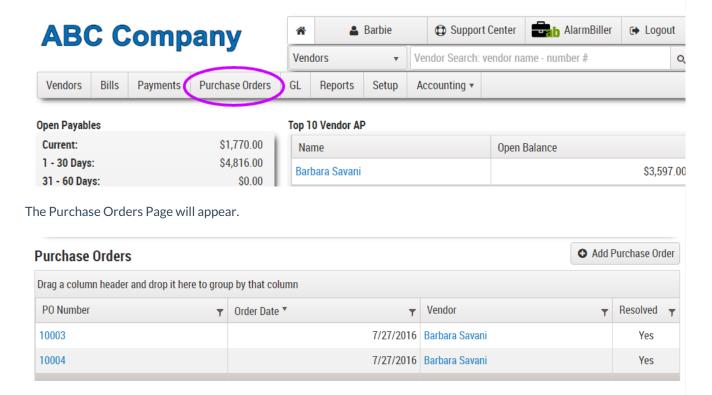
Purchase Orders

Last Modified on 11/07/2016 2:31 pm EST

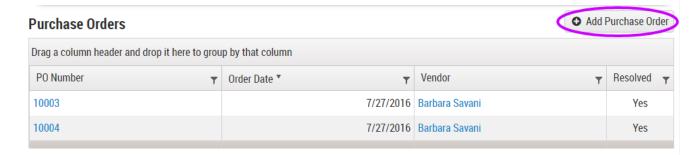
Accessing Purchase Orders Page

To access a list of your purchase orders at a dealer-level, click "Purchase Orders" at the top of the page.



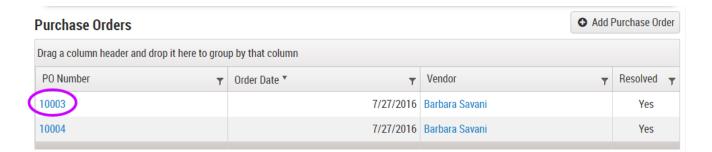
New Purchase Order

To add a new purchase order click "Add Purchase Order" in the upper right corner.



Purchase Order Details

Click the blue "PO Number" hyperlink on the left side of the page to open the Purchase Order Details Page. This page will give you detailed information about this purchase order (hyperlink to customer manager page).



Vendor Details

Click the blue "Vendor" to open the Purchase Order Details Page. This page will give you detailed information about this purchase order (hyperlink to customer manager page).

