How to create Sales Order PO's for a batch of Sales Orders

Last Modified on 11/11/2026 9:54 am EST

Overview

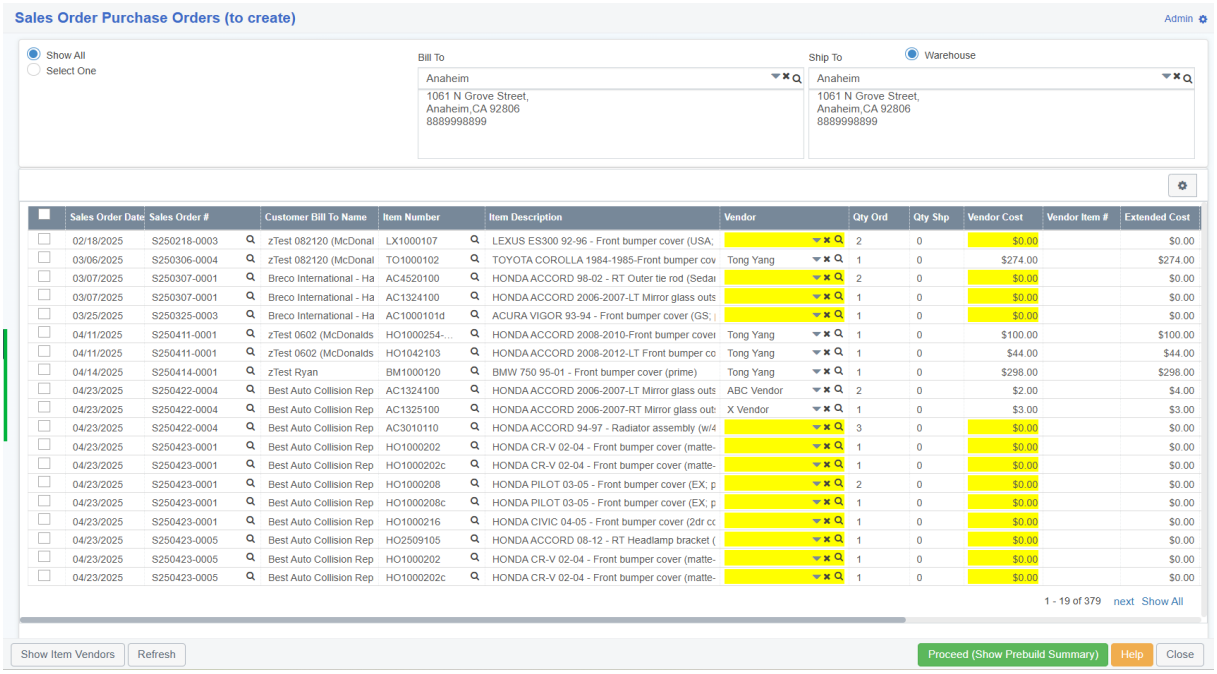
When you create a **Sales Order** you may need to purchase 1 or more items (from 1 or more vendors) to sell to your customer. This article explains, step by step, how to view and batch create PO's for all items on all **Sales Orders**.

Before You Begin

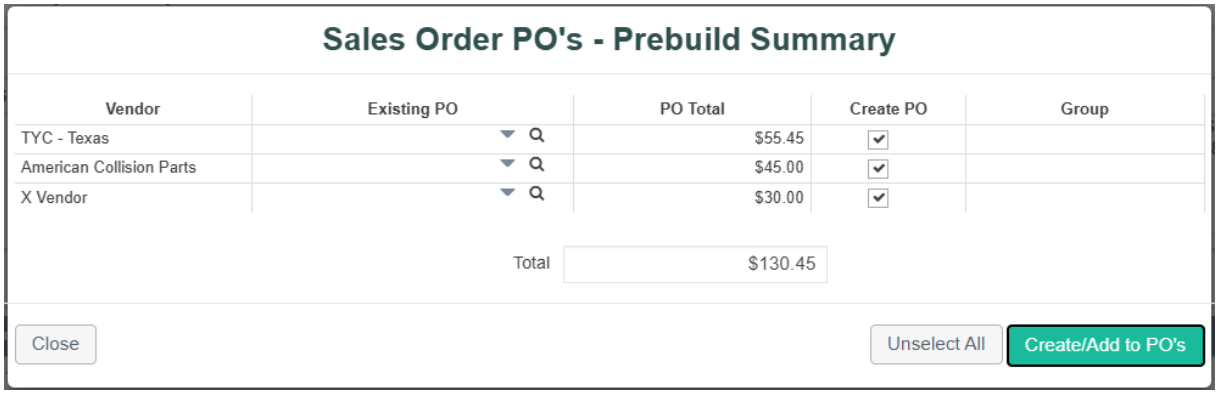
This article assumes you have already created numerous **Sales Orders** that have 1 or more special order items (where the PO checkbox is checked, and the PO # does not exist).

Steps

1. Click **Purchasing** > **Special Order PO's** (on the main 1place navigation bar on the left side). This will diplay the **Sales Order Purchase Orders (to create)** screen.



2. Make sure each line item has the **Vendor** you want to purchase the item from and the **Cost** you expect to pay.
3. Click the **Checkbox** (on the far left side) for each line item you want to add to a PO (or click the **Checkbox** above all the checkboxs to select them all).
4. Click the green **Proceed (Show Prebuild Summary)** button. This will display the **Sales Order PO's - Prebuild Summary**.



5. Click the green **Create / Add to PO's** button. This will:
    a. Create (and open) each new PO created.
    b. Insert (and link) the proper **Sales Order #** into the associated **Purchase Order Line Item**.
    c. Insert (and link) the proper Purchase Order # into the associated Sales Order Line Item.
    d. Reserve that PO Item for that Sales Order #. (So it cannot be sold to another customer when it arrives).

> Note: Instead of creating a new PO, you can add the item(s) to an existing PO (sometimes called **Blanket PO**) by selecting the PO from the **Existing PO** drop down list.