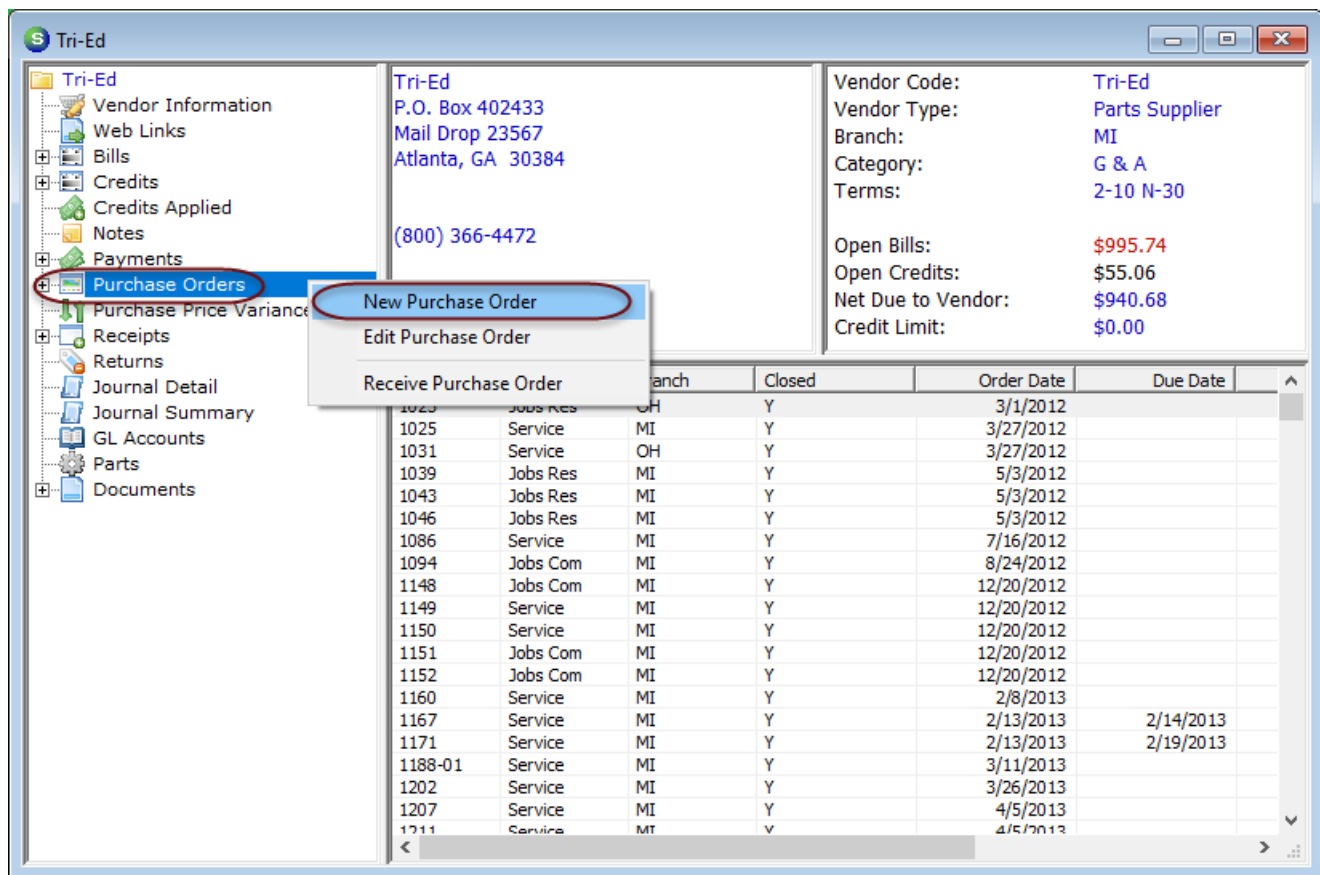


Create a Purchase Order from a Vendor Explorer Record

Last Modified on 10/08/2025 4:31 pm EDT

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

1. Navigate to the Main Application Menu and select Accounts Payable/Vendors. The Vendor List will be displayed. Locate the desired Vendor row, and double-click to open the Vendor.
2. On the Vendor Tree, highlight Purchase Orders, right-click and select the New Purchase Order option.



3. The New Purchase Order form opens. Fill in the Header information. For descriptions of each field contained in the Header area refer to the [Purchase Order Form Definitions](#) topic.
4. If ordering Parts, 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

Purchase Order

Tri-Ed
P.O. Box 402433
Atlanta, Georgia 30384
Phone: (800) 366-4472
Fax:

PO Number: 3449
Branch: MI
Warehouse: *MI-Main

Trading #:
Order Date: 8/21/2017
Acknowledged: ☐

Ship To: SedonaSecurity AU
Company Name: 5185 Joy Road
Plymouth, MI 48170 - 1721
Edit

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

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	<input type="checkbox"/>
5800PIR-RES	WIRELESS RESIDE	TR 5800PIRRES		1	15	62.10	931.50	0	0.0000	<input type="checkbox"/>
6160CR-2	ANNUNCIATOR KE	6160CR-2	ANNUNCIATOR KE	1	5	153.99	769.95	0	0.0000	<input type="checkbox"/>
*										<input type="checkbox"/>

Mem: 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:

PO Number: 3449
Branch: MI
Warehouse: *MI-Main

Trading #:
Order Date: 8/21/2017

Ship To: SedonaSecurity AU
Company Name: 5185 Joy Road
Plymouth, MI 48170 - 1721
Edit Address
Find Customer

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

Part	Description	Vendor Part	Vendor Desc	Pkg Qty	Quantity
V32FB-9COM	VISTA CONTROL F	V32FB-9COM		1	5