

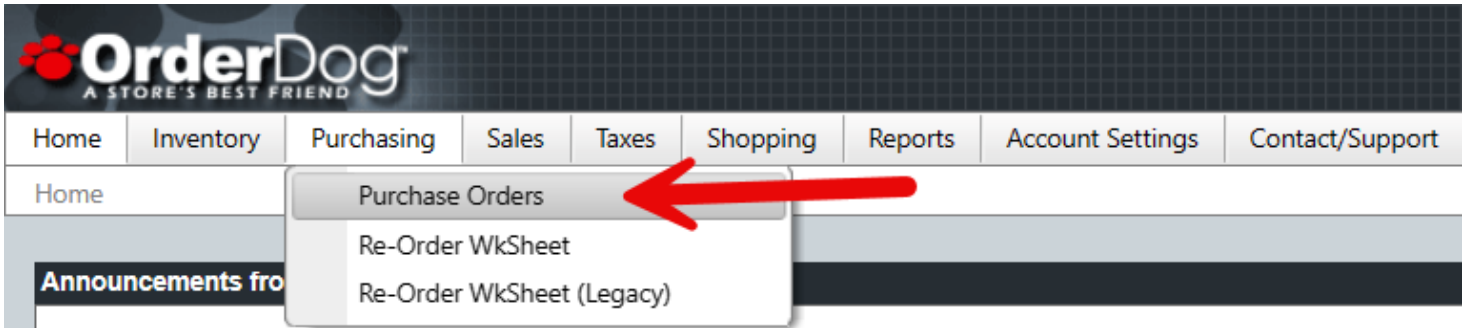


## **Sending an Order using the OrderDog Portal**

User Guide > Ordering and Receiving

(If you uploaded your order from the mobile scanner, then you will still need to send it off to the vendor from the portal. If you would like to know how to create and send an order using the OrderDog portal, you can use our tutorial called “Creating and Sending an Order Using the OrderDog Portal” instead, which is found on our Online Knowledge Base.)

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”.

PO ID	Company	Cre	Sent	Rev	Ship	Rec	Confirm	Items	Total
2605	Gaia Herbs	01/04/24 08:54 AM					225308	3	\$40.26
2604	Threshold	01/04/24 08:54 AM					225308	1	\$4.87
2603	Threshold	01/04/24 08:44 AM					225303	10	\$86.27
2602	UNFI - Hudson Valley	01/04/24 08:38 AM					225069	1	\$234.15
2601	Nordic Naturals	01/03/24 11:08 AM					225069	1	\$104.85
2600	Bluebonnet	01/03/24 11:08 AM					225069	1	\$57.40
2599	Natures Way Brands LLC	01/03/24 11:08 AM					225069	2	\$114.40
2598	Bluebonnet	01/03/24 09:59 AM					225042	1	\$57.40
2597	Nutraceutical - Better Being Co	01/02/24 02:31 PM					224856	4	\$55.84
2596	Natures Way Brands LLC	01/02/24 02:31 PM					224855	3	\$30.86
2595	Natural Factors	01/02/24 02:31 PM					224854	1	\$90.00
2504	Gaia Herbs	09/19/23 12:11 PM					202757	3	\$46.58

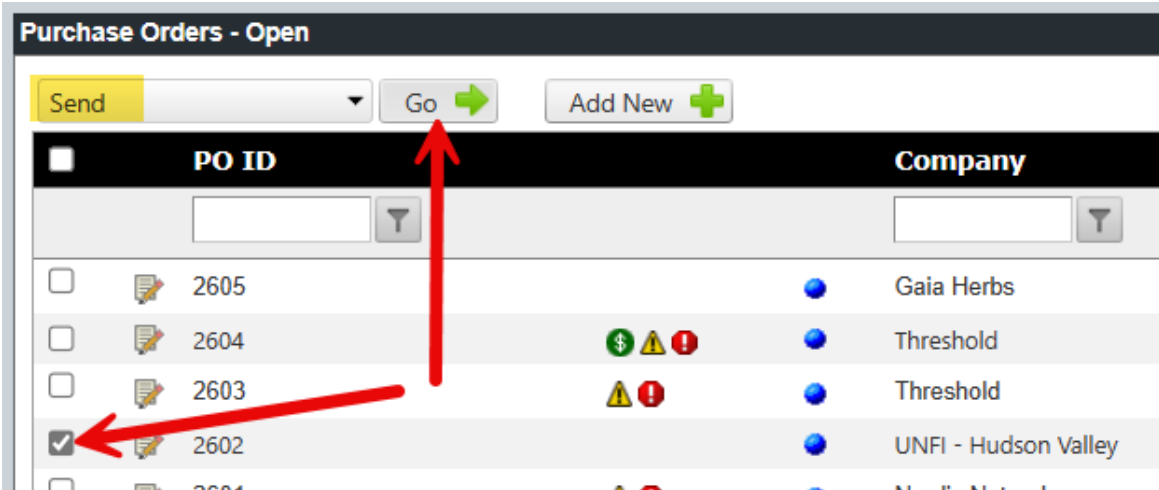
12 items in 1 pages

\* Open order totals do not include volume discounts. Volume discounts are displayed after the order is processed.  
 \*\* These companies have not signed contracts with OrderDog. Their orders are sent via fax. Specials and electronic invoices are not available.

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.

PO 2599 - Natures Way Brands LLC

### Purchase Order - EDIT

**Purchase Order**  
 PO ID: 2599  
 Order ID: 11394262  
 Date: 1/3/2024 11:08 AM

**Vendor**  
**Natures Way Brands LLC**  
 Natures Way Brands LLC Phone: (800) 225-9245  
 825 Challenger Dr. Fax: (888) 570-6460  
 Green Bay, WI54311-8328 Managed: Yes

**Bill To**

**Ship To**

Account #	Alt PO #	Terms	Discount	Send PO Via
		Net 30	0 %	EDI

ID	Brand	Description	Size	UPC	CS	OH	Qty	Order	Price	Disc Amt	Total
<input type="checkbox"/> 11035	Primadophilus	Primadophilus Kids Probiotic	60	033674110355	12	-1	5	5	\$12.11	\$0.00	\$60.55
<input type="checkbox"/> 6973	Sambucus	Sambucus Immune Syrup for Kids	4	033674069738	12	0	5	5	\$10.77	\$0.00	\$53.85

**Special Instructions:**

Subtotal	<b>\$114.40</b>
Discount/Credit	\$0.00
Tax	\$0.00
Shipping	\$0.00
<b>Order TOTAL</b>	<b>\$114.40</b>

Add Item Delete Send Order

Compress Save Changes

You Have Saved: \$0.00 (0 %)

POEdit.aspx?&showClose=false&poid=2599

- 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.

**Vendor**  
**Natures Way Brands LLC**  
 Natures Way Brands LLC Phone: (800) 225-9245  
 825 Challenger Dr. Fax: (888) 570-6460  
 Green Bay, WI54311-8328 Managed: Yes

**Bill To**





ATTN:   
 Name:   
 Addr1:   
 Addr2:   
 City:     
 Phone:  Fax:

**Ship To**

ATTN:   
 Name:   
 Addr1:   
 Addr2:   
 City:     
 Phone:  Fax:



- 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
2808	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
<b>Open Orders (12)</b>	→	<b>Open Orders (11)</b>
<b>Active Orders (16)</b>	→	<b>Active Orders (17)</b>
- 2 Not Reviewed	→	- 3 Not Reviewed
- 0 Not Shipped		- 0 Not Shipped
- 14 Not Received		- 14 Not Received
<b>Closed Orders</b>		<b>Closed Orders</b>

**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/>

