Create, Update and Print Purchase Orders

Create a Purchase Order

To prepare a Purchase Order, go to **Settings > Inventory > Purchase Orders**.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			(³¹² , 🖵 😯	2
Membership		Filter: Filter											
🔜 Inventory 🔫		riter: riter										-	
nventory list											+ ADD NEW	MORE ACTION	15 +
		Number	Vendor		Vendor Invoic	e Number		Job #	Status	Created By	Amount		
Equipment		2	RS Spare	Parts					Inventory Received	Peter Richards	\$2,000.00		:
Warehouses		1	RS Spare	Parts					New	Peter Richards	\$2,000.00		÷
/endors										Items per page: 25 🔹	1 – 2 of 2 <	< > :	>
Purchase orders 🚽	_												
Markups													
narkups													
PriceBooks	<												
Scheduling	<												

Click on the + Add New button.

ndusTrack MAI	CUSTC	MER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			212	🖵 🔞 🌼
Membership													
Inventory	~	Filte	r: Filter										
nventory list											ſ	+ ADD NEW MO	REACTIONS
inventory list			Number	Vendor		Vendor Invoic	e Number		Job #	Status	Created By	Amount	
quipment			2	RS Spare	e Parts					Inventory Received	Peter Richards	\$2,000.00	1
/arehouses			1	RS Spare	e Parts					New	Peter Richards	\$2,000.00	:
endors										Ite	ems per page: 25 💌 1	- 2 of 2 < <	> >
urchase orders													
larkups													
larkups													
PriceBooks	۲												
Scheduling	<												

Fill in the order details on the Add Purchase Order window. Fields with (*) are required.

Vendor Details

Vendor*

Select the vendor's name from the drop-down list.

ndor		s	hip To				
Select Vendor *	1		Shipping Address				
	KPL Industrial Supply	•					11
Vendor Address	Tradeland Supply		Ship Via				*
Mailing Address	Twin Cities Trading		Date	9/6/2022			•
	Natividad Cutting Tools						
Email	Parkland Warehouse		Purchase order #	Auto increment			
Vendor invoice #		•					
Job #							
	Name	Description			Unit Cost	Quantity Total F	Price
be to search						1	
Message to Vendor	1					Subtotal:	\$0.00
			ĥ		Tax:	Not selected	
						c	

- If the supplier does not exist in your system (not on the list), create a vendor profile first. To do this, go back to the Vendors page OR create the profile straight from the Purchase Orders page.
 - Below is the instruction on how to add a vendor from the Purchase Orders page.
- Scroll down to the bottom of the Vendors list and select Create New Vendor.

Add Purcha	se Order							Х
Vendor				Ship To				^
	Select Vendor *	1	E	Shipping Address			1	
	Vendor Address	Twin Cities Trading	A	Ship Via			*	
	Mailing Address	Natividad Cutting Tools						
	Maning Address	Parkland Warehouse		Date	9/6/2022		Ē	
	Email	RS Spare Parts		Purchase order #	Auto increment			
	Vendor invoice #	CREATE NEW VENDOR						
	Job #							
Sku		Name	Description		Unit Co	ost Quantity	Total Price	
Type to s	earch					1		
	Message to Vendor:					Subto		
						Not Selec	CANCEL	SAVE

• Create the vendor profile on the **Add Vendor window**.

Add Purchase Order					x
Vendor	Add Vendor				x
Select Vendor *	General		Addresses	+ AD	DD NEW
Vendor Address	Company Name *	KPL Industrial Supply	Main Address		^
	Email	kplindustrial@yahoo.com			
Mailing Address	Phone	(232)-323-4069	Street Address	413 Vaness Rd	
Email	Mobile	(232)-323-1805	City	Kettle Falls	
	Fax	(232)-323-4889	State	WA	
Vendor invoice #	Other		ZIP	99141	
Job #	Website	www.kplindustrial.com	Country	USA	
		www.kpiindustrat.com	Notes		
Sku	Other			G	ity Total Price
Type to search	Account no.	VD - 7400			
	Business ID No.				
Message to Vendor:					Subtotal: \$0.00
				CANCEL	SAVE Not selected
					CANCEL

- Save the new Vendor. The screen will return to the Add Purchase Order window where the details of the new vendor will autopopulate. You can now proceed with the preparation of the Purchase Order.
- The new supplier/provider will be added to the Vendors' List.

Add Purch	ase Order						х
Vendo	r			Ship To			A
	Select Vendor *	KPL Industrial Supply		Shipping Address			1
	Vendor Address	413 Vaness Rd, Kettle Falls, WA, 99141, USA	-	Ship Via			Ŧ
	Mailing Address	413 Vaness Rd, Kettle Falls, WA, 99141, USA	<i>ii</i>	Date	9/6/2022		Đ
	Email	kplindustrial@yahoo.com		Purchase order #	Auto increment		- 1
	Vendor invoice #						
	Job #						
Sku		Name	Description		Unit	Cost Quantity Total Pr	ice
Type to	search					1	
	Message to Vendor:					Subtotal:	\$0.00
				le		Tax: Not selected	-
						CA	NCEL SAVE

IndusTrack	MAP	CUSTOM	ER E	STIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				212	₽ 0	\$ 2
🗈 Membershi	p															
H Inventory		~	Filter:	Filter												
-															ACTION	IS +
Inventory list				Name				Street Add	r			Pho				
Equipment					1 Currentu			413 Vanes								_
				KPL Industria)-323-4069			
Warehouses			_	Tradeland Su				13 Getha P	load			(218)-502-3587			
				Twin Cities Tr	ading			861 Cliffor	d St			(218)-231-4465			
Vendors				Natividad Cut	tting Tools			1123 49th	Ave			(218)-994-5394			
Purchase order	s			Parkland War	rehouse			1881 Fulle	rton Ave			(773)-667-0040			
				RS Spare Part	ts			400 S 4th 9	treet Unit	1000M		(218)-994-6700			
Markups											Items per page:	15 👻	1 - 6 of 6	< <	>	>1
PriceBooks		٢														
🛱 Scheduling		<														

Vendor Address, Mailing Address, Email

The selected vendor's details will auto-populate the Vendor and Mailing Addresses and Email fields.

- If the **Mailing Address** and/or **Email** fields are not populated, key in the details. Both fields are also editable. The new or updated information however will not be saved on the vendor's profile. Updates will also have to be done on their profile on the Vendors page.
- The **Vendor Address** field is not editable. If the information has not been added, leave this field blank and edit the Purchase Order once the vendor's profile has been updated.

/endor				Ship To				
	Select Vendor *	Parkland Warehouse	ă	Shipping Address				
	Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	•	Ship Via				•
	Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	li.	Date	9/6/2022			Ē
	Email	sales@parkland.com		Purchase order #	Auto increment			
	Vendor invoice #							
	Job #							
		Name	Description			Unit Cost	Quantity	Total Price
ype to s	search						1	
	Message to Vendor:						Sub	ototal: \$
				/		Tax:	Not sel	ortod

If the vendor has multiple locations, click on the Vendor Address field and select the correct one. The Mailing address will automatically change to the selected one. If needed, update the Email address.

d Purch	ase Order								
Vendo	r			Ship To					
	Select Vendor *	Parkland Warehouse	1	Shipping Address					1
	Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA 64 W 43rd St, Chicago , Illinois, 60609, USA		Ship Via				-	
	Mailing Address	54 W 49rd St, Linkago, Illinois, SUBUS, USA 1881 Fullerton Ave, Chicago, Illinois, 60614, USA	li li	Date	9/6/2022				•
	Email	sales@parkland.com		Purchase order #	Auto increment				
	Vendor invoice #								
	Job #								
u		Name	Description			Unit Cost	Quantity	Total Price	
Type to	search						1		
	Message to Vendor:						Subt	otal:	\$0.00
						Tax:	Not sele		

Vendor Invoice

If the Vendor Invoice Number is already available, key in the information on the field. Otherwise, update the Purchase Order once it is.

Select the associated customer **Job Order** number, if applicable.

/endor			Ship To			
Select Vendor *	Parkland Warehouse	ă.	Shipping Address			li.
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	•	Ship Via			-
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	11	Date	9/6/2022		Ē
Email	sales@parkland.com		Purchase order #	Auto increment		
Vendor invoice #						
job#						
	Name	Description		Un	nit Cost Quantity	Total Price
Type to search					1	
Message to Vendo	n				Sut	ototal: \$0.0
					Tax: Not set	

Ship To

Shipping Address

On the field, key in the address where the ordered products should be delivered. This could be the main storage facility, a warehouse, the office or a job site.

l Purchase Order						
Vendor			Ship To			
Select Vendo	er* Parkland Warehouse	8	Shipping Address	400 S 4th Street, Unit 1000M, Minnepolis MN 55415	C	↓
Vendor Addre	ess 1881 Fullerton Ave, Chicago, Illinois, 60614, USA	•	Ship Via			r
Mailing Addre	ess 1881 Fullerton Ave, Chicago, Illinois, 60614, USA	1	Date	9/6/2022		Ē
Em	sales@parkland.com		Purchase order #	Auto increment		
Vendor invoice	e #					
Joi	b #					
iku	Name	Description		Unit Cost	Quantity Total Price	
Type to search					1	
Message to V	endor:				Subtotal:	\$0.00
			11	Tax	Not selected	

Ship Via

Select the preferred courier or shipping company. If a different arrangement has been set with the vendor, leave this field empty.

/endor			Ship To	
Select Vendor *	Parkland Warehouse	ä	Shipping Address	400 S 4th Street, Unit 1000M, Minnepolis MN 55415
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	•	Ship Via	Not Selected
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	li li	Date	Fedex UPS
Email	sales@parkland.com		Purchase order #	USP5 DHL
Vendor invoice #				
Job #				
u	Name	Description		Unit Cost Quantity Total Price
Type to search				1
Message to Vendor				Subtotal: \$0.0

Date

This is auto-filled with "today's date". Select a different date, if preferred, using the date picker.

Vendor			Ship To						
Select Vendor *	Parkland Warehouse	E	Shipping Address	400 S 4th Street, Minnepolis MN S				C	*
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	-	Ship Via	USPS					Ŧ
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	ĥ	Date	9/6/2022					
Email	sales@parkland.com		Purchase order #	SEP 2022 👻		< >			
Vendor invoice #				Su Mo Tu SEP	We The	F <mark>r Sa</mark> 2 3			
Job #				4 5 6		9 10			
ku	Name	Description		11 12 13 18 19 20		16 17 23 24	Quantity	Total Price	
Type to search				25 26 27	28 29 3	80	1		
Message to Vendor								ubtotal;	\$0.0
						Tax		elected	\$0.0

Purchase Order

There are 2 possibilities for this field: Purchase Order Number Auto Increment is either set up or not.

Auto Increment Not Set Up

Key in the Purchase Number on the field.

dd Purchase Order			
Vendor		Ship To	
Select Vendor *	E	Shipping Address	
Vendor Address	•	Ship Via	Ţ
Mailing Address		Date	9/7/2022
Email		Purchase order #	
Vendor invoice #			/]
Job #			

Auto Increment Set Up

The field will be disabled. The P.O. number will be automatically assigned when the new Purchase Order is saved.

dd Purchase Order)
Vendor		Ship 1	То					
Select Vendor *	Parkland Warehouse		Shipping Address	400 S 4th Street, Unit 1000M, Minnepolis MN 55415			G ≑	
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA 👻		Ship Via	USPS			•	
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	li.	Date	9/6/2022				
Email	sales@parkland.com		Purchase order #	Auto increment				7
Vendor invoice #								
Job #								
Sku	Name Description				Unit Cost	Quantity Tot	tal Price	
Type to search						1		
Message to Vendor:			4		Tax:	Subtotal: Not selected		00
							CANCEL	SAVE
dit Purchase Order								
Vendor		Ship	То					
Select Vendor *	Parkland Warehouse		Shipping Address	400 S 4th Street, Unit 1000M, Minnepolis MN 55415			★ //	
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA		Ship Via	USPS			•	
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA		Date	9/6/2022			Ē	
Email	sales@parkland.com		Purchase order #	3				
Vendor invoice #								_
Job #								

Products

Set up the products to be ordered from this section.

Add Purchase Order							Х
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	•	Ship Via	USPS			•
Mailing Address	1881 Fullerton Ave, Chicago, Illinoiz, 60614, USA	11	Date	9/6/2022			
Email	sales@parkland.com		Purchase order #	Auto increment			
Vendor invoice #							
job#							
Sku	Name Desc	scription			Unit Cost	Quantity Total Pri	ce
Type to search						1	
Message to Vendor:						Subtotal:	\$0.00
Internal Memo			11		Tax:	Not selected	
			11			Total :	\$0.00
						CAI	NCEL SAVE

Click on the field. The drop-down will show the list of Inventory and Non-Inventory items to select from.

• Note that the Purchase Order is not used for the purchase of equipment.

Add Purchase Order				
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	- Ship Via	USPS	•
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	Date	9/6/2022	Ċ
Email	sales@parkland.com	Purchase order #	Auto increment	
Vendor invoice #				
Job #				
Sku	Name Description	n	Unit Cost	Quantity Total Price
Type to search 80000019-1425994317, #2 1" E	Bolt A			1
Bolt: number 2 thread, 1 inch le \$0.5 8000001E-1427211280, #2 1" E	ength			Subtotal: \$0.00
Bolt: number 2 thread, 1 inch le \$0.15	ength. Black	1	Tax:	Not selected
8000001D-1426192795, #3 1" Bolt: number 3 thread, 1 inch k \$0.4				Total : \$0.00
INV - 4000, 3ft Cold Water PV 3 feet Cold Water PVC Pipe, or \$1.75		ĥ		CANCEL SAV

Search for the specific item by scrolling through the list. Alternatively, key in the item name on the field and matching results will come up. Click on the product to add this to the Order list.

d Purchase Order					
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	.	Ship Via	USPS	Ŧ
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	<i>li</i>	Date	9/6/2022	Ť
Email	sales@parkland.com		Purchase order #	Auto increment	
Vendor invoice #					
Job #					
Sku	Name	Description		Unit Cost	Quantity Total Price
Type to search					1
8000001D-1426192795, #3 1" I Bolt: number 3 thread, 1 inch k \$0.4		•			
INV - 4000, 3ft Cold Water PV 3 feet Cold Water PVC Pipe, ora \$1.75			h	Та	Subtotal: \$0
INV 3000, ACU Filter#3 regular filter for ACUs class A \$12				10	Total : S0
fp3838, Forged Piston Kit Hi performance piston kit \$318		•	li		CANCEL

- If the product is a new one and has not been entered into the system (not on the list), create a profile for it first. To do this, go to the Inventory List page **OR** create the profile straight from the Purchase Orders page.
 - Below is the instruction on how to add a new inventory or non-inventory item from the Purchase Orders page.
- Scroll down to the bottom of the Items list and select Create a New Item.

Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	Ŧ	Ship Via	USPS			-
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	1	Date	9/6/2022			Ē
Email	sales@parkland.com		Purchase order #	Auto increment			
Vendor invoice #							
job #							
ku	Name	Description			Unit Cost	Quantity Total	Price
Type to search INV 3000, ACU FIITEF#3 regular filter for ACUs class A \$12		•				1	
fp3838, Forged Piston Kit \$318						Subtotal:	\$0.0
ls2 helmet Protect your Head \$400			11		Tax:	Not selected	
NI - 3000, Tuff Declogger 1G Declogger for use the ACU sen	des terms					Total :	\$0.00

• Select if the item is an Inventory or a Non-Inventory one and click Next.

Add Purchase Order					
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	•	Ship Via	USPS	•
Mailing Address	1881 Fullerton Ave. Chicago. Illinois, 60614, USA		Dete	9/6/2022	
Email	sales@parkland.com		Purchase or e	Auto increment	
Vendor invoice #		Inventory type			
job #		Inventory	✓ ^		
Sku Type to search	Name	Non-Inventory	CANCEL NEXT	Unit Cost	Quantity Total Price
Message to Vendor:					Subtotel: \$0.00
Internal Memo				Tax	
					Total : \$0.00

• Create the Inventory or Non-inventory profile on the Add Inventory window.

Add Purchase Ord	er								X
Vende	Add Inventory							×	
	General			Stock				^	
Mailir	Name *	Brass hinges	٥	Asset Account Inventory A					
	SKU	INV - 986968		Main warehouse quantity on h Reorder point 35.00	hand * 0				
	Vendor	Tradeland Supply		Use serial #s (Quantity ca	lculates automatically	y depending serial nu	imbers)		
Vendo	Non taxable			Warehouse	Bin #	isie #	QTY		
	Income Account	Construction Income	×	Total quantity:			0		
Sku	Sales price/rate	52.00						l Price	
Type to search	Sales description	standard interior brass hinge	© "						
Messa								\$0.0	
	Expense Account	Construction Materials Costs	×						
	Cost	21.00						_	
			,				CANCEL	SAVE	00
								CANCEL	SAVE

- Once done, **Save** the new product. The screen will return to the Add Purchase Order window. Select the item from the list or type the name on the search bar and click on the item. The details will auto-populate. You can now proceed with the preparation of the Purchase Order.
- The new product will be added to the Inventory List.

Add Purchase Order							
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	•	Ship Via	USPS			-
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA		Date	9/6/2022			۲
Email	sales@parkland.com		Purchase order #	Auto increment			
Vendor invoice #							
Job #							
Sku	Name	Description			Unit Cost	Quantity Total	Price
Brass INV - 986968, Brass hinges						1	
standard interior brass hinge \$21	CREATE A NEW ITEM					Subtotal:	\$0.00
Internal Memo			11		Tax:	Not selected	
			h.			Total :	\$0.00
							CANCEL SAV

IndusTrack MAP	CUSTOMER	ESTIMATES SCHEDULE INVOICES	TIMESHEET SNOWTRA	CK P.O.	REPORTS			24 <u>4</u> 🖵 🕜 🌼 🙁
🖀 Company Settings	٢	Search	Q					ACTIONS +
Office Users		Name 🕈	Sku	Туре	Sales Description	Sales Price	Cost	Qty On Hand
🔀 Field Employees	<	#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
🛤 Vehicle Tracking	¢	#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100
Reminders		#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	962
Reminders		3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	6
Reports	<	ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A	20	12	50
Mobile App		ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
Membership		ACU Split Type Gen Maint Bundle	AS 6000	Assembly	Split Type ACU quarterly general maintenance Max of 6 units package	400		
H Inventory	~	Brass hinges	INV - 986968	Inventory	standard interior brass hinge	52	21	0
Inventory list		Central ACU General Maintenance	SV 5000	Service	General Maintenance service of central airconditioining units.	135	65	
intencory nac		Forged Piston Kit	fp3838	Inventory		450	318	420
Equipment		is2 heimet		Inventory	Protect your Head	500	400	23
Warehouses		Power Sprayer Rental	SV 4000	Service	Power Sprayer use	55	32	
Vendors		Split Type ACU Gen Maintenance	SV 6000	Service	Service cost for general maintenance of split type (up to SHP) airconditioning u	95	40	

The item's SKU, Name, Description and Unit Cost will auto-fill on the fields.

Add Purchase Order)
Vendor Address	1881 Fullertor	Ave, Chicago, Illinois, 60614, USA	*	Ship	/ia US	;PS					•
Mailing Address	1881 Fullerton	Ave, Chicago, Illinois, 60614, USA		Da	ate 9/	5/2022					Ē
Email	sales@parklan	d.com		Purchase orde	r# Au	to increment					
Vendor invoice #											
job#											
Sku		Name	Description					Unit Cost	Quantity	Total Price	
fp3838		Forged Piston Kit	Hi performar	ice piston kit			11	318	1	\$318.00	×
Type to search									1		
Message to Vendo	r								Subtota	i:4	318.00
Internal Men	10			h				Tax:	Not selecte	d	
										CANCE	EL SAVE

Set the quantity to be ordered under the Quantity column. The item's Total Price will auto-compute.

Add Purchase Order											
Vendor Address	1881 Fullerton Ave, Chic	ago, Illinois, 60614, USA	Ŧ		Ship Via	USPS				Ŧ	
Mailing Address	1881 Fullerton Ave, Chicaj	go, Illinois, 60614, USA	11		Date	9/6/2022				Ē	1
Email	sales@parkland.com			Pur	chase order #	Auto increment					
Vendor invoice #											
Job #										Λ	
Sku	Name		Description					Init Cost	Quantity	Tota Price	
fp3838	Forged	l Piston Kit	Hi performan	ce piston kit			11	318	100	\$31,800.00	×
Type to search									1		
Message to Vendor	1								Subtotal:	\$31,80	0.00
				/				Tax:	Not selected		
Internal Memo	Þ										
										CANCEL	SAVE

Add other items to the Order List as may be needed. Use the same steps as above.

Add Purchase Order											Х
Email	sales@parkland	Lcom			Purchase order #	Auto increment					1
Vendor invoice #											
vendor mvoice #											
Job #											
Sku		Name	C	escription				Unit Cost	Quantity	Total Price	
fp3838		Forged Piston Kit		Hi-performa	nce piston kit			318	100	\$31,800.00	×
8000001D-1426192795		#3 1" Bolt		Bolt: number	3 thread, 1 inch length		1	0.4	1000	\$400.00	×
80000019-1425994317		#2 1" Bolt		Bolt: number	2 thread, 1 inch length		1	0.5	1000	\$500.00	×
Type to search	_								1		
										1	- 1
Message to Vendor	n								Subtotal:	\$32,70	0.00
					4			Tax:	Not selected		
Internal Mem	0								Total :	\$32,70	0.00
					h						
										CANCEL	SAVE

• To remove an item from the Order List, click the X button (delete).

Add Purchase Order											
Email	sales@parkland	.com			Purchase order #	Auto increment					
Vendor invoice #											
Job #											
Sku		Name	C	escription				Unit Cost	Quantity	Total Price	
fp3838		Forged Piston Kit		Hi-performa	nce piston kit			318	100	\$31,800.00	×
8000001D-1426192795		#3 1" Bolt		Bolt: numbe	r 3 thread, 1 inch length		/	0.4	1000	\$400.00	×
80000019-1425994317		#2 1" Bolt		Bolt: numbe	r 2 thread, 1 inch length		//	0.5	1000	\$500.00	×
Type to search									1		
Message to Vendor:									Subtotal:	\$32,7	/00.00
					1			Tax:	Not selected		
Internal Memo									Total :	\$32,7	00.00
					- A						
										CANCEL	. SAVE

• If the item's **Description** and/or **Unit Cost** fields are not populated, key in the details. Both fields are also editable. The new or updated information however will not be saved on the item's profile. Updates will have to be done on their profile on the Inventory page if needed.

ld Purchase Order									
Email	sales@parklar	nd.com		Purchase order #	Auto increment				
Vendor invoice #									
job #									
Sku		Name	Description			Unit Cost	Quantity	Total Price	
fp3838		Forged Piston Kit	Hi-performan	ice piston kit		318	100	\$31,800.00	×
8000001D-1426192795		#3 1" Bolt	Bolt: number	3 thread, 1 inch length		0.4	1000	\$400.00	×
80000019-1425994317		#2 1" Bolt	Bolt: number	2 thread, 1 inch length	,	0.5	1000	\$500.00	×
Type to search							1		
Message to Vend	DIT:			li li		Tax:	Subtotal: Not selected	\$32,70	00.00
Internal Mer	no			li -			Total :	\$32,70	00.00

Totals and Tax

The Subtotal and Total fields will auto-populate.

Add Purchase Oi	rder											Х
	Email	sales@parkland	.com			Purchase order #	Auto increment					1
Vend	or invoice #											
	Job #											
Sku			Name	Descrip	on				Unit Cost	Quantity	Total Price	
fp3838			Forged Piston Kit	Hi-perf	rmance piston ki	It		1	318	100	\$31,800.00	×
8000001D-14261	192795		#3 1" Bolt	Bolt: n	mber 3 thread, 1	inch length		11	0.4	1000	\$400.00	×
80000019-14259	94317		#2 1" Bolt	Bolt: n	mber 2 thread, 1	inch length		11	0.5	1000	\$500.00	×
Type to search										1		
Mes	sage to Vendor:									Subtotal:	\$32,70	00.00
						h			Tax:	Not selected		
	Internal Memo											_
						11				Total :	\$32,70	0.00
											CANCEL	SAVE
											CANCEL	DATE .

Click on the **Tax** field and select the applicable tax rate. The corresponding tax will be displayed and the **Total P.O. amount** will autocompute. If the product costs are Tax inclusive, select None.

Add Purchase Order											Х
Email	sales@parkland	.com			Purchase order #	Auto increment					
Vendor invoice #											
job#											
Sku		Name	D	escription				Unit Cost	Quantity	Total Price	
fp3838		Forged Piston Kit	H	ii-performar	nce piston kit		-	318	100	\$31,800.00	×
8000001D-1426192795		#3 1" Bolt	E	lolt: number	3 thread, 1 inch length		1	0.4	1000	\$400.00	×
80000019-1425994317		#2 1" Bolt	E	lolt: number	2 thread, 1 inch length		1	0.5	1000	\$500.00	×
Type to search									1		
Message to Vendor: Internal Memo					le.		Ta	c Sales Tax	Subtota %10.0	\$327	0.00
					h				Total	: \$35,97 CANCEL	SAVE

- If the Tax item does not exist in the system (not on the list), create one first. To do this, go back to the Tax page **OR** create the profile straight from the Purchase Orders page.
 - Below is the instruction on how to add a tax item from the Purchase Orders page.
- Scroll down to the bottom of the tax list and select Create New.

sales@parkland.com	Purchase order #	3			
Name	Description	Unit Co	st Quantity	Total Price	
Forged Piston Kit	Hi-performance piston kits	318	100	\$31,800.00	×
#3 1" Bolt	Bolt: number 3 thread, 1 inch length	0.4	1000	\$400.00	×
#2 1" Bolt	Bolt: number 2 thread, 1 inch length	0.5	None	\$500.00	×
			Sales Tax: 10%		
" Deliver items by the 3rd week of October	r at the warehouse address above.		vat: 10%	\$32,7	00.00
• Stock replenishment for 4th St warehous	je.	Tax:			00.00
	Name Forged Piston Kit #3 1" Bolt #2 1" Bolt rt Deliver items by the 3rd week of Octobe	Name Description Forged Piston Kit Hi-performance piston kits #3 1" Bolt Bolt: number 3 thread, 1 inch length #2 1" Bolt Bolt: number 2 thread, 1 inch length	Name Description Unit Co Forged Piston Kit Hi-performance piston Kits 518 #3 1° Bolt Bolt: number 3 thread, 1 inch length 0.4 #2 1° Bolt Bolt: number 2 thread, 1 inch length 0.5	Name Description Unit Cost Quantity Forged Piston Kit Hi-performance piston kits 318 100 #3 1* Bolt Bolt: number 3 thread, 1 linch length 0.4 1000 #2 1* Bolt Bolt: number 2 thread, 1 linch length 0.4 1000 #2 1* Bolt Bolt: number 2 thread, 1 linch length 0.5 None Stock replenishment for 4th St warehouse. Stock replenishment for 4th St warehouse. Not selected	Name Description Unit Cost Quantity Total Price Forged Piscon Kit Hi-performance piston Kits 18 100 \$31,800.00 #3 1* Bolt Bolt: number 3 thread, 1 inch length 0.4 1000 \$400.00 #2 1* Bolt Bolt: number 3 thread, 1 inch length 0.4 1000 \$400.00 #2 1* Bolt Bolt: number 2 thread, 1 inch length 0.5 None \$50.00 #1 Deliver items by the 3rd week of October at the warehouse address above. \$32,7

• Create the new Tax item on the Set Tax window.

Edit Purchase Order								Х
Email	sales@parkland.com		Purchase order #					
Vendor invoice #								
job #								
Sku	Name	Set Tax		×	Unit Cost	Quantity	Total Price	
fp3838	Forged Piston Kit	Tax Name:	MN Sales Tax		318	100	\$31,800.00	×
8000001D-1426192795	#3 1" Bolt	Tax Value:	6.875 %		0.4	1000	\$400.00	×
80000019-1425994317	#2 1" Bolt				0.5	1000	\$500.00	×
Type to search			CLOSE 54	WE		1		
Message to Vendor:	Deliver items by the 3rd week of October a	t the warehouse address above.				Subtotal:	\$32,70	0.00
internal Memo	Stock replenishment for 4th St warehouse.				Tax:	Not selected		
						Total :	\$32,70	0.00
							CANCEL	SAVE

- Once done, save the new tax item. The screen will return to the Add Purchase Order window where the details of the tax will be displayed. You can now proceed with the preparation of the Purchase Order.
 The new tax item will be added to the Tax List.

Edit Purchase Order				Х
Email	zalez@parkland.com	Purchase order # 3		
Vendor invoice #				
Job #				
,				
Sku	Name	Description	Unit Cost	Quantity Total Price
fp3838	Forged Piston Kit	Hi-performance piston kits	318	100 \$31,800.00 X
8000001D-1426192795	#3 1" Bolt	Bolt: number 3 thread, 1 inch length	0.4	1000 \$400.00 X
80000019-1425994317	#2 1" Bolt	Bolt: number 2 thread, 1 inch length	0.5	1000 \$500.00 X
Type to search				1
Message to Vendor:	Deliver items by the 3rd week of October at the warehouse add	fress above.		Subtotal: \$32,700.00
		1	Tax: MN Sales Tax	%6.88 \$2248.13
Internal Memo	Stock replenishment for 4th St warehouse.			Total : \$34,948.13
		1		
				CANCEL SAVE
IndusTrack MAP CUSTOMER	R ESTIMATES SCHEDULE INVOICES TIMESHE	EET SNOWTRACK P.O. REPORTS		24 , 7 9 🔅 🛛
🖀 Company Settings 🛛 👻	Tax Terms			
General				0
Tax & Terms				ACTIONS +
Tags	□ Name ↑			Tax
	MN Sales Tax			6.88
🚨 Office Users	Sales Tax			10.00
🗙 Field Employees 🕜	Vat Vat		items per page: 10 👻	1-3 of 3 < < > >
Nehicle Tracking <			iteriis per page. 10 👻	15303 IV V VI
Reminders				

Message to Vendor

Add notes for the vendor that are relevant to the order such as "rush order" or "items needed by 12/22/22" or the delivery/shipping instructions/arrangement.

Internal Memo

Add any notes meant for the team such as "initial stock" or "Emergency Purchase" or the delivery/shipping arrangements.

Add Purch	ase Order												Х
	Email	sales@parkland.	com			Purcha	se order #	Auto increment					1
	Vendor invoice #												
	Job #												
Sku			Name		Description					Unit Cost	Quantity	Total Price	
fp3838			Forged Piston Kit		Hi-performar	nce piston kit			11	318	100	\$31,800.00	×
8000001	D-1426192795		#3 1" Bolt		Bolt: number	r 3 thread, 1 inch length			/	0.4	1000	\$400.00	×
8000001	9-1425994317		#2 1" Bolt		Bolt: number	2 thread, 1 inch length			1	0.5	1000	\$500.00	×
Type to	search										1		
	Message to Vendor:	Deliver item	is by the 3rd week of October at	the warehouse add	ress above.						Subtot	al: \$32,70	00.00
						1			Тах	Sales Tax	9610.0	\$327	0.00
	Internal Memo	Stock repler	hishment for 4th St warehouse.								Tota	l : \$35,97	0.00
						li						CANCEL	SAVE

Save the new Purchase Order. This will be added to the list.

IndusTrack MAP	CUSTON	IER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					214] 😯 🌼	2
Membership		Filter	Filter		±											
🗮 Inventory	~												+ ADD NEW	MORE	ACTIONS -	
Inventory list			Number	Vendor		Vendor	r Invoice Number		Job #	Status		Created By	Amount			
Equipment			3	Parkland	Warehouse					New			\$35,970.0	00	1	1
Warehouses			2	RS Spare	Parts					Inventory Received		Peter Richards	\$2,000.00)	1	1
Vendors			1	Twin Citie	s Trading					New		Peter Richards	\$2,000.00	0	1	
Purchase orders											ltems per page	e: 25 💌	1-3 of 3 <	<	> >	
Markups																
PriceBooks	<															
Scheduling	<															

Update a Purchase Order

Find the Purchase Order to be updated from the list. Click the 3-dot menu and select Edit.

IndusTrack MAP	CUSTO	MER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				214 🖓 🖓 🔅
Mobile App		Filte	r: Filter		±						\ \	+ ADD NE	W MARE ACTIONS +
H Inventory	~		Number	Vendor		Veeder	Invoice Number		Job #	Status	Created By	\mathbf{X}	
Inventory list			3		Warehouse	vendor	Invoice Number		Jop #	New	Created by	\$35,9	¥
Equipment			2	RS Spare	Parts					Inventory Received	Peter Richards	\$0.0	🖌 Edit
Warehouses			1	Twin Citie	s Trading					New	Peter Richards	\$2,0	Preview
Vendors										lter	ns per page: 25 👻 1 -	3 of 3	😝 Print
Purchase orders													Send Mail
Markups													😫 Receive Inventory
PriceBooks	٢												

Update the Purchase Order details as may be needed.

- To delete an item from the Order List:
 - Click the X button to the right of the item.

Edit Purchase Order											Х
Email	sales@parkland.com			Purchase order #	З						*
Vendor invoice #											
Job #											
										_/	ł
Sku	Name		Description			U	nit Cost	Quantity	Total Price		
fp3838	Forged P	iston Kit	Hi-performan	nce piston kits			318	100	\$31,800.00	×	
8000001D-1426192795	#3 1" Bol	t	Bolt: number	3 thread, 1 inch length		/	0.4	1000	\$400.00	×	I
80000019-1425994317	#2 1" Bol	t	Bolt: number	2 thread, 1 inch length			0.5	1000	\$500.00	×	I
Type to search								1			l
Message to Vendor:	Deliver items by the 3r	d week of October at the warehouse add	ress above.					C. horas	\$32,70	20.00	l
				1		Tax:	Sales Tax	Subtotal %10.00		70.00	I
Internal Memo	Stock replenishment fo	or 4th St warehouse.									
								Total	\$35,9	/0.00	
				//							Ŧ
									CANCEL	SAVE	

• To add another item to the Order List:

- Click on the item field.
- Search for the specific item by scrolling through the list. Alternatively, key in the item name on the field and matching results will come up. Click on the product to add this to the Order list.
- Set the quantity to be ordered under the Quantity column.
- Note that an item can not be added to the list more than once.

Email	sales@parkland.com		Purchase order # 3					
Vendor invoice #								
Job #								
u	Name	Description			Unit Cost	Quantity	Total Price	
3838	Forged Piston Kit	Hi-performa	nce piston kits	h	318	100	\$31,800.00	×
00001D-1426192795	#3 1" Bolt	Bolt: number	3 thread, 1 inch length	0.4	1000	\$400.00	×	
000019-1425994317	#2 1" Bolt	Bolt: number	2 thread, 1 inch length	li	0.5	1000	\$500.00	×
V - 986968	Brass hinges	standard inte	erior brass hinge	li.	21	100	\$2,100.00	×
Type to search						1		
Message to Vendor	Deliver iteres by the 2rd week of O	tober at the warehouse address above.				Subtot	tal: \$34,8	

- To update the quantity of an item on the Order List:
 - Find the item to be updated from the Order List.
 - Edit the value under the Quantity column.

				Purchase order # 3					
Email	sales@parkland	d.com		Purchase order # 3					
Vendor invoice #									
								,	
Job #								/	
		Name	Description			Unit Cost	Quantity	Total Price	
838		Forged Piston Kit	Hi-performa	ance piston kits		318	100	\$31,800.00	×
#3 1" Bolt			Bolt: numbe	er 3 thread, 1 inch length		0.4	1000	\$400.00	×
000019-1425994317		#2 1" Bolt	Bolt: numbe	er 2 thread, 1 inch length		0.5	1000	\$500.00	×
- 986968		Brass hinges	standard in	terior brass hinge		21	100	\$2,100.00	×
ype to search							1]	
Message to Vendor: Deliver items by the 3rd week of October at the vendor.			the warehouse address above.				Subtota		
				h.	т	ax: Sales Tax	9610.0	10 \$341	80.00
Internal Memo	Stock reple	enishment for 4th St warehouse.					Total		

- To update the Description and Unit Cost:
 - Find the item from the Order List.

- Edit the Description and/or the Unit Cost as may be needed.
- Note that any changes made to the Description and Unit Cost via the Purchase order will not be saved on the item's profile on the Inventory page. If needed, go to the item's profile on the Inventory page and update the details.

it Purchase Order				
Email	sales@parkland.com	Purchase order # 3		
Vendor invoice #				
Job #				
Sku	Name	Description	Unit Cost Qua	ntity Total Price
fp3838	Forged Piston Kit	Hi-performance piston kits	318 100	s31,800.00 ×
8000001D-1426192795	#3 1" Bolt	Bolt: number 3 thread, 1 inch length	0.4 100	00 \$400.00 X
80000019-1425994317	#2 1" Bolt	Bolt: number 2 thread, 1 inch length	0.5 100	00 \$500.00 X
INV - 986968	Brass hinges	standard interior brass hinge	21 100	s2,100.00 ×
Type to search			1	
Message to Vendor:	Deliver items by the 3rd week of October at the wareho	suse address above.		Subtotal: \$34,800.00
		li -	Tax: Sales Tax	9610.00 \$3480.00
Internal Memo	Stock replenishment for 4th St warehouse.			Total : \$38,280.00
				CANCEL

Once done, **Save** the changes.

View and Save a Purchase Order

Find the Purchase Order from the list and click the 3-dot menu to its right and select **Preview**. The Purchase Order in view mode will open.

IndusTrack MAP													
морне Арр													
Membership	F	ilter: Filter		1									
🗮 Inventory	u l										+ ADD I	NEW MOREA	CTIONS
		Number	Vendor	Ver	ndor Invoice Number		ob # Sta	tus	Cre	ated By	Am	ount	$ \subset $
Inventory list		3	Parkland Warehou	se			Ne	w			\$38	3,280.00	٩,
Equipment		2	RS Spare Parts				Inv	entory Received	Pet	ter Richards	\$0.0	0 🧪 Edit	
Warehouses		1	Twin Cities Trading				Ne		Pet	ter Richards		Preview	
Vendors									Items per page:		1 - 3 of 3	e Print	
vendors												Send Mail	
Purchase orders												📜 Receive Im	
Markups												C Receive in	vencory
PriceBooks	٢												
🗎 Scheduling	¢												
												214	-
ndusTrack MAP	CUST												0
IndusTrack MAP		rchase Order Previe	w								x	- the second	U X
морне арр		rchase Order Previe	w						I	SAVE AS PDF			6
Mobile App		rchase Order Previe	W							SAVE AS PDF		MORE A	CTIONS
Mobile App		rchase Order Previe	W						1	SAVE AS PDF	:	NEW MORE A	CTIONS
Mooile App Membership Inventory		rchase Order Previe	W			Ship To				SAVE AS PDF	:	NEW MORE A	CTIONS
Mobile App Membership Inventory		Vendor	dor Parkland Wareh	iouse		Shipping Addr	ess 400 S 4th Stre	et, Unit 1000M,		SAVE AS PDF	:	NEW MORE A Jount 8,280.00	CTIONS ‡
mobie App Membership inventory Inventory list Equipment		Vendor Ver Vendor invoi	dor Parkland Wareh			Shipping Addr Minnepolis MN 55415	ess 400 S 4th Stre Via USPS	et, Unit 1000M.		SAVE AS PDF	ADD 1 Am 532 50.	NEW MORE A Jount 8,280.00	CTIONS E
		Vendor Ver Vendor invol	ndor Parkland Wareh ce# mail sales@parkland	l.com		Shipping Addr Minnepolis MN 55415 Ship		et, Unit 1000M,		SAVE AS PDF	ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	CTIONS E E
		Vendor Ver Vendor invol	ndor Parkland Wareh ce# mail sales@parkland			Shipping Addr Minnepolis MN 55415 Ship	Via USPS ate 9/5/22	et, Unit 1000M.		SAVE AS PDF	ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	
		Vendor Ver Vendor invoi E Mailing Add	dor Parkland Wareh se≇ mail sales@parkland ess 1881 Fulletton A	l.com Ave, Chicago, Illinois, ê	0614, USA	Shipping Addr Minnepolis MN 55415 Ship D	Via USPS ate 9/5/22 ar# 3				ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	CTIONS E E
toole App toole App Membership Inventory Inventory list Equipment Warehouses Vendors Purchase orders		Vendor Ver Vendor invol	ndor Parkland Wareh ce# mail sales@parkland	l.com Ave, Chicago, Illinois, ê		Shipping Addr Minnepolis MN 55415 Ship D	Via USPS ate 9/5/22	et, Unit 1000M, QUANTITY	TOTAL PRIC		ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	CTIONS
mobie App Membership inventory Inventory list Equipment		Vendor Ver Vendor invoi E Mailing Add	dor Parkland Wareh se≇ mail sales@parkland ess 1881 Fulletton A	.com Ave, Chicago, Illinois, ê DE!	0614, USA	Shipping Addr Minnepolis MN 85415 Ship D Purchase orde	Via USPS ate 9/5/22 ar# 3				ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	
		Vendor Ver Vendor invoi E Mailing Add	dor Parkland Wareh se # mail sales@parkland I 881 Fullerton A NAME Brass him	i.com ive, Chicago, Illinois, 6 DE: ges star	0614, USA SCRIPTION Idard Interior brass hin	Shipping Addr Minnepolis MN 85415 Ship D Purchase orde	Via USPS ate 0/5/22 er# 3 UNIT COST	QUANTITY	TOTAL PRIC		ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	CTIONS ECTIONS E E
		Vendor Ver Vendor invoi E Mailing Add SKU INV - 986968 fp3838	idor Parkland Wareb ce # mail sales@parklanc i881 Fullerton / Brass him Forged P	I.com Vve. Chicago, Illinois, 6 DES ges star iston Kit Hi-p	0014, USA SCRIPTION idard interior brass him	Shipping Addr Minnepolis MN 55415 Ship D Purchase ordd	Via USPS ate 0/5/22 or # 3 UNIT COST 21.00 318.00	QUANTITY 100.00 100.00	TOTAL PRIC 2100.00 31800.00		ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	CTIONS 1 1 1 2 2 2 2
		Vendor Ver Vendor invol E Mailing Add SKU INV - 986965	idor Parkland Wareb ce # mail sales@parklanc i881 Fullerton / Brass him Forged P	I.com Vve. Chicago, Illinois, 6 DES ges star iston Kit Hi-p	0614, USA SCRIPTION Idard Interior brass hin	Shipping Addr Minnepolis MN 55415 Ship D Purchase ordd	Via USPS ate 0/5/22 er # 3 UNIT COST 21.00	QUANTITY 100.00	TOTAL PRIC 2100.00		ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	(CTIONIS :: :: : : : : : : : : : : : : : : : :
toole App toole App Membership Inventory Inventory list Equipment Warehouses Vendors Purchase orders		Vendor Ver Vendor invoi E Mailing Add SKU INV - 986968 fp3838	dor Parkland Wareh se # mail sales@parkland ISBI Fullerton / Brass him Forged P 5 #3 1" Bol	Loom DES ges slar iston Kit Hi-p t Bolt	0014, USA SCRIPTION idard interior brass him	Shipping Addr Minnepolis MN 55415 Ship D Purchase orde	Via USPS ate 0/5/22 or # 3 UNIT COST 21.00 318.00	QUANTITY 100.00 100.00	TOTAL PRIC 2100.00 31800.00		ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	(CTIONS
snooie App snooie App Membership inventory inventory list Equipment Warehouses Vendors Purchase orders Markups PriceBooks Scheduling		Vendor Ver Vendor invoi Ei Mailing Addi INV - 986968 fp3638 8000001D-1426192795	dor Parkland Wareh sales@parkland 1881 Fullerton / Brass him Forged P 5 #3 1° Bol	Loom DES ges slar iston Kit Hi-p t Bolt	0614, USA SCRIPTION dard Interior brass him erformance piston kits number 3 thread, 1 in	Shipping Addr Minnepolis MN 55415 Ship D Purchase orde	Via USPS ato 9/5/22 vr # 3 UNIT COST 21.00 318.00	QUANTITY 100.00 100.00 1000.00	TOTAL PRIC 2100.00 31800.00 400.00		A A00 1 Am 533 50, 52, 7	NEW MORE A Iount 8,280.00	
socie App socie App Membership Membership inventory inventory		Vendor Ver Vendor invoi Ei Mailing Addi INV - 986968 fp3638 8000001D-1426192795	dor Parkland Wareh sales@parkland 1881 Fullerton / Brass him Forged P 5 #3 1° Bol	Loom DES ges slar iston Kit Hi-p t Bolt	0614, USA SCRIPTION dard Interior brass him erformance piston kits number 3 thread, 1 in	Shipping Addr Minnepolis MN 55415 Ship D Purchase orde	Via USPS ato 9/5/22 vr # 3 UNIT COST 21.00 318.00	QUANTITY 100.00 100.00 1000.00	TOTAL PRIC 2100.00 31800.00 400.00		ADD 1 Am 532 50.	NEW MORE A Iount 8,280.00	

- To Download or Save a PDF copy of the Purchase Order:
 - Click the Save as PDF button at the upper right corner of the preview window.
 - The file will download to your hard drive.

IndusTrack MAP	CUST	Purchase Order Preview							х		4	9 ¢ 9
Membership								SAV	VE AS PDF			
Maxim Inventory	~									ADD NEW		
Inventory list		Vendor			Ship To				- 1	Amount \$38,280.00		
Equipment			Parkland Warehouse		Shipping Addres Minnepolis MN 55415	ss 400 S 4th Stre	eet, Unit 1000M,		- 1	\$0.00		
Warehouses		Vendor invoice # Email	sales@parkland.com			ia USPS			- 1	\$2,000.00		
Vendors		Mailing Address	1881 Fullerton Ave, Chicago,	Illinois, 60614, USA	Da Purchase order	te 9/5/22			- 1	3 1<		
Purchase orders									. 1			
Markups		SKU	NAME	DESCRIPTION		UNIT COST	QUANTITY	TOTAL PRICE				
		INV - 986968	Brass hinges	standard interior brass h	ninge	21.00	100.00	2100.00				
PriceBooks	¢	fp3838	Forged Piston Kit	Hi-performance piston k	its	318.00	100.00	31800.00				
🗂 Scheduling	٢	8000001D-1426192795	#3 1" Bolt	Bolt: number 3 thread, 1	inch length	0.40	1000.00	400.00				
C Timesheet	٢	80000019-1425994317	#2 1" Bolt	Bolt: number 2 thread, 1	inch length	0.50	1000.00	500.00				
E Client	۲											
€ Integrations	<											
									CLOSE			

- To close the Purchase Order Preview window:
 - Click the Close button at the bottom of the preview window OR the X button at the upper right-hand corner.

MAP CUST	Purchase Order Preview							×	21	4 🗆 0	٠
Membership							B SAVE				
🚆 Inventory 👻								^			
Inventory list	Vendor			Ship To							
Equipment	Vendor Vendor invoice #	Parkland Warehouse		Shipping Address Minnepolis MN 55415	s 400 S 4th Stre	et, Unit 1000M,		- 1			
Warehouses		sales@parkland.com			USPS			- 1			
Vendors	Mailing Address	1881 Fullerton Ave, Chicago, I	linois, 60614, USA	Date Purchase order #	▶ 9/5/22 ¥ 3			- 1			
Purchase orders	SKU	NAME	DESCRIPTION		UNIT COST	QUANTITY	TOTAL PRICE	- U			
Markups	INV - 986968	Brass hinges	standard interior brass h		21.00	100.00	2100.00				
PriceBooks <	fp3838	Forged Piston Kit	Hi-performance piston ki	s	318.00	100.00	31800.00				
🛱 Scheduling <	8000001D-1426192795	#3 1" Bolt	Bolt: number 3 thread, 1	inch length	0.40	1000.00	400.00				
O Timesheet <	80000019-1425994317	#2 1" Bolt	Bolt: number 2 thread, 1	inch length	0.50	1000.00	500.00				
Client <								+			
🖉 Integrations 🛛 🔇							_				
							→ [CLOSE			

Print a Purchase Order

IndusTrack MAP	CUSTOM	R ESTIMA	TES SCHEDU	E INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			21	4 🖵 🛛 🗯
Mobile App		Filter: Filter		1								
L Inventory	~										+ ADD NEW	MORE ACTIONS
		Numb	er Vend	or	Vendo	r Invoice Number		Job #	Status	Created By	Amount	
Inventory list		з	Park	and Warehouse					New		\$18,280.00	
Equipment		2	RS S	are Parts					Inventory Received	Peter Richards	\$0.0 🥒 E	dit
Warehouses		1	Twin	Cities Trading					New	Peter Richards	\$1,0 👁 P	review
Vendors									ltem	s per page: 25 👻 🗕	-5075 🕒 🖨 P	rint
Purchase orders											⊠ s	end Mail
Markups											1 R	eceive Inventory
PriceBooks	٠											
Scheduling												

Find the Purchase Order from the list and click the 3-dot menu to its right and select Print.

The Purchase Order in print preview mode will open. Work on the settings and click Print.

		Vender			e Te			Print	1 sheet	of paper	1 sheet of paper			
indusTrack MAP C	US	Ventor Ventor Inventor II	Parland Plantinum	-	Bigging Address 4215-05 2m spatial MIN 2013 Big Wa 1075	III, LIVE YORKS						Q 🖓	0 0	۲
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