


1. In Entrata, go to Accounting >> Purchase Orders.
2. After dismissing the POs filter pop-out, hover over the add icon 
 - a. Click **Add Purchase Order** to open the Add Purchase Order screen.

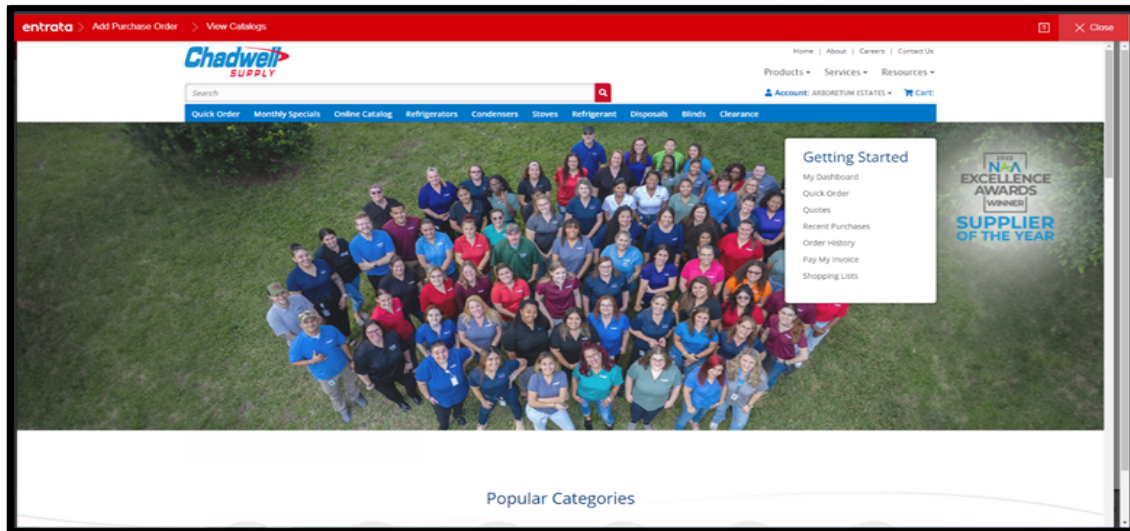
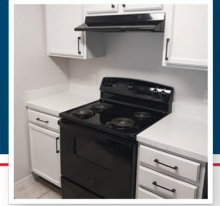
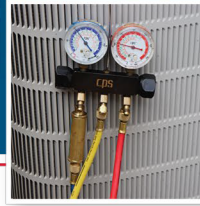
3. Select the PO type **Catalog** from the drop-down menu in the top left-hand corner of the screen.
The line-item fields adjust.

4. Select **Property** by searching by name or clicking the drop-down arrow.

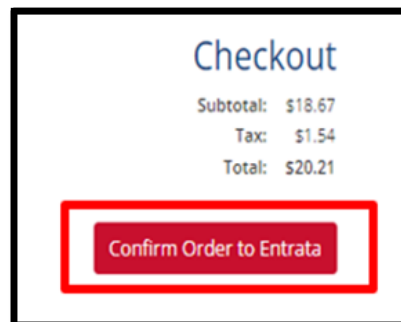
VENDOR/LOCATION	ACCOUNT	TYPE
Chadwell Supply - MRO, Corporate	010000	Standard
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5. Select a **Vendor/Account** by searching by name or clicking the drop-down arrow.

6. Click the green **View Catalogs** button to access the punchout.
(Pictured on next page.)



7. Once all items are in the cart in punchout, click the red **Confirm Order to Entrata**.



8. Once the order is confirmed, you will be returned to the **Add Purchase Order** screen back in Entrata. Your items will be automatically populated in the line-items field. Click **Save Purchase Order** to finalize the PO.

