

# List / Print Costume (Purchase) Orders

Last Modified on 11/03/2020 12:34 am EST

To generate a list of created orders, use **List Orders** from the left menu in **Tools > Costume Management**.

*Any created order highlighted in Red in the Order Listing page may need attention. These orders may include costumes for students who have been dropped or transferred. Click the Order ID to view details.*

Order Listing						
<a href="#">Return</a>						
<small>Note: Any Orders highlighted in RED may need attention. These orders include costumes for students that have been dropped/transferred. Click the Order Id to view details.</small>						
2 record(s) found. <a href="#">Excel</a> <a href="#">Print</a> <a href="#">Refresh</a>						
Order Id	Print?	Status	Qty	Total Price	Vendor	Date Created
<a href="#">REV-2014A</a>	<a href="#">PRINT PO</a>	Pending	3	143.97	Revolution	11/7/2014 3:21:00 PM
<a href="#">WEIS-2014A</a>	<a href="#">PRINT PO</a>	Pending	4	171.96	Weissman Costumes	11/7/2014 3:33:00 PM
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## Print Orders

Using **Tools > Costume Management**, select **Print Orders**. In the list, choose **Print PO** to print an order. The printed order can be faxed or mailed to the vendor for processing. At this time, the PO is not editable, however, you may write in additional details (i.e. shipping method, tax, etc.). As a best practice, maintain the printed purchase order as a 'snapshot' of your order.



Order ID: WEIS-2014A

[!\[\]\(c140ced51dbf5d4fbee7bbef0b65b56b\_img.jpg\)](#)
[!\[\]\(aa4f4c0b58a60054f2a1d99058f2f1db\_img.jpg\)](#)
[!\[\]\(f13d046cf84255ec3354ea79b2e7d15b\_img.jpg\)](#)
[!\[\]\(fef7c8d45b00d3b9f1cd2af5698b245d\_img.jpg\)](#)

**Address:** 6750 Manchester Avenue

City/State: St Louis, MO

**Phone:** 800-477-5410

**Email:** [info@weissmancostumes.com](mailto:info@weissmancostumes.com)

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**Address:** 1 Main Street

City/State: Charlotte, NC

**Phone:** 704-555-1234

**Email:** [costumes@jrtech.com](mailto:costumes@jrtech.com)

Shipping Method		Shipping Terms			Delivery Date		
Item #	Item Name	Size	Color	Style	Qty	Unit Price	Total
8303	On the Floor	Child Medium	gold	1 pc	2	42.99	85.98
8303	On the Floor	Child Small	gold	1 pc	1	42.99	42.99
8303	On the Floor	Child X-Small	gold	1 pc	1	42.99	42.99
Additional Notes: OrderbyJanuary1fordiscount						Sub-Total:	171.96
						Discount:	
						Shipping:	
						Tax:	
						Adjustment:	
						Total:	