

# Manage POs Page

04/30/2025 3:23 pm CDT

## Overview

Sellercloud's **Manage Purchase Orders (POs)** page gives you quick and easy access to all your **Purchase Orders**. On this page, you can:

- View all POs in your Sellercloud account
- Use search filters to show only specific POs
- Save your filters to effortlessly repeat searches
- Sort the list of POs based on different columns
- Show or hide data columns from the list
- Perform individual and bulk actions related to POs, such as changing statuses, exporting details, unreceiving, and more.

## Page Overview

To access your POs, go to **Purchasing > Manage POs**.

The Manage POs page consists of:

1. **Search Filters** – Use to get specific results. You can save searches for repeat use.
2. **Search Results** – A list of POs matching your search filters. You can sort it differently and show or hide data columns.
3. **Actions** – Actions related to POs.

The screenshot displays the 'MANAGE PURCHASE ORDERS' interface. On the left is a dark sidebar with navigation items: Home, Catalog, Inventory, Orders, Purchasing (selected), Manage POs (highlighted with arrow 1), Create New Purchase Order, Manage Receiving Sessions, Shipping Containers, PO Defaults, Vendors, Tools, Customers, Reports, Queued Jobs, and Settings. The main content area has a header with 'MANAGE PURCHASE ORDERS' and 'Saved Views'. Below is a filter section with 'Default filters' (Keyword, PO IDs, Company, Statuses, PO Type, Receiving Statuses, Approval Status, Vendor, SKU SC-Tees) and 'Custom filters' (Add filter, Created On Last 60 Days). A 'SEARCH' button and 'SAVE VIEW' dropdown are present. The table below has columns: PO#, PO TYPE, DESCRIPTION, VENDOR, VAL., NOT REC., CREATED ON, ORDERED ON, PO APPROVED, and PO STATUS. Two rows are selected (checked). At the bottom right, a '2 selected' button and a bulk action icon are shown with arrow 3.

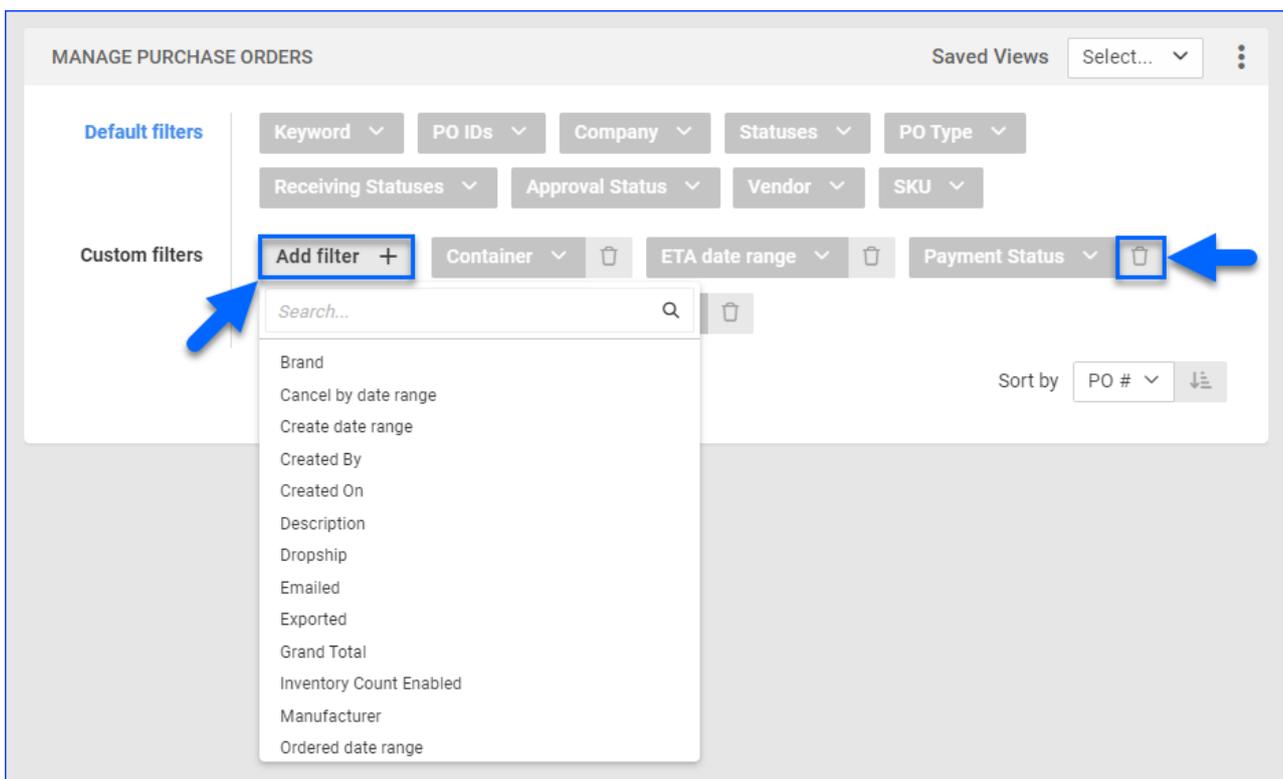
PO#	PO TYPE	DESCRIPTION	VENDOR	VAL.	NOT REC.	CREATED ON	ORDERED ON	PO APPROVED	PO STATUS
<input checked="" type="checkbox"/>	1234454697		Vendissimo	\$25.00		06/06/2024	06/06/2024	Not approved	Ordered
<input checked="" type="checkbox"/>	1234454696		Vendissimo	\$390.00		06/06/2024	06/06/2024	Not approved	Received
<input type="checkbox"/>	1234454668		Vendissimo	\$50.00		05/31/2024	05/31/2024	Not approved	Ordered
<input type="checkbox"/>	1234454667		Vendissimo	\$0.00		05/31/2024	05/31/2024	Not approved	Received
<input type="checkbox"/>	1234454660		Vendissimo	\$0.00		05/29/2024	05/29/2024	Not approved	Received
<input type="checkbox"/>	1234454659		Vendissimo	\$0.00		05/29/2024	05/29/2024	Not approved	Received
<input type="checkbox"/>	1234454500		Vendissimo	\$0.00		04/16/2024	06/06/2024	Not approved	Received

When you select one or more rows from the grid, the bottom of the page will display the **Total Units** and **Grand Total** of all selected POs added together.

## Search Filters

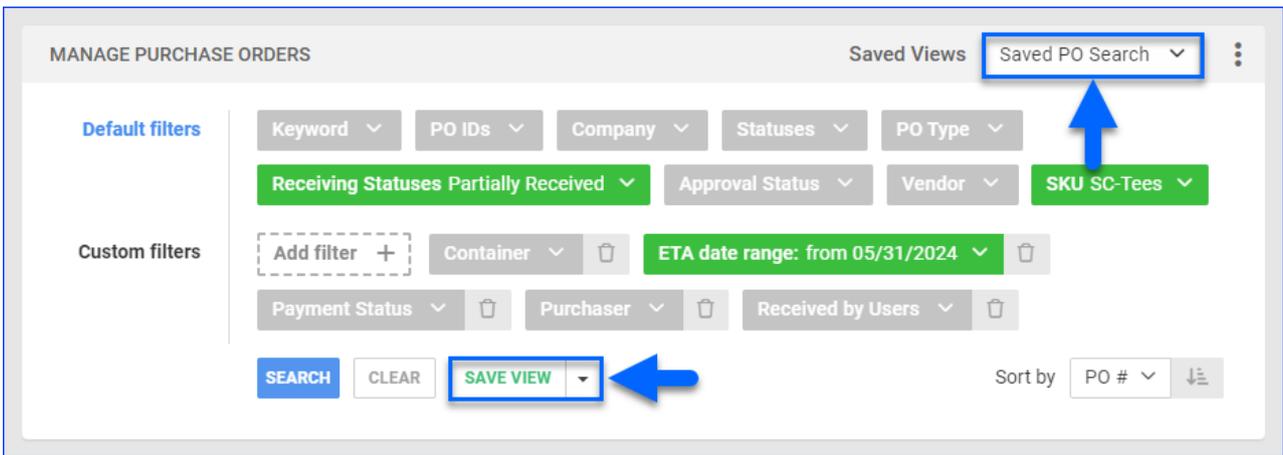
Filters offer multiple-choice selection lists or allow you to enter specific values. Your choices build on each other. Each subsequent choice narrows the scope of your search results further and affects what the page displays. You can add as many filters as you like or none at all.

There are **Default filters** that are always displayed and **Custom filters** that you can display manually by clicking the **Add filter** button and selecting a filter from the list. To remove a custom filter from the page, click the **Trash** icon next to it.



After you click **Search**, each filter you apply gets highlighted in orange or green. If a filter is gray or not displayed at all, it's not active. You can add or remove filters and search again at any time.

Once you have set up your filters, you can click **Save View** to save the search. Then, you can repeat the same search by selecting it from the **Saved Views** menu on the top right.



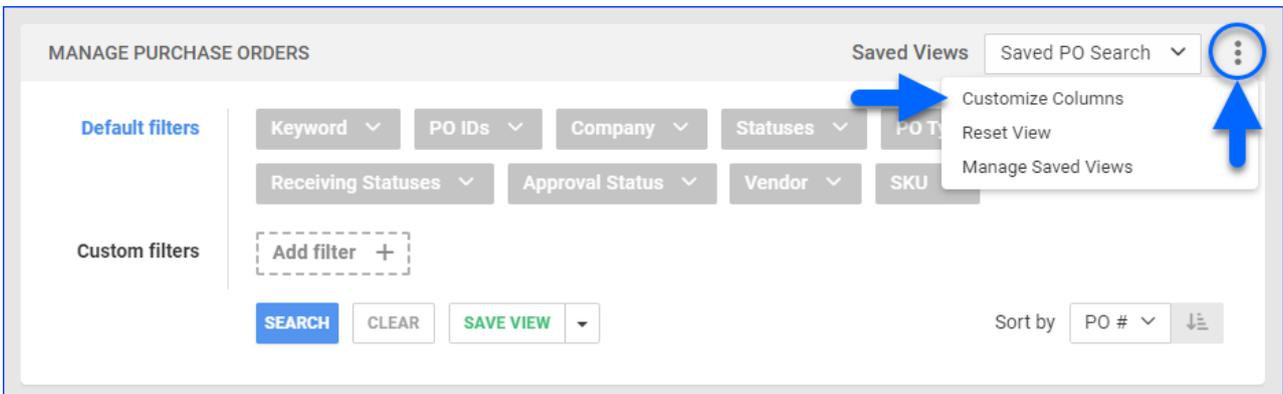
If the built-in filters are insufficient, open a ticket with [Sellercloud Support](#) and ask for [Custom Columns](#) for PO-related information.

For a list of all filters and their descriptions, see the [Filter Descriptions](#).

## Search Results

The search results display a list of POs matching your search criteria, with data columns showing various PO details.

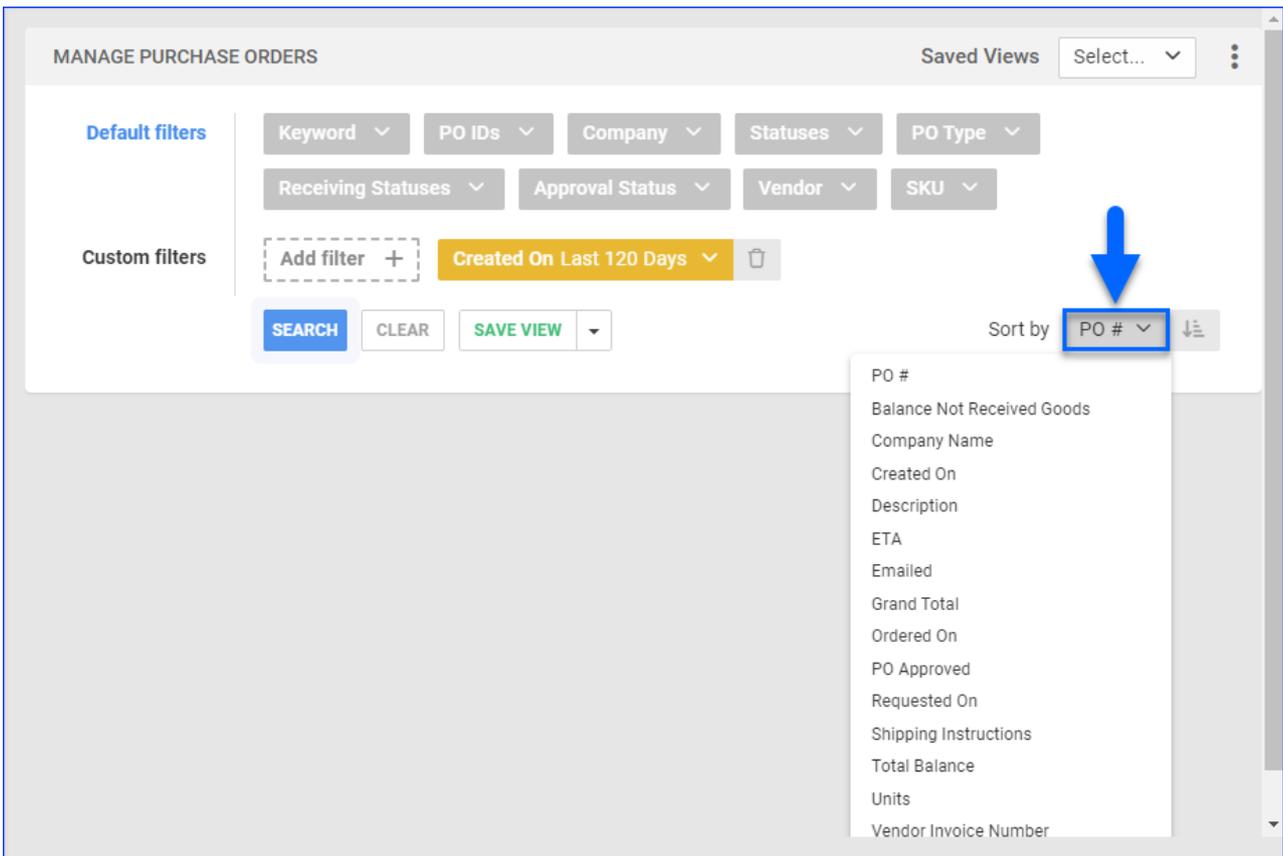
You can add, remove, and even reorder data columns. To do so, click the three dots icon at the top right and select **Customize Columns**. Some of the available optional columns are **PO Type**, **Created By**, **Receiving Warehouse**, **Most Expensive SKU**, and **Grand Total**.



In the pop-up modal, you can :

- Reorder columns by dragging them vertically in the list
- Hide columns by clicking the **Trash** icons
- Add columns by clicking **Add column**

You can also sort the POs list in a different order based on a specific column using the **Sort by** drop-down menu.

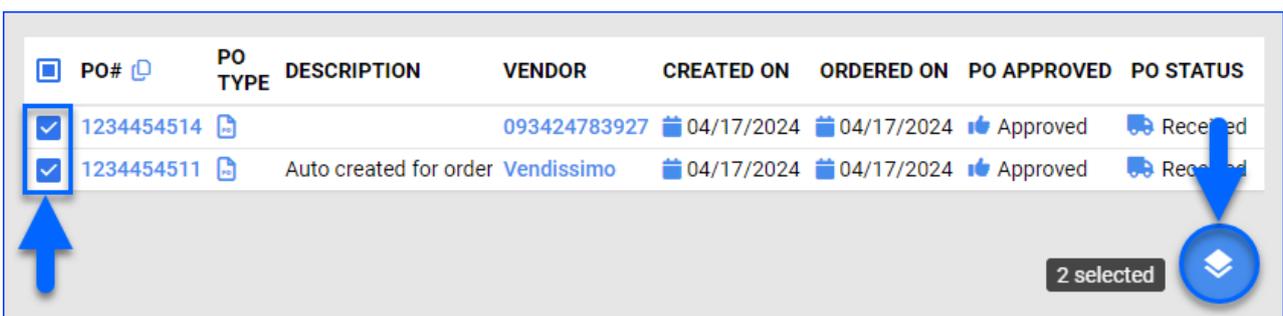


For a list of all data columns and their descriptions, see the [Column Descriptions](#).

## Actions

The Manage POs page also has actions for PO management.

The **Actions** icon is located on the bottom right of the page. By default, it is a green plus icon that allows you to create a new PO. When you select POs from the search results by checking the boxes to their left, the icon turns blue. Once it's blue, you can click it to manage all selected POs.



You can use the search to find a specific action quickly. Click the **Star** icon next to any frequently used action to pin it to the top of the actions list for quick access.

Most of these actions will display a notification at the bottom of the screen when used, telling you that a **Queued Job** has been created. You can click the link to the queued job to view it. Make sure to refresh the page to update the job's **Status**.

For a list of all actions and their descriptions, see the [Action Descriptions](#).

## Descriptions

This section lists and defines all available elements on the Manage POs page. This includes the search filters, the columns that display PO data and sort results, and the actions you can perform on selected POs. This article lists the elements by category for your convenience.

## Filter Descriptions

See the following tables for all **Default/Custom filters** and their descriptions.

### Default Filters

Filter	Description
Keyword	Search by alphanumeric text in various fields throughout the PO, such as in the PO #, description, vendor, products, and more.
PO IDs	Search by the unique identification number assigned to each PO. The filter accepts multiple PO IDs.
Company	Show POs by <a href="#">Company</a> .
Statuses	Show POs by their general <b>Purchase</b> status.
PO Type	Show only POs of these types: <a href="#">Credit Memo</a> , <b>PO</b> , or <b>Vendor Offer</b> .
Receiving Statuses	Show POs by their <b>Receiving</b> status: <b>None</b> or <b>Partially Received</b> , <b>Fully Received</b> , <b>Not Received</b> , or <b>Partially Received</b> .
Approval Status	Show POs based on their <b>Approval</b> status.
Vendor	Show only POs with items purchased from specific <a href="#">Vendors</a> .
SKU	Show only POs with specific SKUs.

### Custom Filters

Filter	Description
Brand	Show only POs with items from specific <a href="#">Product Brands</a> .
Cancel By Date Range	Show only POs whose deadline for cancellation is within a specific date range.
Container	Show only POs being delivered in <a href="#">Shipping Containers</a> .
Create Date Range	Show only POs initially generated or created within a specific date range.
Created By	Show only POs created by specific <a href="#">Employees</a> .
Created On	Show only POs initially created or generated within a specific date range.
Description	Shows POs based on their description.
Dropship	Show POs based on whether they have been automatically linked to a <a href="#">Dropship</a> order or not.
ETA Date Range	Show only POs whose anticipated delivery date is within a specific date range.
Emailed	Show only POs where an email has been sent to the vendor.
Exported	Show only POs marked as <b>Exported</b> .
Grand Total	Show only POs by the total amount owed to the vendor.
Inventory Count Enabled	Show only POs based on whether they count toward your inventory.
Manufacturer	Show only POs with items from specific <a href="#">Manufacturers</a> .
Ordered Date Range	Shows only POs placed within a specific date range.
PO/Order Relationship	Show POs based on whether they have been manually linked to a <a href="#">Dropship</a> order or not.
Paid Date Range	Show POs by payment received within a specific date range.
Payment Status	Show POs by <b>Payment Status</b> .
Payment Terms	Show POs by <a href="#">Payment Terms</a> .
Priority	Show POs by priority: <b>High</b> , <b>Normal</b> , or <b>Low</b> .
Product Group	Show POs with items from specific <a href="#">Product Groups</a> .
Purchaser	Show POs by purchaser.
QB Exported	Shows POs based on whether they have been exported to QuickBooks or not.

Receive Date	Show POs that have been received within a custom date range.
Receive Date Range	Show POs that have been received within a predefined date range.
Received by Users	Show only POs received by specific <a href="#">Employees</a> .
Receiving Warehouse	Show POs by their receiving <a href="#">Warehouse</a> .
Requested On Date	Show only POs requested within a custom date range.
Requested On Date Range	Show only POs requested within a predefined date range.
Serial #	Show POs by items with specific <a href="#">Serial Numbers</a> .
Shipping Statuses	Show POs by their <b>Shipping</b> status.
Tracking Number	Show POs with specific tracking numbers.
Units	Show only POs with item units within a specific range.
Updated On Date Range	Show POs updated within a custom date range.
Vendor IDs	Show POs with items from specific vendors, searching by the vendor's unique identification number from the <a href="#">Purchasing &gt; Vendors &gt; Manage Vendors page</a> .
Vendor Invoice No	Show POs by specific vendor invoice numbers.
Vendor Invoiced	Show POs based on whether the vendor has been invoiced or not.

## Column Descriptions

See the following table for all data columns and their descriptions.

Column	Description
PO #	Clicking the PO # takes you to the <a href="#">PO Details Page</a> .
PO Type	The type of PO: <a href="#">Credit Memo</a> , <a href="#">PO</a> , or <a href="#">Vendor Offer</a> .
Description	The PO's description.
Vendor	The <a href="#">Vendor</a> selling the ordered items.
Value Not Received	The combined value of all items that have not yet been received.
Created On	The PO's creation date.
Ordered On	The date when the PO was placed.
PO Approved	Indicates if the PO has been <a href="#">Approved</a> .
PO Status	The PO's general <b>Purchase Status</b> .
Receiving Status	The PO's <b>Receiving Status</b> .
Received Date	The date when the PO items were received.
Payment Status	The PO's <b>Payment Status</b> .
Requested On	The date when the PO was requested.
Balance	The total open balance of pending payments or overpayments.
Units	The total amount of product units in the PO.
Grand Total	The grand total amount paid for the PO.
Company name	The name of the <a href="#">Company</a> associated with the PO.
Credit Memo	Indicates if there is a <a href="#">Credit Memo</a> linked to the PO.
Emailed	Indicates if the PO has been emailed to the vendor.
ETA	The <b>Expected Delivery</b> date of the PO.
Inventory Disabled	Indicates if the PO has been disabled from counting toward your inventory.
Most Expensive SKU	Shows the most expensive SKU in the PO. If there are multiple SKUs, you will see the most expensive one and a count of the additional SKUs.
Priority	The <b>Priority</b> assigned to the PO.
Receiving Warehouse	The receiving warehouse of the items in the PO.
Shipped On	The PO's shipping date.
Shipping Instructions	Special instructions for the PO.
Shipping Status	The PO's <b>Shipping</b> status.
Vendor Invoice Number	The numbers of any associated <a href="#">Vendor Invoices</a> .

You can show or hide these columns by clicking the three dots in the top right and selecting **Customize Columns**. To sort results based on these columns, use the **Sort by** menu.

## Action Descriptions

See the following list for all actions and their descriptions.

Action	Description
Unreceive Selected	Clear the received quantities of all receiving sessions from the selected POs. This is the reverse of the <b>Receive Whole PO</b> action. See Unreceive POs for more information.
Mark PO as Shipped	Manually change the Shipping status of the selected POs to <b>Shipped</b> .
Enable Inventory Count	Start counting the selected previously disabled POs toward the inventory once again.
Disable Inventory Count	Disable the selected POs from counting toward your inventory.
Add New Purchase Order	Enable the <a href="#">Client Setting Allow To Ignore Inventory In Purchase Order</a> for these actions to be available.
Delete	<a href="#">Create</a> a new PO. Delete the selected POs. You can't undo this action. If a PO is linked to a sales order as part of the <a href="#">Dropship</a> workflow, you will be prompted to confirm if you want to break that link. If you do so, the order's <b>Dropship Status</b> will automatically change to <b>None</b> . Select from these options: <ul style="list-style-type: none"><li>• <b>Print to PDF</b> – Print the selected POs to a PDF using the standard export format or a custom-made plugin.</li><li>• <b>Email Purchase Orders</b> – Email the selected POs to their respective vendors.</li><li>• <b>Export via Plugin/Profile</b> – Export the selected POs using a custom-made plugin or an <a href="#">Export Mapping Profile</a>.</li><li>• <b>Export To Excel</b> – Export the selected POs to an Excel spreadsheet.</li><li>• <b>Export To Excel (With Items)</b> – Export the selected POs to an Excel spreadsheet with more focus on detailed shipping information, product details, line item specifics, and additional notes.</li><li>• <b>Export To Excel (Open Items)</b>: This option is the same as the above one (<b>With Items</b>), but it only exports items that have not been received yet.</li><li>• <b>Export To Excel (Partial Received Items)</b> – Export only information about partially received items from the selected POs.</li></ul>
Export	
Change Status	Change the selected POs' general <b>Purchase Status</b> .
PO Approval	<a href="#">Approve</a> or undo the approval of the selected POs.
Exported Status	Update the selected POs' <b>Exported</b> status.
Exported To QuickBooks Status	Update the selected POs' <b>Exported to QuickBooks</b> status.

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