

How to create a purchase order

If you have not yet created a warehouse, start here:

How to create a new warehouse

1. Navigate to the **Warehouses** page using the three-line menu
2. Select a **Warehouse**
3. Select the **Purchase Orders** tab
4. Select **New Order**
5. Select a **vendor**, **product family**, and **delivery date**
6. Click **Next**
7. You can add products (**+ Add Product**) and save as a draft (**Save Draft Order**)
8. If the order is complete, click **Confirm Order**

[Video: How to create a Purchase Order]