



Creating and Opening Purchase Orders

Megan De Freitas - 2025-07-09 - Purchasing

Overview

Purchase orders can be created in SalesPad from a sales document with backordered line items, or from a vendor card. They can then be sent to the vendor via email or print. Existing POs can be found via Purchase Order Search, the Vendor Card, or a linked sales document. Proper configuration is required; refer to the [Configuring SalesPad for Purchasing](#) document for more information.

Usage

Creating POs from a Sales Document

To create a PO from a sales document, first create and save a sales document. If any item on a document is backordered or marked as Dropship, the Purchase button will appear in the header upon saving:



Click the **Purchase** button to open the The Choose Purchase Plan Items window.

The screenshot shows the 'Purchase Plan ORDST2432' window. The title bar indicates 'Purchase Plan ORDST2432 Total Cost: \$ 5000.00'. The window is divided into two main panes. The left pane, titled 'Purchase Plans', shows 'ORDST2432 (no vendor assigned)'. The right pane, titled 'Purchase Plans Items', contains a table with the following data:

	Item Number	Item Description	Sales Doc Num	DS	NI	Unit Cost	Quantity	Extended ...
<input checked="" type="checkbox"/>	HD-20	20 Gig Hard Drive	ORDST2432	<input type="checkbox"/>	<input type="checkbox"/>	10.00	500	5000.00

Below the table, there are 'Line Options' and 'Copy Sales Document Named Notes' sections. The 'Line Options' section includes checkboxes for 'Show Comments', 'Copy Comments', and 'Copy Req Dates'. The 'Copy Sales Document Named Notes' section includes checkboxes for 'Copy to PO Comment' and 'Copy to PO Note', each with a dropdown menu. A note at the bottom states: '*** This will only work if you are buying for a single sales document'. At the bottom of the window, there is a green bar with checkboxes for 'Close When PO is Created' and 'Use Drop Ship Line Cost', an 'Adjustment:' dropdown, 'PO Cost: Standard Cost', and a 'Close' button.

Under Purchase Plans Items, select the items to purchase and any desired options to copy from the sales document to the PO.

Click **Create PO** to open the Purchase Order entry window. The selected Items will appear on the purchase order.

(STANDARD)

Close Save Print Add Item Copy Cancel Dynamics GP

PO Properties

Purch. Order #:
 PO Status: New
 PO Type: STANDARD
 Vendor ID:
 Vendor Name:
 Currency:

PO Dates

PO Date: 11/20
 Required Date: 11/20
 Promised Date: 11/20
 Promised Ship: 11/20

Other

Terms:
 Shipping Method:
 Buyer:
 Confirm With:
 Revision Number: 0
 Location:

Ship To Address

☐ Ship to Customer [Edit Address](#)

Fabrikam, Inc.
 Taylor Stewart-Cray
 4277 West Oak Parkway
 Chicago, IL 60601-4277
 P: (312) 436-2671
 F: (312) 436-2896

Totals

Discount: 0.00
 Freight: 0.00
 Misc. Charge: 0.00
 Tax: 0.00
 Total: 5,000.00

Line Items Notes Addresses User Fields Links Quick Report Audit Receipts Email Audit Resources

Details

New Cancel Insert Update Missing Vendor Items

Item #	Description	Co...	NI	Vendo...	Qty	U...	Qty Co...	Qty ...	Unit Cost	Extd. Cost	PO Li...	Loca...	Req...	Prom...	Pro...	xPur...	Landed Cost ...
HD-20	20 Gig Hard Drive				500	E...	0	0	10.00	5,000.00	New	WAR...	11/2...	11/2...	11/2...		

5,000.00

Make any needed changes (see the Purchase Order Entry Screen section of this document for more information) and click **Save**. If not already entered, a purchase order number will be assigned.

To send the PO to the vendor, click **Print**. In versions prior to 4.0, a preview of the PO will open and from this preview, purchase orders can either be emailed or printed. In versions 4.0 and later, the standard Print dialog will appear, allowing unlimited PO formats and allowing users to fax or email POs to the vendor directly from SalesPad using predefined templates. Printing a PO in 4.0 or later is now the same as printing a Sales Document. Refer to the Emailing and Email Templates document and the [“How do I email/fax/print a sales document”](#) FAQ for more information.

Creating a PO From a Vendor Card

After selecting the desired vendor, open the vendor card (for further info on the Vendor Search, refer to the [SalesPad Vendor Search](#) document).

For a Dropship PO:

On the Vendor Card header, click **Drop Ship**:

Vendor Search x Vendor: [ADVANCED0001] Advanced Office Systems x

Close Refresh Save Create Purchase Order: Standard **Drop Ship** Receipt Transaction

Vendor Properties

Vendor: ADVANCED0001
 Vendor Name: Advanced Office Systems
 Vendor Class: USA-US-M
 Vendor Status: Active
 Payment Terms: NET 30
 Currency: Z-US\$

Primary Address Information

Janice Berman
 678 Sherwood
 Park South
 Arlington Heights,
 IL 60004-2922
 P1: (618) 555-0102
 FX: (618) 555-0102

Default Shipping Information

Shipping Method: DROP SHIP
☐ On Hold

On the following screen, find and select (by clicking the Customer ID) a customer:

Select Customer to Drop Ship to...

Search Clear New

Search By

Customer: Contact: Phone: Sales Rep:
 City: State: Zip: Statement Name:

Search Options

☐ Starts With
☐ Show Inactive
 Max Results: 10000

Search Results

Addr Code	Cust#	Cust Name	Sales Person ID	Contact Sales Rep	Contact Name	Email
=	=	=	=	=	=	=

No data to display

OK Cancel

On the following Dropship PO entry screen, the Ship to Customer box will be selected and the selected customer's address entered under Ship To Address:

Vendor Search x Vendor: [ADVANCED0001] Advanced Office Systems x (DROPSHIP) x

Close Save Print Add Item Copy Cancel Dynamics GP

PO Properties

Purch. Order #:
 PO Status: New
 PO Type: DROPSHIP
 Vendor ID: ADVANCED...
 Vendor Name: Advanced Office
 Currency: Z-US\$
 Batch: SP_PURCH...

PO Dates

PO Date: 11/20
 Required Date: 11/20
 Promised Date: 11/20
 Promised Ship: 11/20

Other

Terms: NE...
 Shipping Method: LO...
 Buyer:
 Confirm With:
 Revision Number: 0
 Location:
☐ On Hold

Ship To Address

☒ Ship to Customer Edit Address
 Aaron Fitz Electrical
 One Microsoft Way
 Grand rapids, MI 49888

Totals

Discount: 0.00
 Freight: 0.00
 Misc. Charge: 0.00
 Tax: 0.00
 Total: 0.00

For a Standard PO:

On the Vendor Card header, click **Standard**.

Vendor Search x Vendor: [ADVANCED0001] Advanced Office Systems x

Close Refresh Save Create Purchase Order: **Standard** Drop Ship Receipt Transaction

Vendor Properties

Vendor: ADVANCED0001
 Vendor Name: Advanced Office Systems
 Vendor Class: USA-US-M
 Vendor Status: Active
 Payment Terms: NET 30
 Currency: Z-US\$

Primary Address Information

Janice B. P1: (618) 555-0102
 678 Sherwood FX: (618) 555-0102
 Park South
 Arlington Heights,
 IL 60004-2922

Default Shipping Information

Shipping Method: DROP SHIP
☐ On Hold

Purchase line items can be entered on the following screen.

Vendor Search x Vendor: [ADVANCED0001] Advanced Office Systems x (STANDARD) x

Close Save Print Add Item Copy Cancel Dynamics GP

PO Properties

Purch. Order #:
 PO Status: New
 PO Type: STANDARD
 Vendor ID: ADVANCED0001
 Vendor Name: Advanced Office Syst
 Currency: Z-US\$
 Batch: SP_PURCHASING

PO Dates

PO Date: 11/20/20
 Required Date: 11/20/20
 Promised Date: 11/20/20
 Promised Ship: 11/20/20

Other

Terms: NET 30
 Shipping Method: DROP SHIP
 Buyer:
 Confirm With:
 Revision Number: 0
 Location:
☐ On Hold

Ship To Address

☐ Ship to Customer Edit Address
 Fabrikam, Inc.
 Taylor Stewart-Cray
 4277 West Oak Parkway
 Chicago, IL 60601-4277
 P: (312) 436-2671
 F: (312) 436-2896

Totals

Discount: 0.00
 Freight: 0.00
 Misc. Charge: 0.00
 Tax: 0.00
 Total: 0.00

Line Items Notes Addresses User Fields Links Quick Report Audit Receipts Email Audit Resources

Details

New Cancel Insert Update Missing Vendor Items

Item #	Description	Com...	NT	Vendor ...	Qty	U...	Qty Co...	Qty R...	Unit Cost	Extd. Cost	PO Li...	Locat...	Req....	Prom....	Prom...	xPurc...	Landed Cost ...
--------	-------------	--------	----	------------	-----	------	-----------	----------	-----------	------------	----------	----------	---------	----------	---------	----------	-----------------

If desired, enter a PO number under PO Properties. Otherwise, after the PO is saved, the next available PO number from GP will be generated and assigned to the PO.

Under the Line Items tab, click **New**.

Enter the item number (or search for an item by clicking the ellipsis), item location, etc. and hit Enter. Repeat for additional items.

Note: The Location field must be populated on each line item to successfully save a purchase order.

When finished, click **Save**

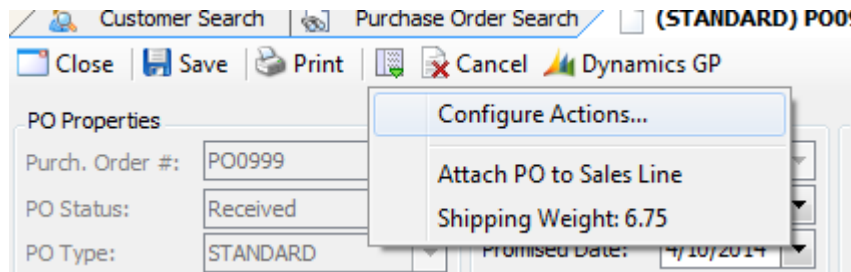
To send the PO to the vendor, click **Print**. In versions prior to 4.0, a preview of the PO will open and from this preview, users can print or email the purchase order. In versions 4.0 and later, the standard Print dialog will appear, allowing unlimited PO formats and allowing users to fax or email POs to the vendor directly from SalesPad using predefined templates. Printing a PO in 4.0 or later is now the same as printing a Sales Document. Refer to the [Emailing and Email Templates document](#) and the [How do I email/fax/print a sales document FAQ](#) for more information.

The SalesPad Purchase Order Entry screen allows users create POs and add line items, as well as add/access notes and User Fields on the PO, and view/update ship to and vendor

addresses and linked sales documents. Users can also email, fax, or print the purchase order to send to the vendor.

Purchase Order Components

On the Purchase Order header, various plugins can be accessed from the Actions dropdown menu.



The **Print** button allows printing, faxing, or emailing the PO. Click **Save** to save any changes, or click **Close** to exit the Vendor Card, from the Purchase Order header.

Header

The header portion of the Purchase Order entry screen displays PO Properties – the PO number, status, type, Vendor ID, and Vendor Name. These fields are editable with proper security. Dates*, terms, shipping method and buyer can also be edited. Ship To Address and purchase order totals display toward the right, and can be adjusted with proper security.

PO Properties	PO Dates
Purch. Order #:	PO Date: 11/20/2018
PO Status: New	Required Date: 11/20/2018
PO Type: STANDARD	Promised Date: 11/20/2018
Vendor ID: ADVANCED0001	Promised Ship: 11/20/2018
Vendor Name: Advanced Office Systems	
Currency: Z-US\$	
Batch: SP_PURCHASING	

***Note:** In versions 4.0 and later, changing the date on a PO will roll the revised date to all line items.

Tabs

Tabs on the Purchase Order Entry screen are enabled in the Security Editor. Refer to [ConfiguringSalesPad for Purchasing](#) for more information.

Line Items

Click **New** to enter item numbers on the Line Items tab. Users can also click the ellipsis (...) button on the new line to search for an item in Inventory Lookup.

Grids can be customized to display only desired columns. Drag and drop columns off the grid to remove them. To add columns, right-click on the column header and select Column Chooser for a list of columns to add. Drag and drop columns onto the column header to add.

Comments

Choose a Comment to Add...

ID	Comment
THANKS	Thanks for your business.
THANKS-SA...	Thanks for your business from the sales department at Fabrikam.
UNTITLED*	Need this ASAP

OK

Cancel

New Note

User ID

sa

Note Timestamp:

11/20/2018 4:41:04 PM

Search:

Search

Note Shortcut	Note Text

OK

Cancel

Pre-saved comments (added in GP – refer to the [Setting Up Pre-Saved Comments](#) article) can be selected from the "Comments" popup. Time-stamped notes can be added from the "Notes" popup. Click **OK** to return to the Purchase Order Entry screen.

Addresses

Ship To, Vendor, and Bill To addresses are visible from the Addresses tab and can be modified with proper security.

User Fields

The User Fields tab displays all user defined fields created on the Purchase Order Business Object. Refer to the SalesPad User Defined Fields document for more information.

Note: In versions 4.0 and later, Vendor UDFs will automatically copy to the same Purchase Order UDF.

Links

The Links tab displays any sales documents attached to the open PO. Click the sales document number to view a linked sales document, or select a document and click **Remove Link** to remove the link.

Audit

In version 4.0 and higher, the Purchase Order Entry screen has an Audit tab where changes to the PO are logged.

Quick Report

In later version 4 builds (approximately .1058+), the Purchase Order Entry screen has a Quick Report tab where one or more Quick Reports can be viewed. Refer to [SalesPad's Quick Report documents](#) for more information on Quick Reports.

Note: When Quick Reports have been added, the name of the tab changes from Quick Report to the title of the Quick Report (single) or Purchase Order Quick Reports (multiple).

Once POs are created, they can be viewed from:

- The Vendor Card Purchase Orders tab – displays all POs assigned to that vendor:

The screenshot shows the 'Vendor Card Purchase Orders' tab. It includes a 'Vendor Properties' section with fields for Vendor (ADVANCED0001), Vendor Name (Advanced Office Systems), Vendor Class (USA-US-M), Vendor Status (Active), Payment Terms (NET 30), and Currency (Z-US\$). The 'Primary Address Information' section lists Janice Berman at 678 Sherwood Park South, Arlington Heights, IL 60004-2922, with phone numbers P1: (618) 555-0102 and FX: (618) 555-0102. The 'Default Shipping Information' section shows a Shipping Method of DROP SHIP and an 'On Hold' checkbox. The 'Purchase Orders' table lists several POs:

PO Number	PO Type	PO Date	Required Date	Total
PO2075	STANDARD	1/31/2018	1/31/2018	50.00
PO2085	DROPSHIP	2/2/2018	2/2/2018	51.00
PO2105	DROPSHIP	6/6/2018	6/6/2018	250.00
PO2108	DROPSHIP	6/12/2018	6/12/2018	0.00
PO2109	STANDARD	6/20/2018	6/20/2018	58.85
PO2112	DROPSHIP	7/25/2018	7/25/2018	1.00

Below the table is a 'Contact Addresses' section with a table of addresses:

Address Type	Address Code	Contact Person	Address Line 1	City	State	Zip	Phones	Web Site	Email
MAIN/PURCHASE/...	PRIMARY	Janice Berman	678 Sherwood Par...	Arlington Heights	IL	60004-2922	P1: (618) 555-0102 FX: (618) 555-0102		
SHIP FROM	WAREHOUSE	Lindsey Vaughn	283 42 St Norht	Arlington Heights	IL	60004-0283	P1: (618) 555-0104 P2: (618) 555-0104 FX: (618) 555-0104		

- The sales document Purchases tab – displays all POs created from or linked to (refer to Linking POs and Sales Line Items document) the sales document:

The screenshot shows the 'Purchases' tab in the software interface. It displays a table of purchase order line items:

PO Number	Item Number	Item Description	Qty On PO	Unit Cost	Qty Received	Promised Date	Promised Ship Date
PO2121	HD-20	20 Gig Hard Drive	1	5.00	0	8/24/2018	8/24/2018

- Purchase Order Search

Purchase Order Search

To search for an existing PO, open the Purchase Order Search module. Enter desired search criteria in the search fields and click **Search**. The Search Results grid will display all POs that match the search criteria.

Purchase Order Search

Close Search

Search By

PO#:

Vendor:

PO Type

☒ Drop Ship ☒ Blanket

☒ Standard ☒ Drop Ship Blanket

Search Options

☐ Match Beginning

Prior Months:

Search Results

PO Number	Vendor Name	Vendor ID	PO Date	Primary Ship To A...	PO Type	Promised Date	Shipping Method	Subtotal
PO0997	Advanced Office ...	ADVANCED0001	4/10/2014	PRIMARY	DROPSHIP	4/10/2014	DROP SHIP	90.25
PO0999	Advanced Office ...	ADVANCED0001	4/12/2014	Primary	STANDARD	4/10/2014	DROP SHIP	103.79
PO2001	Advanced Office ...	ADVANCED0001	1/9/2016	Primary	STANDARD	1/5/2016	DROP SHIP	90.25
PO2003	Advanced Office ...	ADVANCED0001	1/17/2016	Primary	STANDARD	1/5/2016	DROP SHIP	103.79
PO2021	Advanced Office ...	ADVANCED0001	2/27/2016	Primary	STANDARD	2/27/2016	DROP SHIP	50.25
PO2024	Advanced Office ...	ADVANCED0001	2/28/2016	Primary	STANDARD	3/3/2016	DROP SHIP	313.06
PO2026	Advanced Office ...	ADVANCED0001	3/6/2016	Primary	STANDARD	8/3/2016	DROP SHIP	28.46
PO2027	Advanced Office ...	ADVANCED0001	3/8/2016	Primary	STANDARD	8/3/2016	DROP SHIP	142.30
PO2028	Advanced Office ...	ADVANCED0001	3/10/2016	Primary	STANDARD	8/3/2016	DROP SHIP	284.60
PO2030	Advanced Office ...	ADVANCED0001	3/13/2016	Primary	STANDARD	8/3/2016	DROP SHIP	85.38
PO2031	Advanced Office ...	ADVANCED0001	3/14/2016	Primary	STANDARD	8/3/2016	DROP SHIP	28.46
PO2032	Advanced Office ...	ADVANCED0001	3/15/2016	Primary	STANDARD	8/3/2016	DROP SHIP	56.92

Click on a PO number to open the PO. The Vendor ID can also be clicked to open the Vendor Card.

Security

Choose Purchase Plan - Allows the creation of a PO from a sales document.

Purchase Order Addresses - Grants access to the addresses tab on the Purchase Order Entry screen.

Purchase Order Audit - Grants access to the Audit tab on the Purchase Order Entry screen.

Purchase Order Email Audit - Grants access to the Email Audit tab on the Purchase Order Entry screen.

Purchase Order Entry - Grants access to the Purchase Order Entry screen.

Purchase Order Line Items - Grants access to the Line Items tab on the Purchase Order Entry screen.

Purchase Order Links - Grants access to the Links tab on the Purchase Order Entry screen.

Purchase Order Notes - Grants access to the Notes tab on the Purchase Order Entry screen.

Purchase Order Properties - Grants access to the Properties section of the Purchase Order Entry screen.

Purchase Order Quick Report - Grants access to the Quick Reports tab on the Purchase Order Entry screen.

Purchase Order Receipts - Grants access to the receipts tab on the Purchase Order Entry screen.

Purchase Order Resources - Grants access to the Resources tab on the Purchase Order Entry screen.

Purchase Order Search - Grants access to the Purchase Order Search module.

Purchase Order User Fields - Grants access to the User Fields tab on the Purchase Order Entry screen.