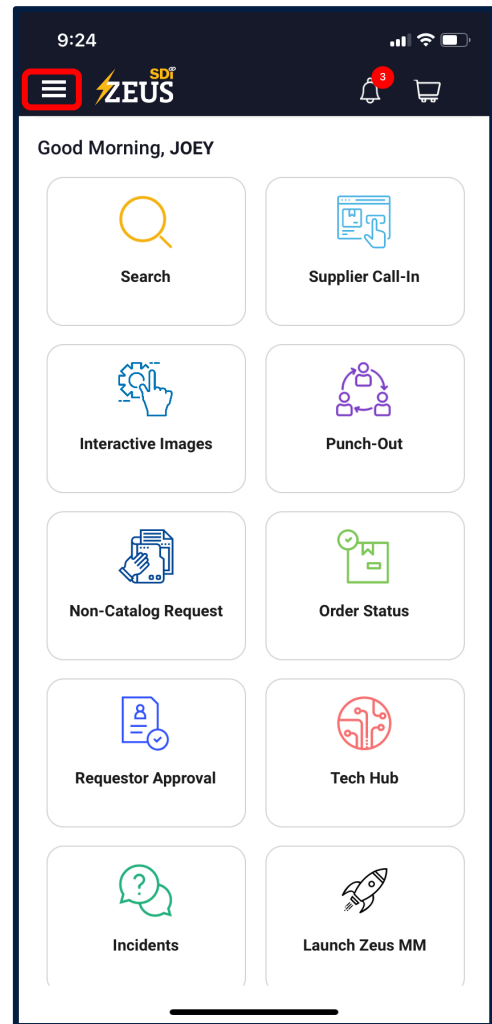
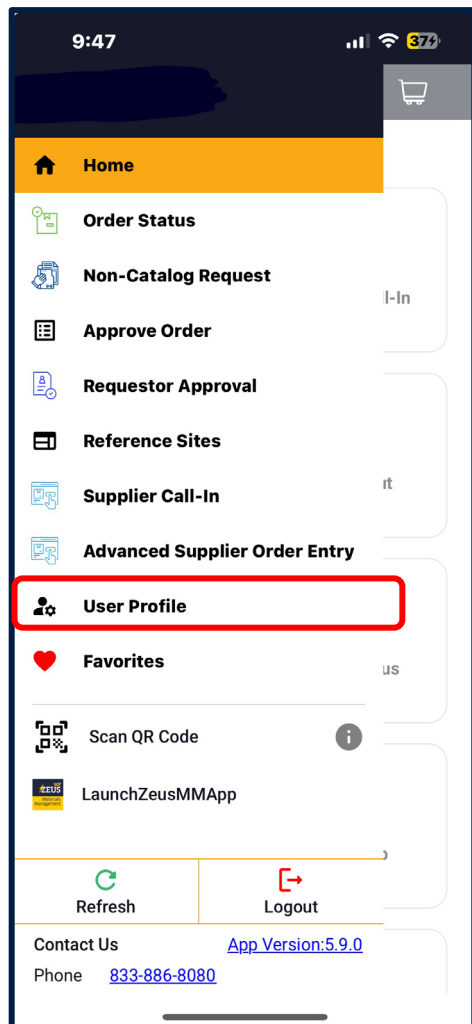


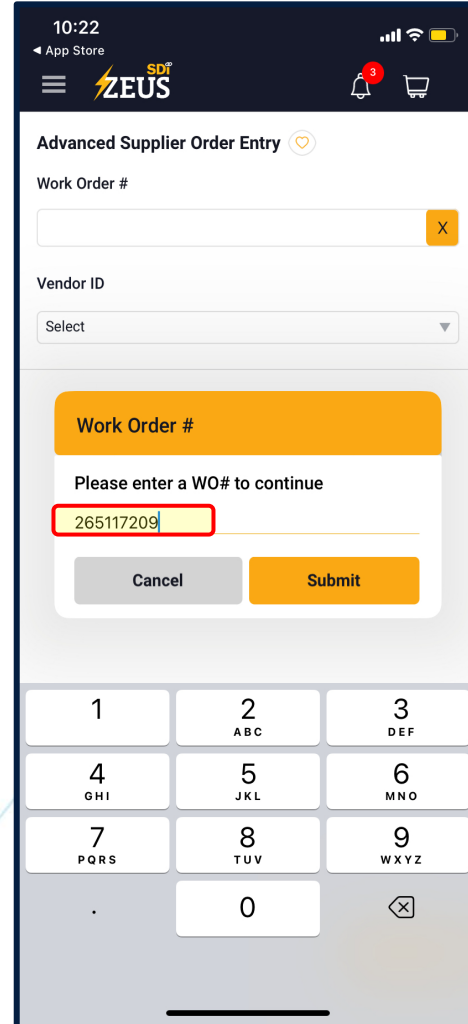
# Advanced Supplier Order Entry



Open the hamburger menu and select **Advanced Supplier Order Entry**.

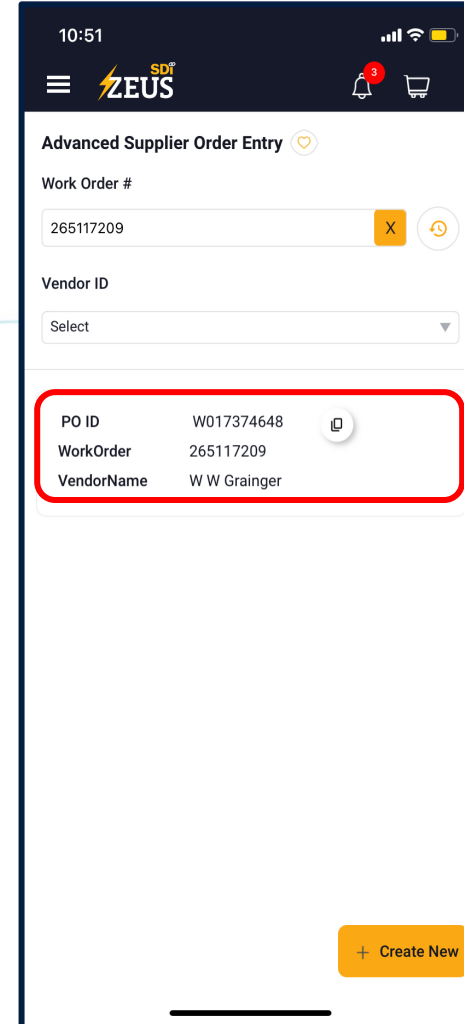


You can only use an **OPEN** work order to generate a PO.

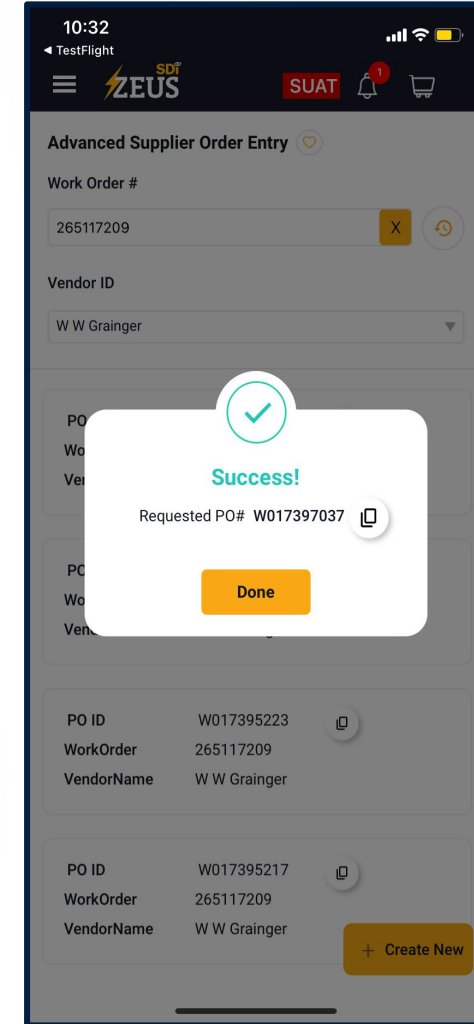


Enter the WO# and click Submit.

In Vendor ID, choose the Supplier and location. Then click the Create New button.



Here you can find a record of the past purchase orders.



Reminder - You must use the **PO #** when checking out.