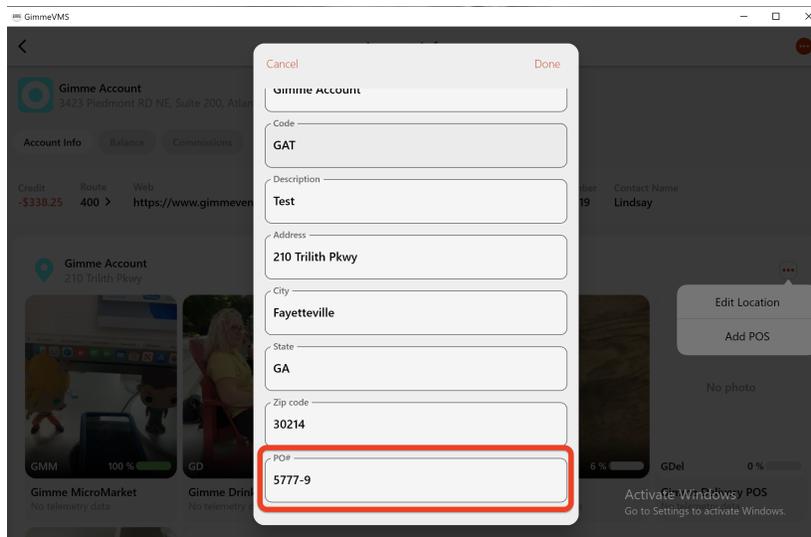


Add a PO# to an invoice

To add a customer's purchase order number to all of their invoices, follow these steps:

1. Navigate to the **Accounts** page using the **three-line menu button**
2. Select a **Delivery** account
3. Select **More info**
4. Select the **white three-dot menu**
5. Select **Edit Location**
6. Scroll to the **PO# field** and enter the number
7. Select **Done**



The PO# will populate on the top right of any invoice sent from that POS



Gimme Vending Test Account
Gimme Vending
210 Trilith Pkwy
Fayetteville, GA 30214
hello@gimmevending.com
Phone: 404-888-4161
Fax: 678-546-4544

Invoice

Invoice no.	36222
Date	May 20 2022 09:32
PO#	5777-9

Bill to:
Gimme Account
3423 Piedmont RD NE, Atlanta, 30305

Ship to:
Gimme Account
210 Trilith Pkwy, Fayetteville, 30214

Description	Quantity	Unit size	Unit price	Amount
Genuine Joe Coffee Sleeves	2	Pack (50)	\$10.00	\$20.00
Imperial Sugar	2	Each (1)	\$4.00	\$8.00
Peets Coffee Cafe Domingo	5	Each (1)	\$10.00	\$50.00

Sub-Total: \$78.00
Tax: \$4.68
Total: \$82.68