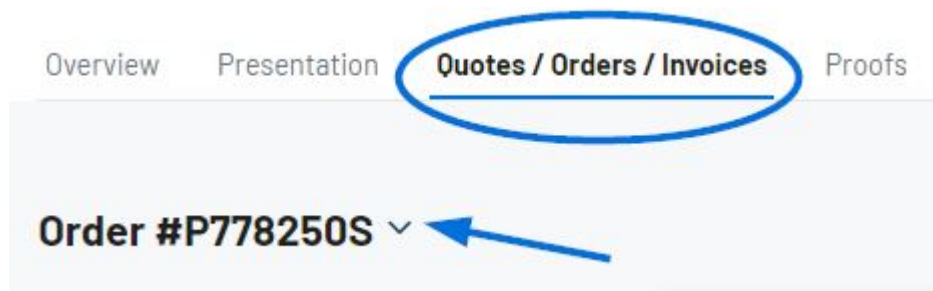


## Create Custom PO Number

2023-05-24 - Jennifer M - Orders

Purchase Orders in ESP+ are generated from the main order. To create custom purchase order numbers, you will need to update the main product number. To do this, log into ESP+, open the project, and go to the Quotes/Order/Invoices tab of the project. Use the toggle to select the order.



In the Order Information section, click on the pencil icon.

### Order Information New



Order Created

February 8, 2023

Order Contact

Jennifer Mannino

Sales Person

Jennifer Mannino

The Edit Order Information window will open. Type the custom order number in the Order Number box. Then, click on the Save button.

### Edit Order Information

Order Details

**Order Number \***

**Order Tracking**

**Order Created \***

**Enter or select contact \***

**Sales Person \***

**PO Reference**

**Payment Method**

**Discount %**

**Credit Terms**

Order Dates

**In-Hands Date**

☐ Flexible ☐ Firm

**Ship Date**

☐ Blind ship

Shipping Information

**Shipping Method**

**Shipping Account**

[X Cancel](#) [Save](#)

The Order number will now be updated.

[Watch how to update the Order Number](#)

The custom order number will now be reflected on purchase orders.

NEW

**Purchase Order #** Custom12345

**Total (USD):** \$75.00

You can custom quote and invoice numbers in the same manner. Default prefixes, suffixes,

and/or starting numbers for order documents can be set in the [Order Creation Defaults section of the Account - Settings](#) area.

#### Related Content

- [Purchase Orders](#)