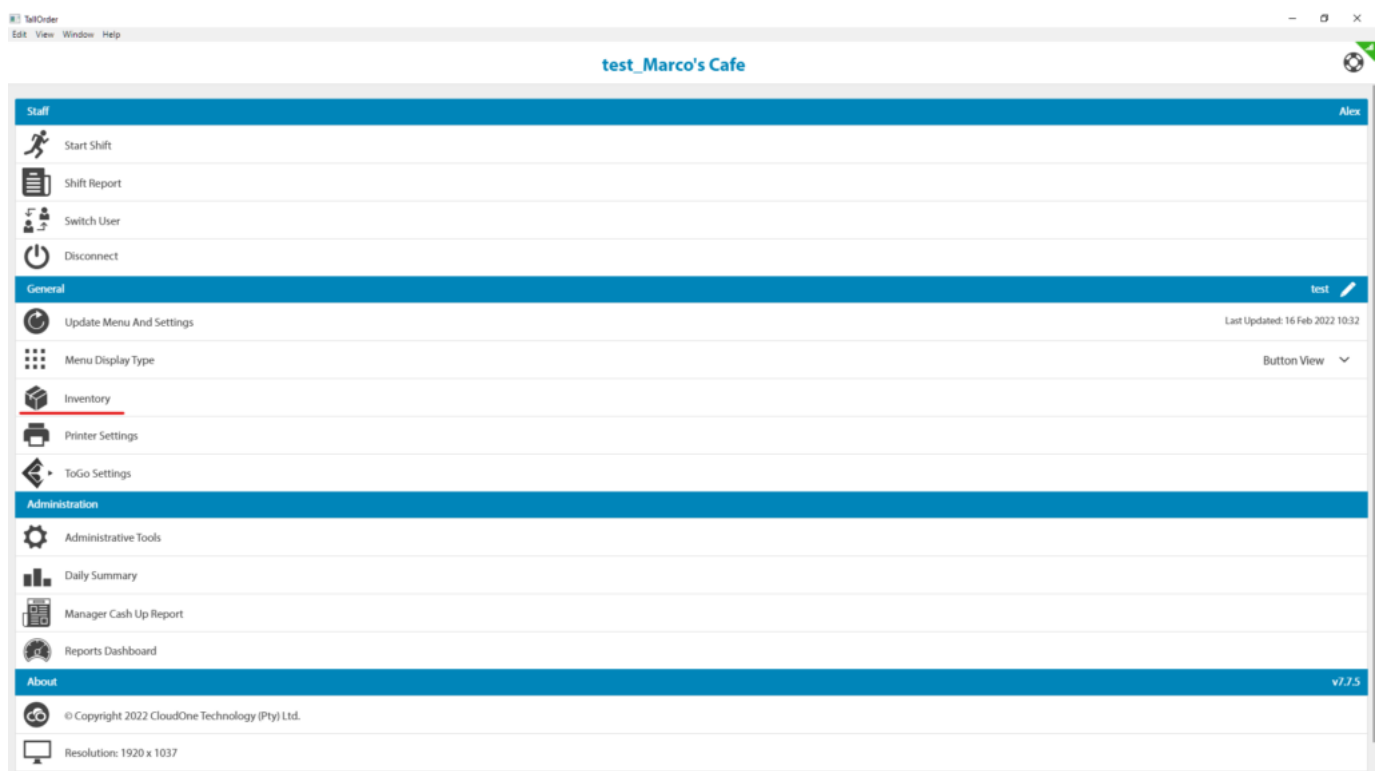
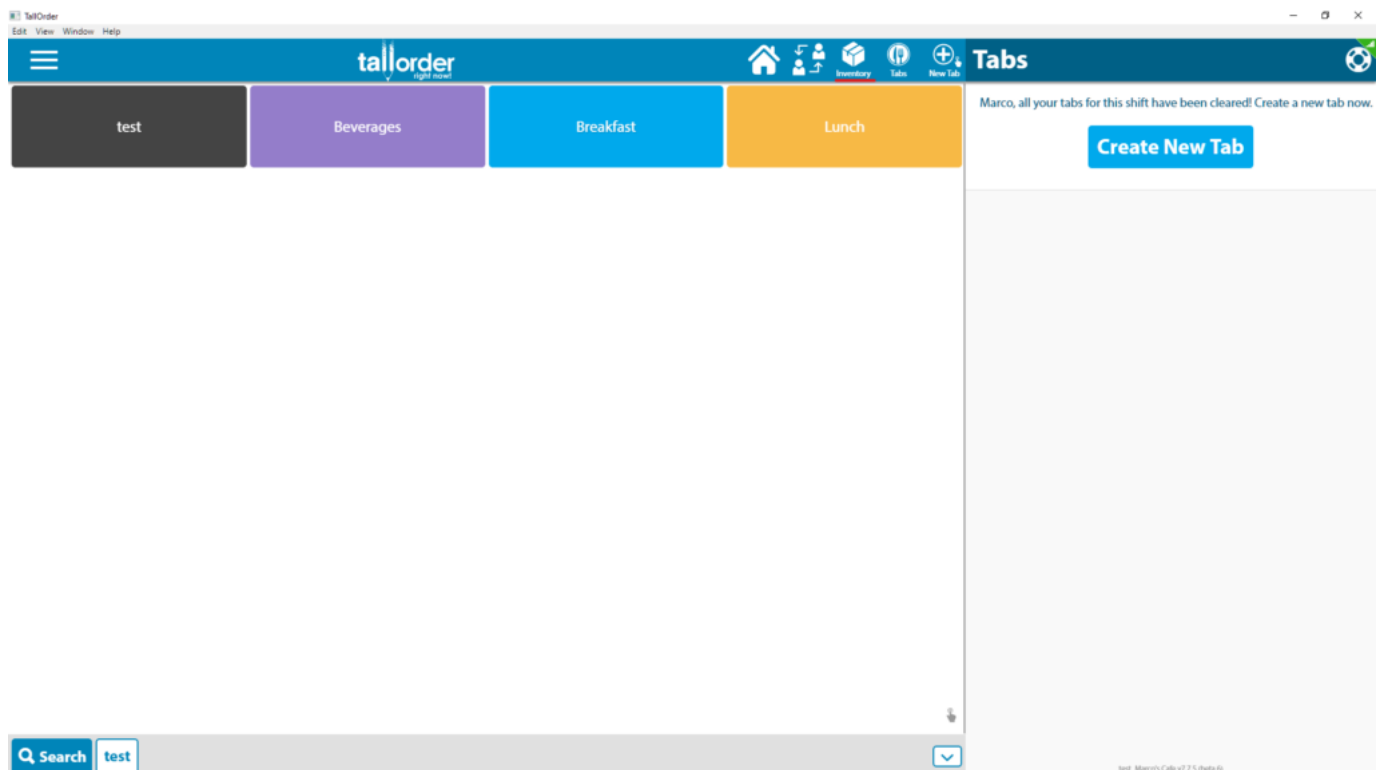


TALLORDER SOLUTIONS

CREATING A PURCHASE

ORDER

Click on the "Inventory" option on the TallOrder taskbar at the of the screen (if you have open shift) or under the "General" heading, in settings, click on the "Inventory" option.

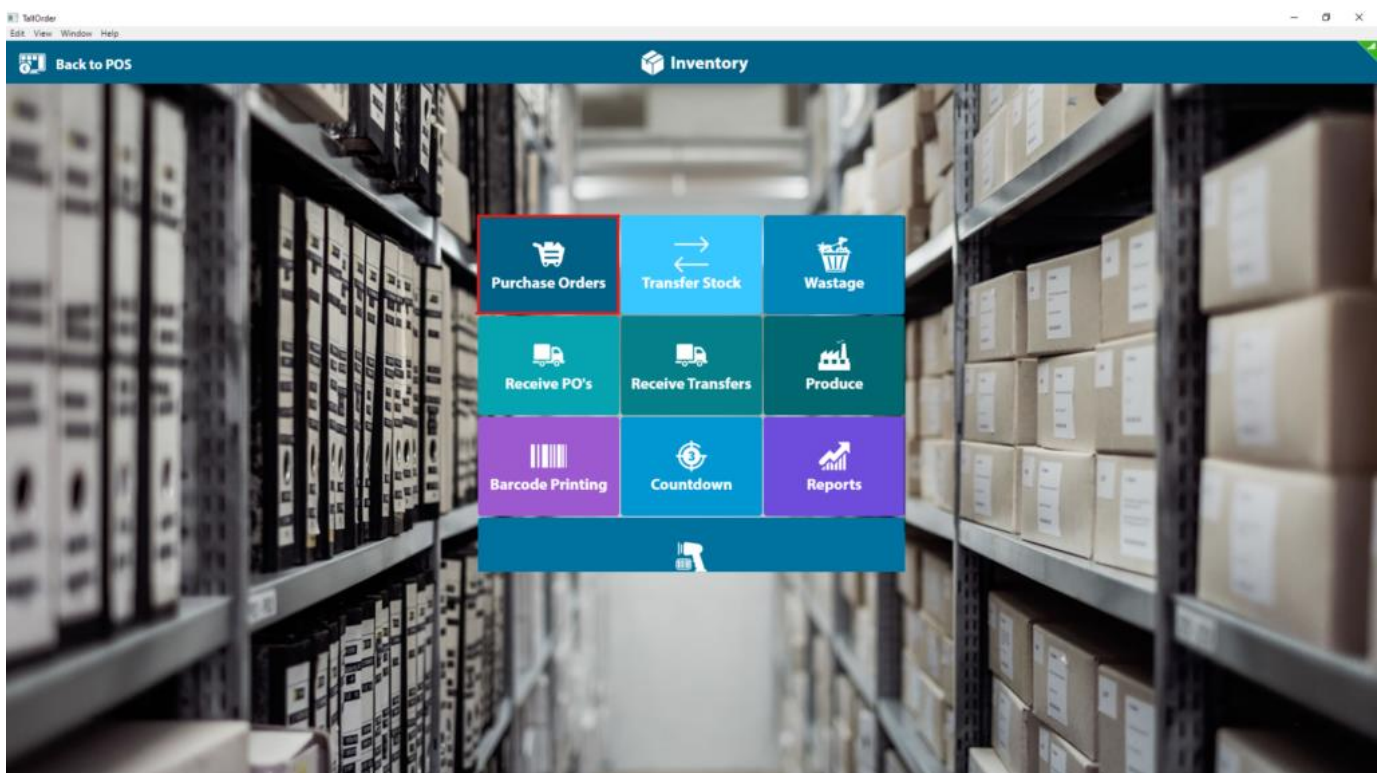


Enter your manager pin to access the Inventory menu.

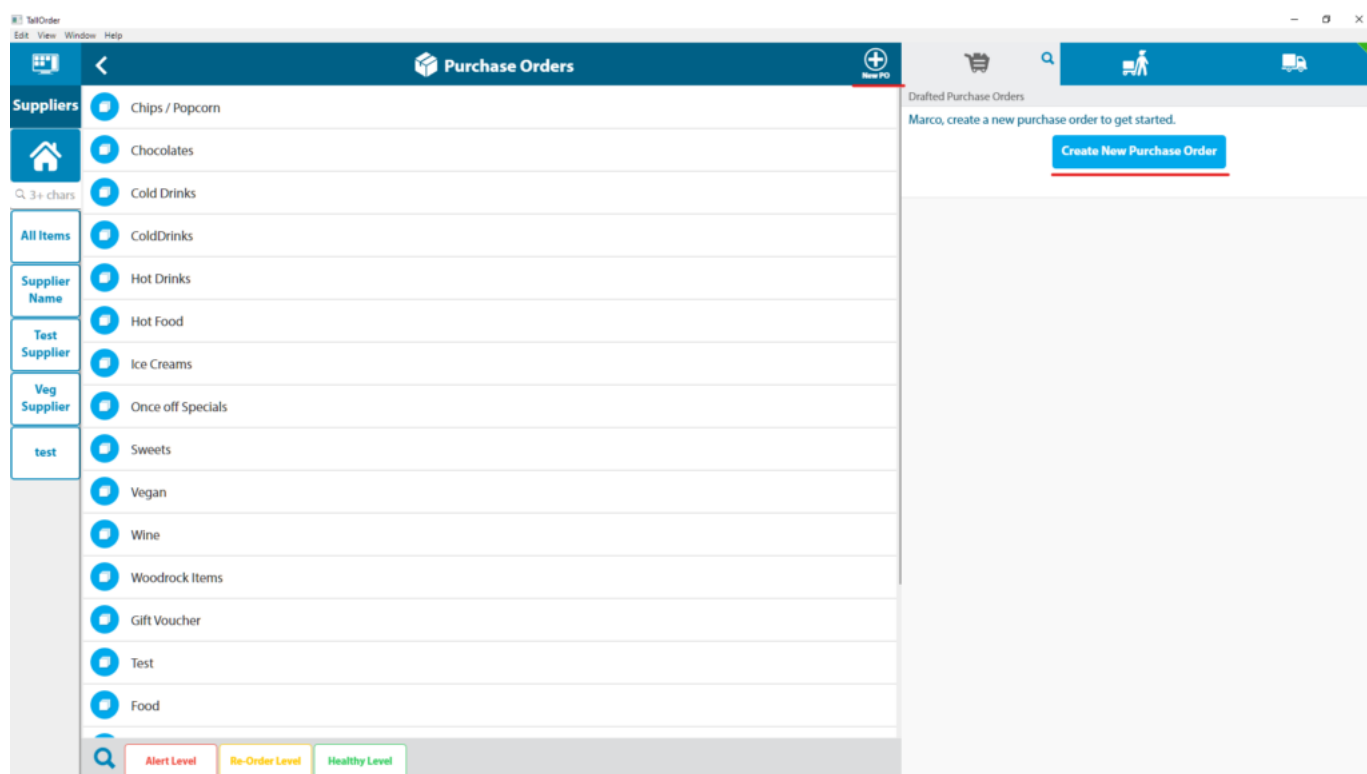
Enter Manager Pin

7	8	9			
4	5	6			
1	2	3			
Cancel	0	C			

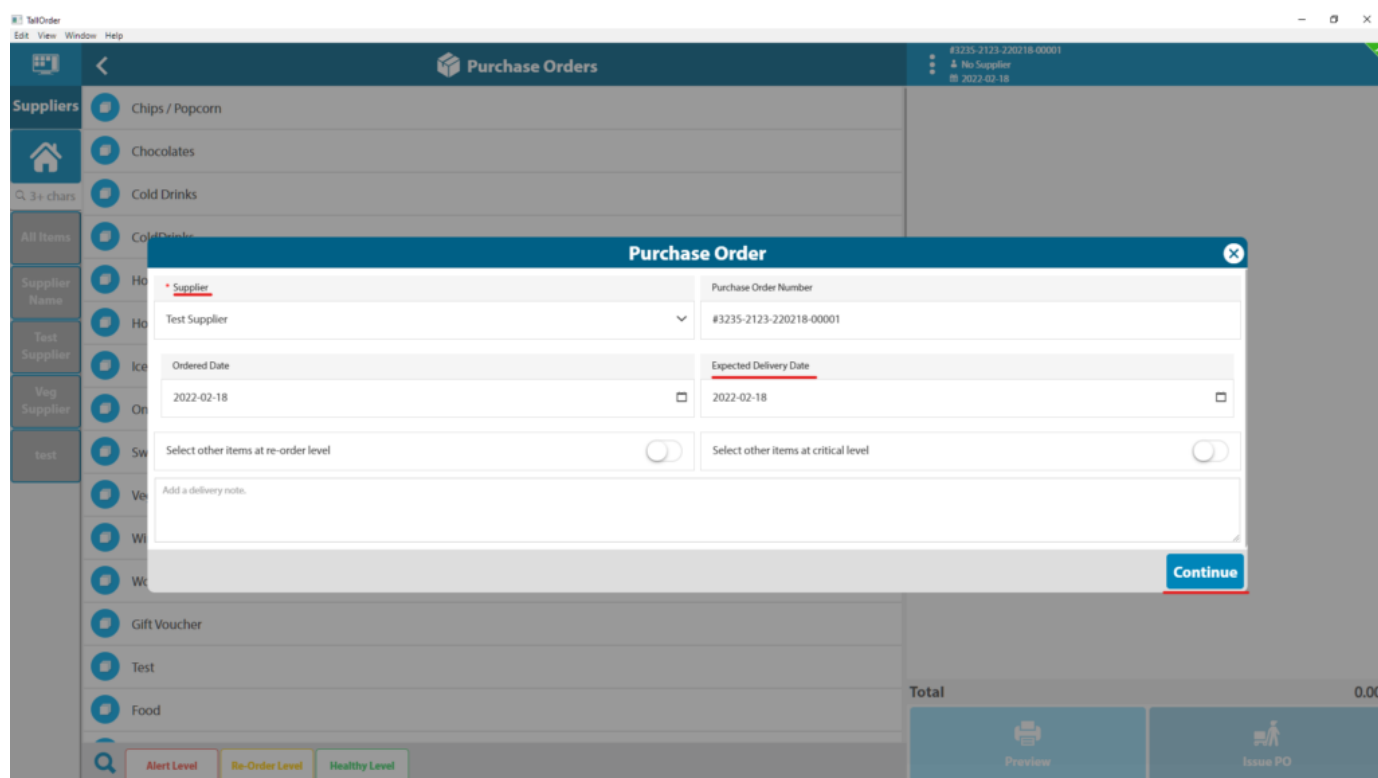
Select the top left option named "Purchase Orders".



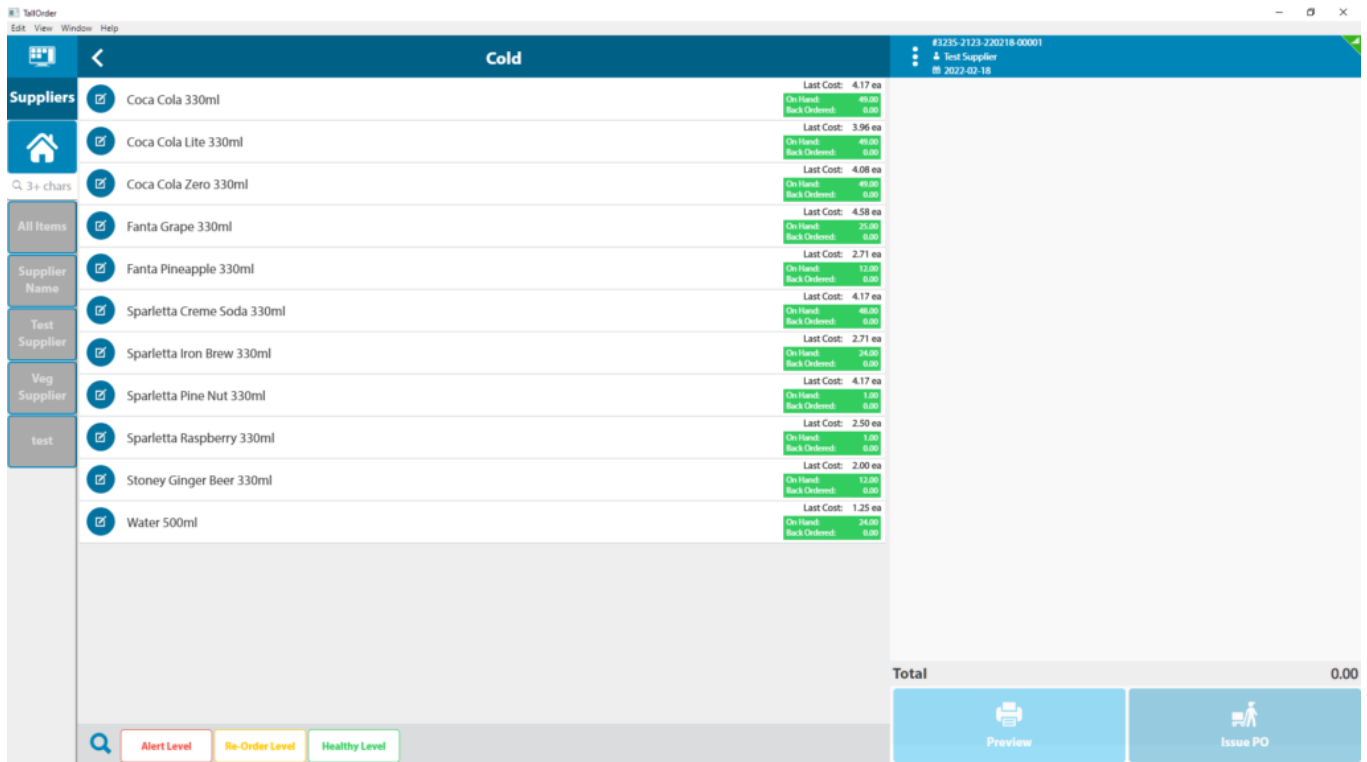
Either click on the “Create New Purchase Order” button on the righthand side of the screen or click on the “New PO” button at the top of the screen.



Select your supplier for this Purchase Order, the Expected Delivery Date, items at re-order/critical level (if necessary) and add a delivery note at the bottom of the modal. The draft Purchase order will be created.



Select the department the suppliers products fall under and click on them to add them to Purchase Order. You will notice at the right of each item it indicates the Last Cost per Stock On Hand as well as Stock on Back Order.

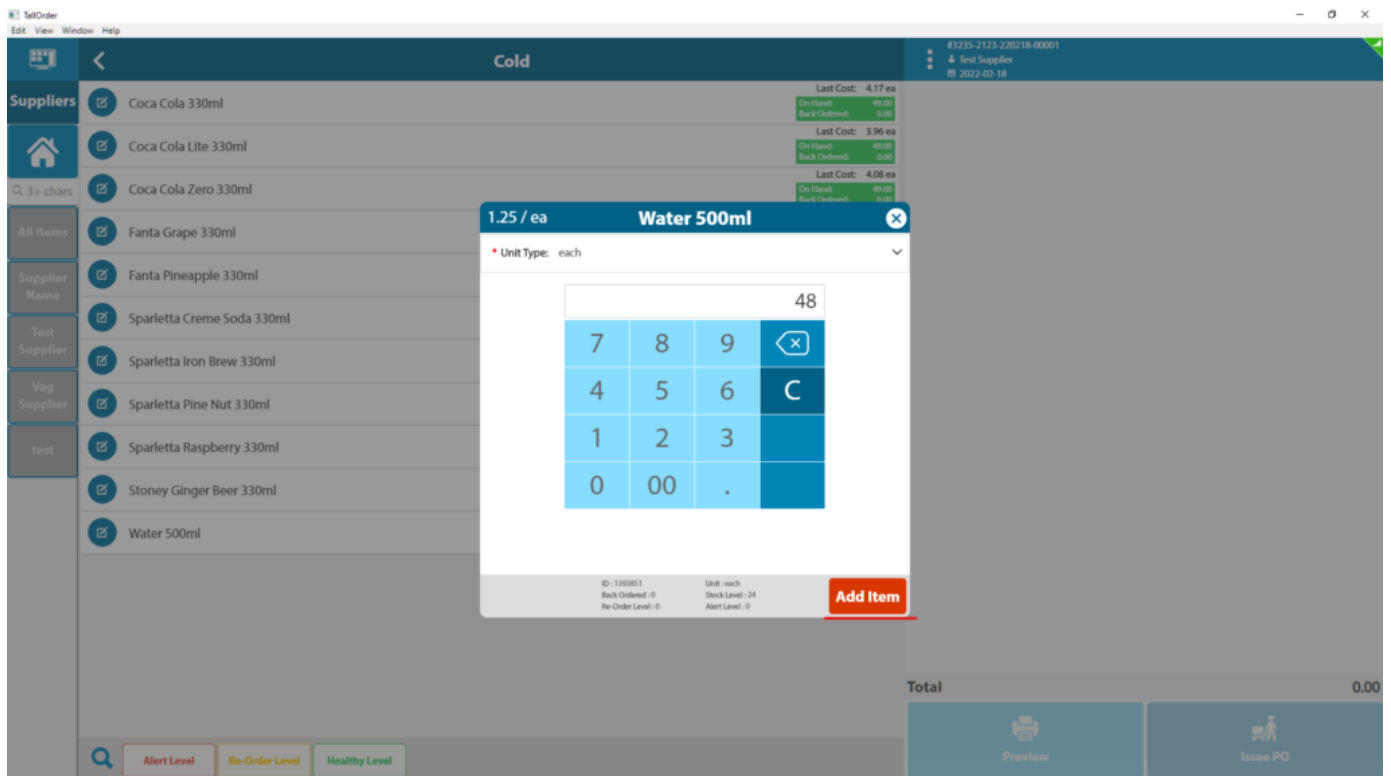


Department	Product	Last Cost	On Hand	Back Order
Cold	Coca Cola 330ml	4.17 ea	49.00	0.00
	Coca Cola Lite 330ml	3.96 ea	49.00	0.00
	Coca Cola Zero 330ml	4.08 ea	49.00	0.00
	Fanta Grape 330ml	4.58 ea	25.00	0.00
	Fanta Pineapple 330ml	2.71 ea	12.00	0.00
	Sparletta Creme Soda 330ml	4.17 ea	49.00	0.00
	Sparletta Iron Brew 330ml	2.71 ea	24.00	0.00
	Sparletta Pine Nut 330ml	4.17 ea	1.00	0.00
	Sparletta Raspberry 330ml	2.50 ea	1.00	0.00
	Stoney Ginger Beer 330ml	2.00 ea	12.00	0.00
Water 500ml	1.25 ea	24.00	0.00	

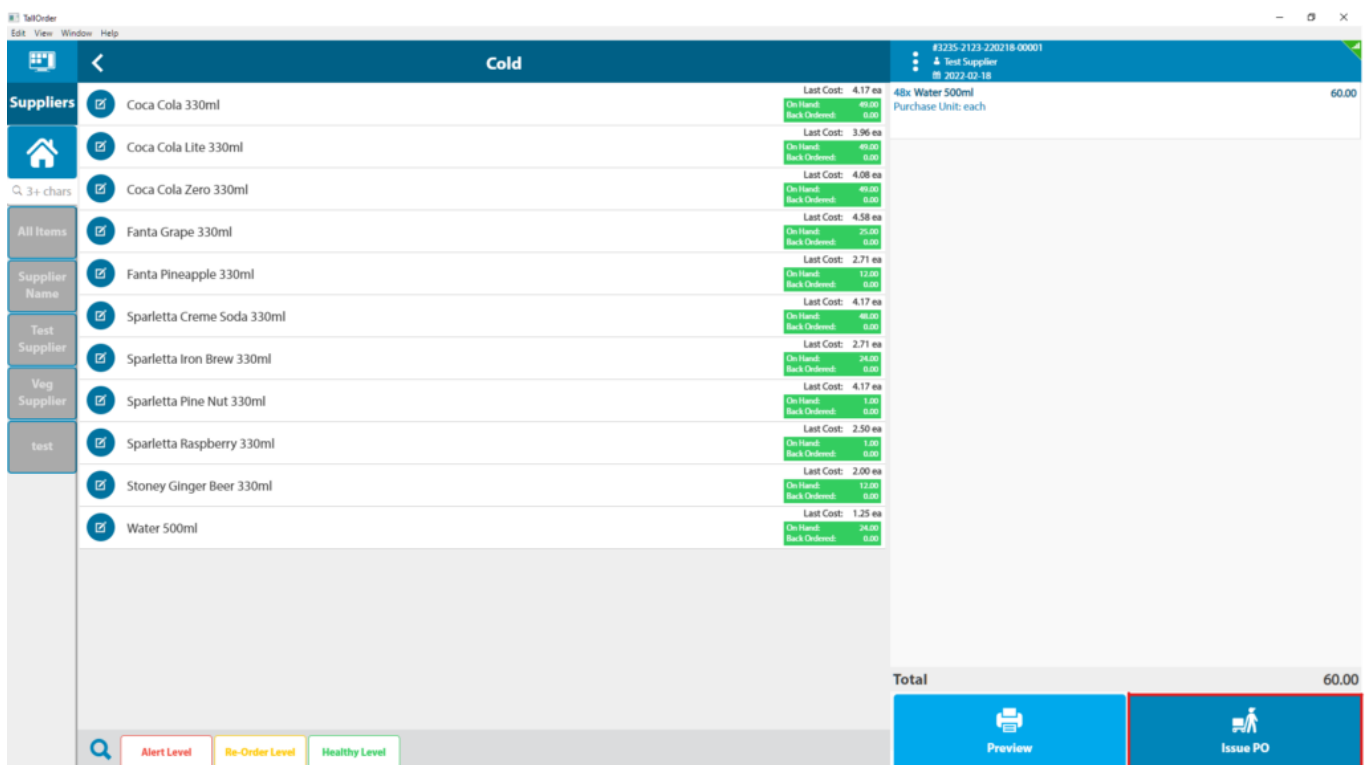
Total: 0.00

Buttons: Alert Level, Re-Order Level, Healthy Level, Preview, Issue PO

After clicking on an item a modal will appear where you can enter the amount for that product that you want to add to the Purchase Order. After entering the amount click on "Item" to add that product with the amount to the Purchase Order.

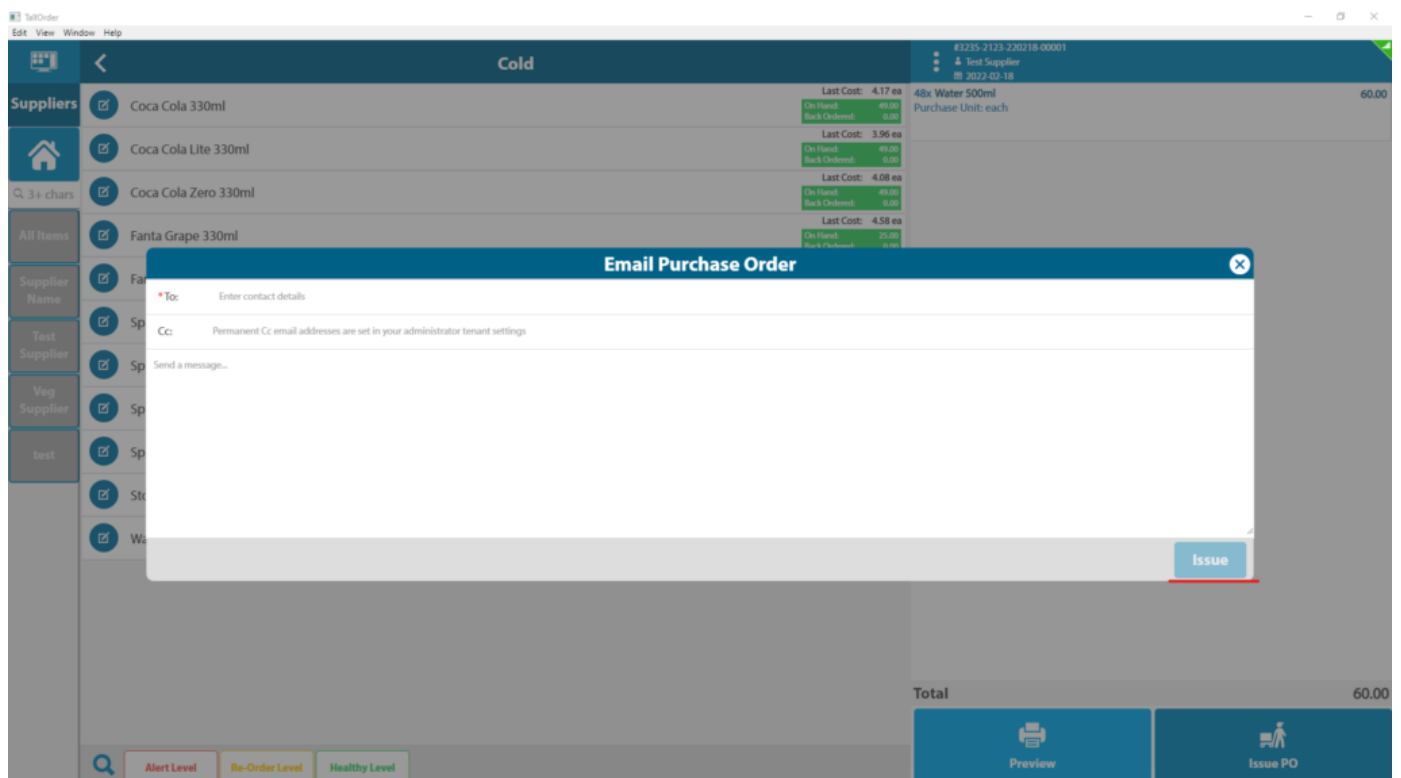
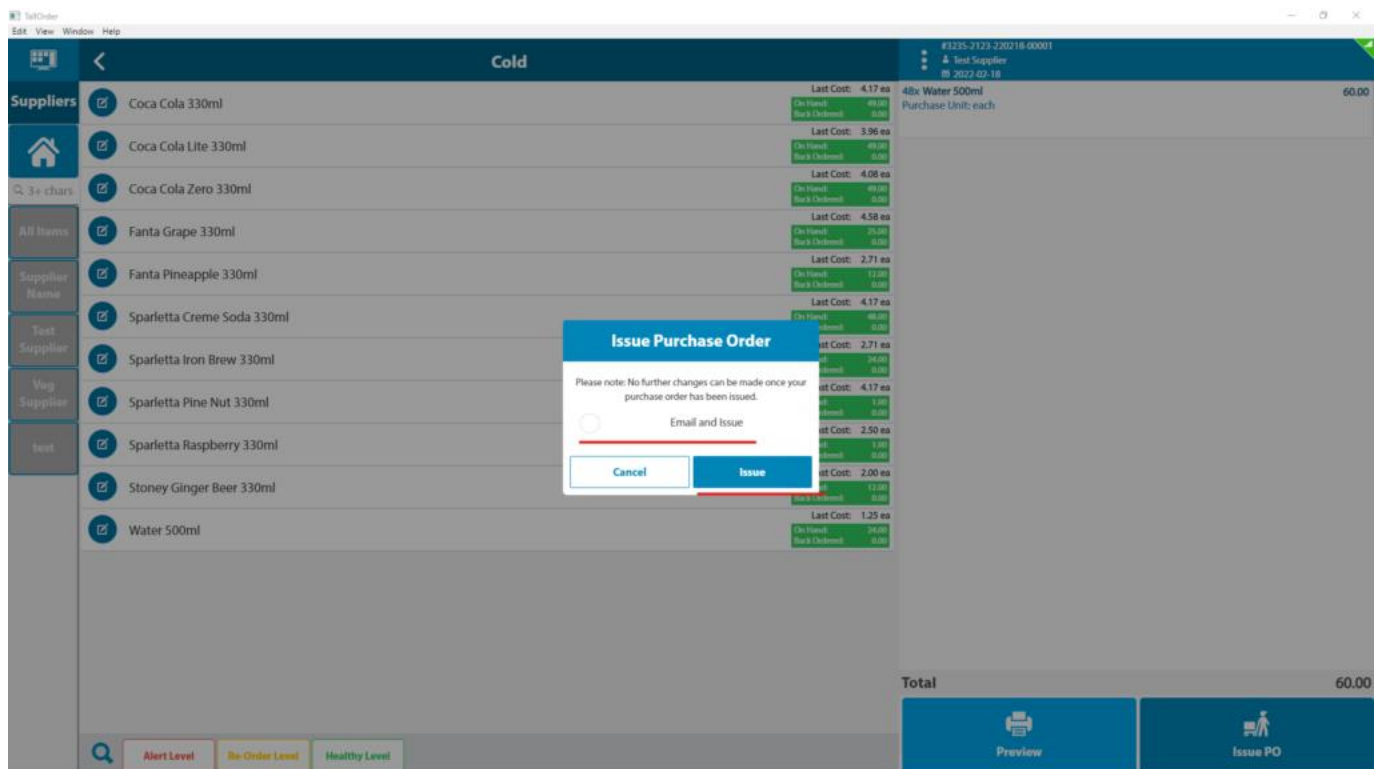


After adding all your products to the draft Purchase Order go ahead and click on "Issue in the bottom right corner to Issue the Purchase Order.



After clicking on "Issue PO" you will have the option to either Email and Issue or simply Issue the Purchase Order. With the first option you can enter the suppliers Email, add emails

the the cc list and type out a message to the supplier. With the second option it will issue the Purchase Order without sending an email.



After following all above steps the Purchase Order will be created, the product and the amount will be on Back Order and you can view all Issued Purchase Orders under the the second tab, on the right hand side, with the icon of a person pulling a trolley with a box on it.

TelOrder

Edit View Window Help

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