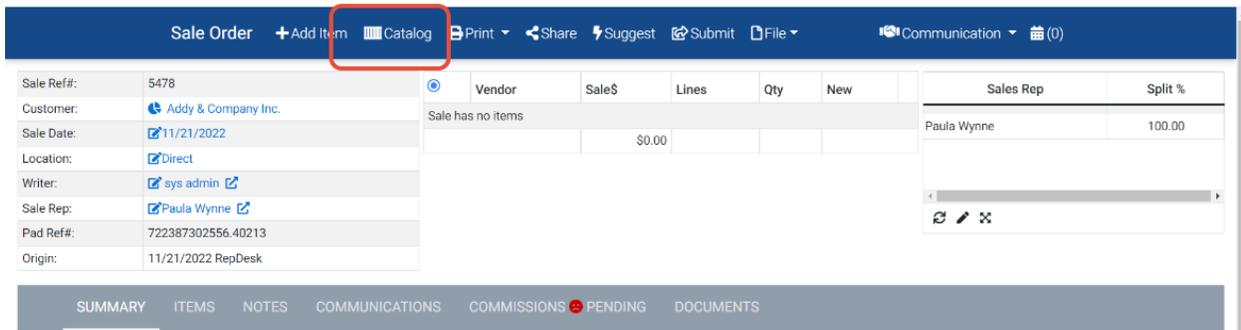


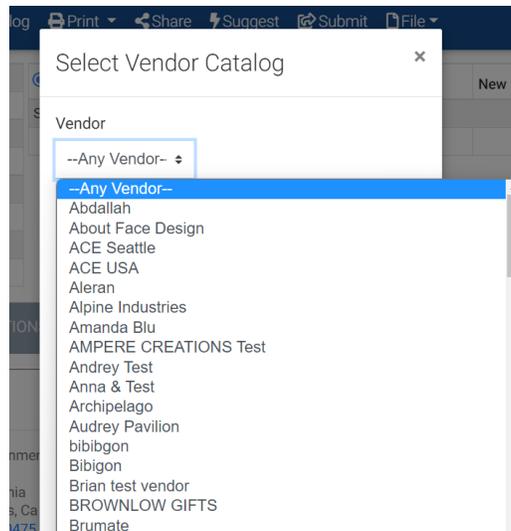
## Using the Catalog Feature in a Sales Order

In this FAQ it will go over how to use the Catalog Feature in sales orders.

1. When you create a sales order and are ready to add items click on the Catalog icon at the top of sales order.



2. Then select which Vendor you want and then select from one of their catalogs.



- Once inside the catalog click on any hot spotted item to add it to your order. Any item with blue box around it is hot spotted.

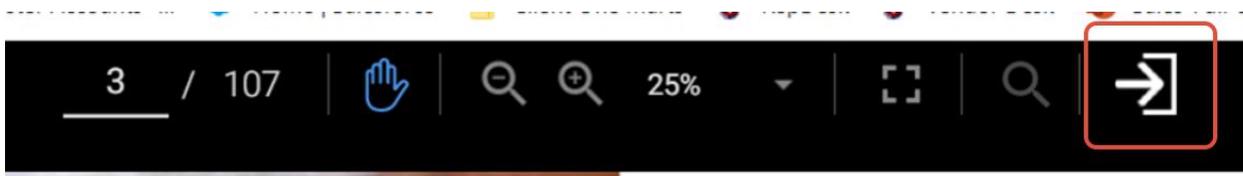


- When you click on the hotspot it will pull up this field. You can edit the amount and add notes. Just click add when ready to add it to your order.

Add Item To Sale Order ✕

<p>Item#: 129194          UPC: 672649291943          Vendor: About Face Design          Some Call It Chaos Sign</p> <p style="text-align: center;"><b>ADD</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Qty</td> <td style="width: 30%;">Unit Price</td> <td style="width: 40%;"></td> </tr> <tr> <td>3</td> <td>4.75</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Unit Dscnt %</td> <td>Unit Dscnt</td> <td>0</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Qty Canceled</td> <td>Net Price</td> <td>\$4.75</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3">Notes</td> </tr> <tr> <td colspan="3" style="height: 40px;"></td> </tr> </table>	Qty	Unit Price		3	4.75					Unit Dscnt %	Unit Dscnt	0				Qty Canceled	Net Price	\$4.75				Notes						 <table border="0" style="width: 100%;"> <tr><td>Available:</td><td>0</td></tr> <tr><td>In Stock:</td><td>0</td></tr> <tr><td>Case Pack:</td><td></td></tr> <tr><td>On S/O:</td><td>0</td></tr> <tr><td>On P/O:</td><td>0</td></tr> <tr><td>Min Qty:</td><td>3</td></tr> <tr><td colspan="2"> </td></tr> <tr> <td>Min Qty</td> <td>Price</td> </tr> <tr> <td>LEVEL1</td> <td></td> </tr> <tr> <td>3</td> <td>\$4.75</td> </tr> <tr> <td>LEVEL2</td> <td>\$0.00</td> </tr> <tr> <td>LEVEL3</td> <td>\$0.00</td> </tr> <tr> <td>LEVEL4</td> <td></td> </tr> </table>	Available:	0	In Stock:	0	Case Pack:		On S/O:	0	On P/O:	0	Min Qty:	3			Min Qty	Price	LEVEL1		3	\$4.75	LEVEL2	\$0.00	LEVEL3	\$0.00	LEVEL4	
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3	\$4.75																																																					
LEVEL2	\$0.00																																																					
LEVEL3	\$0.00																																																					
LEVEL4																																																						

- When you have completed adding the items you exit the catalog by clicking on arrow icon on the far right.



6. Once back in the sales order you can see all the items listed under items that were added from the catalog.

**Sale Order** + Add Item Catalog Print Share Suggest Submit File Communication (0)

Writer: [sys admin](#)  
 Sale Rep: [Audrey Rep Test](#)  
 Pad Ref#: 722388186380.68255  
 Origin: 11/21/2022 RepDesk

Vendor	Sale\$	Lines	Qty	New
<input type="radio"/> Vendor				
<input checked="" type="radio"/> About Face Design	\$28.50	2	6	+Disc...
	\$28.50	2	6	

SUMMARY ITEMS NOTES COMMUNICATIONS COMMISSIONS PENDING DOCUMENTS

Promotions (Available: 0, Applied: 0)

Items (Added: 2)

Item#	Description	Qty	Qty Cancel	Unit Price	Unit Dscnt	Total	Vendor
129194	Some Call It Chaos Sign	3	0	\$4.75	\$0.00	\$14.25	About Face Design
129192	Keep Smiling Sign	3	0	\$4.75	\$0.00	\$14.25	About Face Design

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