

Walk-In PO entry: SiteOne Landscape Supply

Please create a new PO# every time you utilize a Walk-In PO's. SiteOne Act# 2021950 – Store Number (must be 4 Digits)

Open the hamburger menu,
Then select **Walk-In**.

You can only use an **OPEN**
work order to generate a PO.

Enter the WO# and click
Submit

In Vendor ID, choose SiteOne
Then click the Create New
button on bottom right.

Here you can find a record of
the past purchase orders.
**Reminder - You must use the
PO # when checking out at
SiteOne Branch.**

