

## Eagle Mobile Create Purchase Order

Did you ever wish for a simple way to create Purchase Orders for those vendors that you don't run Suggested Orders for?

Have you ever wished for a way to cut down on, if not eliminate, the errors that occur when SKU numbers are handwritten on a piece of paper and then manually entered into a purchase order, resulting in the wrong items being ordered?

Or, do you need an easier way to add items to a purchase order when all you have is a barcode but no item number on the product and there is either no bin-tag or an old inaccurate one on the shelf?

The Eagle Mobile ordering process can simplify all of those issues, as you use it to indicate order quantities and finalize changes, then create a purchase order.

Let's take a closer look.

### Topics

- Update Methods
- Enter Order Quantity
- Create PO

### Update Methods

We are going to use the Eagle Mobile to update the New Order Quantity field in Inventory Maintenance.

We will then run the suggested order report to create a purchase order that will contain items with a new order quantity greater than zero.

The first step in creating a Purchase Order with the Eagle Mobile is determining how you want to update the New Order Quantity field in Inventory Maintenance.

To do this, open the Eagle Mobile Applications Menu and tap the green Tools button for the Inventory Maintenance Application.

Now find the Update Other Info section.

You have a choice of sending the information directly to IMU from the Eagle Mobile, or you can send it to the Flexible Inventory Load screen.

If you choose to send it to FIL, you'll need to use the Flexible Inventory Load report to update IMU.

Sending the information directly to IMU saves you the extra step of running a report to update the field, so let's select that option and tap OK.

### Enter Order Quantity

You are now back at the Eagle Mobile main menu.

From here, select Inventory Maintenance.

Scan the item or enter the SKU on the stocking screen. Then open the Update tab.

Position the cursor in the New Order field by using the arrow key on the Eagle Mobile key pad or by tapping the stylus in that field.

Type the quantity to be ordered, then press the Enter/Return key or tap Change with the stylus.

Repeat these steps for all the items you want to include on the purchase order.

## Create PO

The final step is to create the Purchase Order by running the Suggested Order Report (RSO).

Type RSO into the launch bar of the Eagle Browser to begin.

Starting on the RSO Options screen, select the desired vendor in the Order Calc options area.

Here, we'll select V for the Primary vendor.

Next, look at the Selection Options, and mark S.

This tells Eagle to look for items with a new order quantity greater than zero.

Lastly, at Other Options, select F to Create a Final PO.

Notice that this will mark the PO with a status of "F."

On the From/To screen, enter the Vendor in the correct fields.

Finally, open the PO Header page and enter the Buyer's Initials.

Once all the information is entered, press Run to create the purchase order.

Simple, right? The next time you need to place an order, consider using Eagle Mobile and see how much time you can save!

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