# Create and Manage Purchase entries in Runonweb

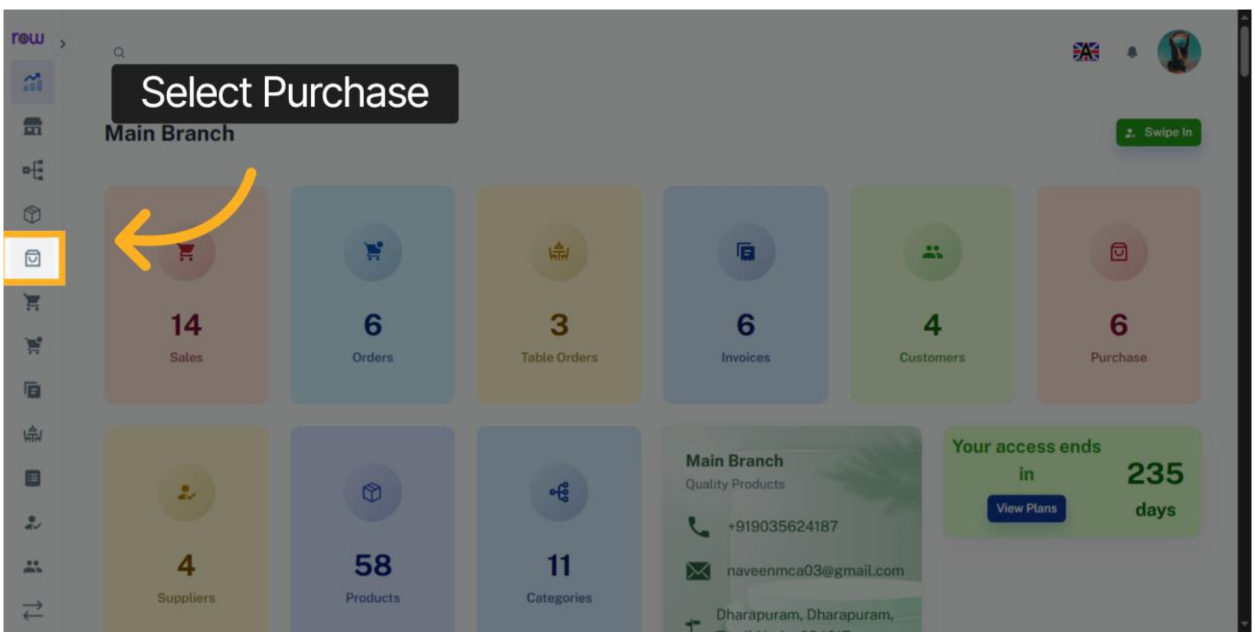
**Go to [runonweb.com](runonweb.com)**

### 1. Introduction

In this tutorial, you will learn how to create, update, and cancel a Purchase, as well as generate an e-way bill for the Purchase.

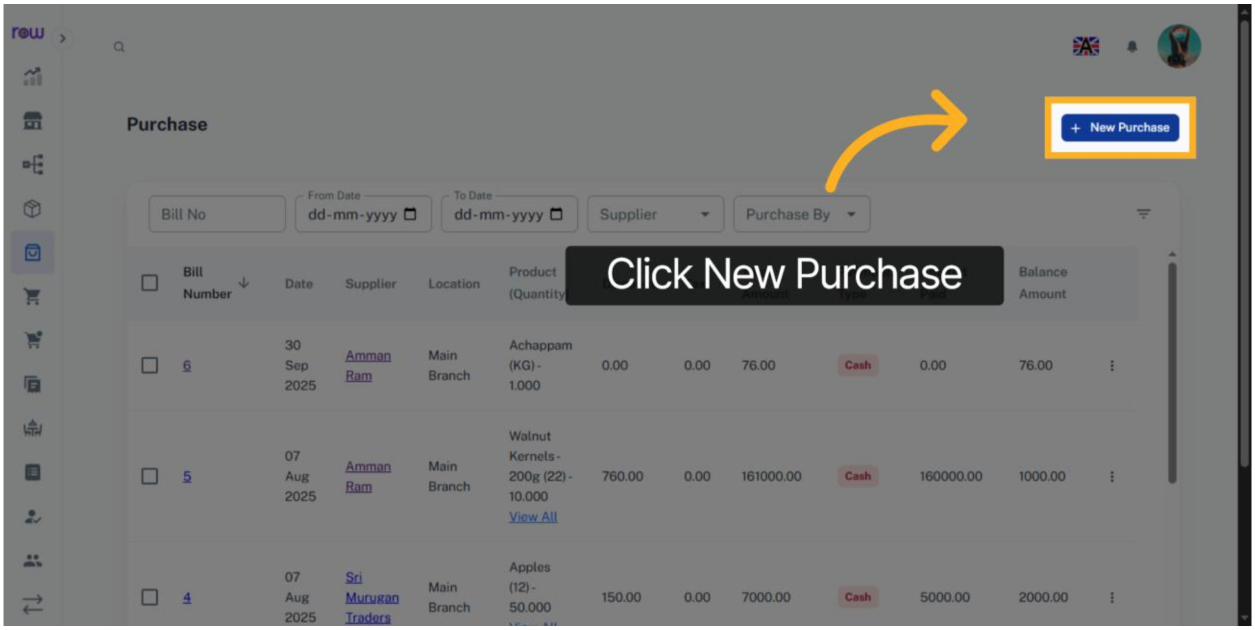
### 2. Purchase Menu

Select the Purchase menu to open the Purchase list screen.



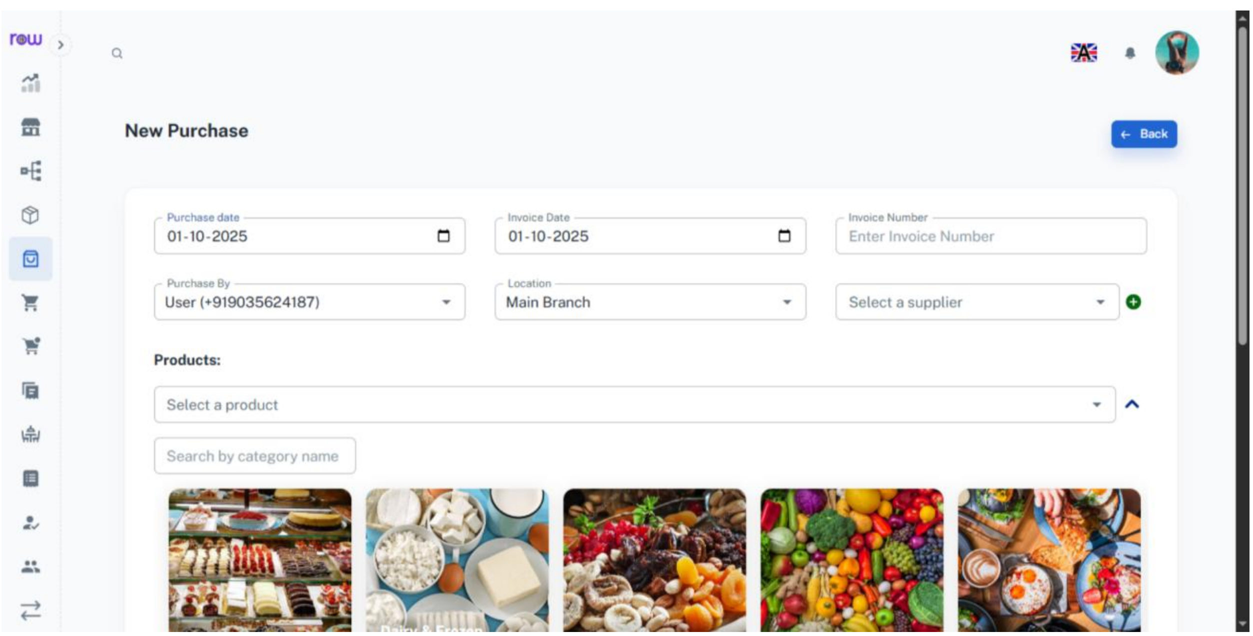
### 3. New Purchase Button

Click the New Purchase button to start creating a purchase.



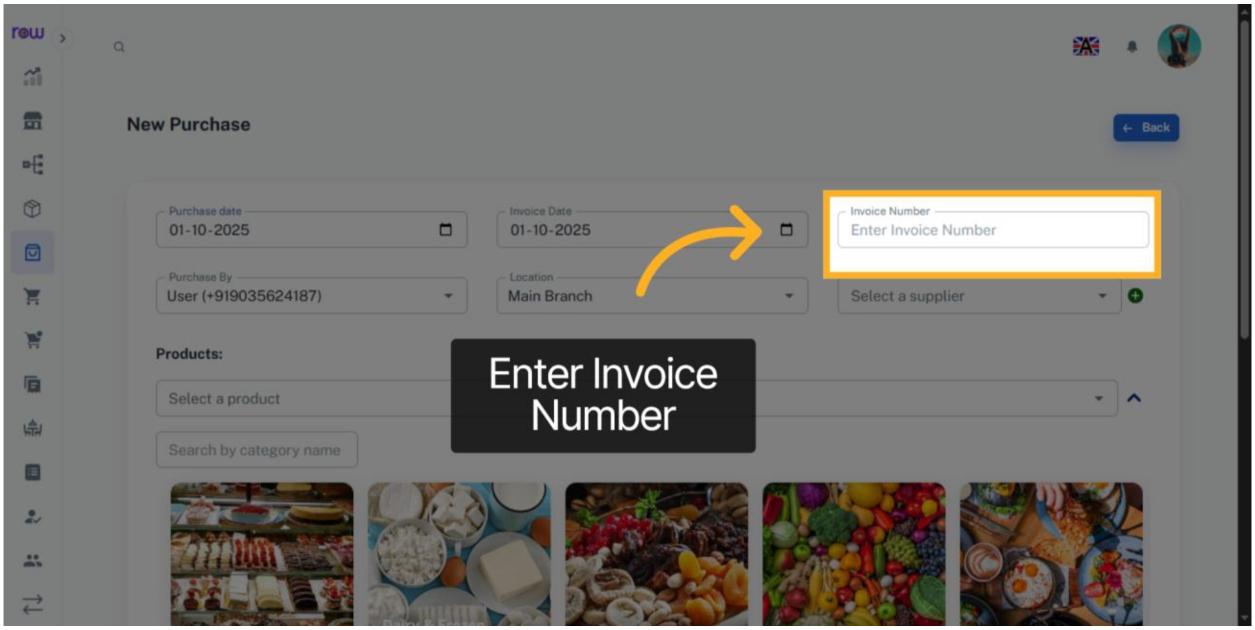

### 4. New Purchase

Purchase date, Invoice date, Purchase by and Location are already filled in. You can update them if needed.



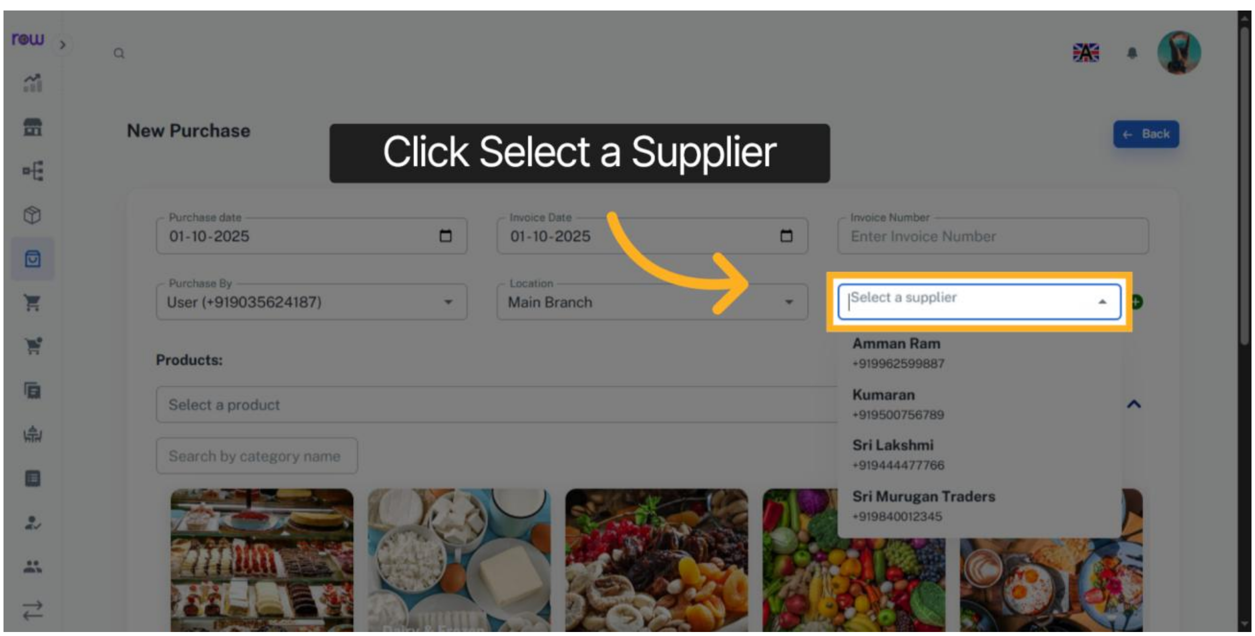
## 5. Invoice Number

Enter Invoice Number If available



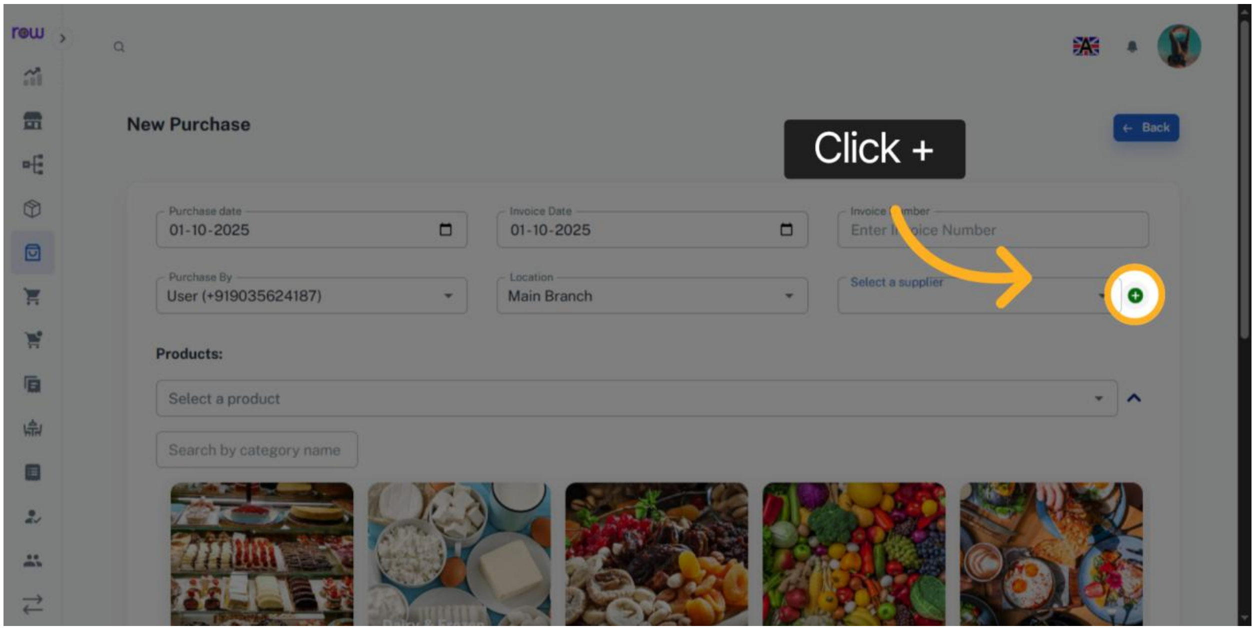

## 6. Select Supplier

Search and select an existing Supplier.



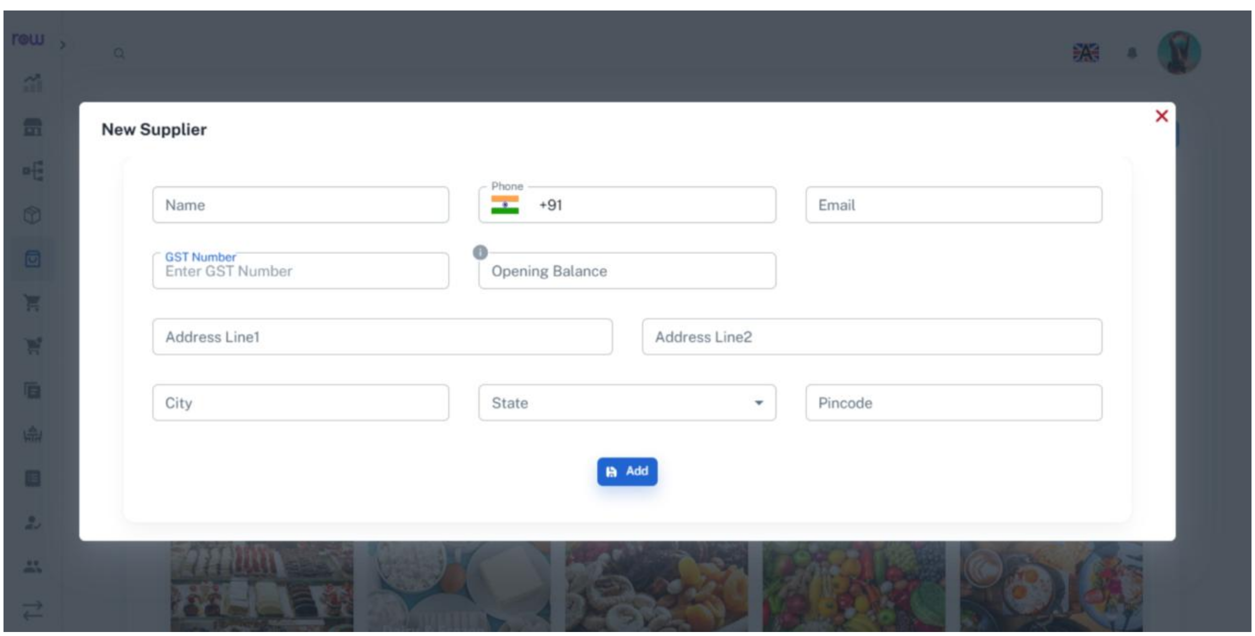
## 7. Create new Supplier

Click + icon to add a new Supplier



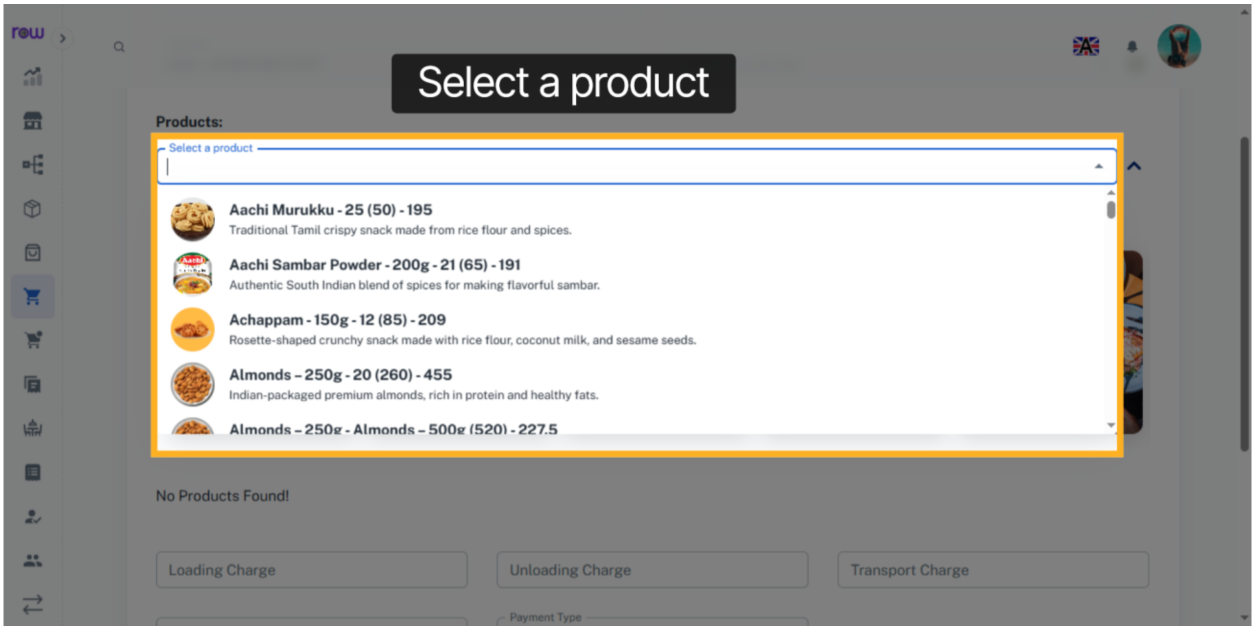

## 8. New Supplier Page

Enter the new Supplier details and click Add to save and select the Supplier.



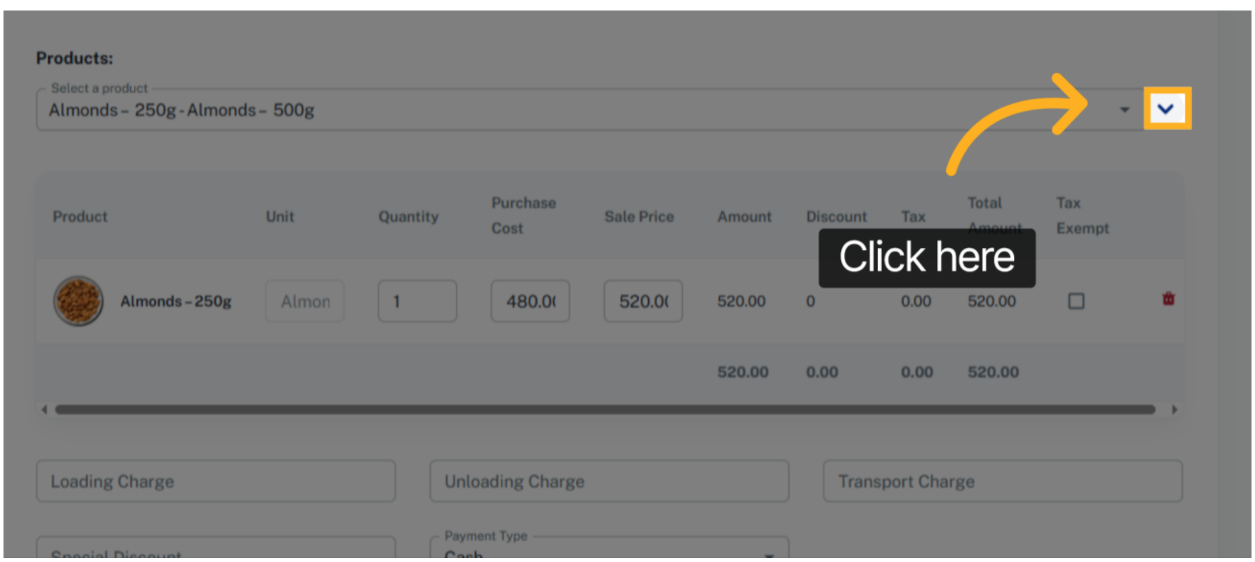
## 9. Select a product

Select a product from the dropdown. You can search by product name or code.



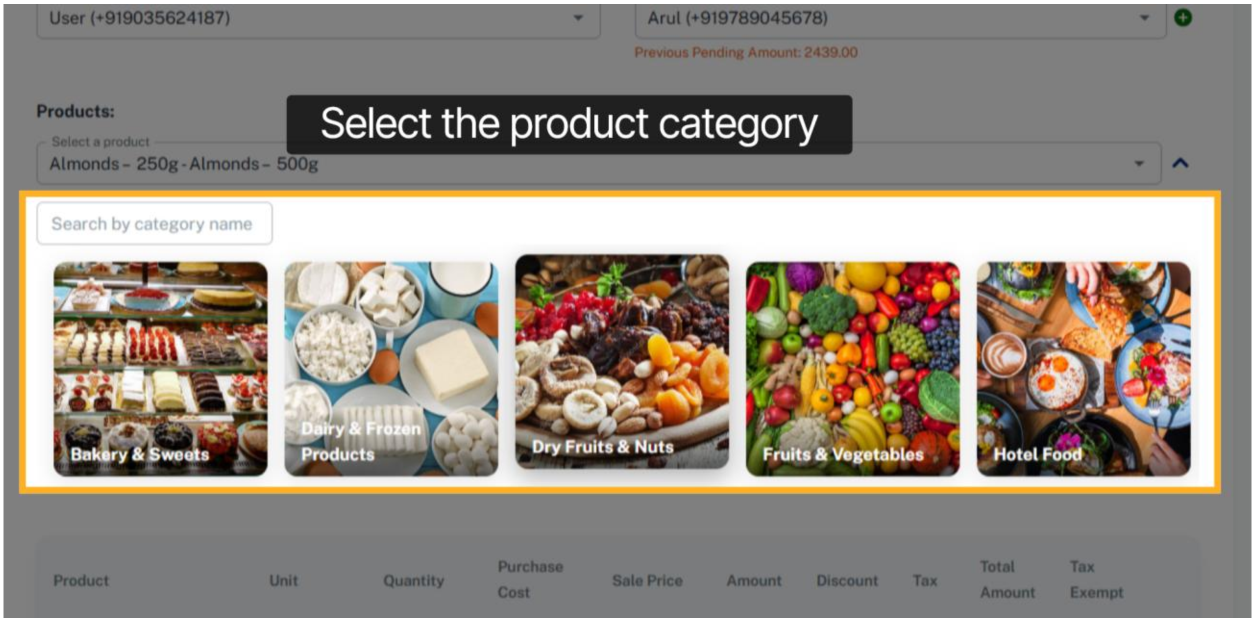

## 10. Product Selection Dropdown

Or click the arrow to find a product by its category.



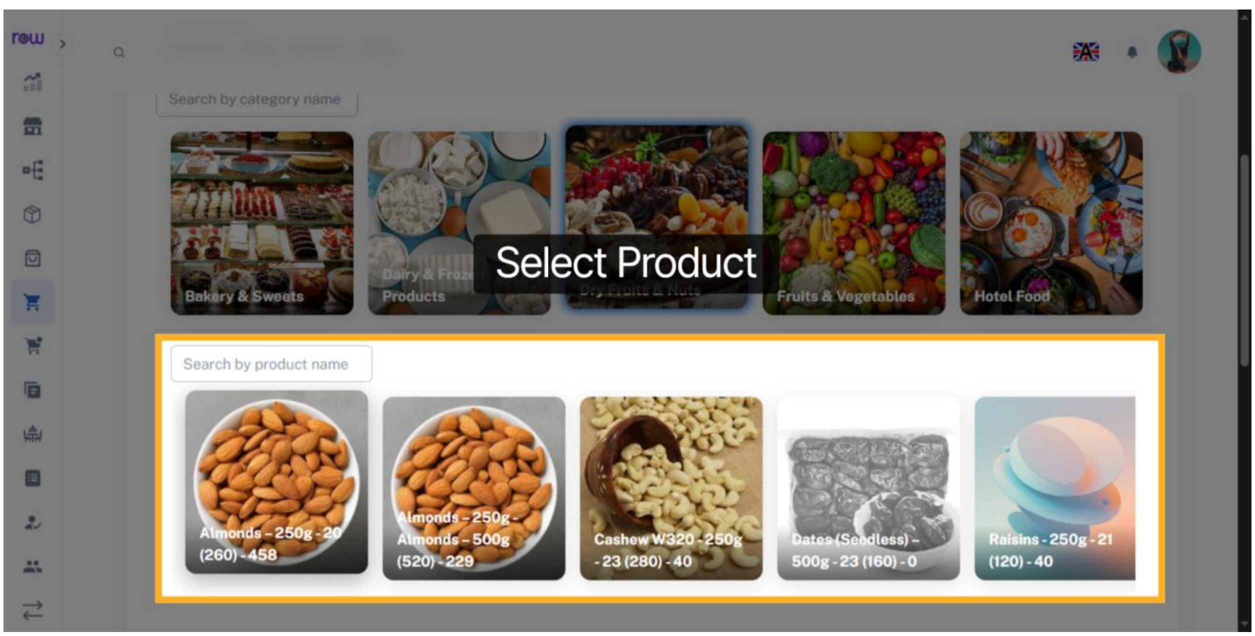
## 11. Select the product category

Select the product by its category



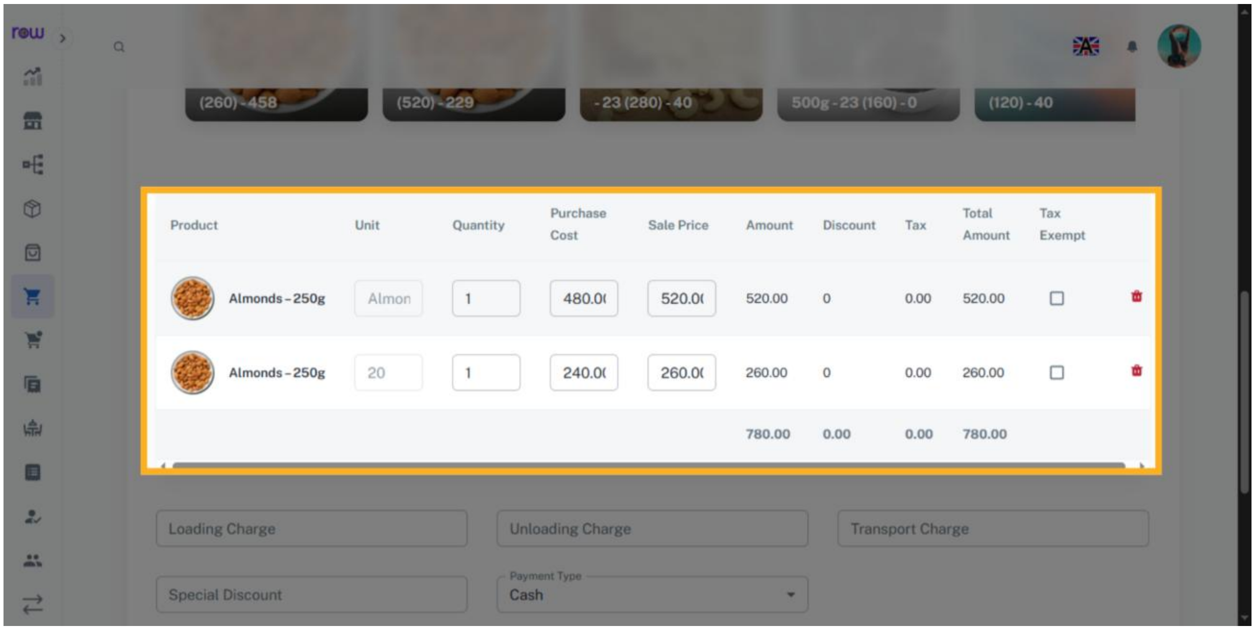

## 12. Select Product

Select product.



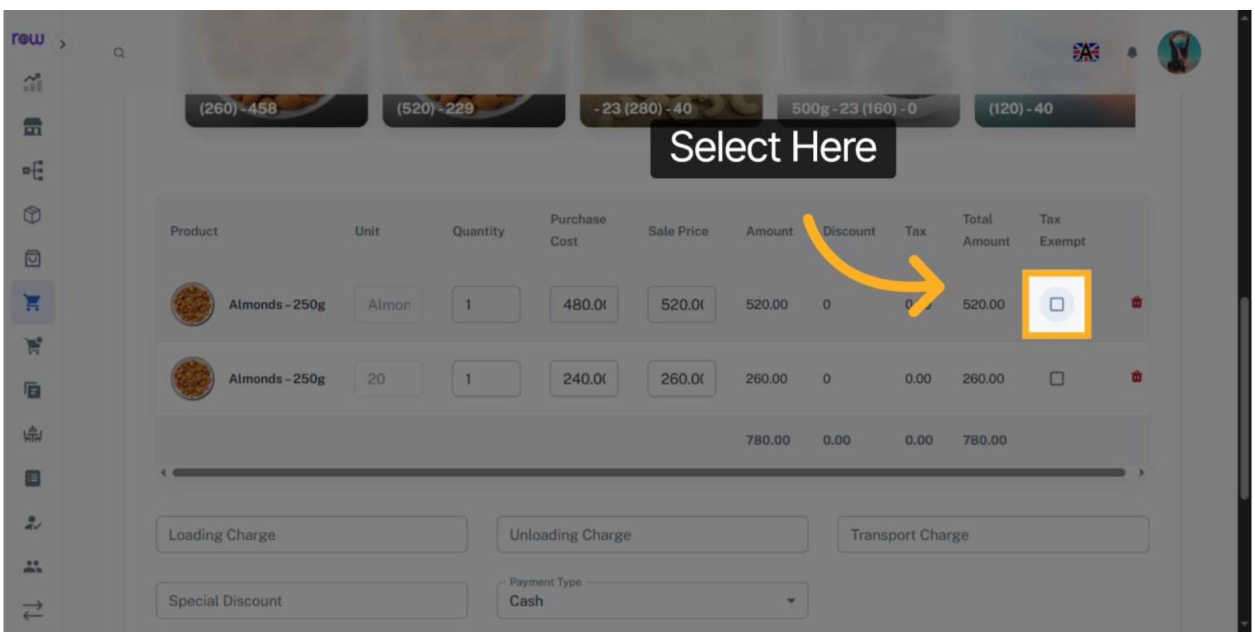
## 13. Selected Product List

After product selection you can update the quantity, Purchase cost and Sale price of the products.



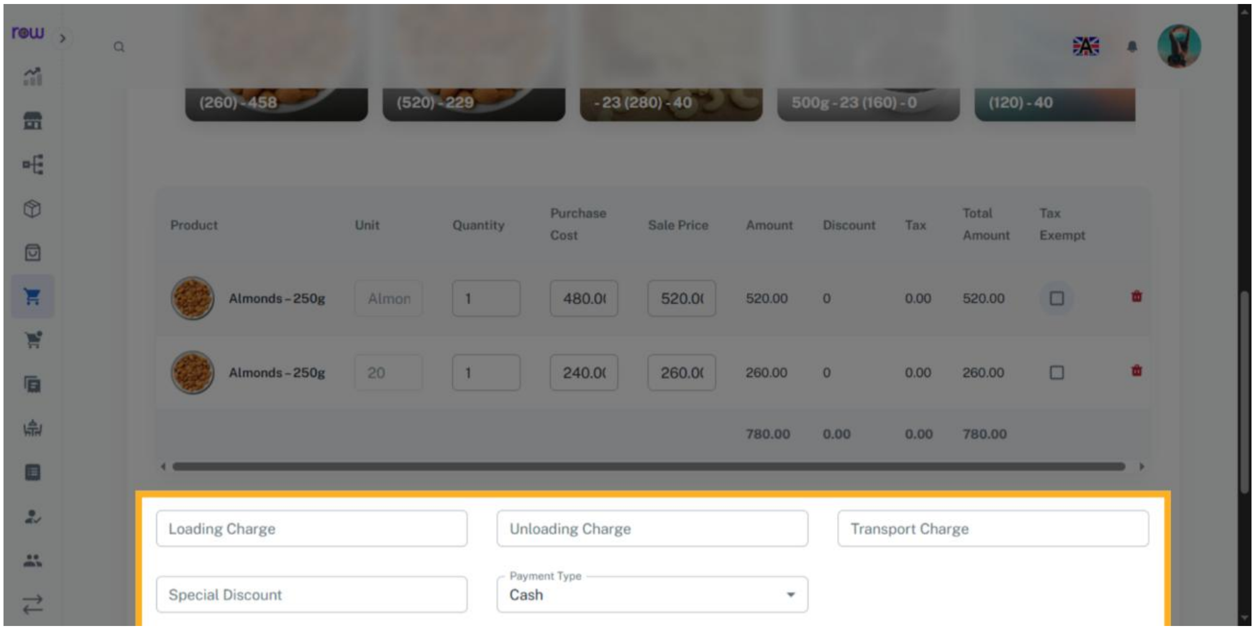

## 14. Tax Exempt Checkbox

Select the checkbox to exempt the tax for a product.



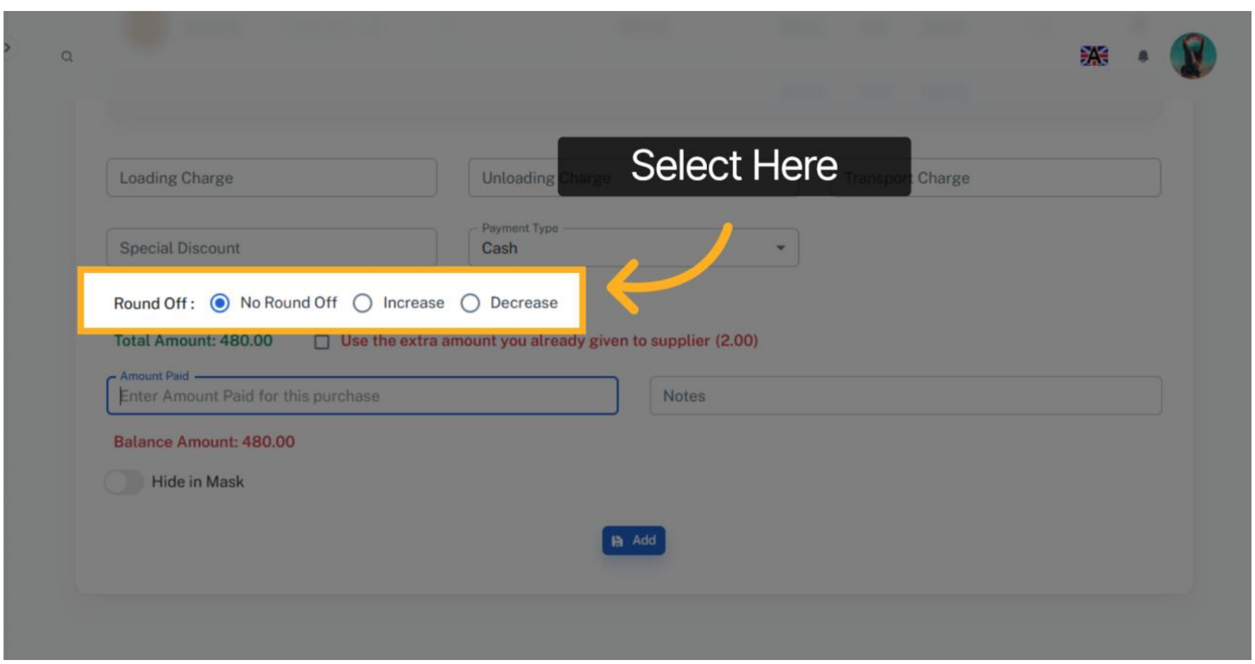
## 15. Other Optional Fields

Enter loading charge, unloading charge, transport charge and Special discount if applicable.



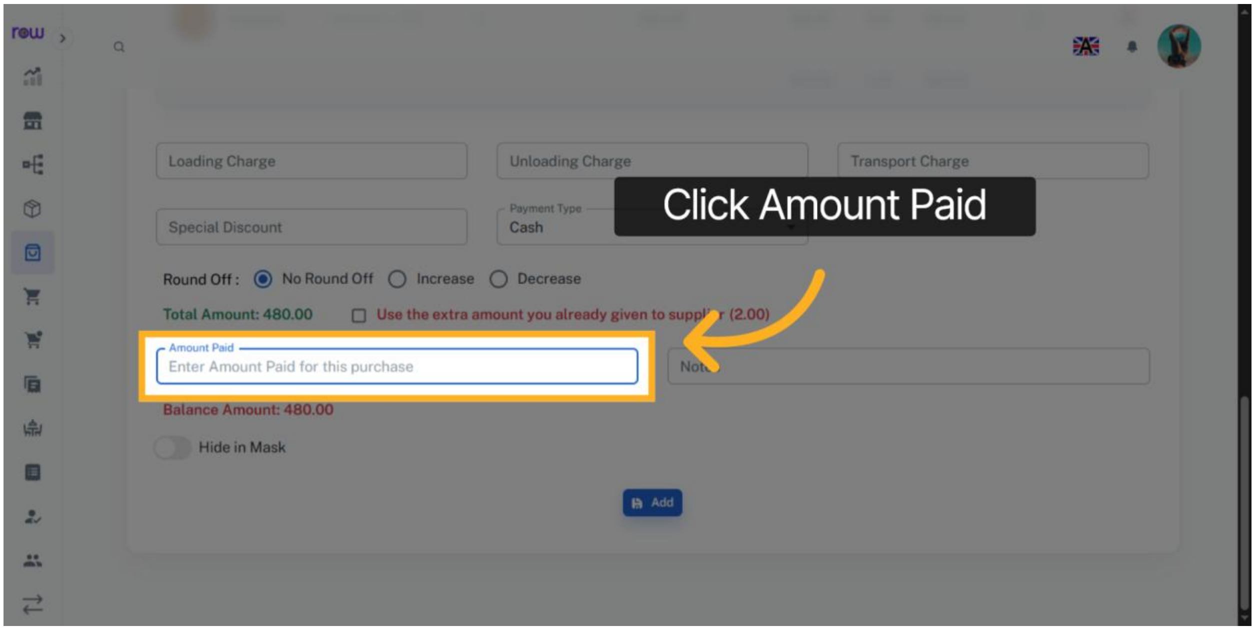

## 16. Round Off

If the total value has decimal points, you can round it off.



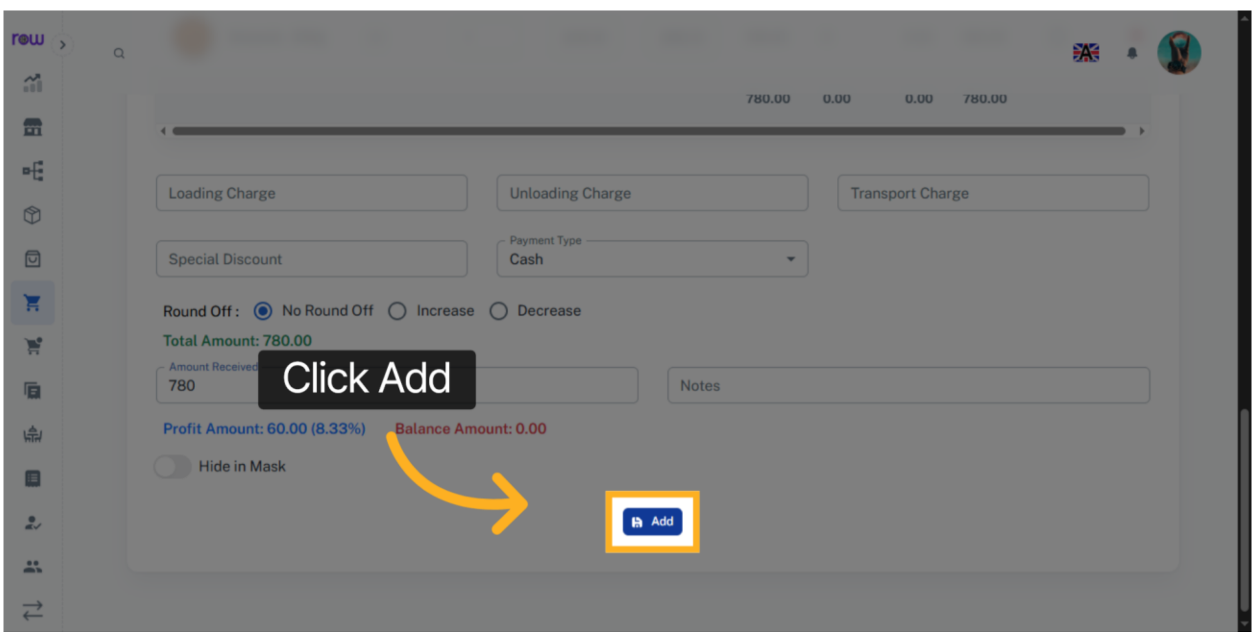
### 17. Amount Paid

Enter the amount Paid to the Supplier.



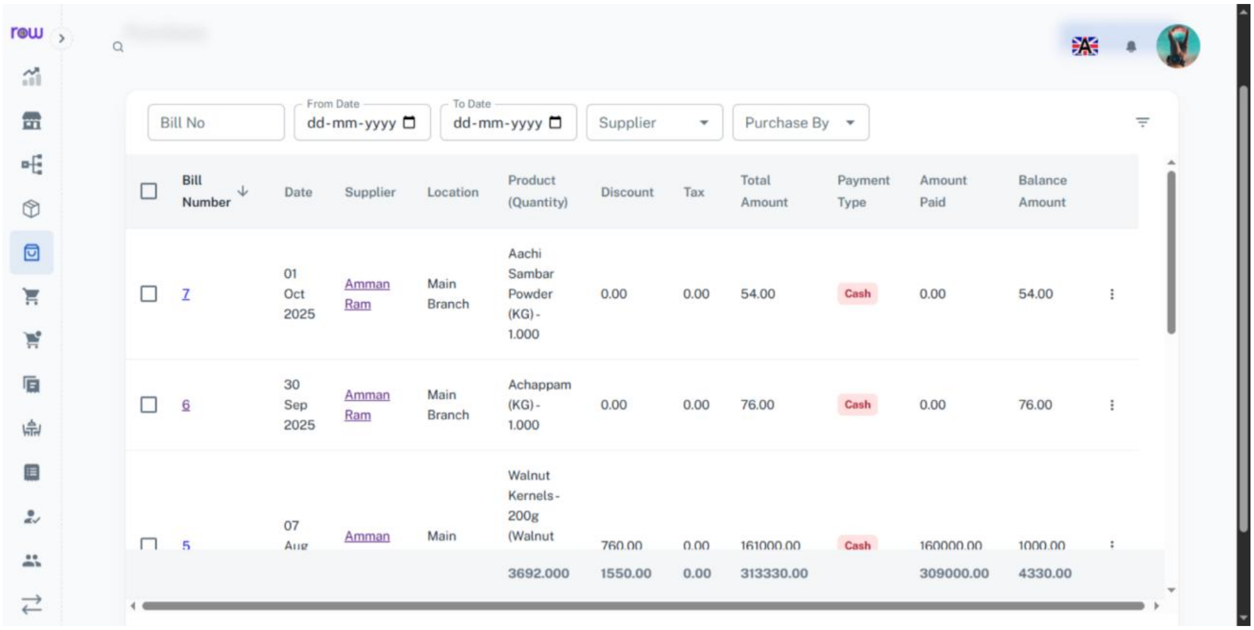

### 18. Add

Click "Add" to create the Purchase.



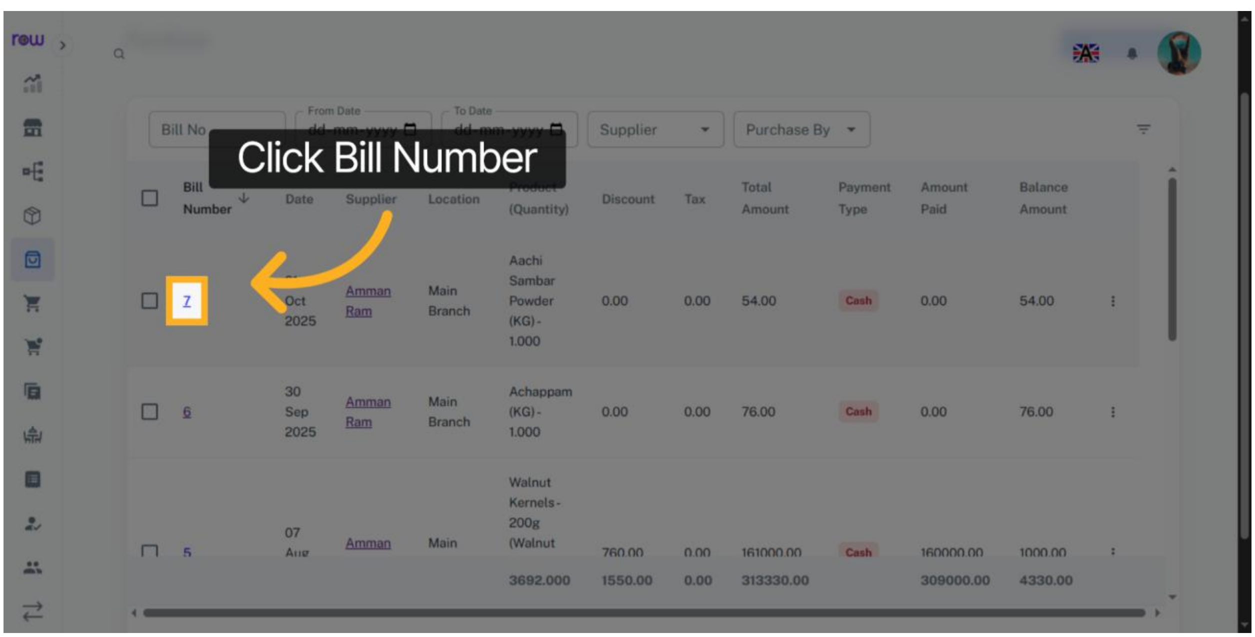
## 19. Purchase List

You will be redirected to the Purchase list screen after the Purchase is successfully created.



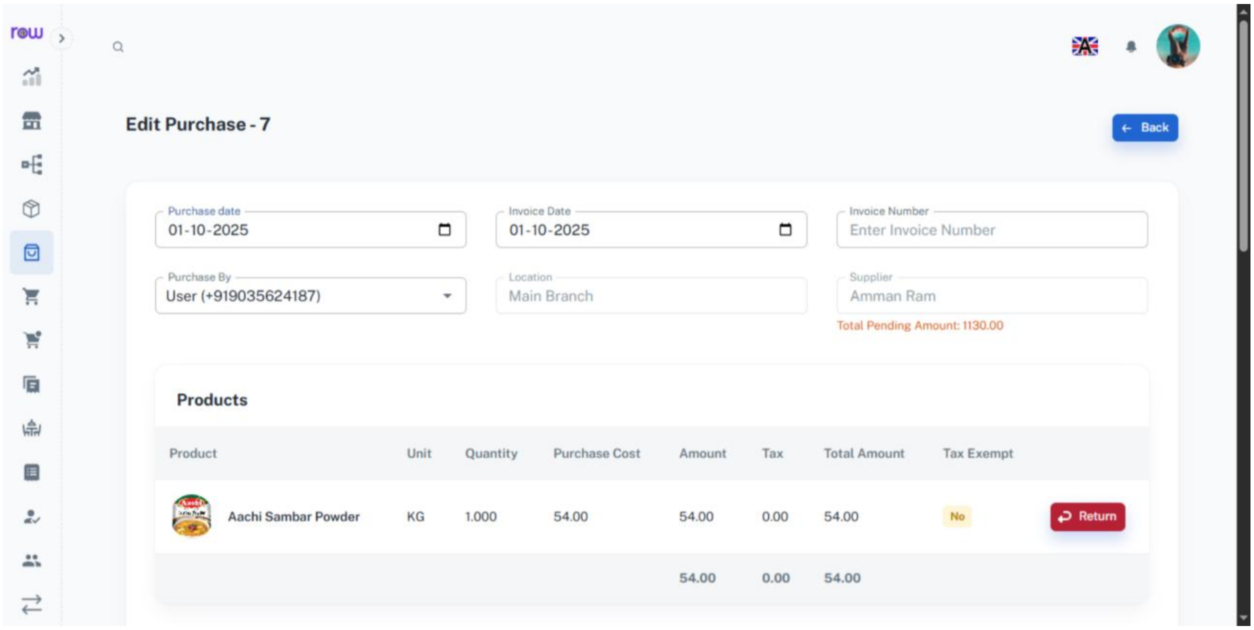

## 20. Bill Number

Click the bill number to edit the Purchase.



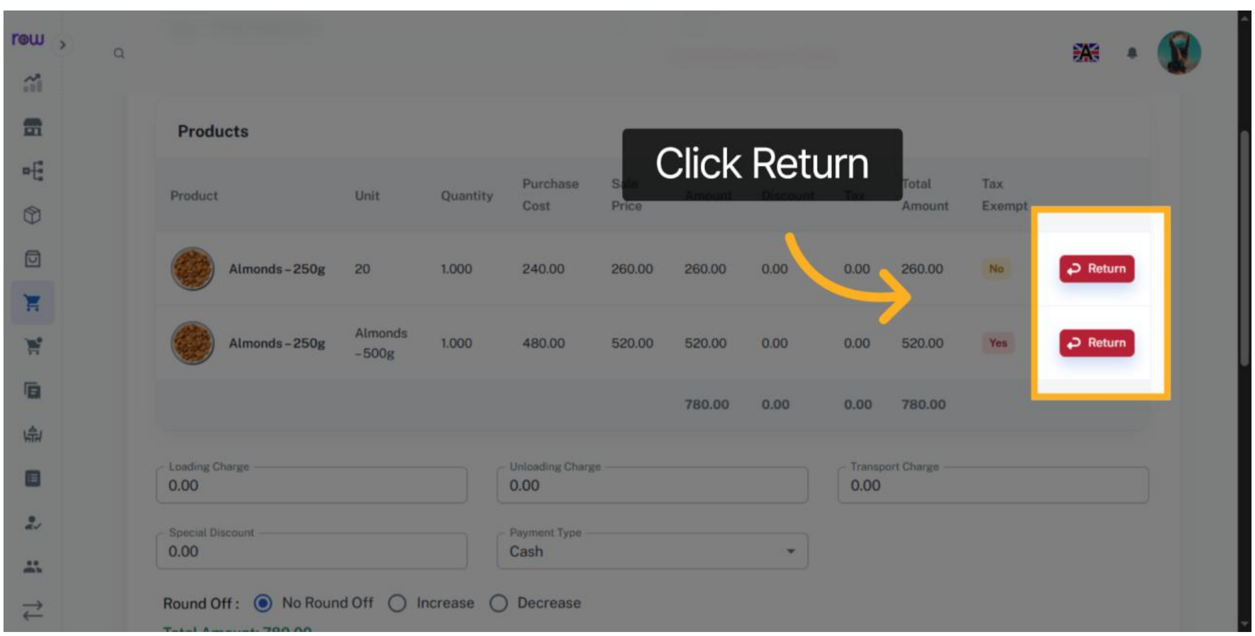
## 21. Edit Purchase

You can change all the fields except the Supplier, Location and products.



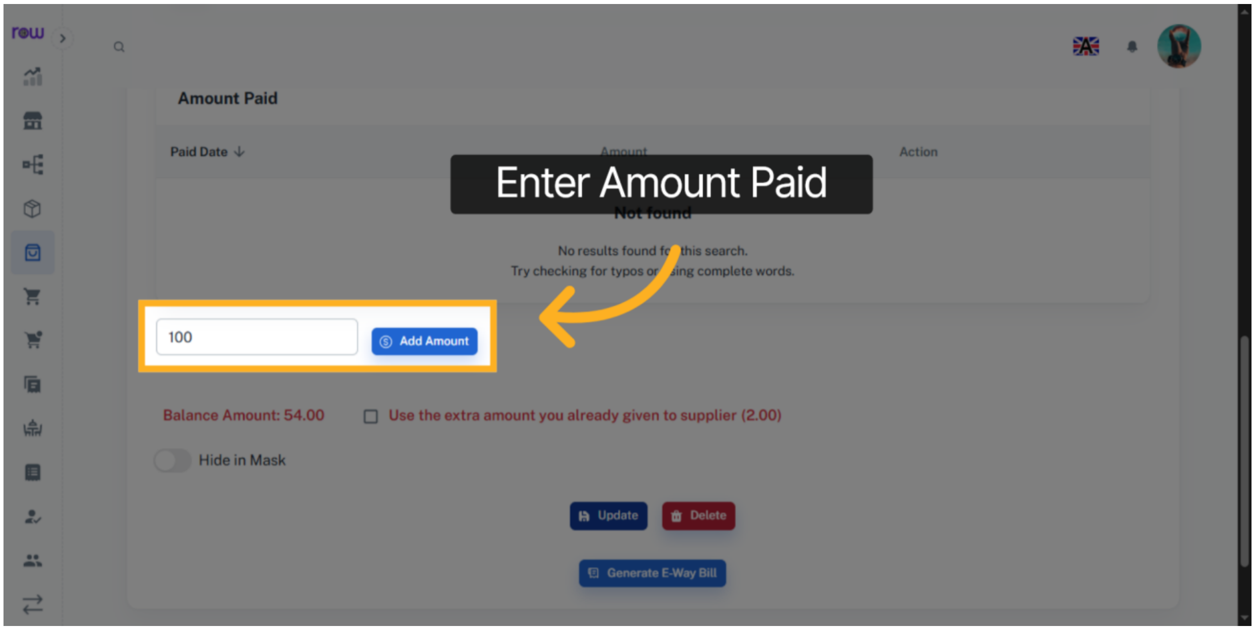

## 22. Return a Product

Click the Return button if wants to return a product.



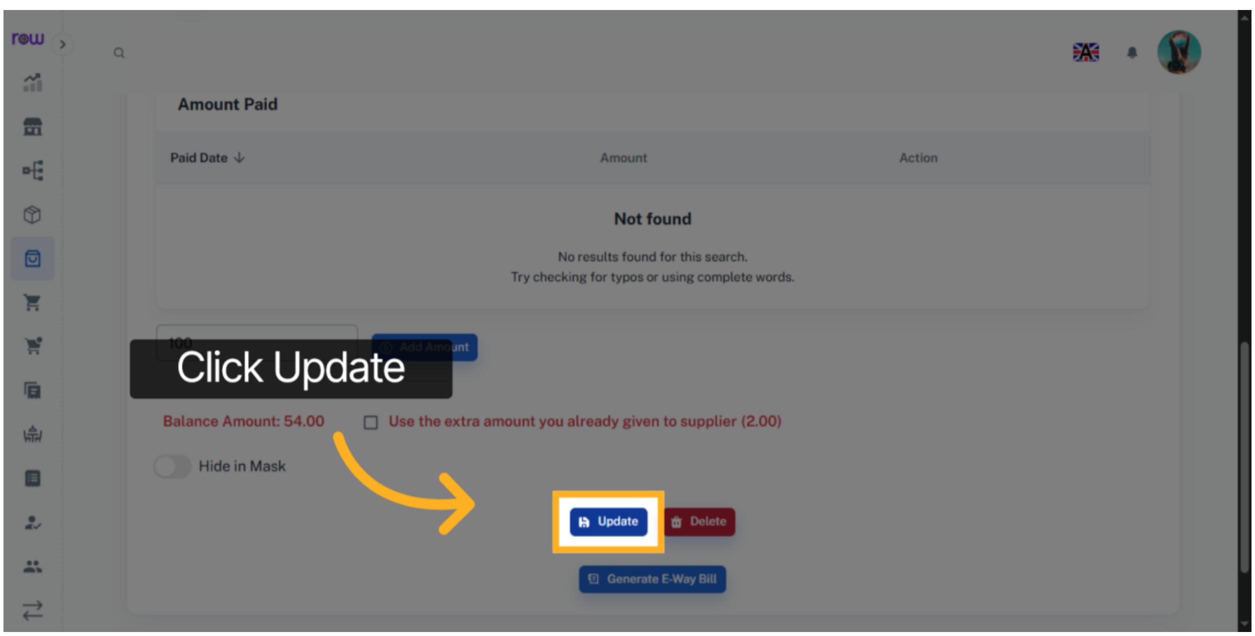
## 23. Add Pending Amount

Enter the pending amount received from the Supplier and click add amount button to update the amount received



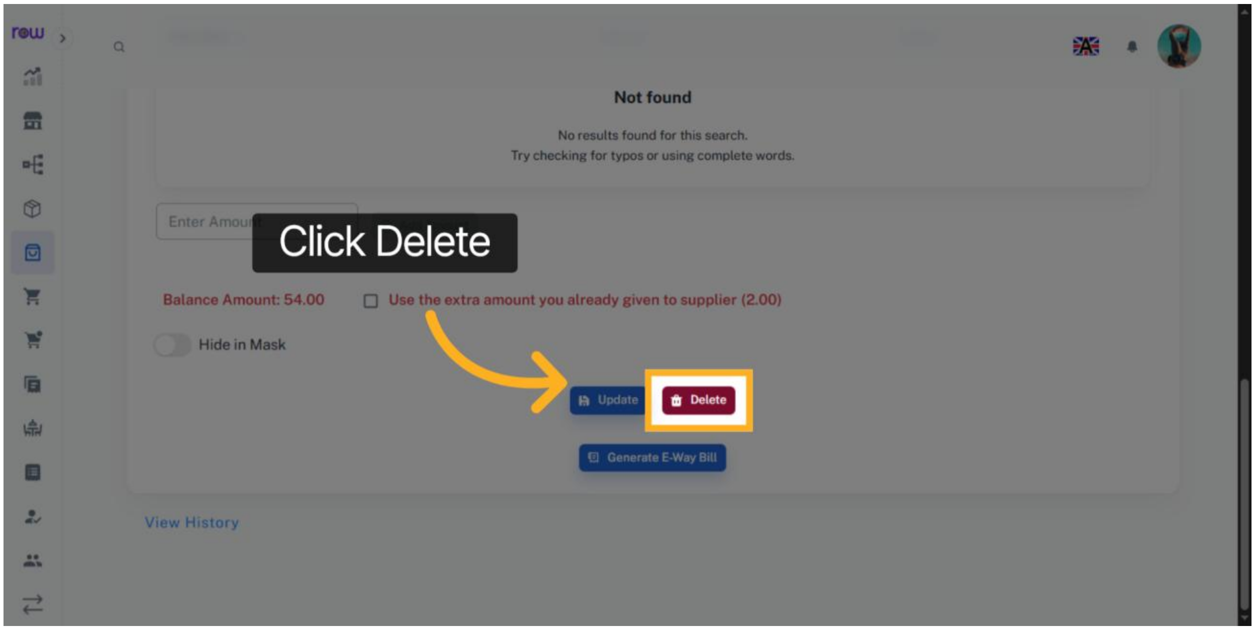

## 24. Update Purchase

Click Update to save the changes.



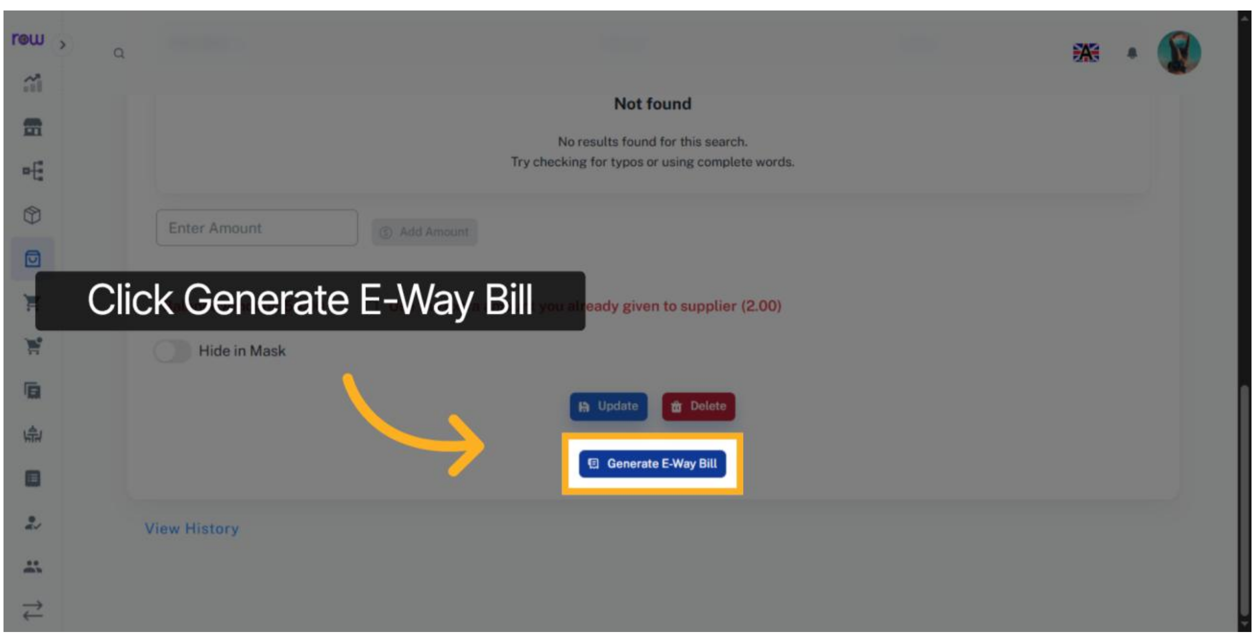
## 25. Delete Purchase

Click the Delete button to cancel the Purchase.



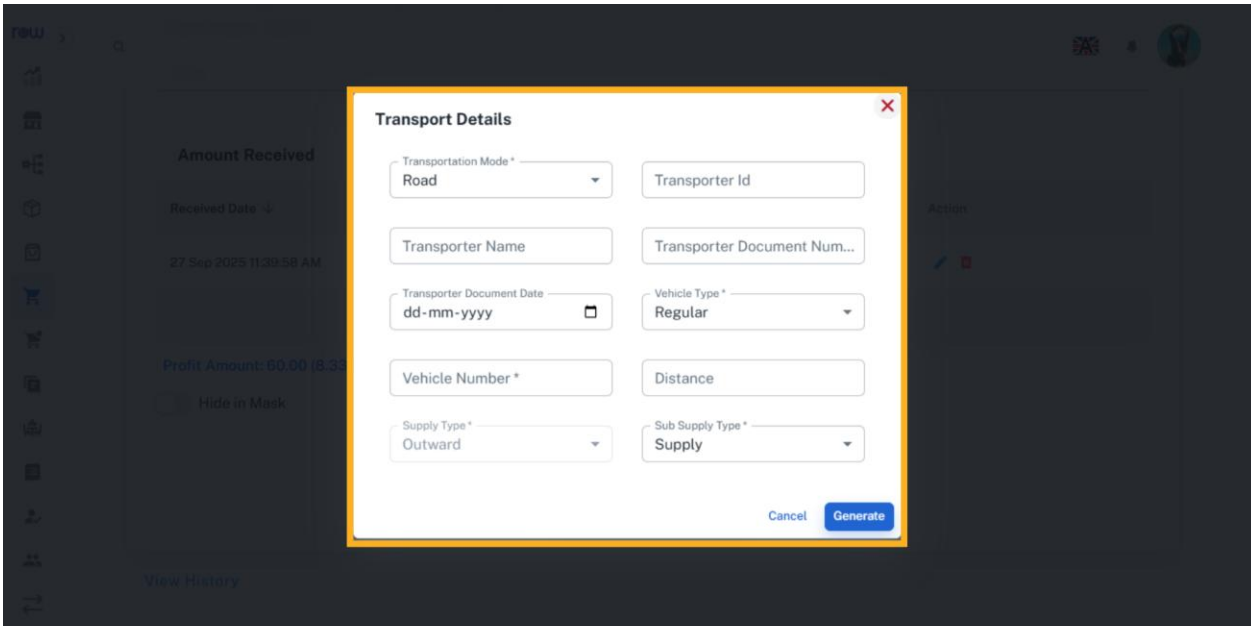

## 26. Generate E-way Bill

Click this button to Generate E-Way Bill.



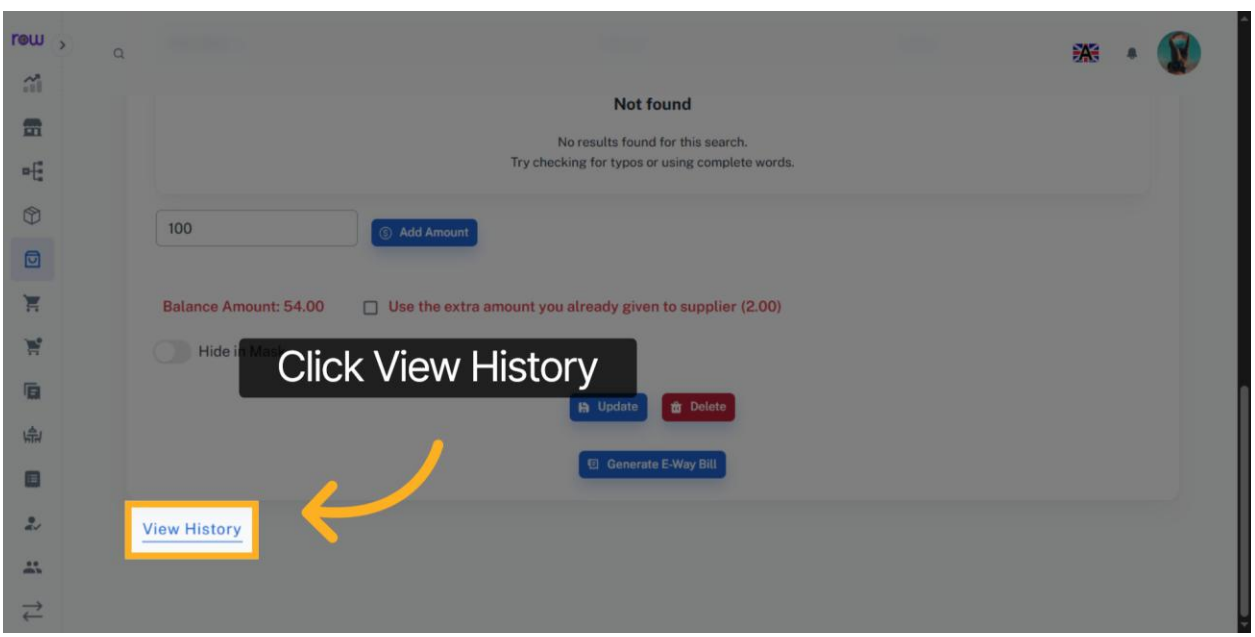
## 27. E-Way Bill

Please enter the transportation details if you have selected an e-way bill.




## 28. View History

Click the View History link to see the work history of this Purchase performed by the employees.



## 29. History

You can see who performed which actions and when in history.