

VAST: Manual PO Creation and Electronic Ordering – Best Practice Guide

PURPOSE

The purpose of this guide is to provide Critical to Quality callouts as well as Best Practice process steps and guidance to enable store employees involved in **Manual PO Creation and Electronic Ordering in VAST**.

By following this guide, you will be able to successfully process an electronic order using a manually created purchase in Purchase Order Manager in VAST.

SAFETY & QUALITY FIRST

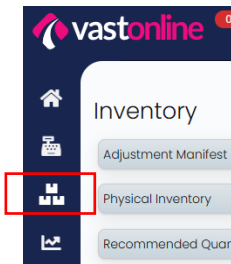
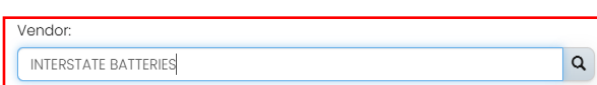


CRITICAL TO QUALITY



- This order process is vital to ensuring that the product a customer needs is ordered and delivered as expected to complete our CES strategy.

BEST PRACTICE PROCESS STEPS

Step	Action
1	Select the Inventory page icon in the left-side navigation menu. 
2	Click Purchase Order Manager under 'Purchasing.' 
3	On the 'Purchase Order Manager' page, click Create PO from the bottom toolbar. 
4	On the 'Create Purchase Order' page, enter the name of the vendor you are ordering from in the 'Vendor' field and click the magnifying glass icon. 

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5	On the 'Vendor Search' page, select the appropriate line item. Note: The vendor listings might be labeled by store. Then click the Select button in the lower right corner. Vendor Search Vendor Number: INTERSTATE BATTERIES Vendor Name: INTERSTATE BATTERIES <table><thead><tr><th>Vendor Number</th><th>Location Specific Vendor Number</th><th>Vendor Name</th></tr></thead><tbody><tr><td>1040</td><td>1040</td><td>Interstate Batteries - 9494 (Hanover Par</td></tr><tr><td>1041</td><td>1041</td><td>Interstate Batteries - 9495 (Oswego)</td></tr><tr><td>1042</td><td>1042</td><td>Interstate Batteries - 9496 (Roselle)</td></tr><tr><td>1293</td><td>1293</td><td>Interstate Batteries - 9503 (Lancaster)</td></tr></tbody></table> Cancel Select	Vendor Number	Location Specific Vendor Number	Vendor Name	1040	1040	Interstate Batteries - 9494 (Hanover Par	1041	1041	Interstate Batteries - 9495 (Oswego)	1042	1042	Interstate Batteries - 9496 (Roselle)	1293	1293	Interstate Batteries - 9503 (Lancaster)																								
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6	Back on the 'Create Purchase Order' page: 1. Make sure 'Manual Entry' is selected. 2. Click the Save button in the lower corner Create Purchase Order Vendor: 1041 Choose a Creation Method ☐ Automatic from Recommended Quantity ☐ Automatic from Products Sold ☐ Automatic from Average Products Sold 1 ☒ Manual Entry Cancel 2 Save																																							
7	On the 'Review Purchase Order' screen: 1. Enter the part number you want to order in the appropriate field in the 'Product Number' column and hit 'Enter' on the keyboard. Note: If ordering more than one part number, continue entering each part number needed on the purchase order. 2. Enter the quantity you would like to order for each part number in the appropriate field in the 'Order' column for each part number line. 3. Make sure there is a cost entered for the part number you are ordering. Note: If there is no a cost showing, please enter the cost of each product in the appropriate field in the 'Unit Cost' column. <table><thead><tr><th>Product Number</th><th>Search Size</th><th>Description</th><th>Qty on Hand</th><th>On Order</th><th>Committed</th><th>Original Ord...</th><th>Order</th><th>Package Quant...</th><th>Recommended Qty</th><th>Min Recommended Q...</th><th>Unit Cost</th><th>Up</th></tr></thead><tbody><tr><td>MTP-124R</td><td></td><td>INTERSTATE BATTERY MTP-124</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0</td><td>1</td><td>0.00</td><td>0</td><td>0</td><td>98.39</td><td></td></tr><tr><td></td><td></td><td></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0</td><td>0</td><td>0.00</td><td>0</td><td>0</td><td>0.00</td><td></td></tr></tbody></table> 1 2 3	Product Number	Search Size	Description	Qty on Hand	On Order	Committed	Original Ord...	Order	Package Quant...	Recommended Qty	Min Recommended Q...	Unit Cost	Up	MTP-124R		INTERSTATE BATTERY MTP-124	0.00	0.00	0.00	0	1	0.00	0	0	98.39					0.00	0.00	0.00	0	0	0.00	0	0	0.00	
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8	When everything on your purchase order has been entered and you are ready to send the PO, click the Post & Print Preview button in the bottom toolbar. Cancel Reprint Update Vendor Add Line Stock Check Post & Transmit Post & Print Preview Save																																							
9	On the 'Post and Preview Purchase Order' window: 1. Click the Create Vendor Electronic PO checkbox. 2. Click Save. Post and Preview Purchase Order PO Number: 000011 Created: 08/14/2025 PO Total: 98.39 ☒ Post ☒ Preview Purchase Order 1 ☒ Create Vendor Electronic PO ☐ Mark and Resend to Location Vendor Details Number: 1041 Name: Interstate Batteries - 9495 (Osw) Address: undefined undefined undefined undefined undefined, undefined undefined Phone: Cancel 2 Save																																							