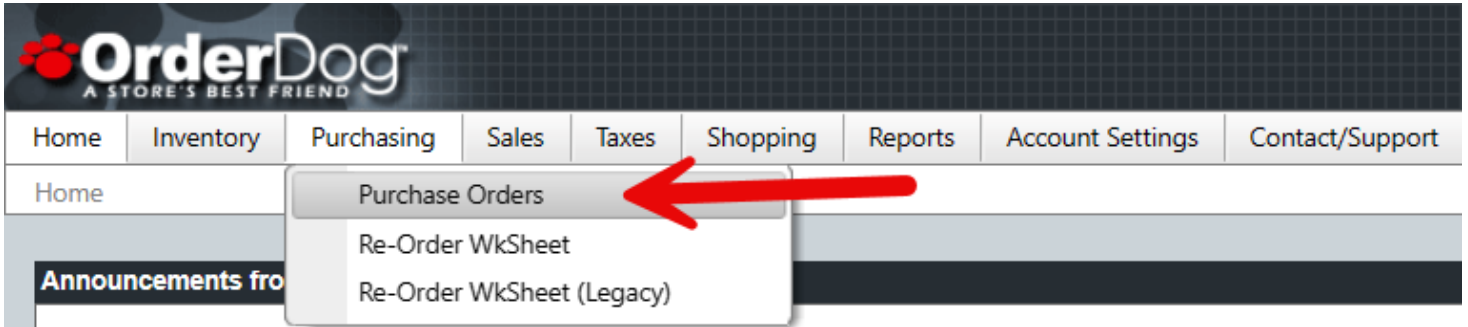# Step 3.2 – Sending an Order using the OrderDog Portal

Getting Started with OrderDog > Step 3 – Ordering Basics

This tutorial picks up where the last tutorial (Step 3.1 – Creating an Order using the OrderDog Mobile Scanner) left off.

1. Starting on the OrderDog Portal, hover over the "Purchasing" tab. Then select "Purchase Orders" from the drop-down menu.

2. This is the purchase order summary screen. It automatically defaults to "Open Orders".

There are 2 ways to send purchase orders to your vendors from this screen.

3. The first way:
   a. Check the box on the left side of any order(s) you want to send.
   b. Make sure that "Send" is selected from the dropdown box and click "Go". Confirm you want to send the orders and click "OK".
   c. The orders have been sent! Click "Continue" to return to the purchase order summary screen.
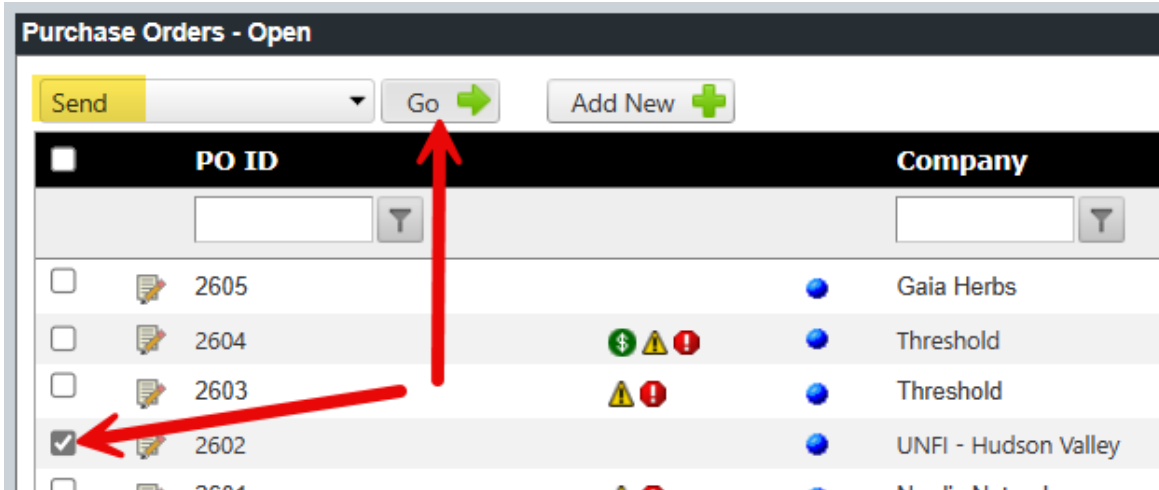
4. The second way:
   a. Click the edit icon next to PO ID on the left side.

b. This displays the purchase order details screen. You can see all relevant information for the purchase order and edit details here.

c. You can see and edit the billing and shipping info by clicking the plus sign at the end of the right side of the corresponding box.

d. Edit any information you need to update, including item quantity, deleting unwanted items, or other details that you want to correct. There is a "Special Instructions" field if you would like to specify something to the vendor. Be sure to click "Save Changes" when you have finished making changes.

Special Instructions:
******TEST ORDER - DO NOT FULFILL*********

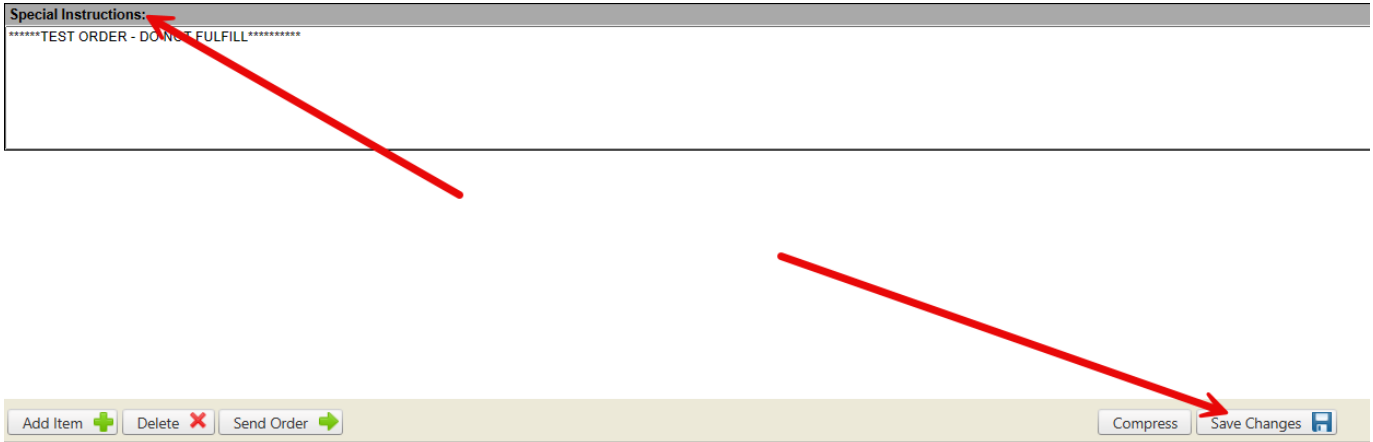Add Item ✚ Delete ✖ Send Order ➡   Compress Save Changes 💾

e. Once you are satisfied with the details of this order, click "Send Order" at the bottom to send the individual purchase order to your vendor. Confirm you want to send the order and click "OK".

Are You Sure You Want To SEND
The Following Orders?

OK ✔ Cancel ✖

ID	Msg
2606	Order Sent

f. Click "Close" to exist out of the purchase order details screen. Your order has now moved to the "Active Orders" tab on the left side of the screen.

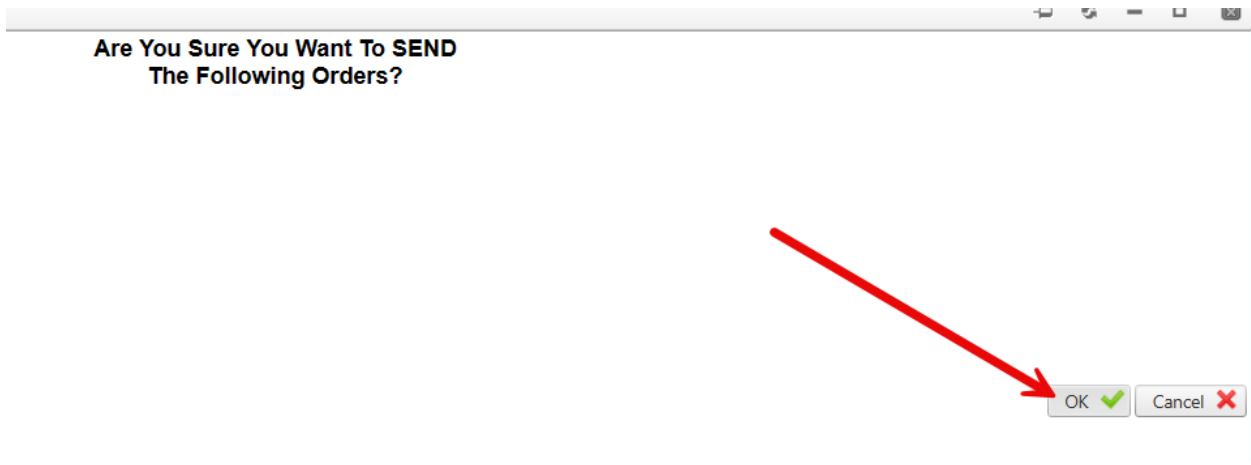| Summary	Summary
Open Orders (12) ⟶	**Open Orders (11)**
Active Orders (16) ⟶	**Active Orders (17)**
- 2 Not Reviewed ⟶	- 3 Not Reviewed
- 0 Not Shipped	- 0 Not Shipped
- 14 Not Received	- 14 Not Received
Closed Orders	**Closed Orders**

YOU'RE DONE!

If you have any questions or concerns regarding this tutorial, or any other inquiries, please feel free to contact us at:

Email: support@orderdog.com

Call: 1-866-673-3736

Our hours: 8 AM – 6 PM CST

Monday – Friday

After Hours Support Available

Visit our website for more tutorials and resources:
https://orderdog-inc.kayako.com/