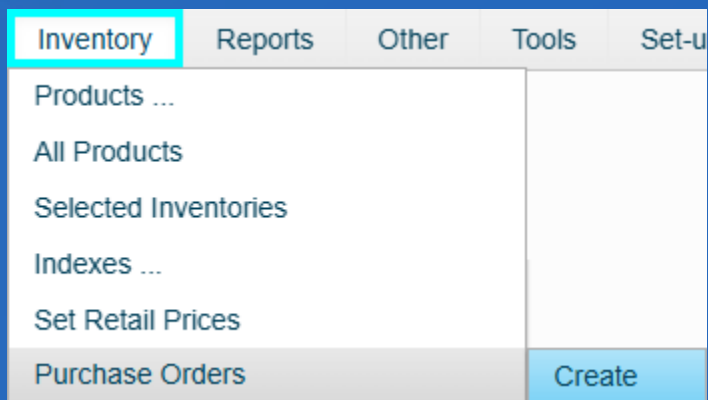
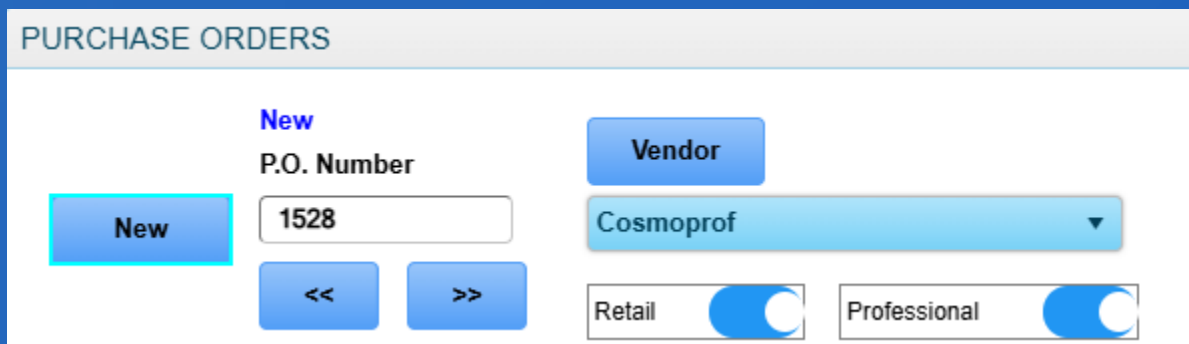


# Creating a Purchase Order

1. From the main screen go to Inventory/Purchase Orders/Create.



2. In the purchase order screen click the 'New' button to pull up the next available Purchase Order number. Next, select the Vendor you are ordering from.



3. You can choose to use the 'Auto-Order' to load products from this Vendor that are either below their minimum or maximum stocking quantities. You can also use the 'Used' feature which will automatically load all products from this Vendor that have been used since the last Purchase Order was received.

PURCHASE ORDERS

**New** P.O. Number  **Vendor**  Date  Refer

Retail  Professional

Auto-Order  Below Min  Below Max  Used

Skus  Ven  Upc

Skus	Number	Product Description	QOH	Qty
	<input type="text"/>	<input type="text"/>		<input type="text"/>
	741	10BS Colorance		1
	751	10G Colorance		1

4. Another method of loading products is to manually type in their SKU, VENDOR or UPC codes. Select the option you'd like on the left then type that number into the 'Number' field and click 'enter' on your keyboard. You can adjust the quantity and then click 'add' to add it to the list-box below.

Skus  Ven  Upc

Number	Product Description	Qty	Price	
<input type="text" value="741"/>	<input type="text" value="10BS Colorance"/>	<input type="text" value="1"/>	<input type="text" value="17.81"/>	<input type="button" value="Add"/>

Skus	Type	Product	Qty	Price

5. Alternatively, you can use the drop-down menus at the bottom of the screen to lookup the product.

Look Up

Manufacturer  Category  Product

6. To remove a product from the list, click on the product you wish to remove and then click the 'Del' (delete) button.

Number	Product Description	QOH	Qty	Price	Total	Tax	
751	10G Colorance	1	1	17.81	17.81	<input type="checkbox"/>	Del

Sku	Type	Product	Qty	Price	Total
741	P	10BS Colorance	1	17.81	17.81 *
751	P	10G Colorance	1	17.81	17.81 *

7. If you wish to change the quantity of a product after it's been added, once again click on the product in question and type in a new quantity and click 'enter' on your keyboard. Clicking 'enter' to the new quantity will change the 'Del' button to the 'Upd' (update) button. Click the 'Upd' button to add the product with the new quantity back to the list.

Number	Product Description	QOH	Qty	Price	Total	Tax	
751	10G Colorance	1	3	17.81	53.43	<input type="checkbox"/>	Upd

Sku	Type	Product	Qty	Price	Total
741	P	10BS Colorance	1	17.81	17.81 *
751	P	10G Colorance	1	17.81	17.81 *

8. When you are done. You can click 'Print' which will both print then save your PO or just click 'save' if you do not need to print it.

PURCHASE ORDERS

New

P.O. Number  Vendor  Date  Reference  B.O. From

Retail  Professional

Auto-Order:  Below Min  Below Max  Used

Date Req'd  Terms  How Ship

Sku	Number	Product Description	QOH	Qty	Price	Total	Tax	
741		10BS Colorance		1	17.81	17.81 *		
751		10G Colorance		1	17.81	17.81 *		
781		10N Colorance		1	17.81	17.81 *		
821		10P Topchic		2	34.33	68.66 *		
841		10V Topchic		1	34.33	34.33 *		
1071		2N Topchic		1	34.33	34.33 *		
1081		3N Colorance		1	17.81	17.81 *		
1181		4B Topchic		1	34.33	34.33 *		

Sales Tax  Shipping  TOTAL