Rundoo

GLANCE CARD

GETTING STARTED WITH RUNDOO · VALIDATE YOUR DATA

Straight to the Vendor

Before your first purchase order, spot-check your main suppliers so each PO lands in the right place. Check three fields, flag anything off, and let your guide fix it.

THREE FIELDS TO CHECK ON EACH VENDOR

1

Orders email

The single address each PO is sent to. Make it the order desk, not a rep.

Under Ordering

2

Connected?

A co-op or distributor you order from electronically.

"Orders will be sent through EDI"

3

Account numbers

One per location, so the supplier knows which store ordered.

Under Vendor settings

Spot-check in 4 steps

1. In **POS**, click **Vendors** and open a main supplier.
2. Check the **Orders email** under Ordering.
3. Is it connected? Check **account numbers** for each location.
4. Anything off? Flag it in **Ask a question**.

If something's off

Flag it, don't fix it

Never send a **test PO** to check a connection. It can trigger a real shipment. Post it in the **Ask a question** box and your guide handles it before go-live.

A blank isn't always wrong: connected co-ops often get account numbers filled in right before go-live, and a greyed-out Edit button means Rundoo manages that number. Flag it, don't work around it.