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

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Gimme Account 3423 Piedmont RD NE, Suite 200, Atlan	Gimme Account		
Account Info Balance Commissions	GAT		
Credit Route Web -\$338.25 400 > https://www.gimmeven	Description - Test	iber Contact 19 Lindsay	
Gimme Account 210 Trillith Pkwy	Address		
	Fayetteville		Edit Location
	StateGA		Add POS
K NY	Zip code		
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The PO# will populate on the top right of any invoice sent from that POS



Gimme Vending Test Account Fayetteville, GA 30214 hello@gimmevending.com Phone: 404-888-4161

	Invoice	
Invoice no.	36222	
Date	May 20 2022 09:32	
P0#	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

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