
Alma Purchase Order Lines (POLs) not displaying in the Packaging section

- **Article Type:** Q&A
 - **Product:** Alma
 - **Relevant for Installation Type:** Dedicated-Direct; Direct; Local; Total Care
-

Question

Created a purchase order line (POL) and selected Manual Packaging.
The POL appears to have been auto-packaged into a Purchase Order (PO).
Expected it to appear under Acquisitions > Purchase Orders > Package, but it is in review.
What is needs to happen in order for it to appear under Package?

Answer

The results are different when selecting "Manual Packaging" and then "Save and Continue" than when selecting "Manual Packaging" and "Order Now".

After selecting the 'Manual Packaging' check box in the PO Line Summary screen and clicking 'Save and Continue', the PO Line will go into status 'Manual Packaging' and appear when selecting Alma menu > Acquisitions> Purchase Orders > Package.

After selecting the 'Manual Packaging' check box in the PO Line Summary screen and then clicking 'Order Now', the PO Line will *not* go into status 'Manual Packaging' but the Alma will try to send it straight away.
Instead, it will go into "sent" status if no issues were detected, otherwise it will go into "Review" status as in this case.

In order to package the PO Lines manually into a PO, choose 'Save and Continue' when saving the newly created PO Line.

Category: Acquisitions

Subject: Ordering

- **Article last edited:** 6/25/2015