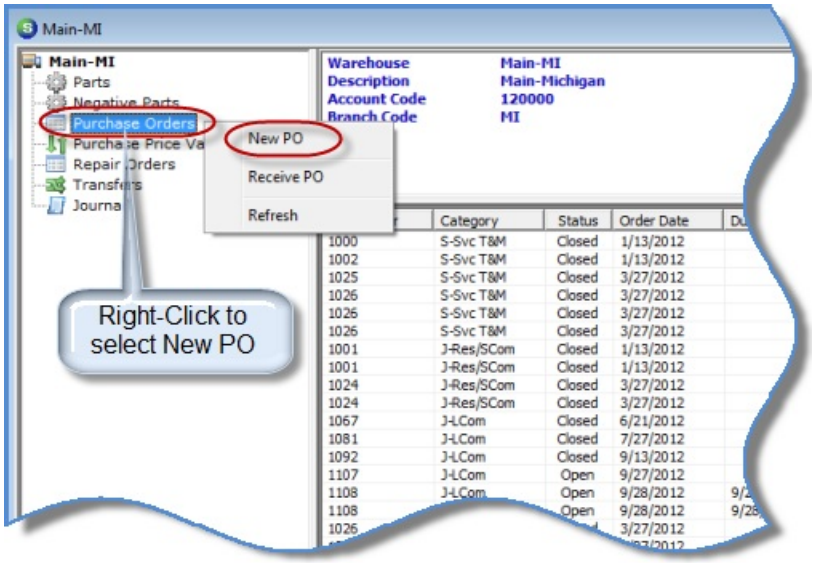
Create a Purchase Order from a Warehouse Record

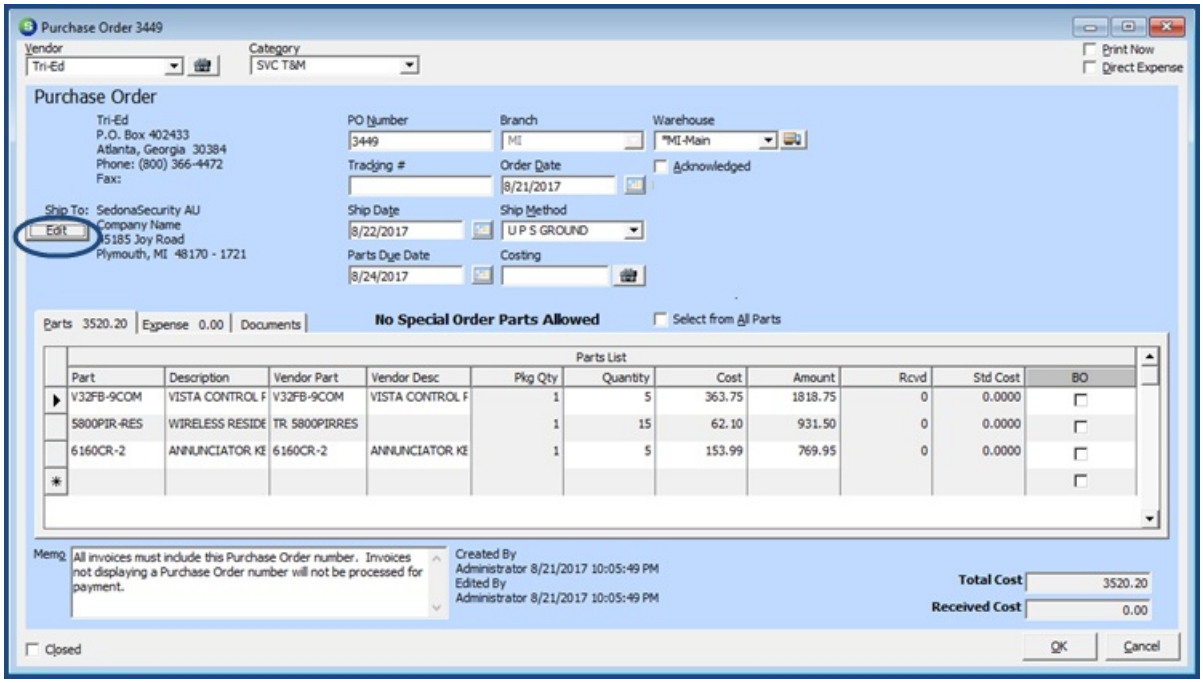
Last Modified on 10/08/2025 4:37 pm EDT

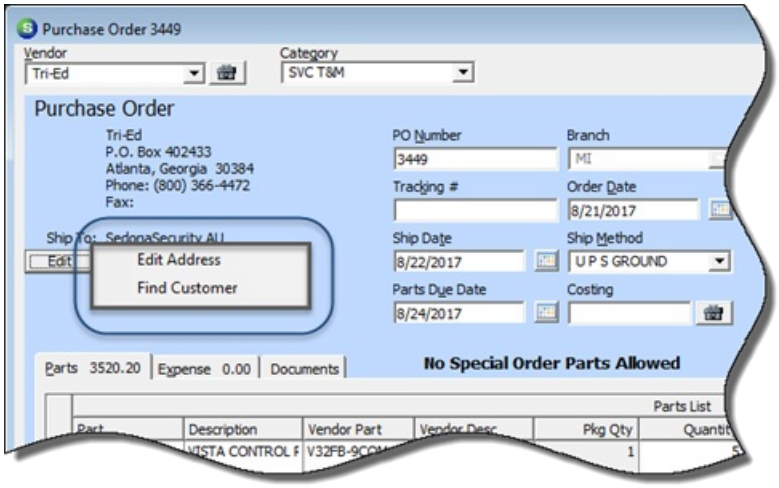
Follow the instructions below to create a Purchase Order from a Warehouse Explorer record.

1. Navigate to the Main Application Menu and select the Inventory/Warehouses option.
2. The Warehouse Explorer will be displayed. Highlight the tree option Purchase Orders, right-click and select the New PO option.



3. The New Purchase Order form will be displayed. Fill in the Header information. For descriptions of each field contained in the Header area refer to the Purchase Order Form Definitions topic.
4. Select the needed part(s). For additional parts advance to the next line and enter the part information fields. For descriptions of each field contained on the Part form, refer to the Purchase Order Form Definitions topic.
   If ordering Expense Items, navigate to the Expense tab and enter the needed Expense Items. For additional expense items, advance to the next line on the expense tab and enter the expense information fields. For descriptions of each field contained on the Expense form, refer to the Purchase Order Form Definitions topic.
5. In the Footer section of the PO form, you may enter a Memo if desired. Up to 256 characters of information can be entered into this field. This information will print on the Purchase Order.
6. If a document needs to be attached to the Purchase Order, press the Apply button then navigate to the Documents tab and either scan in and attach a document or add an existing saved document. If no documents are being attached, proceed to step number 7.
7. Once all information is entered, press the OK button located at the lower right of the form to save the Purchase Order.
   The Ship To Address may be changed if necessary by hovering the mouse over the words Ship To: in the Header of the PO form, right-click and select Edit Address. You can also click on the Edit button shown below the Ship To label in the PO Header.


Purchase Order 3449
Vendor
Tri-Ed
Category
SVC T&M
Print Now
Direct Expense
Purchase Order
Tri-Ed
P.O. Box 402433
Atlanta, Georgia 30384
Phone: (800) 366-4472
Fax:
Ship To: SedonaSecurity AU
Edit
Company Name
45185 Joy Road
Plymouth, MI 48170 - 1721
PO Number
3449
Branch
MI
Warehouse
*MI-Main
Tracking #
Order Date
8/21/2017
Acknowledged
Ship Date
8/22/2017
Ship Method
U P S GROUND
Parts Due Date
8/24/2017
Costing
Parts 3520.20
Expense 0.00
Documents
No Special Order Parts Allowed
Select from All Parts
Parts List
Part
Description
Vendor Part
Vendor Desc
Pkg Qty
Quantity
Cost
Amount
Rcvd
Std Cost
BO
V32FB-9COM
VISTA CONTROL F
V32FB-9COM
VISTA CONTROL F
1
5
363.75
1818.75
0
0.0000
5800PIR-RES
WIRELESS RESIDE
TR 5800PIRRES
1
15
62.10
931.50
0
0.0000
6160CR-2
ANNUNCIATOR KE
6160CR-2
ANNUNCIATOR KE
1
5
153.99
769.95
0
0.0000
Memo
All invoices must include this Purchase Order number. Invoices not displaying a Purchase Order number will not be processed for payment.
Created By
Administrator 8/21/2017 10:05:49 PM
Edited By
Administrator 8/21/2017 10:05:49 PM
Total Cost
3520.20
Received Cost
0.00
Closed
OK
Cancel


Purchase Order 3449
Vendor
Tri-Ed
Category
SVC T&M
Purchase Order
Tri-Ed
P.O. Box 402433
Atlanta, Georgia 30384
Phone: (800) 366-4472
Fax:
Ship To: SedonaSecurity AU
Edit
Edit Address
Find Customer
PO Number
3449
Branch
MI
Tracking #
Order Date
8/21/2017
Ship Date
8/22/2017
Ship Method
U P S GROUND
Parts Due Date
8/24/2017
Costing
Parts 3520.20
Expense 0.00
Documents
No Special Order Parts Allowed
Parts List
Part
Description
Vendor Part
Vendor Desc
Pkg Qty
Quantity
VISTA CONTROL F
V32FB-9COM
1