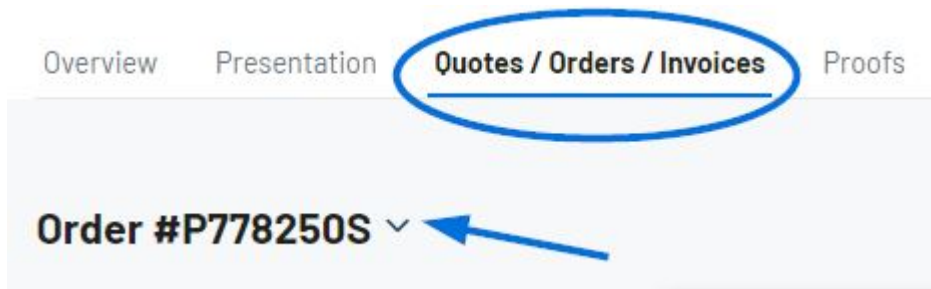# ESP+

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 numnbers, 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.

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

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.

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.

Contenu lié

- [Purchase Orders](#)