



How to Place an Offline Order (RealPage)

1. From the Storefront menu select Create Offline Order.
2. Enter the Supplier – type in supplier name and tab or click on the word Supplier to open the supplier search and box, then select the supplier.
3. Enter in line-item details for products/services you need to order:
 - a. Quantity
 - b. Product Description
 - c. SKU
 - d. Unit Price
 - e. GL Code
 - f. Unit #
4. Enter in tax and shipping if necessary.
5. Enter order grand total.
6. Click the Check Budget button to see where you are against budget, enter any notes if necessary.
7. Click Save.