

## Creating the Special Order

1. Click **Resupply & Returns** on the Parts Inventory menu.
2. Click **Generate Order List** on the Resupply and Returns menu.
3. Click **View Generated List** on the Generate Order List menu.
4. Make sure the list is blank, and click **Back** to close the screen.
5. Click **Pull Order Que To List** on the Generate Order List menu.
6. Pull the desired parts to the list. The system returns you to the Generate Order List menu.
7. Click **View Generated List** on the Generate Order List menu.
8. Confirm this is the list of parts you want to order, and click **Back** to close the screen.
9. Click **Exit** on the Generate Order List menu.
10. Click **Enter Purchase Orders** on the Resupply and Returns menu.
11. Click **Update List Into A P.O.** on the Resupply Purchase Orders menu.
12. Type the P.O. number or order document number you want to assign the completed list of parts pulled from the Generate Order List section of software. Some manufactures may dictate certain criteria that must be used to assign these document numbers.
13. Next, indicate where these parts are being purchased. This information is recorded to track how purchases are being made for the Trend Analysis reports in the future. Type the letter that corresponds to the option you want to select.
  - **S=Stock Order:** This selection indicates you are ordering the parts from the manufacturer or normal stocking vendor. This is the system default entry.
  - **D=Dealer:** This selection indicates you are ordering the parts from another like dealer
  - **O=Outside:** This option indicates you are ordering the parts from a non-OEM supplier.
14. Click **OK** when prompted to verify you want to update the P.O.
15. Click **Print A Purchase Order** on the Enter Purchase Orders menu.
16. The system displays a list of available purchase orders that have been entered in the system. Type the P.O. number, or click the purchase order in the list.
17. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

## Receipting the Order (Select and Process by Parts Source)

1. Click **Resupply & Returns** on the Parts Inventory menu.
2. Click **Receipt Purchase Orders** on the Resupply and Returns menu.
3. Click **Edit Purchase Orders** on the Receipt Stock Orders menu.
4. Click the desired P.O. number displayed in the window on right hand side of screen, or type the P.O. number in the **P.O. Number** field.
5. A list of part numbers will be displayed in the window on the right side of the screen.
6. Click each part number requiring editing, and make the necessary adjustment. You must press ENTER to advance through the fields or click **Save** in order to save the edit for the part number.
7. When you are finished editing the list, click **Exit**.
8. Click **Update All Items From P.O.** on the Receipt Stock Order menu.
9. The system notifies you that only parts in the current source will be updated. Click **OK** to acknowledge the message.
10. Type the P.O. number for the order you want to update, or click the purchase order in the list of available purchase orders displayed.
11. Click **OK** when prompted to verify you want to update the purchase order.
12. The parts will be updated to Master Inventory, and back orders will be flagged accordingly. Once all parts from purchase order have been receipted, the purchase order will no longer exist.
13. Exit to the Resupply and Returns menu.
14. Click **Order Que—Special Order Parts**.
15. Click **View/Edit Processed Order Que Parts**.
16. Click in the **P.O.** field at bottom of screen, and type the P.O. number for the P.O. you just receipted. The screen will display only the parts on that P.O.
17. Click **Print List**. This will print a list of parts receipted. Back orders will show as still On Order.