

Complete Business Management Solution

Table of Contents

1. Introduction
2. Dashboard Overview
3. Modules Overview
4. Purchase
 1. Purchase Dashboard
 2. System Generated Purchase Order
 3. Purchase Indent
 4. Purchase Invoice
 5. Purchases Order
 6. Purchase Register
 7. Purchase Order Status
 8. Purchase Requisition
 9. Vendor Profiles List

Introduction

Welcome to Swipfe ERP. Swipfe ERP is a flagship product of Swipfe Infotech Private Limited, developed to simplify and modernize enterprise resource planning for businesses of all sizes.

Swipfe ERP streamlines Sales, Inventory, Purchase, Production, Accounts, and HR in one platform.

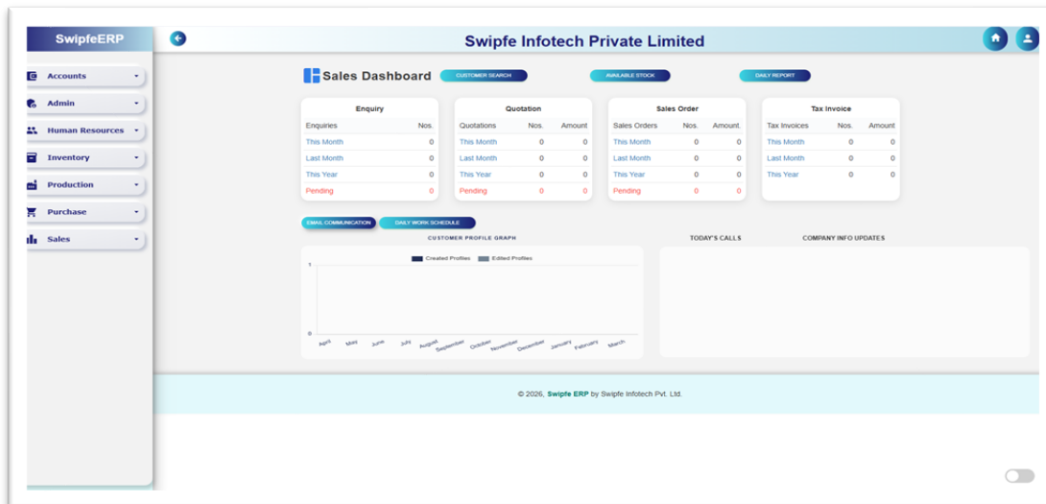
Swipfe ERP is an all-in-one solution for managing core business operations efficiently.

Manage your entire business with Swipfe ERP—Sales, Inventory, Accounts, HR, and more.

Swipfe ERP simplifies business operations with integrated management tools.

Dashboard Overview

The Dashboard serves as the central control panel of Swipfe ERP and provides quick access to Accounts, Admin, Human Resources, Inventory, Production, Purchase, and Sales.



Key Features

- Navigation Menu
- Sales Dashboard Summary
- Customer Search
- Available Stock Overview
- Daily Reports
- Enquiry Statistics
- Quotation Statistics
- Sales Order Statistics
- Tax Invoice Statistics
- Customer Profile Graph
- Today's Calls Section
- Company Updates Section

Modules Overview

The left navigation panel contains:

- Accounts
- Admin
- Human Resources
- Inventory
- Production
- Purchase
- Sales

Process Flow

Purchase Requisition → Purchase Indent → System Generated Purchase Order → Purchase Order → Purchase Invoice

1. Purchase Dashboard:

Purpose

ERP Demo

Purchase Dashboard [VENDOR SEARCH](#)

Purchase Requisition	
Requisition	Nos.
This Month	0
Last Month	0
This Year	0
Pending	0

Purchase Indent	
Indent	Nos.
This Month	4
Last Month	0
This Year	4
Pending	2

Purchase Order		
Pur. Order	Nos.	Amount.
This Month	2	70,000
Last Month	0	0
This Year	2	70,000
Pending	2	70,000

Purchase Invoice		
Pur. Invoice	Nos.	Amount
This Month	0	0
Last Month	0	0
This Year	0	0

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The Purchase Dashboard provides a centralized overview of procurement activities within the ERP system. It enables users to monitor requisitions, indents, purchase orders, and purchase invoices from a single screen. The dashboard presents real-time purchasing information, helping users track pending activities, monitor procurement performance, and make informed purchasing decisions efficiently.

How to Use the Purchase Dashboard

Step 1:

Log in to Swipfe ERP using your authorized credentials.

Step 2:

Navigate to:

Purchase → Purchase Dashboard

Step 3:

Review the Purchase Requisition card to monitor requisition activities and pending requests.

Step 4:

Check the Purchase Indent card to analyze material requirement trends.

Step 5:

Review the Purchase Order card to monitor orders placed and their corresponding values.

Step 6:

Examine the Purchase Invoice card to track invoice status and expenditure.

Step 7:

Click the **More** button under any section to access detailed transaction records.

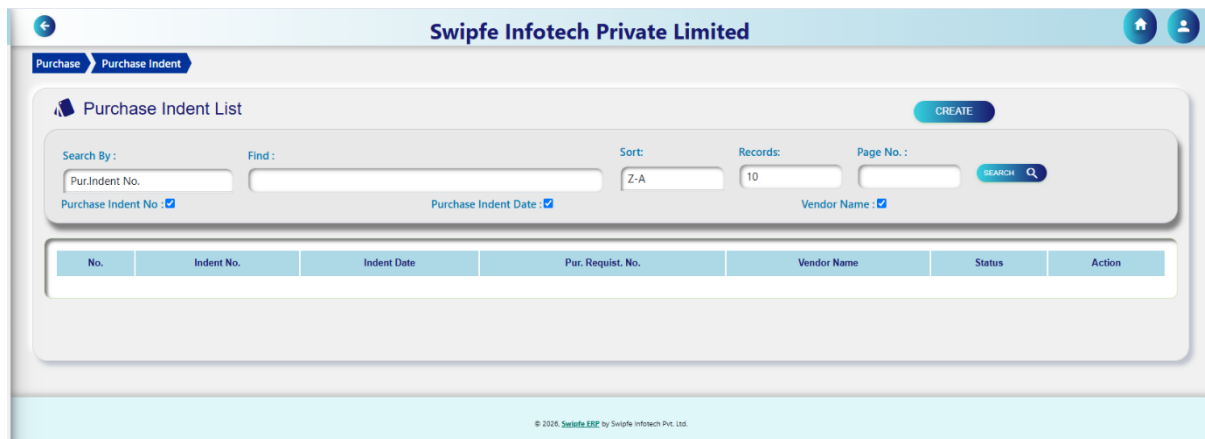
Step 8:

Use the **Vendor Search** button whenever vendor information is required.

2. Purchase Indent

Purpose

The **Purchase Indent** feature is used to raise a formal request for purchasing items required by the organization. It captures vendor information, item requirements, delivery terms, and accounting details before the purchase approval process begins.



Search Filters

Search By

Select the parameter to search:

- Purchase Indent Number

Records

Specify the number of records to display.

Page No.

Navigate directly to a particular page.

Search Button

Displays records matching the entered criteria.

Purchase Indent Creation

Navigation

Purchase → Purchase Indent → Create

The Purchase Indent Creation screen is used to prepare a detailed purchase requirement.

Note

Purchase Indent can be created in two ways:

- **Dependent:** Search and select the **Purchase Requisition Number** to automatically populate the related data.
 - **Independent:** If no requisition exists, manually enter all required details and create the Purchase Indent.
-

Step 1: Select Purchase Requisition

Purchase Requisition Number

- Select the Purchase Requisition Number from the dropdown.
 - Click **SEARCH** to fetch requisition details.
-

Step 2: Purchase Indent Details

Purchase Indent Number

- System-generated unique indent number.
- Automatically assigned by the system.

Purchase Indent Date

- Displays the date of indent creation.

Purchase Requisition Date

- Select or verify the requisition date.
-

Step 3: Vendor Details

Enter vendor-related information.

Vendor Name

Select the vendor from the available list.

Address Title

Choose the vendor address type.

Address

Displays vendor address details.

Locality / Village

Displays locality information.

Taluka / City

Displays city details.

Pincode

Displays postal code.

ERP Demo

Purchase Purchase Indent Create

Purchase Indent Creation

Pur. Requisit. No. :
Please Select

Purchase Indent Details

Pur. Indent No. : Pur. Indent Date : Pur. Requisit. Date :
PN26060005 15/06/2026 dd-mm-yyyy

Vendor Details

Vendor Name : Add. Title : Address :
Please Select Please Select

Locality/ Village : Taluka/ City : Pincode : District : State :
Code

Contact Person Name : Office Contact : Office Email :
Please Select +91 Please Select Please Select

Terms Of Delivery : Courier Name :
Please Select Please Select

Item Details

Item Name : Quantity :
Please Select 1

Account Group Details

Account Group : Amount : Narration :
Please Select

Internal Note

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District

Displays district information.

State

Displays state information.

Contact Person Name

Select the vendor contact person.

Country Code

Displays country dialing code.

Example:

- +91

Office Contact

Select office contact number.

Office Email

Select vendor email address.

Terms of Delivery

Select agreed delivery terms.

Examples:

- Immediate Delivery
- Partial Delivery
- Standard Delivery

Courier Name

Select preferred courier service.

Step 4: Item Details

Add items required from the vendor.

Item Name

Select the item to be purchased.

Quantity

Enter the required quantity.

Add Button

Click **ADD** to include the item in the indent.

Repeat this process for all required items.

Step 5: Account Group Details

Capture accounting allocations related to the indent.

Account Group

Select the relevant account head.

Examples:

- Purchase Expenses
- Raw Material Purchase
- Office Supplies

Amount

Enter the amount applicable to the selected account group.

Narration

Provide a brief explanation regarding the transaction.

Example:

Purchase allocation for approved indent items.

Add Button

Click **ADD** to save the account group entry.

Multiple account groups can be added if required.

Step 6: Internal Note

Internal Note

Enter remarks or instructions intended for internal reference.

Examples:

- Urgent requirement.
 - Obtain management approval before ordering.
 - Vendor committed delivery within seven days.
-

Step 7: Save Purchase Indent

Create Button

Click **CREATE** to save the Purchase Indent.

The system will:

- Generate the Purchase Indent.
- Save vendor and item details.
- Forward the indent for subsequent purchase processing.

Close Button

Click **CLOSE** to exit without creating the indent.

3. System Generated Purchase Order

Purpose

The **Prepared Purchase Order List** displays items that are ready for purchase order generation based on procurement requirements.

Navigation

Purchase → System Generated Purchase Order

Features Available

Sort/Search By

Search prepared purchase records using:

- Item Name

Find

Enter the item name to locate specific records.

Sort By

Choose sorting order:

- A-Z
- Z-A

Records

Specify the number of records to display.

Page Number

Navigate to a specific page.

Search Button

Displays matching records.

Information Displayed

The screen displays:

- Serial Number
- Item Code
- Item Name
- Sales Rate
- Purchase Rate
- Unit
- Godown
- Preferred Supplier
- MOQ (Minimum Order Quantity)
- ROQ (Reorder Quantity)
- Location
- Action

Swipfe Infotech Private Limited

 Prepared Purchase Order List

Sort/Search By : Find : Sort By Records Pg. No.

Item Code: Item Name: Sales Rate: Purchase Rate: Godown: Preferred Supplier: Location:

No.	Item Code	Item Name	Sales Rate	Pur. Rate	Unit	Godown	Preferred Supplier	MOQ	ROQ	Location	Action
-----	-----------	-----------	------------	-----------	------	--------	--------------------	-----	-----	----------	--------

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Action

Using the Action option, users can:

- View item details.
- Proceed with purchase order preparation.
- Review supplier recommendations.

Important Notes

- Ensure the Purchase Requisition is approved before creating a Purchase Indent.
- Verify vendor information before saving the indent.
- Confirm item quantities carefully to avoid excess purchasing.
- Use Internal Notes for procurement instructions.
- Review account allocations before final submission.
- Check prepared purchase orders regularly to prevent stock shortages.

Process Flow

Purchase Requisition → Purchase Indent → System Generated Purchase Order → Purchase Order → Purchase Invoice

4. Vendor Profile

Purpose

The Vendor Profile module is used to create and maintain vendor/supplier master records. It stores vendor details such as company information, contact details, PAN number, entity type, and other supplier-related information required for procurement activities.

Navigation

Purchase → Vendor Profiles

Features Available

Search By

Search vendor records using:

- Vendor Name

Find

Enter the vendor name to locate specific vendor records.

Sort By

Choose sorting order:

- A-Z
- Z-A

Records

Specify the number of records to display.

Page Number

Navigate to a specific page.

Search Button

Displays matching vendor records.

Create Button

Used to create a new vendor profile.

Vendor Incomplete List

Displays vendor records with incomplete information.

Information Displayed

The screen displays:

- Serial Number
 - Created Date
 - Last Edited Date
 - Vendor Name
 - Address Title
 - Pincode
 - GSTIN
 - Category
 - Zone
 - Action
-

Vendor Profile Creation

Click the **Create** button to open the Vendor Profile Creation window.

Details to be Entered

- Vendor Name
- Company Website
- PAN Number
- Type of Entity
- MSME Number (if applicable)

Create Button

Saves the vendor profile.

Close Button

Closes the creation window without saving.

Action

Using the Action option, users can:

- View vendor details.
- Edit vendor information.
- Update vendor master records.
- Review vendor profile information.

Important Notes

- Ensure vendor details are entered accurately.
- Verify PAN and GST details before saving.
- Maintain updated contact information.
- Complete all mandatory fields to avoid procurement delays.
- Review vendor records periodically for accuracy.
- Update vendor information whenever changes occur.

Process Flow

Vendor Profile Creation → Vendor Approval → Purchase Requisition → Purchase Order → Purchase Invoice

The screenshot displays the 'Vendor Profiles List' interface. At the top, there is a navigation bar with a back arrow, the company name 'Swipfe Infotech Private Limited', and home and user icons. Below this is a breadcrumb trail: 'Purchase > Purchase Dashboard > Vendor Profiles'. The main content area features a 'Vendor Profiles List' header with 'CREATE' and 'VENDOR INCOMPLETE LIST' buttons. A search section includes a 'Search By:' dropdown set to 'Vendor Name', a 'Find:' input field, a 'Sort:' dropdown set to 'Z-A', a 'Records:' input field set to '10', and a 'Page No.:' input field. There are also checkboxes for 'Category', 'Date', 'Vendor Name', 'Address Title', 'Taluka', and 'Pincode'. A 'SEARCH' button with a magnifying glass icon is positioned to the right of the search fields. Below the search section is a table with the following columns: 'Sr. No.', 'Created Date', 'Last Edited', 'Vendor Name', 'Add Title', 'Pincode', 'GSTIN', 'Category', 'Zone', and 'Action'. The table is currently empty.

Steps to Create Vendor Profile

Step 1

Navigate to:

Purchase → Vendor Profiles

Step 2

Click the **CREATE** button available at the top of the Vendor Profiles List screen.

Step 3

The **Create Vendor Profile** window will open.

Step 4

Enter the following details:

Field	Description
Vendor Name	Enter the supplier/company name
Company Website	Enter the vendor's website address
PAN Number	Enter the vendor PAN number
Type of Entity	Select the business entity type
MSME No.	Tick if the vendor is MSME registered

Step 5

Verify all entered information.

Step 6

Click the **CREATE** button to save the Vendor Profile.

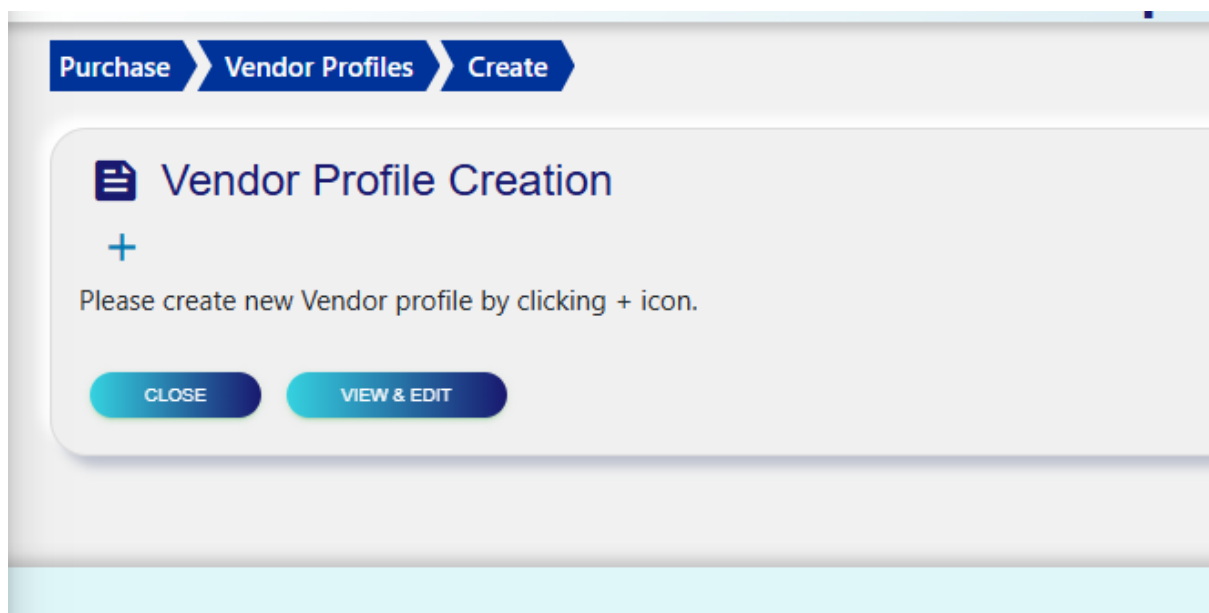
Step 7

The vendor profile is successfully created and becomes available for Purchase Requisition, Purchase Order, and Purchase Invoice transactions.

Action

Using the Action option, users can:

- View vendor details.
- Edit vendor information.
- Update vendor master records.
- Review vendor profile information.



Vendor Name : *i* Company Website : *i*

Enter Company Name Enter Company Website

PAN Number : *i* Type of Entity :

Enter PAN

Is MSME No. :

CREATE CLOSE

5. Purchase Requisition

Purpose

The Purchase Requisition module is used to raise requests for materials, products, or services required by the organization. It serves as the initial step in the procurement process and helps ensure proper approval and tracking of purchasing requirements.

Navigation

Purchase → Purchase Requisition

Features Available

Search By

Search requisition records using:

- Purchase Requisition Number

Find

Enter the requisition number to locate specific records.

Sort By

Choose sorting order:

- A-Z
- Z-A

Records

Specify the number of records to display.

Page Number

Navigate to a specific page.

Search Button

Displays matching requisition records.

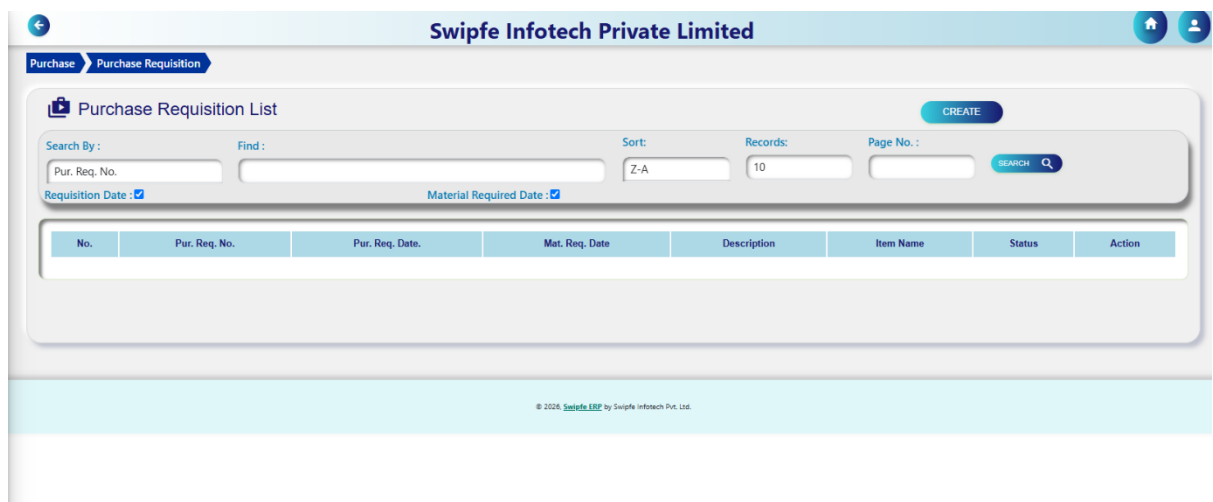
Create Button

Used to create a new Purchase Requisition.

Information Displayed

The screen displays:

- Serial Number
- Purchase Requisition Number
- Purchase Requisition Date
- Material Required Date
- Description
- Item Name
- Status
- Action



Steps to Create Purchase Requisition

Step 1

Navigate to:

Purchase → Purchase Requisition

Step 2

Click the **CREATE** button available on the Purchase Requisition List screen.

Step 3

The **Purchase Requisition Creation** screen will open.

Step 4

Complete the **Purchase Requisition Details** section.

Enter:

Field	Description
Requisition No.	System-generated requisition number
Requisition Date	Date of requisition creation
Material Req. Date	Required delivery date of material

Step 5

Complete the **Item Details** section.

Enter:

Field	Description
Item Name	Select the required item
Item Code	Displays item code automatically
Quantity	Enter required quantity

Click the **ADD** button to add the item to the requisition.

Step 6

Complete the **Account Group Details** section.

Enter:

Field	Description
Account Group	Select the expense/account head
Amount	Enter estimated amount
Narration	Enter remarks or justification

Click the **ADD** button to add account group details.

Step 7

Enter details in the **Description** section.

Provide:

- Material requirement details
 - Purpose of purchase
 - Additional procurement instructions
-

Step 8

Review all entered information carefully.

Verify:

- Material Required Date

- Item Details
 - Quantity
 - Account Group Details
 - Description
-

Step 9

Click the **CREATE** button to save the Purchase Requisition.

Step 10

The Purchase Requisition is successfully created and becomes available for further procurement processing.

Action

Using the Action option, users can:

- View requisition details.
 - Edit requisition information.
 - Review requested items.
 - Check requisition status.
 - Track procurement requirements.
-

Important Notes

- Ensure the Material Required Date is accurate.
- Verify item quantities before submission.
- Select the correct Account Group for budget allocation.
- Provide clear descriptions for faster approval.
- Review all details before creating the requisition.
- Only approved requisitions should proceed to the next procurement stage.

6. Purchase Order

Purpose

The Purchase Order module is used to generate and manage Purchase Orders issued to vendors for the procurement of materials, products, or services. It serves as an official document communicating purchase requirements, quantities, pricing, and delivery terms to suppliers.

Navigation

Purchase → Purchase Order

Features Available

Search By

Search purchase orders using:

- Purchase Order Number
- Vendor Name

Find

Enter the Purchase Order Number or Vendor Name to locate specific records.

Sort By

Choose sorting order:

- A-Z
- Z-A

Records

Specify the number of records to display.

Page Number

Navigate to a specific page.

Search Button

Displays matching Purchase Order records.

Create Button

Used to create a new Purchase Order.

Information Displayed

The screen displays:

- Serial Number
- Purchase Order Number
- Purchase Order Date
- Vendor Name
- Total Amount
- Status
- Action

The screenshot shows the 'Purchase Order List' interface for Swipfe Infotech Private Limited. The header includes the company name and navigation icons. Below the header, there are tabs for 'Purchase' and 'Purchase Order'. The main area features a search bar with fields for 'Pur. Order No.', 'Find:', 'Sort:' (set to 'Z-A'), 'Records:' (set to '10'), and 'Page No.'. There are 'CREATE' and 'SEARCH' buttons. Below the search bar, there are checkboxes for 'Purchase Order No. : [x]' and 'Vendor Name : [x]'. A table with columns for 'No.', 'PO. No.', 'PO. Date', 'Pur. Indt. No.', 'GRR No.', 'Vendor Name', 'Pur. Inv. No.', 'Supplier Inv. No.', 'Status', and 'Action' is visible. The footer contains the copyright notice: '© 2025 Swipfe LBE by Swipfe Infotech Pvt. Ltd.'

Steps to Create Purchase Order

Step 1

Navigate to:

Purchase → Purchase Order

Step 2

Click the **CREATE** button.

Step 3

The **Purchase Order Creation** screen will open.

Step 4

Select the **Purchase Indent Number**.

Step 5

Click **SEARCH**.

Swipe ERP automatically fetches:

- Purchase Order Details
 - Vendor Information
 - Item Details
 - Account Group Details
 - Purchase Requirements
-

Step 6

Review the automatically populated Purchase Order information.

Verify:

- Vendor Details
 - Item Details
 - Quantity
 - Material Requirement Information
-

Step 7

Review the **Vendor Information** section.

The system displays:

- Vendor Name
 - Address Details
 - Contact Information
 - GST Details (if configured)
-

Step 8

Review the **Item Details** section.

The system displays:

- Item Name
 - Item Code
 - Quantity
 - Unit
 - Rate
 - Amount
-

Step 9

Review the **Account Group Details** section.

The system displays:

- Account Group
 - Amount
 - Narration
-

Step 10

Review the **Courier and Transportation Details** section, if applicable.

Verify:

- Courier Name
 - Dispatch Mode
 - Transport Mode
-

Step 11

Review the **Tax and Amount Details**.

The system calculates:

- Product Sub Total
 - Freight Charges
 - GST Amount
 - Total Purchase Order Value
-

Step 12

Enter any additional instructions for the vendor, if required.

Step 13

Review all information carefully.

Step 14

Click the **CREATE** button to generate the Purchase Order.

Step 15

The Purchase Order is successfully created and can be issued to the vendor.

Action

Using the Action option, users can:

- View Purchase Order details.
- Edit Purchase Orders.
- Review vendor information.

- Track Purchase Order status.

Swipfe Infotech Private Limited

Purchase > Purchase Order > Create

Purchase Order Creation

Pur. Indent No. : SEARCH

» Purchase Order Details

Pur. Order No. : Pur. Order Date : Pur. Indent Date : Material Req. Date :

» Vendor Details

Vendor Name : Address Title : Address :

Locality/ Village : Taluka/ City : Pincode : District : State :

Contact Person Name : Code : Office Contact : Office Email :

Discount : Terms Of Delivery : Payment Term :

» Item Details

Item Name : ItemCode : Quantity : Units : ADD

» Account Group Details

Account Group : Amount : Narration :

Swipfe Infotech Private Limited

» Item Details

Item Name : ItemCode : Quantity : Units : ADD

» Account Group Details

Account Group : Amount : Narration : ADD

» Courier Services

Courier Name : Dispatch Mode : By Hand By Courier Transport Mode : By Air By Surface

Product Sub Total : Freight Charges : IGST : CGST : SGST : Total Amount :

Specific Instructions to Vendor :

CREATE

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7.Purchase Invoice

Purpose

The Purchase Invoice module is used to record supplier invoices received against Purchase Orders. It helps maintain accurate purchase records, track vendor billing, manage tax calculations, and update financial transactions within the ERP system.

Navigation

Purchase → Purchase Invoice

Features Available

Search By

Search purchase invoices using:

- Vendor Name
- Purchase Order Number
- Supplier Invoice Number

Find

Enter the Vendor Name, Purchase Order Number, or Supplier Invoice Number to locate specific records.

Sort By

Choose sorting order:

- A-Z
- Z-A

Records

Specify the number of records to display.

Page Number

Navigate to a specific page.

Search Button

Displays matching Purchase Invoice records.

Create Button

Used to create a new Purchase Invoice.

Information Displayed

The screen displays:

- Serial Number
- Purchase Invoice Number
- Purchase Invoice Date
- Purchase Order Number

- Vendor Name
 - Supplier Invoice Number
 - Total Amount
 - Status
 - Action
-

Steps to Create Purchase Invoice

Step 1

Navigate to:

Purchase → Purchase Invoice

Step 2

Click the **CREATE** button.

Step 3

The **Purchase Invoice Creation** screen will open.

Step 4

Select the **Vendor Name**.

Step 5

Select the **Purchase Order Number**.

Step 6

Click **SEARCH**.

Swipe ERP automatically fetches:

- Vendor Information
 - Purchase Order Details
 - Item Details
 - Quantity Information
 - Rate Information
 - Tax Information
-

Step 7

Enter the supplier invoice details.

Field	Description
Supplier Invoice No.	Vendor invoice reference number
Supplier Invoice Date	Date mentioned on supplier invoice

Step 8

Review the automatically populated vendor information.

Verify:

- Vendor Name
 - Address Details
 - Contact Information
 - GST Details
-

Step 9

Review the item details.

The system displays:

- Item Name
 - Item Code
 - Quantity
 - Unit
 - Rate
 - Amount
-

Step 10

Review the tax details.

The system calculates:

- Taxable Amount
 - CGST
 - SGST
 - IGST
 - Total Invoice Amount
-

Step 11

Review all information carefully.

Verify:

- Supplier Invoice Number
- Item Details
- Quantity
- Rates
- Tax Values
- Total Amount

Step 12

Click the **CREATE** button to save the Purchase Invoice.

Step 13

The Purchase Invoice is successfully recorded and becomes available for accounting and purchase reporting.

Action

Using the Action option, users can:

- View Purchase Invoice details.
- Edit invoice information.
- Review vendor billing records.
- Verify tax calculations.
- Track purchase transactions.

The screenshot shows the 'Purchase Invoice List' interface. At the top, there is a navigation bar with 'Purchase' and 'Purchase Invoice' tabs, and a 'CREATE' button. Below the navigation bar, there is a search section with fields for 'Pur. Invoice No.', 'Purchase Invoice Date', and 'Vendor Name'. A table below the search section displays a list of purchase invoices with columns: Sr No., Pur. Inv. No., Inv. Entry Date, PO. No., Vendor Name, Supplier Inv. No., Supplier Inv. Date, Sub Total, Freight Charges, IGST, CGST / SGST, Inv. Total Amt., and Action. The table contains three rows of data.

The screenshot shows the 'Purchase Invoice Creation' interface. At the top, there is a navigation bar with 'Purchase', 'Purchase Invoice', and 'Create' tabs. Below the navigation bar, there is a 'Purchase Invoice Creation' section with a search button. The main form is divided into several sections: 'Purchase Invoice Details' with fields for Pur. Invoice No., Pur. Invoice Date (15/06/2026), Pur. Order Date, Supl. Invoice No., Supl. Invoice Date (dd-mm-yyyy), and Material Req. Date (dd-mm-yyyy); 'Vendor Details' with fields for Address Title, Address, Locality/ Village, Taluka/ City, Pincode, District, State, Contact Person Name, Code, Office Contact, Office Email, and Discount; 'Item Details' with fields for Item Name, ItemCode, Quantity (1), and Units (no); and 'Account Group Details' with fields for Account Group, Amount, and Narration.

8. Purchase Register

Purpose

The Purchase Register module provides a consolidated view of all purchase transactions recorded within a selected period. It helps users monitor purchase activities, review vendor transactions, verify invoice entries, and generate purchase reports for financial and audit purposes.

Navigation

Purchase → Purchase Register

Features Available

Financial Year Selection

Select the required financial year for viewing purchase records.

Date Range Filter

Filter purchase transactions using:

- From Date
- To Date

Search Button

Displays purchase transactions matching the selected criteria.

Reset Button

Clears all selected filters and reloads the screen.

Information Displayed

The Purchase Register displays:

- Purchase Invoice Number
- Purchase Invoice Date
- Vendor Name
- Purchase Order Number
- Supplier Invoice Number
- Item Details
- Taxable Amount
- GST Amount
- Total Invoice Value
- Transaction Status

Process Flow

Purchase Requisition → Purchase Order → Purchase Invoice → Purchase Register → Financial Reporting

Action

Using the Purchase Register, users can:

- View purchase transaction history.
- Review vendor-wise purchases.
- Verify purchase invoice entries.
- Monitor procurement activities.
- Generate purchase-related reports.
- Support financial audits and reconciliations.

Swipfe Engineering Private Limited

Purchase Register

Financial Year 2026-27

Financial Year

From Date

To Date

Particulars	Debit	Credit	Closing Balance
April		0.00	Dr
May		0.00	Dr
June			Dr
Grand Total			Dr

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10. Purchase Order Status

Purpose

The Purchase Order Status module is used to track and monitor the progress of Purchase Orders throughout the procurement process. It provides visibility into Purchase Order status, Purchase Indent status, Purchase Requisition status, and material requirements, helping users ensure timely procurement and delivery.

Navigation

Purchase → PO Status

Features Available

Purchase Order No.

Enter the Purchase Order Number to search for a specific Purchase Order.

Company Name

Select the Company Name associated with the Purchase Order.

Search Button

Retrieves the Purchase Order details and current status.

Clear Button

Clears all entered information and resets the screen.

Update Button

Saves any status updates made to the Purchase Order.

Information Displayed

Purchase Order Details

The screen displays:

- Purchase Order Date
- Material Required Date
- Purchase Order Status
- Purchase Indent Number
- Purchase Indent Date
- Purchase Indent Status
- Purchase Requisition Number
- Purchase Requisition Date
- Purchase Requisition Status

Manufacturing Details

The system displays manufacturing-related information associated with the Purchase Order, including:

- Item Details
- Quantity Information
- Manufacturing Status
- Procurement Progress

Steps to Check Purchase Order Status

Step 1

Navigate to:

Purchase → PO Status

Step 2

Enter the **Purchase Order Number**.

Step 3

Select the **Company Name**.

Step 4

Click the **SEARCH** button.

Step 5

The system retrieves and displays the Purchase Order information.

Action

Using the Purchase Order Status module, users can:

- Track Purchase Order progress.
- Monitor Purchase Indent status.
- Monitor Purchase Requisition status.
- Verify material requirement schedules.
- Review manufacturing and procurement progress.
- Update Purchase Order status information.

Process Flow

**Purchase Requisition → Purchase Indent → Purchase Order → Purchase Order Status
→ Purchase Invoice → Purchase Register**