# PO Generator

The PO Generator is a useful tool to manage Purchase Orders, as it allows the user to have at a glance both the stock quantities for Amazon, the total quantity available in the warehouse and the incoming quantities from purchase orders already made.

## BEFORE USING THE FILE:

The application is based on two files, kept in the “reports” folder:

FBA.CSV + STOCK.CSV

1: Use the RUN\_ME\_FIRST.BAT. Check that the FBA file and the STOCK file have the most updated date, which corresponds to Yesterday’s midnight (there could be 10 minutes difference in the timing).

SOLUTION 1: IF THE DATE ISN’T UPDATED OR IF YOU WANT TO HAVE THE MOST RECENT DATA  
 Go to Linnworks -> Export Data

Select “General: FBA” and click on “Run Now”.

Select “General: Stock” and click on “Run Now”.

Refresh Linnworks once the query is done to check for errors.

Once the query ran, go back to filezilla and check if the files were updated. If not, try to run the process another 2 times (sometimes, it’s a matter of loading times).   
*If there are errors, please contact the developer.*

Use the RUN\_ME\_FIRST.BAT. Check that the FBA file and the STOCK file have the most updated date, which corresponds to Yesterday’s midnight (there could be 10 minutes difference in the timing).

Go to Data -> Refresh All.

SOLUTION 2: IF THE DATE ISN’T UPDATED

Go to Linnworks -> Dashboard -> Query Data

Download “General: FBA”.

Put it in the folder “reports”, rename it as “fba.csv”.

Download “General: Stock (all included)”

Put it in the folder “reports”, rename it as “stock.”

Go to Data -> Refresh All.

### TROUBLESHOOTING

Graphical user interface, application, Word

Description automatically generatedFor extra security, please do the follow operations:

1. Click on Data -> queries and connection. A window will open on the right side. Make sure there are no warning signs.

If you see a warning yellow sign, try this operation:

Data -> refresh All.

If the query still shows a warning, please contact the developer. Refrain from using the file as it might be not updated correctly.

1. Data -> Refresh All.

Even if the query shows no warnings, refreshing the file at opening could prevent hidden mistakes.

# FILE STRUCTURE

### Main Calculation

The main Sheet to analyse and modify the suggested quantity (if needed).

The sheet will refresh when the file is opened. PLEASE NOTE: Keep the Data -> Queries and Connection windows opened to spot any error in the loading (you would see a yellow warning sign if something went wrong). In that case, try to refresh the query (Data -> Queries and Connections -> Refresh All)

-User Addition: Use the column at the end to add or remove quantities (just add a negative number for removal).

Logo

Description automatically generatedUse this button to clean the User Addition column.

The sheet is protected. The main table can’t be edited and can’t be sorted, but it can be filtered as needed.

### Generator

Diagram

Description automatically generatedThe Generator Tab contains the “working core” to check the data one last time before pushing it to the invoice.   
Just follow the instructions to correctly fill the form.

Table

Description automatically generatedThis is a useful table to show you the last extension number for each manufacturer and add the correct number to the PO Number.

Graphical user interface, application

Description automatically generated

Select the manufacturer to see an overlook of the current items selected and their quantities.

A picture containing graphical user interface

Description automatically generatedIMPORTANT! Make sure that all the cells are selected, excluding 0, otherwise you will have missing items from the invoice!

Diagram

Description automatically generated with medium confidence

Generate Invoice: Once everything has been checked, click on “Generate Invoice”. You will be taken to the Invoice Tab, where you can modify the Instructions at the bottom or make some modification to the invoice itself where needed. The top row and some of the values are locked as the data should be updated on the “Main” and“Generator” Tab at point of creation.

Print Invoice: Once satisfied with the invoice, switch to the Invoice tab again and click on “Print Invoice”.

Graphical user interface, application

Description automatically generatedOnce prompted, click “Ok” to save the files in 3 version:

For the supplier: xlsx copy of the invoice

For linnworks: csv for easy upload.

For personal record and supplier email: PDF copy.

Graphical user interface, application

Description automatically generatedThe second pop-up is used to save the estimated costs in a file for Accounting use and personal records. If you are sure about the invoice, you can select “Yes” to update the file.