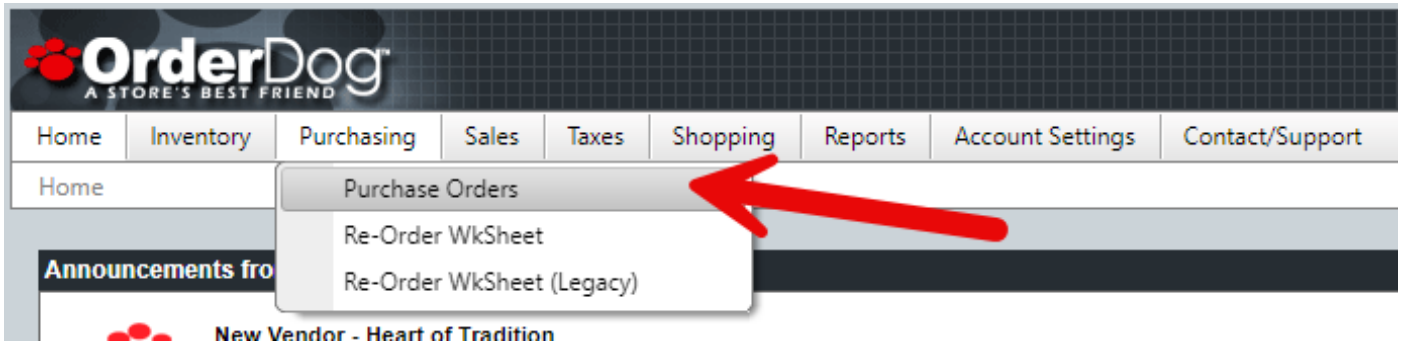




Using the Purchase Order (PO) File Import Tool

User Guide > Ordering

1. Start on the OrderDog portal. Navigate under “Purchasing”, and select “Purchase Orders”.



2. Under “Helper Tools”, select the “Po File Import...” option. Select “Next” on the pop-up.

PO ID	Company	Cre	Sent	Rev	Ship	Rec	Confirm	Items	Total
3026	Natures Way Brands LLC	03/07/24 03:18 PM					239968	1	\$8.81
3035	Now Foods	03/07/24 04:12 PM					239963	1	\$79.96
3033	Barleans Organic Oils	03/07/24 04:12 PM					239983	1	\$13.64
3028	Threshold	03/07/24 03:18 PM					239966	2	\$25.90
3029	Garden Of Life	03/07/24 03:18 PM					239988	1	\$15.59
3034	Inwin Naturals - Natures Secret	03/07/24 04:12 PM					239983	1	\$13.59
3027	Bell Lifestyle Products	03/07/24 03:18 PM					239968	1	\$36.98
3031	Bell Lifestyle Products	03/07/24 04:11 PM					239962	1	\$16.45
3030	Annes Ginger Elixir	03/07/24 03:18 PM					239960	1	\$102.00
3025	KeHE DC16 - Ellettsville (NFRA TIER 2)	03/07/24 03:17 PM					239967	6	\$175.62
3032	KeHE DC16 - Ellettsville (NFRA TIER 2)	03/07/24 04:12 PM					239983	1	\$40.32

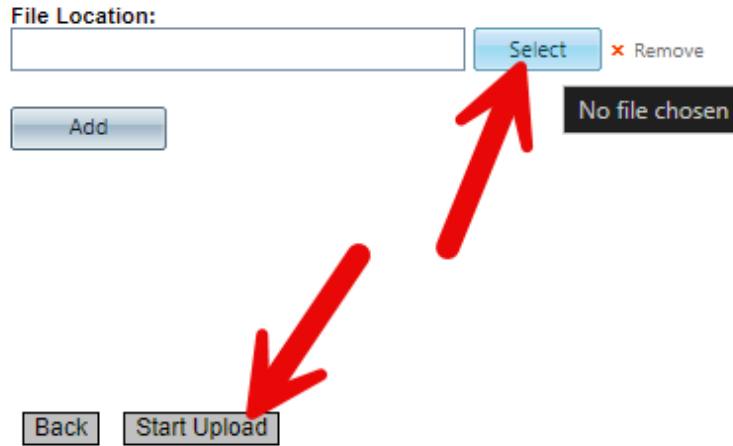
Please select the file format from the list below and click 'Next'.

Custom UPC,Qty (comma-delim) ▼

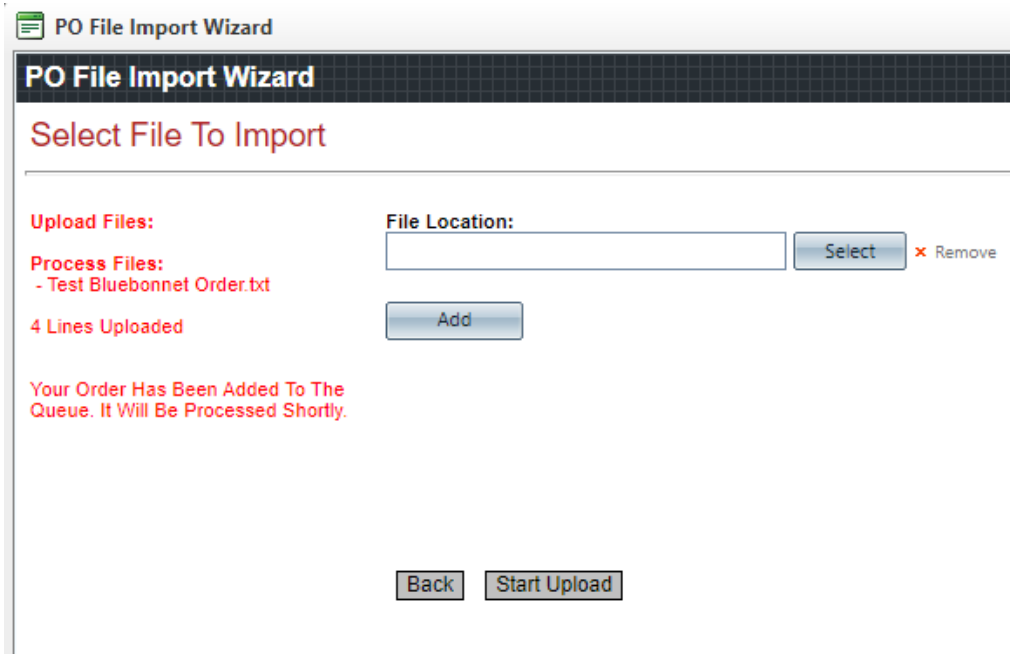


Next

3. Press the "Select" button to choose the file you wish to upload, like a .csv file or .txt file. You can upload more than one file at a time by pressing "Add" and selecting additional files. Once you've selected the desired file(s), press "Start Upload".



4. Confirm that your file has been uploaded by noting the confirmation text that should appear on the left side. When you have confirmed that your order has been uploaded, close the import window.



- You can now see your newly uploaded order(s) here, along with any other current orders.

Purchase Orders - Open

Send Go

PO ID	Company	Cre	Sent	Rev	Ship	Rec	Confirm	Items	Total
<input type="checkbox"/> 3026	Natures Way Brands LLC	03/07/24 03:18 PM					239968	1	\$8.81
<input type="checkbox"/> 3036	Bluebonnet	03/12/24 11:56 AM					Test Bluebonnet Order.txt	4	\$275.16
<input type="checkbox"/> 3035	Now Foods	03/07/24 04:12 PM					239983	1	\$79.96
<input type="checkbox"/> 3033	Barleans Organic Oils	03/07/24 04:12 PM					239983	1	\$13.64
<input type="checkbox"/> 3028	Threshold	03/07/24 03:18 PM					239968	2	\$25.90
<input type="checkbox"/> 3029	Garden Of Life	03/07/24 03:18 PM					239968	1	\$15.59
<input type="checkbox"/> 3034	Irwin Naturals - Natures Secret	03/07/24 04:12 PM					239983	1	\$13.59
<input type="checkbox"/> 3027	Bell Lifestyle Products	03/07/24 03:18 PM					239968	1	\$36.96
<input type="checkbox"/> 3031	Bell Lifestyle Products	03/07/24 04:11 PM					239982	1	\$18.48
<input type="checkbox"/> 3030	Annie's Ginger Elixir	03/07/24 03:18 PM					239968	1	\$102.00
<input type="checkbox"/> 3025	KeHE DC16 - Ellettsville (NFRA TIER 2)	03/07/24 03:17 PM					239967	6	\$175.62
<input type="checkbox"/> 3032	KeHE DC16 - Ellettsville (NFRA TIER 2)	03/07/24 04:12 PM					239983	1	\$40.32

Page size: All

12 items in 1 pages

- Click on the pencil icon next to your new order to edit and review it.

PO ID Company

<input type="checkbox"/>		3036			Natures Way Brands LLC
<input type="checkbox"/>		3035			Bluebonnet
<input type="checkbox"/>		3035			Now Foods

- When you are ready to send the order, click "Send Order".

PO 3036 - Bluebonnet

Purchase Order - EDIT

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

Purchase Order
 PO ID: 3036
 Order ID: 11490504
 Date: 3/12/2024 11:56 AM

Bill To: Ship To:

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

ID	Brand	Description	Size	UPC	CS	OH	Qty	Order	Price	Disc Amt	Total
<input type="checkbox"/> 961	BLUEBONNET	Msm Powder	8	743715009615	0		2	2	\$10.47	\$0.00	\$20.94
<input type="checkbox"/> 10	BLUEBONNET	Amino Acid 750 mg	60	743715000100	0		3	3	\$11.98	\$0.00	\$35.94
<input type="checkbox"/> 3012	BLUEBONNET	Advanced Choice Ladies Single Daily Probiotic 50 Billion	30	743715030121	0		5	5	\$24.48	\$0.00	\$122.40
<input type="checkbox"/> 128	BLUEBONNET	Multi One	60	743715001282	-2		6	6	\$15.98	\$0.00	\$95.88

4 items in 1 pages

Special Instructions:

Subtotal	\$275.16
Discount/Credit	\$0.00
Tax	\$0.00
Shipping	\$0.00
Order TOTAL	\$275.16

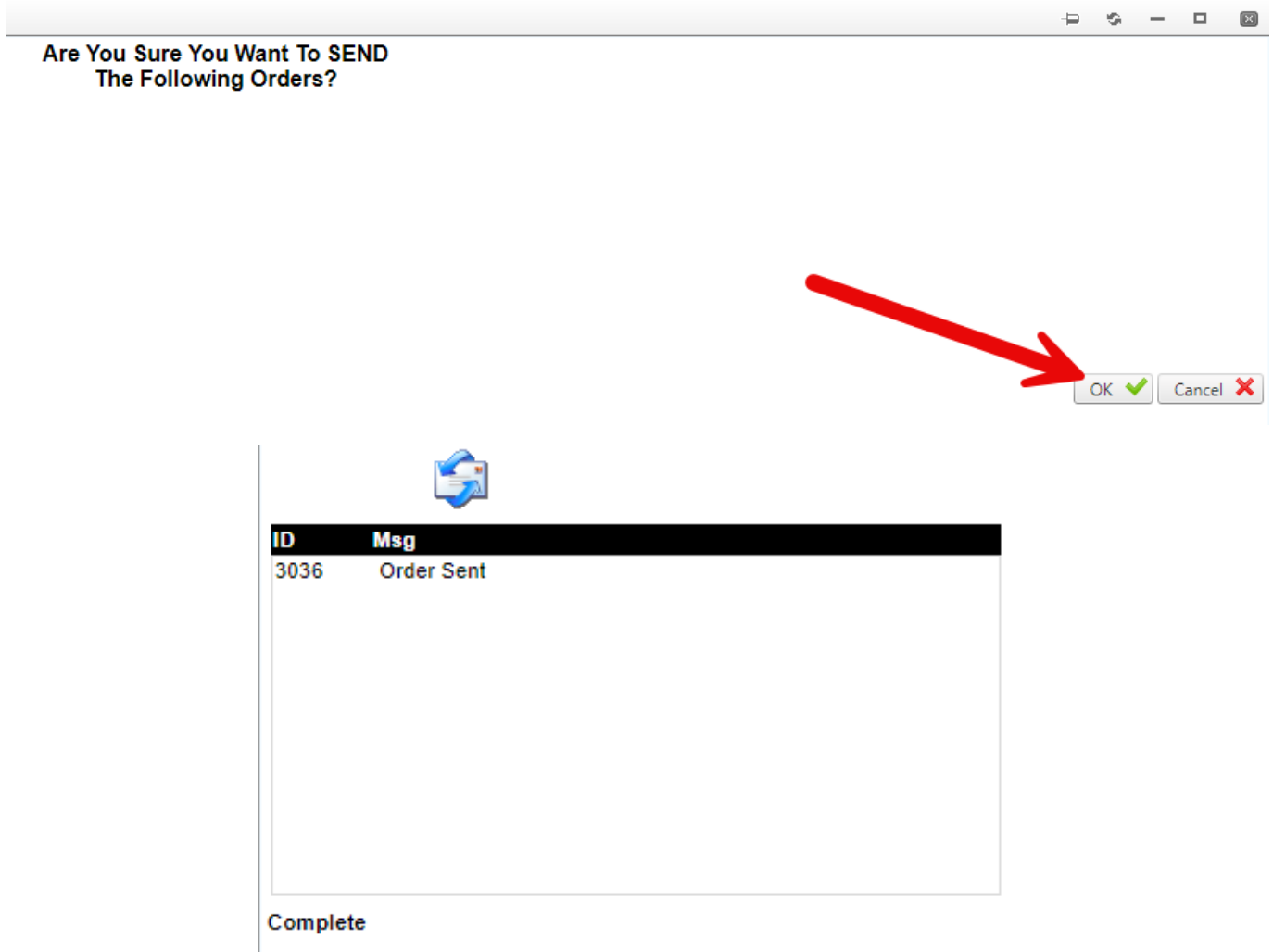
Add Item

Compress Save Changes

You Have Saved: \$0.00 (0 %)

POEdit.aspx?&showClose=false&poId=3036

8. Click "OK" on the confirmation send screen. Once your order has been sent, you can exit out of this screen.



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/>

