How to create Purchase Orders using the Replenish Stock screen

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Overview

Use **Replenish Stock** to calculate purchasing needs, compare suppliers, and prepare Purchase Orders.

Steps

1. Open **Purchasing > Replenish Stock**.
2. Under **What do you want to do?**, select **Calculate & Display a list of Items to BUY**.
3. Choose an **Analysis Method**.
    - **Past Sales History** uses historical sales and your desired future supply period.
    - **Min/Max** uses the item's reorder point and target stock level.
4. Set the applicable criteria and **Vendor Comparison** selections, then click **Show Parts To Buy**. Respond to any prompt about including backorders.
5. Review stock, incoming purchases, suggested quantities, and vendor costs. Assign the quantities to buy to the appropriate vendors.
   Tip: Under **Functions**, **Auto Fill the Vendor Qty to Buy** assigns suggested quantities to the lowest-cost vendor.
6. Click **Proceed** to open **Auto Create PO or Request for Quote (RFQ)**.
7. Select a vendor, review the item count, quantities, and total, then select **Create PO** and click **Proceed**.
8. Review the generated PO. For additional vendors, repeat the vendor selection and creation process.