

GETTING STARTED WITH RUNDOD · PURCHASE ORDERS

Filtered Ordering

Generate a purchase order, then narrow it to just the aisle, brand, or sale you're buying for. It all happens under POS → Orders → New.

FILTER THE SUGGESTED LIST BY

1

A part of the store

Buying for one aisle or section.

Department · Class · Finline

2

A sale or group

Tag the products first, then filter.

Product tag

3

What's been moving

Or scope it to your primary vendor.

Last sale · vendor checkbox

Filter an order in 6 steps

- 1 Open POS → Orders → New and pick a vendor.
- 2 Click **Generate order**.
- 3 Pick a method, then **Review products**.
- 4 Click **Filter** and narrow by tag, department, class, fineline, or last sale.
- 5 Adjust a quantity or drop a line you don't need.
- 6 Click **Generate order** to build the focused PO.

Nothing's committed yet

Review, then create

Generate order shows the suggested list **first**. Filter and tweak freely. The PO is only built when you click **Generate order** on the review screen.

Works with every method: filtered ordering shows up whether you generate by **Replenishment**, **Min & Max**, or **Predictive**. Pick whichever you normally use for the vendor.

Primary vendor only: in the Generate order window, **uncheck** "Include products where this vendor is an additional vendor" to keep the list to products this vendor is your main source for.

You asked, we built it. This one came from a hardware store owner using Rundoo. Buy one aisle at a time, and keep the ideas coming.