

# Using the Suggested PO List

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Follow the instructions below to generate a suggested PO list.

1. Navigate to the Main Application Menu and select Accounts Payable/Suggested PO List. The Suggested Purchase Orders form will be displayed.
2. Select a warehouse from the drop-down list. Select any other options desired. Press the green arrow located in the upper right area of the Suggest Purchase Orders form.
3. In a few seconds, the lower section of the form will display a listing of all Parts/Primary Vendors that meet the ordering criteria specified.
4. To create a Purchase Order for one of the displayed Vendors, select the Vendor Code from the drop-down list in the header area of the form then press the green arrow again.
5. The list will be refreshed with the suggested parts to order for the Vendor selected.
6. Press the Create PO button located at the lower right of the form.
7. The New Purchase Order form will open and be filled in with the parts/quantities listed in the Suggested Purchase Order List for the Vendor. The User may override any information on the Purchase Order form except the Vendor.

When finished filling out the information on the Purchase Order form, press the OK button to save.