



## Adding Items to the Purchase Order

When the **[Add Items]** button is selected, a list of the parts appears. This list is in part number order. You can begin typing the part number and the list narrows to the characters entered.

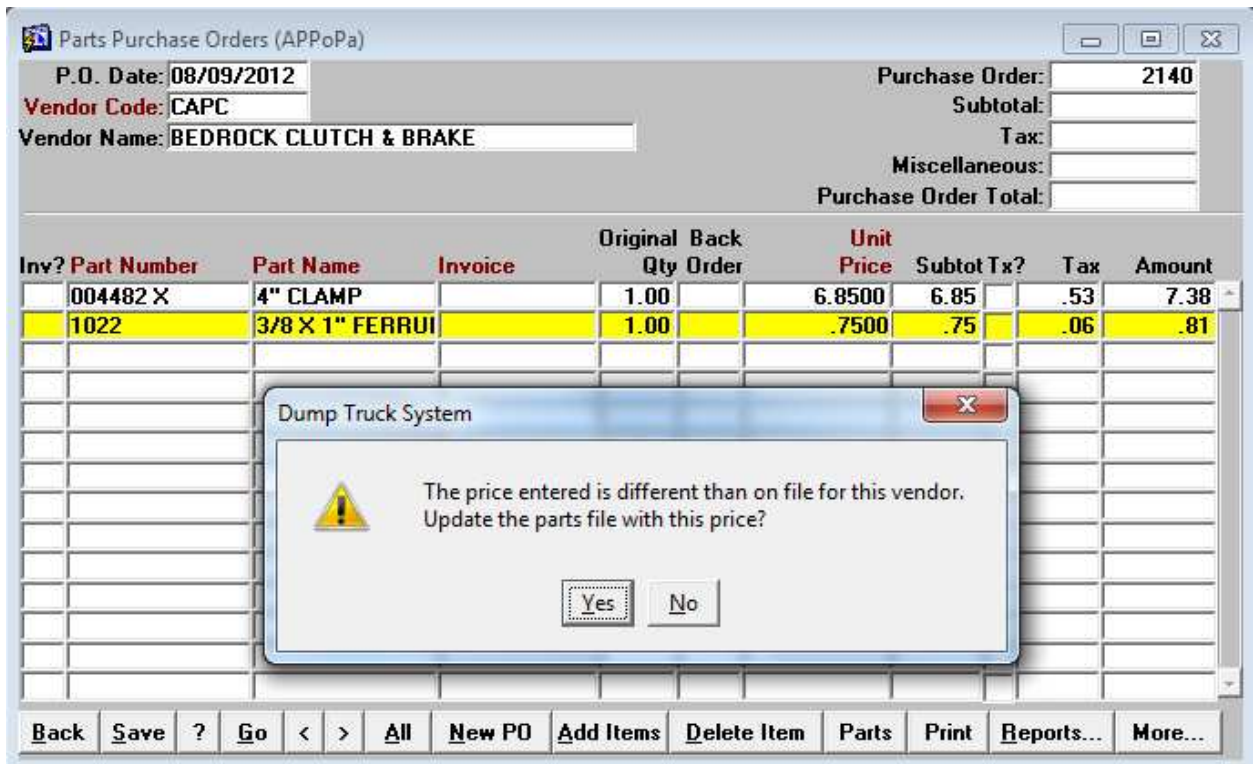
Part Number	Description	Quantity	Price
004482 X	4" CLAMP	486	6.85
004484 X	SS CLAMP 5"	484	7.07
022105	PURGE VALVE ASSY	1155	100.41
032138	AIR TOGGLE SWITCH	1097	9.92
05023	BATTERY CLEANER	1102	2.79
05046	TERMINAL PROTECTOR	906	4.1
062430	MUD FLAP	488	5.49
062436	MUD FLAP	478	6.69
065181	R-12 REFL AY VAL VF A/M	823	67.1

A faster way to find a part is to use the *Find %* box at the top of the window. In this example, HOSE was entered on the left side of the % sign. Then press the **[Enter]** key. All occurrences where "HOSE" is in the list will appear.

Part Number	Description	Quantity	Price	Y	Y
1022	3/8 X 1" FERRULE HOSE	1297	.65		
103	HOSE CONNECTOR	2288	3.58	Y	Y
103 TEC	HOSE CONNECTOR	1024	3.31		
1921-6	3/8 X 1" AIRBRAKE HOSE	535	.62		
1921-6	3/8 AIR BRAKE HOSE	523	.67		
46022 SL	GREASE HOSE	476	4.78		

To select the part, either double click on the desired entry, or you may single click to highlight and then click on **[OK]**. The part number, name and price are filled in for you. The cursor is positioned in the *Original Qty* field. This is the number that you desire to order.

The cursor then goes to the *Unit Price* field. If the price is changed from what is on the parts file, a small window appears that asks if the price should be updated on the parts file. If yes, the price is updated for this particular vendor when the **[Save]** button is pressed.



Parts Purchase Orders (APPoPa)

P.O. Date: 08/09/2012      Purchase Order: 2140

Vendor Code: CAPC      Subtotal:


Vendor Name: BEDROCK CLUTCH & BRAKE      Tax:

Miscellaneous:

Purchase Order Total:

Inv?	Part Number	Part Name	Invoice	Original Qty	Back Order	Unit Price	Subtot	Tx?	Tax	Amount
	004482 X	4" CLAMP		1.00		6.8500	6.85		.53	7.38
	1022	3/8 X 1" FERRUI		1.00		.7500	.75		.06	.81

Dump Truck System

 The price entered is different than on file for this vendor. Update the parts file with this price?

Back Save ? Go < > All New PO Add Items Delete Item Parts Print Reports... More...

### Printing the Purchase Order

Select the [Print] button to view the Purchase Order. You may then elect to send it to the printer or save it as a PDF in order to email it to your parts supplier.

APPoPa: Previewer

File View Help

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FLINTSTONE TRUCKING  
P. O. BOX 1  
BEDROCK CA 92000  
Office: 800 555-1212 Fax: 800 555-3333

P.O. : 2140  
Date: 08/09/2012

BEDROCK CLUTCH & BRAKE  
3100 DULUTH STREET  
WEST SACRAMENTO CA 95691-2208

Part Name	Part Number	Qty	Unit Price	Subtotal	Tax	Amount
4" CLAMP	004482 X	1	6.85	6.85	0.53	7.38
3/8 X 1" FERRULE HOSE	1022	1	0.69	0.69	0.05	0.74
Total:				7.54	0.58	8.12