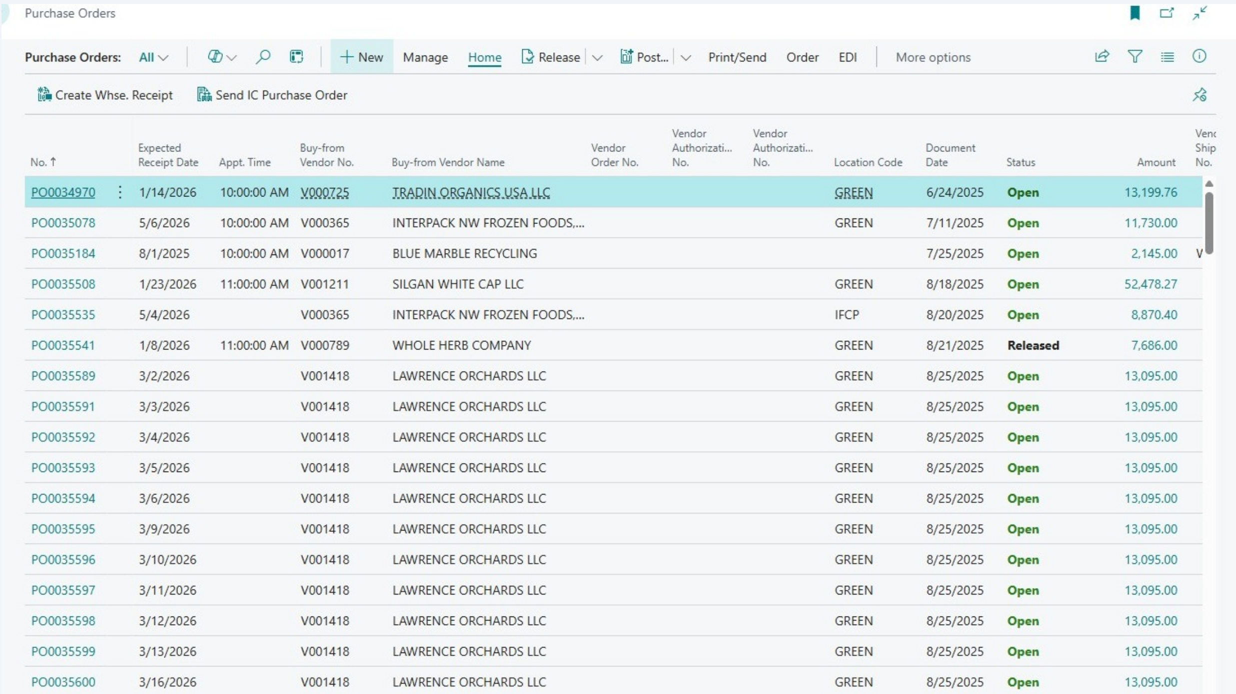
Create New Purchase Order in BC

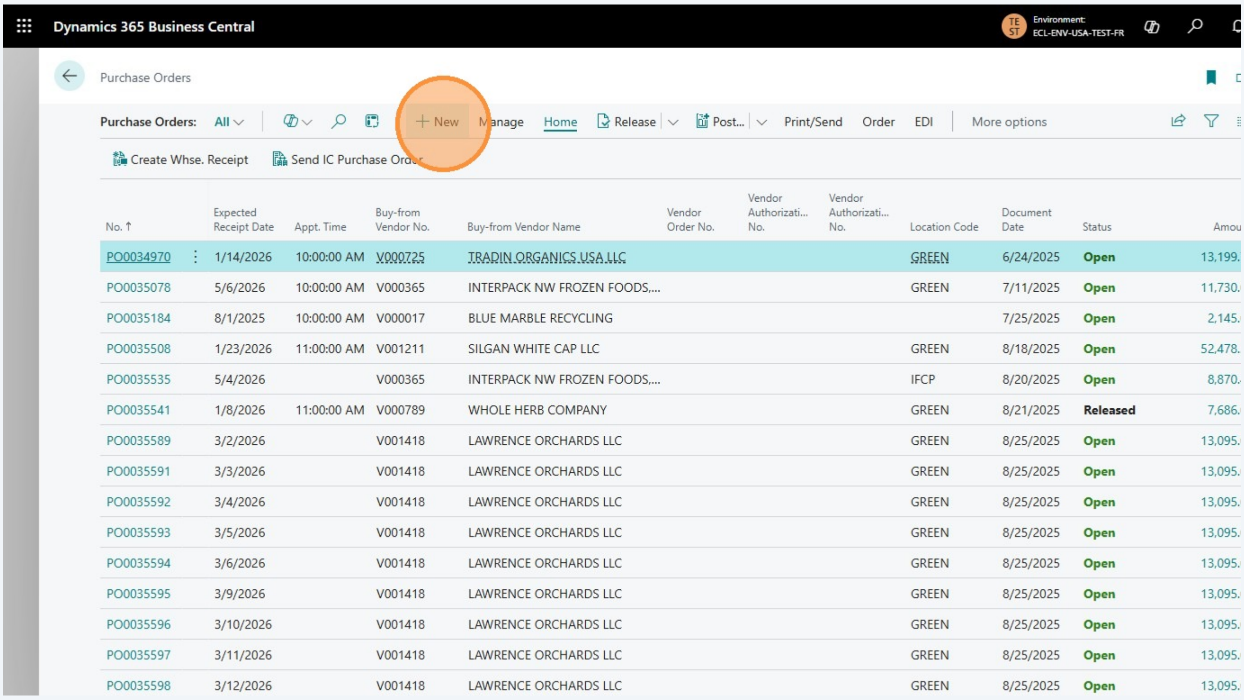
1

Navigate to Purchase Order List

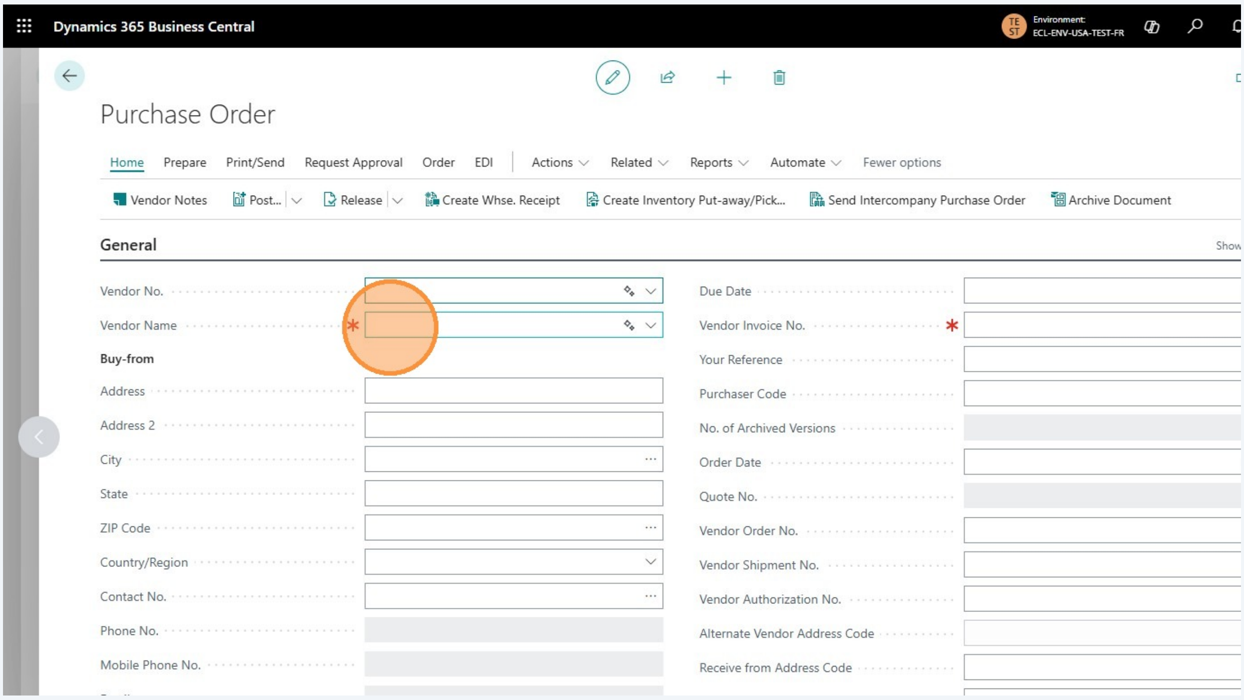


No. ↑	Expected Receipt Date	Appt. Time	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Order No.	Vendor Authorizati... No.	Vendor Authorizati... No.	Location Code	Document Date	Status	Amount	Venc Ship No.
PO0034970	1/14/2026	10:00:00 AM	V000725	TRADIN ORGANICS USA LLC				GREEN	6/24/2025	Open	13,199.76	
PO0035078	5/6/2026	10:00:00 AM	V000365	INTERPACK NW FROZEN FOODS,...				GREEN	7/11/2025	Open	11,730.00	
PO0035184	8/1/2025	10:00:00 AM	V000017	BLUE MARBLE RECYCLING					7/25/2025	Open	2,145.00	V
PO0035508	1/23/2026	11:00:00 AM	V001211	SILGAN WHITE CAP LLC				GREEN	8/18/2025	Open	52,478.27	
PO0035535	5/4/2026		V000365	INTERPACK NW FROZEN FOODS,...				IFCP	8/20/2025	Open	8,870.40	
PO0035541	1/8/2026	11:00:00 AM	V000789	WHOLE HERB COMPANY				GREEN	8/21/2025	Released	7,686.00	
PO0035589	3/2/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035591	3/3/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035592	3/4/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035593	3/5/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035594	3/6/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035595	3/9/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035596	3/10/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035597	3/11/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035598	3/12/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035599	3/13/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	
PO0035600	3/16/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.00	

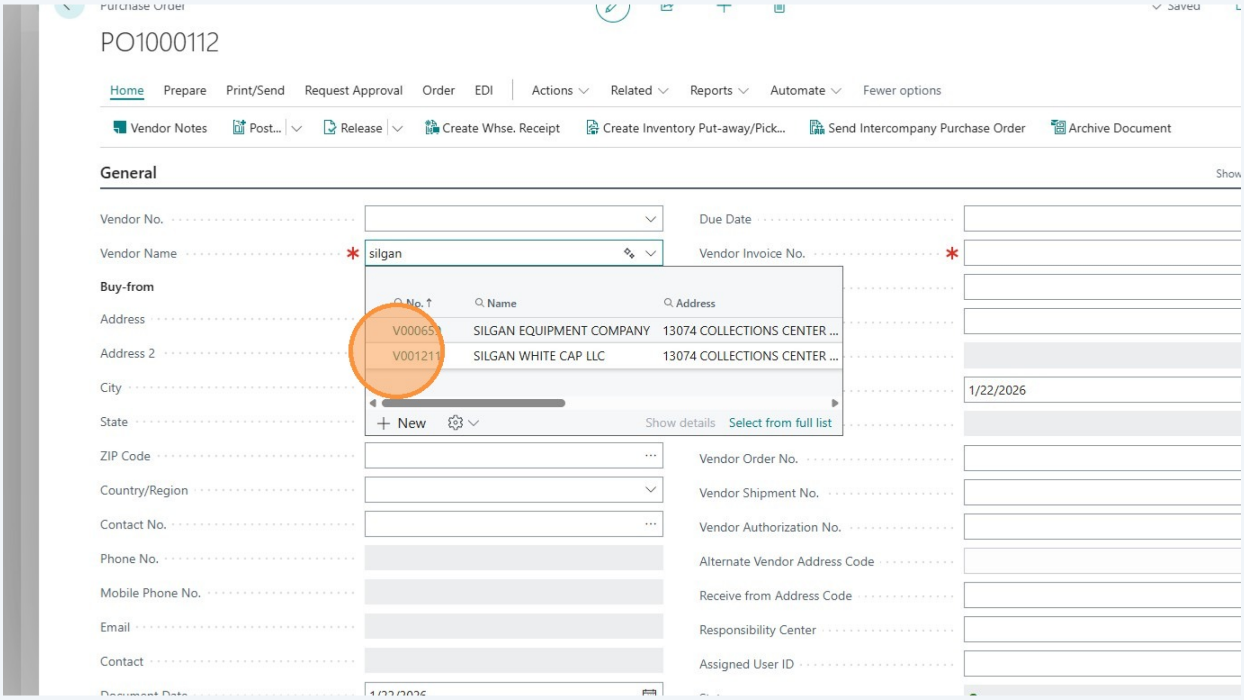
2 Click "New"



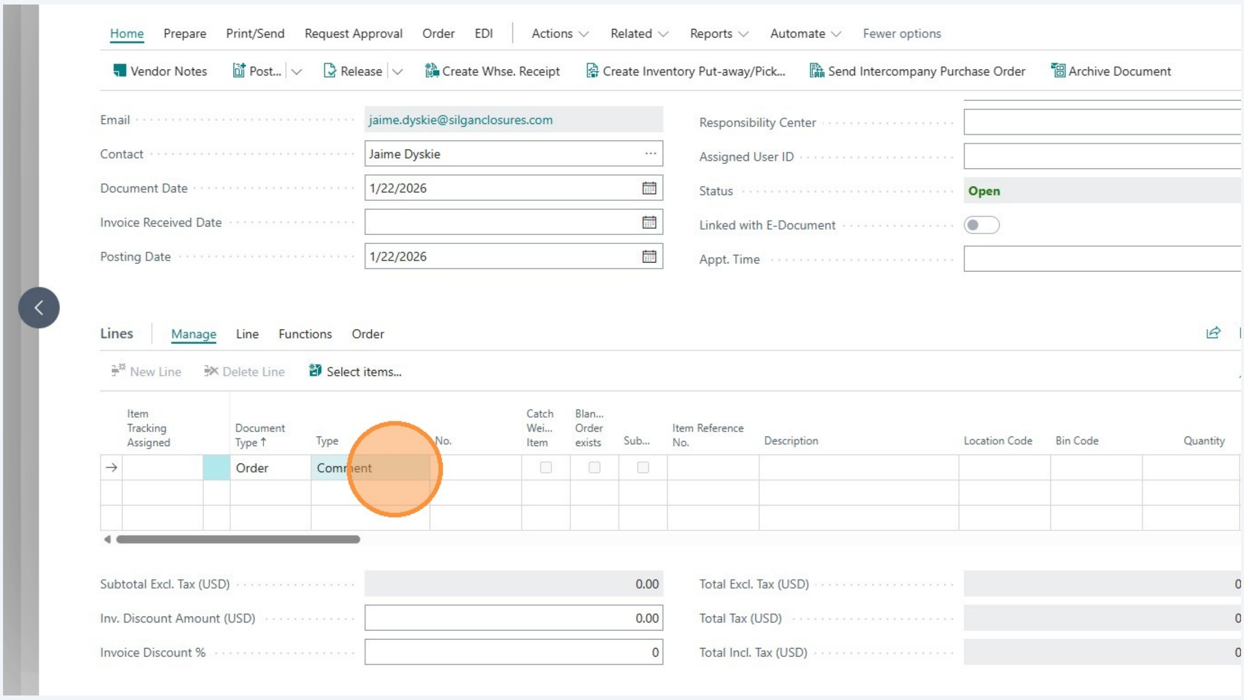
3 Select Vendor Name, or Number, Field



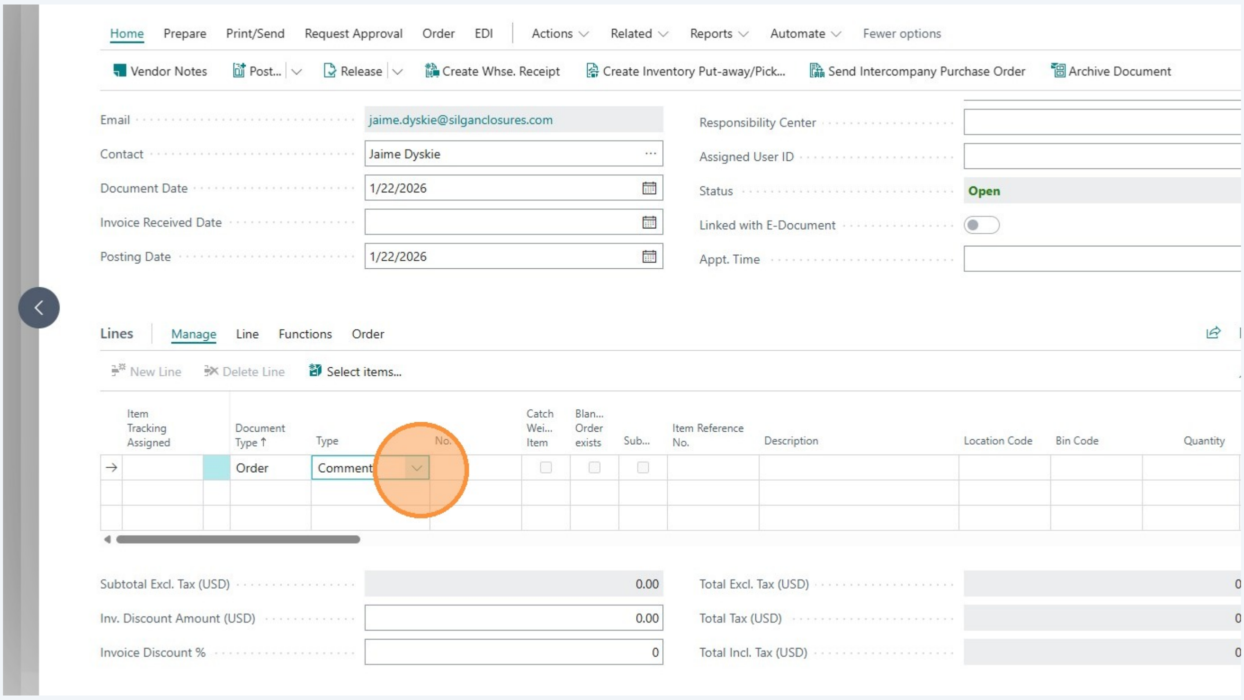
4 Select appropriate vendor



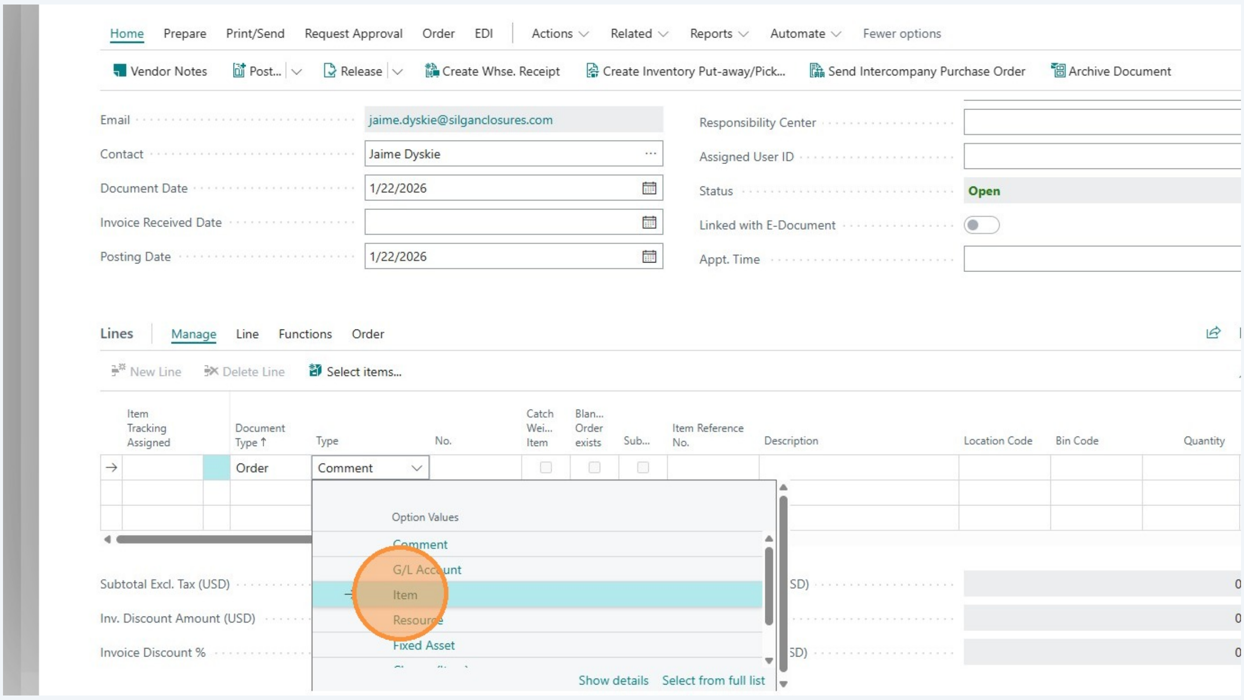
5 Select TYPE of Purchase Order field



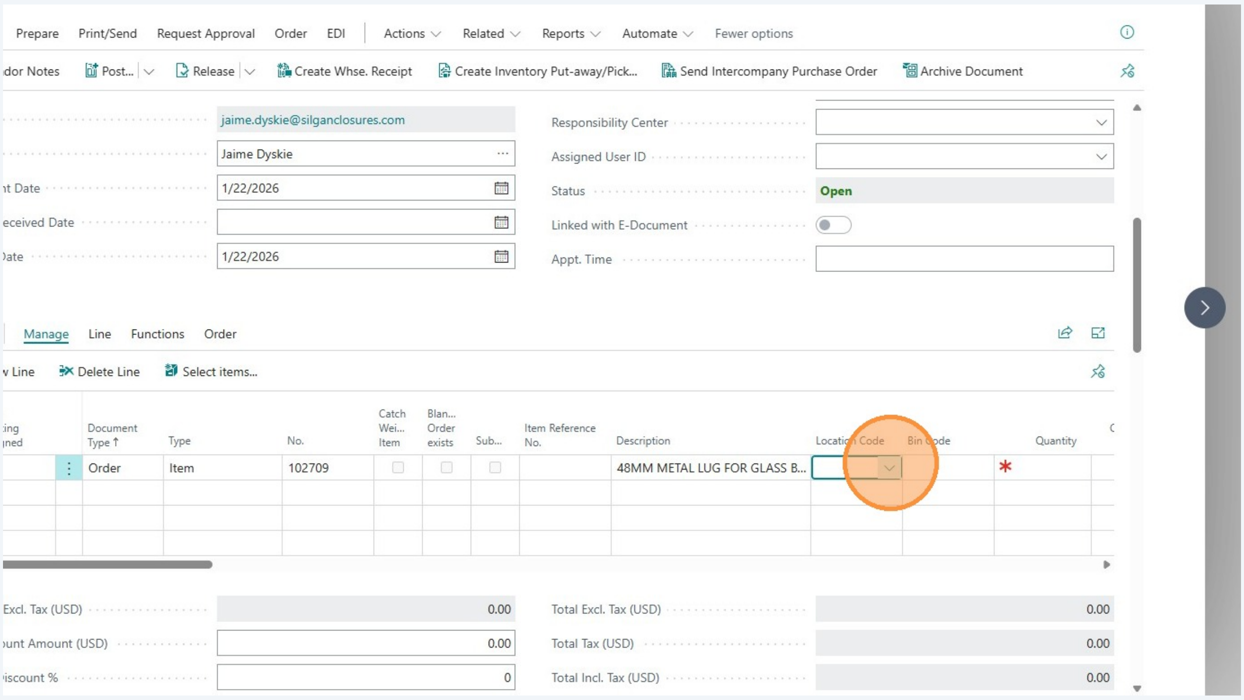
6 Use Drop Down to Select type of Purchase Order you are creating



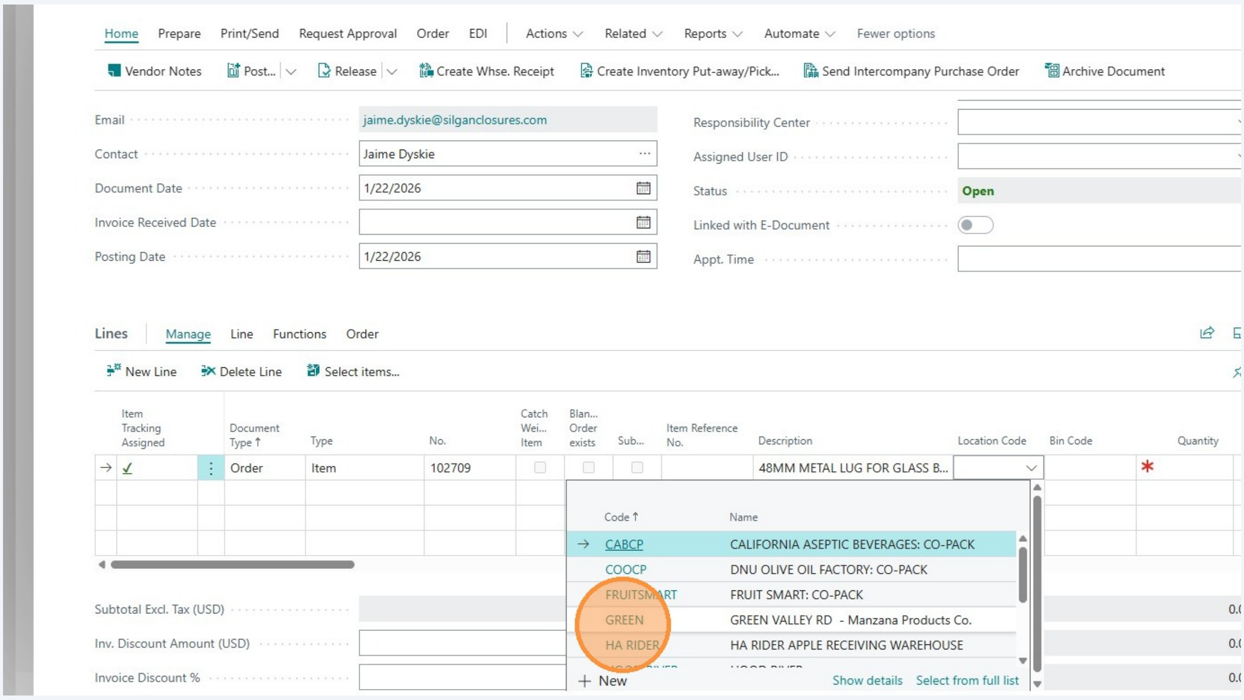
7 Click "Item"



8 Select correct location

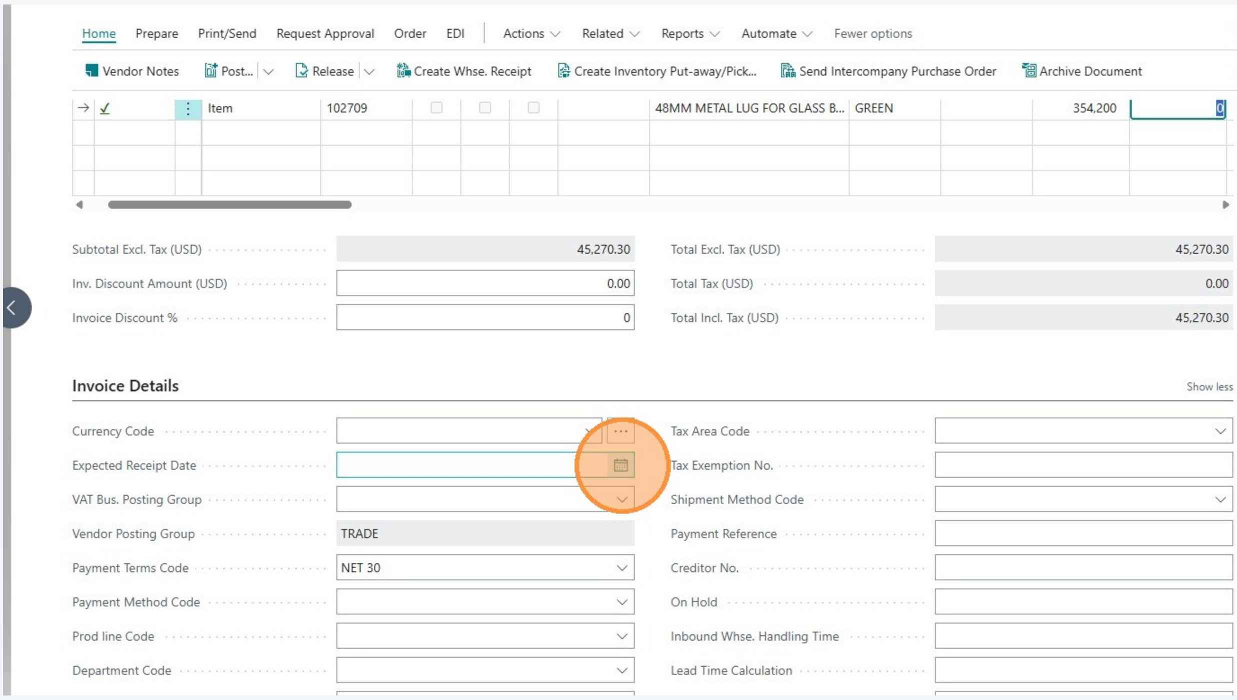


9 Click "GREEN"

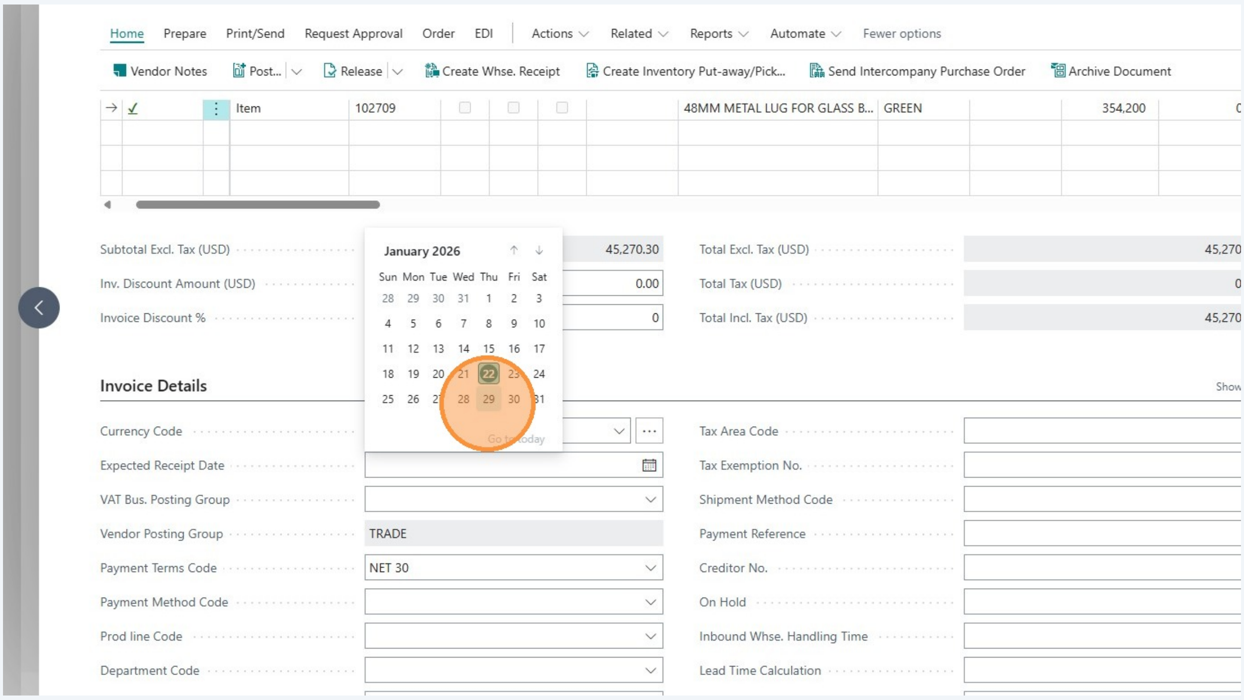


10 Enter Qty in the QUANTY Field

11 Click this link.



12 Select Requested Delivery Date



13 Click "Yes"