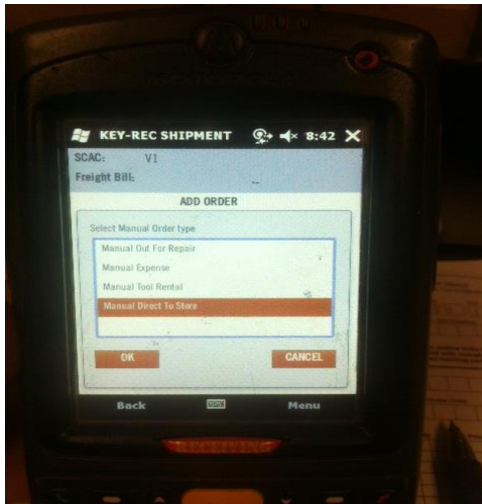
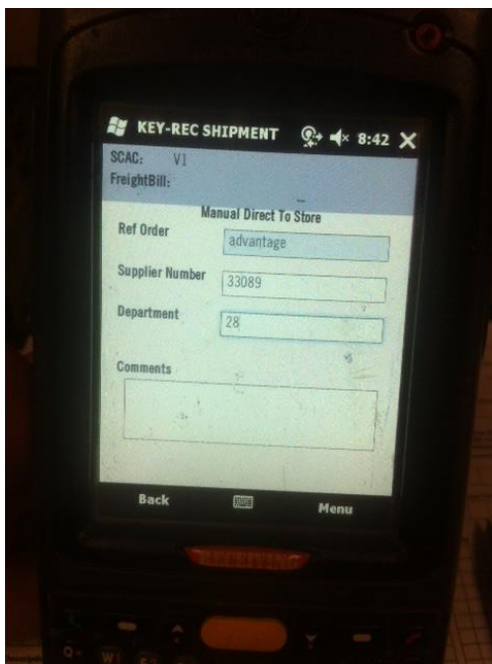


Creating PO For Vendors

- Enter Key Rec Receiving Icon
- Type either Assembly, Water, Coke, or Frito as the Order/Transfer #

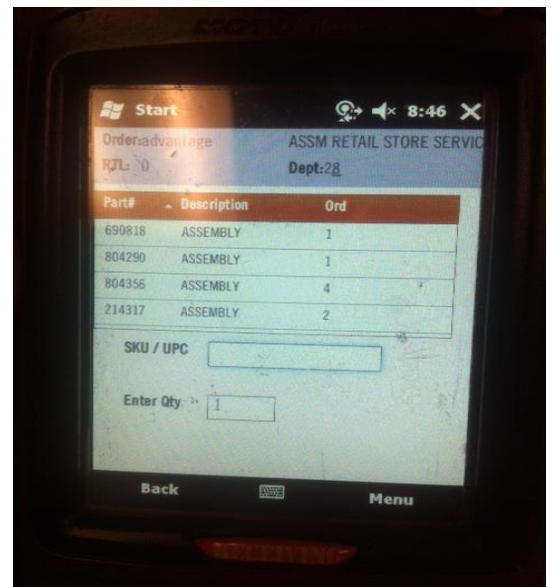


- Choose "Yes" to Create a Manual Order
- Choose Option Manual Direct to Store - Press Enter



- Type the Supplier Number and Department Number - Press Enter

(Advantage Sales and Marketing Supplier / Vendor Num. 33089 Dept. 28 Garden)



- Type Sku and Qty - Press Enter
- Repeat Last Step For Multiple Sku Entries
- After Entering Last Sku Press Menu

- Select Accept Order Details - Print a Label
- Screen Title Will Change to Detail Shipment - PO# Now Shows in Top Left Corner
- Detail the Order then Press Menu and Select Detail Complete

