



Master Purchase Orders in PaladinPOS™

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Account Specialist
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WHAT YOU'LL LEARN

- Advantages of using POs in Paladin.
- The various methods of creating POs
- Creating, confirming, & sending POs
- Recalling and sending a stored PO
- Receiving a manual and EDI POs
- Resending an open PO to suppliers
- Merge stored POs
- Add instructions to POs
- Set up individual costs
- Using the Purchase Order Importer

Advantages of using POs



- Logical, practical, easy and best method for receiving and managing inventory.
- Most effective method for tracking purchases and managing stock on hand.
- Enhances ordering and receiving efficiencies.
- Improves supplier order communications for both EDI and non-EDI vendors.
- More precise and timely costs, margins, and retail pricing.

Methods of creating POs



PURCHASE ORDER

Hanyman Hardware
123 Main Street
Paris, IN 46360
463-234-1234

PO # 376
ACCOUNT #
SUPPLIER # 443
DATE 22-09-24
TIME 09:58
EMPLOYEE J. A. PALADIN S.
TERMINAL 52
PAGE # 1

ORDERED FROM: HANYS
SHIP TO: P: 456-123-3234
Hanyman Hardware
1403 N. DUFFIELD ST
WATSON, IN 46580

ITEM	DESCRIPTION	QTY	COST	UNIT	EXT
11-129	MASONRY SLIDE NUTS	2	17.800	EACH	35.60
0012-08-01	SCAFFOLD KEEPS LEVELING JACK	2	31.900	EACH	63.80
11-476	JOINTER V. BOX 12	2	4.500	EACH	9.00
11-258	CABLE TROUGH 1" 11-258	5	11.000	EACH	55.00
1184	4x 12" LONG BRICK	20	1.750	EACH	35.00
005-LG	TAPERED WOOD SHIMS	30	1.850	EACH	55.50

I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO THE POSTED TERMS AND CONDITIONS

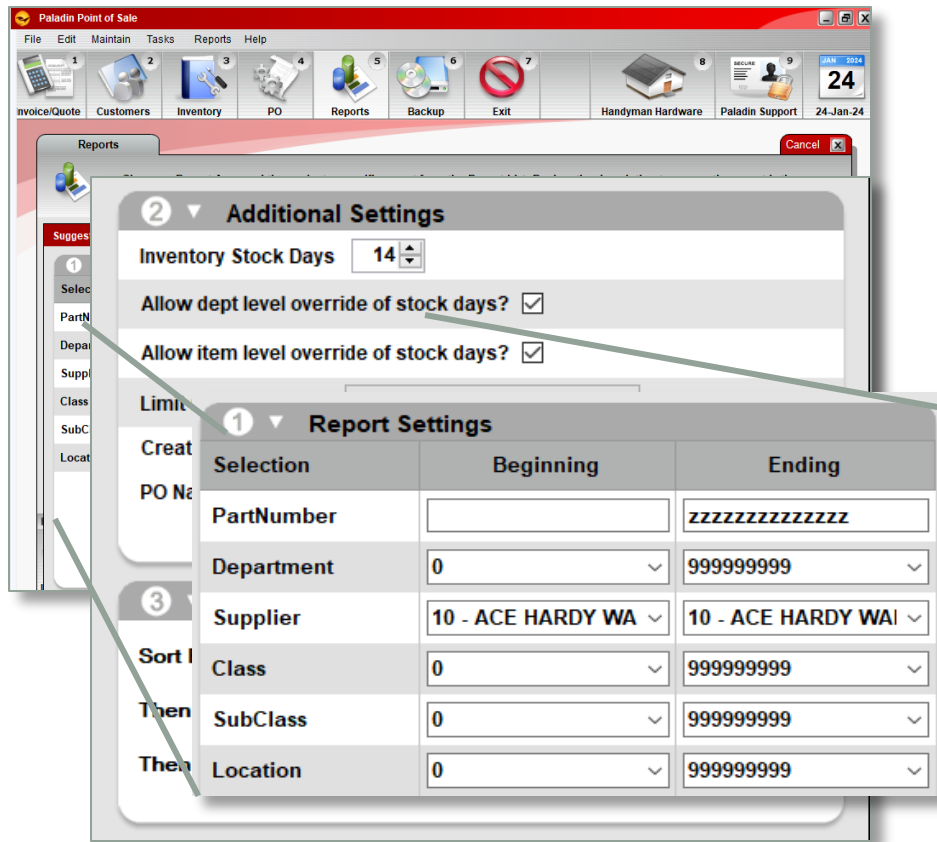
SIGNATURE: _____

TOTAL \$ 256.90

1. **Suggested Order Report** (automated ordering).
2. **Items Sold Report** (replenishment ordering).
3. **RF Gun/Terminal Scanning** (shooting for outs).
4. **Manually entering orders** (want-list ordering).
5. **Special Order PO Creation** (S.O. invoices to PO's).
6. **Invoice/Quote PO Creation** (Convert invoices to PO's).
7. **PO Importing** (Receiving Excel file from suppliers).

Paladin best practices utilize the Suggested Order report.

Suggested Order Report PO

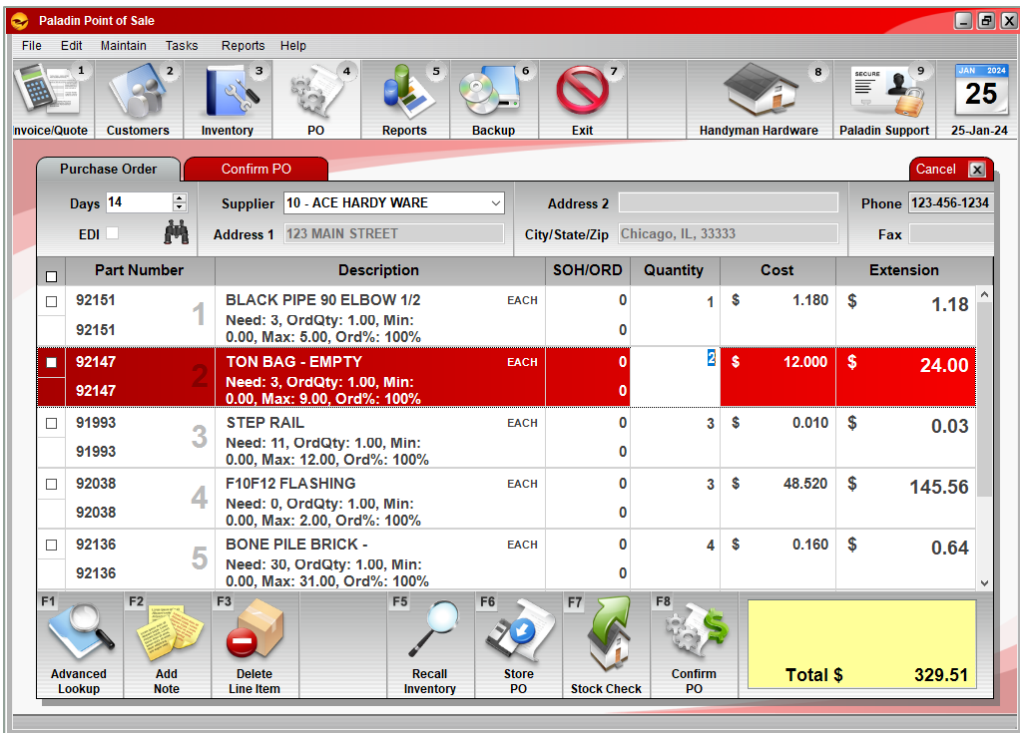


Using the Suggested Order Report

1. Select **Reports** module.
2. Select **Inventory > Purchase Order**.
3. Select **Suggested Order Report**, click **F12 Next**.
4. In the supplier row, select a **Supplier**.
5. In the **Additional Settings** pane, check [Create working PO(s) from this data].
6. Optionally, enter a **Name** for the purchase order.

Suggest Order Report PO

Using the Suggested Order Report



Paladin Point of Sale

File Edit Maintain Tasks Reports Help

1 Invoice/Quote 2 Customers 3 Inventory 4 PO 5 Reports 6 Backup 7 Exit 8 Handyman Hardware 9 Paladin Support 25-Jan-24

Purchase Order Confirm PO Cancel

Days 14 Supplier 10 - ACE HARDY WARE Address 2 Phone 123-456-1234
 EDI Address 1 123 MAIN STREET City/State/Zip Chicago, IL, 33333 Fax

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
92151	1 BLACK PIPE 90 ELBOW 1/2 Need: 3, OrdQty: 1.00, Min: 0.00, Max: 5.00, Ord%: 100%	EACH 0	1	\$ 1.180	\$ 1.18
92147	2 TON BAG - EMPTY Need: 3, OrdQty: 1.00, Min: 0.00, Max: 9.00, Ord%: 100%	EACH 0	2	\$ 12.000	\$ 24.00
91993	3 STEP RAIL Need: 11, OrdQty: 1.00, Min: 0.00, Max: 12.00, Ord%: 100%	EACH 0	3	\$ 0.010	\$ 0.03
92038	4 F10F12 FLASHING Need: 0, OrdQty: 1.00, Min: 0.00, Max: 2.00, Ord%: 100%	EACH 0	3	\$ 48.520	\$ 145.56
92136	5 BONE PILE BRICK - Need: 30, OrdQty: 1.00, Min: 0.00, Max: 31.00, Ord%: 100%	EACH 0	4	\$ 0.160	\$ 0.64

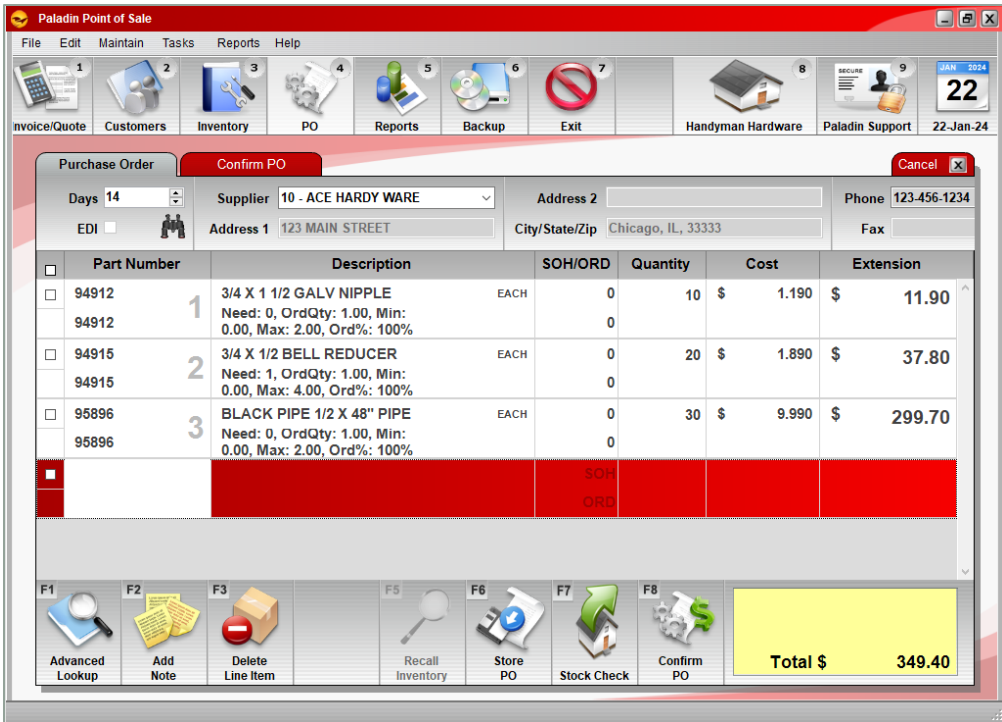
F1 Advanced Lookup F2 Add Note F3 Delete Line Item F5 Recall Inventory F6 Store PO F7 Stock Check F8 Confirm PO

Total \$ 329.51

7. Select a sort order of choice in the **Sorting Options** pane. We recommend **Extended Cost** in Descending order to push high-dollar items to the top.
8. When you are done, click **F12 Run Report**.
9. The **Suggested Order Report** appears as a PDF and is used to review the items and total cost.
10. When ready, go to the **PO module** to recall, edit, and submit your PO.

Note: Most EDI suppliers POs will be sorted based on availability of product in the warehouse.

Creating a manual PO



Paladin Point of Sale

File Edit Maintain Tasks Reports Help

1 Invoice/Quote 2 Customers 3 Inventory 4 PO 5 Reports 6 Backup 7 Exit 8 Handyman Hardware 9 Paladin Support 22-Jan-24

Purchase Order **Confirm PO** **Cancel**

Days 14 Supplier 10 - ACE HARDY WARE Address 2 Phone 123-456-1234
 EDI Address 1 123 MAIN STREET City/State/Zip Chicago, IL, 33333 Fax

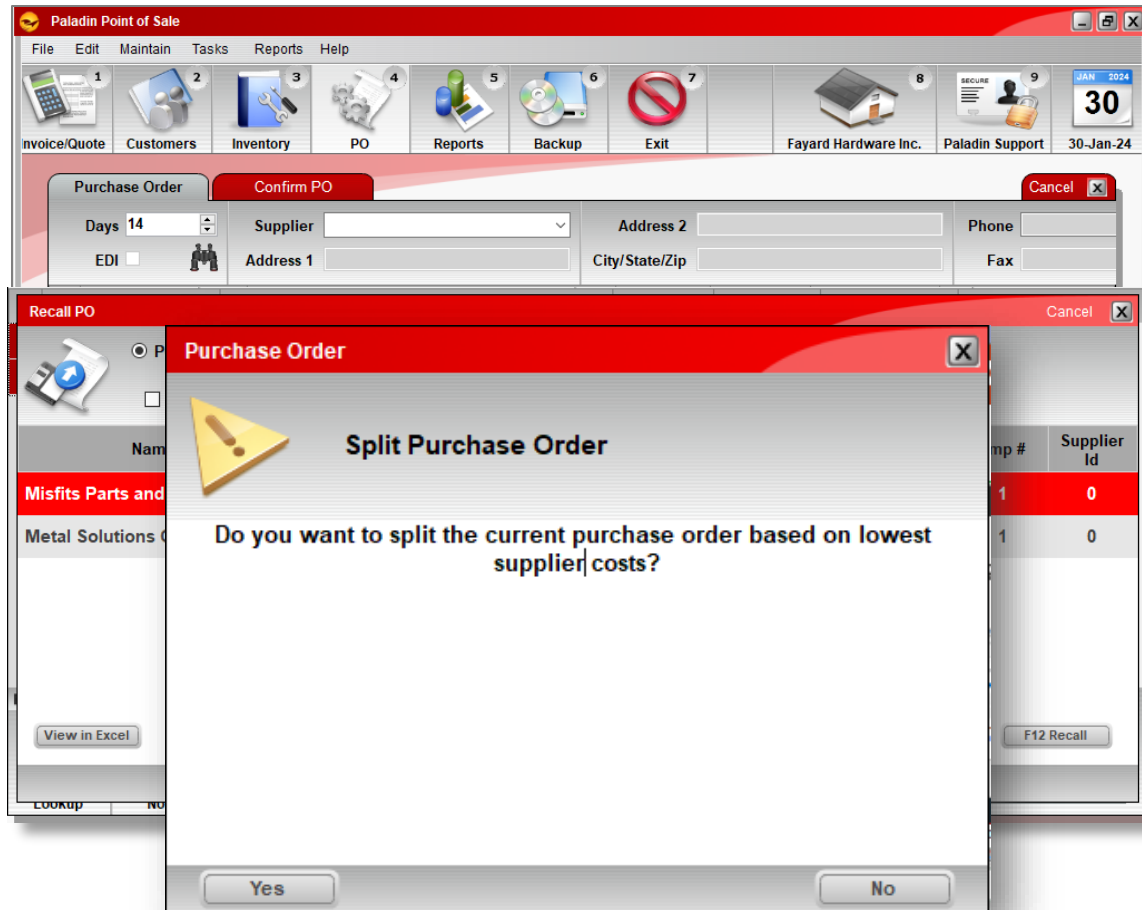
Part Number	Description	SOH/ORD	Quantity	Cost	Extension
94912	3/4 X 1 1/2 GALV NIPPLE	EACH	0	10 \$ 1.190	\$ 11.90
94912	Need: 0, OrdQty: 1.00, Min: 0.00, Max: 2.00, Ord%: 100%		0		
94915	3/4 X 1/2 BELL REDUCER	EACH	0	20 \$ 1.890	\$ 37.80
94915	Need: 1, OrdQty: 1.00, Min: 0.00, Max: 4.00, Ord%: 100%		0		
95896	BLACK PIPE 1/2 X 48" PIPE	EACH	0	30 \$ 9.990	\$ 299.70
95896	Need: 0, OrdQty: 1.00, Min: 0.00, Max: 2.00, Ord%: 100%		0		
		SOH			
		ORD			

F1 Advanced Lookup F2 Add Note F3 Delete Line Item F5 Recall Inventory F6 Store PO F7 Stock Check F8 Confirm PO

Total \$ 349.40

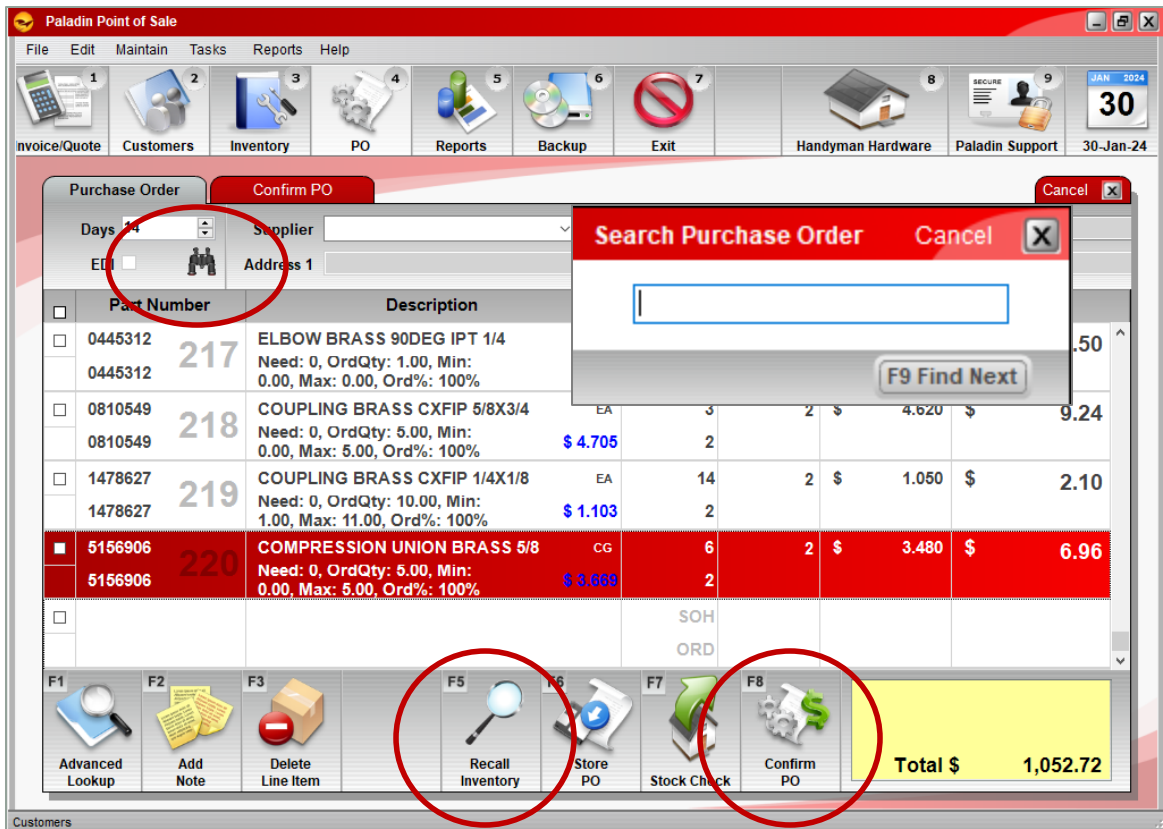
1. Select the **PO** module.
2. Enter or select a supplier from the **Supplier** list.
3. In the **Part Number** box, enter a part number or to search for a part, click **F1 Advanced Lookup**.
4. Select a single or multiple items and adjust the **Quantity** or **Cost** as desired.
5. To add more items, repeat step 3.
6. Press **F6/Store PO** to put the PO on-hold and recall it later to complete the purchase or press **F8/Confirm PO**.

Recalling and sending a stored PO



1. Go into the **PO** module.
2. Press the **F6 Recall** button.
3. Choose a stored PO, press **F12 Recall**.
4. The **Split Purchase Order** dialog box appears when you have not selected a Supplier for your order.
5. This feature is activated if you have more than one supplier each with a separate supplier cost. Otherwise, it defaults to the primary supplier and cost.

Recalling and sending a stored PO



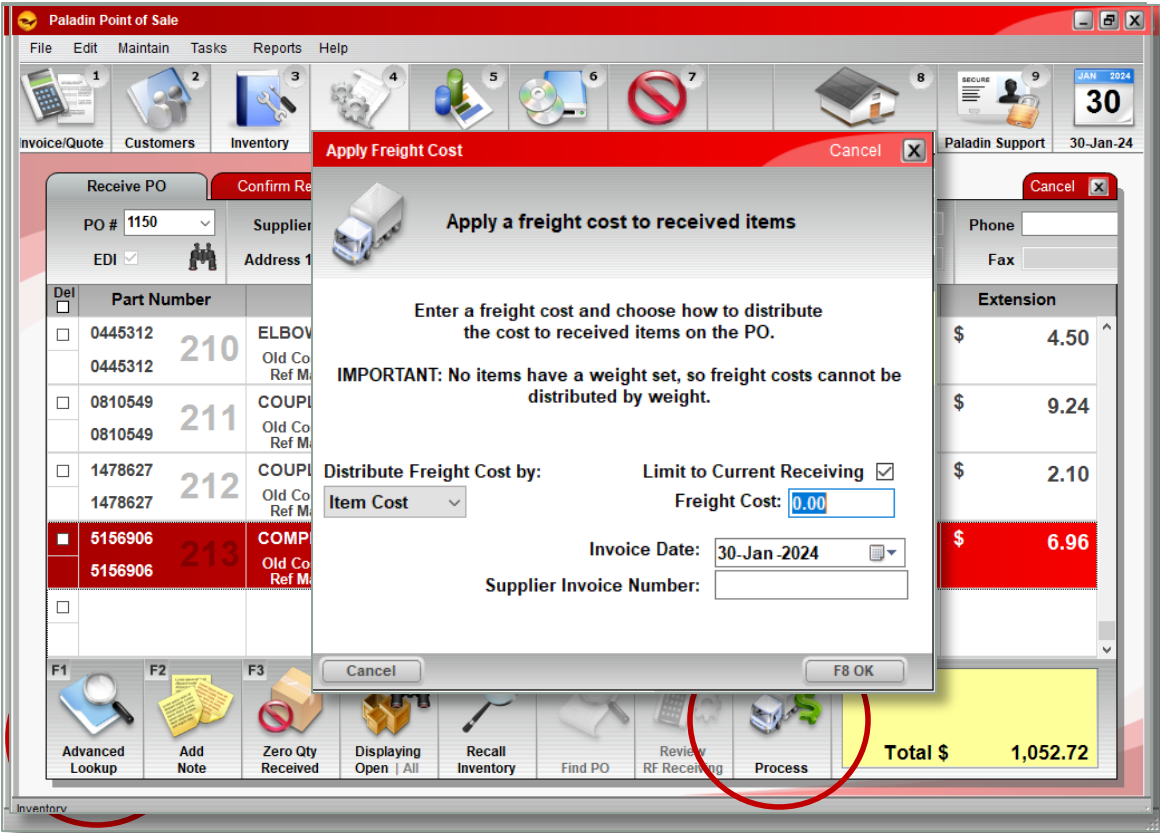
The screenshot shows the 'Paladin Point of Sale' software interface. The main window is titled 'Purchase Order' and has a 'Confirm PO' button. A search dialog box is open, titled 'Search Purchase Order', with a search field and a 'Find Next' button. The main window displays a list of items with columns for Part Number, Description, and Price. The items are:

Part Number	Description	Price
0445312 217	ELBOW BRASS 90DEG IPT 1/4	0.50
0810549 218	COUPLING BRASS CXFIP 5/8X3/4	9.24
1478627 219	COUPLING BRASS CXFIP 1/4X1/8	2.10
5156906 220	COMPRESSION UNION BRASS 5/8	6.96

The total amount is \$1,052.72. The interface includes a menu bar (File, Edit, Maintain, Tasks, Reports, Help) and a toolbar with icons for Invoice/Quote, Customers, Inventory, PO, Reports, Backup, Exit, Handyman Hardware, and Paladin Support. The bottom status bar shows 'Customers'.

- The PO line items are displayed.
- Adjust or modify quantities and/or costs.
- To search for specific items, press the binoculars icon or **CTRL+F** keys.
- Additionally, you may jump to any inventory item by highlighting any row and pressing **F5 Recall Inventory**.
- Next press the **F8 Confirm PO** button and verify the total amount that you are about to receive.

Receiving a manual PO



Paladin Point of Sale

File Edit Maintain Tasks Reports Help

1 Invoice/Quote 2 Customers 3 Inventory 4 Apply Freight Cost 5 6 7 8 9

PO # 1150 Supplier Address 1

EDI ☒ Address 1

Del	Part Number	Quantity	Description
☐	0445312	210	ELBOV
☐	0445312	210	Old Co Ref M.
☐	0810549	211	COUPI
☐	0810549	211	Old Co Ref M.
☐	1478627	212	COUPI
☐	1478627	212	Old Co Ref M.
☒	5156906	213	COMP
☒	5156906	213	Old Co Ref M.

Enter a freight cost and choose how to distribute the cost to received items on the PO.

IMPORTANT: No items have a weight set, so freight costs cannot be distributed by weight.

Distribute Freight Cost by: Limit to Current Receiving ☒

Freight Cost:

Invoice Date:

Supplier Invoice Number:

Cancel F8 OK

Phone Fax

Extension

\$	4.50
\$	9.24
\$	2.10
\$	6.96

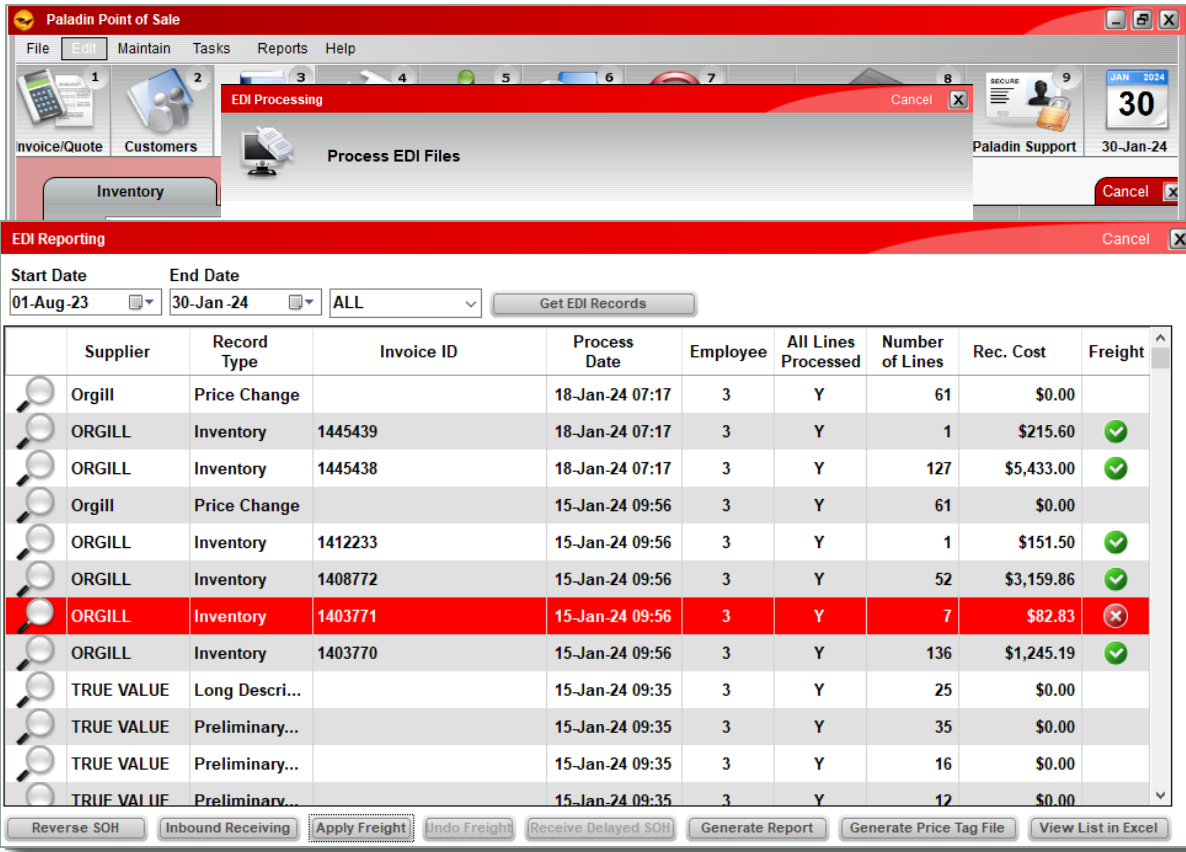
Total \$ 1,052.72

F1 Advanced Lookup F2 Add Note F3 Zero Qty Received

Displaying Open | All Recall Inventory Find PO Review RF Receiving Process

1. Select the **PO** module, **F5 Receive PO** Mode, and **F6 Find PO**.
2. Select the desired Open PO and press **F12 Open**.
3. Edit the Quantity and Cost as received on your invoice then press **F8 Process**.
4. On the Confirm Receive and Total window, press **F1 Process**.
5. Enter **Freight Cost** if any and press enter.
6. The PO invoice has been received and your quantities and costs have been augmented in inventory as desired.

Receiving an EDI PO



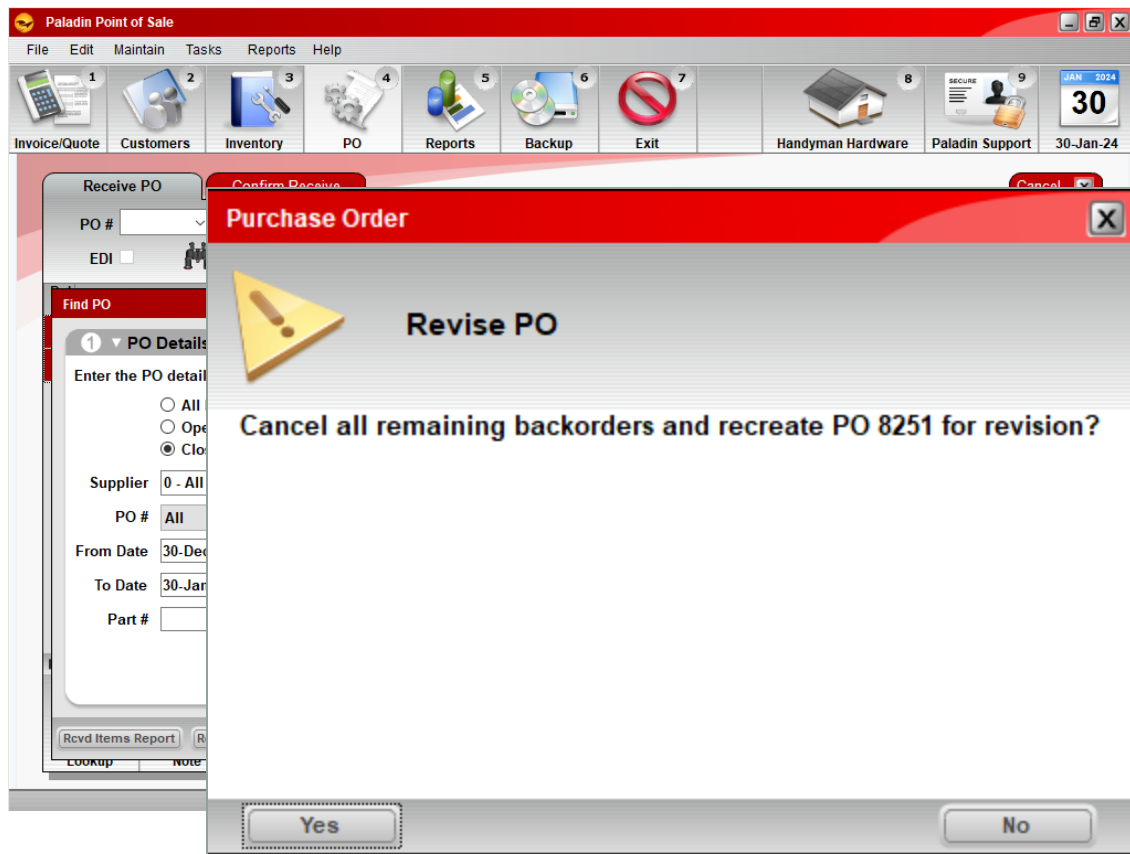
The screenshot shows the 'Paladin Point of Sale' software interface. The top menu bar includes File, Edit, Maintain, Tasks, Reports, and Help. Below the menu, there are icons for Invoice/Quote, Customers, and Inventory. The 'Process EDI Files' window is open, showing a list of EDI records. The 'EDI Reporting' window is also open, displaying a table of EDI records with columns for Supplier, Record Type, Invoice ID, Process Date, Employee, All Lines Processed, Number of Lines, Rec. Cost, and Freight. The table shows several records from ORGILL and TRUE VALUE, with one record from ORGILL highlighted in red.

Supplier	Record Type	Invoice ID	Process Date	Employee	All Lines Processed	Number of Lines	Rec. Cost	Freight
Orgill	Price Change		18-Jan-24 07:17	3	Y	61	\$0.00	
ORGILL	Inventory	1445439	18-Jan-24 07:17	3	Y	1	\$215.60	✓
ORGILL	Inventory	1445438	18-Jan-24 07:17	3	Y	127	\$5,433.00	✓
Orgill	Price Change		15-Jan-24 09:56	3	Y	61	\$0.00	
ORGILL	Inventory	1412233	15-Jan-24 09:56	3	Y	1	\$151.50	✓
ORGILL	Inventory	1408772	15-Jan-24 09:56	3	Y	52	\$3,159.86	✓
ORGILL	Inventory	1403771	15-Jan-24 09:56	3	Y	7	\$82.83	✗
ORGILL	Inventory	1403770	15-Jan-24 09:56	3	Y	136	\$1,245.19	✓
TRUE VALUE	Long Descri...		15-Jan-24 09:35	3	Y	25	\$0.00	
TRUE VALUE	Preliminary...		15-Jan-24 09:35	3	Y	35	\$0.00	
TRUE VALUE	Preliminary...		15-Jan-24 09:35	3	Y	16	\$0.00	
TRUE VALUE	Preliminary...		15-Jan-24 09:35	3	Y	12	\$0.00	

Buttons at the bottom: Reverse SOH, Inbound Receiving, Apply Freight, Undo Freight, Receive Delayed SOH, Generate Report, Generate Price Tag File, View List in Excel.

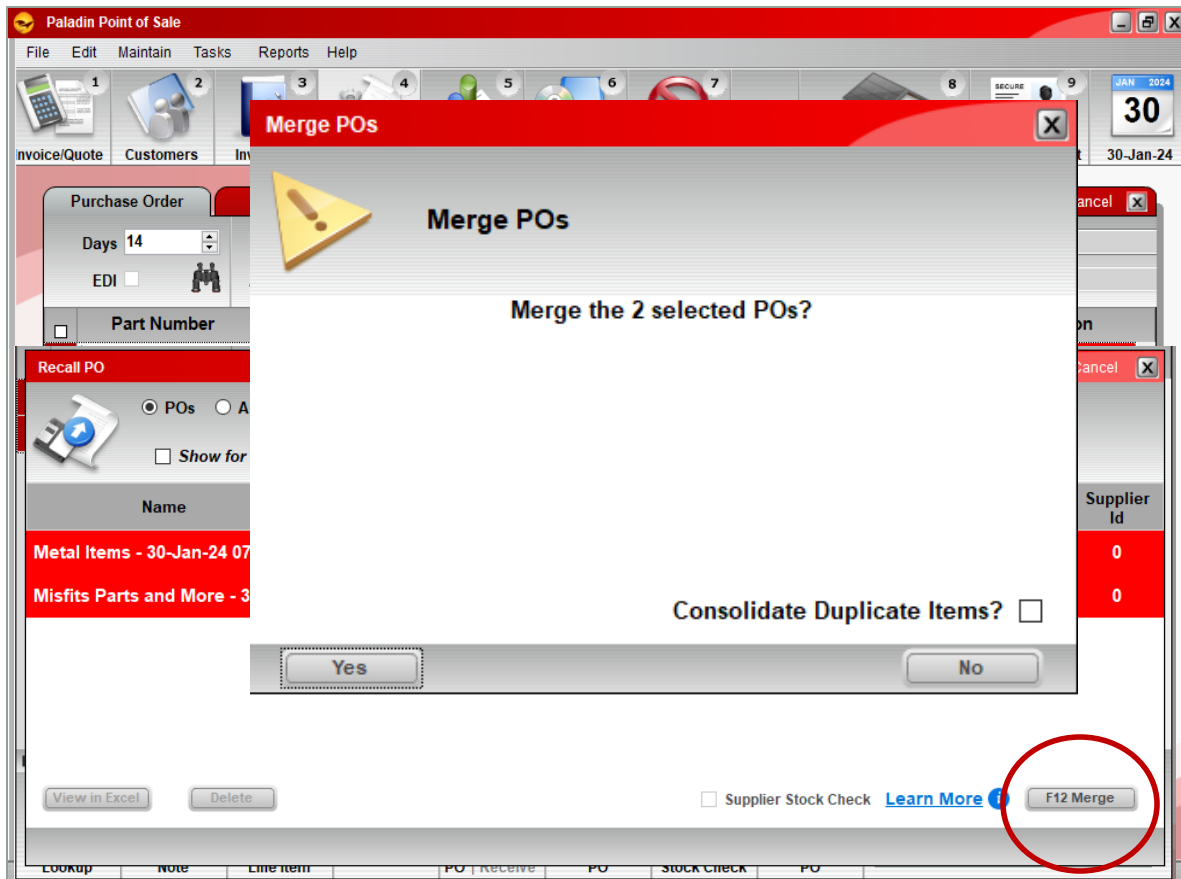
1. Select the **Inventory** module.
2. Select the **F9 EDI**.
3. Select **Download** or **Process EDI file**.
Note: Each EDI vendors process is slightly different based on features offered by the supplier. See the KBA for instructions.
4. The EDI invoices will be processed.
5. Upon completion, select the **Reporting** button to review your changes to inventory.
6. Under the reporting section you may perform other functions such as, print item tags, apply freight cost, reverse SOH and generate Excel reports.

Resending an open PO to suppliers



1. Select **F5 Receive PO Mode**.
2. Select **F6 Find PO**.
3. Highlight the desired Open **PO**.
4. Press the **Revise PO** button on the bottom of the screen.
5. The **Revise PO** confirmation window will appear.
6. A new Purchase Order will be created, and all backordered items will be removed.

Merge stored PO's



1. Select the **PO** module.
2. On the bottom ribbon of the module, select **F6 Recall PO**.
3. In the **Recall PO** window, select purchase orders that you want to merge by highlighting them.
4. Once you highlight more than one PO the Merge button will appear in the bottom right-hand corner of the screen.
 - To select purchase orders individually, hold down the **Ctrl** key and click on the purchase orders you want to merge.

Note: Only purchase orders from the same supplier can be merged. If you try to merge purchase orders from different suppliers, a warning box will appear.

PURCHASE ORDER

Hanyman Hardware
 123 Main Street
 Paris, IN 40360
 456-123-1234

PO # 376
 PURCHASE # 843
 DATE 21-Jan-24
 TIME 09:30
 EMPLOYEE J. M. Paladino
 TERMINAL 12
 PAGE # 1

ORDERED FROM: mms
 SHIP TO: P: 456-123-1234
 Hanyman Hardware
 145 N. Detroit St.
 Warsaw, IN 46580

ITEM	DESCRIPTION	QTY	COST	UOM	EXT
11-129	MASONRY SIZER SLIDE	2	17.900	EACH	35.80
0002-08-01	SCAFFOLD WOOD LEVERING JACK	2	31.900	EACH	63.80
13-476	HONTER V BOX 32	2	4.980	EACH	9.96
12-258	CABLE TRIMMER 1" 12-258	5	11.060	EACH	55.30
1384	4x 12" LONG WOOD	20	1.750	EACH	35.00
005-LG	TAPERED WOOD SHIMS	20	1.850	EACH	37.00

I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO THE POSTED TERMS AND CONDITIONS

SIGNATURE: _____
 AUTHORIZED SIGNER

TOTAL \$ 196.76

Adding instructions to a PO

There are three steps to setting up and applying PO instructions:

1. Creating the various instructions.
2. Applying instructions to specific suppliers.
3. Adding instructions to the purchase order.

Creating the various instructions

Payment Bill to 1	Handyman Hardware-123 Main St.,
Payment Bill to 2	
Payment Bill to 3	
Payment Bill to 4	
Bill Freight to 1	Hardware For Life-4567 B St., Bend
Bill Freight to 2	
Bill Freight to 3	
Bill Freight to 4	
Ship Via 1	UPS #282726222
Ship Via 2	FEDX #9754-348337
Ship Via 3	
Ship Via 4	

Purchase order supplier instructions can be added for: **Payment Bill To**, **Bill Freight To**, and **Ship Via**. Four per category are allowed.

To create the instructions:

1. From the main menu, select **File > Setup**.
2. Select the **Company** tab.
3. In the **Purchase Orders** pane, enter instructions in each associated box.
4. Click **Save**, then click **Close**.
5. Close and restart Paladin.

Note: If not all instructions are needed, any of the boxes can be left blank.

Applying instructions to specific suppliers

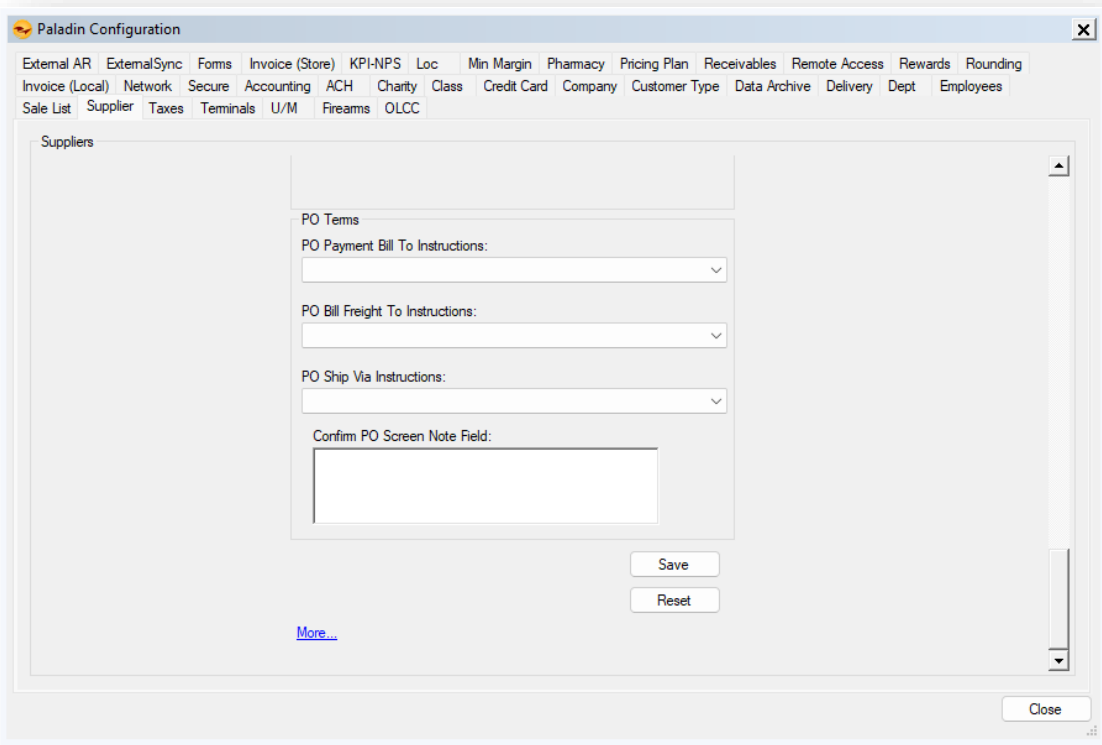
To assign specific instructions to a supplier's vendor profile:

1. From the main menu, select **File > Setup**.
2. Select the **Supplier** tab.
3. In the **PO Terms** pane, purchase order instructions that were set in the **Company** tab can now be selected from the lists:

- **PO Payment Bill To Instructions:**
- **PO Bill Freight To Instructions:**
- **PO Ship Via Instructions:**

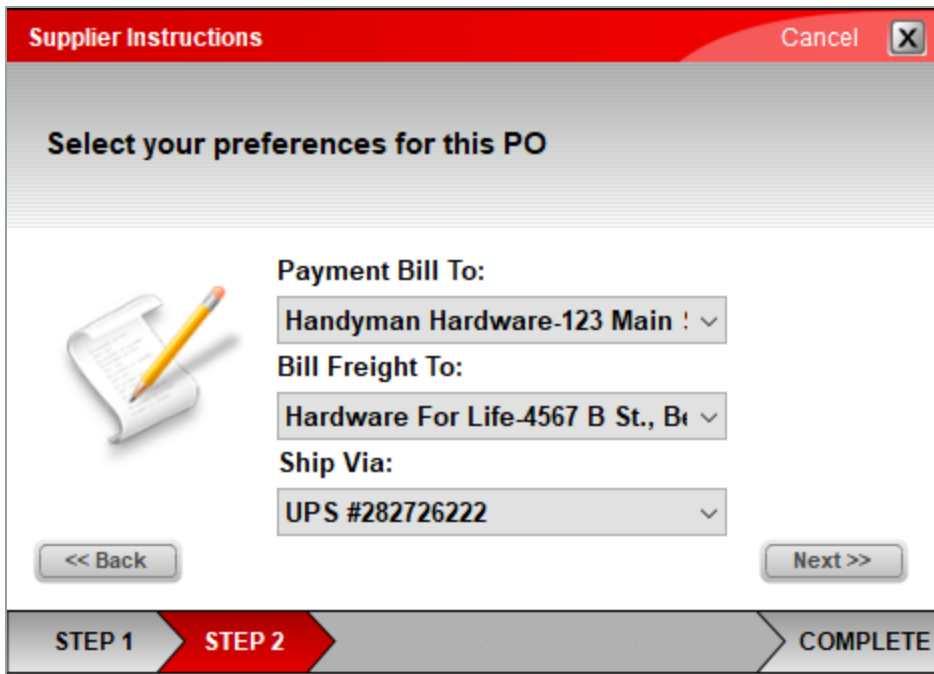
Note: Purchase order supplier instructions are optional and do not need to be set for every supplier.

4. Click **Save**, then click **Close**.



The screenshot shows the 'Paladin Configuration' window with the 'Supplier' tab selected. The 'PO Terms' pane is active, displaying three dropdown menus for 'PO Payment Bill To Instructions', 'PO Bill Freight To Instructions', and 'PO Ship Via Instructions'. Below these is a text field for 'Confirm PO Screen Note Field:'. At the bottom right of the pane are 'Save' and 'Reset' buttons. A 'More...' link is visible at the bottom left of the pane. The window's menu bar includes: External AR, ExternalSync, Forms, Invoice (Store), KPI-NPS, Loc, Min Margin, Pharmacy, Pricing Plan, Receivables, Remote Access, Rewards, Rounding, Invoice (Local), Network, Secure, Accounting, ACH, Charity, Class, Credit Card, Company, Customer Type, Data Archive, Delivery, Dept, Employees, Sale List, Supplier, Taxes, Terminals, U/M, Firearms, and OLCC.

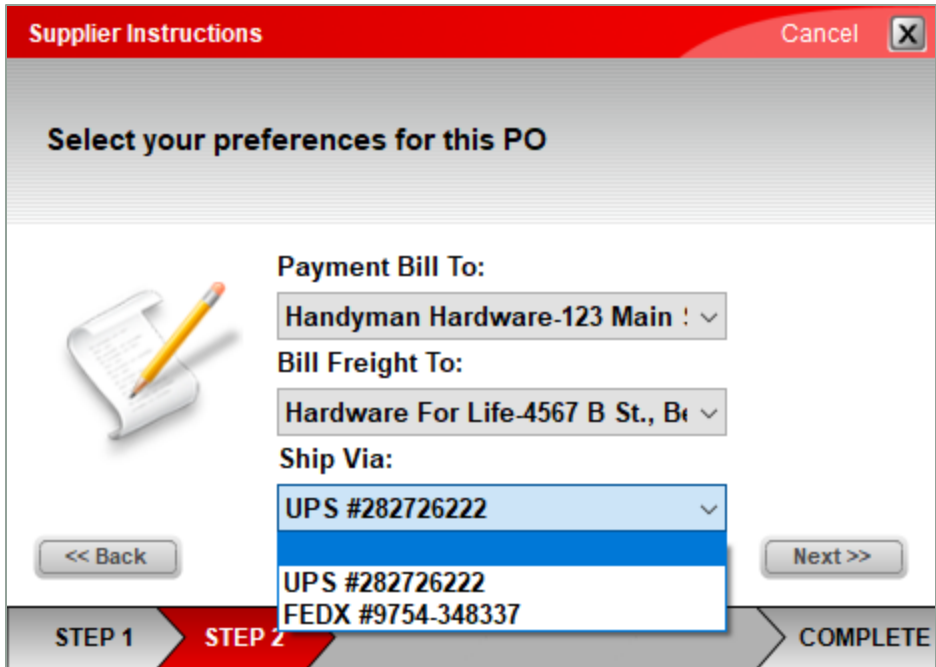
Adding instructions to purchase orders



To add instructions in a purchase order:

1. On the top ribbon, select the **PO** module.
2. Enter or select a supplier from the **Supplier** list.
3. Add items to the purchase order, then click **F8 Confirm PO**.
4. Click **F1 Buy**.
5. Optionally, in the **PO Number** window, enter a **PO Number** or leave blank.
6. Default instructions will be auto-filled in.

How to change supplier instructions



The image shows a software window titled "Supplier Instructions" with a red header bar. The window contains a "Cancel" button in the top right corner. Below the header, there is a section titled "Select your preferences for this PO". To the left of the form fields is an icon of a notepad and pencil. The form has three main sections: "Payment Bill To:" with a dropdown menu showing "Handyman Hardware-123 Main !"; "Bill Freight To:" with a dropdown menu showing "Hardware For Life-4567 B St., Bt"; and "Ship Via:" with a dropdown menu showing "UPS #282726222". Below the "Ship Via:" dropdown, there is a list of options: "UPS #282726222" and "FEDX #9754-348337". At the bottom left, there is a "<< Back" button. At the bottom right, there is a "Next >>" button. At the very bottom, there is a progress bar with three steps: "STEP 1", "STEP 2" (which is highlighted in red), and "COMPLETE".

To change purchase order instructions in a purchase order:

1. In the **Supplier Instructions** window, use the dropdown buttons to select a different **Payment Bill To**, **Bill Freight To**, or **Ship Via** instruction.

How instructions are displayed on the purchase order

Receive PO
Confirm Receive
Cancel 

PO # 3002
 EDI ☐

Supplier 39 - THE GORILLA GLUE COMP/
 Address 1 2125 E. Kemper Road

Address 2
 City/State/Zip Cincinnati, OH, 45241

Phone 800-966-3458
 Fax 800-522-7553

Del	Part Number	Description	ORD/REC	Receive	Cost	Extension
☐	Bill to: Handyman Hardware-123 Main St., Bend, OR				NOTES	
☐	Bill freight to: Hardware For Life-4567 B St., Bend, OR				NOTES	
☐	Ship via: FEDX #9754-348337				NOTES	
☐	10836	GLUE DUCO 5MIN 1OZ EACH	1	1	\$ 1.390	\$ 1.39
	10836	Old Cost: \$1.390 Old Sell: \$4.59 Mar: 70% Ref Mar: 00% New Sell: \$4.59 Mar: 70%	0			
☐	1005552	GLUE LIQ NAIL CLR 4 OZ EACH	1	1	\$ 1.584	\$ 1.58
	1005552	Old Cost: \$1.584 Old Sell: \$4.19 Mar: 62% Ref Mar: 00% New Sell: \$4.19 Mar: 62%	0			


F1
 Advanced
Lookup


F2
 Add
Note


F3
 Zero Qty
Received


F4
 Displaying
Open | All


F5
 Recall
Inventory

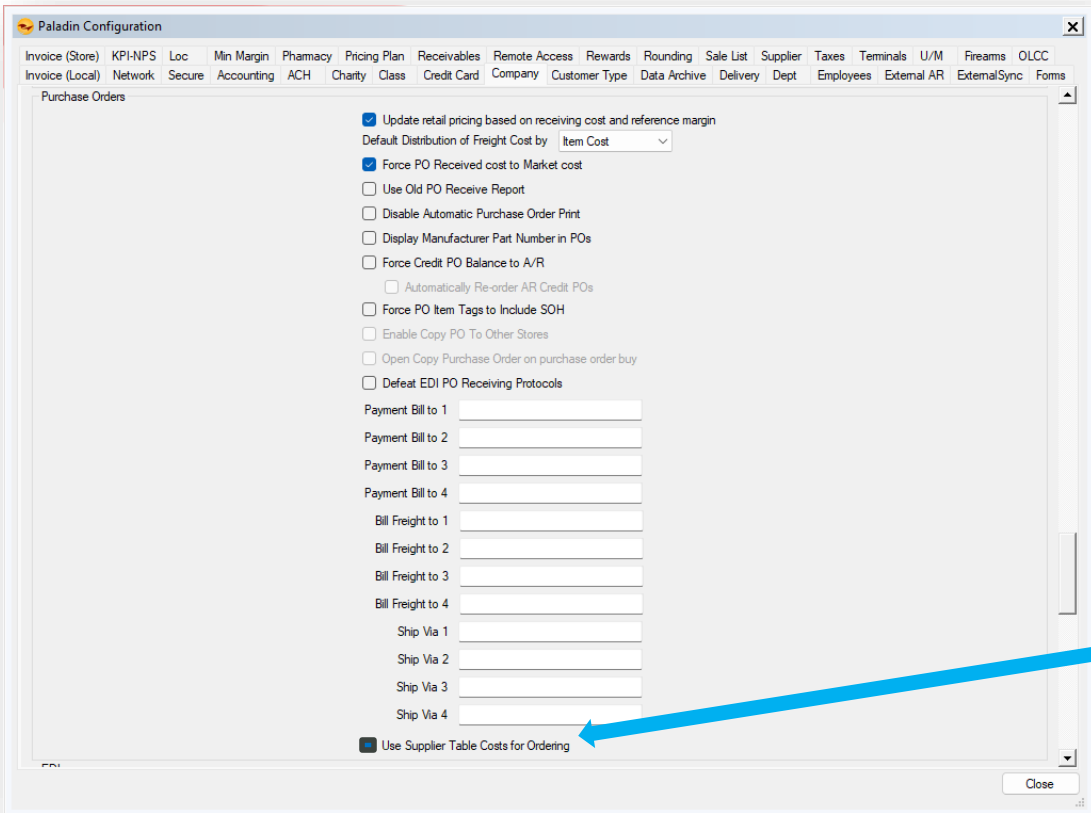

F6
 Find PO


F7
 Review
RF Receiving


F8
 Process

Total \$ 11.71

Set up individual supplier costs for items on POs



Paladin Configuration

Invoice (Store) KPI-NPS Loc Min Margin Pharmacy Pricing Plan Receivables Remote Access Rewards Rounding Sale List Supplier Taxes Terminals U/M Firearms OLCC
Invoice (Local) Network Secure Accounting ACH Charity Class Credit Card Company Customer Type Data Archive Delivery Dept Employees External AR ExternalSync Forms

Purchase Orders

- ☒ Update retail pricing based on receiving cost and reference margin
- Default Distribution of Freight Cost by:
- ☒ Force PO Received cost to Market cost
- ☐ Use Old PO Receive Report
- ☐ Disable Automatic Purchase Order Print
- ☐ Display Manufacturer Part Number in POs
- ☐ Force Credit PO Balance to A/R
- ☐ Automatically Re-order AR Credit POs
- ☐ Force PO Item Tags to Include SOH
- ☐ Enable Copy PO To Other Stores
- ☐ Open Copy Purchase Order on purchase order buy
- ☐ Defeat EDI PO Receiving Protocols

Payment Bill to 1

Payment Bill to 2

Payment Bill to 3

Payment Bill to 4

Bill Freight to 1

Bill Freight to 2

Bill Freight to 3

Bill Freight to 4

Ship Via 1

Ship Via 2

Ship Via 3

Ship Via 4

☒ Use Supplier Table Costs for Ordering

Close

- When this feature is turned on, these supplier costs are used for purchase orders instead of the default market cost.

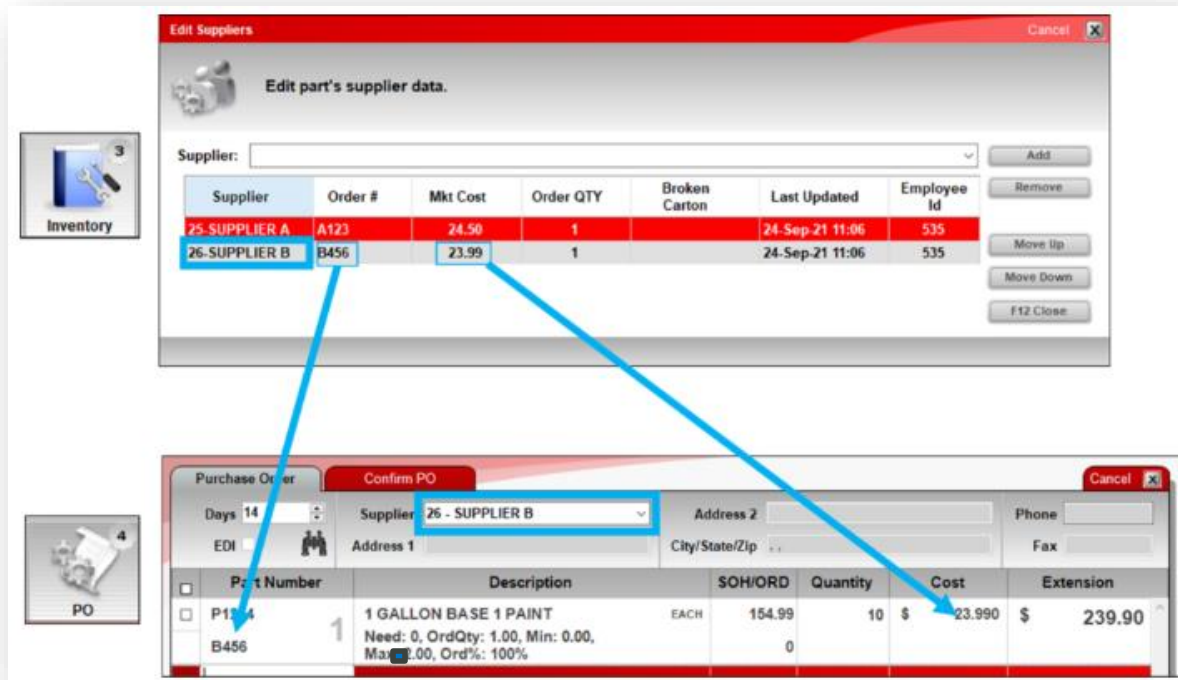
How to turn on the supplier cost feature:

- In Paladin, from the main menu, select **File > Setup**.
- Select the **Company** tab.
- On the bottom of the **Purchase Orders** pane, check **Use Supplier Table Costs for Ordering**.
- Click **Save**, then click **Close**.

Apply supplier costs during ordering

1. In Paladin, on the top ribbon, select the **PO** module.
2. Enter or select the supplier from the **Supplier** list.
3. Add an item to the purchase order.

If a supplier cost is a defined cost for this supplier, it will be used as the item cost.



Edit Suppliers

Edit part's supplier data.

Supplier:

Supplier	Order #	Mkt Cost	Order QTY	Broken Carton	Last Updated	Employee Id
25-SUPPLIER A	A123	24.50	1		24-Sep-21 11:06	535
26-SUPPLIER B	B456	23.99	1		24-Sep-21 11:06	535

Purchase Order

Confirm PO

Days 14

Supplier: 26 - SUPPLIER B

Address 1:

Address 2:

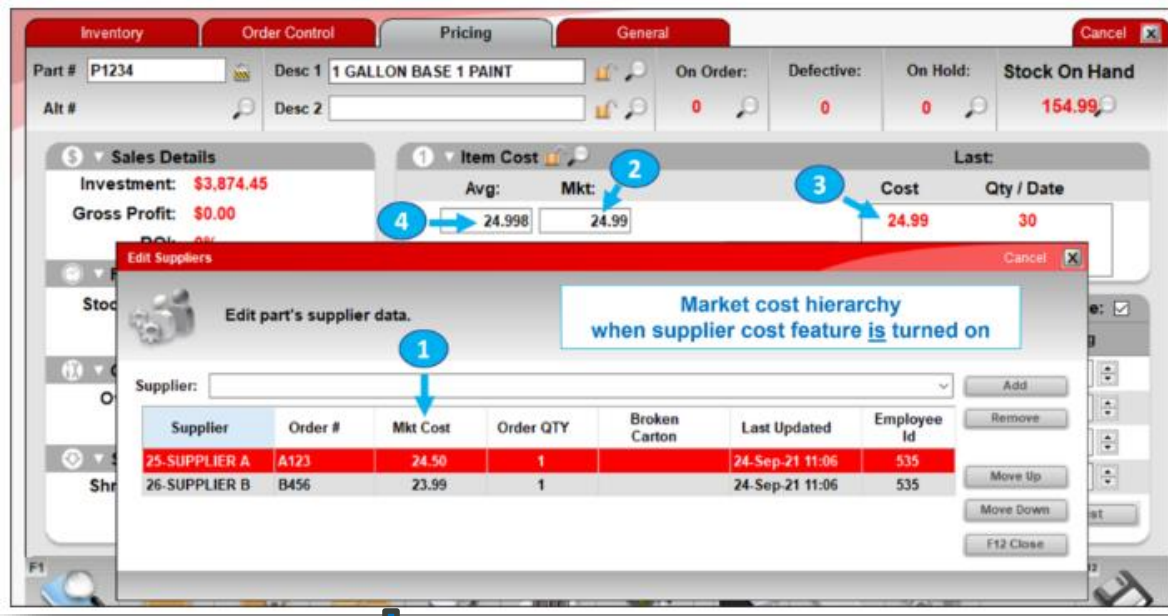
City/State/Zip:

Phone:

Fax:

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
P114	1 GALLON BASE 1 PAINT	EACH 154.99	10	\$ 23.990	\$ 239.90
B456	Need: 0, OrdQty: 1.00, Min: 0.00, Max: 1.00, Ord%: 100%	0			

Apply supplier costs during ordering



Inventory Order Control Pricing General Cancel

Part # P1234 Desc 1 1 GALLON BASE 1 PAINT On Order: Defective: On Hold: Stock On Hand

Alt # Desc 2 0 0 0 154.99

Sales Details Investment: \$3,874.45 Gross Profit: \$0.00

Item Cost Avg: Mkt: Cost Qty / Date

24.998 24.99 24.99 30

Edit Suppliers Edit part's supplier data. Market cost hierarchy when supplier cost feature is turned on

Supplier: Add Remove Move Up Move Down F12 Close

Supplier	Order #	Mkt Cost	Order QTY	Broken Carton	Last Updated	Employee Id
25-SUPPLIER A	A123	24.50	1		24-Sep-21 11:06	535
26-SUPPLIER B	B456	23.99	1		24-Sep-21 11:06	535

If a **Supplier Market Cost (1)** is not defined or is zero, the default cost is used. The default cost is set to the first non-zero value in this list of values on the **Pricing** tab in the **Item Cost** pane:

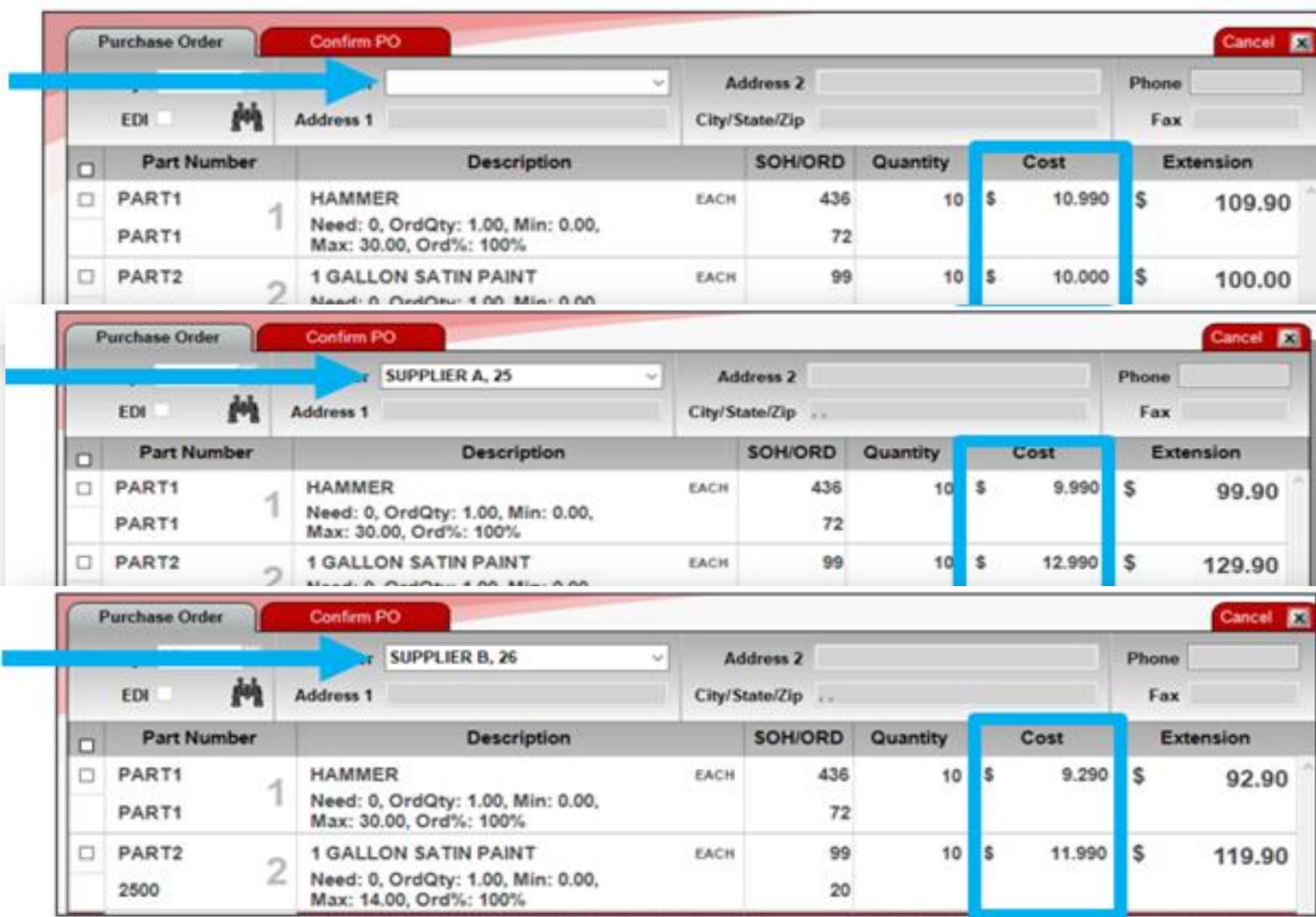
Mkt cost (2) – Last Cost (3) – Avg cost (4)

4. Click **F1 Process**, then click **F1 Buy** to complete the purchase order.

Note: If you change suppliers after you've added items to the purchase order, costs will adjust to the current supplier.

Apply supplier costs during ordering

- Note: If the cost of an item changes after you have stored the PO, the original costs are retained in the purchase order.*



Purchase Order **Confirm PO** Cancel

EDI ☐  Address 1 Address 2 City/State/Zip Phone Fax

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
☐ PART1 1	HAMMER Need: 0, OrdQty: 1.00, Min: 0.00, Max: 30.00, Ord%: 100%	EACH 436	10	\$ 10.990	\$ 109.90
☐ PART1 72					
☐ PART2 2	1 GALLON SATIN PAINT Need: 0, OrdQty: 1.00, Min: 0.00, Max: 30.00, Ord%: 100%	EACH 99	10	\$ 10.000	\$ 100.00

Purchase Order **Confirm PO** Cancel

EDI ☐  Address 1 Address 2 City/State/Zip Phone Fax

SUPPLIER A, 25

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
☐ PART1 1	HAMMER Need: 0, OrdQty: 1.00, Min: 0.00, Max: 30.00, Ord%: 100%	EACH 436	10	\$ 9.990	\$ 99.90
☐ PART1 72					
☐ PART2 2	1 GALLON SATIN PAINT Need: 0, OrdQty: 1.00, Min: 0.00, Max: 30.00, Ord%: 100%	EACH 99	10	\$ 12.990	\$ 129.90

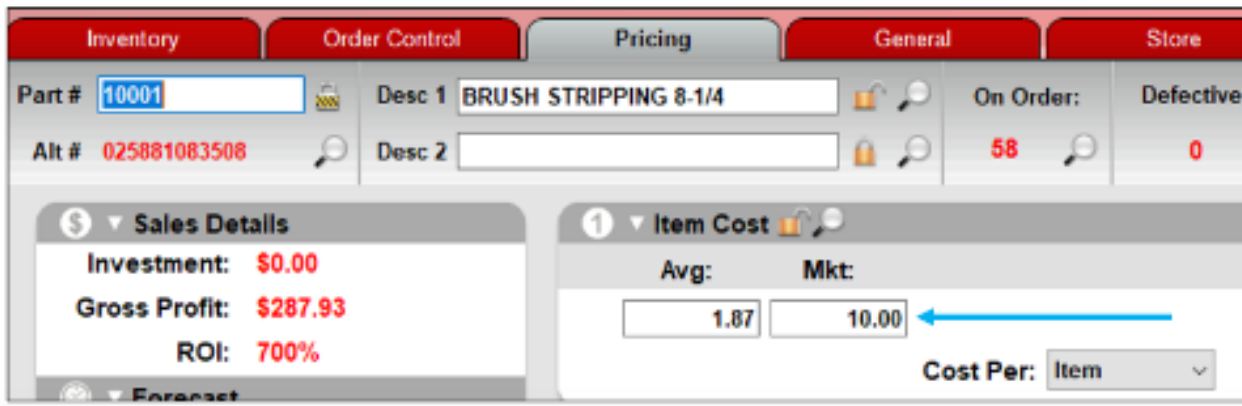
Purchase Order **Confirm PO** Cancel

EDI ☐  Address 1 Address 2 City/State/Zip Phone Fax

SUPPLIER B, 26

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
☐ PART1 1	HAMMER Need: 0, OrdQty: 1.00, Min: 0.00, Max: 30.00, Ord%: 100%	EACH 436	10	\$ 9.290	\$ 92.90
☐ PART1 72					
☐ PART2 2	1 GALLON SATIN PAINT Need: 0, OrdQty: 1.00, Min: 0.00, Max: 14.00, Ord%: 100%	EACH 99	10	\$ 11.990	\$ 119.90
2500			20		

Update supplier market cost upon PO invoice receiving event



Inventory Order Control **Pricing** General Store

Part # Desc 1 On Order: 58 Defective: 0

Alt # Desc 2

Sales Details

Investment: \$0.00
Gross Profit: \$287.93
ROI: 700%

Item Cost

Avg: Mkt: ←

Cost Per:

- This features allows manual changing of market cost for both EDI and non-EDI suppliers.
- This allows two market costs for the same supplier to exist: One market cost on Paladin's **Inventory** module > **Pricing** tab and the supplier cost on the **Edit Suppliers** window.



Edit Suppliers

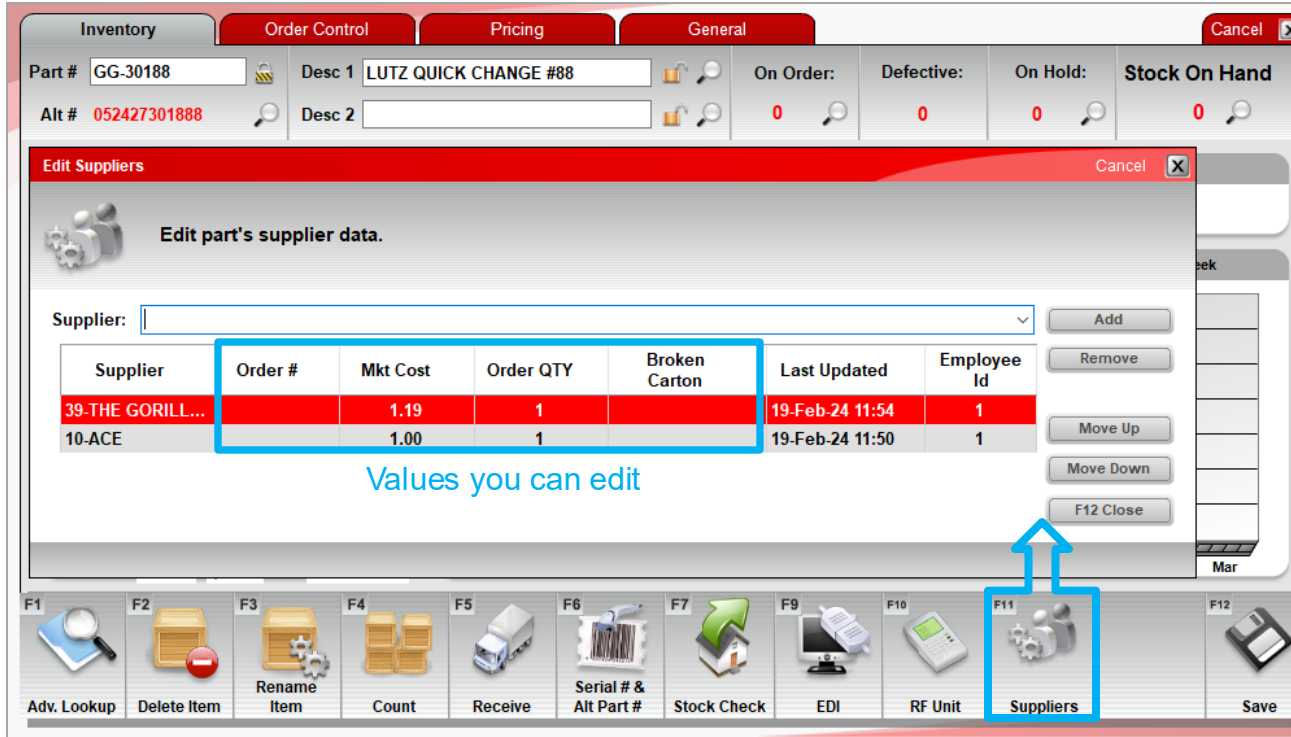
Edit part's supplier data.

Supplier:

Supplier	Order #	Mkt Cost	Order QTY	Broken Carton	Last Updated	Employee Id
10-ACE		11.00	1		19-Jun-23 13:09	1
2-ECM INDUSTR...		1.00	1		19-Jun-23 11:08	1
2000-TEST		12.00	1		21-Jun-23 09:49	1

Buttons: Add, Remove, Move Up, Move Down, F12 Close

Set market costs, other order data for individual suppliers



Inventory Order Control Pricing General

Part # GG-30188 Desc 1 LUTZ QUICK CHANGE #88 On Order: 0 Defective: 0 On Hold: 0 Stock On Hand 0

Alt # 052427301888 Desc 2

Edit Suppliers

Edit part's supplier data.

Supplier: [Dropdown]

Supplier	Order #	Mkt Cost	Order QTY	Broken Carton	Last Updated	Employee Id
39-THE GORILL...		1.19	1		19-Feb-24 11:54	1
10-ACE		1.00	1		19-Feb-24 11:50	1

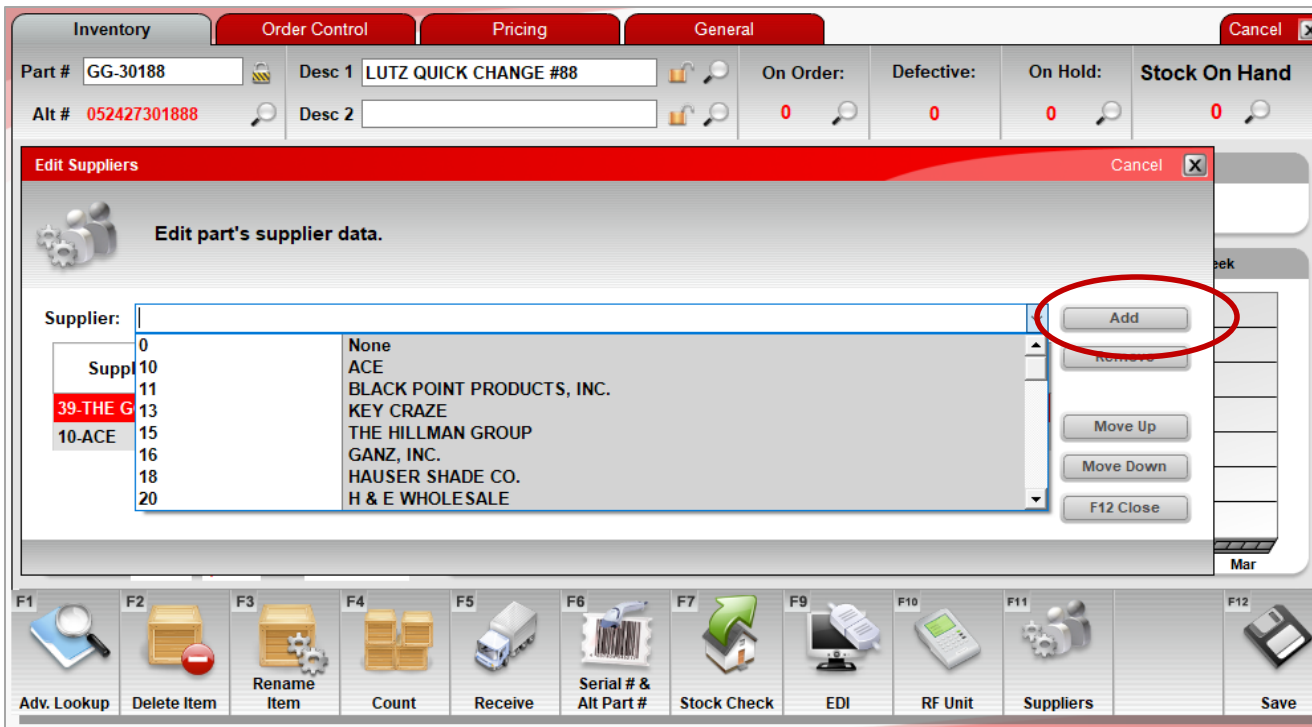
Values you can edit

Buttons: Add, Remove, Move Up, Move Down, F12 Close

Bottom Ribbon: F1 Adv. Lookup, F2 Delete Item, F3 Rename Item, F4 Count, F5 Receive, F6 Serial # & Alt Part #, F7 Stock Check, F8 EDI, F9 RF Unit, F10 Suppliers, F11 Suppliers, F12 Save

1. In Paladin, on the top ribbon, select the **Inventory** module.
2. Open the inventory item.
3. On the bottom ribbon of the module, click **F11 Suppliers**.
4. In the **Edit Suppliers** window, click a supplier's market cost (**Mkt Cost**) to edit it. The following values can also be edited:
 - Order #
 - Order QTY
 - Broken Carton

Set market costs, other order data for individual suppliers



The screenshot displays the 'Edit Suppliers' window within a software application. The window has a red title bar and a 'Cancel' button in the top right corner. Below the title bar, there's a section for 'Edit part's supplier data.' with a 'Supplier:' label and a list of suppliers. The list includes 'None', 'ACE', 'BLACK POINT PRODUCTS, INC.', 'KEY CRAZE', 'THE HILLMAN GROUP', 'GANZ, INC.', 'HAUSER SHADE CO.', and 'H & E WHOLESALE'. The 'Add' button is circled in red. The bottom of the window features a toolbar with icons for various functions: Adv. Lookup (F1), Delete Item (F2), Rename Item (F3), Count (F4), Receive (F5), Serial # & Alt Part # (F6), Stock Check (F7), EDI (F9), RF Unit (F10), Suppliers (F11), and Save (F12).

Supplier	Supplier Name
0	None
10	ACE
11	BLACK POINT PRODUCTS, INC.
13	KEY CRAZE
15	THE HILLMAN GROUP
16	GANZ, INC.
18	HAUSER SHADE CO.
20	H & E WHOLESALE

5. To add a new supplier to the list, in the **Supplier** list, select the supplier and click **Add**.
6. When you are finished with your changes, click **F12 Close**. If you changed a supplier's market cost (**Mkt Cost**), the value will be used the next time you purchase this item from the supplier.

Purchase Order Importer

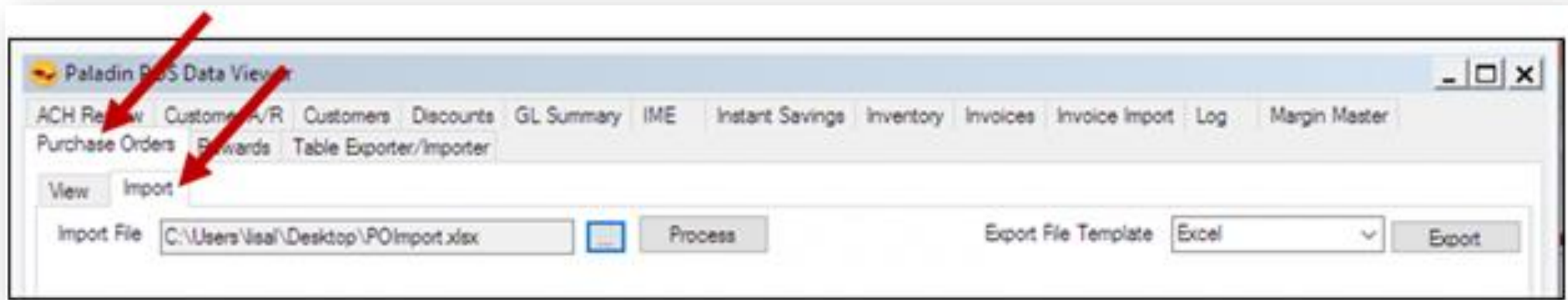
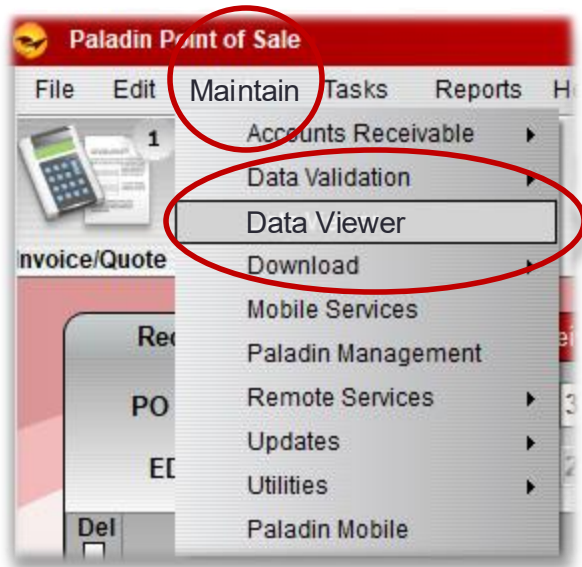
PaladinPOS provides the ability to automatically import a list of items and create pending purchase orders for active inventory items. You can then confirm, buy and receive these purchase orders quickly and efficiently. The PO importer is useful for:

- Automating the time-consuming task of manually updating inventory items that were received outside of the normal purchasing process such as items from a trade show purchase, a manufacturer's special promotion items, or non-EDI vendors that are willing to email invoices as an attached file.
- Determining from a large list of items which items are carried in the store. For example, if a supplier gives you a list of sale items, you can import the items and price information, create a purchase order that contains only those items that are in active inventory, and then modify the purchase order for those items you wish to purchase.

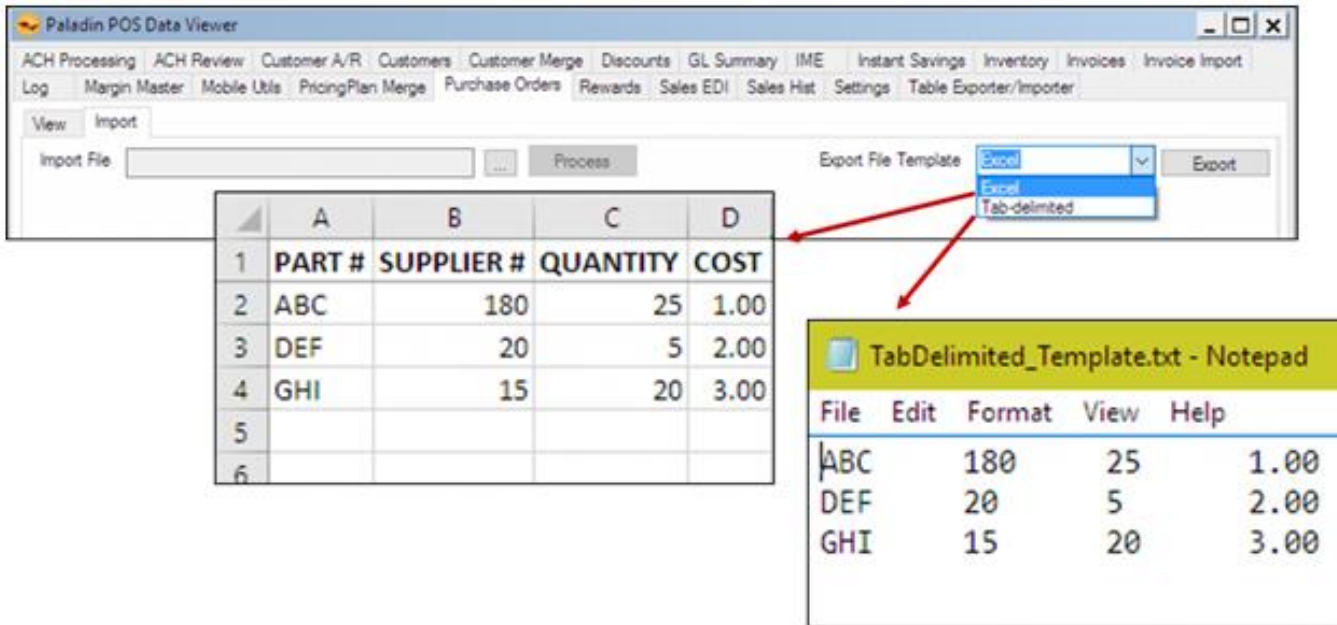
Using the Purchase Order Importer

From the top menu, select **Maintain > Data Viewer**.

1. Click the **Purchase Orders** tab
2. Then click the **Import** tab



Using the Purchase Order Importer



Paladin POS Data Viewer

ACH Processing ACH Review Customer A/R Customers Customer Merge Discounts GL Summary IME Instant Savings Inventory Invoices Invoice Import
Log Margin Master Mobile Utils PricingPlan Merge Purchase Orders Rewards Sales EDI Sales Hist Settings Table Exporter/Importer

View Import

Import File Process

Export File Template **Excel**
Excel
Tab-delimited

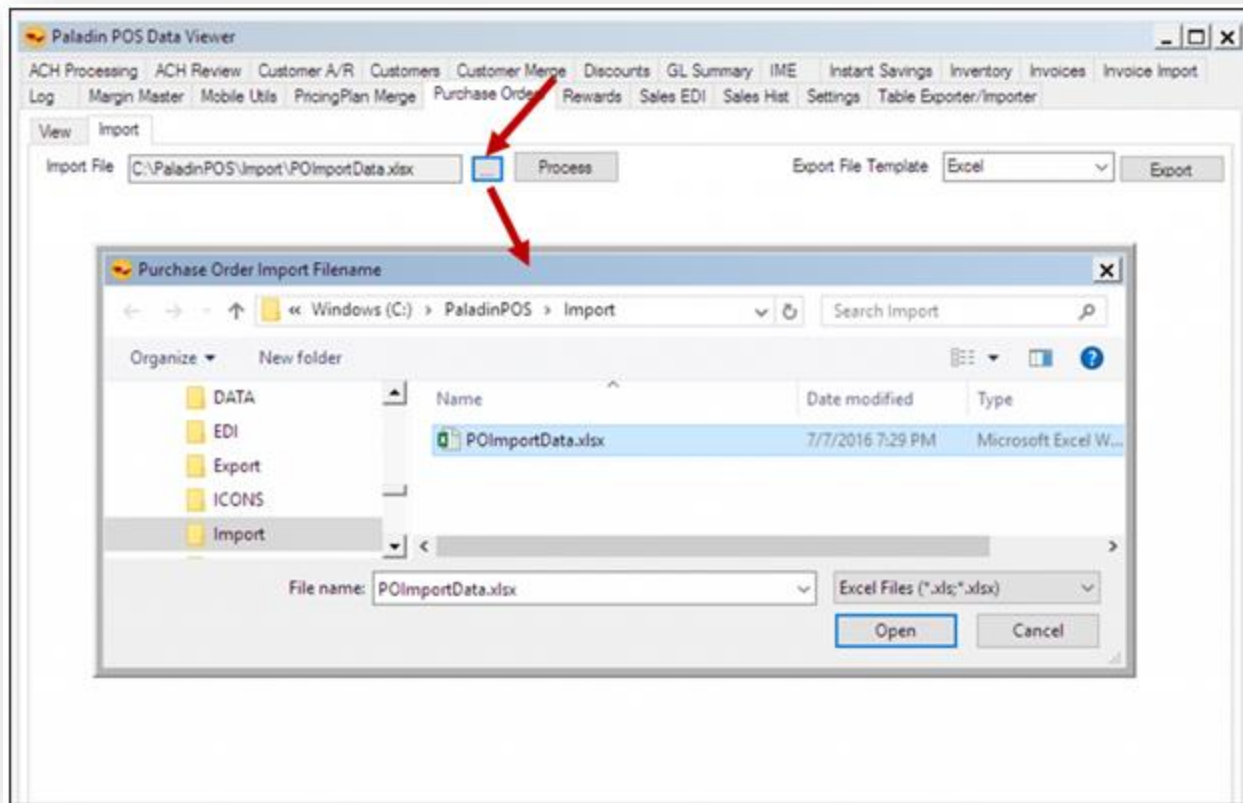
	A	B	C	D
1	PART #	SUPPLIER #	QUANTITY	COST
2	ABC	180	25	1.00
3	DEF	20	5	2.00
4	GHI	15	20	3.00
5				
6				

TabDelimited_Template.txt - Notepad

File	Edit	Format	View	Help
ABC		180	25	1.00
DEF		20	5	2.00
GHI		15	20	3.00

3. To import your list of items, in the **Export File Template** list, select the type of file format that you use. It must be one of the following file formats: **Excel (.xlsx)** and **Tab-delimited text file**

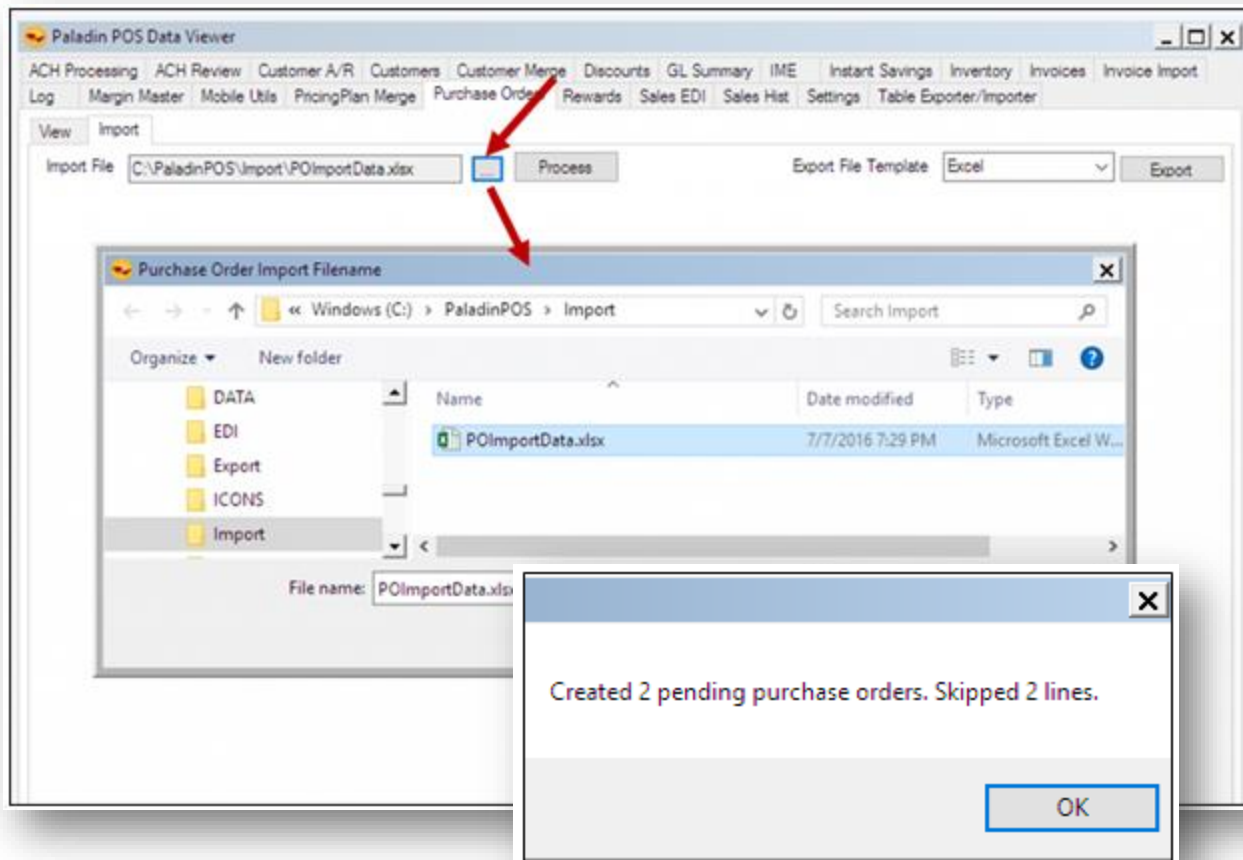
Using the Purchase Order Importer



4. When the item information file is formatted and completed, press **Save** and **Close** the file.
5. Click the ellipsis [...], select the Excel or Tab delimited file, then click **Process**.

Items in the file will be added to the pending purchase order only when they match active inventory items in Paladin.

Using the Purchase Order Importer



6. If a match is not found, or the format is not correct, the line is skipped.
7. At the end of the import process, a message opens with the number of pending purchase orders that were created and the number of lines that were skipped.

Using the Purchase Order Importer

	A	B	C	D	E
1	PART #	SUPPLIER #	QUANTITY	COST	STATUS
2	PART10	10	25	3.49	
3	PART20	10	5	9.79	
4	PART30	21	20	20.99	
5	PART40	500	-10	5.99	Skipped
6	INVALID	10	20	22.50	Skipped

- When the import process is completed, open the original import file to view a new STATUS column that identifies skipped lines.
- In the **PO** module, you can view, edit, confirm, and buy (send to the supplier) the pending purchase orders.

Notes: For EDI suppliers: Purchased items will be automatically received through the EDI process.

*For non-EDI suppliers: On the bottom ribbon of the **PO** module, toggle **F5 Mode PO** to **F5 Mode Receive** to receive the delivered items.*

Learn More

To learn more, see the following resources in our [Help Portal](#)

- [Purchase Orders](#)

A recording of this webinar will be available at portal.paladinpos.com/webinars.

Next Webinar:

Paladin Makes Special Orders Special

September 22, 2026

9am PT

<https://portal.paladinpos.com/webinars/>



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