

# Winfield Crop Protection Purchase Order

Last Modified on 03/11/2026 7:38 am CDT

This functionality allows retailers to send Crop Protection Purchase Orders directly to Winfield. The **View Responses** button may be used for future functionality.

**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.

**Note:** Products added to the PO must have descriptions limited to 30 characters with no special characters included.

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**.

<Product Name>	Ordered	U	Received	Invoiced	<\$Unit>	Bill Unit	\$Total	Deptid	Prodid	<Add On>	Freight	<Sellin	Alternate Pr
1 Warden RTA 2X2.5 Gal	50,000	Gal				Gal		WinCPP	6979				

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

Select Printer

Style 1  [dropdown] # Copies 1

Style 2  [dropdown] # Copies 1

Style 3  [dropdown] # 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