Not Accepted	Invoice Pending	Pending	Edit
1	test1	44	ff	vv	w		Offer Accepted	Invoice Sent	Approved	Edit

3. Scroll down to find the required product.
 4. In the **Action** column, click the **Edit** link associated with the required product.
- The **View Request** page appears as shown in the following figure:

View Request

← Back Delete Reset

PO REQUEST INFORMATION

- PO Details
- List Quotation To Vendors
- Quotation From Vendors

Product Name Mobile

Images

Document File [\[Link\]](#)

Requested Qty 1

Requested Unit Price \$300.00

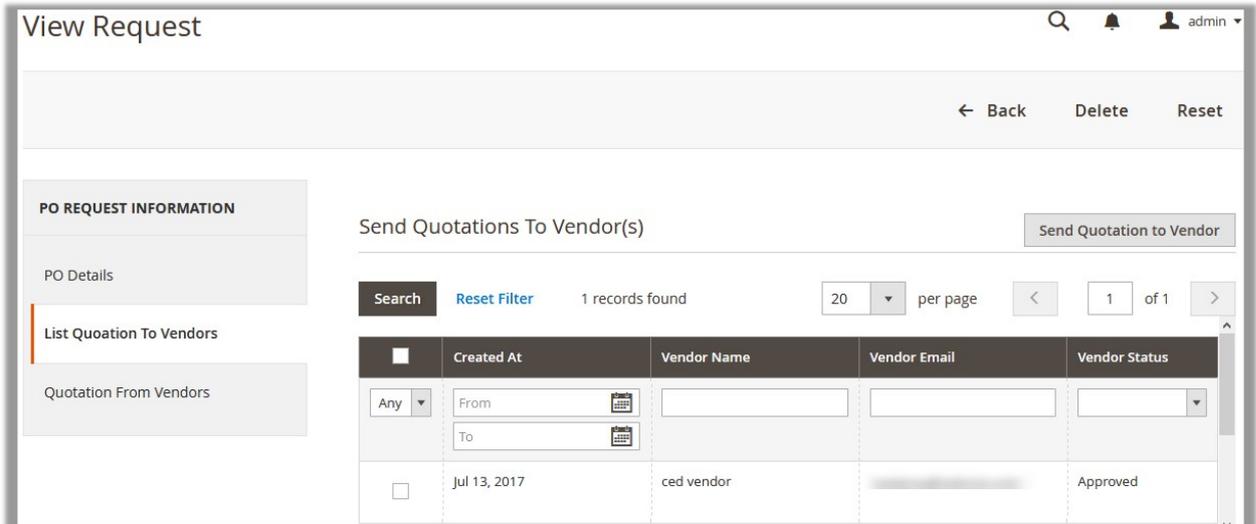
Store Url [\[Link\]](#)

Item Url [\[Link\]](#)

Customer Name ced vendor

Customer Email [\[Link\]](#)

- By default, the purchase order details appear on the page.
5. In the left navigation panel, click the **List Quotation To Vendors** menu.
- The page appears as shown in the following figure:



6. In the right panel, scroll down to the required vendors.
 7. Select the check boxes associated with the required vendors, and then click the **Send Quotation to Vendor** button.
- A success message appears as shown in the following figure:

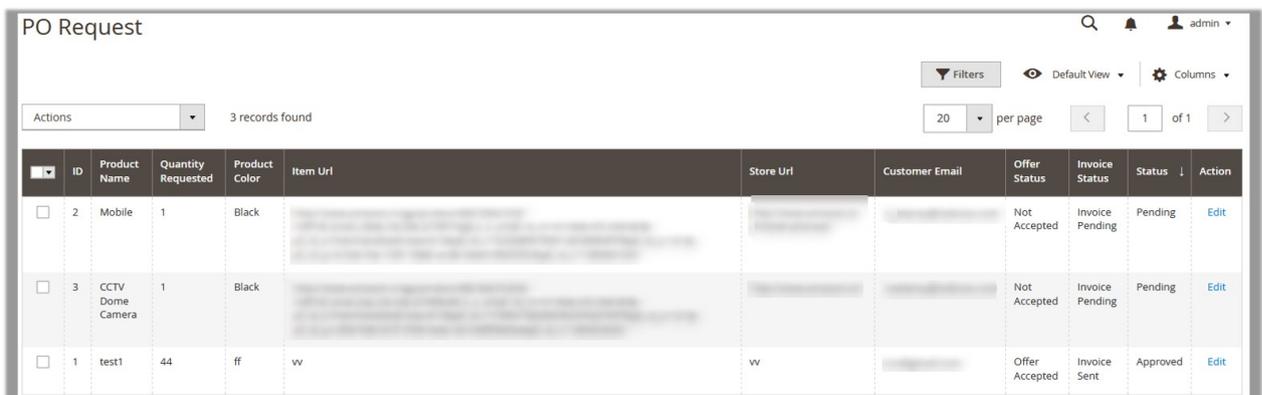


4.4. Assign Quotation to Vendor

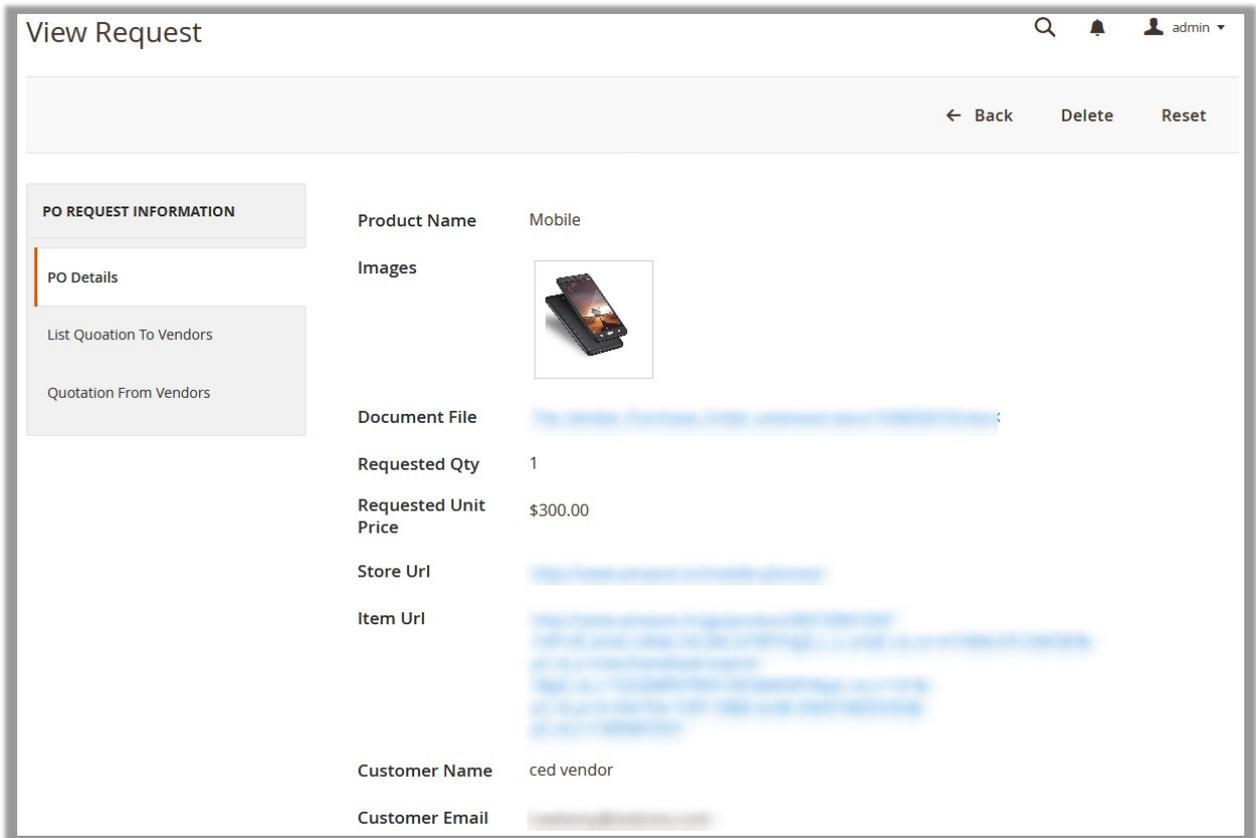
After receiving the quotations from the vendors, admin can assign the quotation to any one of the selected vendors whose quotation is best suitable to the requirement.

To assign the quotation to a vendor

1. Go to the **Admin** panel.
 2. On the left navigation bar, click the **PO REQUEST** menu.
- The **PO Request** page appears as shown in the following figure:

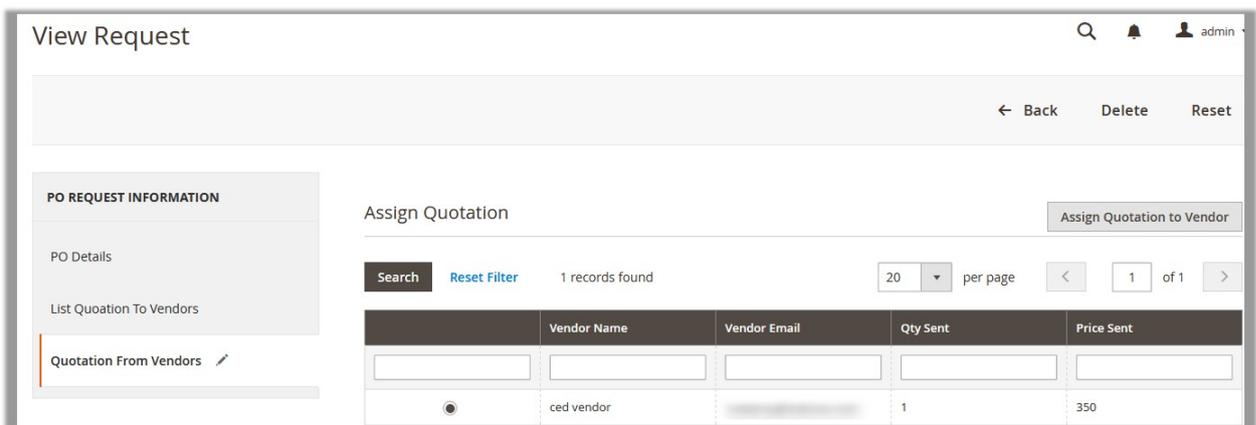


3. Scroll down to find the required product.
4. In the **Action** column, click the **Edit** link associated with the required product.
The **View Request** page appears as shown in the following figure:



By default, the purchase order details appear on the page.

5. In the left navigation panel, click the **Quotation From Vendors** menu.
The Assign Quotation page appears in the right panel as shown in the following figure:



All the quotations received from the vendors are listed on this page.

6. In the right panel, scroll down to the required vendor.
7. Select the check box associated with the required vendor, and then click the **Assign Quotation to Vendor** button.

A success message appears as shown in the following figure:



5. Purchase Order Request on the Vendor Panel

Vendor can do the following tasks:

- Deal With Requested Quotation As a Vendor(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=deal-with-quotation-as-a-vendor>)
: Send quotations to admin. Delete the quotations.
- Deal with Assined Quotation As a Vendor: (<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=deal-with-assined-quotation-as-a-vendor>)
View all the assigned quotations received from the admin. Edit the quotation and negotiate the price and quantity of the product with users. Send invoice to the users.
- Approve or Disapprove the quotations.(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=approve-po-request-vendor-panel>)
- Download the invoice received from the users.(<http://docs.cedcommerce.com/magento-2/vendor-purchase-order-user-guide?section=download-the-invoice-received-from-the-users>)

5.1. Deal With Requested Quotation As a Vendor

Once the admin sends a quotations received from the front-end users to the vendors to send their quotations in return, it is listed on the Quotations List page of the Vendor panel.

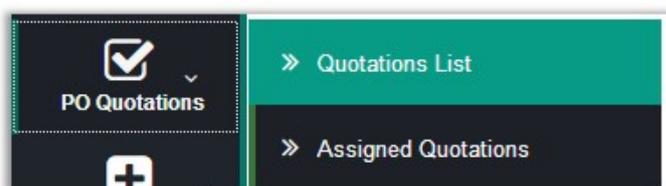
If the vendor wants to deal with this quotation, then the vendor can send the required quotation in return, or can delete the quotation sent by admin in case of non-interest.

Thus, a vendor can do the following tasks:

- Send Quotation to Admin
- Delete the Quotation

To send a quotation

1. Access the Vendor account.
2. On the left navigation bar, click the **PO Quotations** menu.
The menu appears as shown in the following figure:



3. Click **Quotations List**.

The **Quotations List** page appears as shown in the following figure:

The screenshot shows the 'Quotations List' interface. At the top, there is a search bar, a 'Reset Filter' link, and a status '1 records found'. On the right, there are pagination controls showing '20 per page' and '1 of 1'. Below this is a table with the following columns: ID#, Customer Name, Email, Product Name, Requested Qty, Store Url, Item Url, Requested Price, and View. The table contains one row with the following data: ID# 1, Customer Name 'ced vendor', Product Name 'Mobile', Requested Qty '1', Requested Price '300', and a 'View' link in the final column.

All the available quotations are listed on this page.

4. Scroll down to the required quotation.

5. In the **View** column of the required quotation, click the **View** link.

The **View Quotations** page appears as shown in the following figure:

The screenshot shows the 'View Quotations' page. At the top right, there are navigation buttons: 'Back', 'Delete', 'Reset', and a prominent orange 'Save' button. On the left side, there is a sidebar menu with three items: 'QUOTATIONS LIST', 'Quotations Details' (which is highlighted with an orange bar), and 'Send Your Quotations'. The main content area displays the following details for the selected quotation:

- Product Name:** Mobile
- Images:** An image of a black smartphone.
- Document File:** A link to a document file.
- Requested Qty:** 1
- Requested Unit Price:** \$300.00
- Store Url:** A link to the store URL.
- Item Url:** A link to the item URL.
- Customer Name:** ced vendor
- Customer Email:** A link to the customer email.

- In the left navigation panel, click the **Send Your Quotations** menu.
The page appears as shown in the following figure:

- In the **Quantity** box, enter the required number of quantity that the vendor wants to send for quotation.
- In the **Unit Price** box, enter the price per unit of the product.
- Click the **Save** button.

To delete the quotation

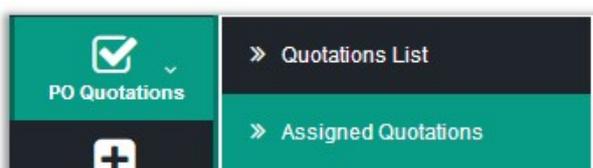
- Open the **View Quotations** page of the required quotation.
- On the top navigation bar, click the Delete button.
A confirmation dialog appears.
- Click the **OK** button.
The quotation is deleted.

5.2. Deal with Assined Quotation As a Vendor

Once the admin assigns the quotation to the selected vendor, the vendor can create the invoice and send it to the customer directly for further negotiations to sell the product finally.

To view and edit the assigned quotation, and send the invoice

- Access the Vendor account.
- On the left navigation bar, click the **PO Quotations** menu.
The menu appears as shown in the following figure:



3. Click **Assigned Quotations**.

The **Assigned Quotations** page appears as shown in the following figure:

The screenshot shows a web interface titled "Assigned Quotations". At the top, there is a search bar with a "Search" button and a "Reset Filter" link. To the right, it indicates "1 records found". Below this is a pagination control showing "20" items per page, "1" of 1 total pages, and navigation arrows. The main content is a table with the following columns: Product Name, Requested Qty, Requested Price, Store Uri, Item Uri, Offer Status, Invoice Status, Status, and View. A single row is visible with the following data: Product Name: Mobile, Requested Qty: 1, Requested Price: 300, Offer Status: Not Accepted, Invoice Status: Invoice Pending, Status: Approved, and a View link.

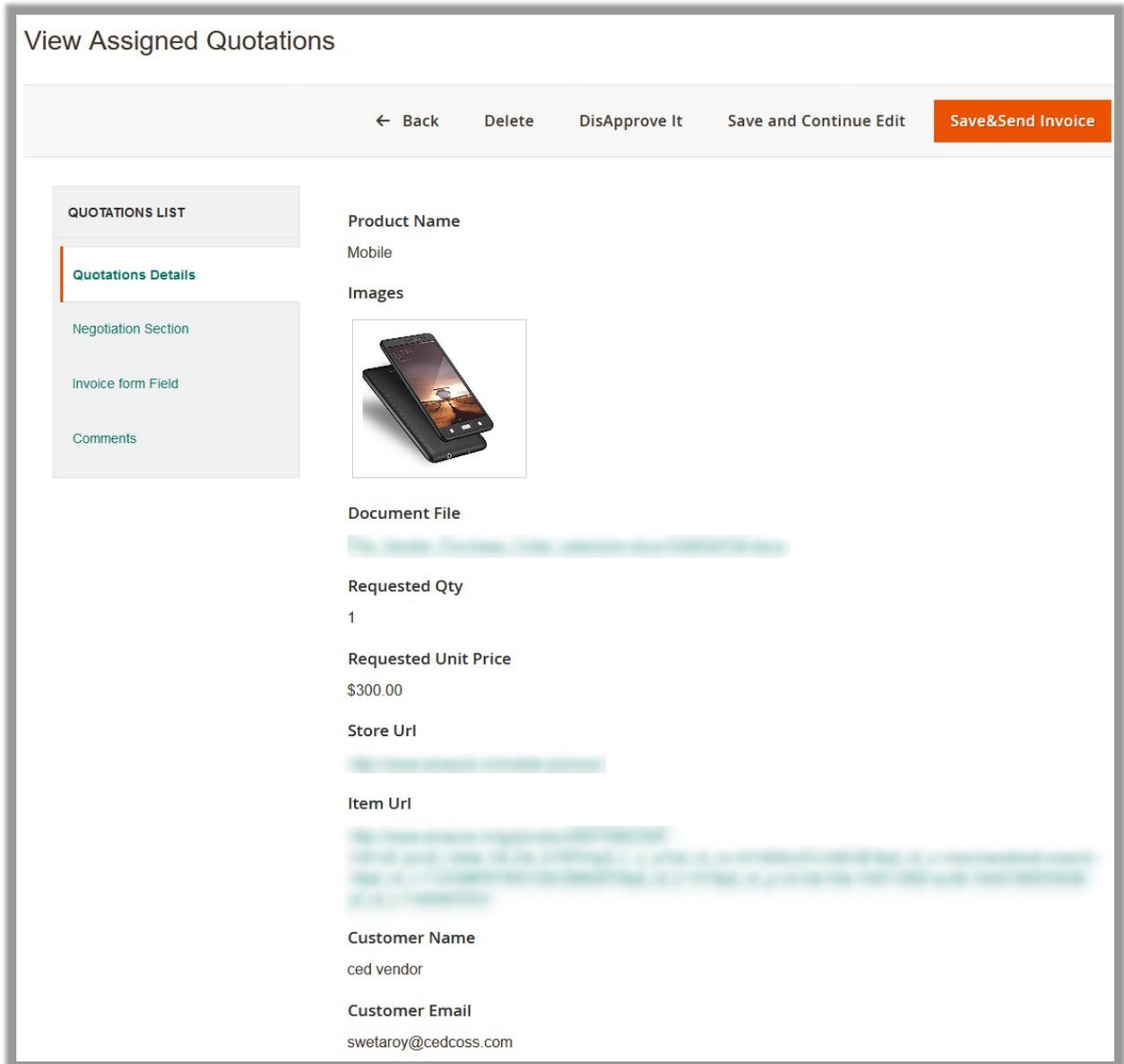
Product Name	Requested Qty	Requested Price	Store Uri	Item Uri	Offer Status	Invoice Status	Status	View
Mobile	1	300			Not Accepted	Invoice Pending	Approved	View

All the assigned quotations are listed on this page.

4. Scroll down to the required quotation.

5. In the **View** column of the required quotation, click the **View** link.

The **View Assigned Quotations** page appears as shown in the following figure:



6. In the left navigation panel, click the **Negotiation Section** menu.
The page appears as shown in the following figure:

The screenshot shows the 'View Assigned Quotations' interface. At the top, there is a navigation bar with buttons: Back, Delete, DisApprove It, Save and Continue Edit, and a prominent orange 'Save&Send Invoice' button. On the left, a 'QUOTATIONS LIST' sidebar contains menu items: Quotations Details, Negotiation Section (highlighted with an orange bar and a pencil icon), Invoice form Field, and Comments. The main content area is titled 'Negotiations Section' and contains two input fields: 'Price' with the value '350' and 'Qty' with the value '1'. A small 'Qty' label is positioned below the quantity input field.

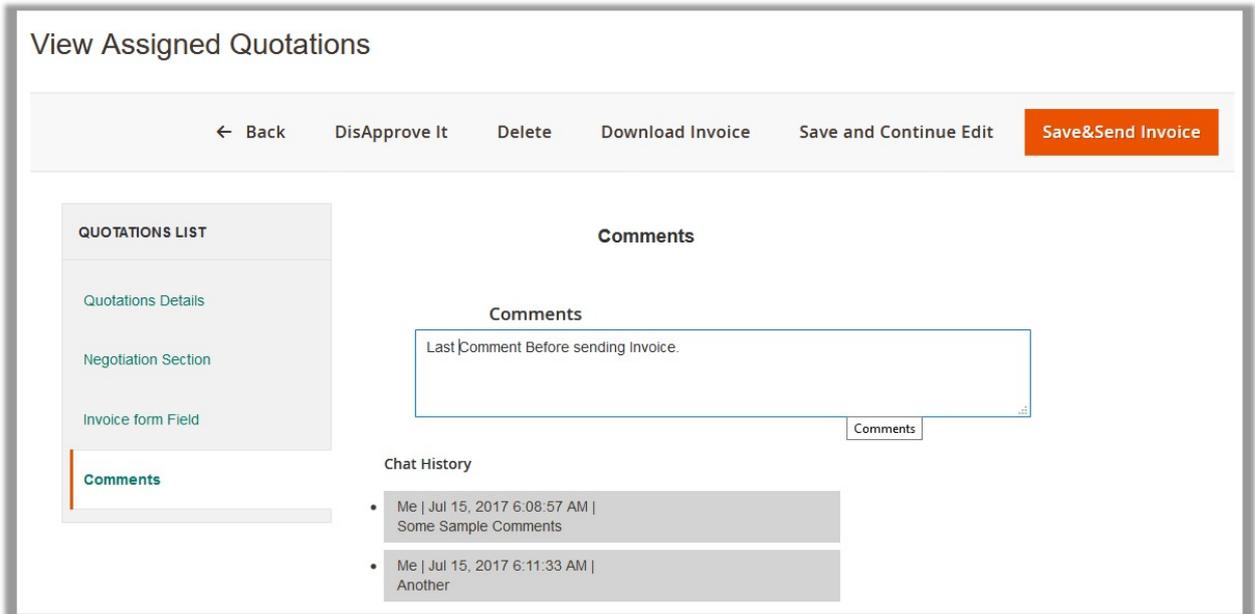
7. In the **Price** box, enter the price per unit of the product.
8. In the **Qty** box, enter the required number of quantity that the vendor wants to sell.
9. In the left navigation panel, click the **Invoice form Field** menu.

The page appears as shown in the following figure:

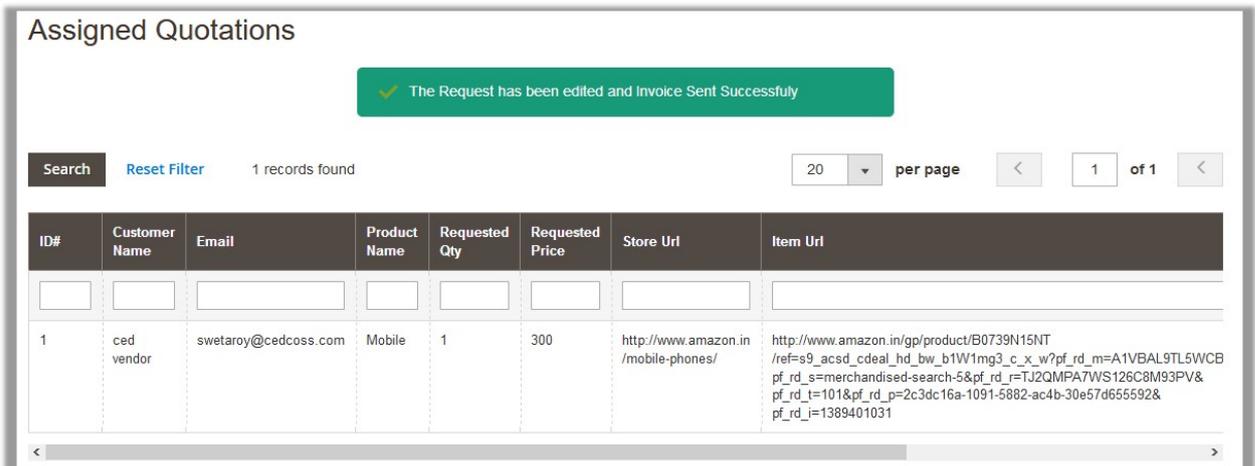
The screenshot shows the 'View Assigned Quotations' interface with the 'Invoice form Field' menu item highlighted in the sidebar. The main content area is titled 'Enter The value for filed' and contains five required input fields, each with an asterisk: 'Origin *', 'Quality *', 'Packing *', 'Validity *', and 'Remarks *'. Each field has a placeholder text corresponding to its label: 'Origin', 'Quality Tested', 'Packing', 'Validity', and 'Remarks'.

10. Enter the required values in the following fields:
 - **Origin:** Manufacturer or supplier of the product
 - **Quality:** Quality of the product as per the defined standard
 - **Packing:** Packing details of the product
 - **Validity:** Validity of the product
 - **Remarks:** A statement that mentions some information related to the product.

- In the left navigation panel, click the **Comments** menu.
The page appears as shown in the following figure:



- On the top navigation bar, click the **Save&Send Invoice** button to save the information and send the invoice to the front-end user.
Or
Click the **Save and Continue Edit** button to send the invoice and continue the editing.
The invoice is sent and the view is redirected to the **Assigned Quotations** page with a success message, which appears as shown in the following figure:



Notes:

- To delete the assigned quotation: On the top navigation bar, click the **Delete** button.
- To disapprove the assigned quotation: On the top navigation bar, click the **Disapprove It** button.

5.3. Approve or Disapprove PO Request – Vendor Panel

Once the user accepts the offer, the offer status is changed to **Offer Accepted** on the **PO Request** page.

PO Request

Search, Bell, admin

Filters, Default View, Columns

Actions, 2 records found, 20 per page, 1 of 1

Quantity Requested	Product Color	Item Url	Store Url	Customer Email	Offer Status	Invoice Status	Status	Action
	ff	vv	vv	xxx@gmail.com	Offer Accepted	Invoice Sent	Approved	Edit
	Black				Offer Accepted	Invoice Sent	Approved	Edit

Also, the offer status is changed to **Accepted** on the **Assigned Quotations** page.

Assigned Quotations

Search, Reset Filter, 1 records found, 20 per page, 1 of 1

Product Name	Requested Qty	Requested Price	Store Url	Item Url	Offer Status	Invoice Status	Status	View
Mobile	1	300			Accepted	Invoice Sent	Approved	View

The **Product Url** section is added on the **View Assigned Quotations** page. Also the **Approve It** button appears, which allows the vendor to approve the **PO request**.

The screenshot shows the 'View Assigned Quotations' page. At the top, there is a navigation bar with buttons: '← Back', 'DisApprove It', 'Delete', 'Download Invoice', and 'Approve It' (highlighted in orange). On the left, a sidebar titled 'QUOTATIONS LIST' contains links for 'Quotations Details', 'Negotiation Section', 'Invoice form Field', 'Product Url' (highlighted with a red border), and 'Comments'. The main content area is titled 'Enter Product Url' and contains three input fields: 'Product SKU *', 'Agreed Qty *', and 'Agreed Unit Price *'.

Vendor has to enter the details in the **Product Url** section to approve the PO request.

Note: to obtain **Product SKU**, the vendor can use the SKU of the similar product or in case of non-availability, the vendor has to create the similar product in the Magento store.

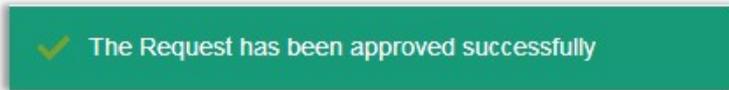
To Approve the PO Request

1. Go to the **Assigned Quotations** page.
2. Scroll down to find the required product.
3. In the **View** column, click the **View** link.

The **View Assigned Quotations** page appears as shown in the following figure:

This screenshot is identical to the one above, showing the 'View Assigned Quotations' page with the 'Enter Product Url' form. The 'Approve It' button is highlighted in orange, and the 'Product Url' link in the sidebar is also highlighted with a red border.

4. In the left navigation panel, click the **Product Url** menu.
In the **Product SKU** box, enter **Product SKU** obtained from the similar product details available on the **Manage Product** page.
5. In the **Agreed Qty** box, enter the number of items admin wants to provide.
6. In the **Agreed Unit Price** box, enter the unit price of the item that the admin wants to offer.
7. In the upper-right corner of the top navigation bar, click the **Approve It** button.
The invoice is sent again and provides the ability to the customer to add to cart.



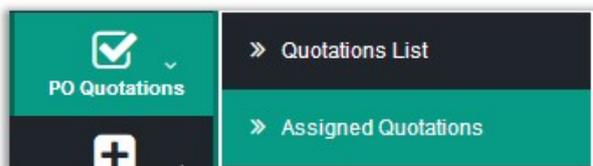
Note: To Disapprove the PO request, in the upper-right corner of the page, click the **DisApprove It**

5.4. Download the Invoice Received From the Users

Once the user accepts the offer and the offer status is changed to **Offer Accepted** on the **Assigned Quotations** page, the vendor receives an invoice from the users.

To download the Invoice received from the users

1. Access the Vendor account.
2. On the left navigation bar, click the **PO Quotations** menu.
The menu appears as shown in the following figure:



3. Click **Assigned Quotations**.
The **Assigned Quotations** page appears as shown in the following figure:

Assigned Quotations								
Search		Reset Filter		1 records found		20 per page		1 of 1
Product Name	Requested Qty	Requested Price	Store Url	Item Url	Offer Status	Invoice Status	Status	View
Mobile	1	300			Accepted	Invoice Sent	Approved	View

- All the assigned quotations are listed on this page.
4. Scroll down to the required quotation.
 5. In the **View** column of the required quotation, click the **View** link.
The **View Assigned Quotations** page appears as shown in the following figure:

The screenshot shows the 'View Assigned Quotations' interface. At the top, there is a navigation bar with buttons for 'Back', 'DisApprove It', 'Delete', 'Download Invoice', and 'Approve It'. Below this is a sidebar titled 'QUOTATIONS LIST' with menu items: 'Quotations Details', 'Negotiation Section', 'Invoice form Field', 'Product Uri' (which is highlighted with a red border), and 'Comments'. The main content area is titled 'Enter Product Uri' and contains three input fields: 'Product SKU *', 'Agreed Qty *', and 'Agreed Unit Price *'.

6. On the top navigation bar, click the **Download Invoice** button.
A pdf of the the downloaded invoice appears.