GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

Placing a Purchase Order

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.