
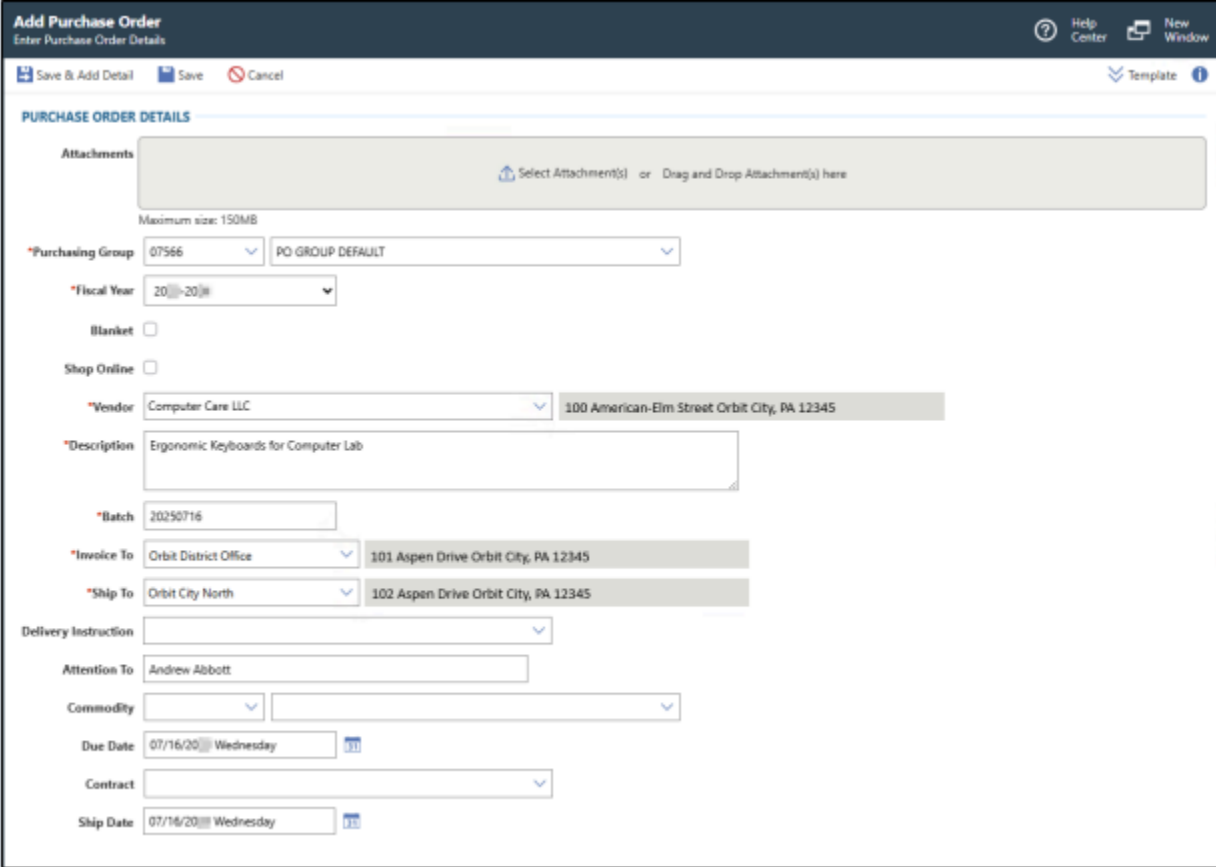


1. Select > Administrative Access > Purchasing.
2. Select Purchase Order under Features. Alternatively, you can create a purchase order by selecting My Purchase Order under Features. This screen displays all Purchase Orders you have entered. You may need to create purchase orders from this screen if you do not have access to the Purchase Order List. Step Information You see the Purchase Order List, which displays existing purchase orders, and the corresponding details and accounting information for the highlighted purchase order
3. Under the Purchase Order heading, click  Add Purchase Order near the top right hand of the screen.



Add Purchase Order
Enter Purchase Order Details

Save & Add Detail Save Cancel Template

PURCHASE ORDER DETAILS

Attachments
Select Attachment(s) or Drag and Drop Attachment(s) here
Maximum size: 150MB

*Purchasing Group 07566 PO GROUP DEFAULT

*Fiscal Year 2020-2021

Blanket

Shop Online

*Vendor Computer Care LLC 100 American-Elm Street Orbit City, PA 12345

*Description Ergonomic Keyboards for Computer Lab

*Batch 20250716

*Invoice To Orbit District Office 101 Aspen Drive Orbit City, PA 12345

*Ship To Orbit City North 102 Aspen Drive Orbit City, PA 12345

Delivery Instruction

Attention To Andrew Abbott

Commodity

Due Date 07/16/2021 Wednesday

Contract

Ship Date 07/16/2021 Wednesday

4. Complete the appropriate fields.

You must complete required fields. These fields are marked with a red *. Fields not marked with an * are not optional.

Attachments – Add quotes or any paperwork that may be needed to process the order. Select attachment or drag drop attachments in the box.

Attachment Type – Choice “Quote” from the drop down box.

*Purchasing Group – Select the appropriate purchasing group from the drop down box.

- Purchasing groups

*Fiscal Year – This reflects the current school year and should not be changed.

Blanket Purchase Order – Leave unchecked

Shop Online – Currently used for Amazon and School Specialty orders only.

*Vendor – Use the drop down box or type vendor into box to search for vendor. If a vendor is not listed, choose “New Vendor and add vendor in description”

*Description – The description should be very basic. If new vendor, add new vendor here.
For example: Math Supplies, First Grade Supplies, Library Books, Meal Money, Entry Fees.

*Batch - Auto Filled

*Invoice to – Auto Filled

*Ship to – Auto Filled

Delivery Instruction – Leave blank


Attention – Your name should be listed in this field


Commodity – Leave Blank

Due Date – This is a field that is rarely used. If there is a due date for an entry fee it can be entered here.

Contract – Leave Blank

Ship Date – Leave Blank

Click  Save & Add Detail near the top of the screen to save the Purchase Order and to the purchase order detail.

You will only  Save if you plan to return to add line items and other details at a later time.

Add Purchase Order Detail

1. Complete the appropriate fields.

You must complete required fields. These fields are marked with a red *. Fields not marked with an * are not optional.

Add Purchase Order Detail
Enter Purchase Order Detail Details

Save & Add Another Save & Submit Submit & Add New Purchase Order Save & Add New Purchase Order Save Cancel

Purchase Order Request Number: 223
Purchase Order Number:
Vendor: Computer Care LLC
Status: U - Unsubmitted
Description: Ergonomic Keyboards for Co...

PURCHASE ORDER DETAIL DETAILS

Purchase Order Total (\$) 150.00
Purchase Order Detail Type: M - Merchandise
Catalog Item:
*Description: Ergonomic Keyboards for Computer Lab
Commodity: 2002 Ergonomic Keyboards
*Quantity: 2.00000
Unit of Measure:
*Unit Cost (\$) 75.00000
Entry Amount (\$) 150.00
Project:
Grant:

ACCOUNT DISTRIBUTION

*Account	*Amount	Percent	
000	150.00	100.00	Remove Account Distribution
			Clear Account Distribution

Add Account Distribution

Asset
Receivable

Catalog Number (product number) is optional but very helpful when it comes to ordering requested items(s)

*Description – This field should contain enough information for the item to be ordered without any questions.

Commodity – Skip this field

Unit of Measure – If you know the unit of measure you can choose from one of the drop down chooses. This field is not optional.

*Quantity - Enter how many of the item you are ordering. i.e. ordering two staplers, enter “2” in the quantity field.

*Account number - Choose from the list of account numbers that is provided to you.

If your purchase order is for your classroom, (i.e. instructional supplies, general supplies, curriculum, etc.), the account number will begin with an "08", "34".

If your purchase order is for an activity account (i.e. FFA, Sr Class, HSBBB, Field Trip), the account number will begin with a 56. If it doesn't begin with a 56 then the wrong purchasing group was entered.