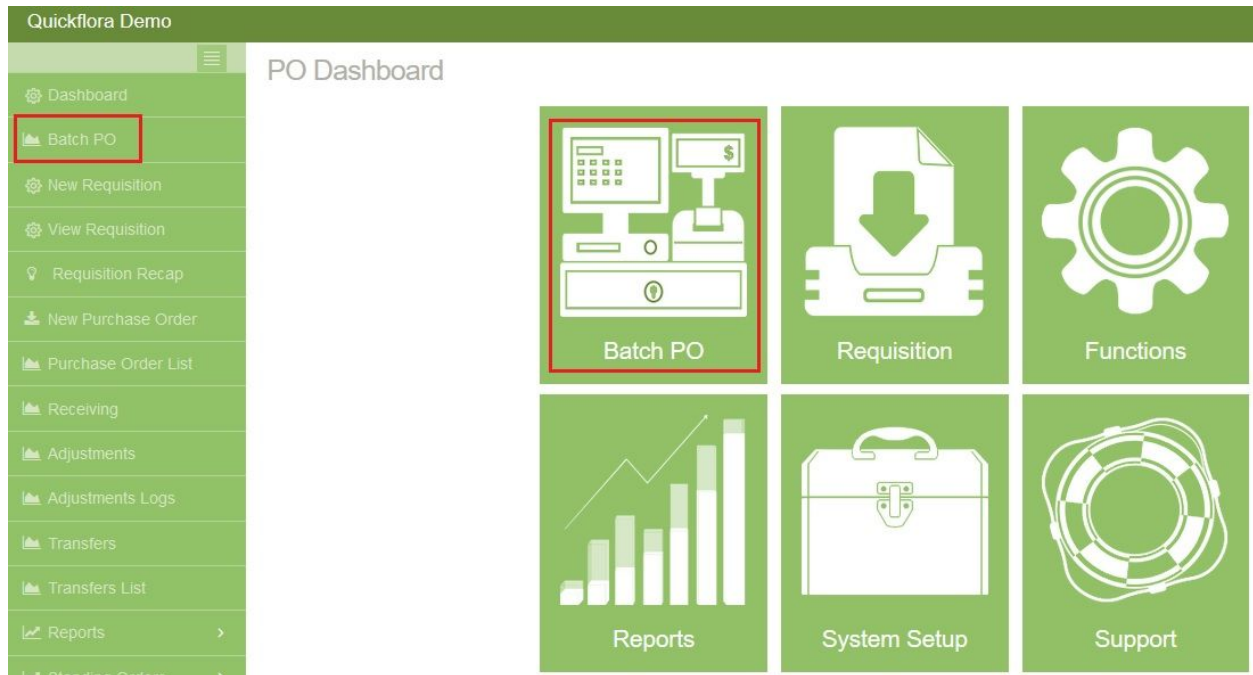


How to Batch PO

Navigate to Batch PO screen from left hand menu or Batch Po icon on dashboard.



It will redirect you to “Batch PO” screen.

The screenshot shows the 'Batch PO' screen in the 'Quickflora Demo' application. At the top, there's a header with 'CORPORATE' and 'Admin'. Below it, a navigation bar has 'Home', 'New Requisition', 'View Requisition', and 'Purchase Order List'. The main section is titled 'Batch PO' and contains a search filter area with fields for 'From' (9/25/2018), 'To' (9/27/2018), 'Search Vendor', and 'Search Product'. Below these are dropdowns for 'Buy Status', 'Location', 'Order Types', 'Buyer', 'Transmission Method', 'Default Buy Status', and 'Default Vendor'. A checkbox 'Validate Cost For Non Zero' is also present. At the bottom, there's a row of action buttons: 'SELECT ALL', 'SELECT NONE', 'SET TO BOUGHT', 'SEND PO', 'MANUAL BOUGHT', 'REFRESH PURCH', and 'EXPORT'. A search bar is on the right. Below the buttons is a table with columns: Add New, Location, Product, Type, Order#, ShipDate, PO#, QOH, PreSold, Q.Reg, Color/Variety, Remark, and Q.Ord. The table contains two rows of data.

	Add New	Location	Product	Type	Order#	ShipDate	PO#	QOH	PreSold	Q.Reg	Color/Variety	Remark	Q.Ord
<input type="checkbox"/>	Add New	DEFAULT	Lilies LA Yellow Ceb Dazzle 3/4 BL	Flowers	2568	9/26/2018	2165	0	10	150	lill test	Test	120
<input type="checkbox"/>	Add New	DEFAULT	Lilium Oriental Assorted Assorted	Flowers	2567	9/26/2018	2165	0	10	250	Lilly	Test	150

Select the Requisition date from and to to get list of all requested items having ship date between this selected date range.

Quickflora Demo

[Home](#) [New Requisition](#) [View Requisition](#) [Purchase Order List](#)

Batch PO

From: To:

Buy Status: Location:

Order Types: Buyer:

☐ **Validate Cost For Non Zero** Transmission Method: Default Buy Status: Default Vendor:

Add/remove buy status to filter requisitions. System will list only requested items of selected buy statuses.

[Home](#) [New Requisition](#) [View Requisition](#) [Purchase Order List](#)

Batch PO

From: To:

Buy Status

Select the location(s) for whom you want to see requested products.

The screenshot shows the 'Batch PO' form with a red box highlighting the 'Location' dropdown menu. The menu is open, showing a list of locations: Associated, Corporate, Fallon's, Jennie's, Amlings-Sylvia's, Chalifour's, Cress, DEFAULT, Ft Myers, test, and Location 2. The 'Buy Status' is set to 'Bought', 'Order Types' is 'Select Product Type', and 'Transmission Method' is '--Please Select Transmission--'. The 'Default Buy Status' is '--Please Select Buy Status--'. The 'Validate Cost For Non Zero' checkbox is checked. The 'Search Vendor' and 'Search Product' fields are empty. The 'From' date is 9/9/2018 and the 'To' date is 9/20/2018. The 'SELECT ALL', 'SELECT NONE', 'SET TO BOUGHT', 'SEND PO', 'MANUAL BOUGHT', 'REFRESH PURCH', and 'EXPORT' buttons are visible at the bottom.

You have the option to select default transaction method, Buy Status and Vendor to help you to not select them on each requested product row below again and again.

The screenshot shows the 'Batch PO' form with a red box highlighting the 'Transmission Method' dropdown menu. The menu is open, showing a list of transmission methods: --Please Select Transmission--, Email, Skype, Phone, and Komet. The 'Buy Status' is set to 'Pending Email', 'Order Types' is 'Select Product Type', and 'Default Buy Status' is '--Please Select Buy Status--'. The 'Default Vendor' is 'Select Default Vendor'. The 'Validate Cost For Non Zero' checkbox is checked. The 'Search Vendor' and 'Search Product' fields are empty. The 'From' date is 9/9/2018 and the 'To' date is 9/20/2018. The 'SELECT ALL', 'SELECT NONE', 'SET TO BOUGHT', 'SEND PO', 'MANUAL BOUGHT', 'REFRESH PURCH', and 'EXPORT' buttons are visible at the bottom.

Click on any product row and tab to the desired column you want to fill. Required columns are Q. Ord, Pack, Cost and vendor.

Ext. cost will be auto calculated.

<div>SELECT ALL</div>	<div>SELECT NONE</div>	<div>SET TO BOUGHT</div>	<div>SEND PO</div>	<div>MANUAL BOUGHT</div>	<div>REFRESH PURCH</div>	<div>EXPORT</div>										Search: <div></div>	
Add New	Location	Product	Type	Order#	ShipDate	PO#	QOH	PreSold	Q.Req	Color/Variety	Remark	Q.Ord	Pack	Cost	Ext.Cost		
Add New	Chalifour	Caspia	Wedding	2135	8/24/2018			33 st	1	purple		5	2	\$0.50	\$5.00		
Add New	Chalifour	Hydrangea Purple	Wedding	2135	8/24/2018			2 st	1			10	1	\$0.05	\$0.50		
Add New	Chalifour	Hydrangea White	Wedding	2135	8/24/2018			10 st	1			7	3	\$0.20	\$4.20		
Add New	Chalifour	Israel Ruscus	Wedding	2135	8/24/2018			6 bun	1			15	2	\$0.35	\$10.50		
Add New	DEFAULT	Lilles LA Yellow Ceb Dazzle 3/4 BL	Greens	2565	9/14/2018	2161	0	0	150	Test	test lilly	120	60	\$1.02	\$7,344.00		

Fill up each product you want to buy and after that select them by check box in first column of each and then click on “Send PO” button to issue PO for them.

<div><div>SELECT ALL</div><div>SELECT NONE</div><div>SET TO BOUGHT</div><div>SEND PO</div><div>MANUAL BOUGHT</div><div>REFRESH PURCH</div><div>EXPORT</div></div> <div>Search: <input type="text"/></div>																
	Add New	Location	Product	Type	Order#	ShipDate	PO#	QOH	PreSold	Q.Reg	Color/Variety	Remark	Q.Ord	Pack	Cost	
<input checked="" type="checkbox"/>	Add New	Chalifour	Caspia	Wedding	2135	8/24/2018			33 st	1	purple		5	2	\$0.50	\$5
<input checked="" type="checkbox"/>	Add New	Chalifour	Hydrangea Purple	Wedding	2135	8/24/2018			2 st	1			10	1	\$0.05	\$0
<input checked="" type="checkbox"/>	Add New	Chalifour	Hydrangea White	Wedding	2135	8/24/2018			10 st	1			7	3	\$0.20	\$4
<input checked="" type="checkbox"/>	Add New	Chalifour	Israel Ruscus	Wedding	2135	8/24/2018			6 bun	1			15	2	\$0.35	\$1
<input type="checkbox"/>	Add New	DEFAULT	Lilies LA Yellow Ceb Dazzle 3/4 BL	Greens	2565	9/14/2018	2161	0	0	150	Test	test lilly	120	60	\$1.02	\$7

Once you do that, you will get popup of all generated PO for selected products. System generates unique PO number per vendor.

Buy Status

Select Buy Status

Order Types

Select Product Type

☐ Validate Cost For Non Zero

Transmission Method

--Please Select Transmission--

Default Buy Status

--Please Select Buy

Location

Select Location

Buyer

Editing product: "Israel Ruscus"

PO # : 2166 has generated.

OK

SELECT ALL

SELECT NONE

SET TO BOUGHT

SEND PO

MANUAL BOUGHT

REFRESH PURCH

EXPORT

Search:

	Add New	Location	Product	Type	Order#	ShipDate	PO#	QOH	PreSold	Q.Req	Color/Variety	Remark	Q.Ord	Pack	Cost
<input checked="" type="checkbox"/>	Add New	Chalifour	Caspia	Wedding	2135	8/24/2018			33 st	1	purple		5	2	\$0.50
<input checked="" type="checkbox"/>	Add New	Chalifour	Hydrangea Purple	Wedding	2135	8/24/2018			2 st	1			10	1	\$0.05
<input checked="" type="checkbox"/>	Add New	Chalifour	Hydrangea White	Wedding	2135	8/24/2018			10 st	1			7	3	\$0.20
<input checked="" type="checkbox"/>	Add New	Chalifour	Israel Ruscus	Wedding	2135	8/24/2018			6 bun	1			15	2	\$0.35
<input type="checkbox"/>	Add New	DEFAULT	Lillies LA Yellow Ceb Dazzle 3/4 BL	Greens	2565	9/14/2018	2161	0	0	150	Test	test lilly	120	60	\$1.02

Also you will see after sending PO, product status will be updated to “Pending Email”.

<div>SELECT ALL</div> <div>SELECT NONE</div> <div>SET TO BOUGHT</div> <div>SEND PO</div> <div>MANUAL BOUGHT</div> <div>REFRESH PURCH</div> <div>EXPORT</div>												Search: <input type="text"/>		
ShipDate	PO#	QOH	PreSold	Q.Req	Color/Variety	Remark	Q.Ord	Pack	Cost	Ext.Cost	Vendor	Ven.Rem	Status	Buyer
4/2018	2166		33 st	1	purple		5	2	\$0.50	\$5.00	Quickflora Demo 2		Pending Email	Admin
4/2018	2166		2 st	1			10	1	\$0.05	\$0.50	Quickflora Demo 2		Pending Email	Admin
4/2018	2166		10 st	1			7	3	\$0.20	\$4.20	Quickflora Demo 2		Pending Email	Admin
4/2018	2166		6 bun	1			15	2	\$0.35	\$10.50	Quickflora Demo 2		Pending Email	Admin
4/2018	2161	0	0	150	Test	test lilly	120	60	\$1.02	\$7,344.00	Quickflora Demo 2		Pending Email	Admin

Now once you done with purchasing, on the top you can click on “Purchase Order List” to navigate to all Purchase orders list.

Quickflora Demo

[Home](#)[New Requisition](#)[View Requisition](#)[Purchase Order List](#)

Batch PO

From: 08/01/2018



To: 09/25/2018



Buy Status

Order Types

There you can filter the PO based upon available filters and preview/email them (if needed).

Purchase Order List

Search Options

Date Range

09/25/2018

to

09/25/2018

Search By

☒ All Dates ☐ PO Date ☐ Arrival Date

Payment Method

Delivery Method

Location

Edit	PO #	Cancel PO	View	Email	Dup	Vendor ID	Vendor Name	Arrival . Date	Total	Payment	Tran. Type	Delivery Method	Posted	Location	Buyer	Status
	2166					Quickflora Demo 2	Quickflora Demo test	9/25/2018	20.20		POH	Ship	Yes	Chalifour's	Admin	
	2165					Quickflora Demo 2	Quickflora Demo test	9/25/2018	24,264.00		POH	Ship	Yes	DEFAULT	Admin	
	2164					Quickflora Demo 2	Quickflora Demo test	9/25/2018	4,000.00		POH	Ship	Yes	DEFAULT	Admin	
	2163					Quickflora Demo 2	Quickflora Demo test	9/14/2018	7,400.00		POH	Ship	Yes	DEFAULT	Admin	
	2162					Quickflora Demo 2	Quickflora Demo test	9/13/2018	11,100.00		POH	Ship	Yes	DEFAULT	Admin	
	2161					Quickflora Demo 2	Quickflora Demo test	9/13/2018	7,344.00		POH	Ship	Yes	DEFAULT	Admin	