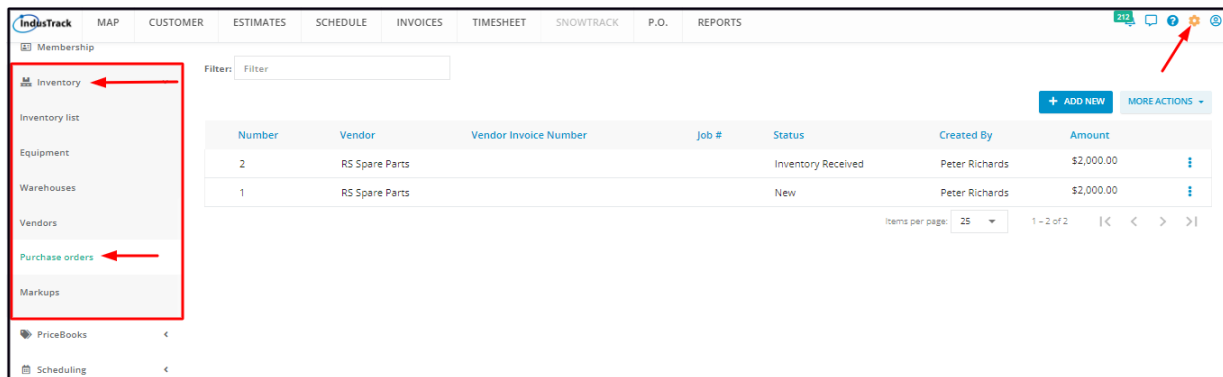


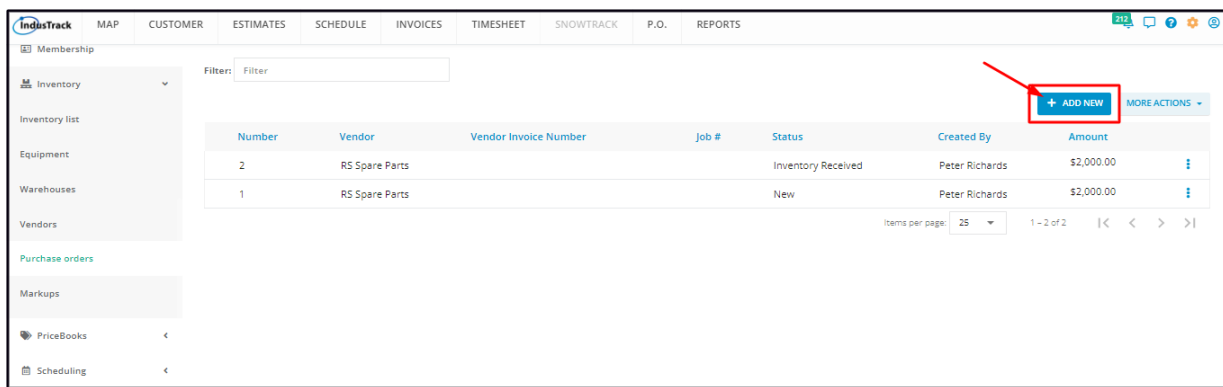
Create, Update and Print Purchase Orders

Create a Purchase Order

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



Click on the **+ Add New** button.



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.

The screenshot shows the 'Add Purchase Order' window in IndustTrack. A red box highlights the 'Vendor' section, which includes a 'Select Vendor *' dropdown menu. A red arrow points to the dropdown arrow. The window also shows fields for 'Shipping Address', 'Ship Via', 'Date', 'Purchase order #', 'Job #', 'Message to Vendor', and a table for items.

- 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 Purchase Order

Vendor

Select Vendor *

Vendor Address

Mailing Address

Email

Vendor invoice #

Job #

Ship To

Shipping Address

Ship Via

Date

Purchase order #

Subtotal: \$0.00

Tax: Not selected

CANCEL SAVE

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

Add Purchase Order

Vendor

Select Vendor *

Vendor Address

Mailing Address

Email

Vendor invoice #

Job #

Skus

Type to search

Message to Vendor:

Subtotal: \$0.00

Tax: Not selected

CANCEL SAVE

Add Vendor

General

Company Name *

Email

Phone

Mobile

Fax

Other

Website

Other

Account no.

Business ID No.

Addresses

Main Address

Street Address

City

State

ZIP

Country

Notes

CANCEL SAVE

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

Add Purchase Order

Vendor

Select Vendor *

Vendor Address

Mailing Address

Email

Vendor invoice #

Job #

Ship To

Shipping Address

Ship Via

Date

Purchase order #

Subtotal: \$0.00

Tax: Not selected

CANCEL SAVE

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS
Membership	Filter: <input type="text"/>								
Inventory									
Inventory list									
Equipment									
Warehouses									
Vendors									
Purchase orders									
Markups									
PriceBooks									
Scheduling									

<input type="checkbox"/>	Name	Street Address	Phone
<input type="checkbox"/>	KPL Industrial Supply	413 Vaness Rd	(232)-323-4069
<input type="checkbox"/>	Tradeland Supply	13 Getha Road	(218)-502-3587
<input type="checkbox"/>	Twin Cities Trading	861 Clifford St	(218)-231-4465
<input type="checkbox"/>	Natividad Cutting Tools	1123 49th Ave	(218)-994-5394
<input type="checkbox"/>	Parkland Warehouse	1881 Fullerton Ave	(773)-667-0040
<input type="checkbox"/>	RS Spare Parts	400 S 4th Street Unit 1000M	(218)-994-6700

Items per page: 15 1 - 6 of 6

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.

Add Purchase Order

Vendor

Select Vendor *

Parkland Warehouse

Vendor Address

1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Mailing Address

1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email

sales@parkland.com

Vendor invoice #

Job #

Ship To

Shipping Address

Ship Via

Date

9/6/2022

Purchase order #

Auto Increment

SKU	Name	Description	Unit Cost	Quantity	Total Price
Type to search				1	

Message to Vendor:

Subtotal:

\$0.00

Tax:

Not selected

CANCEL

SAVE

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.

Add Purchase Order

Vendor

Select Vendor *

Parkland Warehouse

Vendor Address

1881 Fullerton Ave, Chicago, Illinois, 60614, USA

64 W 43rd St, Chicago, Illinois, 60609, USA

Mailing Address

1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email

sales@parkland.com

Vendor invoice #

Job #

Ship To

Shipping Address

Ship Via

Date

9/6/2022

Purchase order #

Auto Increment

SKU	Name	Description	Unit Cost	Quantity	Total Price
Type to search				1	

Message to Vendor:

Subtotal:

\$0.00

Tax:

Not selected

CANCEL

SAVE

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.

Job

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

Add Purchase Order

Vendor

Select Vendor *

Parkland Warehouse

Vendor Address

1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Mailing Address

1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email

sales@parkland.com

Vendor Invoice #

Job #

Ship To

Shipping Address

Ship Via

Date

9/6/2022

Purchase order #

Auto Increment

Sku	Name	Description	Unit Cost	Quantity	Total Price
<div>Type to search</div>				1	

Message to Vendor:

Subtotal:

\$0.00

Tax:

Not selected

CANCEL

SAVE

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.

Add Purchase Order

Vendor

Select Vendor *

Parkland Warehouse

Vendor Address

1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Mailing Address

1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email

sales@parkland.com

Vendor Invoice #

Job #

Ship To

Shipping Address

400 S 4th Street, Unit 1000M,
Minneapolis MN 55415

Ship Via

Date

9/6/2022

Purchase order #

Auto Increment

Sku	Name	Description	Unit Cost	Quantity	Total Price
<div>Type to search</div>				1	

Message to Vendor:

Subtotal:

\$0.00

Tax:

Not selected

CANCEL

SAVE

Ship Via

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

Add Purchase Order

Vendor

Select Vendor *

Vendor Address

Mailing Address

Email

Vendor invoice #

Job #

Ship To

Shipping Address

Ship Via

Date

Purchase order #

Subtotal: \$0.00

Tax: Not selected

CANCEL SAVE

Date

This is auto-filled with “today’s date”. Select a different date, if preferred, using the date picker.

Add Purchase Order

Vendor

Select Vendor *

Vendor Address

Mailing Address

Email

Vendor invoice #

Job #

Ship To

Shipping Address

Ship Via

Date

Purchase order #

Subtotal: \$0.00

Tax: Not selected

CANCEL SAVE

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.

Add Purchase Order

Vendor

Select Vendor *

Vendor Address

Mailing Address

Email

Vendor invoice #

Job #

Ship To

Shipping Address

Ship Via

Date

Purchase order #

Auto Increment Set Up

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

Add Purchase Order

Vendor

Select Vendor * Parkland Warehouse

Vendor Address 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Mailing Address 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email sales@parkland.com

Vendor invoice #

Job #

Ship To

Shipping Address 400 S 4th Street, Unit 1000M, Minneapolis MN 55415

Ship Via USPS

Date 9/6/2022

Purchase order # Auto increment

SKU	Name	Description	Unit Cost	Quantity	Total Price
Type to search				1	

Message to Vendor:

Subtotal: \$0.00

Tax: Not selected

CANCEL SAVE

Edit Purchase Order

Vendor

Select Vendor * Parkland Warehouse

Vendor Address 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Mailing Address 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email sales@parkland.com

Vendor invoice #

Job #

Ship To

Shipping Address 400 S 4th Street, Unit 1000M, Minneapolis MN 55415

Ship Via USPS

Date 9/6/2022

Purchase order # 3

Products

Set up the products to be ordered from this section.

Add Purchase Order

Vendor Address 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Mailing Address 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email sales@parkland.com

Vendor invoice #

Job #

Ship Via USPS

Date 9/6/2022

Purchase order # Auto increment

SKU	Name	Description	Unit Cost	Quantity	Total Price
Type to search				1	

Message to Vendor:

Internal Memo

Subtotal: \$0.00

Tax: Not selected

Total: \$0.00

CANCEL 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

Email: sales@parkland.com

Purchase order #: Auto increment

Vendor invoice #:

Job #:

SKU	Name	Description	Unit Cost	Quantity	Total Price
Type to search					
80000019-1425994317, #2 1" Bolt				1	
Bolt: number 2 thread, 1 inch length \$0.5					
8000001E-1427211280, #2 1" Bolt - Black					
Bolt: number 2 thread, 1 inch length. Black \$0.15					
8000001D-1426192795, #3 1" Bolt					
Bolt: number 3 thread, 1 inch length \$0.4					
INV - 4000, 3ft Cold Water PVC					
3 feet Cold Water PVC Pipe, orange \$1.75					

Subtotal: \$0.00

Tax: Not selected

Total: \$0.00

CANCEL SAVE

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.

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

Email: sales@parkland.com

Purchase order #: Auto increment

Vendor invoice #:

Job #:

SKU	Name	Description	Unit Cost	Quantity	Total Price
Type to search					
8000001D-1426192795, #3 1" Bolt				1	
Bolt: number 3 thread, 1 inch length \$0.4					
INV - 4000, 3ft Cold Water PVC					
3 feet Cold Water PVC Pipe, orange \$1.75					
INV 3000, ACU Filter#3					
regular filter for ACUs class A \$12					
fp3838, Forged Piston Kit					
HI performance piston kit \$318					

Subtotal: \$0.00

Tax: Not selected

Total: \$0.00

CANCEL SAVE

- 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**.

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

Email: sales@parkland.com

Purchase order #: Auto increment

Vendor invoice #:

Job #:

SKU	Name	Description	Unit Cost	Quantity	Total Price
Type to search					
INV 3000, ACU Filter#3				1	
regular filter for ACUs class A \$12					
fp3838, Forged Piston Kit					
HI performance piston kit \$318					
Is2 helmet					
Protect your Head \$400					
NI - 3000, Tuff Declogger 1G					
Declogger for use the ACU service teams: \$265					
CREATE A NEW ITEM					

Subtotal: \$0.00

Tax: Not selected

Total: \$0.00

CANCEL SAVE

- 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

Mailing Address: 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email: sales@parkland.com

Vendor invoice #:

Job #:

Ship Via: USPS

Date: 9/6/2022

Purchase order #: Auto Increment

Inventory type

Inventory

Inventory

Non-inventory

CANCEL NEXT

Unit Cost Quantity Total Price

1

Message to Vendor:

Internal Memo:

Subtotal: \$0.00

Tax: Not selected

Total: \$0.00

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

Add Purchase Order

Add Inventory

General

Name *: Brass hinges

SKU: INV - 986968

Vendor: Tradeland Supply

Non taxable: ☐

Income Account: Construction Income

Sales price/rate: \$2.00

Sales description: standard interior brass hinge

Expense Account: Construction Materials Costs

Cost: 21.00

Stock

Asset Account: Inventory Asset

Main warehouse quantity on hand *: 0

Reorder point: 35.00

☐ Use serial #s (Quantity calculates automatically depending serial numbers)

Warehouse	Bin #	Isle #	QTY
Total quantity:			0

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

Mailing Address: 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Email: sales@parkland.com

Vendor invoice #:

Job #:

Ship Via: USPS

Date: 9/6/2022

Purchase order #: Auto Increment

SKU	Name	Description	Unit Cost	Quantity	Total Price
Brass	INV - 986968, Brass hinges	standard interior brass hinge	\$21	1	

CREATE A NEW ITEM

Internal Memo:

Subtotal: \$0.00

Tax: Not selected

Total: \$0.00

CANCEL SAVE

IndusTrack								
MAP		CUSTOMER		ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK
P.O.		REPORTS						
Company Settings		Search		Q				
Office Users		Name ↑		SKU	Type	Sales Description	Sales Price	Cost
Field Employees		#2 1" Bolt		80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5
Vehicle Tracking		#2 1" Bolt - Black		8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length, Black	1	0.15
Reminders		#3 1" Bolt		8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4
Reports		3ft Cold Water PVC		INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75
Mobile App		ACU Filter#3		INV 3000	Inventory	regular filter for ACUs class A	20	12
Membership		ACU General		SV 3000	Service	Labor cost for ACU general maintenance	25	11
Inventory		ACU Split Type Gen Maint Bundle		AS 6000	Assembly	Split Type ACU quarterly general maintenance Max of 6 units package	400	
Inventory list		Bress Hinges		INV - 986968	Inventory	standard interior brass hinge	52	21
Equipment		Central ACU General Maintenance		SV 5000	Service	General Maintenance service of central airconditioning units.	135	65
Warehouses		Forged Piston Kit		fp3838	Inventory		450	318
Vendors		Is2 helmet			Inventory	Protect your Head	500	400
		Power Sprayer Rental		SV 4000	Service	Power Sprayer use	55	32
		Split Type ACU Gen Maintenance		SV 6000	Service	Service cost for general maintenance of split type (up to 5HP) airconditioning u...	95	40

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

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

Email

sales@parkland.com

Purchase order #

Auto Increment

Vendor invoice #

Job #

SKU	Name	Description	Unit Cost	Quantity	Total Price
fp3838	Forged Piston Kit	Hi performance piston kit	318	1	\$318.00

Type to search

1

Message to Vendor:

Internal Memo

Subtotal:

\$318.00

Tax:

Not selected

CANCEL

SAVE

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

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

Email

sales@parkland.com

Purchase order #

Auto Increment

Vendor invoice #

Job #

SKU	Name	Description	Unit Cost	Quantity	Total Price
fp3838	Forged Piston Kit	Hi performance piston kit	318	100	\$31,800.00

Type to search

1

Message to Vendor:

Internal Memo

Subtotal:

\$31,800.00

Tax:

Not selected

CANCEL

SAVE

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

Add Purchase Order

Email: Purchase order #:

Vendor invoice #:

Job #:

SKU	Name	Description	Unit Cost	Quantity	Total Price	
fp3838	Forged Piston Kit	Hi-performance piston kit	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

Message to Vendor:

Internal Memo:

Subtotal: \$32,700.00

Tax:

Total: \$32,700.00

CANCEL SAVE

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

Add Purchase Order

Email: Purchase order #:

Vendor invoice #:

Job #:

SKU	Name	Description	Unit Cost	Quantity	Total Price	
fp3838	Forged Piston Kit	Hi-performance piston kit	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

Message to Vendor:

Internal Memo:

Subtotal: \$32,700.00

Tax:

Total: \$32,700.00

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.

Add Purchase Order

Email: Purchase order #:

Vendor invoice #:

Job #:

SKU	Name	Description	Unit Cost	Quantity	Total Price	
fp3838	Forged Piston Kit	Hi-performance piston kit	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

Message to Vendor:

Internal Memo:

Subtotal: \$32,700.00

Tax:

Total: \$32,700.00

CANCEL SAVE

Totals and Tax

The **Subtotal** and **Total** fields will auto-populate.

Add Purchase Order

Email: sales@parkland.com Purchase order #: Auto increment

Vendor invoice #:

Job #:

Sku	Name	Description	Unit Cost	Quantity	Total Price
fp3838	Forged Piston Kit	Hi-performance 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 Vendor:

Internal Memo:

Tax: Not selected

Subtotal: \$32,700.00

Total: \$32,700.00

CANCEL SAVE

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

Add Purchase Order

Email: sales@parkland.com Purchase order #: Auto increment

Vendor invoice #:

Job #:

Sku	Name	Description	Unit Cost	Quantity	Total Price
fp3838	Forged Piston Kit	Hi-performance 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 Vendor:

Internal Memo:

Tax: Sales Tax %10.00

Subtotal: \$32,700.00

Total: \$35,970.00

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**.

Edit Purchase Order

Email: sales@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
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:

Message to Vendor: Deliver items by the 3rd week of October at the warehouse address above.

Internal Memo: Stock replenishment for 4th St warehouse.

Tax: None

Subtotal: \$32,700.00

Total: \$32,700.00

CANCEL SAVE

- Create the new Tax item on the **Set Tax window**.

Edit Purchase Order

Email: sales@parkland.com Purchase order #: 3

Vendor invoice #:

Job #:

Sku	Name	Unit Cost	Quantity	Total Price
fp3838	Forged Piston Kit	318	100	\$31,800.00
8000001D-1426192795	#3 1" Bolt	0.4	1000	\$400.00
80000019-1425994317	#2 1" Bolt	0.5	1000	\$500.00

Type to search

Message to Vendor: Deliver items by the 3rd week of October at the warehouse address above.

Internal Memo: Stock replenishment for 4th St warehouse.

Subtotal: \$32,700.00

Tax: Not selected

Total: \$32,700.00

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.
- The new tax item will be added to the Tax List.

Edit Purchase Order

Email: sales@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
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

Message to Vendor: Deliver items by the 3rd week of October at the warehouse address above.

Internal Memo: Stock replenishment for 4th St warehouse.

Subtotal: \$32,700.00

Tax: MN Sales Tax 6.88 \$2248.13

Total: \$34,948.13

CANCEL SAVE

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

Company Settings

General

Tax & Terms

Tags

Office Users

Field Employees

Vehicle Tracking

Reminders

Tax

Terms

Name	Tax
MN Sales Tax	6.88
Sales Tax	10.00
vat	10.00

Items per page: 10 1 - 3 of 3

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 Purchase Order

Email: Purchase order #:

Vendor invoice #:

Job #:

Sku	Name	Description	Unit Cost	Quantity	Total Price	
fp3838	Forged Piston Kit	Hi-performance 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 Vendor: Deliver items by the 3rd week of October at the warehouse address above.

Internal Memo: Stock replenishment for 4th St warehouse.

Subtotal: \$32,700.00

Tax: Sales Tax %10.00 \$3270.00

Total: \$35,970.00

CANCEL SAVE

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

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

Membership Filter:

Inventory

Number	Vendor	Vendor Invoice Number	Job #	Status	Created By	Amount	
3	Parkland Warehouse			New		\$35,970.00	⋮
2	RS Spare Parts			Inventory Received	Peter Richards	\$2,000.00	⋮
1	Twin Cities Trading			New	Peter Richards	\$2,000.00	⋮

Items per page: 25 1 - 3 of 3 |< < > >|

Update a Purchase Order

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

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

Membership Filter:

Inventory

Number	Vendor	Vendor Invoice Number	Job #	Status	Created By	Amount	
3	Parkland Warehouse			New		\$35,970.00	⋮
2	RS Spare Parts			Inventory Received	Peter Richards	\$2,000.00	⋮
1	Twin Cities Trading			New	Peter Richards	\$2,000.00	⋮

Items per page: 25 1 - 3 of 3 |< < > >|

⋮

✕

Edit

Preview

Print

Send Mail

Receive Inventory

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

Email: sales@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

Message to Vendor: Deliver items by the 3rd week of October at the warehouse address above.

Internal Memo: Stock replenishment for 4th St warehouse.

Tax: Sales Tax %10.00

Subtotal: \$32,700.00

\$3270.00

Total: \$35,970.00

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.

Edit Purchase Order

Email: sales@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
INV - 986968	Brass hinges	standard interior brass hinge	21	100	\$2,100.00	X

Type to search

Message to Vendor: Deliver items by the 3rd week of October at the warehouse address above.

Subtotal: \$34,800.00

CANCEL SAVE

- 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.

Edit Purchase Order

Email: sales@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
INV - 986968	Brass hinges	standard interior brass hinge	21	100	\$2,100.00	X

Type to search

Message to Vendor: Deliver items by the 3rd week of October at the warehouse address above.

Internal Memo: Stock replenishment for 4th St warehouse.

Tax: Sales Tax %10.00

Subtotal: \$34,800.00

\$3480.00

Total: \$38,280.00

CANCEL SAVE

- 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.

Edit Purchase Order

Email: sales@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
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
INV - 986968	Brass hinges	standard interior brass hinge	21	100	\$2,100.00

Type to search: 1

Message to Vendor: Deliver items by the 3rd week of October at the warehouse address above.

Internal Memo: Stock replenishment for 4th St warehouse.

Tax: Sales Tax %10.00

Subtotal: \$34,800.00

Tax: \$3480.00

Total: \$38,280.00

CANCEL SAVE

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 CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

Inventory

Filters: Filter

Number	Vendor	Vendor Invoice Number	Job #	Status	Created By	Amount	
3	Parkland Warehouse			New		\$38,280.00	
2	RS Spare Parts			Inventory Received	Peter Richards	\$0.00	Edit
1	Twin Cities Trading			New	Peter Richards	\$2,000.00	Preview

Items per page: 25 1 - 3 of 3

Print Send Mail Receive Inventory

Purchase Order Preview

SAVE AS PDF

Vendor: Parkland Warehouse

Vendor invoice #:

Email: sales@parkland.com

Mailing Address: 1881 Fullerton Ave, Chicago, Illinois, 60614, USA

Ship To: 400 S 4th Street, Unit 1000M, Minneapolis MN 55415

Ship Via: USPS

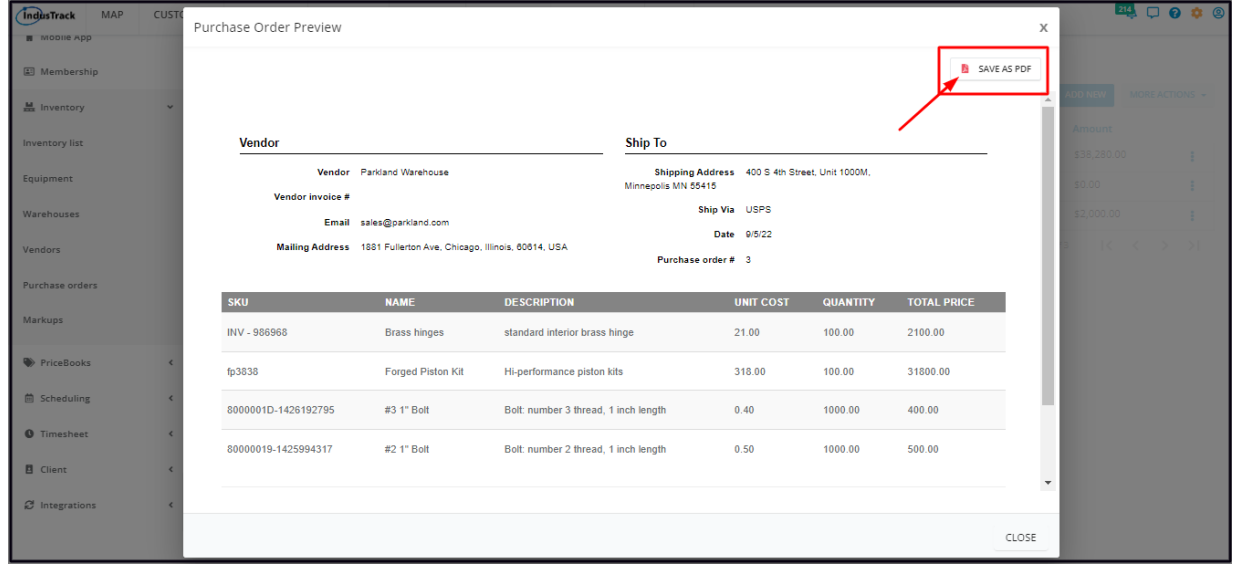
Date: 9/5/22

Purchase order #: 3

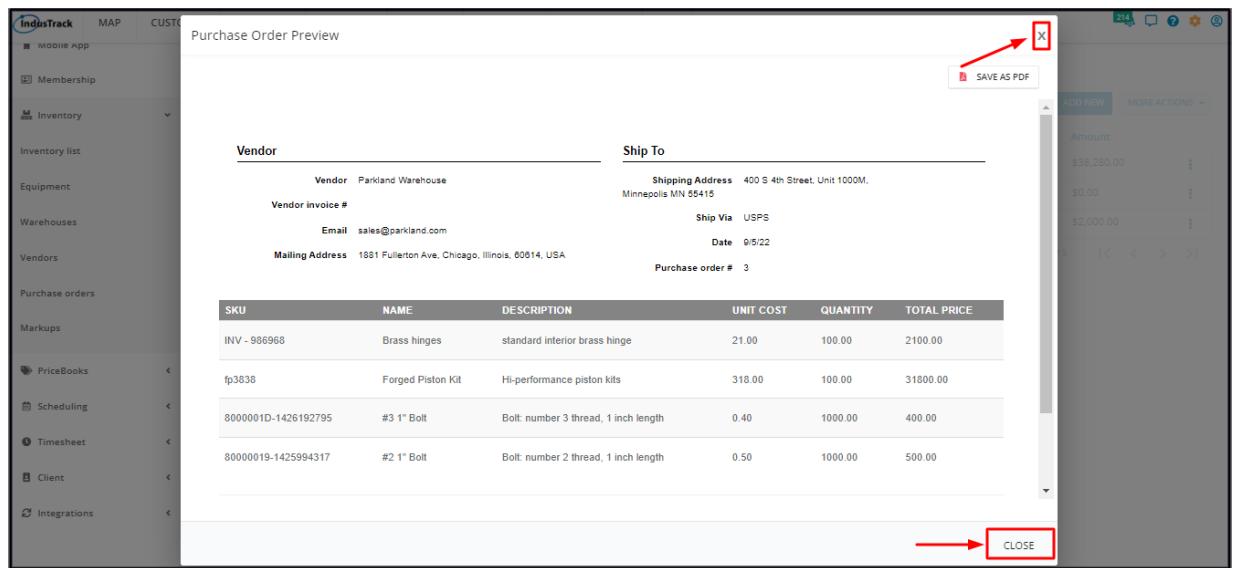
SKU	NAME	DESCRIPTION	UNIT COST	QUANTITY	TOTAL PRICE
INV - 986968	Brass hinges	standard interior brass hinge	21.00	100.00	2100.00
fp3838	Forged Piston Kit	Hi-performance piston kits	318.00	100.00	31800.00
8000001D-1426192795	#3 1" Bolt	Bolt: number 3 thread, 1 inch length	0.40	1000.00	400.00
80000019-1425994317	#2 1" Bolt	Bolt: number 2 thread, 1 inch length	0.50	1000.00	500.00

CLOSE

- 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.

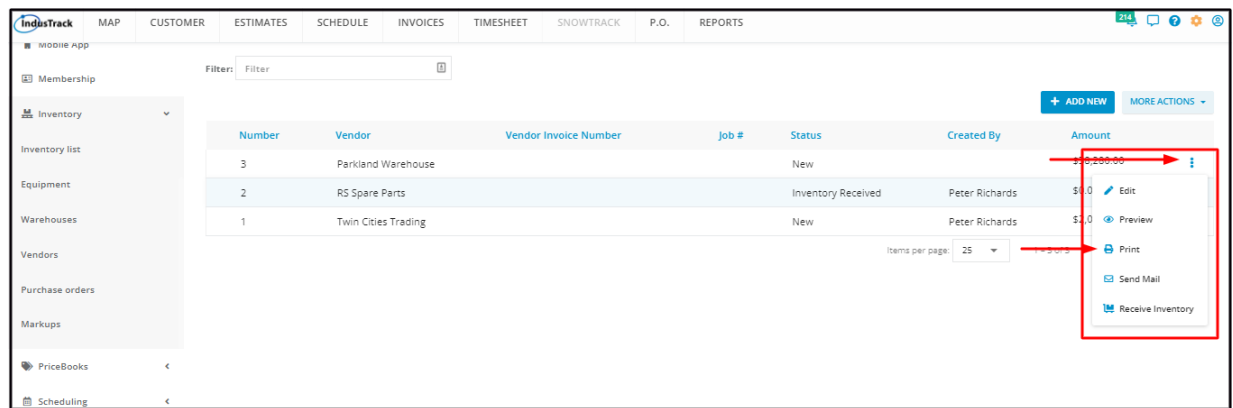


- To **close the Purchase Order Preview** window:
 - Click the Close button at the bottom of the preview window OR the X button at the upper right-hand corner.



Print a Purchase Order

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**.

Industack

MAP

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Inventory

Membership

Inventory

Inventory list

Equipment

Warehouses

Vendors

Purchase orders

Markups

PriceBooks

Scheduling

Timesheet

Client

Integrations

Vendor

Vendor: Portland Construction

Shipping Address: 400 S 40 Street, Unit 1000B

City: Portland

State: OR 97204

Phone: 503 444 1234

Website: www.portlandconstruction.com

Ship To:

Ship To: 12345

Ship To: 12345

Ship To: 12345

Item

Unit

Unit Price

Quantity

Unit Price

Quantity

Unit Price

Item 1

Unit 1

Unit Price 1

Quantity 1

Unit Price 1

Quantity 1

Unit Price 1

Item 2

Unit 2

Unit Price 2

Quantity 2

Unit Price 2

Quantity 2

Unit Price 2

Item 3

Unit 3

Unit Price 3

Quantity 3

Unit Price 3

Quantity 3

Unit Price 3

Item 4

Unit 4

Unit Price 4

Quantity 4

Unit Price 4

Quantity 4

Unit Price 4

Manager's Name

Signature

Signature Date

Signature Time

Manager's Name

Signature

Signature Date

Signature Time

Print

1 sheet of paper

Destination

Microsoft Print to PDF

Pages

All

Color

Black and white

More settings

^

Paper size

Letter

Pages per sheet

1

Scale

Default

Print using system dialog... (Ctrl+Shift+P)

☑

Print

Cancel

GO NOW

MORE ACTIONS

Amount

\$36,280.00

\$0.00

\$2,000.00

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