



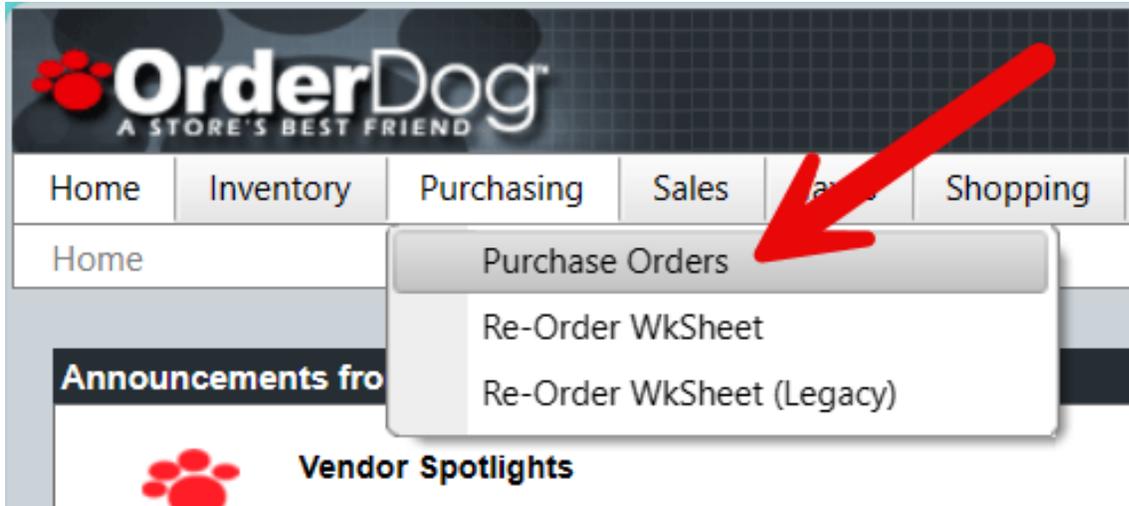
## **Sending an Order to an Unmanaged Vendor**

User Guide > Unmanaged Vendors & Items

Please note: It is important to set up unmanaged vendors and items in the way we have outlined previously to ensure that things like reports and orders function properly.

Also: The process for putting together an order on the mobile scanner for unmanaged and managed vendors/items is the same. If you need a reminder on how to put together an order on the mobile scanner, please use our Online Knowledge Base for many helpful tutorials.

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



2. Locate your order on the “Purchase Orders” page.

The image shows the OrderDog 'Purchase Orders - Open' page. The page displays a table of open purchase orders. The first row is highlighted in yellow and shows PO ID 3084 for 'Example Un-Managed Vendor'.

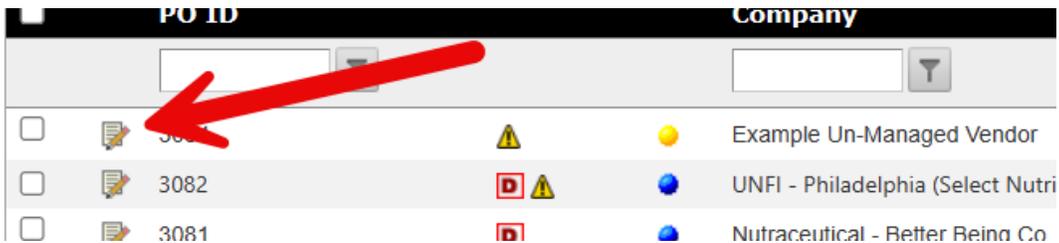
PO ID	Company	Cre	Sent	Rev
3084	Example Un-Managed Vendor	04/04/24 09:46 AM		
3082	UNFI - Philadelphia (Select Nutrition)	04/03/24 02:23 PM		
3081	Nutraceutical - Better Being Co	04/03/24 02:22 PM		
3080	Now Foods	04/03/24 02:22 PM		
3079	Meafood	04/03/24 02:22 PM		

You can handle an unmanaged vendor order in a few different ways from here:

## Sending Via Fax

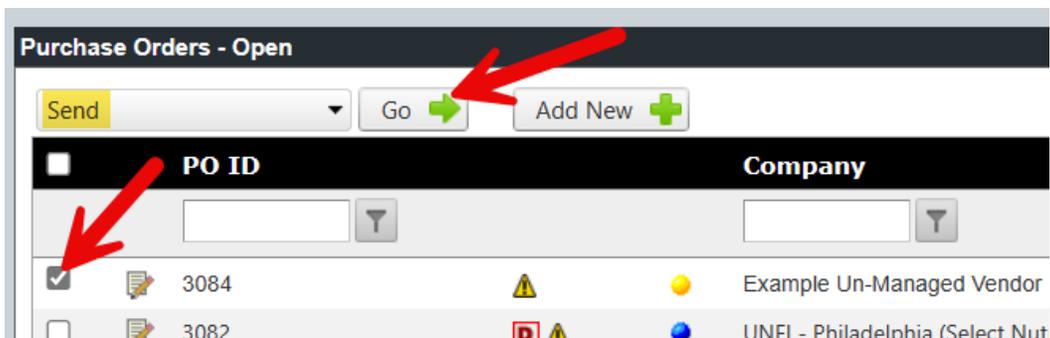
You should have entered the unmanaged vendor's fax number when you were first setting up their account if they had one.

1. If you need to review the order or make any changes before sending it, you can click the pencil and paper icon next to the order. Be sure to press "Save Changes" when you're done.



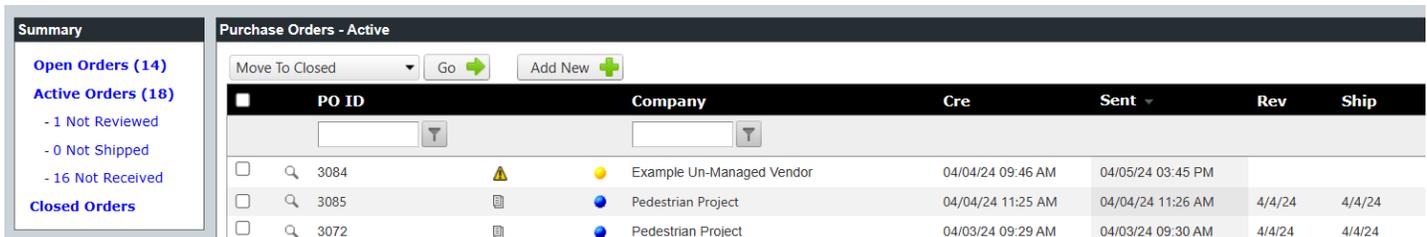
	PO ID	Company
<input type="checkbox"/>	3082	Example Un-Managed Vendor
<input type="checkbox"/>	3082	UNFI - Philadelphia (Select Nutri
<input type="checkbox"/>	3081	Nutraceutical - Better Beino Co

2. If you're ready to send the order via fax, check the box next to the PO ID, and next to the "Send" option, press the "Go" button.



	PO ID	Company
<input checked="" type="checkbox"/>	3084	Example Un-Managed Vendor
<input type="checkbox"/>	3082	UNFI - Philadelphia (Select Nut

3. The order will be faxed to the unmanaged vendor, and the order will move to your "Active Orders".



Summary		Purchase Orders - Active						
<b>Open Orders (14)</b>		Move To Closed	Go	Add New				
<b>Active Orders (18)</b>								
- 1 Not Reviewed								
- 0 Not Shipped								
- 16 Not Received								
<b>Closed Orders</b>								
	PO ID	Company	Cre	Sent	Rev	Ship		
<input type="checkbox"/>	3084	Example Un-Managed Vendor	04/04/24 09:46 AM	04/05/24 03:45 PM				
<input type="checkbox"/>	3085	Pedestrian Project	04/04/24 11:25 AM	04/04/24 11:26 AM	4/4/24	4/4/24		
<input type="checkbox"/>	3072	Pedestrian Project	04/03/24 09:29 AM	04/03/24 09:30 AM	4/4/24	4/4/24		

**NOTE:** Because the vendor is not managed by OrderDog, you will not be able to see when the vendor has marked the order as reviewed or shipped through the system.

4. When you receive the order through the mobile scanner and upload it, it will move the order to "Closed Orders".

## Sending Via Print/Email

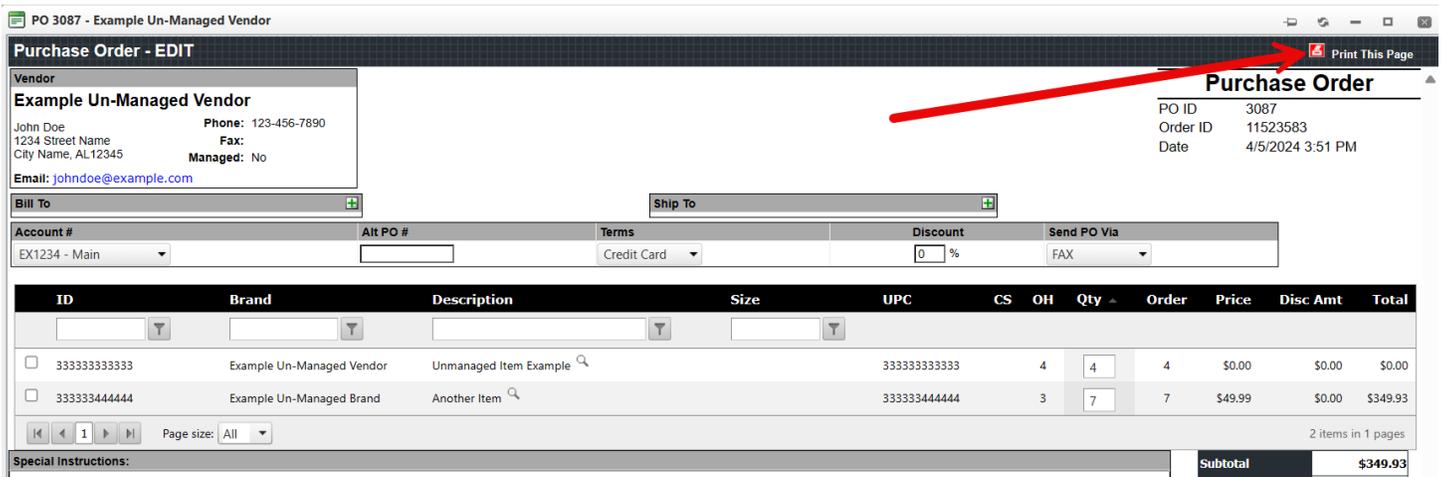
If the vendor does not have a fax number, you can still print a pdf of the order and send it to the unmanaged vendor for them to fulfill.

You should have checked the “FAX” box when first setting up the unmanaged vendor’s account. Even if the vendor does not have a fax number, it is necessary to check this box so you are able to process this PO and later receive it on the mobile scanner, rather than have to receive it using the blank document method.

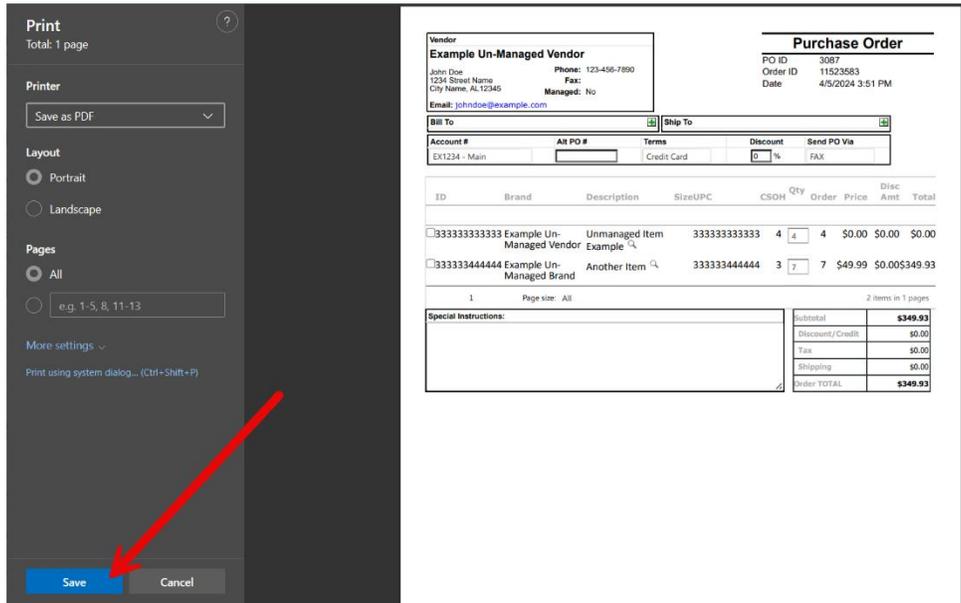
1. Click the pencil and paper icon to review/edit the unmanaged order. Be sure to press “Save Changes” if you do edit the order at all.



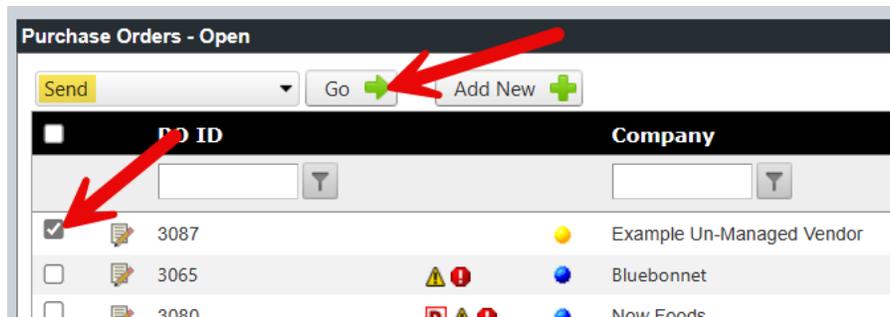
2. When you’re ready, click the “Print This Page” option in the upper right corner of the pop out.



- Under the “Printer” option, change it to the “PDF” option. This will save a file directly to your computer for you to be able to email to the unmanaged vendor.



- Once you have saved the pdf to your computer, exit out of the pop-out, check the box next to the order, and press “Send Order” to move the order to your “Active Orders”.



**NOTE:** Because the vendor is not managed by OrderDog, you will not be able to see when the vendor has marked the order as reviewed or shipped through the system.

- When you receive the order through the mobile scanner and upload it, it will move the order to “Closed Orders”.

*Please note: The process for receiving an order on the mobile scanner for unmanaged and managed vendors/items is the same. If you need a reminder on how to receive an order on the mobile scanner, please use our Online Knowledge Base for many helpful tutorials.*

**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](mailto: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/>

