

Create order

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From Items, after filling Order qty, choose **Create order**. Stockie opens a review screen grouped by vendor.

Stockie
RPH Cath Lab stock

v1.0.0

Items
Orders
Receive
Vendors
Stock take
Settings

Create order

Back to items Confirm order

Review supply lines (split by vendor), then confirm to allocate internal requisition numbers.

AUTH. OFFICER
stockie Administrator

Abbott Australia

DESCRIPTION	SIZE	PART #	QTY	PRICE	COMMENTS
Angio seal	6F	610132	2	-	

Remove

N

Session cart reviewed and split by vendor

Confirming

1. Check quantities and optional line comments.
2. Select the **Auth. officer** (staff list; defaults to you).
3. Confirm. Stockie creates one purchase order per vendor and allocates an internal req no to each.

Hospital coding (deliver-to, cost centre, next internal req number, site subtitle) comes from **Settings**, not from fields typed on this screen. The session cart is cleared after a successful create.

If several vendors were in the cart, you return to the Orders list. If there was only one vendor, you open that order.

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