



ManEx Minute



Take a minute to save time with ManEx.

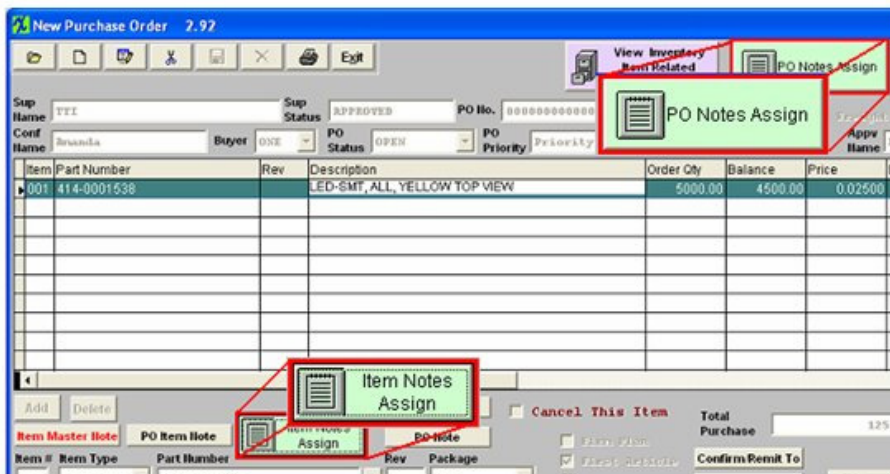
Dear Valued Customer,

Did you know that ManEx will allow you to create and attach user defined notes to Purchase Orders (PO) and line items on the Purchase Order?

If you have standard T&C or other notes that users will selectively attach to a given PO or PO line item, you can create these in the system setup and apply them as needed to each item on the PO or to the entire PO.

Users define the standard notes in System Setup under Material / Notes Setup. Users create a short description of the note and then complete the note details as required.

Once setup, buyers are able to select the appropriate note to be printed with the purchase order. Users attach notes by clicking either of the "Notes Assign" buttons on the PO screen and then selecting the desired note from the list. This note will be added as an attachment to the PO.



For more information on the PO module, please refer to the [PO Module Manual](#).

This is just another way we are developing ManEx with YOU in mind.

Sincerely,

David Sharp

David Sharp
Regional Vice President

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*If you have another approach that you think works better, [click here](#) and tell us about it.

*To add a name to this email list, please reply with the name and email addresses.

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*Questions or comments? Email us at cs@manex.com or call 651-344-4915