

ON-DEMAND SUPPLY ORDER

Create a supply order immediately with an action button.

1. Navigate to **Locations** or the **Location Items** resource.
2. Select **Generate Supply Order** from the drop-down menu.
3. Input order information.
4. Select **Continue**.
5. Select **Submit**.

MANUAL SUPPLY ORDER

Manage manually created supply orders.

1. Navigate to POU Transactions and Queries and select **Supply Orders**.
2. Select **Create**.
3. Input order information 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.
6. The Supply Order will default to “Approved – Yes” status upon creation