[Purchasing Vouchers and Invoices](https://translate.googleusercontent.com/translate_c?depth=1&rurl=translate.google.com&sl=tr&sp=nmt4&tl=en&u=https://docs.logo.com.tr/pages/viewpage.action%3FpageId%3D22275260&usg=ALkJrhjqpnxESklVbEYo17E_bnXaWyHNjA)

The stages up to placing, shipping and invoicing of orders with purchasing transactions, purchase orders, purchasing dispatches and invoices are recorded with menu options.

Information about the orders is recorded by selecting the receipt or invoice type suitable for the transaction receipt, the information about the purchase receipts and invoices. Receipt / invoice type is used for classification of transactions. Purchase waybills and invoice types and transactions are as follows:

**Purchase** Waybills: The waybill is the receipt documenting that the goods have been received or sent. Types of waybill used in purchase transactions are as follows:

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| --- | --- |
| **Purchase Dispatch** | Used to record purchase information. |
| **Consignment Receipt** | Used for consignment purchases. |
| **Purchase Return Delivery Note** | It is used in goods return transactions. |
| **Consignment Entry Return Dispatch** | It is used for the return of goods received as consignment. |
| **Producer Delivery Note** | It is the type of receipt in which the information about the goods purchased from the lump-sum or tax-exempt farmers who have to keep books with the first and second class traders is processed. |
| **User Defined Plugs** | Apart from standard purchasing movements, it is the receipt type in which special purpose material movements performed by the company are processed. |

**Purchasing Invoices: The** invoice is the document showing the purchasing process. The types of invoices in which information about service and goods purchases are recorded are as follows:

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| --- | --- |
| **Purchase Invoice** | It is used to process purchase / purchase information. |
| **Service Invoice Received** | It is used in service procurement processes. |
| **Proforma Invoice Received** | The price of the goods, the conditions of purchase, forms of payment, etc. Unlike the purchase invoices, it is the invoice given by the seller to the buyer before the purchase of the good / service. |
| **Purchase Return Invoice** | It is the type of invoice used in goods / services purchase and return transactions. |
| **Producer Receipt** | It is a receipt for the first and second class traders and the farmers who have to keep books and the information about the goods purchased from the lump sum or tax exempt farmer. |
| **Price Difference Invoice Received** | It is used to record price differences and associate them with purchase invoices. |