

Create New Purchase Order in BC

1 Navigate to Purchase Order List

Purchase Orders

Purchase Orders: All ▾ | ▾ | | + New | Manage | Home | Release ▾ | Post... ▾ | Print/Send | Order | EDI | More options

Create Whse. Receipt | Send IC Purchase Order

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	Ven Ship No.
PO0034970	1/14/2026	10:00:00 AM	V0000725	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	
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"

Dynamics 365 Business Central

Purchase Orders

Purchase Orders: All  Manage Home Release Post... Print/Send Order EDI More options

Create Whse. Receipt Send IC Purchase Order

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
PO0034970	1/14/2026	10:00:00 AM	V000725	IRADIN.ORGANICS.USA.LLC				GREEN	6/24/2025	Open	13,199.
PO0035078	5/6/2026	10:00:00 AM	V000365	INTERPACK NW FROZEN FOODS,...				GREEN	7/11/2025	Open	11,730.
PO0035184	8/1/2025	10:00:00 AM	V000017	BLUE MARBLE RECYCLING					7/25/2025	Open	2,145.
PO0035508	1/23/2026	11:00:00 AM	V001211	SILGAN WHITE CAP LLC				GREEN	8/18/2025	Open	52,478.
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PO0035591	3/3/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.
PO0035592	3/4/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.
PO0035593	3/5/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.
PO0035594	3/6/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.
PO0035595	3/9/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.
PO0035596	3/10/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.
PO0035597	3/11/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.
PO0035598	3/12/2026		V001418	LAWRENCE ORCHARDS LLC				GREEN	8/25/2025	Open	13,095.

3 Select Vendor Name, or Number, Field

Dynamics 365 Business Central

Purchase Order

Home Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

General

Vendor No. Due Date

Vendor Name * Vendor Invoice No. *

Buy-from

Your Reference

Address Purchaser Code

Address 2

No. of Archived Versions

City

Order Date

State

Quote No.

ZIP Code

Vendor Order No.

Country/Region

Vendor Shipment No.

Contact No.

Vendor Authorization No.

Phone No.

Alternate Vendor Address Code

Mobile Phone No.

Receive from Address Code

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Purchase Order

PO1000112

Home Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

General

Vendor No. Due Date

Vendor Name * silgan Vendor Invoice No. *

Buy-from

Address Address 2 City State ZIP Code Country/Region Contact No. Phone No. Mobile Phone No. Email Contact Document Date

Q No. ↑ Q Name Q Address

V00065 SILGAN EQUIPMENT COMPANY 13074 COLLECTIONS CENTER ...

V001211 SILGAN WHITE CAP LLC 13074 COLLECTIONS CENTER ...

+ New Show details Select from full list

1/22/2026

Vendor Order No. Vendor Shipment No. Vendor Authorization No. Alternate Vendor Address Code Receive from Address Code Responsibility Center Assigned User ID

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[Vendor Notes](#)
[Post...](#)
[Release](#)
[Create Whse. Receipt](#)
[Create Inventory Put-away/Pick...](#)
[Send Intercompany Purchase Order](#)
[Archive Document](#)

Email
Contact
Document Date
Invoice Received Date
Posting Date

Responsibility Center
Assigned User ID
Status Open
Linked with E-Document ☒
Appt. Time

[Lines](#)
[Manage](#)
[Line](#)
[Functions](#)
[Order](#)

[New Line](#)
[Delete Line](#)
[Select items...](#)

Item Tracking Assigned	Document Type ↑	Type	No.	Catch Wei... Item	Blan... Order exists	Sub...	Item Reference No.	Description	Location Code	Bin Code	Quantity
→	Order	Comment		☐	☐	☐					

Subtotal Excl. Tax (USD) 0.00
Inv. Discount Amount (USD) 0.00
Invoice Discount % 0

Total Excl. Tax (USD) 0
Total Tax (USD) 0
Total Incl. Tax (USD) 0

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

Home Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

Email jaime.dyskie@silgandclosures.com Responsibility Center

Contact Jaime Dyskie ... Assigned User ID

Document Date 1/22/2026 Status Open

Invoice Received Date Linked with E-Document ☐

Posting Date 1/22/2026 Appt. Time

Lines Manage Line Functions Order

New Line Delete Line Select items...

Item Tracking Assigned	Document Type ↑	Type	No.	Catch Wei... Item	Blan... Order exists	Sub...	Item Reference No.	Description	Location Code	Bin Code	Quantity
→	Order	Comment		☐	☐	☐					

Subtotal Excl. Tax (USD) 0.00 Total Excl. Tax (USD) 0

Inv. Discount Amount (USD) 0.00 Total Tax (USD) 0

Invoice Discount % 0 Total Incl. Tax (USD) 0

7

Click "Item"

Home Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

Email jaime.dyskie@silgandclosures.com Responsibility Center

Contact Jaime Dyskie ... Assigned User ID

Document Date 1/22/2026 Status Open

Invoice Received Date Linked with E-Document ☐

Posting Date 1/22/2026 Appt. Time

Lines Manage Line Functions Order

New Line Delete Line Select items...

Item Tracking Assigned	Document Type ↑	Type	No.	Catch Wei... Item	Blan... Order exists	Sub...	Item Reference No.	Description	Location Code	Bin Code	Quantity
→	Order	Comment		☐	☐	☐					

Subtotal Excl. Tax (USD) SD) 0

Inv. Discount Amount (USD) SD) 0

Invoice Discount % SD) 0

Option Values

Comment

G/L Account

Item

Resource

Fixed Asset

Show details Select from full list

8 Select correct location

Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

Email: jaime.dyskie@silganclosures.com Responsibility Center: Assigned User ID: Status: Open

Document Date: 1/22/2026 Invoice Received Date: Posting Date: 1/22/2026

Linked with E-Document: Appt. Time:

Manage Line Functions Order

New Line Delete Line Select items...

Item Tracking Assigned	Document Type ↑	Type	No.	Catch Wei... Item	Blan... Order exists	Sub...	Item Reference No.	Description	Location Code	Bin Code	Quantity
→ ✓	Order	Item	102709					48MM METAL LUG FOR GLASS B...			*

Excl. Tax (USD): 0.00 Total Excl. Tax (USD): 0.00

Amount (USD): 0.00 Total Tax (USD): 0.00

Discount %: 0 Total Incl. Tax (USD): 0.00

9 Click "GREEN"

Home Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

Email: jaime.dyskie@silganclosures.com Responsibility Center: Assigned User ID: Status: Open

Document Date: 1/22/2026 Invoice Received Date: Posting Date: 1/22/2026

Linked with E-Document: Appt. Time:

Lines Manage Line Functions Order

New Line Delete Line Select items...

Item Tracking Assigned	Document Type ↑	Type	No.	Catch Wei... Item	Blan... Order exists	Sub...	Item Reference No.	Description	Location Code	Bin Code	Quantity
→ ✓	Order	Item	102709					48MM METAL LUG FOR GLASS B...			*

Subtotal Excl. Tax (USD):

Inv. Discount Amount (USD):

Invoice Discount %:

Code ↑ Name

- CABCP CALIFORNIA ASEPTIC BEVERAGES: CO-PACK
- COOCP DNU OLIVE OIL FACTORY: CO-PACK
- FRUITSMART FRUIT SMART: CO-PACK
- GREEN GREEN VALLEY RD - Manzana Products Co.
- HA RIDER HA RIDER APPLE RECEIVING WAREHOUSE

+ New Show details Select from full list

10 Enter Qty in the QUANTITY Field

11 Click this link.

Home Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

Item	102709							48MM METAL LUG FOR GLASS B...	GREEN		354,200	

Subtotal Excl. Tax (USD) 45,270.30 Total Excl. Tax (USD) 45,270.30

Inv. Discount Amount (USD) 0.00 Total Tax (USD) 0.00

Invoice Discount % 0 Total Incl. Tax (USD) 45,270.30

Invoice Details

Show less

Currency Code		...	Tax Area Code	
Expected Receipt Date			Tax Exemption No.	
VAT Bus. Posting Group			Shipment Method Code	
Vendor Posting Group	TRADE		Payment Reference	
Payment Terms Code	NET 30		Creditor No.	
Payment Method Code			On Hold	
Prod line Code			Inbound Whse. Handling Time	
Department Code			Lead Time Calculation	

12 Select Requested Delivery Date

Home Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

Item	102709					48MM METAL LUG FOR GLASS B...	GREEN		354,200	

Subtotal Excl. Tax (USD) 45,270.30 Total Excl. Tax (USD) 45,270

Inv. Discount Amount (USD) 0.00 Total Tax (USD) 0

Invoice Discount % 0 Total Incl. Tax (USD) 45,270

Invoice Details

Currency Code Expected Receipt Date VAT Bus. Posting Group Vendor Posting Group Payment Terms Code Payment Method Code Prod line Code Department Code

TRADE NET 30

Tax Area Code Tax Exemption No. Shipment Method Code Payment Reference Creditor No. On Hold Inbound Whse. Handling Time Lead Time Calculation

January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Go to today

13 Click "Yes"

Prepare Print/Send Request Approval Order EDI Actions Related Reports Automate Fewer options

Vendor Notes Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Send Intercompany Purchase Order Archive Document

Item	102709					48MM METAL LUG FOR GLASS B...	GREEN		354,200	0

Excl. Tax (USD) 45,270.30

Discount Amount (USD) 0.00

Discount % 45,270.30

Details

Code Receipt Date Posting Group Vendor Posting Group Terms Code Method Code Prod line Code Department Code

TRADE NET 30

Tax Area Code Tax Exemption No. Shipment Method Code Payment Reference Creditor No. On Hold Inbound Whse. Handling Time Lead Time Calculation

You have modified Expected Receipt Date.
Do you want to update the lines?

Yes No