# Inventory Program

## PO Number

This number is based off the date and time to create a unique PO code. This number is auto-generated and can be reloaded by pressing the ‘Get PO Number’ button. The PO Number is also coupled with the purchaser initials to make a number-initial combination.

## Purchaser & Initials

Select a purchaser from the dropdown, the initials are auto-generated from the purchaser selection. Adding a new purchaser: go to the *purchaser* table in the database and add a new person to the list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name | Last Name | Initials | Email | Active |
| Users first name that will appear on the purchase order | Users last name that will appear on the purchase order | Initials of the user to use as a suffix on the PO Number. | Main contact email for the user. | Active users will appear on the purchase order, inactive users will be hidden. |

## Vendor

Vendor: Select a Vendor from the drop down list. Adding a new Vendor: go to the *vendors* table in the database and add a new vendor to the list

Attn.: Contact person for the selected Vendor

|  |  |
| --- | --- |
| Vendor | Contact |
| Vendor name | A Contact name for the Vendor, this **will** be a default contact but is not implemented yet. |

## Date

Date: Today’s date, or the original order date.

Delivery ETA: The Estimated delivery date for the Order.

## Project

Load Project Button: This will scan the job folders for Northclad and Northshore open and closed jobs. Select the job and the program will auto-fill the *project* and *project number* fields.

Project: Job Name (Please use the *load project button* when you can to keep data organized.

Project Number: Northshore/Northclad Job Number

## Shipping Address

The order shipping address.

# Material

## Add Material

Mm

## Add Other Item

Mm

## Edit Item

Mm

## Remove Item

Mm

## Clear Purchase Order

Mm

## Save Purchase Order

Mm