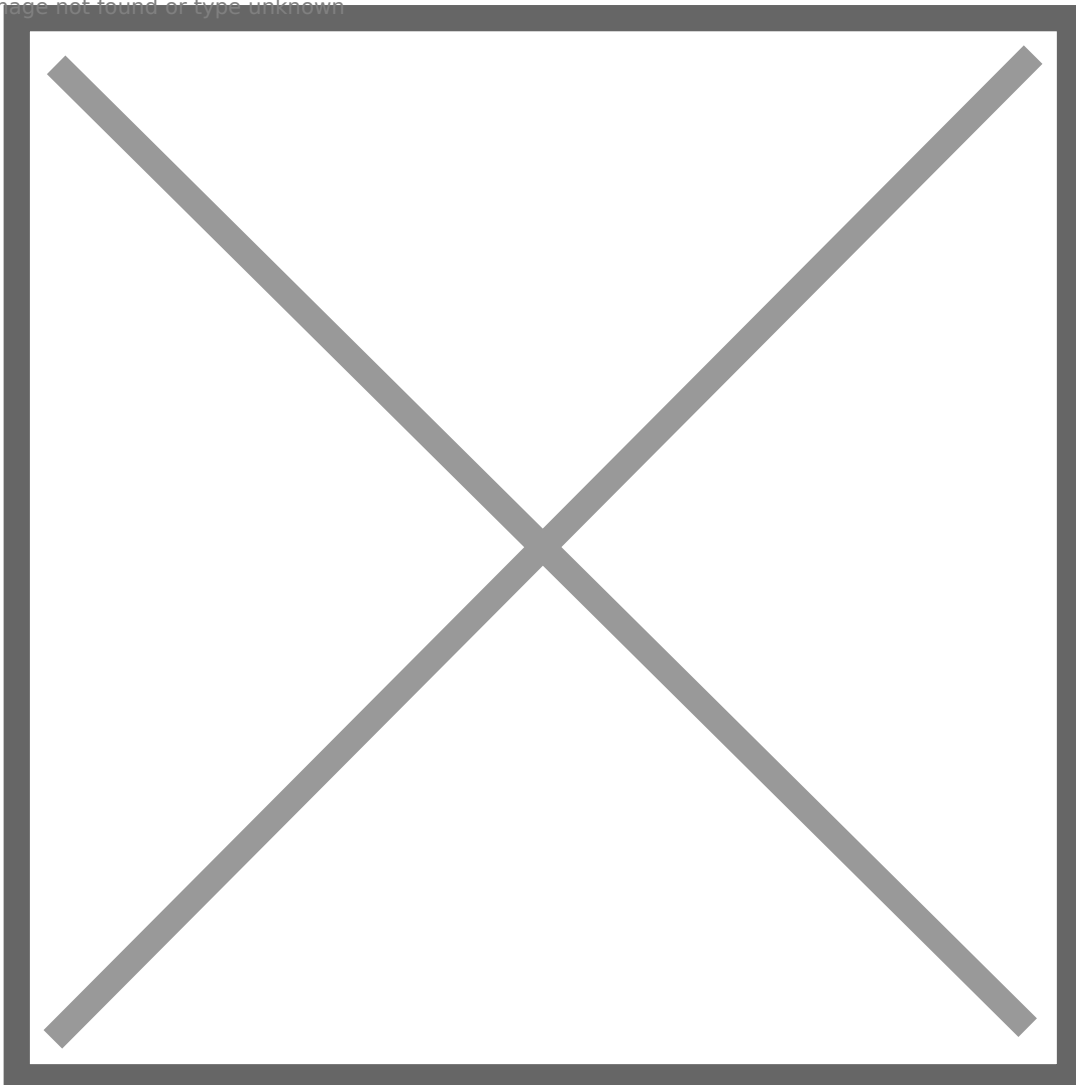


Creating Purchase Orders via Required Orders

Apply Filters

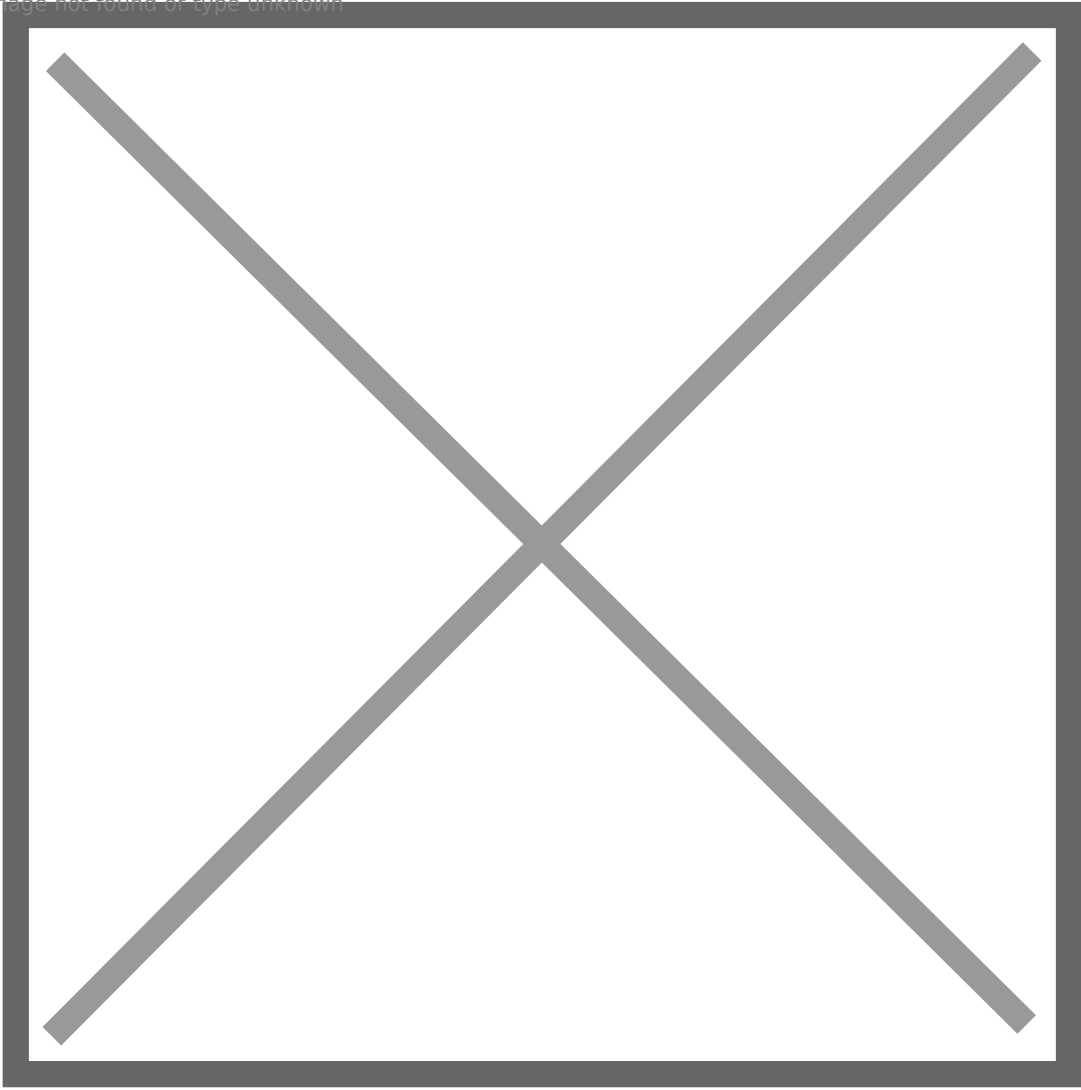
1. Filter the screen by 'Store' (optional)

Image not found or type unknown



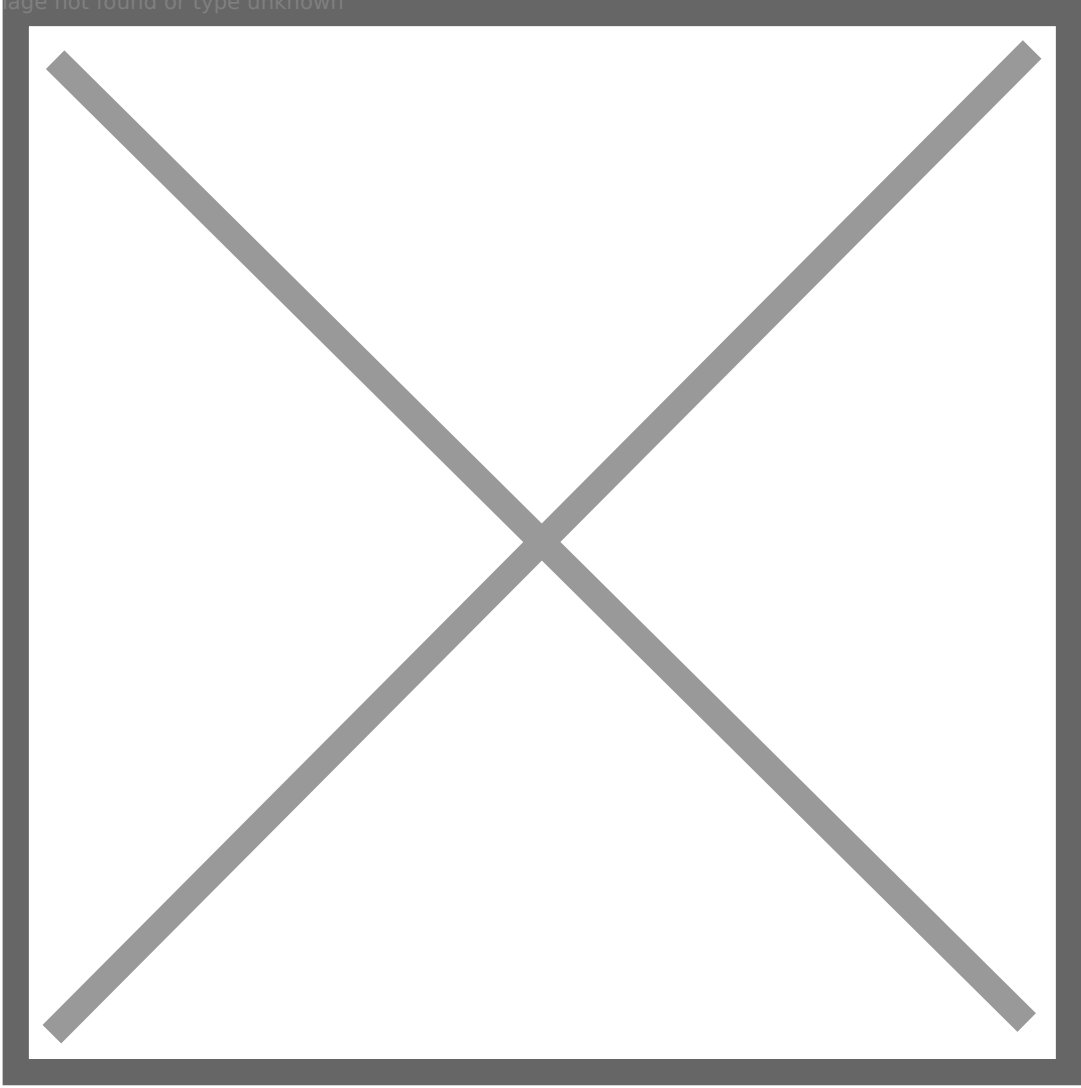
2. Filter the screen by 'Supplier' (optional)

Image not found or type unknown



3. Click "Submit"

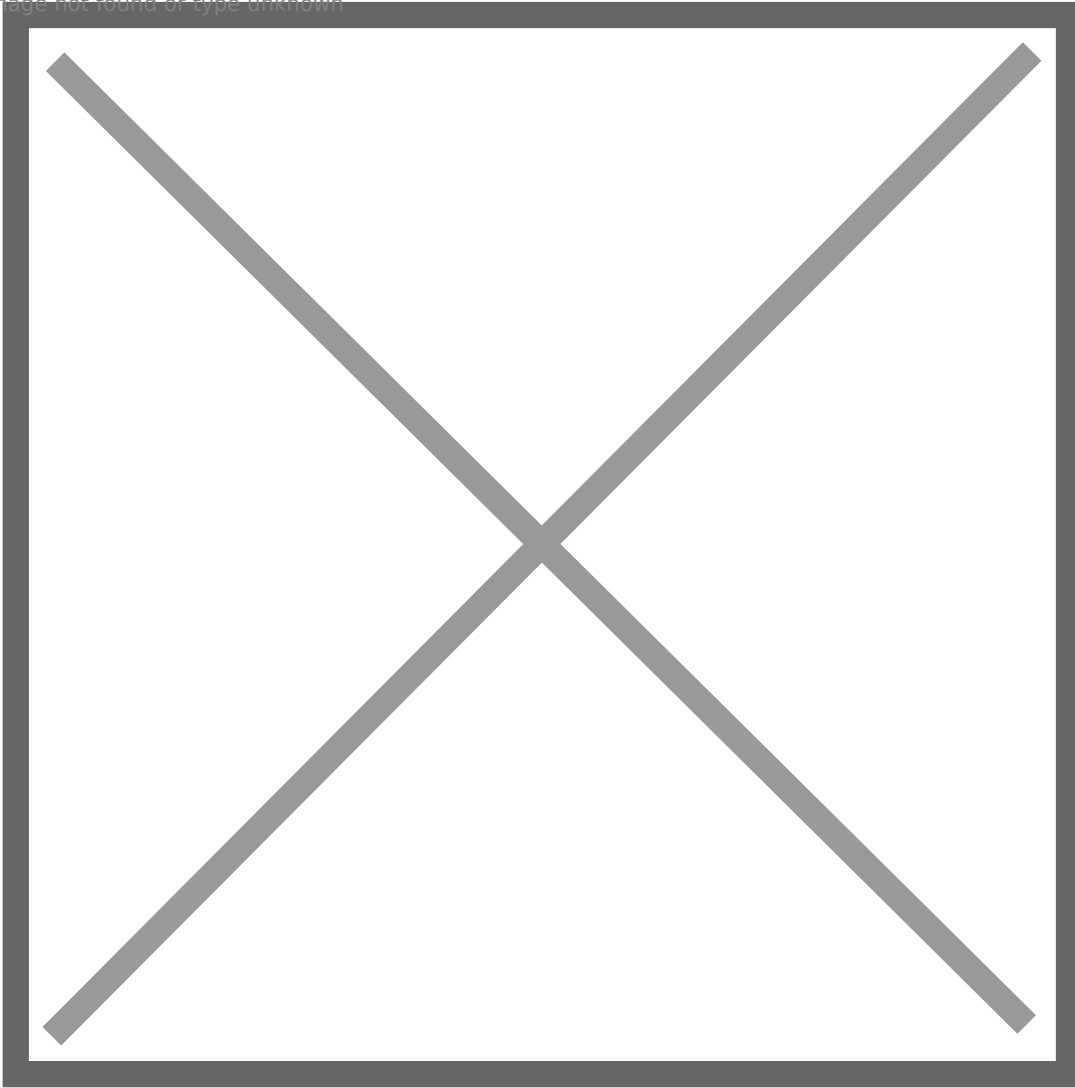
Image not found or type unknown



Create Purchase Orders

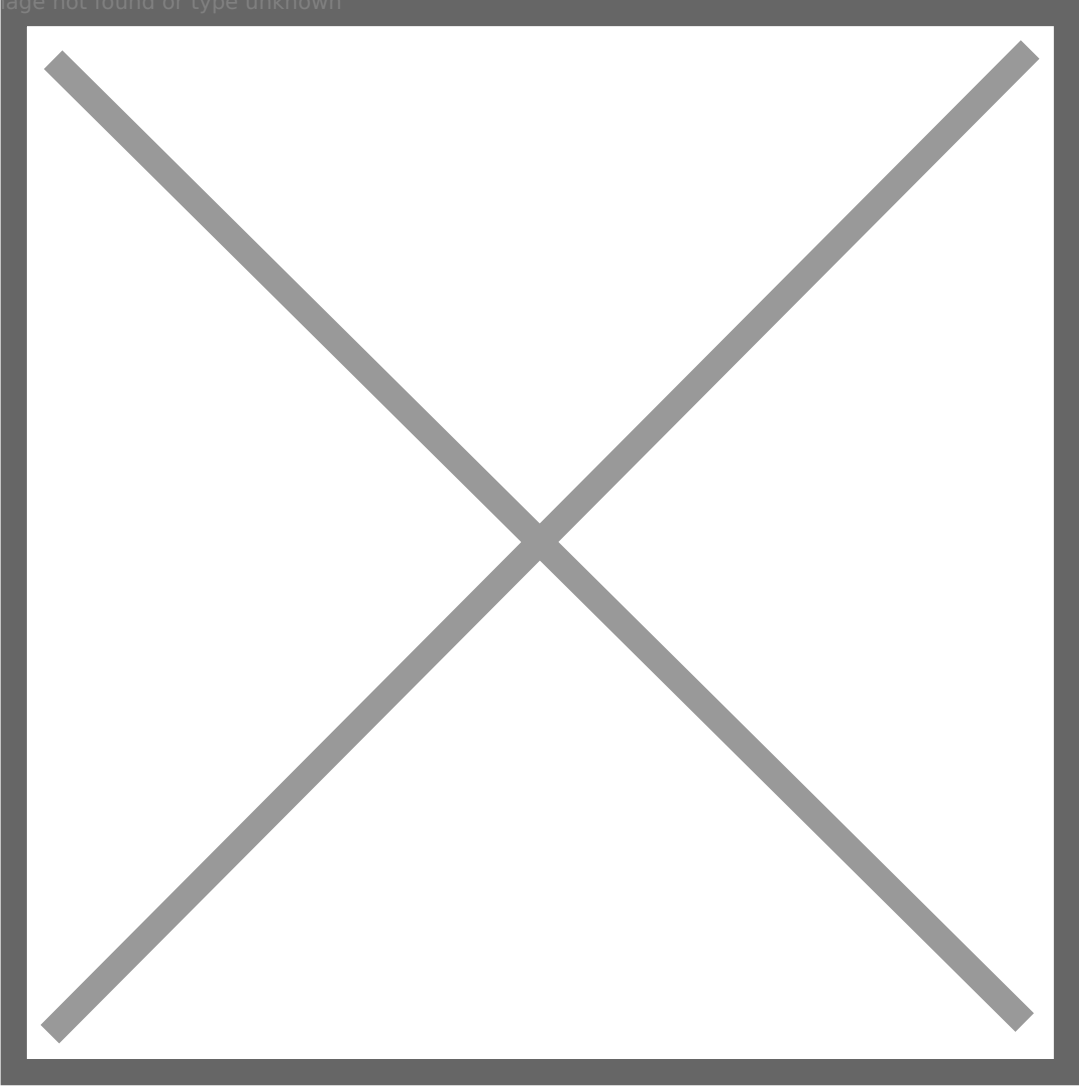
4. Select multiple products to order

Image not found or type unknown



5. Toggle lines to be drop shipped (DHD) directly to the Customer (optional)

Image not found or type unknown



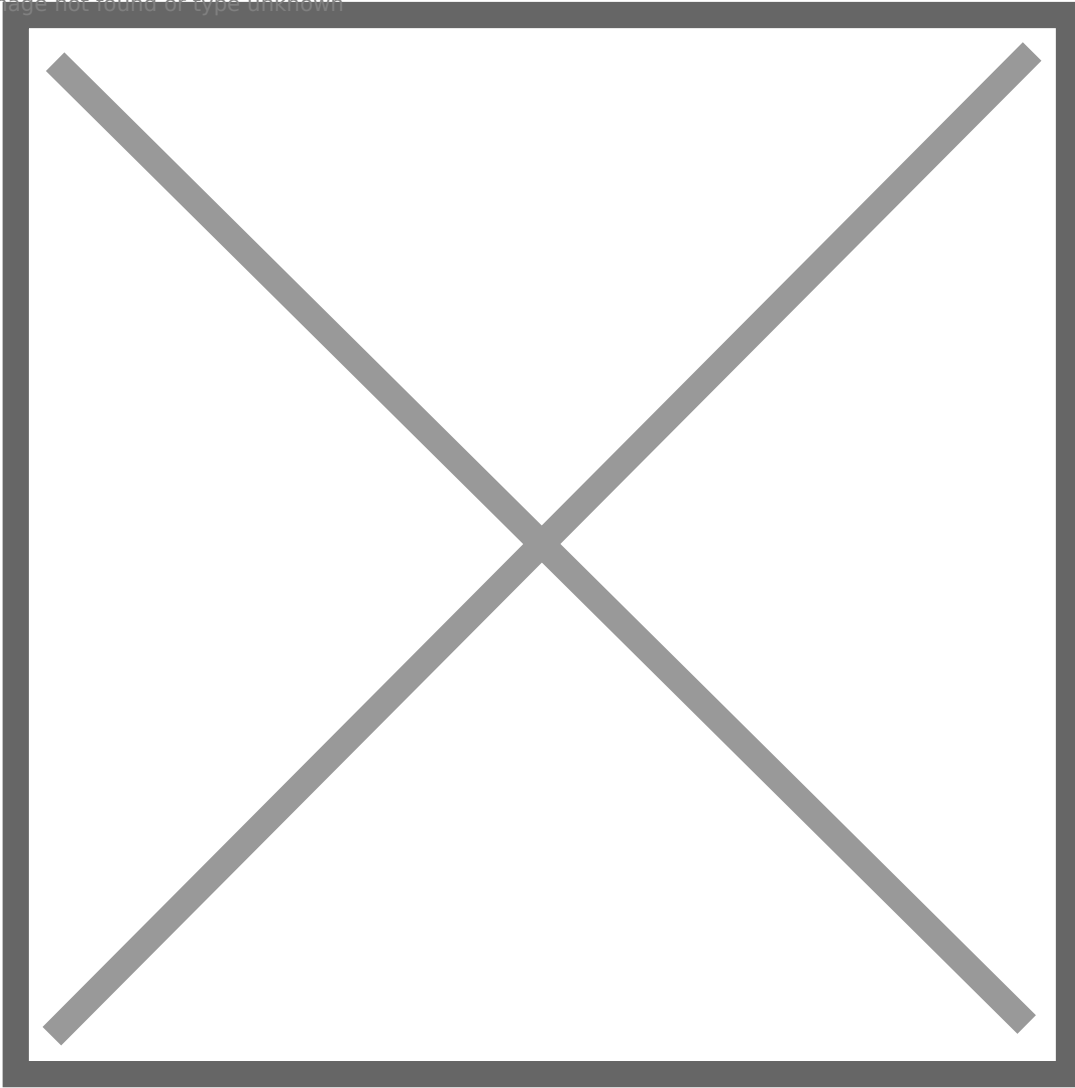
6. Click "Submit"

Image not found or type unknown



7. Click to view your Purchase Orders

Image not found or type unknown



Revision #1

Created 24 October 2025 13:43:00 by Mike

Updated 24 October 2025 13:43:42 by Mike