GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

Drafting a Purchase 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, then you review and filter.

Generate order

Draft one in 6 steps

1. Open **POS → Orders → New**.
2. Pick your vendor under **Order from**.
3. Add products by search, scan, or **Generate order**.
4. Filter a suggested order by tag, department, class, fineline, or last sale.
5. Tweak a quantity or cost, or drop a line you don't need.
6. 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.

Filter before it's an order: Generate order shows you the suggested items first. Narrow them by product tag, department, class, fineline, or last sale, so you buy for one aisle or an upcoming sale instead of the whole store. You still control every line.

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