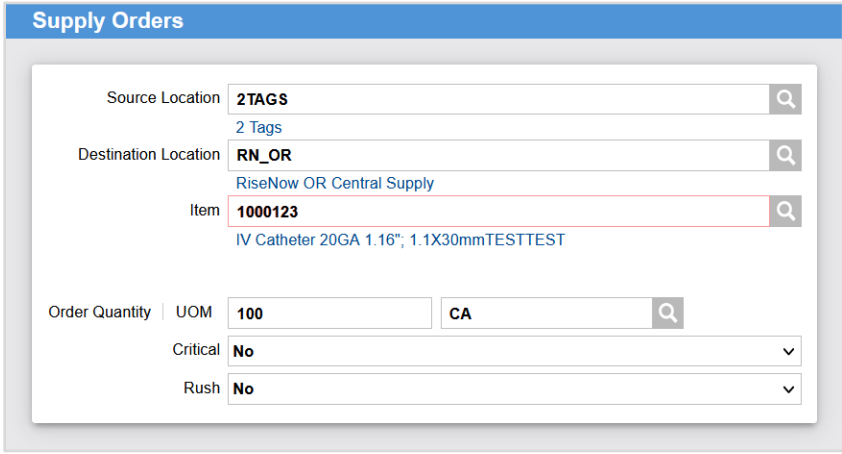


# Manual Supply Orders

Learn how to manage manually created supply orders.

1. Navigate to POU Transactions and Queries and select **Supply Orders**.
2. Select **Create**.
3. Input order information as needed, including **Destination Location**, **Source Location**, **Item**, **Order Quantity**, **UOM**, and **Critical status**.
4. Select **Continue**.
5. Confirm all information is correct and select **Submit**. The system will return the message “Successfully created” once submitted.



The screenshot shows a web form titled "Supply Orders" with the following fields:

Source Location	2TAGS	2 Tags
Destination Location	RN_OR	RiseNow OR Central Supply
Item	1000123	IV Catheter 20GA 1.16"; 1.1X30mmTESTEST
Order Quantity	100	CA
UOM		
Critical	No	
Rush	No	



The Supply Order will default to “Approved – Yes” status upon creation.