How to add Sales Order items to a blanket PO

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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 add Sales Order items (that need to be purchased) to a 'blanket' (open) PO.

Before You Begin

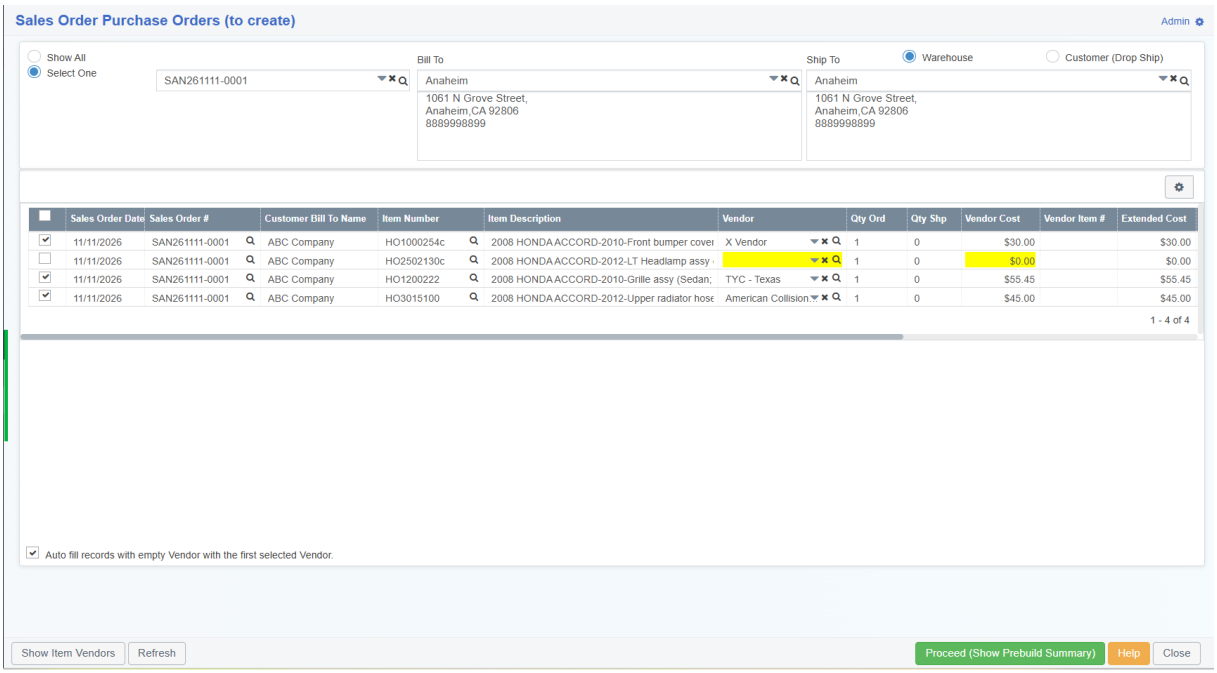
This article assumes you have already created a **Sales Order** that has 1 or more special order items (where the **PO** checkbox is checked, and the **PO #** does not exist) that need to be added to an already existing PO.

Steps

1. On the **Sales Order** screen, make sure the **PO checkbox** is checked for each item on the **Sales Order** that needs to be 'special ordered' for that Order.

> **Tip**: If you add a default **Vendor** (on the **Item Detail** screen for the item) it will auto fill the **Vendor** field on the Sales Order line item.

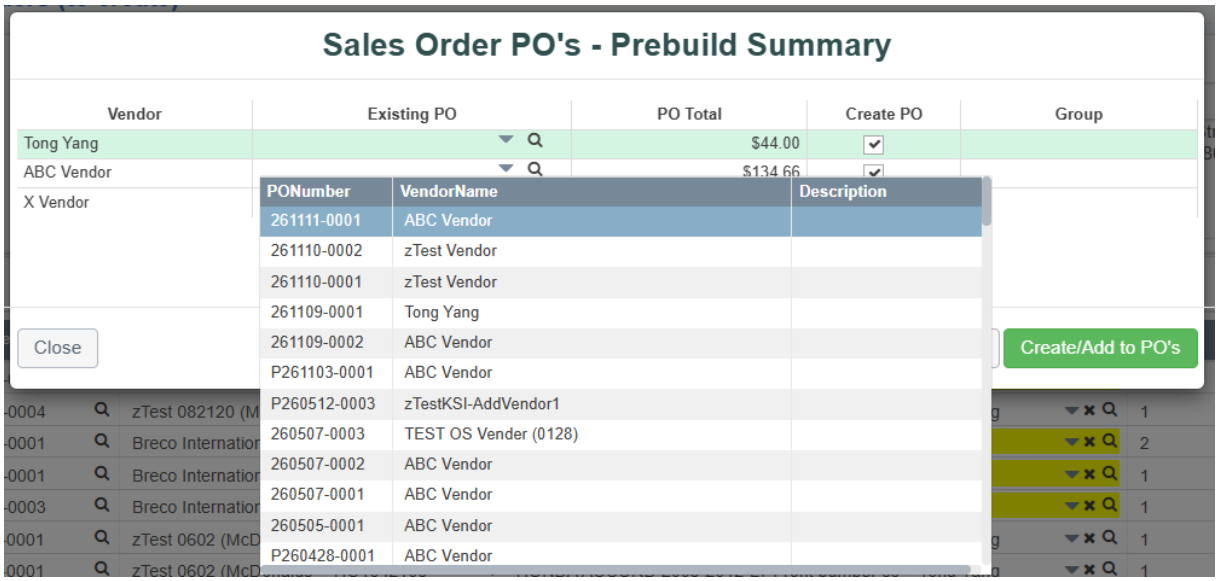
2. Click the **Create PO's** button. This will open the **Sales Order Purchase Orders (to create)** screen.



3. Make sure each line item has the **Vendor** you want to purchase the item from and the **Cost** you expect to

pay.

4. 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).
5. Click the green **Proceed (Show Prebuild Summary)** button. This will display the **Sales Order PO's - Prebuild Summary**.
6. In the **Existing PO** dropdown list, select an existing PO to add the parts to.



7. 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).