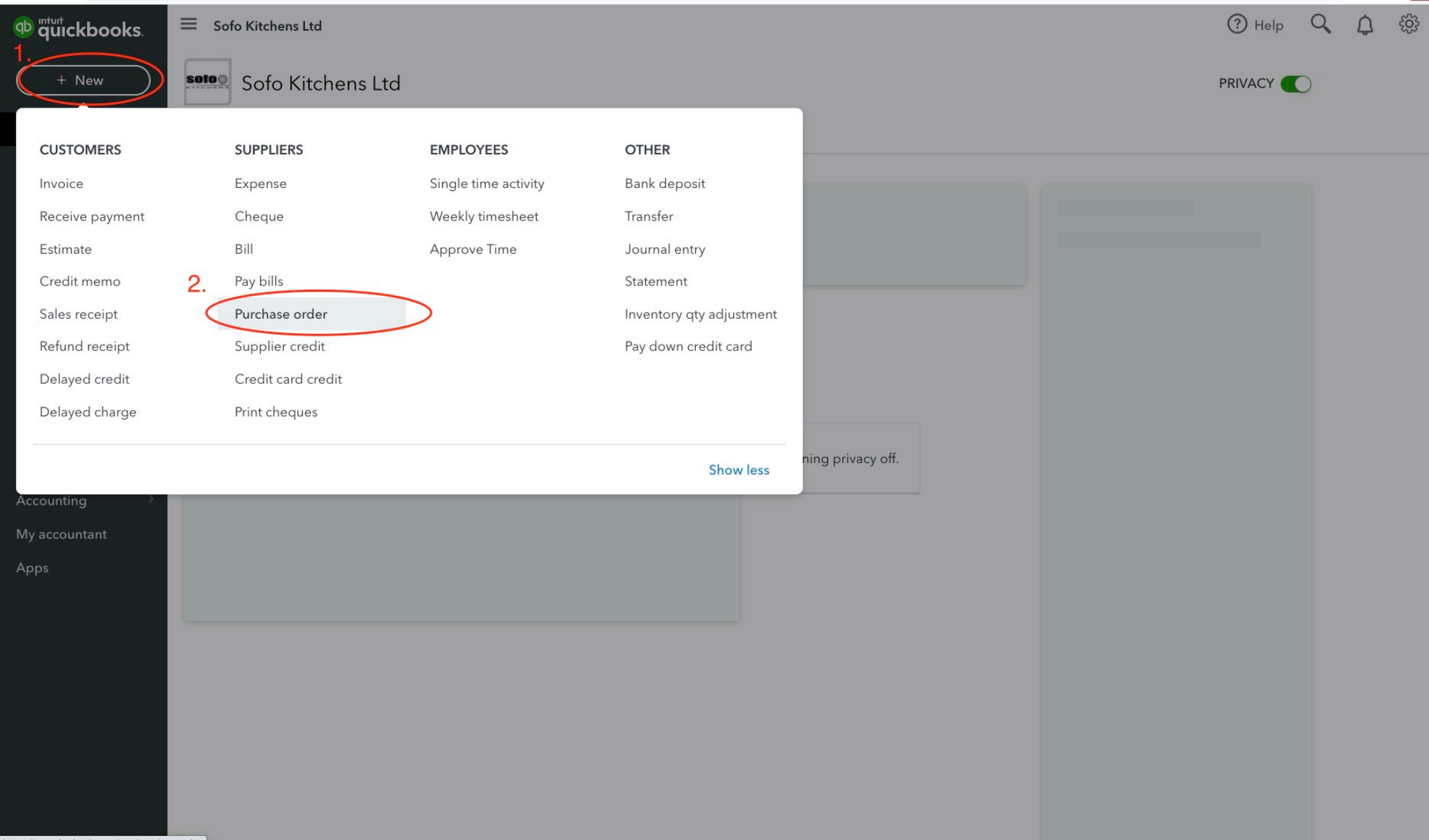


## How to Issue a Purchase Order in Quickbooks Online

### WHY?

- To avoid suppliers sending us things we did not order
- to match what we ordered with what we received
- to control spending



Purchase Order no.10354

1. enter supplier name

AMOUNT \$0.00

Supplier  Email  Cc/Bcc

Open

2. enter our job name/PO here

PO no. 10354

Mailing address  Ship to  Purchase Order date  PROJECT NAME

Shipping address  Ship via

Tags  Manage tags

Amounts are Exclusive of Tax

3. enter product you wish to buy, ex: edgetape

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	CUSTOMER / PROJECT	CLASS
1						
2						

Add lines Clear all lines

4. add description of what type you want here

5. quantity/ how many you wish to buy

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	CUSTOMER / PROJECT	CLASS
1	edgetape	EDG-PVC-10812 - WFR5942 VANILLA STIX - MEDINA 15/16" X 1MM X 300' EDGEBANDING	3	0.00	0.00	G		
2								

Add lines Clear all lines

6. enter notes/instructions . you can also attach pictures

Your message to supplier  
Please send 3 edgetape rolls Vanilla stix 15/16". Need delivered by August 26. Call Flavius with any questions 6048171980

Subtotal	\$0.00
GST/HST @ 5% on 0.00	0.00
Total	\$0.00

If you cannot find a product you can add it. write the product name and click +Add

### Purchase Order no.10354

12179 - 86th Ave,  
Surrey, BC V3W 3H8

**Shipping address**

Sofo Kitchens Ltd  
2810 Huntington Place  
Port Coquitlam BC V3C  
4T3



**Ship via**

**Tags** 

[Manage tags](#)

Start typing to add a tag

▼ **Category details**

	#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	CUSTOMER / PROJECT
	1					
	2					

**Add lines** **Clear all lines**

▼ **Item details**

	#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	CUSTOMER / PROJECT
	1	edgetape	EDG-PVC-10812 - WFR5942 VANILLA STIX - MEDINA 15/16" X 1MM X 300' EDGEBANDING	3	0.00	0.00	G	
	2	MDF					Enter Text	
	3	 Add MDF						

**Add lines** **Clear all lines**

**Your message to supplier**

Please send 3 edgetape rolls Vanilla stix 15/16". Need delivered by August 26. Call Flavius with any questions 6048171980

**Memo**

**Product/Service information**



**Inventory**

Products you buy and/or sell and that you track quantities of



**Non-inventory**

Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.



**Service**

Services that you provide to customers, for example, landscaping or tax preparation services.

CUSTOMER / PRO

NT SALES TAX

CUST

00 G

Enter Text

Product/Service information



Non-inventory [Change type](#)

Name\*

MDF **1. assign a name**



SKU

Category

Shop Supplies **← 2. select shop supplies**

Class

Assign a class

Description

I sell this product/service to my customers.

Purchasing information

I purchase this product/service from a supplier.

**don't worry about all these other fields**

Description on purchase forms

Cost

Expense account

6909 Shop Supplies

Inclusive of purchase tax

Purchase tax

G

Preferred Supplier

Select a preferred supplier

If all looks good click save and send. make sure email address is correct

**Purchase Order no.10354** Help

Supplier: Kitply **Email** info@kitplyindustries.com Copy

AMOUNT **\$0.00**

Mailing address: Kitply, 12179 - 86th Ave, Surrey, BC V3W 3H8

Ship to: *Select customer for add*

Purchase Order date: 01-07-2021

PROJECT NAME: [ ]

Shipping address: Sofo Kitchens Ltd, 2810 Huntington Place, Port Coquitlam BC V3C 4T3

Ship via: [ ]

PO no. 10354

Tags: [ ] [Manage tags](#)

Amounts are: **Exclusive of Tax**

**Category details**

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	CUSTOMER / PROJECT	CLASS
1						
2						

[Add lines](#) [Clear all lines](#)

**Item details**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	CUSTOMER / PROJECT	CLASS
1	edgetape	EDG-PVC-10812 - WFR5942 VANILLA STIX - MEDINA 15/16" X 1MM X 300' EDGE BANDING	3	0.00	0.00	G		
2								
3								

[Add lines](#) [Clear all lines](#)

**Your message to supplier**

Please send 3 edgetape rolls Vanilla stix 15/16". Need delivered by August 26. Call Flavius with any questions 6048171980

**Memo**

**Attachments** Maximum size: 20MB

**Attach to email** Screen Shot 2021-08-13 at 6.58.31 PM.jpg (174.7 kb) x

*Drag/Drop files here or click the icon*

[Show existing](#)

Subtotal **\$0.00**

GST/HST @ 5% on 0.00 **0.00**

**Total \$0.00**

[Cancel](#) [Clear](#) [Print](#) [Make recurring](#) [Save](#) **Save and send**

