Creating a (Manual) Purchase Order in Helm

Manual Creation

1. From the sidebar go to Purchasing->Purchase Orders
2. Press the **Create Purchase Order** button
3. Select **Create Manual PO**
4. Add a PO Number
   Select your supplier from dropdown (can be yourself)

   Suppliers can be created on the Contacts page if needed
   Set warehouse to **Warehouse**
   Add an expected delivery date

5. This will load up a full Purchase Order page that should be fairly simple to understand
6. There may be no delivery address, but as it's coming to the warehouse you will want to set the details to:
   Units 13-17 Riverside Industrial Park
   Moody Lane
   Grimsby
   North Lincolnshire
   DN31 2AN

7. Click **Add Inventory**, you will need to do this for each individual SKU you are adding
8. Select the relevant item that is getting sent to the warehouse
9. Set the **quantity** to the amount that is getting delivered
10. Click **Create**

Final Part

Once the PO is added and looks good/has been sent wherever it needs to be sent this needs to be set as Submitted.

To do so, select the dropdown at the top-right and choose Submitted.

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