How to create a Purchase Order (PO) one Item at a time

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Overview

Use this guide to manually create a Purchase Order for an item you need to buy from a supplier. You'll select the vendor, confirm the delivery location, and enter the quantity and cost.

Steps

1. Open **Purchasing > Purchase Orders**, then click **New**.
   Tip: You can also press **Ctrl + F9** or select **Quick Start > + > Purchase Order**.
2. Click **New** at the bottom left.
3. Select the **Vendor**, then press **Enter**.
4. Review **Bill To** and **Ship To**. For delivery directly to a customer, select **Drop Ship To Cust** and choose the customer in the **Ship To** section.
5. Review the PO header information as applicable.
6. In **Add/Edit Line Item**, select the **Item Number**. Enter **Qty Ord** and review the **Vendor Item Number**, **Description**, and **Cost**.
7. Click **Commit Line Item**, then **Save**.
8. Review the saved PO before sending it to the supplier by selecting **Send Email**.

To order additional items from the same vendor, repeat the line-entry steps.