

PUREJOIN Purchase Order

PUREJOIN Purchase Order is available to all PUREJOIN customers. It is designed to keep track of your order history and inventory management and software driven purchase order entry will enhance your order time and labor. You can install PUREJOIN Purchase Order at any Windows computer or tablet.

- 1. Open your browser (Internet explorer, chrome,..)
- 2. Type in

http://product.update.keykode.com/PUREJOIN/inventoryutility/publish.htm

- 3. Select Run
- 4. If you see the following message, click More info and Run anyway.

| Windows protected your PC |
|--|
| Windows SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk. More info |
| ок |
| Windows protected your PC |
| Windows SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk. |
| |

5. Log in to Purchase Order

| User ID | : | | | |
|---------|-------|-------|--------|--|
| Passwo | ord : | | | |
| | | Login | Cancel | |
| | | | | |
| | | | | |

6. Select Store



7. Main Screen View

| urchase Order | | | | | - 0 |
|---------------|---------------------|--------|-------------------|---------------------|-------------------|
| Lookup PO | #: Filter: | (| Dates: | | |
| 00000001 | ⁹ Show C | Dpen 🗸 | 9/10/2016 🕞 | 10/10/2016 | |
| List of purc | hase orders: | | | 3 | Entiries |
| PO # | Tit Supplier | Status | Created | Last Upda | ated |
| 00000002 (| U DASO | Open | 10/7/2016 4:04 PM | 10/7/2016 | 4:04 PM |
| 0000003 (| U DASO | Open | 10/7/2016 4:52 PM | 10/7/2016 | 4:52 PM |
| 00000004 1 | U DASO | Open | 10/7/2016 4:55 PM | 10/7/2016 | 4:55 PM |
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| | | | | | |
| New | Delete | Edit | Receive | | Close |
| | | | | | |
| 0 | 2 🖬 🕯 | 1 | \$ | 0 <i>(ii</i> , 4) 📮 | 8:44 / 10/10/2 |

8. Create Purchase Order, Click New

- a. If you haven't set up proper supplier information, choose **blank purchase order**.
- b. Select desired supplier (supplier list is generated based on your items information, you can assign supplier from Inventory Utility & Web). If you don't see proper supplier, you can also select **Not Assigned**.

| L | .ookup P | O #: Filter: | | Dates: | | | |
|----|--------------------------|---------------------------------|--------------|----------------|----------|---------------|---------|
| 0 | 0000001 | ^o Show | Open ~ | 9/10/2016 | | 10/10/2016 | |
| L | ist of pur | chase orders: | | | | 3 E | ntiries |
| F | °O # | Tit Supplier | Status | Created | | Last Update | d |
| Cr | reate New Purcha | ase Order | 000 | 10/7/2016 | 4.04 DM | 4 40/7/2016 4 | |
| | Generati O Crea | ion Selection ate a new blan | k purchase | e order for ma | anual en | try | ^ |
| | ⊛ Gen | erate for all ite | ms in the s | selected grou | qu | | |
| | ⊖ Gen | erate based or | n re-order i | information | | | |
| | ○ Gen | erate based or | n items sol | d between th | ne dates | 1/6/2016 | to 1/ |
| | Group S | election | | | | | |
| | ○ All it | tems | | | | lot Assigned> | |
| | ○ Only | y items in spec | ified filter | | | ASO | |
| | ○ Only | y items in selec | cted catego | ories | | .LAJOY Y | |
| | Only | y items from se | lected sup | pliers | | IAKENGO | _ |
| | Only | y items from se | lected prin | nary supplier | S | None | Al |
| | Supplier | Selection | | | | | |
| | Orde | er from the sel | ected supp | olier | | | |
| | ○ Orde | er from the sup | plier with t | he lowest co | st | | |
| < | | | | | | | > |
| | | | | | ОК | Cancel | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | New | Delete | Edit | Recei | ve | CI | ose |
| | 0 | | | 9) | <u></u> | | 8:46 AM |

9. Header Of Purchase Order

- a. "Email to" is mandatory. You have to input email to information.
- b. You could put your email address for review.
- c. Use Remarks for additional information

| odifying - PO #00000005 - ANNIE | | - 0 |
|---------------------------------|--------------|------------------|
| Header Contents | | |
| | | |
| PO Number: | | |
| 0000005 | | |
| Title: | | |
| Untiltled | | |
| Status: | | |
| Open | | |
| Placement Status: | Date Placed: | |
| Order not yet placed | ~ 10/10/2016 | |
| Order To: | | |
| ANNIE | | ^ |
| 500 CHURCH ROAD | | ~ |
| Ship To: | | |
| PureJOIN Beauty #1 | | ^ |
| 5950 Live Oak Pkwy | | ~ |
| Requisitioner: | Email To: | |
| POS Manager | | |
| Data Deguiradi | | |
| 10/10/2016 | | |
| 10/10/2010 | 10/10/2010 | 9 |
| Remarks: | | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |
| | Subtotal: | \$0.00 |
| Send | Subtotal: | \$0.00 Cancel |

10. **Contents – Order Entry**

a. Simply you can start scanning item or use Add Item button to search

| odifying - PO #00000005 - ANNIE | | | | - 0 |
|---------------------------------|---------------|----------------|---------------|---------------|
| Header Contents | | | | |
| Contents: | | | | 0 Entry |
| Barcode Item Name | Qty OnHand | Qty Ordered | Uint Price | Ext. Price |
| | | | | |
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| | | | | |
| Add Item | Delete | | | |
| | | Subto | tal: | \$0.00 |
| Send | | C | Ж | Cancel |
| | | | | 8·49. A |

11. Using Add Item

Modifying - PO #00000005 - ANNIE ٥ \times Header Contents Item Search Cor ry Lookup Keyword Bar Search cream Results Barcode Name Price Cost 666425505003 SUPER STAR CREAM ... \$0.00 \$1.59 \$0.00 \$6.99 075724061057 CREAM OF NATURE A ... 075724251991 CREAM OF NATURE A ... \$0.00 \$8.99 607203291046 NK PRS-PWDR MP104 ... \$0.00 \$0.00 877917005257 F&W CLARIFIANCE W... \$0.00 \$0.00 810367015124 CLEAR FAST SKIN LIG ... \$0.00 \$0.00 040102722356 ANDIS RAZR SHAVE C ... \$0.00 \$0.00 OK Cancel

12. **Order Quantity**

- a. Item Quantity Screen pops up whenever item is added to order list
- b. Enter Quantity and touch OK on screen

| In | put Qty & Cost | |
|-----|----------------|--------------------------------------|
| Cor | Barcode : | 810367015124 |
| Bar | Description : | CLEAR FAST SKIN LIGHTENING CREAM 40Z |
| | Order QTY : | Sup. cost : |
| | Cost : | 0.00 << \$0.00 |
| | | OK Cancel |

13. **Review & Send**

📋 Modifying - PO #00000005 - ANNIE

- 0 ×

| Daraada | Iter | Qty | Qty | Uint | Ext. |
|--------------|----------|--------|---------|---------|---------|
| Barcode | Na | OnHand | Ordered | Price | Price |
| 810367015124 | C | 0 | 5 | \$0.00 | \$0.00 |
| 632169111831 | O | 0 | 8 | \$0.00 | \$0.00 |
| 705372029979 | A | 0 | 12 | \$0.00 | \$0.00 |
| 354456004033 | | -3 | 12 | \$6.99 | \$83.88 |
| 746817586190 | S | 0 | 6 | \$14.87 | \$89.22 |
| | | | | | |
| Add Item | | Delete | | | |
| Add Item | | Delete | Subto | tal: | \$173.1 |

14. If you didn't put email address, please enter email address on Contents



rke

15. **Receive Order**

| urchase Order | | | | - 0 |
|----------------|-------------------|----------|--------------------|--------------------|
| Lookup PO #: | Filter: | | Dates: | |
| 0000001 | ^o Shov | v Open 🗸 | 9/10/2016 💷 🗸 | 10/10/2016 |
| List of purcha | se orders: | : | | 4 Entiries |
| PO # S | Supplier | Status | Created | Last Updated |
| 00000002 LD | ASO | Open | 10/7/2016 4:04 PM | 10/7/2016 4:04 PM |
| 00000003 LD | ASO | Open | 10/7/2016 4:52 PM | 10/7/2016 4:52 PM |
| 00000004 LD | ASO | Open | 10/7/2016 4:55 PM | 10/7/2016 4:55 PM |
| 00000005 lA | NNIE | Open | 10/10/2016 9:47 AM | 10/10/2016 9:47 AM |
| | | | | |
| New | Delete | Edit | Receive | Close |
| | | | | |

16. **Receive All & Commit**

📋 Receiving - PO #00000005 - ANNIE

| Contents: | Otre | Otre | Otre | 5 Enuries |
|--------------|---------|------|--------------------------|-------------------|
| Barcode | Ordered | RTD | Received | Price |
| | 5 | 0 | 5 | \$0.00 |
| 632169111831 | 8 | 0 | 8 | \$0.00 |
| 705372029979 | 12 | 0 | 12 | \$0.00 |
| 354456004033 | 12 | 0 | 12 | \$6.99 |
| 746817586190 | 6 | 0 | 6 | \$14.87 |
| | | | | |
| | | | | |
| Add Item | Delete | | Receive All | Commit |
| Add Item | Delete | | Receive All | Commit |
| Add Item | Delete | | Receive All Subtotal: | Commit \$173.1 |

• Receive All – Set Qty Received as Qty Ordered

– o ×

• You can modify Qty Received by touching the field

• Commit – Received quantity will be added to your inventory

• OK – Complete Receiving Order

17. Purchase Order Form in Excel

| PureJOIN 5950 Live Oa Duluth, GA 3 | J Beauty ‡ k Pkwy 0096 | #1 | | Purchase PO Number : | e Order 00000005 | |
|--|------------------------------|----------------|--------------|-------------------------|---------------------|----------|
| То | | | Ship To | | | |
| ANNIE | INIE | | | Beauty #1 | | |
| 500 CHURCH RO | AD | | 5950 Live | Oak Pkwy | | |
| NORTH WALES, I | PA 19454 | | Duluth, GA | 30096 | | |
| Tel) 267-677-109 | 50 | | Tel) 67820 | 60500 | | |
| Fax) 215-699-82 | 89 | | Fax) 67820 | 54884 | | |
| | | | | | | |
| P.O. Date | Req'd Date | Requi | itioner | | Confirming To | |
| 10/10/2016 | | POS M | anager | | help@purejoin.co | m |
| Remarks | | | | | | |
| Barcode | Description | | Order Number | QTY | Unit Price | Total |
| 810367015124 | CLEAR FAST SKIN | LIGHTENING CR | | 5 | | |
| 632169111831 | ORS OLIVE OIL ED | GE CONTROL G | | 8 | | |
| 705372029979 | AN HAIR DRYER D | DIFFUSER #2997 | | 12 | | |
| 854456004033 | .357 hair gel | | | 12 | \$6.99 | \$83.88 |
| 746817586190 | SALON PRO LACE | WIG REMOVER | | 6 | \$14.87 | \$89.22 |
| | | | | Total : | | \$173.10 |
| Powered by Pure | | | | | | |

Question?

- Go to merchant.purejoin.com and Click FAQ
 - Email us <u>help@PUREJOIN.com</u>