Creating Purchase Orders from an Order

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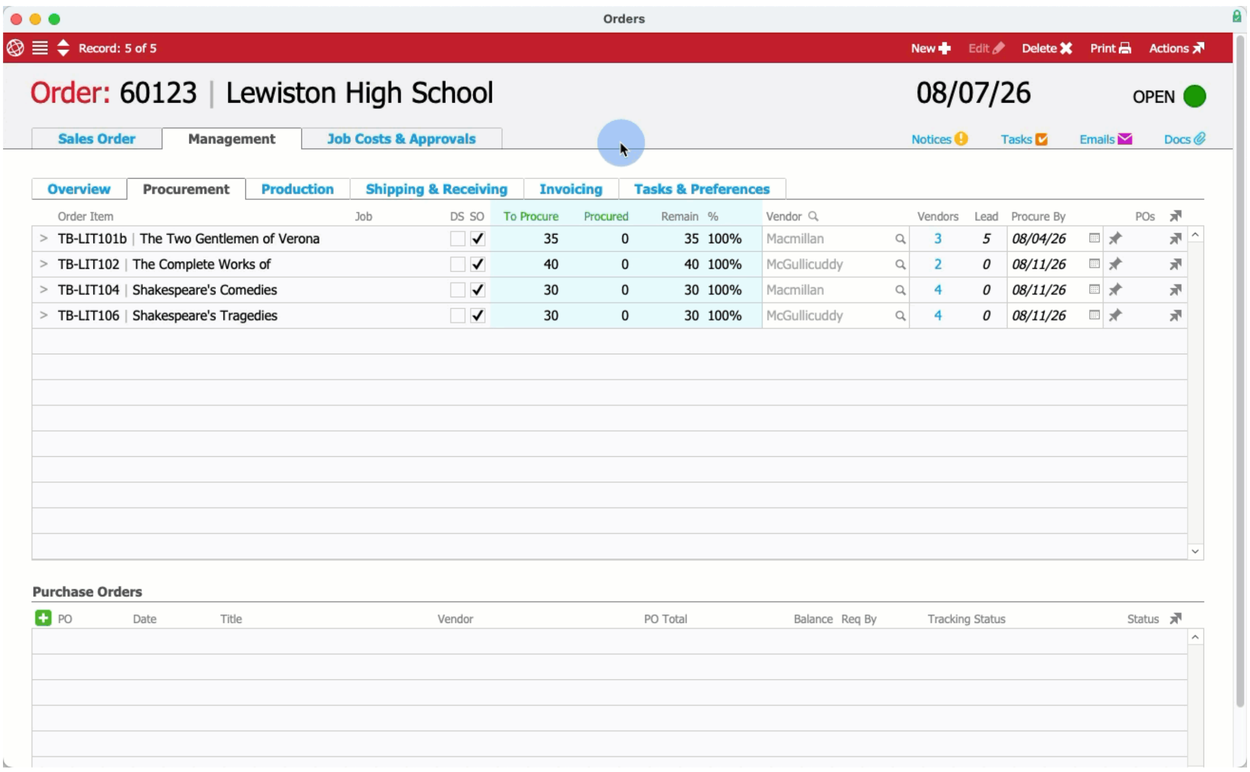
This guide explains various ways to create purchase orders from an order. It is intended for advanced users.

There are several ways to create purchase orders from an order using aACE advanced procurement features. From the Main Menu, go to Order Management > Orders. Use the Quick Search bar to locate your order, then select the Go-To icon (>). Then, select Management > Procurement.

If your aACE system has the preference "Auto-generate purchase orders to have vendor POs automatically generated once an order is opened" enabled, aACE automatically creates the purchase orders for you. The following functionality is to manually create purchase orders.

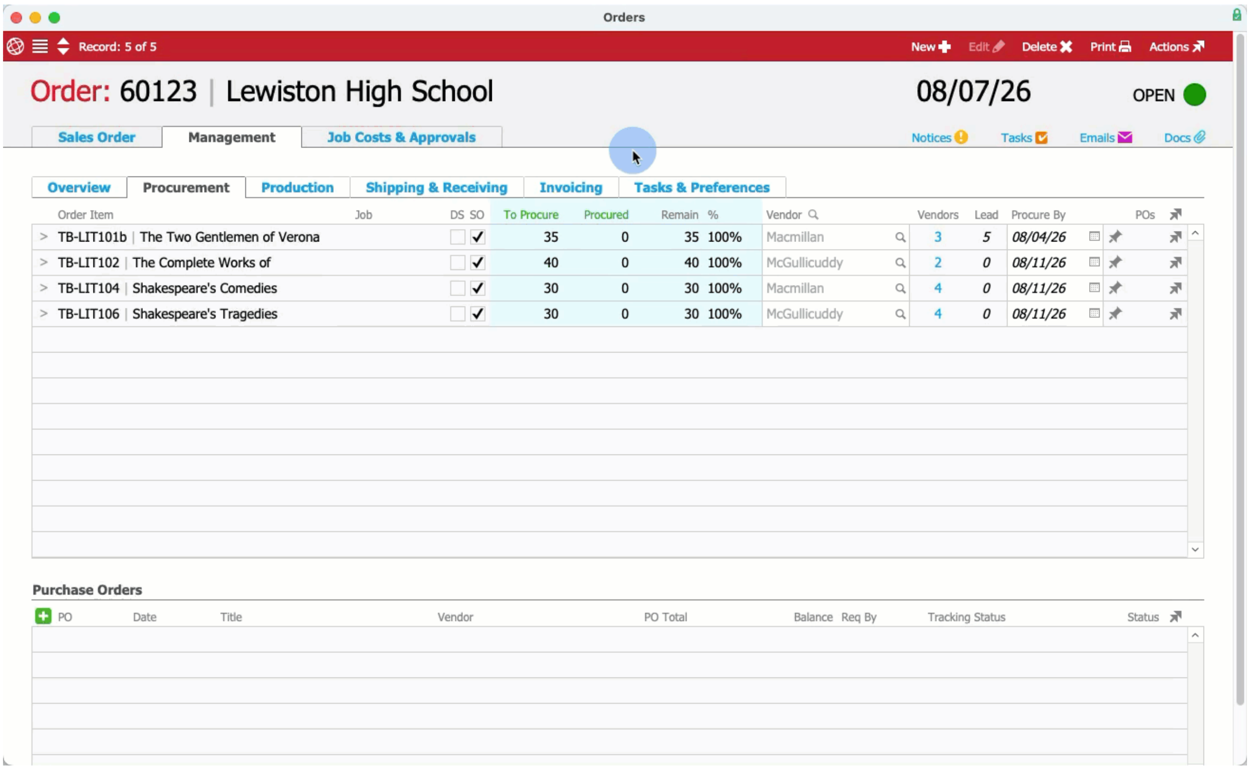
Using the Procure Item Action

To create a purchase order for a single item, select the item Actions icon ( ), then select Procure Item.



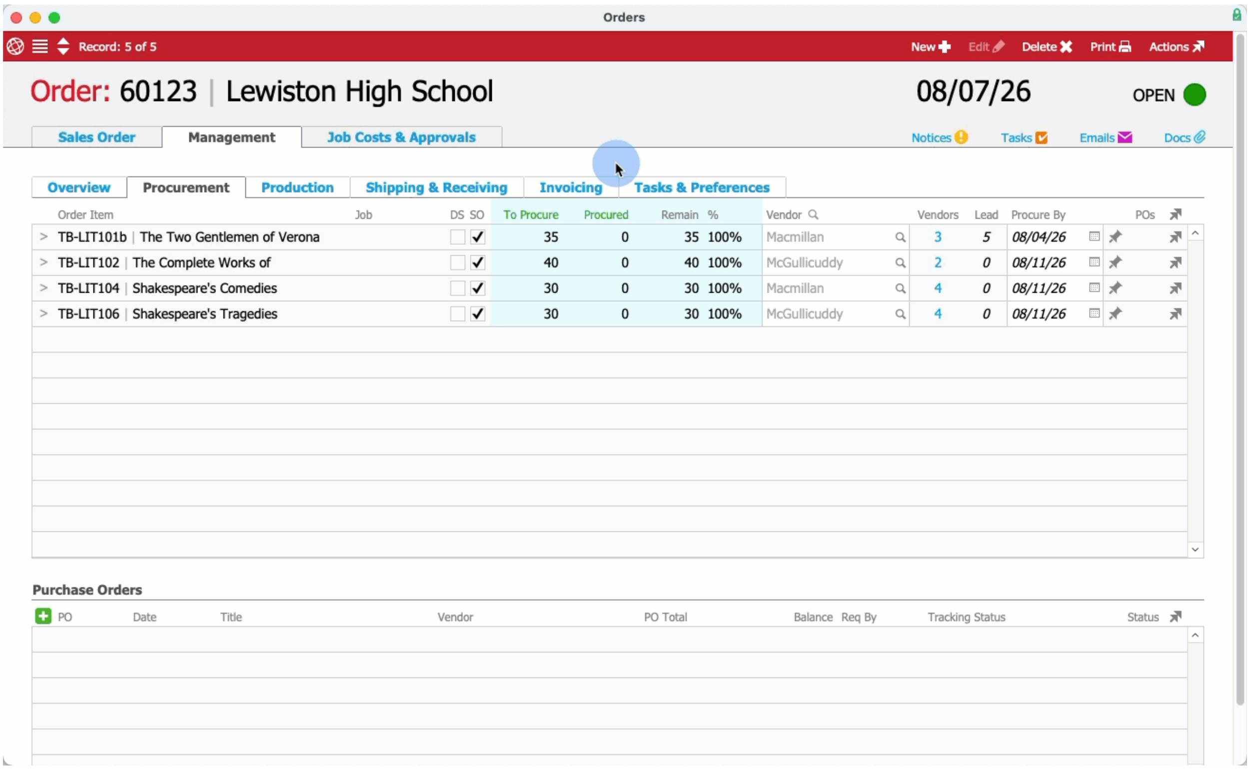
Using the Generate POs Action

To create purchase orders for all the items at once, select the Actions icon ( ) for the Order Items section, then select Generate POs.



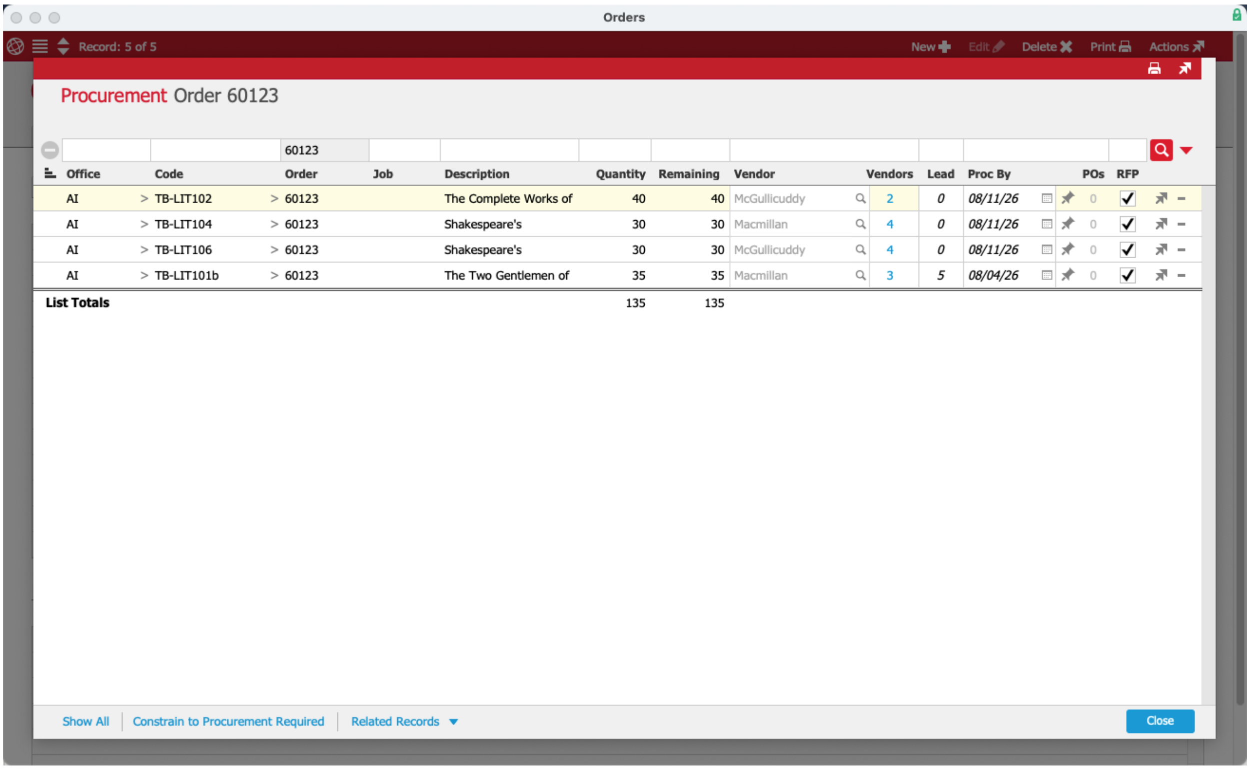
Using the Generate PO for Vendor Action

To generate a purchase order for a specific vendor for the order, select the Actions icon ( ) for the Order Items section then, select Generate PO for Vendor.



Using the Go to Advanced Procurement Action

To create multiple purchase orders with different vendors, select the Actions icon ( ) for the Order Items section, then select Go to Advanced Procurement. aACE displays a Quick Search view where you can search for purchase orders for the order. This is helpful if you have more than just a few purchase orders.



Once you have your list of purchase orders, select the Actions icon ( ), then select Generate POs for List or Generate POs for List for Vendor.