

## Stock Order Creation

To create a Stocking Purchase Order based on the Inventory Levels created previously follow these steps:

1. **Parts Purchases -> Stock and Daily Orders.** You can have as many open Purchase Orders as needed. Create a new one by pressing **F3**.
2. After creating a new PO with **F3**, hit **Tab** to go to **Buy-From Vendor No.** Here you can either select a vendor from the list (reachable by **F6** or clicking on the **up arrow**) or type in the vendor no. if you already know it.
3. When you Tab out of the **Buy-From Vendor No.** field, the rest of the header will be automatically filled in with name, address, etc.
4. **Functions -> Create Stock Order.** You will be presented with a list of Product Groups to choose from. You may have as few as two (for parts from your factory and parts not from your factory) to five or six if you represent multiple makes. Select the Product Group and go on to the next question.
5. **If you select Chrysler's Product Group**, you will next be asked if you want to include *only* **Promo** or **Non-promo** parts, or do you want to include all parts. Make the appropriate selection and press **OK**.
6. Next you will be prompted to choose your **Order Pad**. The **Order Pad** determines which Sources are included in your stock order. (See Inventory Levels setup [here](#)).
7. If you would like to include more than one **Order Pad** on this Purchase Order, simply return to **Step 4** and choose again. The new lines will be added to the bottom of the Purchase Order.

### Notes:

You can delete all entries in the PO by clicking in the empty box at the top left of the lines (to the left of the word Type) to highlight all the lines and then pushing F4.

You can add rows, delete rows, modify quantities, etc.

If you rerun the same **Order Pad** without deleting any lines or selling any new parts, it will not add any lines. Parts already on Purchase Orders are counted as part of the "available stock" for purposes of determining what to order. This also means you can run the order pad the day before, and then rerun it the morning of your stock order and it will only add things that changed (or were deleted).

If you type in a Bin or change the Bin on the Purchase Order, it will change it on the Item Record.

If it is a **Chrysler Purchase Order**, you can modify the behaviour of the order by adjusting the **Purchase Type** (between **Stock** or **Daily**), the **Stock Order Subtype** (between **Regular**, **PromotionP**, or **PromotionG**). If you want Special Handling for a Daily Order, that question is asked after you click **Functions -> Send Order to Factory**.