

# Winfield Crop Protection Purchase Order - Supplier eLink

Last Modified on 10/22/2026 2:56 pm CDT

The Purchase Order Export allows retailers to send crop protection Purchase Orders direct to Winfield through web services.

**Note:** Currently only Winfield offers importing and exporting crop protection Purchase Orders. For more information on B2B Crop Protection Purchase Order export setup, see [here](#).

1. Navigate to *Accounting / Inventory / Purchase Order* and select **Add**. Select the Vendor used for Winfield.
2. Enter a *P.O. #* and double-click *Product Name* to select the crop protection Products to add to the Purchase Order.
3. In the *Notes* section, optionally add information to be sent to the supplier as a general instruction.
4. Optionally, navigate to the *Ship To* tab and enter information in the *Delivery Instructions* section to be sent as Shipping Instructions to the supplier.
5. On the *PO Detail* tab, the *Delivery Type* can be set to *Pickup* or *Delivery* and is communicated to the supplier.
6. Choose the *Date Requested* and select **Apply**.

**Add A Purchase Order**

PO Detail AP Bill Ship To Release Numbers

Date  P.O. # 30125

Contract

<Vendor> WinUn Winfield United

<Customer>

<Comments>

Notes Information in this section is sent as a general instruction to the supplier

Price By ☒ \$/Unit ☐ \$Total

Start Date  Expiration Date

Discount Terms ID  Pay By  Disc Amt

|   | <Product Name>      | Ordered | U   | Received | Invoiced | <\$Unit> | Bill Unit | \$Total | Deptid | Prodid | <Add On> | Freight | <Sellin | Alternate Pr |
|---|---------------------|---------|-----|----------|----------|----------|-----------|---------|--------|--------|----------|---------|---------|--------------|
| 1 | Warden RTA2X2.5 Gal | 50,000  | Gal |          |          |          | Gal       |         | WinCPP | 6979   |          |         |         |              |

Freight

<Freight Vendor>

Total Weight 442,300

Inco Term

Delivery Type Pickup

PO Type

Date Requested  ETA

<Pickup/Delivery Location Name>

7. Select **Save**.
8. On the *Print a Purchase Order* screen, select the *WS XML Purchase Order* option to send the PO directly to Winfield. Select **Print**.

 Print Purchase Order

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Select Printer

Style 1

☐

▼

# Copies

1

Style 2

☐

▼

# Copies

1

Style 3

☐

▼

# Copies

1

☐ Include Created By User Name and Date

☒ Print Cost Information

☐ Email Purchase Order

☐ FTP XML Purchase Order

☒ WS XML Purchase Order

Print

Cancel