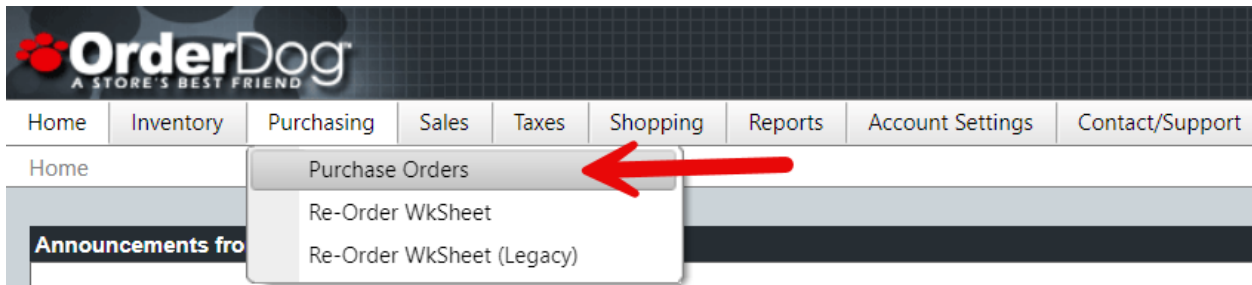




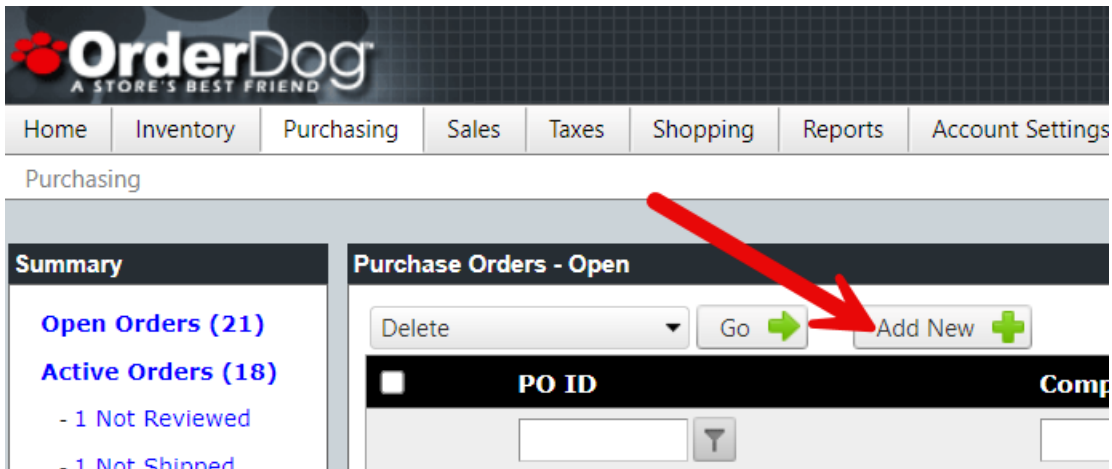
Creating and Sending Order Using the OrderDog Portal

User Guide > Ordering and Receiving

1. Starting on the OrderDog Portal, navigate to the Purchase Order page by hovering over "Purchasing". Then, click "Purchase Orders" from the dropdown menu.



2. Click "Add New".



3. Click the dropdown menu and find your Vendor.

A screenshot of a form titled "Please Enter Needed Information". The form has fields for "Vendor", "Confirm ID", "Alt PO", and "Notes". The "Vendor" dropdown menu is open, showing "6 Degrees Collective" selected. A red arrow points to the dropdown menu. At the bottom right, there are "Create PO" and "Cancel" buttons.

Please Enter Needed Information

Vendor: 6 Degrees Collective

Confirm ID: [Empty]

Alt PO: [Empty]

Notes: [Empty]

- 6 Degrees Collective
- BBfL Best Bodies for Life
- Beaatorium LLC
- Beauty Swap
- Bee & You
- Beekeepers Naturals
- Bell Lifestyle Products
- BelliWellic Inc
- Belly Brand Foods LLC
- Bigelow Trading
- Bio Nutrition Inc
- BOptimizers USA Inc
- BioTerra CBD (Avalon Labs)
- BLUE HERON BOTANICALS LLC
- Bluebird Botanicals
- Bluebonnet**
- Boiron
- BOODA ORGANICS INC
- BRICKER LABS

4. The next 3 fields are optional:
- Confirm ID
 - Alt PO
 - Notes

Please Enter Needed Information

Vendor: Bluebonnet

Confirm ID: [Empty]

Alt PO: [Empty]

Notes: [Empty]

5. Click "Create PO".

6. This is the Purchase Order Edit screen. Here, we can add items, change item quantities, delete items, and send an order.

Purchase Order - EDIT Print This Page

Vendor:
Bluebonnet
Bluebonnet Phone: 800-580-8866
12915 Dairy Ashford Fax: 281-240-3535
Sugar Land, TX 77478 Managed: Yes

Purchase Order
PO ID: 2882
Order ID: 11452982
Date: 2/14/2024 11:20 AM

Order has NOT Met the FREE SHIPPING Amount of \$175.00
Order has NOT Met the Minimum Order Amount of \$175.00

Bill To **Ship To**

Account # TEST-1234 **Alt PO #** **Terms** Net 30 **Discount** 0% **Send PO Via** EDI

ID	Brand	Description	Size	UPC	CS	OH	Qty	Order	Price	Disc Amt	Total
No records to display.											

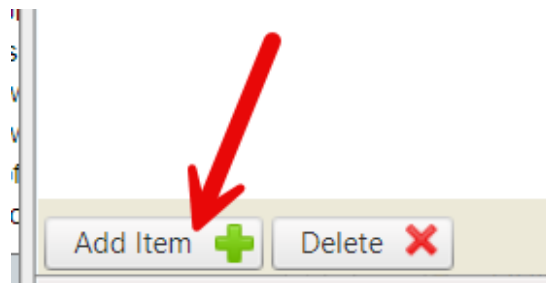
Page size: All 0 items in 1 pages

Special Instructions:

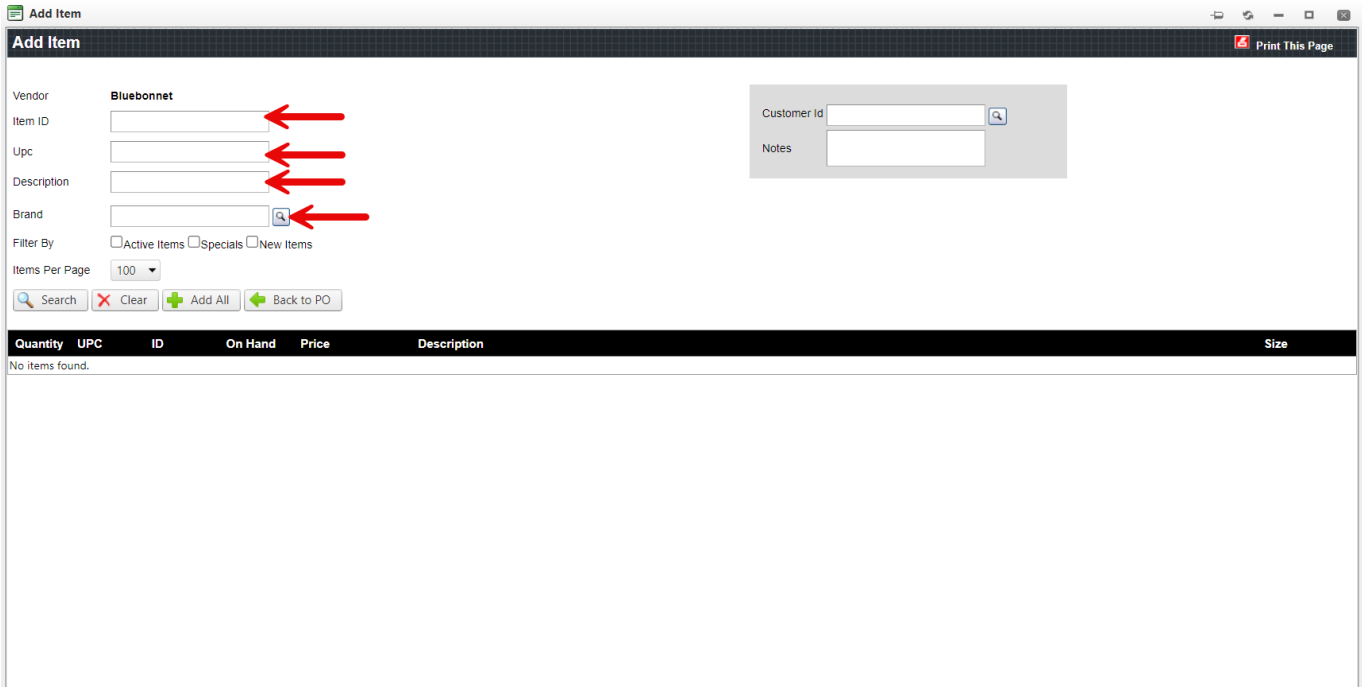
Subtotal	\$0.00
Discount/Credit	\$0.00
Tax	\$0.00
Shipping	\$0.00
Order TOTAL	\$0.00

Add Item + **Delete** x Compress Save Changes You Have Saved: \$0.00 (0%)

7. To add items, click "Add Item" in the lower lefthand corner.

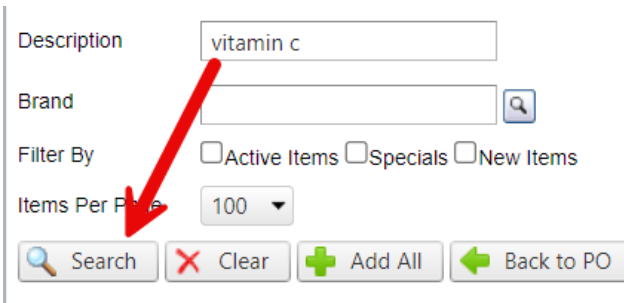


8. This is the Add Item screen. Here, you can search the Vendor's items by item ID, UPC, description, or brand. Alternatively, you can press "Search" without any of the fields filled out to view the vendor's entire catalog.



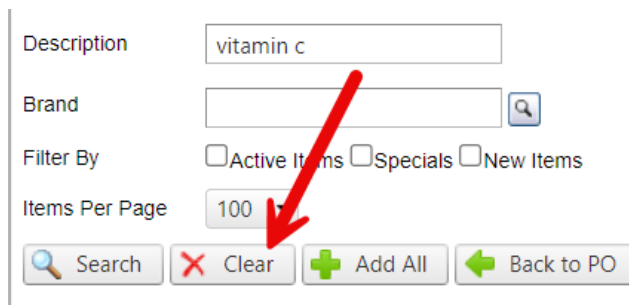
The screenshot shows the 'Add Item' interface. The Vendor is 'Bluebonnet'. Input fields for Item ID, Upc, Description, and Brand are highlighted with red arrows. There are also fields for Customer Id and Notes. Filter options include Active Items, Specials, and New Items. The Items Per Page is set to 100. At the bottom, there are buttons for Search, Clear, Add All, and Back to PO. Below the form is a table header with columns: Quantity, UPC, ID, On Hand, Price, Description, and Size. The table content is empty, showing 'No items found.'

9. When you have filled out one or more of the previous fields, press "Search" to see the results of your filters.



This close-up shows the Description field with 'vitamin c' entered. A red arrow points from the Description field down to the Search button.

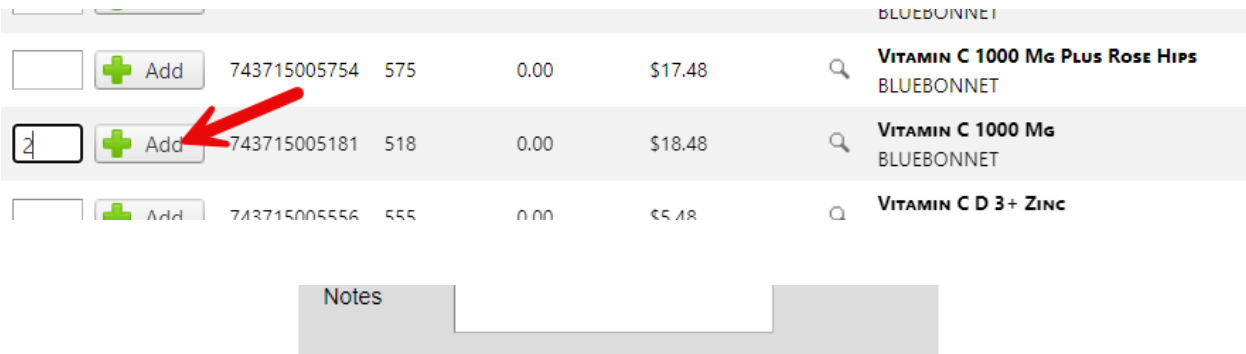
If you want to search for a different set of filters, you can press the "Clear" button to clear all of the text boxes. To confirm, press "OK" on the popup at the top of the screen.



This close-up shows the Clear button highlighted with a red arrow.

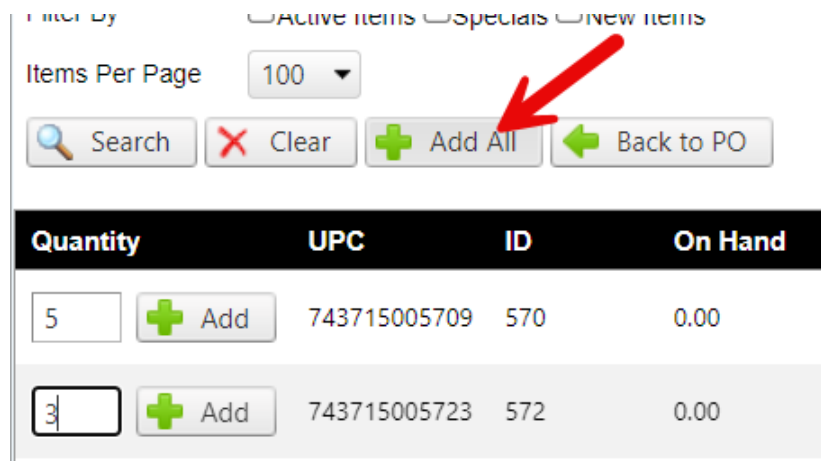
Otherwise, take a look at the results of your initial search.

10. To add one of the items on the list, input the quantity desired, and then press “Add”.



1 item has been added
Click on Back to PO to see your updated order

11. You can also add multiple items at the same time on the page you are on. Type in the quantity for each of the items you want to add, and then press the “Add All” button. This will add all items with a quantity filled out on the current page to your purchase order. To confirm, press “OK” on the pop up at the top of the screen.



12. You can either search for more items to add, or press the “Back to PO” button to see your purchase order thus far.

s Specials New Items

ID On Hand Price

13. Back on the Purchase Order Edit screen, you can review the order, make sure the desired items are on it, and change item quantities.

ID	Brand	Description	Size	UPC	CS	OH	Qty	Order	Price	Disc. Amt	Total
<input type="checkbox"/> 10	Bluebonnet	Amino Acid 750 mg	60	743715000100	0		3	3	\$11.98	\$0.00	\$35.94
<input type="checkbox"/> 570	Bluebonnet	Buffered Vitamin C 1000mg	90	743715005709	0		3	3	\$11.98	\$0.00	\$35.94
<input type="checkbox"/> 100	<input type="checkbox"/> Bluebonnet	SUPER EARTH MINI - CAPLETS	90	743715001008	0				Discontinued	\$0.00	\$0.05
<input type="checkbox"/> 518	Bluebonnet	<input type="checkbox"/> Vitamin C 1000mg	180	743715005181	0		2	2	\$18.48	\$0.00	\$36.96
<input type="checkbox"/> 518	Bluebonnet	<input type="checkbox"/> Vitamin C 1000mg	180	743715005181	0		5	5	\$18.48	\$0.00	\$92.40
<input type="checkbox"/> 518	Bluebonnet	<input type="checkbox"/> Vitamin C 1000mg	180	743715005181	0		5	5	\$18.48	\$0.00	\$92.40

Special Instructions:

Subtotal	\$293.69
Discount/Credit	\$0.00
Tax	\$0.00
Shipping	\$0.00
Order TOTAL	\$293.69

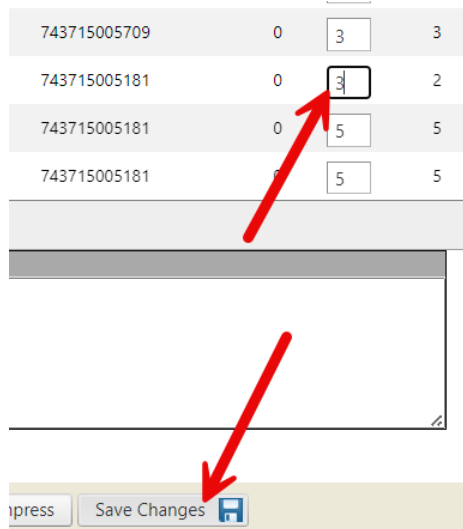
Add Item Delete Send Order

14. If you accidentally added items and want to remove them from the Purchase Order, click the checkbox on the lefthand side of the item you wish to get rid of, then click "Delete". Confirm by pressing "OK".

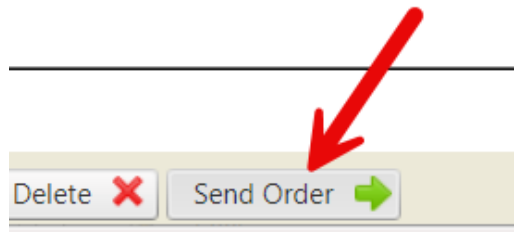
<input checked="" type="checkbox"/>	100	<input type="checkbox"/> Bluebonnet
<input type="checkbox"/>	518	Bluebonnet
<input type="checkbox"/>	518	Bluebonnet
<input type="checkbox"/>	518	Bluebonnet

Special Instructions:

15. If you want to change the quantity of any items, click on the box in the “Qty” column and type in the correct quantity. Make sure to click “Save Changes” after updating the item quantities. Click “OK”.



16. When everything on the purchase order looks good, hit the “Send Order” button. This will send the order directly to your vendor for processing.



NOTE: If have not met the minimum order amount per the vendor’s guidelines, you will not be able to send your order. You will have to add more items before you can send it. If you have not met the free shipping amount, you will still be able to send your order, but it will not qualify for free shipping.

Order has NOT Met the FREE SHIPPING Amount of \$175.00
Order has NOT Met the Minimum Order Amount of \$175.00

17. Click “OK” to confirm you want to send the order.

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/>

