

GETTING STARTED WITH RUNDOD · PURCHASE ORDERS

Draft Your Order

Pick a vendor, fill the cart, and save it for later. The whole draft lives under POS → Orders → New.

THREE WAYS TO FILL THE CART

1

Search

Type a name, SKU, or vendor SKU.

[Search for a product](#) → [Add](#)

2

Scan

Scanner at the counter, catalog in hand.

[Scan the barcode](#)

3

Let Rundoo do it

Suggests quantities from your sales and stock.

[Generate order](#)

Draft one in 5 steps

- ① Open POS → Orders → New.
- ② Pick your vendor under **Order from**.
- ③ Add products by search, scan, or **Generate order**.
- ④ Tweak the quantity or cost, or leave a line note.
- ⑤ Click **Save draft**. It's waiting on the Drafts tab.

The one required field

Pick a vendor

The builder stays locked until you do. If [Save draft](#) does nothing, that's usually why (or an empty cart).

Generate order, two ways: Predictive forecasts from last year's sales for this same season, best where velocity matters. Min/Max simply tops shelves back up to a set level. Pick one per vendor, and review the numbers before you save.

Saved a draft? Sending it off to the vendor is the next video, *From Draft to Ordered*.