

Adding Hard Good Items to a Purchase Order

Overview

The system allows the creation of Standalone POs for hard good items.

How to Add Hard Goods to a Purchase Order

- 1 Go to **Purchase Orders > Add PO**.
- 2 Select **Standalone POs**.
- 3 Fill in the information required and ensure the vendor is entered. Click on **Save**.
- 4 Go to the **Hard Goods** tab and search the needed product, fill in all required fields: **Product, Quantity** and **Unit Cost**. Click on **Save**.

Are you ready to record? Change the size of your selection.



How to Edit a PO With Hard Good Items

- 1 Go to **Purchase Orders > PO Summary >** click on the **"Search"** button.
- 2 Enter the PO # needed, within the **Purchase Order** field and click on **Search**.
- 3 Go to the **Actions** column and select the **Edit** option.
- 4 Click on the **Hard Goods** tab.
- 5 Go to the **Actions** column and select **Edit** or **Delete**.
- 6 Once finished click on **Save**.



Related Articles

- [Hard Goods - Purchase Order PDF Invoice](#)
- [Hard goods - PO Freight Cost](#)
- [hardgood.product.add](#)
- [Hard Good](#)
- [Multi-location Transfer Process for Units and Hard Goods](#)
- [Hard Goods](#)
- [Confirmar Órdenes de Compra](#)
- [Adding Hard Good Items to a Purchase Order](#)
- [purchase.order.item.confirm](#)
- [Confirm POs on Vendor Portal](#)

Hard Goods Search

When searching for a Hard Good in order to add it to the PO, the system allows searching by Case UPC, Unit UPC, SKU, description or category.

Roles enabled to perform this action: Admin, Sales Manager, Procurement Manager, Procurement User.