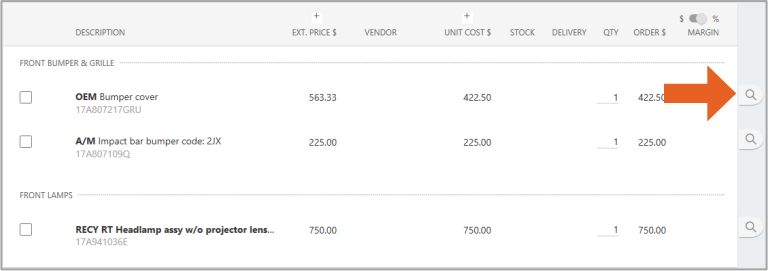
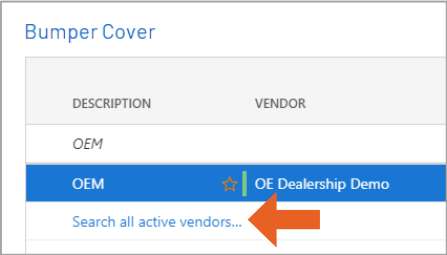
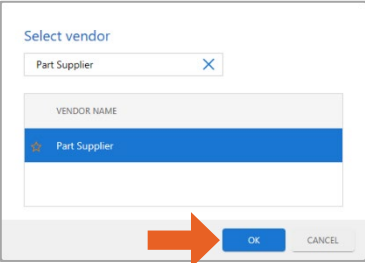
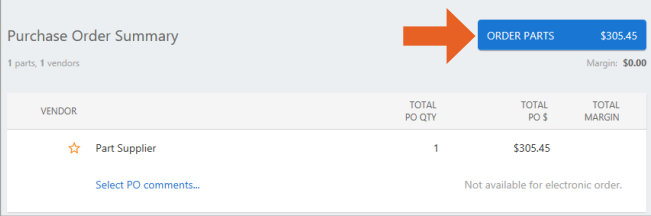


Manual Purchase Order

Introduction This job aid discusses how to manually create a Purchase Order (PO).

Manual PO Follow the steps below to create a Manual PO via the Checkout Cart.

Step	Action																																																						
1	<p>Click the magnifying glass icon.</p>  <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>EXT. PRICE \$</th> <th>VENDOR</th> <th>UNIT COST \$</th> <th>STOCK</th> <th>DELIVERY</th> <th>QTY</th> <th>ORDER \$</th> <th>% MARGIN</th> </tr> </thead> <tbody> <tr> <td>FRONT BUMPER & GRILLE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> OEM Bumper cover 17A807217GRU</td> <td>563.33</td> <td></td> <td>422.50</td> <td></td> <td></td> <td>1</td> <td>422.50</td> <td></td> </tr> <tr> <td><input type="checkbox"/> A/M Impact bar bumper coder 2JX 17A807109Q</td> <td>225.00</td> <td></td> <td>225.00</td> <td></td> <td></td> <td>1</td> <td>225.00</td> <td></td> </tr> <tr> <td>FRONT LAMPS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> RECY RT Headlamp assy w/o projector lens... 17A941036E</td> <td>750.00</td> <td></td> <td>750.00</td> <td></td> <td></td> <td>1</td> <td>750.00</td> <td></td> </tr> </tbody> </table>	DESCRIPTION	EXT. PRICE \$	VENDOR	UNIT COST \$	STOCK	DELIVERY	QTY	ORDER \$	% MARGIN	FRONT BUMPER & GRILLE									<input type="checkbox"/> OEM Bumper cover 17A807217GRU	563.33		422.50			1	422.50		<input type="checkbox"/> A/M Impact bar bumper coder 2JX 17A807109Q	225.00		225.00			1	225.00		FRONT LAMPS									<input type="checkbox"/> RECY RT Headlamp assy w/o projector lens... 17A941036E	750.00		750.00			1	750.00	
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2	<p>Click Search all active vendors.</p> 																																																						
3	<p>Search for, then select preferred supplier for your purchase order, then click OK.</p> <p>Hint: To mark you vendor as Preferred, follow the steps in the Set Preferred Vendor section.</p> 																																																						
4	<p>Click Order Parts.</p>  <p>If vendor is electronically enabled, to manually create a PO, select the ellipsis icon, then select Save order without send.</p> 