

How to Create a Purchase Order in the Queue

1 The **Queue** is our virtual holding area for items you've selected but haven't yet purchased,

On the **Queue** page, you'll see a list of these products along with helpful details including:

- Product Name,
- Blank Product ID,
- Color,
- Quantity,
- Awaiting Amount,
- Decoration Amount,
- In Cart Quantity,
- In Cart Amount,

		Supplier	Product Name	Blank Product ID	Color		Awaiting			Cart	T Cart Summar	1		
						Qty	Amount	Decoration Am	Qty	Amount	My Cart			
1 ~ 1		Hit Promo	Full Color Impri	LANYARDS-DS75	BLACK	6 🚯	\$0.00	\$0.00	0	\$0.00	Supplier	Product ID	Color	Amou
] ~]	e Mi	Hit Promo	Full Color Impri	LANYARDS-DS75	N/A	5 🚯	\$0.00	\$0.00	o	\$0.00		Cart is en	npty	
101	e 🗄	Vantage	Roadie Denim .	7025	Denim	10 0	\$349.90	\$0.00	0	\$0.00	Selected Amount	\$0.00		
	-					6770 					My Cart Total	\$0.00	¥ Purchase	
1 ~ 1	100	Hit Promo	Kan-Tastic With.	31	PURPLE	10 🚯	\$0.00	\$0.00	0	\$0.00	Total Amount	\$0.00		
) ~)	1	Snugz	Cap101	26526	BLACK	з 🚺	\$39.00	\$9.00	0	\$0.00				
1 ~ 1		Snugz	Test003	5245	BLACK	° 0	\$291.00	\$45.00	0	\$0.00				
i Vi	• 1	Decorator-2	Prodeco202	546898	BLACK	40 🔘	\$500.00	\$0.00	0	\$0.00				
) ~ 1	1	Decorator-2	T-shirt101	59848	BLACK	114	\$627.00	\$342.00	0	\$0.00				
	a 🎍	Vantage	Robson Crewne	REDW1635	Dark Cha	50 🔘	\$2,279.50	\$100.00	0	\$0.00				
1 ~ 1		Test Supplier	Merr's Pique Ga	252858	BLACK	5 🚯	\$75.00	\$25.00	ø	\$0.00				

2 To add an item to the queue, click the **Add an Item** button to open the **Product Selection** page.

Filter products by

- Internal Product ID,
- Product Name,
- Programs,
- Suppliers,
- Decorators,

You can select a product from the displayed list of available products,

P	uro	cha	ase Or	der Queue							🐺 Show filters +	Product Selection			
				Supplier	Product Name	Blank Product ID	Color	Qty	Awaiting	Decoration Am	in Cart Qty Ar	Internal Product ID		Product Name	
3	÷		-	Hit Promo	Fuli Color Impri	LANYARDS-DS75	BLACK	• •	\$0.00	\$0.00	0 5	Programs	-	Suppliers	•
2	Ŷ		HAL	Hit Promo	Full Color Impri	LANYARDS-DS75	N/A	5 0	\$0.00	\$0.00	0 3				(2) (Q
	~		ģ	Vantage	Roadie Denim	7025	Denim	10	\$349.90	\$0.00	0 9				
2	~		-	Hit Promo	Kan-Tastic With	31	PURPLE	10	\$0.00	\$0.00	0 5				
2	×			Snugz	Cap101	26526	BLACK	3 0	\$39.00	\$9.00	0 5	← →			
	~			Snugz	Test003	5245	BLACK	. 0	\$291.00	\$45.00	0 5				
2	~		٨	Decorator-2	Prodeco202	546898	BLACK	40	\$500.00	\$0.00	0 S	Ladies Relaxed Jersey L Program: Program-1	LIMITED EDITIO	ON Outdoo	Clique Spin Youth Tee Program: Program-1
	~		1	Decorator-2	T-shirt101	59848	BLACK	114 🔘	\$627.00	\$342.00	0 3	Internal Product ID: pomtest Supplier:alphabroder Decorator:2	Internal Product I OR322265 Supplier:SanMar	ID: int-	Internal Product ID: Int-3373 Supplier:Cutter & Buck Decorator: Cutter & Buck
2	~			Vantage	Robson Crewne	REDW1635	Dark Cha	50 🕕	\$2,279.50	\$100.00	0 5	Colors: Red Sizes: (20L)	Decorator: Cutter Colors: Black,	& Buck Grey	Colors: Black, Dusty Sizes: OSFA - 3XL
3	¥		R	Test Supplier	Meri's Pique Ga	252858	BLACK	5	\$75.00	\$25.00	0 5		Sizes: (5) - (X	xL)	
										Rows pr	r page: 10 - 1-10 of 10				
												tentree Women's TreeBle Program: ABC BrandCO Internal Product ID: ssi-non ps Profill Supplier SamMar Decorator: PromeRess Deco Colors: Miorit	Full Color Impr Program: ABC Br Internal Product I LANYARDS-DS75 Supplier:Hit Pron Decorator: Hit Pri Colors: N/A Sizes: OS	int Smoot andCO ID: Rest no Black	Greg Norman Freedom Program: ABC BrandCO Internal Product ID: NonPS- NonPS- Profile Diff Supplier:PromeRose Deco Decorator: Snugz Celorz: Black, Blue Street: S

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After selecting the product, you will see the product specifics on the page. You can specify the **Sales Order number** at this stage. Fill in the necessary information, then select the color and size to be ordered,

						(+	Line item
oduct Name	Blank Product ID	Color		Awaiting		In Cart	Product
			Qty	Ampunt	Decoration Am.	QQ	A Sales Order # Internal Product E test1234
li Color Impri	LANYARDS-0575	BLACK	- 0	\$0.00	\$0.00	0	There Supplier Postial to
li Color Impri	LANYARDS-DS75	N/A	5 0	\$0.00	\$0.00	0	aphabotoe aphabotoe
adie Denim .	7025	Denim	10 0	\$349.90	\$0.00	0	cottan, 48% polyester/Missy fit; Sideseamed; Tear-away labe;
				60.00	\$0.00		RED X Y
m-Tastic With	31	PURPLE		30.00			
In-Tastic With	26526	BLACK	3.0	\$39.00	\$9.00		Sizes
un-Taatic With up101 at003	31 26526 5245	BLACK BLACK	2 O	\$39.00	\$9.00 \$45.00	0 0	Sizes Minimum Total Quantity 1 Remaining Required Quantity: 1
un Taatic With 19101 191003 19400202	91 26526 5245 546898	BLACK BLACK	3 0 9 0 40 0	\$39.00 \$291.00 \$500.00	\$9.00 \$45.00 \$0.00	0 0 0	Sizes Minimum Total Quantity 11 Remaining Required Quantity: 1 23L 24L 24L 24L 24L 24L 24L 24L
un Taatic With up101 us1803 odeco202 dwrt101	91 26526 5245 546698 59848	BLACK BLACK BLACK BLACK	3 0 9 0 40 0 314 0	\$3900 \$291.00 \$500.00 \$427.00	\$9.00 \$45.00 \$0.00 \$342.00	0 0 0	Sizes Minimum Total Quantity : 1 Remaining Required Quantity : 1 ZXL Rem price NXA SXD SXD SXD SXD SXD SXD SXD SXD SXD SX
un Tastic With up101 st803 odeco202 uhart101 dacon Crewne	31 26526 5245 546898 59548 REDW1635	BLACK BLACK BLACK BLACK BLACK Dark Cha	3 0 9 0 40 0 314 0 50 0	\$3900 \$3900 \$29100 \$506.00 \$62700 \$62700 \$2,279.50	\$100.00 \$145.00 \$0.00 \$342.00 \$100.00	0 0 0 0	Sizes Minimum Total Quantity : 1 Remaining Required Quantity : 1 20L
un Tastic With sp101 st003 bdeco202 uhrrt101 bacon Crewne orte Pique Ga	31 26526 5245 546898 59848 REDW1635 252656	PURPLE BLACK BLACK BLACK Dark Cha. BLACK	3 0 3 0 40 0 314 0 50 0	\$3900 \$3900 \$291.00 \$500.00 \$427.00 \$2,27950 \$75.00	\$100 \$100 \$4500 \$34200 \$34200 \$10000 \$2500	0 0 0 0 0	Sizes Minimum Total Quantity: 1 Remaining Required Quantity: 1 ZML Image: Construction of the c
n Table With. p101 st003 st005	91 26526 5245 59348 REDW1635 252858	BLACK BLACK BLACK BLACK Dark Cha BLACK	2 0 2 0 40 0 134 0 5 0	\$3900 \$3900 \$29100 \$500.00 \$42700 \$2,279.50 \$75.00	5000 5000 5000 534200 510000 52500 Rows pe	- 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sizes Minimum Total Quantity 11 Remaining Required Quantity: 1 201 Requested Snip Date Requested Snip Date Requested Snip Date Decoration Details

4 You can enter both the requested ship date and the requested in-hands date in the **Dates** field,

			(Show filters) (+	20 Dest price: (1/1 >
	Awaiting		In Cart	\$12.110 \$K9_818386057
Qty	Ampunt	Decoration Am	City A	
• 0	\$0.00	\$0.00	0	Blank Charges Decorated Charges The product doesn't have any blank Run - testchrgrun: charges \$10.00
• 0	\$0.00	\$0.00	0	Dates
10 0	\$349,90	\$0.00	0	Properties Drip Dog-
10 0	\$0.00	\$0.00	0	Hinduested in Harvas bate
. 0	\$39.00	\$9.00	0	Decoration Details
• •	\$291.00	\$45.00	0	Location Deceration Type Reference Artwork Id # of Colors Stitch Count Arts left chest embroidery 1 0 0
				Rowsperpage: 10 + 1-1 of 1 < >
40 🚯	\$500.00	\$0.00	0	
40	\$500.00	\$0.00	0	Decorator Shipping Address
40 () 134 ()	\$627.00	\$0.00	0	Decorator Shipping Address
40 () 134 () 50 ()	\$627.00	\$0.00 \$342.00 \$100.00	0	Decorator Shipping Address Cecreter Shipping Address 3581 Maple Street, Springfield, IL, 62701,
40 0 114 0 50 0	\$62700 \$2,279.50	\$0.00 \$342.00 \$100.00	0 0 0	Decorator Shipping Address Decorator Shipping Address SS81 Mapie Street, Springfield, IL, 62701, * American Ta Dec-2 Best Decorator
40 0 114 0 50 0	\$62700 \$2,279.50 \$75.00	\$0.00 \$342.00 \$100.00 \$25.00	0 0	Decorator Shipping Address Concordor Shipping Address SS81 Maple Street, Springfield, IL, 62701, * Attention Ta Dec-2 Address 1

5 If your product includes a decoration set in the Product Manager, you can view the specified decoration details under the **Decoration Details** section,

60	\$0.00	\$0.00	0	
5.0	\$0.00	\$0.00	0 5	Decoration Details
	*****	****		Location Decoration Type Reference Artwork Id # of Colors Stitch Count Artwo
	3349.90	50.00	u., 1	left cheat embrosidery 1 0 0
10	\$0.00	\$0.00	0 1	Rowsperpage: 10 + 1-1 of 1 < >
3	\$39.00	\$9.00	0 1	Decorator Shipping Address
. 0	\$291.00	\$45.00	0 1	Decombro Dipping Address 3581 Maple Street, Springfield, IL, 62701, *
40	\$500.00	\$0.00	0 1	Dec-2 Contrary Norm Best Deconstor
114 🕜	\$627.00	\$342.00	0 1	Address 1
	41 170.00	\$100.00		Address 2
	a eter a ran	\$100.00		City Region 2P Date Country
	\$75.00	\$25.00	0 1	Springfield IL 62701 United States *
		Rows per	page: 10 - 1-10 of 10	Email Phane
		course per	ander	- Conterm

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The decorator's shipping address will automatically populate the address fields, but you can edit it in this section,

• •	\$500.00	\$0.00	0	1	Email		Phone	
					Contrarts			
14 0	\$627.00	\$342.00	0		Quorter oddress			
					Shipping Address			
10 O	\$2,279.50	\$100.00	0	1	Streets Address			
					255 W Crescentville	Rd, Cincinnati, SA, 4524	6, Profill Address	
• •	\$75.00	\$25.00	0		Atlantion To		Coreporty Name	
				1000	WSP		Profill Address	
		Rows per	page: 10 -	9-10 of 10	Address 1			
					255 W Crescentville	Rd		
					Cincinnati	SA SA	45246	United States *
					- Continents			
					Please deliver betwe	een 9 AM - 5 PM.		
					- Carrier		- Service	
					Program-1 Carrier		Program-1 Servic	e
					Third Party Account	#74819302 V		Cancel

7 If you selected a **program**, it will automatically fill in the third-party account details. You can review and change this information if needed. Once you've confirmed all the details, click **Save** to add the product to the Queue,

			- Indi		Phone	
\$627.00	\$342.00	0	contact-test@profil.com	m	123-456-7890	
			- Comments			
2,279.50	\$100.00	0	Please deliver between	9 AM - 5 PM.		
			Carner		Service	
\$75.00	\$25.00	0	Program-1 Carrier		Program-1 Servic	e
	Bower ner	r non: 10 - 1-10 of 10	Third Party Account #7	4819302 🔨		
	nona pe	i puga	Account Number		Account Name	
			74819302		Jonathan Smith	
			Attention To		Company Name	
			Dear prog-1		First Program Inc	
			Address 1			
			1234 Program 1 TP Stre	et		
			Address 2			
			_ City	, Region	2P Cade	Courtry
			Springfield	L	432122	United States +
			Account Erroll		Phone	1.1
			jonathan.smith@examp	lie.com	+1 (555) 123-456	7
			- Comments			
			Looking forward to usin	g your services!		

8 To select a product from the queue, click the checkbox of the product,

=

				Guardian	Day down Marrie	Dirah Desduct ID	Color		Awaiting		In	Cart	🗑 Cart Su
-				Supplier	Product Name	Biank Product ID	COLOR	Qty	Amount	Decoration Am	Qty	Amount	My Cart
)	Ŵ	-	alphabroder	Ladies' Relaxed	B6450	RED	20 🕚	\$262.20	\$200.00	o	\$0.00	Sup
- Sa	n į	Ŵ	im	Hit Promo	Full Color Impri	LANYARDS-DS75	BLACK	6	\$0.00	\$0.00	o	\$0.00	
	v	滨	-	Hit Promo	Full Color Impri	LANYARDS-DS75	N/A	5 0	\$0.00	\$0.00	0	\$0.00	Selected Amo
	~	官	•	Vantage	Roadie Denim	7025	Denim	10 🕚	\$349.90	\$0.00	o	\$0.00	My Cart Total
	~	官	9%	Hit Promo	Kan-Tastic With	31	PURPLE	10 🕚	\$0.00	\$0.00	o	\$0.00	
	Ŷ	害	0	Snugz	Cap101	26526	BLACK	з 🚯	\$39.00	\$9.00	0	\$0.00	
	×	¥		Snugz	Test003	5245	BLACK	9 B	\$291.00	\$45.00	o	\$0.00	
	~	害	Λ	Decorator-2	Prodeco202	546898	BLACK	40 🚯	\$500.00	\$0.00	0	\$0.00	
	~	¥	1	Decorator-2	T-shirt101	59848	BLACK	114 0	\$627.00	\$342.00	o	\$0.00	
	~	12/		Vantage	Robson Crewne	REDW1635	Bark Cha	50	\$2 279.50	\$100.00	D	\$0.00	

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Click on the downward arrow to expand and view detailed information about the queue item. To add an item to the cart to purchase, click on the **Add to cart** button,

J P ck an	ur d m	cha	se O	rder Queue									The show filters	+ Add an It
				Supplier	Product	Name	Blank Product ID	Color		Awaiting			In Cart	
									Qty	Amount	Decoration Am	le	Qty	Amount
-(^	''		alphabroder	Ladies'	Relaxed	B6450	RED	20	\$262.20	\$200.00		0	\$0.00
	Ad Sal	les Ord	rt ter id	Internal Product Id	Design	Deco	rator Dec	coration Char_	Shipment	Reg. In H	ands D.,	Quantity	Notes	
	tes	a1234		pomtest	left chest 🚯	Deco	rator-2	\$200.00 🚯	255 W Crescenty	10/26/20	24	20 🕕		/ 8 8
	×	Ŷ	in.	Hit Promo	Full Col	or Impri	LANYARDS-DS75	BLACK	6 0	\$0.00	\$0.00		0	\$0.00
	Y	Ŵ	-	Hit Promo	Full Col	or Impri	LANYARDS-DS75	N/A	5 🚺	\$0.00	\$0.00		0	\$0.00
-		312	de.	Vantage	Roadie	Denim -	7025	Denim	10 0	\$349.90	\$0.00		0	\$0.00

10 On the next page, review the final prices and choose a **warehouse** where you would like to place the order, or select the **No Preference** option,

broder	Ladies' Relaxe	d 86450	RED	20 🕕	\$262.20	\$200.00	0 1	Decorated Unit Price (AVG)	
								Decorated Amount	
Product Id	Design D	ecorator D	ecoration Char_	Shipment	Reg. In Han	nds D	Quantity Notes	The prices include charges per item. Additional o	harges may be adde
	left chest 😗 D	ecorator-2	\$200.00	255 W Crescenty	10/26/2024	÷	22 0 /	Warehouse / Size	
oma	Full Color Imp	LANYARDS 057	5 BLACK	• 0	\$0.00	\$0.00	e 1	0 No Preference	D
oma	Full Color imp	LANYARDS-DS7	S N/A	• 0	\$0.00	\$0.00	0	Harrisburg, pa	0
ige	Roadie Denim	7025	Denim	30 O	\$349.90	\$0.00	0, 1	1	
ama	Kan-Tastic Wit	h 91	PURPLE	10 🜑	\$0.00	\$0.00		Inventory Avail.	Total Quantity
	Cap101	26526	BLACK	3 O	\$39.00	\$9.00	• •		Tetal Amou
e :	Test003	5245	BLACK	• 0	\$291.00	\$45.00	•		
rator-2	Prodeco202	546898	BLACK	40	\$500.00	\$0.00	• •		
ator-2	T-shirt101	59848	BLACK	134 🔘	\$627.00	\$342.00	• •		
ige	Robson Crewn	e REDW1635	Dark Cha	50 🔘 🚦	\$2,279.50	\$100.00	0 1		
						ş	lows per page: 10 + 1-10 of 11		

11 Click Add to Cart to finalize the selection and add the product to the cart,



12 After adding products to your cart, select the checkbox next to each item you want to buy. Then click the **Purchase** button to proceed with your order,

In	Cart	🟋 Cart Summa	ry			
Qty	Amount	My Cart				
0	\$0.00		Supplier	Product ID	Color	Amount
ø	\$0.00	□ * ■	alphabroder	86450	RED	\$462.20
0	\$0.00	Selected Amount	\$0.00			
0	\$0.00	My Cart Total	\$462.20		¥ Purchase	
0	\$0.00	Total Amount	\$462.20			
n	\$0.00	-				

13 Before completing your purchase, you can review your order details.

This page shows you:

- Your Blank Purchase Order,
- Your Decorator Purchase Order (if you've requested decoration),

Both orders include all the important details. If you do not want to send the order but to make a registry of it in **PromoLink** anyway, click **Mark as Ignored**: It will not send the order but you will be able to see it in your **Order Summary** page.

You can also edit some fields like **Purchase Order #**, **Comments**, and add an e-mail address to which a PDF copy of your order will be sent in this page before finalizing your order.

Once you've reviewed everything, click **Submit** to complete your purchase,

	chase Ord	ers									E Complete Orders
phabroder Pu	rchase Orders										 PO's that set as 'Mark as Ignored' will not sent to suppliers.
- Purchase Order		- Account									I agree terms & conditions
PO_10183		Special							vark as Ig	nored	
SO #	Product ID	Decorator	Color	Type	Sizes	Quantity	Blank Amount	Decoration An	nount	Amount	
test1234	B6450	Decorator-2	RED	Blank	2XL 20	20	\$262.20	9	\$0.00	\$262.20	
acoration PO's											
Purchase Order		Account							Mark as Ig	nored	
SO #	Product ID	Decorator	Color	Туре	Sizes	Quantity	Blank Amount	Decoration Ar	nount	Amount	
	B6450	Decorator-2	RED	Decorated	2XL 20	20	\$0.00	\$2	00.00	\$200.00	
test1234		Category	Туре	Disco	unt Code		Unit Price	Quantity	Amou	unt	
test1234 Name		ourcgory									

14 After creating your purchase order, you can review it in the Order Summary page. You can expand the order Status Details and Shipment Details by clicking on the down arrow.

≡											Goka	e Tay	maz
Q (Order Sui	mmary list of orders.									= Show	w filter	rs
	P0 #	SO #	Vendor	Line Types	Date	Sales Channel	Total Amount	Total Qty	Internal Status	Notes			
(~	P0,10229	78987	alphabroder	Decorated	10/21/2024	Manual	\$400.00	40	Sent via PS	N/A	0		ŧ
Ý	P0_10228	78987	SanMar	Blank	10/21/2024	1	\$1,240.00	40	Sent via PS	N/A	Ø		ŧ
~	P0_10227	TUNA-SO	alphabroder	Decorated	10/21/2024	Manual	\$90.00	9	Sent via PS	N/A	0		ŧ
~	P0_10226	TUNA-SO	SanMar	Blank	10/21/2024	1	\$300.00	9	Sent via PS	N/A	0		ŧ
~	P0_10225		Hit Promo	Blank + Decora	10/18/2024	Manual	\$1,507.33	50	Sent via PS	N/A	0		ŧ
~	PO_10224		Koozie	Blank + Decora	10/18/2024	Manual	\$155.00	10	Sent via PS	N/A	0		ŧ
~	P0_10223		PromoRose De	Decorated	10/17/2024	Manual	\$200.00	20	Sent via Email	N/A	ø		ŧ
~	P0_10222		Snugz	Blank	10/17/2024	Manual	\$250.00	20	Sent via Email	N/A	0		ŧ
~	P0_10221		alphabroder	Decorated	10/17/2024	Manual	\$360.00	40	Sent via PS	N/A	0		ŧ
~	P0_10220		Snugz	Blank	10/17/2024	Manual	\$500.00	40	Sent via Email	N/A	0		ŧ
								F	tows per page:	10 👻	1–10 of 513	<	>

15 By hovering over the "truck icon", you can view the shipping details as well.

	P0 #	SO #	Vendor	Line Types	Date	Sales Channel	l Tota	l Amount	Total Qty	Internal Status	Notes	ш	
^	PO_10229	78987	alphabroder	Decorated	10/21/2024	Manual		\$400.00	40	Sent via PS	N/A	⊙ ∎ ±	
SI	atus Details												
	Supplier Sales Order		Issue Category	Expected Ship	Date	E	expected Deli	very Date		Status			
1	a-int-WNF2K488		N/A	8/28/2024		8	3/30/2024			Shipped			
	56564		N/A	8/31/2024		9	/2/2024			Partially Ship	ped		
SI	hipment Details												
1	Fracking Number		Shipment Date		Dimer	nsions	Weight C	arrier	Shipment Me	ethod	Items		
1	Z12345678901234	56	8/26/2024		48×36×24 I	nches	25 KG U	PS	Ground		3 Ite is 🛤		
1	265432109876543	21	8/26/2024		40×30×20 I	nches PO Lin	ne Number	Supplier Pr	oduct ID	Supplier Part ID	Distributor Product ID	Distributor Part ID	Quant
~	PO_10228	78987	SanMar	Blank	10/21/2024	1	1	WNF2K488	BLKSM	SP-WNF2K488BLKSM	WNF2K488	WNF2K488BLKSM	
~	P0_10227	TUNA-SO	alphabroder	Decorated	10/21/2024	Manu	1 1	WNF2K488 WNF2K488	BLKMD BLKLG	SP-WNF2K488BLKMD SP-WNF2K488BLKLG	WNF2K488 WNF2K488	WNF2K488BLKMD WNF2K488BLKLG	

16 When you click on the "eye icon" of the order line, Order Details page opens up.

-							Gokce Tayma
a C	Order Sui	mmary r list of orders.		Order Details			
	P0 #	S0 #	Vendor	Order Response			
~	P0_10229	78987	alphabroder	Transaction Id: 390			
~	PO_10228	78987	SanMar	Code	Description		Severity
~	PO_10227	TUNA-SO	alphabroder	10	10 - Order Received		Information
~	P0_10226	TUNA-SO	SanMar	Order Status History			
~	P0_10225		Hit Promo	Date	N	fessage	
Ŷ	P0_10224		Koozie	10/21/2024, 06:25:40 PM	P	urchase order sent via PromoStandar	ďs
~	PO_10223		PromoRose D				
~	P0_10222		Snugz	Order Number: PO_10229	Order Date: 10/21/2024	Last Modified: 10/21/2024	Total Amount: \$400.00
Ŷ	PO_10221		alphabroder	Payment Terms: Net 30	Currency: USD	Order Type: Configured	Customer ID: N/A
~	PO_10220		Snugz	Shipments			
_				Shipment # 1			
				Details		Third Party Account	
				Ship References:	Allow Consolidation: True	Account Name: Gkhnkts	Account Number: 2165556
				Blind Ship:	Packing List Required:	Attention To:	Address:

17 When you click on the note button for the order, the "Add Note" window will open. Write your note for the order and click "Save" to save the note.

78987	alphabroder	Decorated	10/21/2024	Manual	\$400.00	40	Sent via PS	N/A	
78987	SanMar	Blank	10/21/2024	1	\$1,240.00	40	Sent via PS	N/A	
TUNA-SO	alphabroder	Decorated	10/21/2024	Manual	\$90.00	9	Sent via PS	N/A	
TUNA-SO	SanMar			Add Note		,	Sent via PS	N/A	
	Hit Promo	[)	Sent via PS	N/A	
	Koozie	Notes)	Sent via PS	N/A	
	PromoRose)	Sent via Email	N/A	
	Snugz					,	Sent via Email	N/A	
	alphabroder		_		Cancel),	Sent via PS	N/A	
	Snugz	Blank	10/17/2024	Manual	\$500.00	40	Sent via Email	N/A	
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						= Show filters
Date	Sales Channel	Total Amount	Total Qty	Internal Status	Notes	ш
10/21/2024	Manual	\$400.00	40	Sent via PS	N/A	0 💽
10/21/2024	1	\$1,240.00	40	Sent via PS	N/A	O Download PI
10/21/2024	Manual	\$90.00	9	Sent via PS	N/A	• • ±
10/21/2024	1	\$300.00	9	Sent via PS	N/A	0 🗈 🛓
10/18/2024	Manual	\$1,507.33	50	Sent via PS	N/A	• • ±
10/18/2024	Manual	\$155.00	10	Sent via PS	N/A	0