

Purchase Order

Creating Purchase Orders enables labels to be printed for ordered items, then scanned to confirm all items are received complete.

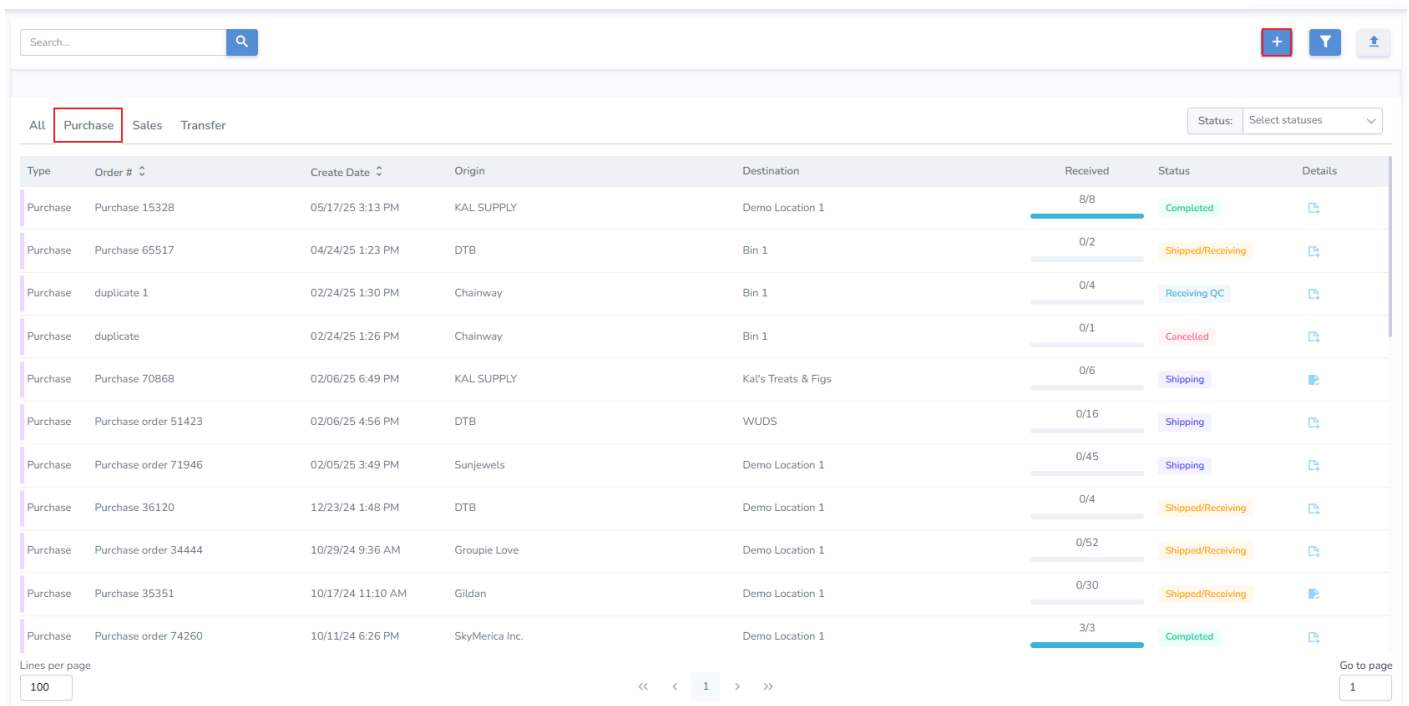
Create Purchase Orders

Orders can be created **manually**, one at a time, or [in bulk via spreadsheet upload](#).

Create a Purchase Order manually

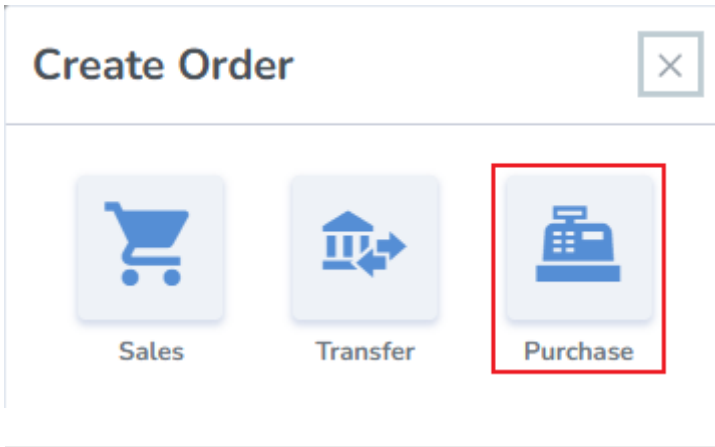
To view only **Purchase Orders**, click the **Purchase** tab.

- Click the [+] button



Type	Order #	Create Date	Origin	Destination	Received	Status	Details
Purchase	Purchase 15328	05/17/25 3:13 PM	KAL SUPPLY	Demo Location 1	8/8	Completed	
Purchase	Purchase 65517	04/24/25 1:23 PM	DTB	Bin 1	0/2	Shipped/Receiving	
Purchase	duplicate 1	02/24/25 1:30 PM	Chainway	Bin 1	0/4	Receiving QC	
Purchase	duplicate	02/24/25 1:26 PM	Chainway	Bin 1	0/1	Cancelled	
Purchase	Purchase 70868	02/06/25 6:49 PM	KAL SUPPLY	Kal's Treats & Figs	0/6	Shipping	
Purchase	Purchase order 51423	02/06/25 4:56 PM	DTB	WUD5	0/16	Shipping	
Purchase	Purchase order 71946	02/05/25 3:49 PM	Sunjewels	Demo Location 1	0/45	Shipping	
Purchase	Purchase 36120	12/23/24 1:48 PM	DTB	Demo Location 1	0/4	Shipped/Receiving	
Purchase	Purchase order 34444	10/29/24 9:36 AM	Groupie Love	Demo Location 1	0/52	Shipped/Receiving	
Purchase	Purchase 35351	10/17/24 11:10 AM	Gildan	Demo Location 1	0/30	Shipped/Receiving	
Purchase	Purchase order 74260	10/11/24 6:26 PM	SkyMerica Inc.	Demo Location 1	3/3	Completed	

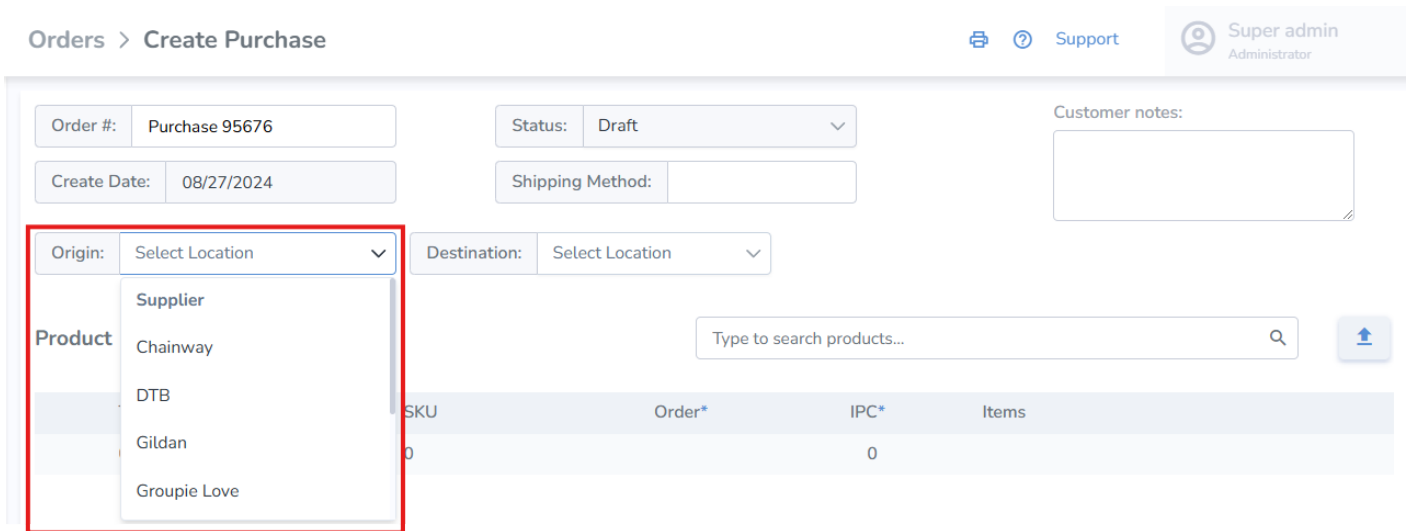
- From the Pop-up select **Purchase**



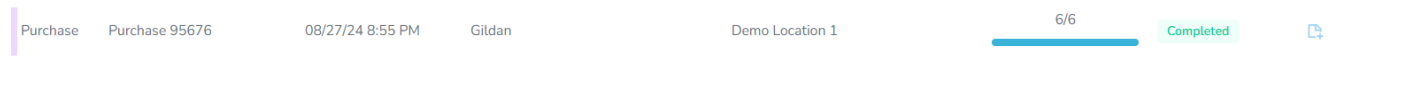
Create Purchase page

- Order Number - the system generates an order number, or enter your own
- Origin - select the location of the Supplier which fulfilled the order.
- Destination - select the location where the order will be received (your Distribution Center (DC) or Store location)
- Add Products & Quantities - search and add products manually, or upload them via spreadsheet upload

If the desired Supplier is not present, create them from the Locations tab.



- **Click Save**
- Once the Purchase order is updated to **Shipping status**, [labels can be printed for the order](#)
- The Purchase Order can also be verified for accuracy using [mobile Receive](#)
- Once the order has been verified on Ship or Receive, a corresponding progress bar will display the completeness of the order



Revision #7

Created 14 May 2025 15:34:08 by Stan Andrus

Updated 5 May 2026 22:08:01 by Stan Andrus