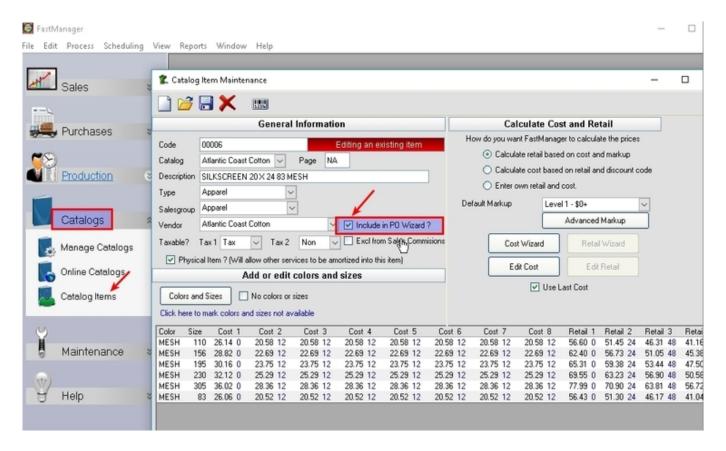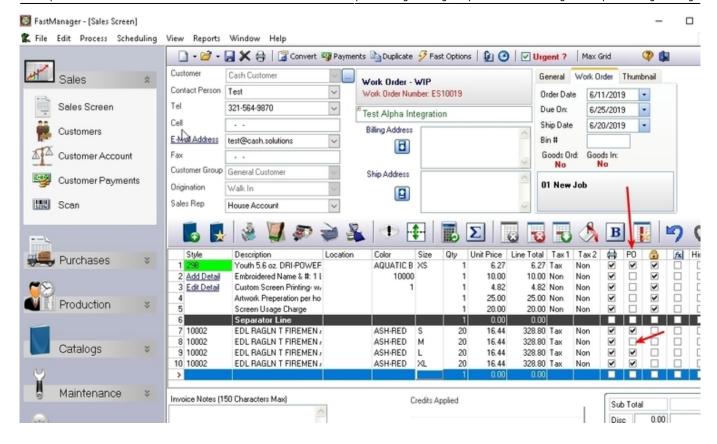# Purchasing

Catalogs & Items

In the setup of any catalog item, you can specify if that item should be added to the PO Wizard automatically or not.

- Any *vendor catalogs* that you import will have this option enabled by default

You can then also enable or disable the option for any item on your order, on the fly, on the Sales Screen (for example: if the item is customer supplied or you have a few in stock). Simply uncheck the box for that row in the P0 column:

← **Purchasing: Overview**   **The PO Wizard** ⇒

From: