

How to Create a Purchase Order in NetSuite

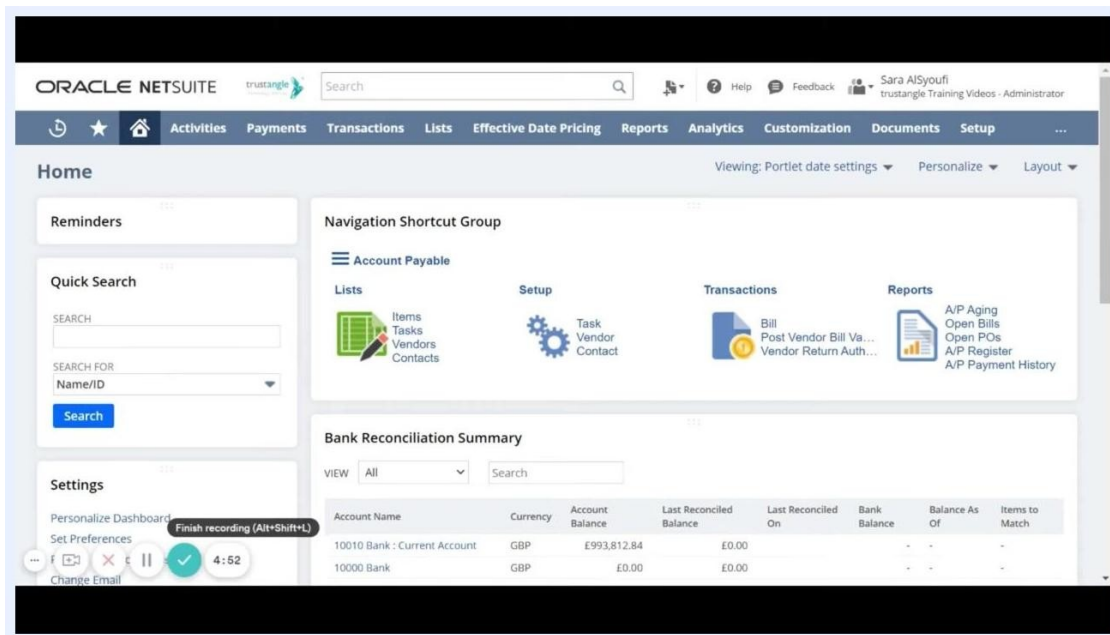
This guide walks you through how to create a purchase order in NetSuite, from opening the entry form to entering vendor details, item information, billing terms, and final submission. Follow each step in order to ensure all mandatory fields are completed correctly.

Prerequisites

- You must be logged into your NetSuite account before starting.
- You should know the vendor, item(s), and department information you plan to enter on the purchase order.

Step 1: Access the NetSuite home page

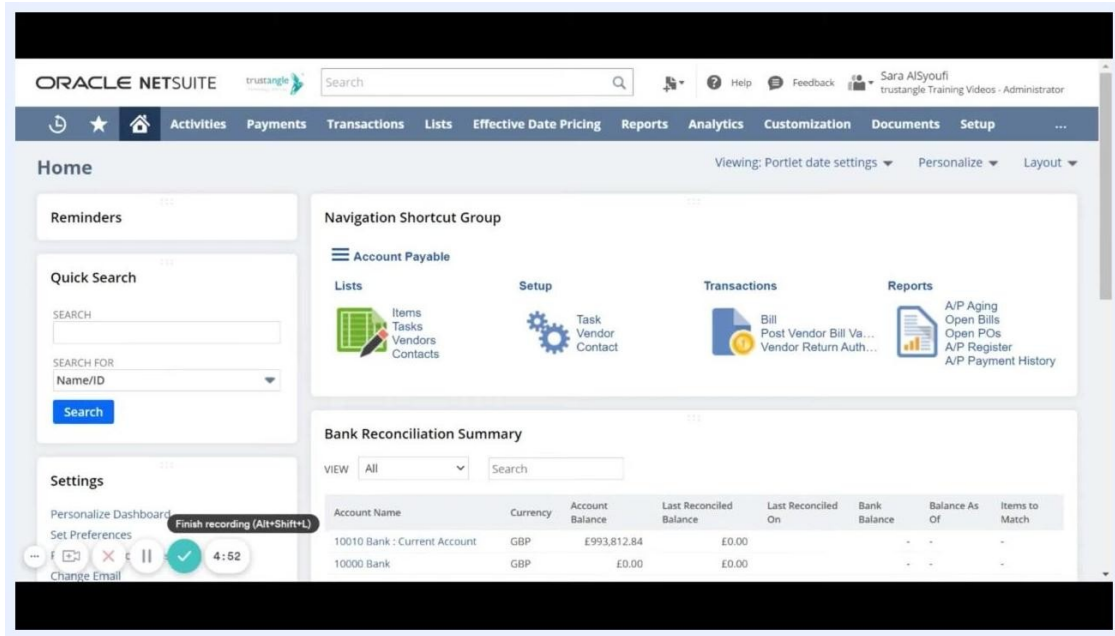
Log in to your NetSuite account to reach the home page. Here you'll find navigation menus at the top, including Activities, Payments, Transactions, Lists, Reports, and more. The left sidebar shows Reminders, Quick Search, and Settings, while the main area displays the Navigation Shortcut Group and Bank Reconciliation Summary.



NetSuite home page showing navigation menus, reminders, quick search, settings, and the bank reconciliation summary

Step 2: Navigate to the purchase order entry screen

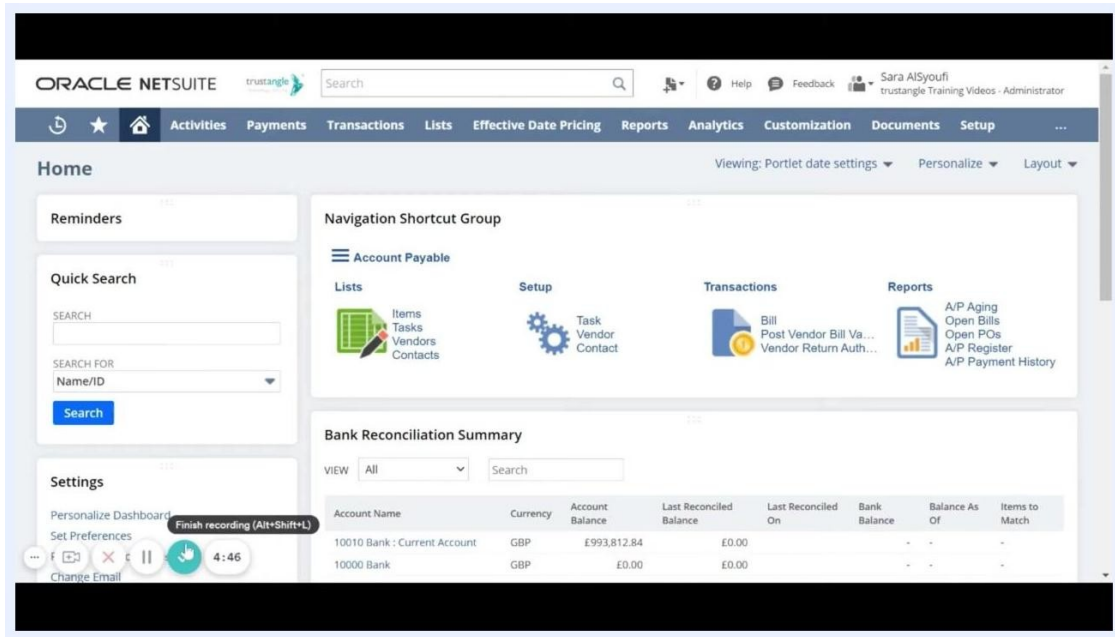
Hover over or click Transactions in the top navigation bar. From the dropdown, select Purchases/Vendors, then click Enter Purchase Orders in the next submenu.



Transactions menu expanded, showing Purchases/Vendors > Enter Purchase Orders highlighted

Step 3: Understand the purchase order page layout

The Purchase Order entry form opens. Mandatory fields are marked with an asterisk (*), and you must fill in all required fields before saving. Clicking any field label displays a description of that field. The PO #* field is set to "To Be Generated," meaning the system assigns the number automatically.



Purchase Order entry form with mandatory fields marked by asterisks and PO # set to 'To Be Generated'

Step 4: Set the purchase order date

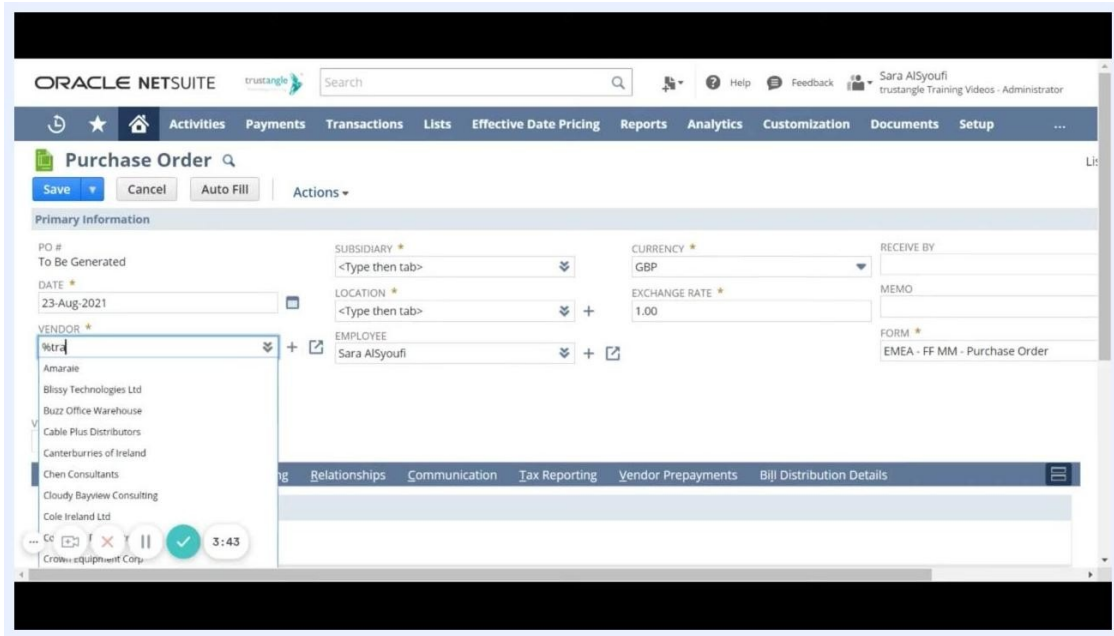
The Date field is automatically populated with today's date (for example, 23-Aug-2021). You can type a different date or use the calendar picker to select another posting date if needed.

The screenshot shows the Oracle Netsuite Purchase Order form. The 'DATE' field is set to '23-Aug-2021'. The 'SUBSIDIARY' field is set to '<Type then tab>'. The 'CURRENCY' field is set to 'GBP'. The 'EXCHANGE RATE' field is set to '1.00'. The 'VENDOR' field is set to '<Type then tab>'. The 'EMPLOYEE' field is set to 'Sara AISyoufi'. The 'FORM' field is set to 'EMEA - FF MM - Purchase Order'. The 'VENDOR EMAIL' field is empty. The 'Items' tab is selected, showing an 'Expense 0.00' entry with a 'Pause (Alt+Shift+P)' button and a '3:58' timer.

Purchase Order form showing the Date field set to 23-Aug-2021

Step 5: Select the vendor

Click the Vendor field and start typing the vendor's name, or use a wildcard (for example, %tra) to search. A dropdown list of matching vendors appears—select the appropriate one from the list.



The screenshot displays the Oracle NetSuite interface for creating a Purchase Order. The top navigation bar includes the Oracle NetSuite logo, a search bar, and user information for Sara AlSyoufi. The main menu contains tabs for Activities, Payments, Transactions, Lists, Effective Date Pricing, Reports, Analytics, Customization, Documents, and Setup. The Purchase Order form is titled "Purchase Order" and includes buttons for Save, Cancel, and Auto Fill. The Primary Information section contains fields for PO # (To Be Generated), DATE (23-Aug-2021), SUBSIDIARY (<Type then tab>), LOCATION (<Type then tab>), CURRENCY (GBP), EXCHANGE RATE (1.00), RECEIVE BY, MEMO, and FORM (EMEA - FF MM - Purchase Order). The VENDOR field is active, showing a dropdown list of search results. The results include "Amarate", "Blosy Technologies Ltd", "Buzz Office Warehouse", "Cable Plus Distributors", "Canterburries of Ireland", "Chen Consultants", "Cloudy Bayview Consulting", "Cole Ireland Ltd", and "Crown equipment Corp.". The "Training Videos Vendor" is highlighted in the list. The bottom of the screen shows a status bar with a timer at 3:43.

Vendor field dropdown showing search results, including 'Training Videos Vendor'

Step 6: Review vendor information

Once you select a vendor, related information such as vendor email, subsidiary, and currency populates automatically. For example, selecting "Training Videos Vendor" auto-fills Vendor Email as "vendor@trustangle.com," Subsidiary as "Saudi Arabia," and Currency as "SAR."

The screenshot shows the Oracle NetSuite interface for a Purchase Order. The top navigation bar includes the Oracle NetSuite logo, a search bar, and user information for Sara AISyoufi. The main menu contains various tabs like Activities, Payments, Transactions, Lists, Effective Date Pricing, Reports, Analytics, Customization, Documents, and Setup. The Purchase Order form is displayed with the following populated fields:

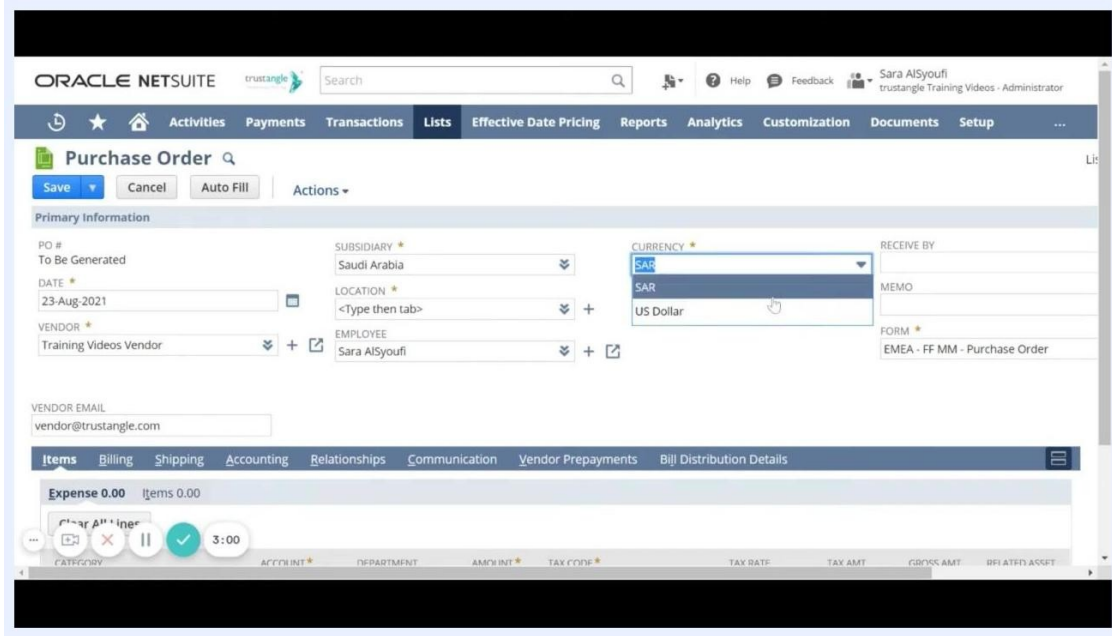
- PO #:** To Be Generated
- DATE:** 23-Aug-2021
- VENDOR:** Training Videos Vendor
- SUBSIDIARY:** Saudi Arabia
- CURRENCY:** SAR
- EXCHANGE RATE:** 1.00
- RECEIVE BY:**
- MEMO:**
- FORM:** EMEA - FF MM - Purchase Order
- VENDOR EMAIL:** vendor@trustangle.com

Below the form, there are tabs for Items, Billing, Shipping, Accounting, Relationships, Communication, Tax Reporting, Vendor Prepayments, and Bill Distribution Details. The bottom of the screen shows a status bar with icons for undo, redo, delete, and a timer set to 3:39.

Purchase Order form with vendor, subsidiary, and currency fields populated

Step 7: Choose the currency

The Currency field displays the default currency for the selected vendor. If the vendor has multiple currencies assigned, you can choose from the available options, such as SAR or US Dollar.

The screenshot shows the Oracle Netsuite interface for creating a Purchase Order. The 'Primary Information' section is visible, containing fields for PO #, DATE (23-Aug-2021), VENDOR (Training Videos Vendor), SUBSIDIARY (Saudi Arabia), LOCATION (<Type then tab>), EMPLOYEE (Sara AlSyoufi), and CURRENCY. The CURRENCY dropdown menu is open, showing 'SAR' and 'US Dollar' as options. Other fields like RECEIVE BY, MEMO, and FORM are also visible on the right. The bottom of the screen shows a navigation bar with tabs like Items, Billing, Shipping, Accounting, Relationships, Communication, Vendor Prepayments, and Bill Distribution Details.

Currency dropdown showing SAR and US Dollar options

Step 8: Select the subsidiary

The Subsidiary field is mandatory. Set it according to your organization's structure, for example, "Saudi Arabia."

Step 9: Enter the location

In the Location field, specify where you want to receive the goods for this purchase order. Depending on your setup, this field may be a dropdown or require you to type and select a location.

Step 10: Complete other mandatory fields

Fill in any remaining required fields, such as Employee, Form, and Exchange Rate. For example: Employee = "Sara AlSyoufi," Form = "EMEA - FF MM - Purchase Order," Exchange Rate = "1.00."

Step 11: Specify the employee for the purchase order

In the Employee field, select the name of the employee for whom you're entering the purchase order. If you're creating the PO for yourself, leave the default value, and your name is selected automatically.

The screenshot displays the Oracle NetSuite interface for creating a Purchase Order. The top navigation bar includes 'Activities', 'Payments', 'Transactions', 'Lists', 'Effective Date Pricing', 'Reports', 'Analytics', 'Customization', 'Documents', and 'Setup'. The 'Purchase Order' form is open, showing the 'Primary Information' tab. The form fields are as follows:

Field	Value
PO #	To Be Generated
DATE	23-Aug-2021
VENDOR	Training Videos Vendor
SUBSIDIARY	Saudi Arabia
LOCATION	Warehouse
CURRENCY	SAR
EXCHANGE RATE	1.00
EMPLOYEE	Sara AlSyoufi
FORM	EMEA - FF MM - Purchase Order

The bottom of the form shows a table with columns for CATEGORY, AMT, TAX, and others. The table is currently empty.

Purchase Order form with Employee field set to 'Sara AlSyoufi'; Subsidiary, Location, Vendor, and Currency fields also visible

Step 12: Enter the 'Receive By' date

In the Receive By field, enter the date by which the ordered items are needed. Use the calendar picker or type the date directly.

Purchase Order form with 'Receive By' and 'Memo' fields visible, along with Subsidiary, Location, Vendor, Employee, and Currency fields

Step 13: Add a note in the memo field (optional)

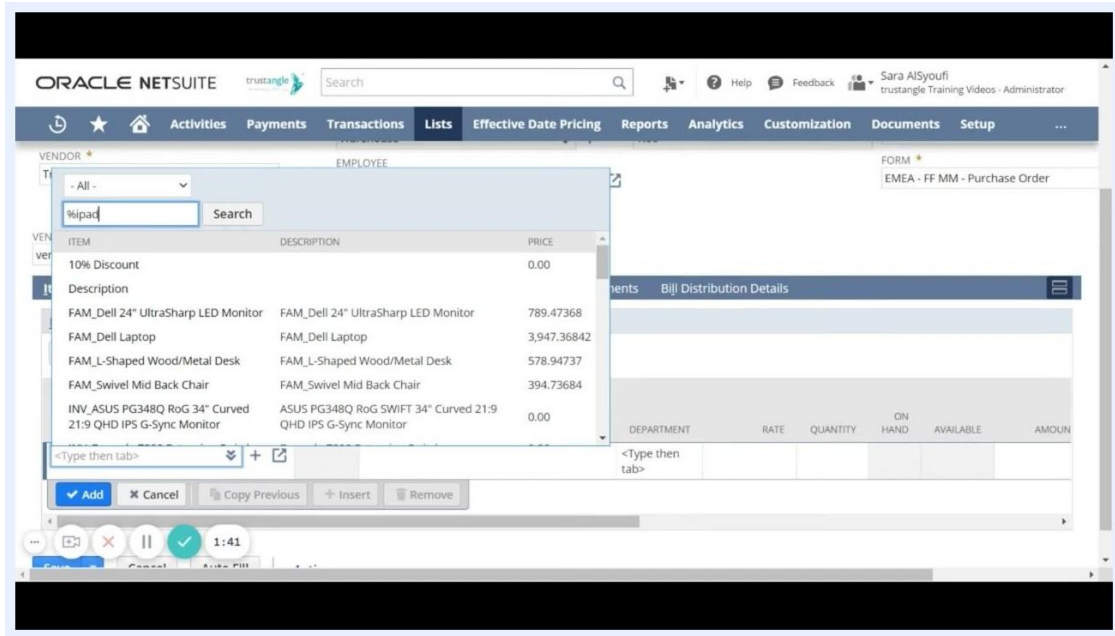
If you have any notes or special instructions for this purchase order, enter them in the Memo field. For example, you might enter "Test."

The screenshot displays the Oracle NetSuite interface for creating a purchase order. The top navigation bar includes tabs for Activities, Payments, Transactions, Lists, Effective Date Pricing, Reports, Analytics, Customization, Documents, and Setup. The main content area is divided into two sections. On the left, a 'VENDOR' dropdown menu is open, showing a list of vendors with columns for ITEM, DESCRIPTION, and PRICE. The list includes items like '10% Discount', 'FAM_Dell 24" UltraSharp LED Monitor', 'FAM_Dell Laptop', 'FAM_L-Shaped Wood/Metal Desk', 'FAM_Swivel Mid Back Chair', 'INV_ASUS PG34BQ RoG 34" Curved 21:9 QHD IPS G-Sync Monitor', and 'ASUS PG34BQ RoG SWIFT 34" Curved 21:9 QHD IPS G-Sync Monitor'. On the right, a 'FORM' dropdown menu is open, showing 'EMEA - FF MM - Purchase Order'. Below the vendor list, there is a table with columns for DEPARTMENT, RATE, QUANTITY, ON HAND, AVAILABLE, and AMOUNT. The table is currently empty. At the bottom of the screen, there is a status bar with icons for undo, redo, and other actions.

Purchase Order form with Memo field filled with 'Test'; summary panel on the right shows subtotal, tax, and total as 0.00

Step 14: Select the item(s) to purchase

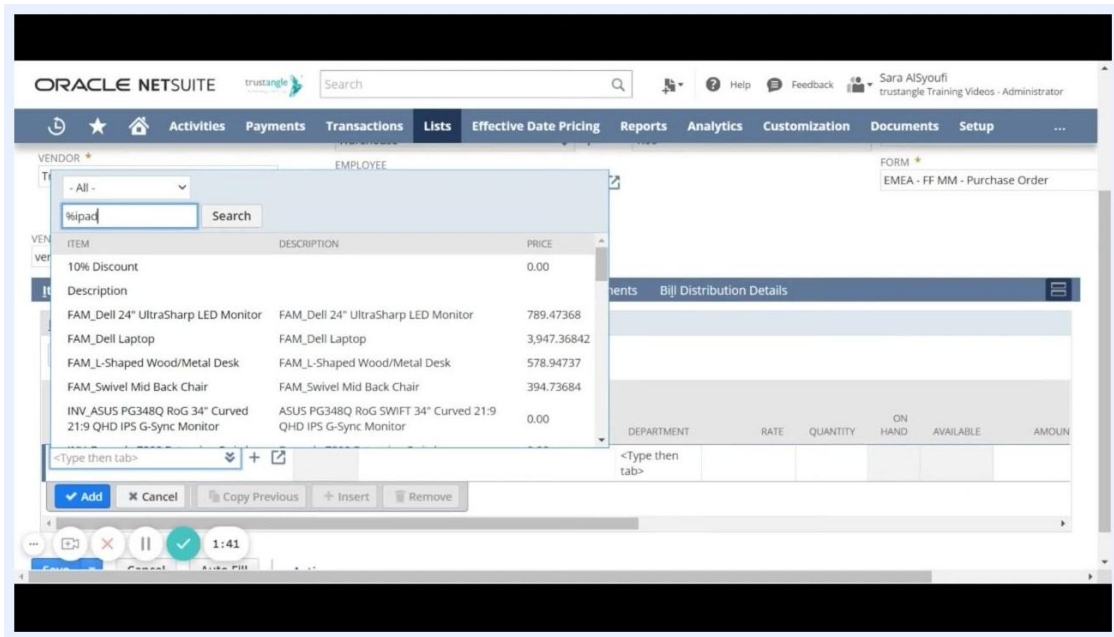
Under the Items sub-tab, click into the item field and begin typing the item name, or use a wildcard (for example, %ipad) to search. Select the desired item from the dropdown list, such as "INV_iPad Pro 12.9 inch - 128 GB."



Items sub-tab open with item search dropdown showing results for '%ipad', including various products and their prices

Step 15: Enter department, rate, and quantity

In the Department field, select the appropriate department, such as Marketing, Administration, Operations, or Sales. Enter the Rate (unit price) for the item, for example, 2,000.00, and the Quantity to be ordered, for example, 3. The system automatically calculates the Amount (for example, 6,000.00). Ensure the Tax Code is set appropriately, such as VAT_SA:UNDEF-SA, 0.0%.



The screenshot shows the Oracle NetSuite interface for a purchase order. The 'ITEM' dropdown is open, displaying a list of items. The 'DEPARTMENT' field is set to 'Marketing'. The 'RATE' field is 2,000.00, and the 'QUANTITY' field is 3. The 'AMOUNT' field is 6,000.00. The 'TAX CODE' is set to 'VAT_SA:UNDEF-SA, 0.0%'. The 'FORM' is 'EMEA - FF MM - Purchase Order'.

ITEM	DESCRIPTION	PRICE
10% Discount		0.00
FAM_Dell 24" UltraSharp LED Monitor	FAM_Dell 24" UltraSharp LED Monitor	789.47368
FAM_Dell Laptop	FAM_Dell Laptop	3,947.36842
FAM_L-Shaped Wood/Metal Desk	FAM_L-Shaped Wood/Metal Desk	578.94737
FAM_Swivel Mid Back Chair	FAM_Swivel Mid Back Chair	394.73684
INV_ASUS PG348Q RoG 34" Curved 21:9 QHD IPS G-Sync Monitor	ASUS PG348Q RoG SWIFT 34" Curved 21:9 QHD IPS G-Sync Monitor	0.00

DEPARTMENT	RATE	QUANTITY	ON HAND	AVAILABLE	AMOUNT
Marketing	2,000.00	3			6,000.00

Department dropdown open with options such as Administration, Marketing, Operations, and Sales; item line for iPad Pro 12.9 inch - 128 GB with rate 2,000.00, quantity 3, amount 6,000.00

Step 16: Add the item to the purchase order

Click the Add button to include the item and its details in the purchase order. The item appears in the list below with all entered details.

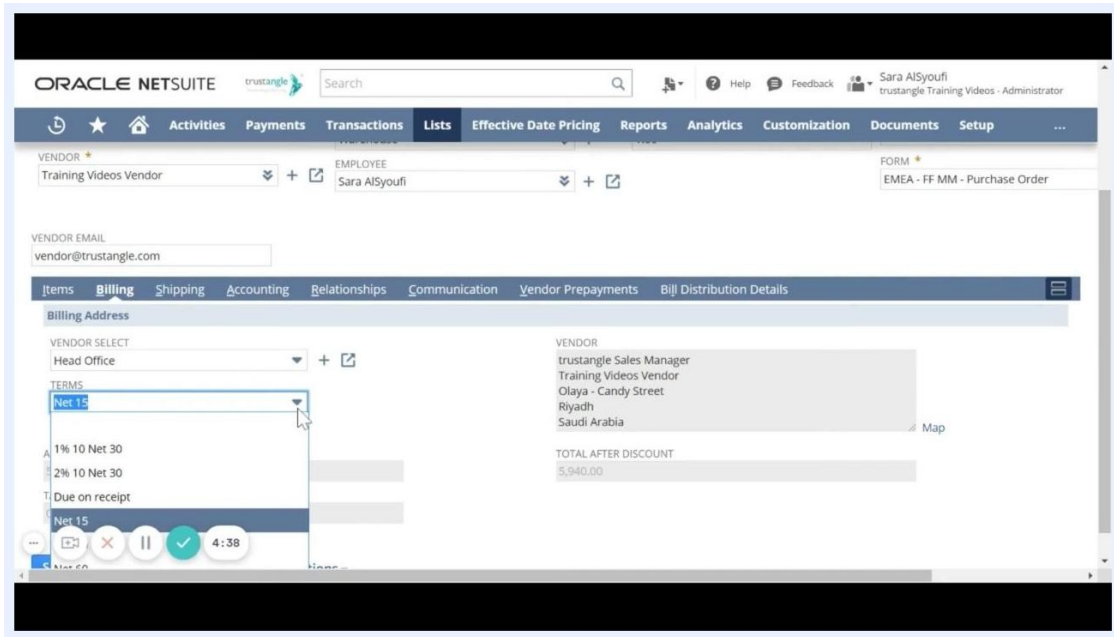
The screenshot shows the Oracle NetSuite interface for a purchase order. The top navigation bar includes 'Activities', 'Payments', 'Transactions', 'Lists', 'Effective Date Pricing', 'Reports', 'Analytics', 'Customization', 'Documents', and 'Setup'. The 'Transactions' tab is active, and the 'Lists' sub-tab is selected. The 'VENDOR' field is set to 'Training Videos Vendor', and the 'EMPLOYEE' field is set to 'Sara AISyoufi'. The 'FORM' field is set to 'EMEA - FF MM - Purchase Order'. The 'VENDOR EMAIL' field is set to 'vendor@trustangle.com'. Below the navigation bar, there are tabs for 'Items', 'Billing', 'Shipping', 'Accounting', 'Relationships', 'Communication', 'Vendor Prepayments', and 'Bill Distribution Details'. The 'Items' tab is active, showing a table with columns: ITEM, VENDOR NAME, DESCRIPTION, DEPARTMENT, RATE, QUANTITY, ON HAND, AVAILABLE, and AMOUNT. A single item line is added: 'INV iPad Pro 12.9 inch - 128 GB' with a rate of 2,000.00, quantity of 3, and an amount of 6,000.00. The 'Add' button is highlighted in blue.

ITEM	VENDOR NAME	DESCRIPTION	DEPARTMENT	RATE	QUANTITY	ON HAND	AVAILABLE	AMOUNT
INV iPad Pro 12.9 inch - 128 GB		iPad Pro 12.9 inch - 128 GB	Marketing	2,000.00	3		0	6,000.00

Item line for iPad Pro 12.9 inch - 128 GB added to the purchase order with department 'Marketing', rate 2,000.00, quantity 3, amount 6,000.00; Add button highlighted

Step 17: Adjust billing terms (if needed)

Go to the Billing sub-tab. In the Terms dropdown, select the appropriate payment terms for this purchase order, such as Net 15, 1% 10 Net 30, 2% 10 Net 30, or Due on receipt. The vendor's default terms are pre-selected, but you can change them for this specific PO.



Billing sub-tab open with Terms dropdown expanded, showing options such as Net 15, 1% 10 Net 30, 2% 10 Net 30, and Due on receipt; vendor address and total after discount visible

Step 18: Add communication details to the purchase order

Go to the Communication sub-tab. Under Messages, choose how to send the PO to the vendor:

- Check TO BE PRINTED if you want the message included in the printed PO.
- Check TO BE E-MAILED to send the PO to the vendor's email (for example, vendor@trustangle.com).
- Check TO BE FAXED if you want to fax the PO.

Enter any specific message for the vendor in the VENDOR MESSAGE field. You can also use the Events, Tasks, Phone Calls, and User Notes tabs to log additional communications.

The screenshot shows the Oracle NetSuite interface for a Purchase Order. The top navigation bar includes 'ORACLE NETSUITE', a search bar, and user information for Sara AlSyoufi. The main navigation menu has tabs for Activities, Payments, Transactions, Lists, Effective Date Pricing, Reports, Analytics, Customization, Documents, Setup, and Fixed Assets. The 'Purchase Order' form is titled 'PO411 Training Videos Vendor' and includes a status bar 'APPROVED BY SUPERVISOR/PENDING RECEIPT'. The form is divided into sections: Primary Information, Summary, and a sub-tab for Communication. The Primary Information section contains fields for PO #, DATE, VENDOR, SUBSIDIARY, LOCATION, CURRENCY, EXCHANGE RATE, RECEIVE BY, and MEMO. The Summary section shows a table with SUBTOTAL, TAX, and TOTAL. The Communication sub-tab is open, showing a Messages section with options to print, email, or fax the PO, and a Vendor Message field.

Purchase Order PO411 Training Videos Vendor

APPROVED BY SUPERVISOR/PENDING RECEIPT

Primary Information

Field	Value
PO #	PO411
DATE	23-Aug-2021
VENDOR	Training Videos Vendor
SUBSIDIARY	Saudi Arabia
LOCATION	Warehouse
CURRENCY	SAR
EXCHANGE RATE	1.00
RECEIVE BY	24-Aug-2021
MEMO	Test
VENDOR EMPLOYEE	Sara AlSyoufi
VENDOR EMAIL	vendor@trustangle.com

Summary

Field	Value
SUBTOTAL	6,000.00
TAX	0.00
TOTAL	6,000.00

Communication

Expense 0.00 Items 6,000.00

Communication sub-tab open with Messages section showing options to print, email, or fax the PO, and a Vendor Message field

Step 19: Attach files to the purchase order

Click the Files tab under the Communication sub-tab. In the ATTACH FILE field, select or upload any files relevant to the purchase order, such as quotes, specifications, or supporting documents. Click Add to attach the selected file(s). Attached files are listed below with details such as folder, size, last modified date, and file type.

The screenshot displays the Oracle NetSuite interface for a Purchase Order (PO411) for 'Training Videos Vendor'. The 'Communication' sub-tab is active, and the 'Files' tab is selected. A confirmation message at the top states 'Transaction successfully Saved'. The form includes a search bar, navigation tabs, and a summary table. The 'Files' tab shows an 'ATTACH FILE' field with an 'Add' button. The 'Summary' table shows a subtotal of 6,000.00, tax of 0.00, and a total of 6,000.00.

Primary Information			
PO #	SUBSIDIARY	CURRENCY	RECEIVE BY
PO411	Saudi Arabia	SAR	24-Aug-2021
DATE	LOCATION	EXCHANGE RATE	MEMO
23-Aug-2021	Warehouse	1.00	Test
VENDOR	EMPLOYEE		
Training Videos Vendor	Sara AlSyoufi		
VENDOR EMAIL vendor@trustangle.com			

Summary	
SUBTOTAL	6,000.00
TAX	0.00
TOTAL	6,000.00

Items	Billing	Shipping	Accounting	Relationships	Communication	Related Records	System Information	EFT	Vendor Prepayments	Bill Distribution Details
Expense 0.00 Items 6,000.00										

Files tab open under Communication sub-tab, showing the Attach File field and Add button for uploading documents

Step 20: Save the purchase order

Review all entered information for accuracy, then click Save at the bottom or top of the form to finalize and submit the purchase order. The system processes the PO and displays a summary screen.

The screenshot shows the Oracle NetSuite interface for a Purchase Order. The top navigation bar includes 'ORACLE NETSUITE', a search bar, and user information 'Sara AISyoufi, trustangle Training Videos - Administrator'. The main menu contains 'Activities', 'Payments', 'Transactions', 'Lists', 'Effective Date Pricing', 'Reports', 'Analytics', 'Customization', 'Documents', 'Setup', and 'Fixed Assets'. The page title is 'Confirmation' with a link to 'View Confirmation Details'. The main heading is 'Purchase Order' with a search icon. Below this, the PO number 'PO411' and vendor 'Training Videos Vendor' are displayed, along with the status 'APPROVED BY SUPERVISOR/PENDING RECEIPT'. Action buttons 'Edit', 'Back', 'Receive', and 'Close' are available, along with a print icon and an 'Actions' dropdown. The 'Primary Information' section contains a table with details: PO # PO411, SUBSIDIARY Saudi Arabia, CURRENCY SAR, RECEIVE BY 24-Aug-2021, DATE 23-Aug-2021, LOCATION Warehouse, EXCHANGE RATE 1.00, MEMO Test, VENDOR Training Videos Vendor, and EMPLOYEE Sara AISyoufi. A 'Summary' table shows SUBTOTAL 6,000.00, TAX 0.00, and TOTAL 6,000.00. The VENDOR EMAIL is vendor@trustangle.com. A secondary navigation bar includes 'Items', 'Billing', 'Shipping', 'Accounting', 'Relationships', 'Communication', 'Related Records', 'System Information', 'EET', 'Vendor Prepayments', and 'Bill Distribution Details'. At the bottom, a summary bar shows 'Expense 0.00' and 'Items 6,000.00'.

Primary Information			
PO #	SUBSIDIARY	CURRENCY	RECEIVE BY
PO411	Saudi Arabia	SAR	24-Aug-2021
DATE	LOCATION	EXCHANGE RATE	MEMO
23-Aug-2021	Warehouse	1.00	Test
VENDOR	EMPLOYEE		
Training Videos Vendor	Sara AISyoufi		

Summary	
SUBTOTAL	6,000.00
TAX	0.00
TOTAL	6,000.00

VENDOR EMAIL
vendor@trustangle.com

Expense 0.00 Items 6,000.00

Purchase Order summary screen showing PO number, vendor, status 'APPROVED BY SUPERVISOR/PENDING RECEIPT', and all entered details

Step 21: Verify confirmation of purchase order submission

After saving, look for the green Confirmation banner indicating "Transaction successfully Saved." Review the summary details, including PO number (for example, PO411), vendor, employee, dates, memo, and total amount. The status should show as "APPROVED BY SUPERVISOR/PENDING RECEIPT."

The screenshot displays the Oracle NetSuite interface. At the top, a green banner with a checkmark icon reads "Confirmation Transaction successfully Saved". Below this, the "Purchase Order" form is visible for PO411, Training Videos Vendor. The status is "APPROVED BY SUPERVISOR/PENDING RECEIPT". The form includes a "Primary Information" section with fields for PO #, DATE, VENDOR, SUBSIDIARY, LOCATION, CURRENCY, EXCHANGE RATE, RECEIVE BY, and MEMO. A "Summary" table on the right shows the following values:

Summary	
SUBTOTAL	6,000.00
TAX	0.00
TOTAL	6,000.00

At the bottom of the form, a summary bar shows "Expense 0.00" and "Items 6,000.00".

Confirmation banner and Purchase Order summary with all key details and status visible

Summary

By following these steps, you have successfully learned how to create a purchase order in NetSuite—from selecting the vendor and subsidiary to entering item details, department, rate, quantity, billing terms, communication preferences, and file attachments. Once saved and confirmed, your purchase order is submitted and ready for the next stage of processing.