Rundoo

GLANCE CARD

GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

From Draft to Ordered

Open your draft, pick how it reaches the vendor, and click Order. It slides into the Ordered tab, waiting on the truck.

THREE WAYS TO SEND IT

1

EDI

Integrated vendors only. Look for the plug icon.

Straight into their system

2

Email

The everyday choice for most vendors.

A PDF to their Orders email

3

Mark ordered

Phoning it in or using the vendor’s own site.

Sends nothing, tracks it for you

Place it in 4 steps

1. In **POS** → **Orders** → **Drafts**, click your saved PO.
2. Set the **Order method** on the left panel.
3. Check the **Ship to** location is right.
4. Click the blue **Order** button. Green banner, done.

What "Ordered" means

Sent. Waiting on the truck.

The PO leaves **Drafts** and sits in the **Ordered** tab until the shipment lands and you receive it.

No Email option? If a vendor has no EDI and no Orders email on file, the Email choice won’t show. Add one in Vendors › the vendor › Settings, or just use **Mark ordered**.

On your practice store, nothing goes to a real vendor. Click Order freely to see exactly how it works.