How Do I Create a Purchase Order?

Inventory Management · https://retailedge.com/docs/how-do-i-create-a-purchase-order

To make it as simple as possible to create a purchase order, RetailEdge has multiple ways of creating Purchase Orders. Depending on your business and work flow you might find one more better for you.

You can create a purchase order many different ways in RetailEdge.

1. Directly adding a purchase order to the purchase order file,
2. Auto Generating a Purchase Order from minimums and maximums and from sales histories, or
3. Quick Copying Inventory items into a Purchase Order.
4. From the Sales Screen.

Directly creating a purchase order

1. Click the Purchase Order button on the Toolbar.
2. Click the Add button on the Purchase Order List screen.
3. Fill out the Purchase Order Number General and Notes tab information,
4. Click the Items tab.
5. Click the Add button located at the bottom of the items box.
6. Add the items you want to the purchase order and
7. press the Exit button.

The purchase order will then be added to your list of purchase orders. Easy.