First go to your Units page and click reports
- You will want to first make sure what you need to buy is APPROVED in Needs Approval Report
- Once that is done you can go to Needs Purchasing Report

In Needs Purchasing Report
- Select the correct unit
- Then select the items to purchase
- Then Click either
  > Create Purchase Order or
  > Add to Open PO
- It asks if you are sure - click Yes

It takes you to your purchase order screen

At the bottom of this screen you will see 5 choices > the Scout Shop needs the 4th (Advancement Report) > Download this and fill it out as needed and turn it in to receive your Scouts' earned awards.