

Supplier orders



A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the [forum](#).

Supplier orders are the orders that you issue to your suppliers (and not those that you receive from your customers).

List of commands

Access: *Suppliers* → *Supplier orders*

The list screen displays all purchase orders within the specified date range (calendar year, fiscal year, or month).

The screenshot shows a software window titled "Liste des commandes fournisseur" with a sub-header "Commandes fournisseur 2026" and a date range "1er janvier - 31 décembre 2026". The main area contains a table with the following columns: N° cde, Date, Dde livr., St, Fournisseur, Nom / Prénom, P, Nature, N, Total HT, Total TTC, Récept. le. The table lists two orders:

N° cde	Date	Dde livr.	St	Fournisseur	Nom / Prénom	P	Nature	N	Total HT	Total TTC	Récept. le
2	01/01/26			LA CAVE DE BACCHUS	HALIZAN Gaspard	FRA	Domaine du Clos des Pou		282,00	338,40	
1	01/01/26			COMPTOIR DES MATÉRIAL	HALFER Yves	FRA	MONOBLANC DE BLANC		7 200,00	8 640,00	

At the bottom of the table, a "Somme" row shows a total HT of 7 482,00 and a total TTC of 8 978,40. On the right side of the interface, there are several action buttons: Nouveau +, Modifier (with a pencil icon), Supprimer (with a trash icon), Imprimer (with a printer icon), Acompte (with a checkmark icon), and Générer (with a dropdown arrow). A search bar is also visible above the Acompte button.

The **Deposit** button allows you to record your deposit payment on the order. If the order is used to generate a supplier invoice, the deposit will be attached to the generated invoice.

Deleting orders is possible for all users (as opposed to deleting invoices, reserved for Gestan users with administrator rights).

Order form

Commande Fournisseur

Cde four À transmettre au fournisseur. 2 01/01/26 08:44:22 JT

Fournisseur: LACAVE DE BACCHUS - G. HALIZAN Nature: Commande janvier 16

Raison sociale: LA CAVE DE BACCHUS N/Ref: []

A l'attention de: M. Gaspard HALIZAN [] Brouillon [] Transmis Date: 01/01/2026

Adresse: 51 rue Poncelet Attendue: [] Réception le: []

CP/Ville: 75017 PARIS 17 FRA Délai pmt: A réception

Remise (%): 0,00 Montant: 0,00 Libellé remise: []

Total HT: 282,00 TVA: 56,40 Total TTC: 338,40 Net: 338,40

Familles	Libellé ligne	PU HT	PU TTC	Qté	Mtt HT	% TVA	Mtt TTC
Bourgogne							
CDN-CPL	Domaine du Clos des Poulettes - Côte de Nuits Village En Vierville 2019	12,00	14,40	6,00	72,00	20,00	86,40
MRG-CM	Château de Mercey 2021 - Maranges rouge	20,00	24,00	6,00	120,00	20,00	144,00
Bordeaux							
SEM-LFR	Château la Fleur - St Emilion	15,00	18,00	6,00	90,00	20,00	108,00

Tips for purchasing orders

Normally, a purchase order is issued to your own address. It may happen that you want to have the order delivered to another contact, for example when you place an order with a supplier, and you want your order to be delivered directly to your end customer and not to yourself. To do this, it is possible, using the [choose a contact for delivery] option, right-click on the [Customer] combo, to select another contact.

Other [Supplier Invoicing] articles

Billing: common elements

[Billing: common elements](#)
[Deposits-Deposit](#)
[Document genealogy](#)
[Intermediation \(practical case\)](#)
[Optimize supplier orders](#)
[Part numbering](#)
[Parts links](#)
[Percentage line](#)
[Product Configurators](#)
[Warranty Holdbacks](#)

Billing: supplier invoicing

[Receipt vouchers \(RV\)](#)
[Request for supplier prices](#)
[Supplier credits](#)
[Supplier invoices](#)
[Supplier invoicing: common elements](#)
[Supplier orders](#)

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