

# State of Oklahoma

## COR110

Purchase Order Administration Manual  
Office of Management & Enterprise Services



**OKLAHOMA**

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## Document History

<u>Document Revision</u>	<u>Date</u>	<u>Description</u>
1.0	04/30/2010	Initial Document
2.0	05/01/2014	Upgrade Update
3.0	12/13/2024	Upgrade Update





## Create Direct PO - Single Line

A Purchase Order is a commitment to buy goods or services from a supplier. Upon budget checking, the Purchase Orders funds are encumbered (obligated) from a budget to ensure funds are available when the product or service has been received. If a Requisition is processed, the pre-encumbrance will be released when the encumbrance is established. Like a Requisition, the Purchase Order consists of these basic elements: headers, lines, schedules, and distributions. Each requisition has one header, which can have multiple lines. Each line can have multiple schedules. Each schedule can have multiple distributions.

### Step 1 – Enter Purchase Order Data

**NOTE:** Throughout this manual, *Navigation* refers to the keystrokes taken to access relative functionality. To follow steps, first **Select** the **NavBar Compass** icon, then the **Menu** icon. Follow the referenced Navigation in the menu.

*Navigation: Purchasing > Purchase Orders > Add/Update POs > Add a New Value*

#### Purchase Order

Find an Existing Value
Add a New Value

\*Business Unit

\*PO ID

Add

**Business Unit** - Defaults to specific agency for each User.

**PO ID** - Defaults to NEXT. The system will auto number each Purchase Order.

**NOTE:** Do not change the PO ID data field. Let the system default NEXT into the data field. The Purchase Order number will be assigned upon saving.

Click the **Add** button to access the Maintain Purchase Order page.

Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO Status Initial  
PO ID NEXT Budget Status Not Chk'd  
Copy From   Hold From Further Processing

▼ Header ⓘ

\*PO Date 07/09/2024  Supplier Search  
\*Supplier  Supplier Details  
\*Supplier ID   
\*Buyer   
PO Reference

Doc Tol Status Valid  
Receipt Status Not Recvd  
Priority Medium  
\*Dispatch Method  Dispatch

Amount Summary ⓘ  
Merchandise 0.00 Calculate  
Freight/Tax/Misc. 0.00  
Total Amount 0.00 USD

Add Items From ⓘ  
Catalog Purchasing Kit Item Search

Lines ⓘ

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1						0	0.000	Open

View Printable Version  
View Approvals

Close Short All Lines \*Go to ... More ...

Save Notify Refresh Add Update/Display

**NOTE:** The PO date defaults to today's date. (Leave this field alone so the PO date will always be the creation date.)

Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO Status Open   
PO ID NEXT Budget Status Not Chk'd  
Copy From   Hold From Further Processing

▼ Header ⓘ

\*PO Date 07/09/2024  Supplier Search  
\*Supplier STAPLES IN-001  Supplier Details  
\*Supplier ID 0000067919  STAPLES INC  
\*Buyer AANDREWS  Angela Andrews  
PO Reference

Doc Tol Status Valid  
Receipt Status Not Recvd  
Priority Medium  
\*Dispatch Method Print Dispatch

Amount Summary ⓘ  
Merchandise 0.00 Calculate  
Freight/Tax/Misc. 0.00  
Total Amount 0.00 USD

Add Items From ⓘ  
Catalog Purchasing Kit Item Search

**Input the Supplier ID and Buyer.** If known, the Supplier ID can be entered directly. If unknown, the Supplier ID can be searched using the lookup icon (magnifying glass) in the field.

Click the **Supplier Details** link to review the supplier's location and address.

Click the **Refresh** button to validate data. The PO status changes to "Open."

**Hold from Further Processing** - Processes will not run against a PO if this box is checked.

**PO Reference** - Will populate with the originating document number if using sourcing.



## Step 2 – Update Header Details

Information entered on this page is associated with the entire Purchase Order. Click the [Header Details](#) link, located under “PO Reference” to open the page.

The screenshot shows the 'PO Header Details' form with the following data:

- PO Details:** Supplier: STAPLES IN-001; PO Type: RLSE; Billing Location: 09014; Origin: EXC; Exception:  Use One Ship To; PO Date: 07/09/2024; Budget Status: Not Chk'd; Tax Exempt: ; ID: 736017987; Letter of Credit ID: ; Ship To: 09000
- Currency:** Currency Code: USD; Rate Date: 01/01/1951; Rate Type: CRRNT; Base Currency: USD; Exchange Rate: 1.00000000
- Process Control Option:** Dispatch: ; Method: Print; Acknowledgements required for: Not required; Accounting Date: 07/09/2024; Accounting Template: STANDARD

**PO Type** - This field will establish the type of Purchase being created. See more information about PO Types on page 138 of this manual.

**Billing Location** - The field identifies where the invoice should be sent, such as the Main Office of a Department within an agency.

**Origin** - The origin is used to describe who will complete the Purchase Order. This defaults from your user preference and is normally AGY- Agency. The user can change the origin to a different option from the pre-defined values by clicking the look up icon in the field. See more information about Origins on page 138 of this manual.

**Tax Exempt** - Select if the purchase order is exempt from sales and use taxes. If selected, enter a tax exempt ID in the **ID** field.

**Dispatch Button** - The default is “on.” This indicates that once the PO has been successfully checked for Document Tolerance and Budget Checking, the PO is scheduled for the next Dispatch process. To prevent, de-select the Radio Box located to the left of **Dispatch**.

**Method** - Defaults from the Business Unit definition. Method can be overridden by selecting *EDX, Fax, Phone, Email, or Print*.

**Accounting Date** - Defaults to today’s date and generally should not be changed, this date will determine the FY and Accounting Period assigned in Commitment Control.

Update information on this page and **click** the **OK** button to return to the Maintain Purchase Order page.

## Step 3 – Enter the Header Comments

Access the Header Comments page by clicking on the **Add Comments** link from the Header Section of the Maintain Purchase Order Page.

Input any comments to send with the Purchase Order in the Comment Field.

**PO Header Comments** x

Help

Business Unit 09000      PO ID NEXT      Supplier STAPLES IN-001

\*Sort Method       \*Sort Sequence      

1      2      3      4      5

**Comments** 1 of 1      View All

Use Standard Comments      Comment Status Active     

Header Comments will apply to entire Purchase Order.

Send to Supplier       Show at Receipt  
 Show at Voucher       Approval Justification

**Associated Document**

Attachment     Email

From -> PO 09000-NEXT

---

**NOTE:** The Send to Supplier check box will be checked by default. If you want this comment to appear on the receipt or voucher, check the appropriate box.

---



---

**NOTE:** When there are multiple comments, the system will display the most recent comment.

---

The navigation display, outlined above, indicates the number of comments available for viewing. To view the remaining comments, either press the forward arrow symbol to go to the next comment or press '**View All**' to see all of the comments in the scroll area. To return to viewing only one line and its associated schedules, press '**View 1**'.

**Navigation buttons:**

1. Find
2. First
3. Previous
4. Next
5. Last



## Field Definitions

**Retrieve Active Comments Only** – This field is available after the Purchase Order has been saved. The radio box is selected by default. If you want to select the inactive comments, deselect the radio box and **click the Retrieve** button.

**Inactivate Button** – **Click** this button to inactivate the currently displayed comment. The comment is not actually deleted, but it is set to an inactive status. This action can be reversed using the **Undo** button.

**Sort Method** – Select the method that you want to use to sort the comments retrieved:

- *Comment Time Stamp* – Sorts the comments by the time stamp assigned to them when they were created.
- *Supplier Flag* – Sorts the comments flagged to be sent to the supplier.

**Sort Sequence** – Select *Ascending* or *Descending*.

**Sort Button** - **Click** this button to sort comments according to the selections that you made in the Sort Method and Sort Sequence fields.

To add additional comments, **click** on the **plus** button in the upper right corner of the comments section.

**PO Header Comments**

Business Unit 09000 PO ID NEXT Supplier STAPLES IN-001

\*Sort Method Comment Time Stamp \*Sort Sequence Ascending Sort

Comments Search | Navigation | 2 of 2 | View All

Use Standard Comments Comment Status Active Inactivate +

Header Comments will apply to entire Purchase Order.

Send to Supplier  Show at Receipt  
 Show at Voucher  Approval Justification

Associated Document Attachment Attach View Delete Email

Source Key

OK Cancel Refresh

PeopleSoft also gives you the ability to attach a file to your Purchase Order using the **Attach** button.

## Standard Comments

Central Purchasing (CP) requires certain Purchase Orders to contain certain comments concerning the purchase. Instead of having to type this information into each Purchase Order, CP has created a list of Standard Comments that when selected, will default in. These comments are called **STANDARD COMMENTS** and must be added to these Purchase Orders. See Central Purchasing Administrative Rules.

the [Use Standard Comments](#) link on the left side of the page.

From this page, select the “Standard Comment” by inputting the **Comment Type** and **Comment ID**. If you do not know this information, then **click** the Look Up Icon located in the right side of the field.

Click the [Look Up Icon](#) for the Comment Type to search for a Comment Type.

**Look Up Comment Type**
×

[Help](#)

\*SetID

Standard Comment Type

Description

**Search**
Clear
Cancel
Basic Lookup

Search Results

View 100 1-8 of 8

Standard Comment Type	Description
345	ODOT TERMS AND CONDITIONS
807	OHCA TERMS AND CONDITIONS
COL	NON COLLUSION
OTM	OTERM
SOL	IT Solicitation Terms
SVC	SERVICE
T&C	TERMS AND CONDITIONS
TRM	TERMS

Select a Comment Type by clicking on it. In this example “Non-Collusion” (COL) will be used.

**Standard Comments**
×

[Help](#)

**Comments**

\*Action

Comment Type        Comment ID

\*Effective Date       \*Status

Description

Short Desc

Comments

**OK**
Cancel
Refresh

Click the **Look Up Icon** for the Comment ID.



**Look Up Comment ID**
✕

[Help](#)

SetID 00000

Standard Comment Type COL

Standard Comment ID begins with

Description begins with

Search
Clear
Cancel
Basic Lookup

Search Results

View 100 ◀◀ ▶▶ 1-1 of 1

Standard Comment ID	Description
NONC	NON COLLUSION

**NOTE:** The Comment ID is unique to the Comment Type.

Select a Comment ID by clicking on it.

**Standard Comments**
✕

[Help](#)

**Comments**

\*Action Copy Comment

Comment Type COL 🔍      Comment ID NONC 🔍

\*Effective Date 07/09/2024      \*Status Active

Description NON COLLUSION

Short Desc NON COLLUS

Comments THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:  
State of \_\_\_\_\_ County of \_\_\_\_\_, of  
lawful age, being first duly sworn, on oath, say that: 1.(S)he is the duly  
authorized agent of Bidder and/or contractor submitting the

OK
Cancel
Refresh

Notice the comments copied in, this saves time.

Click the **OK** button to attach the copied Standard Comment to the PO Header.

**PO Header Comments** x

[Help](#)

Business Unit 09000      PO ID NEXT      Supplier STAPLES IN-001

\*Sort Method       \*Sort Sequence      

**Comments**  |   2 of 2

Use Standard Comments      Comment Status Active     

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:  
State of \_\_\_\_\_ County of \_\_\_\_\_, of lawful age, being first duly sworn, on oath, say that: 1.(S)he is the duly authorized agent of Bidder and/or contractor submitting the competitive bid and/or procuring the contract which is \_\_\_\_\_

Send to Supplier       Show at Receipt  
 Show at Voucher       Approval Justification

**Associated Document**

Attachment     Email

To view all comments, **click** the [View All](#) link.

**Click** the **OK** button to return to the Maintain Purchase Order page.



## Step 4 – Enter Line Details

The screenshot displays a procurement system interface. At the top, the Business Unit is 09000 and the PO ID is NEXT. The PO Status is Open, and the Budget Status is Not Chkd. The PO Date is 07/09/2024, and the Supplier is STAPLES IN-001. The Supplier ID is 000067919, and the Buyer is AANDREWS. The PO Reference field is empty. The Amount Summary shows Merchandise at 0.00, Freight/Tax/Misc. at 0.00, and a Total Amount of 0.00 USD. The 'Add Comments' link has been replaced by 'Edit Comments'. The 'Lines' table has one row with the following data:

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1						0	0.000	Open

Notice the **Add Comments** link changed to **Edit Comments**.

Enter the Line Details and **click** the **Refresh** button to validate the data.

The user can input the **Item ID**, which will default the **Description** and **Category** field,

**OR**

The user can input the **Category** code directly, without an Item ID.

If the Item ID/Category is not known, the lookup icon on the right side of the field can be clicked to search for an Item ID/Category.

An Item ID is searched for in this example.

To narrow your results, input an Item ID, Category, or Description and **click the Search** button.

In this example, a description of “OFFICE SUPPLIES” was used to create the following results:

**Look Up Item**

\*SetID 00000

Item ID begins with [ ]

Category begins with [ ]

Description begins with OFFICE SUPPLIES

Search Clear Cancel Basic Lookup

Search Results

View 100 1-1 of 1

Item ID	Category	Category ID	Description
1000013634	44121600	45469	OFFICE SUPPLIES: General desk/

Make your selection by clicking on the **Item ID** link. For this example, “OFFICE SUPPLIES: General desk/office supplies” is chosen.

Maintain Purchase Order

**Purchase Order**

Business Unit 09000 PO Status Open

PO ID NEXT Budget Status Not Chkd

Copy From [ ]

Header

\*PO Date 07/09/2024 Supplier Search

\*Supplier STAPLES IN-001 Supplier Details

\*Supplier ID 0000067919 STAPLES INC.

\*Buyer AANDREWS Angela Andrews

PO Reference [ ]

Doc Tol Status Valid

Receipt Status Not Recvd

Priority Medium

\*Dispatch Method Print

Amount Summary

Merchandise 0.00

Freight/Tax/Misc. 0.00

Total Amount 0.00 USD

Add Items From

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES		YR	44121600		0.00	Open

Save Notify Refresh Add Update/Display

The Description and Category code defaulted in from the Item ID.

Input the **PO QTY**, **UOM** (Unit of Measure), and **Price**.

Click the **Refresh** button to validate the data.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Open

**NOTE:** When using a custom price, PeopleSoft will notify the user if a system price is found for the Item ID selected. The user may select to continue with custom price or change to system price.

The Merchandise Amount is automatically calculated by the system as PO Qty x Price.



## Step 5 – Verify Line Item Details

Use the Line Details page or Line tabs to verify or modify additional details on the line, such as the Receiving Required option, Contract Data, and other line specific information. To view the Line Details Page, **click the Line Details Icon** located to the left of the line, or **click the Tabs** located above the line.

### Details Tab

The screenshot shows a web application interface for managing purchase order lines. The 'Details' tab is active, displaying a table with one line item. The table has columns for Line, Item, Description, PO Qty, UOM, Category, Price, Merchandise Amount, and Status. The first line item has a quantity of 4,000, a unit of measure of YR, a category of 44121600, a price of 8.00000, and a merchandise amount of 32.00. The status is 'Open'. Below the table, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. There is also a 'Close Short All Lines' button and a '\*Go to ... More ...' dropdown menu.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES:	4.0000	YR	44121600	8.00000	32.00	Open

**Item ID** – Select the ID of the item that you want to order. If the item that you want to order does not have an Item ID, choose to order the item by description only. To do this, enter item information in the Description field and enter the Category code.

**Description** – If you are ordering an item by description only, enter item information in this field. If you specify an Item ID, the description appears from the Purchasing Attributes page and can be changed.

**Item Search Icon** – Click the Item Search icon, located in between the **Description** and **PO Qty** fields, to search for items.

**PO Qty** – Enter the item quantity to order. The quantity is recalculated if you change the unit of measure.

**UOM** – The Unit of Measure (UOM) will default from the Item ID if entered. It can be changed by **clicking the Look Up Icon**.

**Category** – Enter the category for the item on the Purchase Order line. If you specify an Item ID, the category defaults from the Item ID and **cannot be changed**.

**Price** – The Price will default from the Item ID if entered and may need to be changed.

**Merchandise Amount** – System calculated as Quantity X Price.

**Status** – Displays the current status of the PO.

**Line Comment Icon** – Click the Line Comments icon, to the right of the **Status** field, to access the Line Comments page. Use this page to maintain line comments.

**Schedule Icon** – Click the Schedule icon, located on the right side of the line, to access the Purchase Order - Schedule page, where the view schedule shipment details and distribution information is located.

**Plus or Minus (+/-) Icon** – Add or Delete an Item Line.

## Flags Tab

Line	Item	Description	Sole Source Flag	Sole Source Type	Statutory Exemption Flag	Statutory Exemption Type	Statutory Exemption Description	Statutory Exemption Comments	Solicitation/Change Order/Ratification
1	1000013634	OFFICE SUPPLIES:							

**SS Flag and SS Type** – These fields are used to report Sole Source information, if applicable.

## Ship to/Due Date Tab

Line	Item	Description	Due Date	Ship To	Price
1	1000013634	OFFICE SUPPLIES:	07/10/2024	09015	8.00000

**Due Date** – The date the shipment or service is due.

**Ship To** – The location where the product will be shipped to or service performed. **Enter** the “Ship To” location if known or search using the **Look Up Icon**.

If you input the Due Date and Ship To data on this page, it will default to the Schedule Page.

## Statuses Tab

Line	Item	Description	Status	Backorder Status
1	1000013634	OFFICE SUPPLIES:	Open	Not Backordered

**Line Status** - The status of the line appears. Values are: *Open, Canceled, or Closed*.

**Backorder Status** - Backorder status displays. Values are: *Not Backordered, Backordered, and BO Received*.

## Item Information Tab

Line	Item	Description	Supplier Item ID	Supplier's Catalog	Manufacturer ID
1	1000013634	OFFICE SUPPLIES:			

Manufacturer's Item ID	UPN Type	UPN ID	Replenish Code	Stockless	Device Tracking	Withholding
			Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Supplier Item ID/Supplier Catalog** - The supplier catalog and ID assigned. Values default from the Item ID if entered.

**Manufacturer ID** - This value is required on all Assets. Select from a list of values by clicking on the **Look Up Icon**. If the value is not known, then leave blank or clear the default value. This data can be updated when receiving the Item.

**Manufacturer's Item ID** - Value defaults from the Item ID if entered.

**UPN ID** - Universal Production Number ID.

**Replenish Code** - Displays the replenishment code setup for the line item if it is either a replenishment or stockless item. A purchase order can have either stockless or replenishment items only. You cannot have both types on the same purchase order.

**Stockless** - Select this check box if the line item is a stockless item and, therefore, supplied directly from the supplier based on a previously established agreement. If a stockless item purchase order line cannot be fulfilled on the first receipt, the remaining quantity on the line is canceled. You can then run the Close Backorders process (PORC500) to close partially received stockless orders or orders that have not been received within a specified number of days.

**Device Tracking** - Select this check box to indicate whether a line contains a device-tracked item.

**Withholding** - Select this check box to indicate that the voucher line that matches this purchase order line may be subject to withholding. Supplier defaults determine whether this option is checked or unchecked.





## Attributes Tab

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1	1000013634	OFFICE SUPPLIES:	Goods	Line C	Due	<input type="checkbox"/>

**Physical Nature** - Will default to Goods. **Select** to indicate whether the object is a *physical good* or *service*.

**Price QTY (Price Quantity)** - Quantity that the system uses to determine minimum order quantities and price adjustment quantities. Options are *Line* and *Schedule*.

**Price Date** - Date that the system uses to determine minimum quantity and price adjustment dates. Select *PO* (purchase order date) or *Due* (schedule due date). The price date works in conjunction with the value in the **Price Qty** field.

**Amount Only** - This option is used to bypass matching on PO QTY and match only on the Extended Amount. Select this check box to designate the line as an amount-only line, if desired. If selected, the purchase order quantity value on the line is set to *1* and the field becomes unavailable for entry. The Distribute By option will change to *Amount* and user will receive a message if trying to change it to *Quantity*.

## RFQ Tab

Line	Item	Description	RFQ ID	RFQ Line
1	1000013634	OFFICE SUPPLIES:		

**RFQ ID/RFQ Line** - If the PO was created from an RFQ, the RFQ number and line will be displayed.



## Contract Tab

Line	Item	Description	SetID	Contract ID	Contract Version
1	1000013634	OFFICE SUPPLIES	00000		

Contract Line	Category Line	Release	Milestone Line	Group ID	Rebate ID
		NEXT			

**Contract ID/Contract Line** - If the Purchase Order was created from a Contract, the Contract number and line will be displayed.

**Release** - If the Purchase Order was created from a Contract, the release number will be displayed.

- For additional information, review the COR130 SW Contract Release Manual.

**Milestone Line** - Displays the contract line on which a milestone applies. Milestones are points in a contract cycle, such as a specified period of time or a percentage of contract fulfillment, at which an approval or reevaluation is made by contract participants.

**Group ID** - Displays the group ID to which this item belongs. When a PeopleSoft Strategic Sourcing event is awarded to a purchase order, and the event contains a group ID, that group ID appears in this field. If an item is awarded as part of a line group, the line group price applies when the item is ordered from that supplier. When a contract that has a group ID assigned to it is copied to the purchase order line, that group ID appears on the purchase order line.

**Rebate ID** – If applicable, the approved vendor rebate agreement that matches what is being ordered on the purchase order line appears. You can only modify the vendor rebate agreement if the **Rebate ID Security Control Setting** field value is *Update*. Otherwise, you will only be able to view the vendor rebate agreement.



## Receiving Tab

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1	1000013634	OFFICE SUPPLIES	Required	<input type="checkbox"/>		<input type="checkbox"/>

**Receiving Required** – Options are *Required* or *Optional*. *Required* is used to require the Item Ordered be received and matched to a payment. This option may default in from the Item ID as being *Required* and must be changed to *Optional* if not required, or the voucher will fail matching. Selecting *Optional* will give users the ability to receive the item but not match it.

**Inspection Required** - Select the Radio box under Inspection required if the product needs to be inspected. This will require the inspection to be matched to a PO and Voucher.

Click the **Line Details Icon**, outlined above, to review the line details vertically on one page.

**Details for Line 1**

PO ID NEXT Supplier STAPLES IN-001  
Line 1 Item ID 1000013634 Description OFFICE SUPPLIES: General desk

**Line Details**

Category 44121600 Line Status Open  
Description Desk supplies Backorder Status Not Backordered  
Category ID 45469

**Amount Summary**

Amount to Receive	USD	Merchandise Amount	32.00	USD
Quantity to Receive		Doc. Base Amt	32.00	USD

Transaction Item Description  
OFFICE SUPPLIES: General desk/office supplies

209 characters remaining  
Preferred Language Item Description  
OFFICE SUPPLIES: General desk/office supplies

Expand All Collapse All

- Item Information
- Attributes
- RFQ
- Contract
- Receiving
- Custom Fields

OK Cancel Refresh





To review the data, **click** the drop-down arrow next to the section name, this will expand the details. The same data will be available as in the Line Tabs. You can also **click** the **Expand All** link to view all details.

Click the **OK** button to exit the Details page.

To continue processing, **click** the **Details Tab**.



## Step 6 – Enter Line Comments


Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1	1000013634	OFFICE SUPPLIES:	4.0000	EA	44121600	8.00000	32.00	Open			 

Click the Line Comments Icon, outlined above, to add Line Comments.

**PO Line Comments**

Business Unit 09000      PO ID NEXT      Supplier STAPLES IN-001  
Line 1

\*Sort Method Comment Time Stamp      \*Sort Sequence Ascending      Sort

Comments  | << | 1 of 1 | >> | View All

Use Standard Comments      Comment Status Active      Inactivate +

Use Item Specifications

These comments will apply to the line only.

Send to Supplier       Show at Receipt  
 Show at Voucher

**Associated Document**

Attachment      Attach      View      Delete       Email

Source Key

OK      Cancel      Refresh

Enter any Line Comments to send with the Purchase Order in the Comment Field.

**NOTE:** The Send to Supplier checkbox by default will be checked. If you want this comment to appear on the receipt or voucher, check the appropriate box.

**NOTE:** When there are multiple comments, the system will display only the most recent comment. The scroll display indicates the number of comments available for viewing. To view the remaining comments, either **click** the forward arrow symbol to go to the next comment or **click View All** to see all the comments in the scroll area. To return to viewing only one line and its associated schedules, **click View 1**.

## Field Definitions

**Retrieve Active Comments Only** – This field is available after the Purchase Order has been saved. The radio box is selected by default. If you want to select the inactive comments deselect the radio box and **click** the **Retrieve** button.

**Inactivate Button** – **Click** this button to inactivate the currently displayed comment. The comment is not actually deleted but is set to an inactive status.

**Sort Method** – Select the method that you want to use to sort the comments retrieved:

- Comment Time Stamp – Sorts the comments by the time stamp assigned to them when they were created.
- Supplier Flag – Sorts the comments flagged to be sent to the supplier.

**Sort Sequence** – Select *Ascending* or *Descending*.

**Sort Button** – **Click** this button to sort comments according to the selections that you made in the Sort Method and Sort Sequence fields.

To add additional comments, **click** on the **plus** button in the upper right corner of the comments section.

The screenshot displays the 'PO Line Comments' interface. At the top, it shows the Business Unit as '09000', PO ID as 'NEXT', and Supplier as 'STAPLES IN-001'. Below this, there are dropdown menus for '\*Sort Method' (set to 'Comment Time Stamp') and '\*Sort Sequence' (set to 'Ascending'), accompanied by a 'Sort' button. The main area is titled 'Comments' and features a search icon, navigation arrows, and a 'View All' link. A 'Use Standard Comments' section is visible, along with a 'Comment Status' set to 'Active' and an 'Inactivate' button. A plus sign button is located to the right of the 'Inactivate' button. A text area contains the message 'These comments will apply to the line only.' Below this are checkboxes for 'Send to Supplier' (checked), 'Show at Receipt', and 'Show at Voucher'. An 'Associated Document' section includes an 'Attachment' field, an 'Attach' button, a 'View' button, a 'Delete' button, and an 'Email' checkbox. At the bottom of the window are 'OK', 'Cancel', and 'Refresh' buttons.

PeopleSoft gives you the ability to attach a file to your Purchase Order using the **Attach** button.



## Standard Comments

Central Purchasing (CP) requires certain Purchase Orders to contain certain comments concerning the purchase. Instead of having to type this information into each Purchase Order, CP has come up with a list of Standard Comments when selected will default in. These comments are called STANDARD COMMENTS and must be added to these Purchase Orders. See Central Purchasing Administrative Rules.

Add a Standard Comment by clicking the **plus** button on the right hand side, then **click** the [Use Standard Comments](#) link.

From this page select the “Standard Comment” by inputting the Comment Type and Comment ID. If you do not know this information, then **click** the **Look Up Icon** located on the right side of the fields.

**Click** the **Look Up Icon** for the **Comment Type**.

**Look Up Comment Type** x

[Help](#)

\*SetID 00000

Standard Comment Type begins with

Description begins with

Basic Lookup

Search Results

View 100 1-8 of 8

Standard Comment Type	Description
345	ODOT TERMS AND CONDITIONS
807	OHCA TERMS AND CONDITIONS
COL	NON COLLUSION
OTM	OTERM
SOL	IT Solicitation Terms
SVC	SERVICE
T&C	TERMS AND CONDITIONS
TRM	TERMS

Select the comment by clicking on it. In this example “Non-Collusion” (COL) will be used.

**Standard Comments** x

[Help](#)

**Comments**

\*Action Copy Comment

Comment Type COL  Comment ID

\*Effective Date 07/09/2024 \*Status Active

Description

Short Desc

Comments

Click the Look Up Icon for the Comment ID.

**Look Up Comment ID**
×

[Help](#)

SetID: 00000

Standard Comment Type: COL

Standard Comment ID: begins with

Description: begins with

Search
Clear
Cancel
Basic Lookup

Search Results

View 100 | 1-1 of 1

Standard Comment ID	Description
NONC	NON COLLUSION

---

**NOTE:** The Comment ID is unique to the Comment Type.

---

Select the Comment ID by clicking on it.

**Standard Comments**
×

[Help](#)

**Comments**

\*Action: Copy Comment

Comment Type: COL    Comment ID: NONC

\*Effective Date: 07/09/2024    \*Status: Active

Description: NON COLLUSION

Short Desc: NON COLLUS

Comments: THIS BID INVALID IF NOT SIGNED AND NOTARIZED  
 Affidavit: State of \_\_\_\_\_ County of \_\_\_\_\_, of lawful age, being first duly sworn, on oath, say that: 1.(S)he is the duly authorized agent of Bidder and/or contractor submitting the competitive bid and/or procuring the contract which is attached to

OK
Cancel
Refresh

Notice the comments copied in, this saved time.

Click the **OK** button to attach the Standard Comment to the line.



Click the **View All** link to review all active comments or **click the left/right arrow** button to transfer between comments.

Click the **OK** button to exit the Line Comments page.

After the Line Comments have been entered, the Line Comment Icon changes from white to grey.

# Step 7– Verify Shipping Details and Input Distribution Schedule

Use the Purchase Order Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule, as necessary. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedules page, **click** on the **Schedule Icon** in the **Details Tab**, outlined below.

Maintain Purchase Order

### Purchase Order

Business Unit 09000 PO Status Open   
 PO ID NEXT Budget Status Not Chk'd   
 Copy From   Hold From Further Processing

**Header** ⓘ

\*PO Date 11/12/2024    
 \*Supplier STAPLES IN-001    
 \*Supplier ID 0000067919  STAPLES INC  
 \*Buyer BBENN06  Bosten Benn

PO Reference

Header Details PO Defaults PO Activities Actions  
 Activity Summary Add Comments Add ShipTo Comments

Doc Tol Status Valid  
 Receipt Status Not Recvd  
 Priority Medium   
 \*Dispatch Method Print

**Amount Summary** ⓘ

Merchandise	32.00	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	<b>32.00 USD</b>	

**Add Items From** ⓘ

Catalog Purchasing Kit

**Lines** ⓘ

View Printable Version View Approvals  \*Go to ... More ...

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status		
1	1000013634 <input type="text"/>	OFFICE SUPPLIES: <input type="text"/>	4.0000	YR <input type="text"/>	44121600	8.00000	32.00	Open	<input type="button" value="Schedule Icon"/>	<input type="button" value="+"/> <input type="button" value="-"/>

## Details Tab

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

**Schedules**

Details | Statuses | Shipment | Matching | Receiving | Freight | BTM | II

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/10/2024	09015		4.0000	8.00000	32.00	Active				

The **Due Date**, **Ship To**, **PO QTY** and **PO Price** can be changed on the schedule tab and will default back to the Line Page.

**Price** - The unit price can be changed by overwriting the price or by using the Price Adjustment.

**Ship To** - A change to the ship to value can result in a price change, a sales and use tax recalculation, or a VAT recalculation.

**Price Adjustment Icon** - This icon allows users to adjust the unit price, if necessary.

**Miscellaneous Charges Icon** - This icon allows users to access the Miscellaneous Charges page where you can view and update price information, if necessary.

**Schedule Sales and User Tax Icon** - This icon allows users to access the Sales/Use Tax Information page.

**Distributions/ChartFields Icon** - This icon allows the user to enter Distribution data.



## Statuses Tab

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line	Item	Description	PO Qty	EA	Merchandise Amt	32.00 USD
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA		

Schedules

Details | **Statuses** | Shipment | Matching | Receiving | Freight | RTV | II

Sched	Schedule Details	*Due Date	*Ship To	Status
1		07/10/2024	09015	Active

**Status** - Purchase order schedule status. Values are: *Active*, *Canceled*, or *Closed*.

**Pegging Inquiry Icon** - This icon allows the user to access the Pegging Inquiry page. This page can be used to view the demand for this purchase order.

## Shipment Tab

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line	Item	Description	PO Qty	EA	Merchandise Amt	32.00 USD
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA		

Schedules

Details | Statuses | **Shipment** | Matching | Receiving | Freight | RTV | II

Sched	Schedule Details	*Due Date	*Ship To	Attention To	Time Due	Original Promise Date	Ship Date	Custom Price	Zero Price	Ship Via
1		07/10/2024	09015			07/10/2024		<input checked="" type="checkbox"/>	<input type="checkbox"/>	COMMON

**Time Due** - Displays the time that the shipment is due.

**Original Promise Date** - Displays the supplier's original promised delivery date. Use this field to track when the supplier promised delivery against the date that the goods were received.

**Custom Price**- Select this check box to indicate that you entered a custom price on the schedule. When the system needs to recalculate a price, it prompts you for approval before automatically recalculating the price.

**Zero Price** - Select this check box to indicate that this is a zero-priced line and is considered a no charge item.

**Ship Via** - Carrier or method of shipment.



## Matching Tab

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

Return to Main Page

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

Schedules

Details | Statuses | Shipment | **Matching** | Receiving | Freight | RTV | ll>

Sched	Schedule Details	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under
1		07/10/2024	09015	Not Matched	Full Match								

**Match Status** - Displays the match status of the schedule. Values are *To Match*, *Partially Matched*, *Fully Matched*, and *Not Matched*. These are set based on the extent to which the matching process has been completed for the schedule.

**Matching** - Must state “**Full Match**” unless the purchase is on an Authority Order.

**Matching Tolerance** - When you use matching to verify supplier charges, the system uses price tolerances to determine whether the purchase order and voucher prices are within the tolerances and thus whether the purchase order and purchase order voucher match. See COR132 PO Matching Manual for more information on the Matching process for POs.

<b>Unit Price Tolerance Over/Tolerance Under</b>	Amount over and under the individual item price that you plan to allow on the voucher and still have the transaction qualify for a match.
<b>% Unit Price Tolerance Over/Tolerance Under</b>	Percent over and under the individual price that you plan to allow on the voucher and still have the transaction qualify for a match.
<b>Ext Price Tolerance Over/Tolerance Under</b> (extended price tolerance over/tolerance under)	Amount over and under the extended item price (price multiplied by quantity) that you plan to allow on the voucher and still have the transaction qualify for a match.
<b>% Ext Price Tolerance Over/Tolerance Under</b>	Percent over and under the extended item price (price multiplied by quantity) that you plan to allow on the voucher and still have the transaction qualify for a match.



## Receiving Tab

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line	Item	Description	PO Qty	UOM	Merchandise Amt
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA	32.00 USD

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Reject Qty Over Tolerance	Qty Rcvd Tolerance %	Close Under Quantity Percent
1		07/10/2024	09015	<input type="checkbox"/>		

**Reject Qty Over Tolerance** - Select this check box to reject a shipment at receiving time if the quantity received is over the tolerance set in the Qty Rcvd Tolerance % (quantity received tolerance percentage) field.

**Qty Received Tolerance** - Displays the quantity received tolerance percentage for the item on the purchase order. This field appears by default from the Supplier's UOM and Pricing Info page.

**Close Under Quantity Percent** - The percentage that represents the under quantity tolerance for receiving this purchase order line.

## Freight Tab

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line	Item	Description	PO Qty	UOM	Merchandise Amt
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA	32.00 USD

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1		07/10/2024	09015	FOB DEST		Weight	<input type="checkbox"/>

**Freight Term** - Displays the freight term code that applies to the schedules for this purchase order. Normally, this option is *FOB Dest*.

**Charge Method** - Displays the method by which freight is charged for the purchase order. Options are *Volume, Quantity, Value, and Weight*.

**Freight Charge Override:** Select to override the freight charge set on the PO Defaults page.



## RTV Tab

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

[Return to Main Page](#)

Lines  | << < 1 of 1 > >> | View All

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

**Schedules**

| << < 1-1 of 1 > >> | View All

Details Statuses Shipment Matching Receiving Freight **RTV** |>

Sched	Schedule Details	*Due Date	*Ship To	BU RTV	RTV ID	RTV Line		
1		07/10/2024	09015 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use the RTV (return to vendor) tab to define exchange returns to vendors associated with this purchase order line schedule, if applicable. By assigning the RTV information, the PO schedule is identified as the order of the item being exchanged for the item on the return to vendor. A return to vendor for exchange will not be eligible for closing until the exchange item is identified on a PO schedule.

**BU RTV** – Select a business unit to which the supplier return is going to be assigned.

**RTV ID** – Select a RTV ID. You must first specify a business unit before you can select a RTV ID.

**RTV Line** – Select a RTV line. The available selections are based on the RTV ID that you enter.



## Distribution Information

Use the Distribution Information page to update and review the distribution data. These line items are transferred to the Purchase Orders, but they do not go out to the supplier. They are a breakdown of accounting distribution and internal delivery locations. This page identifies how the Schedule amounts will be charged within the organization. There can be multiple Distributions for each Schedule. The agency required Chartfield string is entered for each Distribution, allowing an item to be funded (expensed) from multiple sources. To access the Distribution page, from the **Details tab**, click on the **Distribution Icon**, outlined below.

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

Return to Main Page

Lines

Line	Item	Description	PO Qty	EA	Merchandise Amt	32.00 USD
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA	32.00	USD

**Schedules**

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/10/2024	09015		4.0000	8.00000	32.00	Active				

**Distributions for Schedule 1**

Unit 09000 Supplier STAPLES IN-001  
 PO ID NEXT Item 1000013634 OFFICE SUPPLIES: General desk/  
 Line 1  
 Schedule 1 Status Active

\*Distribute By: Quantity

SpeedChart: Multi-SpeedCharts

Schedule Qty: 4.0000  
 Merchandise Amount: 32.00 USD  
 Doc. Base Amount: 32.00 USD

**Distribution**

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	4.0000	32.00	USD	09000						

OK Cancel Refresh

Notice your page may not look like the page displayed in this manual. This page has been personalized to display the fields currently being used.



## Chartfields Tab

**Distribute By** - Select the method by which you want to allocate or charge the expense account distribution. Options are *Quantity* or *Amount*.

- *Amount*: Select if the sum of all distribution amounts must equal the schedule amount (merchandise amount). Inventory items cannot be distributed by amount.
- *Quantity*: Select if the sum of all distribution quantities must equal the schedule quantity.

**Speed Chart** - If you charge by amount, you can define the distributions by using speed charts. Speed charts are templates that contain preset distributions. Select a speed chart and accept or override the default values.

**Status** - The default distribution status is *Active*. This status is updated by the PO RECON process (PO\_PORECON), or when a line is canceled.

**Percent** - Enter the distribution percentage for the line. If you distribute by amount or quantity and change either of the values, the percentage is adjusted. If you change the percent, the amount or quantity is adjusted. In either case, the percent total for all distribution lines must be 100.

**PO Qty (Quantity)** - If you are distributing by quantity, enter a quantity.

**PO Amount** - If you are distributing by amount, enter an amount. The transaction currency of the distribution amount appears.

**GL Unit** - Defaults from User's Preferences and should not need to be changed.

**Account** - This field defaults from the Item ID and can be changed. If the account code is overridden and a change order is processed, the account code can default back from the Item ID.

**Sub-Account** - Input if needed by agency requirements.

**Fund, Class-Funding, Department** - Input a valid budget.

**CFDA#** - Optional. Input if needed.

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	4.0000	32.00	USD	09000	536130	ADM9999	1000	8800110	D0102	19401

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	Bud Ref	Sub-Account	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	CFDA
1	Open	100.0000	24	01	09000	090S004811	090				

The funding used for this example is displayed above.

Click the **Refresh** button to validate the data.



## Details/Tax Tab

**Distributions for Schedule 1**

Unit 09000 Supplier STAPLES IN-001  
 PO ID NEXT Item 1000013634 OFFICE SUPPLIES: General desk/  
 Line 1  
 Schedule 1 Status Active

\*Distribute By: Quantity  
 SpeedChart:  Multi-SpeedCharts

Schedule Qty: 4.0000  
 Merchandise Amount: 32.00 USD  
 Doc. Base Amount: 32.00 USD

**Distribution**

Chartfields:  | 1-1 of 1 | View All

Asset Information | Req Detail | Statuses | Budget Information

Dist	Status	Percent	Merch Amt Base	Base Currency	Currency	*Location	IN Unit	Statistics Code	Consigned	Custom Fields
1	Open	100.0000	32.00	USD	Currency	09015			<input type="checkbox"/>	Custom Fields

OK Cancel Refresh

**Location** - Internal destination of the item once it is received. This can be different from the ship to location of the schedule. For instance, the ship to location of the schedule could be corporate headquarters, and the distribution location could be a particular floor's supply room.

**IN Unit** - PeopleSoft Inventory business unit for the item. At the distribution level, if the purchase order line is for an inventory item, this field appears by default from the ship to location on the Maintain Purchase Order - Schedules page.

**Consigned** - If selected, the distribution contains a consignment item. If the inventory business unit is not defined, the consigned check box is clear and cannot be overridden. Currently not using.

## Asset Information Tab

Distributions for Schedule 1

Unit 09000 Supplier STAPLES IN-001  
 PO ID NEXT Item 1000013634 OFFICE SUPPLIES: General desk/  
 Line 1  
 Schedule 1 Status Active

\*Distribute By: Quantity

SpeedChart:  Multi-SpeedCharts

Schedule Qty: 4.0000  
 Merchandise Amount: 32.00 USD  
 Doc. Base Amount: 32.00 USD

Distribution

Chartfields Details/Tax **Asset Information** Req Detail Statuses Budget Information

Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Descript
1	Open	100.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Once an Agency is live on the Asset Module, the **Asset BU** and **Profile ID** will default from the Item ID to the Purchase Order if it meets the following Criteria:

- IT Asset - Account Codes 541120, 541130, 541140, or 541230 and the unit price is greater than or equal to 500.00.
- Non IT Assets - Account Codes 541110, 541150-541220, 541240-542120, 544120, 545100-545110, or 546110 and the unit price is greater than or equal to 2,500.00.
- If your agency tracks assets under these thresholds it will be the responsibility of the agency to input the AM Business Unit and Asset Profile on the Purchase Order.

By populating the Asset Information on the Purchase Order, upon receiving, the Asset will interface to the Asset module along with Asset default information.

If one of the listed accounts is not used, but an AM BU and Profile is used, an error message will be received. (Not a valid Asset Account)

**Profile ID - Asset Profile-** The Asset profile is the gateway to Asset Management and is a template containing default values for an asset type. Default values include asset category, life (designated by the number in the profile ID), acquisition code, and asset type." Will Default.

**Cost Type -** The Cost Type of "C" designates an ACFR asset and will default to "C" upon saving the Purchase Order if the Item is 25,000.00 or greater. If the item cost is less than \$25,000, then the Cost Type field will be blank.

The **Capitalize box** has been removed from the Requisition and Purchase Order. The Asset will not be capitalized from the PO, but from the voucher.

**NOTE:** An average cost is used to determine if an Asset Profile is on the Item ID, if you find an Item should contain an Asset Profile please file an Asset Helpdesk case. If you cannot find an Asset Item and need one added, please file an Asset Helpdesk case (one time purchases will not need an Item ID).



## Req Detail Tab

**Distributions for Schedule 1**

Unit 09000      Supplier STAPLES IN-001  
 PO ID NEXT      Item 1000013634      OFFICE SUPPLIES: General desk/  
 Line 1  
 Schedule 1      Status Active

\*Distribute By: Quantity

SpeedChart  Multi-SpeedCharts

Schedule Qty: 4.0000  
 Merchandise Amount: 32.00 USD  
 Doc. Base Amount: 32.00 USD

**Distribution**

Chartfields   Details/Tax   Asset Information   **Req Detail**   Statuses   Budget Information

Dist	Status	Percent	Req BU	Req Line	Req Sched	Req Dist	Open Qty	Requester	Requester Name	Requisition Name	Attention To
1	Open	100.0000									

OK   Cancel   Refresh

Use this tab to view the details of the requisition from which this purchase order distribution originated, if applicable. The user can view the requisition business unit, line, schedule, distribution, as well as other requisition related purchase order distribution information.

**Attention To** - Displays the person to whom, or place to where the services or goods are to be delivered. If the purchase order's scheduled shipment originated from the requisition, the **Attention To** field value is carried onto the purchase order. When the purchase order distribution is manually entered, this field is blank.



## Statuses Tab

**Distributions for Schedule 1**

Unit 09000      Supplier STAPLES IN-001  
 PO ID NEXT      Item 1000013634      OFFICE SUPPLIES: General desk/  
 Line 1  
 Schedule 1      Status Active

\*Distribute By: Quantity

SpeedChart:  Multi-SpeedCharts

Schedule Qty: 4.0000  
 Merchandise Amount: 32.00 USD  
 Doc. Base Amount: 32.00 USD

**Distribution**

Chartfields   Details/Tax   Asset Information   Req Detail   **Statuses**   Budget Information

Dist	Status	Percent	Chartfield Status	Peg Status		
1	Open	100.0000	Valid	Not Pegged	✖	+ -

OK   Cancel   Refresh

**Chartfield Status**- Displays whether the chartfield string is valid.

**Final** - Will be displayed if copied/sourced from a Requisition. Select this check box to indicate that the purchase order distribution is final and, thus, can be liquidated. The system checks the current purchase order distributions for its predecessor requisition distribution. If the associated requisition has been finalized, the system disassociates the requisition from the purchase order before budget checking so that the pre-encumbrance is not over liquidated.

**Peg Status** – Values are either *Not Pegged* or *Cancelled*.



## Budget Information Tab

**Distributions for Schedule 1**

Unit 09000 Supplier STAPLES IN-001  
 PO ID NEXT Item 1000013634 OFFICE SUPPLIES: General desk/  
 Line 1  
 Schedule 1 Status Active

\*Distribute By: Quantity  
 SpeedChart:  Multi-SpeedCharts

Schedule Qty: 4.0000  
 Merchandise Amount: 32.00 USD  
 Doc. Base Amount: 32.00 USD

**Distribution**

Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag
1	Open	100.0000	Not Chk'd	07/10/2024	0.00	USD	0.000		0.00	<input type="checkbox"/>

Buttons: OK, Cancel, Refresh

**Budget Status**- When commitment control is on, the system displays the budget status for this distribution line. Statuses include *Valid* and *Not Chk'd*.

**Budget Date** - Date used here will be used to determine if the budget used on the previous page is active during this time.

**Encumbrance Balance** - Displays the encumbrance balance when commitment control is installed. When you create a purchase order, commitment control liquidates the pre-encumbrance balance from the requisition and establishes an encumbrance for the purchase order.

**Encumbered Base Balance** - When commitment control is on, the system displays the encumbrance balance in base currency.

**Commitment Control Close Flag** - If selected, this check box indicates that the budget processor should fully liquidate the outstanding encumbrance when running budget checking on this purchase order.

Click the **OK** button to exit the Distributions page and return to the Schedules page.

**Maintain Purchase Order**

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/09/2024

Return to Main Page

**Lines**

Line	Item	OFFICE SUPPLIES: General desk/	PO Qty	Merchandise Amt
1	1000013634		4.0000 EA	32.00 USD

**Schedules**

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/10/2024	09015		4.0000	8.00000	32.00	Active				

Add ShipTo Comments

Buttons: Save, Notify, Refresh, Add, Update/Display

Click the **Save** button.

Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
PO ID 0909023174 PO Date 07/09/2024

[Return to Main Page](#)

Lines

Line	Item	Description	PO Qty	EA	Merchandise Amt	32.00 USD
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA	32.00	USD

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/10/2024	09015		4.0000	8.00000	32.00	Active				

Add Ship To Comments

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

---

**NOTE:** The PO number has been assigned. The PO is now ready to be pre-approved, budget checked, approved, dispatched, and printed.

---

Click on the [Return to Main Page](#) link.



## Step 8 - Pre-Approve PO

Pre-approving is completed from the Maintain Purchase Order Page.

The screenshot shows the 'Maintain Purchase Order' interface. At the top, the PO Status is 'Open' with a red 'X' icon. The PO ID is 0909023174. The PO Date is 07/09/2024. The Supplier is STAPLES IN-001. The Buyer is AANDREWS. The PO Reference is SW0180-Office Supplies. The Amount Summary shows Merchandise at 32.00, Freight/Tax/Misc. at 0.00, and a Total Amount of 32.00 USD. The Status field in the table below is 'Open'.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Open

Click the **Pre-Approved icon**, outlined above, located next to the PO Status field.

The screenshot shows the 'Maintain Purchase Order' interface after the status change. The PO Status is now 'Pend Appr' with a red 'X' icon. The PO ID remains 0909023174. The PO Date is 07/09/2024. The Supplier is STAPLES IN-001. The Buyer is AANDREWS. The PO Reference is SW0180-Office Supplies. The Amount Summary remains the same. The Status field in the table below is now 'Pending'.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Pending

**NOTE:** The approval status is now in a pending approval status. The PO is now ready to be budget checked.

## Step 9-Budget Check PO Overview

Once a Purchase Order is in a pending approval status, it can be Budget Checked. The PO can be budget checked individually by the user or in a batch process done by OMES. See the Commitment Control Procedure Manual for more information.

### Budget Checking

Budget checking an individual PO is done from the Maintain Purchase Order Page.

Click the **Budget Check icon**, outlined below, located to the right of Budget Status in the upper right hand corner.

The screenshot displays the 'Maintain Purchase Order' page. At the top right, the 'Budget Status' is 'Not Chk'd' and the 'Budget Check' icon (a small square with a red border) is highlighted. Below this, the 'Amount Summary' section shows a total amount of 32.00 USD. The 'Lines' section at the bottom contains a table with one line item:

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Pending

To continue and approve the Purchase Order, the budget checking status must equal valid. If it is in an error status, review the COR134 Commitment Control Manual for resolving budget checking errors.

Maintain Purchase Order

### Purchase Order

Business Unit 09000 PO ID 0909023174  
 Copy From [Dropdown]  
 PO Status: Pend Appr ✗  
 Budget Status: Valid  
 Doc Tol Status: Valid  
 Hold From Further Processing:

**Header**

\*PO Date: 07/09/2024 Supplier Search  
 \*Supplier: STAPLES IN-001 Supplier Details  
 \*Supplier ID: 0000067919 STAPLES INC  
 \*Buyer: AANDREWS Angela Andrews

PO Reference: SW0180-Office Supplies

Header Details: PO Defaults, PO Activities, Requisitions, Actions  
 Activity Summary, Edit Comments, Add Ship To Comments, Document Status

Amount Summary

Merchandise	32.00	Calculate
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	<b>32.00 USD</b>	
Encumbrance Balance	Not Available	USD

Select Lines To Display

Search for Lines: Line [ ] To [ ] Retrieve

Add Items From: Catalog, Purchasing Kit

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES:	4.0000	EA	44121600	8.00000	32.00	Pending

View Printable Version  
[View Approvals](#) Close Short All Lines \*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

**NOTE:** The Budget Checking status is valid, and the Document Tolerance status is valid. When budget checking from the batch process, document tolerance runs separately.

Click the **Save** button.

To view the users in the Approval Workflow, click the **View Approvals** hyperlink, outlined in the screenshot above.

### View Approvals

Business Unit 09000 PO ID 0909023468 PO Status: Pend Appr  
 PO Total 117.00 USD PO Date 12/09/2024  
 Supplier ID 0000067919 STAPLES INC Budget Status: Valid  
 Buyer BBENNO6 Justification: No justification entered by buyer.  
 PO Reference: Edit PO

View Comments and Attachments

**Review Lines**

**Review / Edit Approvers**

#### IT PO APPROVALS

Purchase Order 0909023468: Pending Start New Path

PO Amount Approval

```

    graph LR
      A[Approved: Bosten Benn  
New PO 1st Level Approver List  
12/09/24 - 4:37 PM] --> B[Pending: Multiple Approvers  
New PO 2nd Level Approver List]
      B --> C[Not Routed: Multiple Approvers  
IT Buyer Approver (OK)]
      C --> D[Not Routed: Multiple Approvers  
IT CID Approver (OK)]
    
```

Return to Purchase Order

## Step 10 - Purchase Order Approval Overview

Before Dispatching a Purchase Order, the Purchase Order dollar amount must be approved. The State of Oklahoma has chosen approval for amounts only to facilitate the Purchasing process. Once the Purchase Order has successfully passed the budget check and the requestor has pre-approved the Purchase Order, the Purchase Order will be made available for the workflow approval process by the requestor. The requestor will send the Purchase Order to the first approver's work list. Users in the Workflow for the PO must approve the PO before it can be dispatched.

## Approving a Purchase Order

**Navigation:** Home Page > Approvals Tile > Purchase Order Tab

The screenshot shows the 'Employee Self Service' dashboard. At the top, there is a 'Menu' dropdown and a search bar. Below the header, there are three main tiles: 'Approvals' (with a green checkmark icon and a red '3' in the bottom right corner), 'eProcurement' (with a shopping cart icon), and 'Expenses' (with a document icon and '0 Unapplied Charges' in the bottom right corner). On the right side, there is a 'Notifications' panel with 'Actions' and 'Alerts' tabs, showing '1 Actions' and a notification for 'Supplier Registration' dated '02 Jul at 10:33 AM'.

Click [Approvals](#) Tile

The screenshot shows the 'Approvals' list view. On the left, there is a 'View By' dropdown menu set to 'Type'. Below it, there are four filter tabs: 'All' (with a globe icon and a red '3'), 'Purchase Order' (with a red '1'), 'Supplier Change Request' (with a red '1'), and 'Supplier Registration' (with a red '1'). The main area displays a table of 3 rows of approvals:

All				
<b>Supplier Registration</b>	TEST ANSHU	00000 / 0000006513 / Amanda Means	Routed	07/02/2024 >
<b>Supplier Change Request</b>	000000000005331	0000076877 / CITY OF NEW CORDELL / Pending Approval	Routed	07/04/2024 >
<b>Purchase Order</b>	32.00 USD	09000 / 0909023175 / Angela Andrews	Routed	07/11/2024 >

**NOTE:** Your screen may appear different. All approvals in a user's workflow level display when Tile is first accessed.

The **View By** dropdown menu allows approvals to be sorted by: *Type*, *Date Routed*, *From*, *Priority*, and *Requester*.

Select **View By Type**, then **click** the Purchase Order tab.

## Purchase Order Approval Tab

Use the Approval Tab to approve, deny, or recycle Purchase Orders. If you have a Purchase Order approval role in workflow, the user will have security access to individual Purchase Order Approval pages when a Purchase Order is selected from the work list.

**Purchase Order**

Approve Deny More

1 row

2

**Purchase Order** 09000 / 0909023175 / Angela Andrews Routed  
32.00 USD Medium Priority 07/11/2024

Approver Comments

**NOTE:** This manual page displays only one Purchase Order, however, all Purchase Orders available to approve for a user will display here. Make sure the correct PO is selected.

**NOTE:** Multiple Purchase Orders can be selected for approval from this page by clicking the Radio Button (1 in the screenshot above) next to each PO. All available Purchase Orders can be selected at once by clicking the Radio Button (2 in the screenshot) above all Purchase Orders.

**Click** anywhere on the line to view a purchase order before approval.

**Select** the appropriate Purchase Order.

After you select the Purchase Order, the Approval page will be displayed:

STAPLES INC  
32.00 USD

Approve Deny More

Header is pending your approval

**Summary**

Supplier: STAPLES INC PO Total: 32.00 USD  
PO ID: 0909023175 Status: Pend Appr  
PO Date: 07/11/24 Business Unit: 09000  
Buyer: Angela Andrews Routed Date: 07/11/24  
Budget Status: Valid

[Edit Purchase Order](#)

**More Information**

[View Comments and Attachments](#)

[View Printable Version](#)

**Lines**

Line Number	Item Description	Merchandise Amount	Sole Source Details	Statutory Exemption Details	Contract Details
1	OFFICE SUPPLIES: General desk/office supplies	32.00 USD			

Approver Comments

Approval Chain

**Approve** - Select to approve the Purchase Order amount. If requirements are met, the approval status changes to Complete when you save this page, and the PO is made available for dispatch. If workflow is implemented, the system sends an email to the buyer telling him or her that the PO has been approved.

**Deny** - Select to deny the amount for this Purchase Order and deny dispatch. If selected and workflow is enabled, the system generates a worklist entry and an email message to the buyer.

**More** - Gives the user options of *Hold* or *Push Back*.

**Comments** - The requestor and approver can make comments concerning the approval of the Purchase Order by inputting comments in the Comment Section.

Click the **Approve** button to approve the Purchase Order.



The screenshot shows a modal dialog box titled "Approve". At the top left is a "Cancel" button and at the top right is a "Submit" button. Below the title bar, the text "You are about to approve this request." is displayed. Underneath this text is a label "Approver Comments" followed by a large, empty rectangular text input field.

Click the **Submit** button to confirm the approval.

## Step 11 - Dispatch Purchase Order

Once the PO has been approved it can be dispatched from the Maintain Purchase Order page.

**Navigation:** *Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value*

### Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

**▼ Search Criteria**

\*Business Unit = p9000 Q

PO ID begins with 0909023175

Purchase Order Date =  📅

PO Status =  ▼

Short Supplier Name begins with  Q

Supplier ID begins with  Q

Supplier Name begins with  Q

Buyer begins with  Q

Buyer Name begins with  Q

PO Type =  ▼

Purchase Order Reference begins with

Hold From Further Processing

Case Sensitive

Search
Clear
Basic Search 🔍
Save Search Criteria

Input the Business Unit and PO ID, and then **click** the **Search** button.



Maintain Purchase Order

**Purchase Order**

Business Unit 09000 PO Status Approved ✖  
 PO ID 0909023175 Budget Status Valid  
 Copy From   Hold From Further Processing

▼ Header ⓘ

\*PO Date 07/11/2024  Supplier Search  
 \*Supplier STAPLES IN-001  Supplier Details  
 \*Supplier ID 0000067919  STAPLES INC  
 \*Buyer AANDREWS  Angela Andrews  
 PO Reference

Doc Tol Status Valid  
 Receipt Status Not Recvd  
 Priority Medium   
 \*Dispatch Method Print

Amount Summary ⓘ

Merchandise	32.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>32.00 USD</b>
Encumbrance Balance	Not Available USD

Select Lines To Display ⓘ  
 Search for Lines Line  To

Add Items From ⓘ  
 Catalog Purchasing Kit Item Search

Header Details PO Defaults PO Activities Requisitions Actions  
 Activity Summary Edit Comments Add Ship To Comments Document Status

Lines ⓘ

View Printable Version View Approvals  \*Go to ... More ...

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	4.0000	EA	44121600	8.00000	32.00	Approved

The PO Status is now approved. To dispatch the PO, click the **Dispatch** button.

**Dispatch Options** Help

Use One Ship To Ship To 09015

**Dispatch Options**

Fax Cover Page <input type="text"/>	<input type="checkbox"/> Test Dispatch
Server Name <input type="text"/>	<input checked="" type="checkbox"/> Print BU Comments
*Output Destination Type WEB <input type="text"/>	<input type="checkbox"/> Print Duplicate on PO
*Output Destination Format PDF <input type="text"/>	<input type="checkbox"/> Print Changes Only
	<input checked="" type="checkbox"/> Print PO Item Description
	<input type="checkbox"/> Print Copy
	<input type="checkbox"/> Print Closed Line Amount

**Test Dispatch** - Select this option if you want to test dispatch, but do not want to dispatch to the Supplier. The word *Unauthorized* prints at the bottom of the transaction document. The system dispatches the purchase order but does not update the purchase order status from *Approved* to *Dispatched*. If you want to dispatch the Purchase Order, ensure that this is not selected.

**Print BU Comments** - Select this option to have the comments (terms and conditions) that you defined for the purchasing business unit appear on the purchase order upon dispatch.

**Print Duplicate on PO** - Select this option to print “*duplicate*” on the transaction document.

**Print Changes Only** - Select this option if you are dispatching a change order and want to print only the changes that were made to the purchase order.





**Print PO Item Description** - Select to print the item description from the Maintain Purchase Order - Purchase Order page, instead of from the Purchasing Attributes page.

**Print Copy** - Select this option if you want to print a copy of the dispatched document.

**Print Closed Line Amount** - Select this option to display closed lines in the PO Dispatch. Closed line amounts will be included in the purchase order total amount.

**Server Name** – This field can be left blank to run the process on the default server.

**Output Destination Type** - Select the dispatch method. Values are *FILE*, *PRINTER*, and *WEB*.

**Output Destination Format** - Select the appropriate format for the dispatched file, based on how you want to send the file to the Supplier. Options are *CSV*, *HP*, *HTM*, *LP*, *Other*, *PDF*, *PS*, and *SPF*.

Click the **OK** button to initiate the Dispatch process.

**Would you like to wait for confirmation that the PO Dispatch process has completed?  
(10208,44)**

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has been completed before accessing the PO being dispatched.

Click the **Yes** button to wait, **click** the **No** button to continue working and not wait.



## Step 12 - Print Purchase Order

**Purchase Order**

Business Unit 09000 PO ID 0909023175  
 PO Status Dispatched Budget Status Valid  
 Copy From [Dropdown]

**Header**

\*PO Date 07/11/2024 Supplier Search  
 \*Supplier STAPLES IN-001 Supplier Details  
 \*Supplier ID 0000067919 STAPLES INC  
 \*Buyer AANDREWS Angela Andrews  
 PO Reference [Text]

Doc Tol Status Valid  
 Backorder Status Not Backordered Create BackOrder  
 Receipt Status Not Recvd  
 Priority Medium  
 \*Dispatch Method Print Dispatch

**Amount Summary**

Merchandise 32.00 Calculate  
 Freight/Tax/Misc. 0.00  
 Total Amount 32.00 USD  
 Encumbrance Balance Not Available USD

**Add Items From** Catalog Purchasing Kit Item Search

**Select Lines To Display** Search for Lines Line [Text] To [Text] Retrieve

**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/office supplies	4.0000	EA	44121600	8.00000	32.00	Approved

View Printable Version View Approvals Close Short All Lines \*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

When the PO has been successfully dispatched, you can print the PO from the Report Manager.

**Navigation: Reporting Tools>Report Manager>Administration Tab**

List Explorer **Administration** Archives

**View Reports For**

User ID BBENN06 Type [Dropdown] Last [Dropdown] 1 Days [Dropdown] Refresh  
 Status [Dropdown] Folder [Dropdown] Instance [Text] to [Text]

**Report List**

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	25962272	29238782	PO Dispatch/Print	07/11/2024 4:22:35PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	25962271	29238781	Email	07/11/2024 4:19:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	25962270	29238780	PO Dispatch/Print	07/11/2024 4:19:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	25962261	29238769	Comm. Cntrl. Budget Processor	07/11/2024 2:43:30PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	25962252	29238760	Comm. Cntrl. Budget Processor	07/11/2024 10:14:43AM	Text Files (*.txt)	Posted	Details

Select All  Deselect All  
 Delete Click the delete button to delete the selected report(s)

Save

Click on the appropriate **PO Dispatch/Print** link.



### Purchase Order

Dispatch via Print

**Mgmt and Enterprise Services**

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Supplier:** 0000067919  
 STAPLES INC  
 STAPLES CONTRACT & COMMERCIAL LLC  
 PO BOX 660409  
 DALLAS TX 75266-0407

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
0909023175	07/11/2024		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
0 Days	Free on board at Destination	Common	
<b>Buyer</b>	<b>Phone/Email</b>	<b>Currency</b>	
Angela Andrews	405/271-4043	USD	
<b>Ship To:</b> JIM THORPE BUILDING ROOM G-10 2101 N LINCOLN BLVD. OKLAHOMA CITY OK 73105			

**Bill To:** 3812 N. Santa Fe Ave., Ste. 290  
 Oklahoma City OK 73118-8500

**Tax Exempt?** Y      **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	44121600 / 1000013634	OFFICE SUPPLIES: General desk/office supplies	4.0000	EA	8.0000	32.00	07/11/2024



## Create Direct PO – Multiple Line

### Complete Steps 1 through 4, (Pages 5 - 17).

## Step 4 – Enter Additional Line Details

After completing the Line Details for the first line of the Purchase Order, the user can add multiple Lines using the same process as the first line.

The screenshot displays the 'Maintain Purchase Order' window. The 'Purchase Order' header section includes fields for Business Unit (09000), PO ID (NEXT), and PO Status (Open). It also shows the Supplier (STAPLES IN-001) and Buyer (AANDREWS). The 'Amount Summary' section shows Merchandise (0.00), Freight/Tax/Misc. (0.00), and Total Amount (0.00 USD). The 'Lines' table below has one row with the following details:

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES:		YR	44121600	0	0.000	Open

At the bottom right of the table, there is a plus (+) button for adding a new line.

To add an additional line, **click the plus** button located on the far right of the PO line.

The dialog box is titled 'sokfpub-tst.opc.oracleoutsourcing.com says' and contains the text 'Enter number of rows to add:'. A text input field contains the number '1'. There are 'OK' and 'Cancel' buttons at the bottom.

Input the number of row(s) to insert and **click the OK** button.



Maintain Purchase Order  
Purchase Order

Business Unit 09000  
PO ID NEXT  
Copy From

PO Status Open   
Budget Status Not Chkd   
 Hold From Further Processing

Doc Tot Status Valid

Header

\*PO Date 07/12/2024 Supplier Search  
\*Supplier STAPLES IN-001 Supplier Details  
\*Supplier ID 0000067919 STAPLES INC.  
\*Buyer AANDREWS Angela Andrews

Receipt Status Not Recvd  
Priority Medium  
\*Dispatch Method Print

Amount Summary

Merchandise 0.00  
Freight/Tax/Misc. 0.00  
Total Amount 0.00 USD

Calculate

Add Items From

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES		YR	44121600	0	0.000	Open
2						0	0.000	Open

Save Notify Refresh Add Update/Display

A new line was added. Enter the Item ID or Category Code and Description. Click the **Refresh** button.

Input the **PO QTYs**. If using a custom **Price** or **UOM**, enter here.

Click the **Refresh** button to validate the data.

Maintain Purchase Order  
Purchase Order

Business Unit 09000  
PO ID NEXT  
Copy From

PO Status Open   
Budget Status Not Chkd   
 Hold From Further Processing

Doc Tot Status Valid

Header

\*PO Date 07/12/2024 Supplier Search  
\*Supplier STAPLES IN-001 Supplier Details  
\*Supplier ID 0000067919 STAPLES INC.  
\*Buyer AANDREWS Angela Andrews

Receipt Status Not Recvd  
Priority Medium  
\*Dispatch Method Print

Amount Summary

Merchandise 24.00  
Freight/Tax/Misc. 0.00  
Total Amount 24.00 USD

Calculate

Add Items From

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	8.00000	8.000	Open
2	1000013634	OFFICE SUPPLIES	2.0000	EA	44121600	8.00000	16.000	Open

Save Notify Refresh Add Update/Display


Complete Steps 5 through 12, (Pages 18-55), to finish creating the Purchase Order.

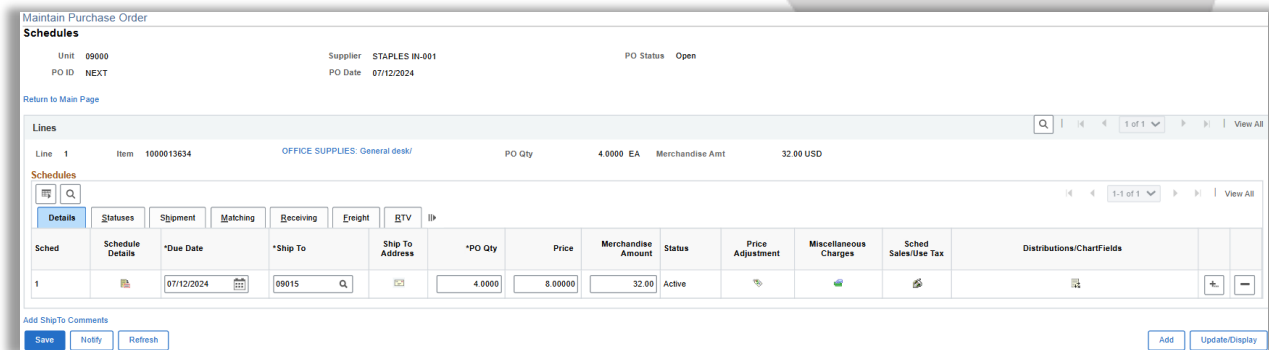
## Create Multiple Schedule Line PO

Complete Steps 1 through 6, (Pages 5-29).

### Step 7– Verify Shipping Details and Input Distribution Info.

#### Schedule

Use the Purchase Order Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedule page, **click** on the Schedule Icon .



Maintain Purchase Order

**Schedules**

Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/12/2024

Return to Main Page

Lines

Line	Item	Description	PO Qty	EA	Merchandise Amt	USD
1	1000013634	OFFICE SUPPLIES: General desk/	4,0000	EA	32.00	USD

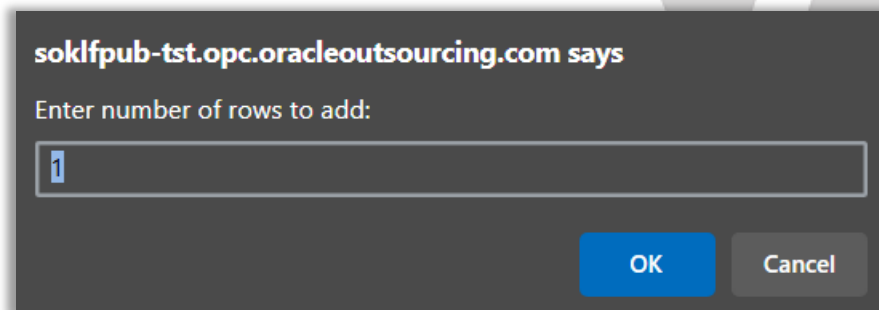
Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/12/2024	09015		4,0000	8.00000	32.00	Active				

Add Ship To Comments

Save Notify Refresh Add Update/Display

To add additional schedule lines, **click** the **plus** button located to the far right of the schedule line.



solkpub-tst.opc.oracleoutsourcing.com says

Enter number of rows to add:

1

OK Cancel

Input the number rows needed and **click** the OK button.

Maintain Purchase Order  
**Schedules**  
 Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/12/2024

Return to Main Page

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/12/2024	09015		4.0000	8.00000	32.00	Active				
2		07/12/2024	09000			8.00000	0.00	Active				

Add Ship To Comments  
 Save Notify Refresh Add Update/Display

Allocate the PO Qty between the schedules and **click the Refresh** button.

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/12/2024	09015		2.0000	8.00000	16.00	Active				
2		07/12/2024	09000		2.0000	8.00000	16.00	Active				

Add Ship To Comments  
 Save Notify Refresh Add Update/Display

Change the Due Date and Ship To fields as needed.

Maintain Purchase Order  
**Schedules**  
 Unit 09000 Supplier STAPLES IN-001 PO Status Open  
 PO ID NEXT PO Date 07/12/2024

Return to Main Page

Lines

Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 4.0000 EA Merchandise Amt 32.00 USD

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/12/2024	09015		2.0000	8.00000	16.00	Active				
2		08/12/2024	09014		2.0000	8.00000	16.00	Active				

Add Ship To Comments  
 Save Notify Refresh Add Update/Display

Input Distribution Information from Step 7 (page 36) for each Schedule, then complete Steps 8 through 12, (Pages 45-55).

## Create PO – Copy From Requisition

A Purchase Order is a commitment to buy goods or services from a supplier. Upon budget checking the Purchase Orders funds are encumbered (obligated) from a budget to ensure funds are available when the product or service has been received. If a Requisition is processed the pre-encumbrance will be released when the encumbrance is established. Like a Requisition, the Purchase Order consists of these basic elements: headers, lines, schedules, and distributions. Each requisition has one header, which can have multiple lines. Each line can have multiple schedules. Each schedule can have multiple distributions.

### Step 1 – Enter Purchase Order Data

*Navigation: Purchasing > Purchase Orders > Add/Update POs > Add a New Value*

The screenshot shows a web form titled "Purchase Order". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these, there are two input fields: "\*Business Unit" with the value "09000" and a search icon, and "\*PO ID" with the value "NEXT". A blue "Add" button is positioned below the input fields. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Business Unit- Defaults to specific agency for each User.

Purchase Order Number- Defaults to NEXT. The system will auto number each Purchase Order.

---

**NOTE:** Do not change the Purchase Order ID data field. Let the system default NEXT into the data field. The Purchase Order number will be assigned upon saving. The number will begin with the first 3 digits of the BU, followed by a 9, and the last 6 digits be sequentially numbered.

---

Click the **Add** button to take you to the Purchase Order Form page.



Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO Status Initial  
 PO ID NEXT Budget Status Not Chk'd  
 Copy From [ ]  Hold From Further Processing

▼ Header ⓘ

\*PO Date 07/12/2024 Supplier Search  
 \*Supplier [ ] Supplier Details  
 \*Supplier ID [ ]  
 \*Buyer [ ]

PO Reference [ ]

Doc Tol Status Valid  
 Receipt Status Not Recvd  
 Priority Medium  
 \*Dispatch Method [ ] Dispatch

Amount Summary ⓘ

Merchandise 0.00 Calculate  
 Freight/Tax/Misc. 0.00  
 Total Amount 0.00 USD

Add Items From ⓘ

Catalog Purchasing Kit Item Search

Lines ⓘ

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving | II>

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	[ ]	[ ]	[ ]	[ ]	[ ]	0	0.000	Open				

View Printable Version  
View Approvals

Close Short All Lines \*Go to ... More ...

Save Notify Refresh Add Update/Display

Input the Supplier/Supplier ID and the Buyer for the PO. Click the **Refresh** button to validate the data.

Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO Status Open   
 PO ID NEXT Budget Status Not Chk'd  
 Copy From [ ]  Hold From Further Processing

▼ Header ⓘ

\*PO Date 07/12/2024 Supplier Search  
 \*Supplier STAPLES IN-001 Supplier Details  
 \*Supplier ID 0000067919 STAPLES, INC.  
 \*Buyer AANDREWS Angela Andrews

PO Reference [ ]

Doc Tol Status Valid  
 Receipt Status Not Recvd  
 Priority Medium  
 \*Dispatch Method Print Dispatch

Amount Summary ⓘ

Merchandise 0.00 Calculate  
 Freight/Tax/Misc. 0.00  
 Total Amount 0.00 USD

Add Items From ⓘ

Catalog Purchasing Kit Item Search

Lines ⓘ

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving | II>

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	[ ]	[ ]	[ ]	[ ]	[ ]	0	0.000	Open				

View Printable Version  
View Approvals

Close Short All Lines \*Go to ... More ...

Save Notify Refresh Add Update/Display

## Step 2 – Copy Requisition to Purchase Order

Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO ID NEXT

PO Status Open

Budget Status Not Chk'd  Hold From Further Processing

Doc Tol Status Valid

Receipt Status Not Recvd

Priority Medium

\*Dispatch Method Print

Amount Summary

Merchandise 0.00

Freight/Tax/Misc. 0.00

Total Amount 0.00 USD

Copy From [Dropdown]

Header

\*PO Date

\*Supplier

Supplier ID

\*Buyer AANDREWS

PO Reference

Supplier Search

Supplier Details

STAPLES INC

Angela Andrews

Header Details

PO Defaults

PO Activities

Actions

Activity Summary

Add Comments

Add Ship To Comments

Add Items From

Catalog

Purchasing Kit

Item Search

Dispatch

Calculate

Click the drop-down box located to the right of **Copy From** Field. There are three options:

- *Contract*: Copy the whole Statewide Contract to the Purchase Order.
- *Purchase Order*: Copy an existing Purchase Order to a new Purchase Order.
- *Requisition*: Copy a Requisition to a Purchase Order.

Click on Requisition.

Maintain Purchase Order  
Copy Purchase Order from Requisition

Return to Main Page

Requisition Selection Criteria

Business Unit 09000

Supplier ID

Category

Requisition ID

Requisition Name

Contract ID

Buyer

Origin

Max Rows 20

Include Reqs With No Supplier

Include Inventory Items

Stockless Item

Exclude Auto Source Item

Search

Select Requisition Lines

1-1 of 1

View All

Select	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input type="checkbox"/>					Descr	Req ID				

Select All  Clear All

Copy To PO

Save Notify Refresh

Add Update/Display

Input the **Requisition ID** along with any other known criteria. Be sure to change Max Rows from 20 if needed, otherwise all the Requisition lines may not be copied in.

Maintain Purchase Order  
Copy Purchase Order from Requisition

Return to Main Page

Requisition Selection Criteria

Business Unit: 09000  
Supplier ID:   
Category:   
Requisition ID: 0900003918  
Requisition Name:   
Contract ID:

Buyer:   
Origin:   
Max Rows: 100

Include Reqs With No Supplier  
 Include Inventory Items  
 Stockless Item  
 Exclude Auto Source Item

Select Requisition Lines

1-1 of 1 | View All

Select	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input type="checkbox"/>	<input type="text"/>				Descr	Req ID				

Select All  Clear All

Click the **Search** button.

Return to Main Page

Requisition Selection Criteria

Business Unit: 09000  
Supplier ID:   
Category:   
Requisition ID: 0900003918  
Requisition Name:   
Contract ID:

Buyer:   
Origin:   
Max Rows: 100

Include Reqs With No Supplier  
 Include Inventory Items  
 Stockless Item  
 Exclude Auto Source Item

Select Requisition Lines

1-6 of 6 | View All

Select	ePro Special Request Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1.0000	PK		Post-it Super Sticky Notes, 3"	0900003918	1		N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2		N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1.0000	PK		Post-it Super Sticky Notes, 5"x	0900003918	3		N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1.0000	BX		Pen, Black, archival ink, gel,	0900003918	4		N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1.0000	BX		Pen, blue, archival ink, gel,	0900003918	5		N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6		N	

Select All  Clear All

Click the **Select** radio box to the left of the line to copy individual Requisition Lines or **click the Select All** radio box to select all lines to copy.

After selecting the desired line, **click the Copy to PO** button.



Maintain Purchase Order

**Purchase Order**

Business Unit 09000 PO Status Open   
 PO ID NEXT Budget Status Not Chkd  
 Copy From   Hold From Further Processing

**Header**

\*PO Date 07/12/2024 Supplier Search  
 \*Supplier STAPLES IN-001 Supplier Details  
 \*Supplier ID 0000067919 STAPLES INC  
 \*Buyer AANDREWS Angela Andrews

PO Reference   
 Header Details PO Defaults PO Activities Actions  
 Activity Summary Add Comments Add Ship To Comments

Doc Tol Status Valid  
 Receipt Status Not Recvd  
 Priority Medium  
 \*Dispatch Method Print Dispatch

**Amount Summary**

Merchandise	17.76	Calculate
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	<b>17.76 USD</b>	

**Add Items From**  
 Catalog Purchasing Kit Item Search

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky	1.0000	PK	14111530	17.76000	17.76	Open

View Printable Version View Approvals Close Short All Lines \*Go to ... More ...

Save Notify Refresh Add Update/Display

The Unit Price is copied from the Item ID price, not the Requisition, and may need to be changed to reflect the correct amount. This can be avoided by turning off the calculated price on the requisition line and sourcing the Requisition to the Purchase Order. (See PO Sourcing, page 69)

If all Requisition Lines are not available, then review the following:

- Requisition Line Details and make sure the **“RFQ Required”** is not selected.
- The Requisition lines have not already been sourced.
- Ensure the max rows field was large enough when searching for the Requisition.

Complete Steps 2-8 (Pages 7-45)

- Step 2 - Update Header Details
- Step 3 - Add/Update Header Comments
- Step 4 - Review Item ID
- Step 5 - Verify Line data
- Step 6 - Add/Update Line Comments
- Step 7 - Update Schedule Distribution data
- Step 8 - Pre-Approve Purchase Order and save



**Maintain Purchase Order**  
**Purchase Order**

Business Unit 09000  
 PO ID 0909023176  
 Copy From [dropdown]

PO Status **Pend Appr** ✖  
 Budget Status Not Chk'd 🔍 📄 📁  
 Hold From Further Processing

**Header** ⓘ

\*PO Date 07/12/2024 Supplier Search  
 \*Supplier STAPLES IN-001 Supplier Details  
 \*Supplier ID 0000067919 STAPLES INC  
 \*Buyer AANDREWS Angela Andrews

Doc Tol Status Not Chk'd  
 Receipt Status Not Recvd  
 Priority Medium [dropdown]  
 \*Dispatch Method Print [dropdown] Dispatch

PO Reference [input]  
Header Details Activity Summary  
PO Defaults Edit Comments  
PO Activities Add Ship To Comments  
Requisitions  
▼ Actions

**Amount Summary** ⓘ

Merchandise	17.76	<span style="color: blue;">Calculate</span>
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	<b>17.76 USD</b>	

**Add Items From** ⓘ

Catalog Purchasing Kit Item Search

**Lines** ⓘ

🔍 🔍 1-1 of 1 | View All

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	[input]	Post-It Super Sticky	1.0000	PK	14111530	17.76000	17.76	Pending			

View Printable Version  
Purchase Order Approval Close Short All Lines \*Go to ... More ... [dropdown]

Save Notify Refresh Add Update/Display



## Step 9 – Finalizing the Requisition from the Purchase Order and Budget Checking

Clicking the **Final Icon** marks the Purchase Order as Final, prompting the system to liquidate all available pre-encumbrances. This will allow you to make your Purchase Order for less money than you originally authorized without re-establishing the pre-encumbrance. To reverse the finalization of the Purchase Order, click the **Un-Final Icon**.

**Maintain Purchase Order**

**Purchase Order**

Business Unit 09000 PO Status Pend Appr  
 PO ID 0909023176 Budget Status Not Chk'd  
 Hold From Further Processing

Copy From [Dropdown]

**Header**

\*PO Date 07/12/2024 Supplier Search  
 \*Supplier STAPLES IN-001 Supplier Details  
 \*Supplier ID 0000067919 STAPLES INC  
 \*Buyer AANDREWS Angela Andrews

PO Reference [Text Box]

Header Details Activity Summary  
 PO Defaults Edit Comments  
 PO Activities Add Ship To Comments  
 Requisitions  
 Actions

Doc Tol Status Not Chk'd

Receipt Status Not Recvd

Priority Medium  
 \*Dispatch Method Print Dispatch

**Amount Summary**

Merchandise	17.76
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>17.76 USD</b>

Calculate

**Add Items From**

Catalog Purchasing Kit Item Search

**Lines**

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | II

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky	1.0000	PK	14111530	17.76000	17.76	Pending

View Printable Version  
 Purchase Order Approval

Close Short All Lines \*Go to ... More ...

Save Notify Refresh Add Update/Display

Click the **Final Icon** to finalize the requisition.

This action will finalize all eligible distributions for this PO. Continue? (10200,335)

Yes No

Click the **Yes** button to finalize all eligible distributions for the PO.

Maintain Purchase Order  
**Purchase Order**

Business Unit 09000 PO Status Pend Appr  
PO ID 0909023176 Budget Status Not Chk'd  
Copy From [dropdown]  Hold From Further Processing

**Header**

\*PO Date 07/12/2024 Supplier Search  
\*Supplier STAPLES IN-001 Supplier Details  
\*Supplier ID 0000067919 STAPLES INC.  
\*Buyer AANDREWS Angela Andrews  
PO Reference [input]  
Doc Tol Status Not Chk'd  
Receipt Status Not Recvd  
Priority Medium  
\*Dispatch Method Print Dispatch  
Amount Summary  
Merchandise 17.76 Calculate  
Freight/Tax/Misc. 0.00  
Total Amount 17.76 USD

**Add Items From**  
Catalog Purchasing Kit Item Search

**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	[input]	Post-It Super Sticky	1.0000	PK	14111530	17.76000	17.76	Pending

View Printable Version  
Purchase Order Approval  
Close Short All Lines \*Go to ... More ...  
Save Notify Refresh Add Update/Display

Click the budget checking icon located to the right of the **Budget Status** field to initiate the Budget Checking process for the PO.

Complete Steps 10-12 (Pages 48-55):

- Step 10-Approve Purchase Order
- Step 11-Dispatch Purchase Order
- Step 12- Print Purchase Order

## Create PO – Sourcing from Requisition

Building a PO by sourcing a Requisition starts with copying the Requisition to the Staging tables in preparation for sourcing to a PO. There are several more steps than copying from the Maintain Purchase Orders page, but you have more control over the process.

### Step 1 – Select the Requisition to Source

*Navigation: Purchasing > Purchase Orders > Stage/Source Request > Requisition Selection*

**Requisition Selection**  
**Sourcing**

**Search Criteria**

Business Unit: 09000  
Supplier ID:   
Category:   
Requisition ID:   
Requisition Name:   
Contract ID:

Buyer:   
Origin:   
Max Rows: 20

Include Reqs With No Supplier  
 Include Inventory Items  
 Stockless Item  
 Exclude Auto Source Item

**Selection Options**  
 Define PO  
 Check Item Available

\*PO Item Supplier Option:

**Select Requisition Lines**

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input type="checkbox"/>		<input type="text"/>					Descr	Req ID		Procurement Card		

Select All  Clear All

Staging Information

**NOTE:** To review Requisitions available for selection, **click the Look Up Icon** located to the right of the **Requisition ID** field. For a Requisition to be available for sourcing it must be in an approved status, the budget checking status must be valid, it must not be on hold, and not previously sourced.





Input the **Requisition ID** you wish to source and be sure to increase the Max Rows if there are over 20 lines.

Requisition Selection  
Sourcing

**Search Criteria**

Business Unit: 09000  
Supplier ID:   
Category:   
Requisition ID: 0900003918  
Requisition Name:   
Contract ID:

Buyer:   
Origin:   
Max Rows: 20

Include Reqs With No Supplier  
 Include Inventory Items  
 Stockless Item  
 Exclude Auto Source Item

All Lines From Req  
\*PO Item Supplier Option: No Edit Required

**Selection Options**  
 Define PO  
 Check Item Available

Select Requisition Lines

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input type="checkbox"/>		<input type="text"/>					Descr	Req ID		Procurement Card		

Select All  Clear All

Staging Information

Click the **Search** button.

Requisition Selection  
Sourcing

**Search Criteria**

Business Unit: 09000  
Supplier ID:   
Category:   
Requisition ID: 0900003918  
Requisition Name:   
Contract ID:

Buyer:   
Origin:   
Max Rows: 20

Include Reqs With No Supplier  
 Include Inventory Items  
 Stockless Item  
 Exclude Auto Source Item

All Lines From Req  
\*PO Item Supplier Option: No Edit Required

**Selection Options**  
 Define PO  
 Check Item Available

Select Requisition Lines

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
<input type="checkbox"/>	JP	<input type="text"/>	<input type="text"/>	1.0000	FK		Post-it Super Sticky Notes, 4"	0900003918	2	Procurement Card	N
<input type="checkbox"/>	JP	<input type="text"/>	<input type="text"/>	1.0000	FK		Post-it Super Sticky Notes, 5x	0900003918	3	Procurement Card	N
<input type="checkbox"/>	JP	<input type="text"/>	<input type="text"/>	1.0000	EX		Pen, Black, archival ink, gel	0900003918	4	Procurement Card	N
<input type="checkbox"/>	JP	<input type="text"/>	<input type="text"/>	1.0000	EX		Pen, blue, archival ink, gel	0900003918	5	Procurement Card	N
<input type="checkbox"/>	JP	<input type="text"/>	<input type="text"/>	1.0000	EX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

Select All  Clear All

Staging Information

## Field Definitions

**Include Reqs With No Supplier** - Select to view Requisitions with or without a suggested supplier.

**Include Inventory Items** - Select to show Requisition lines that would normally be sourced from PS Inventory.

**Stockless Items** - Select to include Requisition lines for stockless items.

**Exclude Auto Source Item** - Select to exclude items defined as automatic sourcing items. Items are flagged for AutoSourcing on the Purchasing Attributes - Purchasing Controls page by selecting the **Auto Select** check box under the **Misc. Controls** and **Options** section of that page.

**Calc Price** (Calculate Price) - Indicates whether the Purchase Order Calculations process should recalculate the price or use the price from the requisition. If set to *Y* (yes), the PO Calculations process recalculates the price. If set to *N* (no), the PO Calculations process uses the price from the requisition. This option is set to *Y* and cannot be changed when using an Item ID and a contract is specified.

**Define PO** - Select to define Purchase Orders using the structure of requisitions as they appear on this page instead of letting the system create it using the predefined rules.

- The PO Calculations process does not overwrite these purchase order configurations, even if the **Consolidate with Other Reqs** check box on the requisition is selected. In addition, you must specify the supplier for the purchase order, as the PO Calculations process does not select a supplier for you.
- If Define PO is selected, the information that you view on the Requisition Selection - Sourcing page is exactly what will be on the purchase order and each requisition line that you source will be on its own purchase order line, even if others exist for the same item.
- The Define PO check box must be selected or unselected **before** selecting requisitions for sourcing for the option to apply to the requisitions you select.
- If you are sourcing to PeopleSoft Inventory or do not select this check box, the information that you see on this page is either used for creating inventory demand in the Build Inventory Demand process or is updated in the PO Calculations process.
- If a line that you have selected for sourcing on this page has been sourced to a blanket purchase order contract, you will not be able to select the Define PO check box. Instead, you will receive a message that this option is not valid for the selected line.
- **This check box only applies to lines that are selected by the Include field after you select the Define PO check box.**

**Check Item Available** - Select this box to be informed if there is available stock for this item and that you have the option to source the selected requisition line from PS Inventory.

**All Lines From Req** - Select to source all lines from the same requisition.



Click the radio box located to the left of the line you wish to source.

Select Requisition Lines

☰ Q

1-5 of 5 View All

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	PK		Post-it Super Sticky Noes, 5"x	0900003918	3	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, Black, archival ink, gel,	0900003918	4	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, blue, archival ink, gel,	0900003918	5	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

Select All  Clear All

Staging Information

Save Notify

Supplier ID is a required entry for selecting all the REQ 0900003918 to Stage. (10200,148)

You must provide a valid supplier ID before select a requisition to PO staging.

OK

Input a Supplier ID on the appropriate line, select the radio box, and click the **Save** button.

BEFORE SELECTING RADIO BOX:

Select Requisition Lines

☰ Q

1-5 of 5 View All

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
<input type="checkbox"/>	<input type="text" value="0000067919"/>	<input type="text" value="STAPLES IN-001"/>	<input type="text" value="0030"/>	1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	PK		Post-it Super Sticky Noes, 5"x	0900003918	3	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, Black, archival ink, gel,	0900003918	4	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, blue, archival ink, gel,	0900003918	5	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

AFTER SELECTING RADIO BOX:

Select Requisition Lines

☰ Q

1-5 of 5 View All

Include	Supp ID	*Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price
<input checked="" type="checkbox"/>	<input type="text" value="0000067919"/>	<input type="text" value="STAPLES IN-001"/>	<input type="text" value="0030"/>	1.0000	PK		Post-it Super Sticky Notes, 4"	0900003918	2	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	PK		Post-it Super Sticky Noes, 5"x	0900003918	3	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, Black, archival ink, gel,	0900003918	4	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, blue, archival ink, gel,	0900003918	5	Procurement Card	N
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000	BX		Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

After clicking the **Save** button, the requisition line has been staged. This can be reviewed through the Sourcing Workbench.

Requisition Selection  
Sourcing

**Search Criteria**

Business Unit: 09000  
Supplier ID:   
Category:   
Requisition ID: 0900003918  
Requisition Name:   
Contract ID:

Buyer:   
Origin:   
Max Rows: 20

Include Reqs With No Supplier  
 Include Inventory Items  
 Stockless Item  
 Exclude Auto Source Item

All Lines From Req  
\*PO Item Supplier Option: No Edit Required

**Select Requisition Lines**

Include	Requisitions	Change Supplier	Contract Information	Item Substitution	Item	Description	Req ID	Line	Procurement Card	Calc Price
<input checked="" type="checkbox"/>	0900003918	0000067919	STAPLES IN-001	0030	1.0000 PK	Post-it Super Sticky Notes, 5x	0900003918	3	Procurement Card	N
<input type="checkbox"/>	0900003918	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000 BX	Pen, Black, archival ink, gel,	0900003918	4	Procurement Card	N
<input type="checkbox"/>	0900003918	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000 BX	Pen, blue, archival ink, gel,	0900003918	5	Procurement Card	N
<input type="checkbox"/>	0900003918	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000 BX	Pen, Red, archival ink, gel, p	0900003918	6	Procurement Card	N

Select All  Clear All

Staging Information  
**Save** **Notify**



## Review the Sourcing Workbench Page

*Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench*

Sourcing Workbench

**Sourcing**

▼ Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	<input type="text"/>	PO Stage Type	<input type="text"/>
Requisition ID	<input type="text"/>	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	<input type="text"/>
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Select All     UnSelect All       

**Input** your Business Unit and Requisition ID.

Sourcing Workbench

**Sourcing**

▼ Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	09000	PO Stage Type	<input type="text"/>
Requisition ID	0900003918	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	<input type="text"/>
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Select All     UnSelect All       

Click the **Search** button.

Sourcing Workbench

**Sourcing**

▼ Search Criteria

Process Instance	<input type="text" value=""/>	System Source	<input type="text" value=""/>
Business Unit	<input type="text" value="09000"/>	PO Stage Type	<input type="text" value=""/>
Requisition ID	<input type="text" value="0900003918"/>	PO Stage ID	<input type="text" value=""/>
Requisition Name	<input type="text" value=""/>	Stage Status	<input type="text" value=""/>
Buyer	<input type="text" value=""/>	Item ID	<input type="text" value=""/>
Contract SetID	<input type="text" value=""/>	Line Number	<input type="text" value=""/>
Contract ID	<input type="text" value=""/>	Schedule Number	<input type="text" value=""/>

Search Results

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	0	Staged	09000	Irene Bowman (580)	0000067919	0030	Item	Post-It Super Sticky Notes, 4"	0900003918	UNASSIGNED

Select All  UnSelect All

Notice the status is STAGED. The status will change as follows:

**Staged** - The requisition is in a table waiting to create a Purchase Order.

**Calculate PO** - The PO Calculation process is running.

**Ready** - The PO Calculation process has been completed.

**Create PO** - The PO Creation process is running.

**Complete** - The PO Creation process has completed running and the PO has been created.



## Step 2 – PO Calculation

Once the Requisition has been selected and placed in the staging table, the PO Calculation Process is run. This process determines how the information will be copied from the Requisition onto the new PO. The PO Calculations process performs most of the processing necessary to create a PO. After running the PO Calculations process, review results and make changes as necessary using the Sourcing Workbench - Selected Items page before the PO is created.

*Navigation: Purchasing > Purchase Orders > Stage/Source Requests > PO Calculations*

### PO Calculations

[Find an Existing Value](#) [Add a New Value](#)

\*Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input your Run Control ID and **click** the **Add** button.



**PO Calculations**

Run Control ID PO\_CALC Report Manager Process Monitor

**POCalculate Selection Criteria**

Process Instance

Business Unit

System Source

PO Process that built row

Buyer

Item SetID

Item ID

Category

To Business Unit

**Sourcing Method**

Basic  
 Flexible  
 Split  
 Cumulative

Accumulate Level

**PO Calculate Process Options**

\*Buyer

\*Consolidation Method

Origin

Purchase Order Date

Purchase Order Reference

Pre-Approve Supplier  
 Build POs as Approved

**Flexible Sourcing Controls**

Lead Time Factor %

Ship to Priority Factor %

Price Factor %

Supplier Priority Factor %

**POCalculate Selection Criteria** - Selecting field values in this group box limits the selection of staged rows to those that meet the criteria selected. These fields are optional.

- **Process Instance** - If the PO calculate process was previously run against the Requisition, an instance number will be assigned and can be used to run the process with no other criteria. This number can be found on the Sourcing Workbench.
- **Business Unit** - This field can limit the process to a certain Business Unit or a Range of Business Units.
- **System Source** - This field can be used to select rows to be processed and selected based on their system source.
- **PO Process that built row** - This field can be used to select rows to be processed based on the process that staged them.
- **Buyer** - The Buyer must match the requisition's Buyer, or it will not be selected. The biggest mistake is not assigning a Buyer to the Requisition, if this happens leave the Buyer field blank, but the problem with that is you could pick up Requisitions you don't intend on.
- **Item SetID** - Leave as 00000.
- **Item ID** - Use if you want to only source requisitions with a certain Item ID.
- **Category** - Use if you want to only source requisitions with a certain Category.
- **Sourcing Method** - You can select from four methods of Supplier selection: *basic*, *flexible*, *schedule split*, or *cumulative split* sourcing. All of these sourcing methods are available at the category level; and basic, flexible, and schedule split sourcing can be overridden at the item level. Normally, these options should not be changed.





**PO Calculate Process Options** - Determines what data to use when creating the Purchase Order.

- **Buyer** - (Required) Select the buyer to be used on the purchase order header in the event that the PO Calculations process cannot determine the buyer.
  - The buyer name is carried at the line level on the requisition, so a requisition can have multiple buyers. When the PO Calculations process creates the purchase order header, it must assign a buyer name.
  - If all the staged lines that belong on one purchase order have the same buyer name, the PO Calculations process uses that name on the header.
  - If the staged lines that belong on the purchase order have different buyer names, or the process that created the staged entry did not specify a buyer name (you have the capability to force a buyer name in online requisition selection), the system uses the supplier buyer name.
  - If the supplier buyer name is blank, the system enters the buyer name on the purchase order header.
- **Consolidate Method** - Determines whether purchase orders are consolidated by business unit, supplier, and buyer **or** by business unit and supplier only. The consolidation method applies only to staged rows identified for consolidation.
  - For example, suppose that you choose to consolidate by business unit and supplier, then all rows with the same supplier and business unit are grouped into one purchase order.
  - Alternately, if you add buyer to the consolidation criteria, all rows that have the same buyer, supplier, and business unit are grouped on a purchase order.
- **Origin** - This field can be left blank as the system is not using this origin to create the PO.
- **Purchase Order Date** - Enter a date to be used on the purchase orders for purchase orders that do not already have a date assigned. If you leave this field blank, the PO Calculations process uses the current system date.
- **Purchase Order Reference Number** - (Optional) Enter a purchase order reference to be used on the purchase orders. This is a free-form field.
- **Pre-Approve Supplier** - Select this check box to approve the supplier that the PO Calculations process selects. This field should generally be selected unless otherwise known.
  - If selected, the system automatically approves the supplier recommended by the PO Calculations process, so that the PO Calculations process runs and the Create Purchase Order process without interruption. If you do not select the Pre-Approve Supplier check box, you must approve the supplier manually using the Sourcing Workbench.
- **Build POs as Approved** - This check box can be selected to have purchase orders created with an *Approved* status when you run the Create Purchase Orders process. If selected, the process examines auto approval criteria set at the business unit level. If the auto approval criteria are met, the status is set to *Approved*. If the auto approval criteria are not met, the status is set to *Pending Approval*, and the purchase order enters the workflow approval business process. If you do not select this check box, the purchase order is created with a status of *Open*.
- **Flexible Sourcing Controls** - To override the category and item settings, enter the percentage weight that you want the PO Calculations process to give the lead time, ship to, price, and Supplier factors when the application process is evaluating suppliers for flexible sourcing. These fields should generally not be updated.



**PO Calculations**

Run Control ID PO\_CALC Report Manager Process Monitor

**POCalculate Selection Criteria**

Process Instance

Business Unit

System Source

PO Process that built row

Buyer

Item SetID

Item ID

Category

To Business Unit

**Sourcing Method**

Basic  
 Flexible  
 Split  
 Cumulative

Accumulate Level

**PO Calculate Process Options**

\*Buyer   Angela Andrews

\*Consolidation Method

Origin

Purchase Order Date

Purchase Order Reference

Pre-Approve Supplier  
 Build POs as Approved

**Flexible Sourcing Controls**

Lead Time Factor %

Ship to Priority Factor %

Price Factor %

Supplier Priority Factor %

When this process is run it will run the PO Calculation process for every Staged Requisition and RFQ that meets the criteria entered by the user.

**NOTE:** If the Buyer is left blank on the Requisition, then the Buyer will need to be left blank here, but it will pick up all Agencies 580 Buyer’s Requisitions and RFQ that have been staged.

Click the **Run** button.

**Process Scheduler Request**

User ID: BBENN06      Run Control ID: PO\_CALC

Server Name: PSUNX      Run Date: 07/15/2024

Recurrence:      Run Time: 11:59:35AM      [Reset to Current Date/Time](#)

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	OCP0916P	OCP0916P	PSJob	(None) ▾	(None) ▾	Distribution
<input checked="" type="checkbox"/>	PO Calculations	PO_POCALC	Application Engine	Web ▾	TXT ▾	Distribution

[OK](#)      [Cancel](#)

Leave Server Name as default value. If you leave the server name blank, the system will select the correct Server to run the process for you.

Select the radio box for the appropriate process and **click** the **OK** button.

Run Control ID: PO\_CALC      [Report Manager](#)      [Process Monitor](#)      [Run](#)

Process Instance: 29238921

**POCalculate Selection Criteria**

Process Instance:

Business Unit: 09000

System Source:

PO Process that built row:

Buyer:

Item SetID: 00000

Item ID:

Category:

To Business Unit: 09000

**Sourcing Method**

Basic

Flexible

Split

Cumulative

Accumulate Level: Run Level ▾

**PO Calculate Process Options**

\*Buyer: AANDREWS  Angela Andrews

\*Consolidation Method: Business Unit, Supplier ▾

Origin: AGY

Purchase Order Date:

Purchase Order Reference:

Pre-Approve Supplier

Build POs as Approved

**Flexible Sourcing Controls**

Lead Time Factor %:

Ship to Priority Factor %:

Price Factor %:

Supplier Priority Factor %:

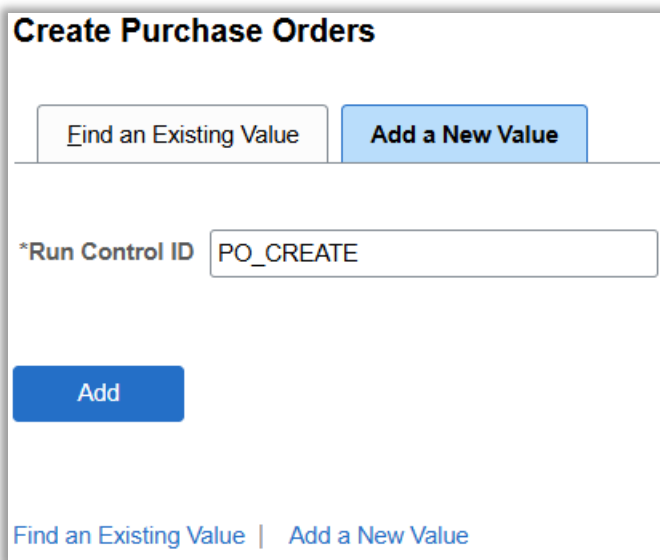
[Save](#)      [Notify](#)      [Add](#)      [Update/Display](#)

To review the status of your job, **click** the **Process Monitor** link. Never Cancel or Delete the job while it is running. If there are issues, file a Critical Help Desk case.

## Step 3 – PO Creation

The Create Purchase Orders process is the final step in creating the Purchase Order, it calculates the Purchase Order ID, assigns line, schedule, and distribution numbers, and creates contract release information.

*Navigation: Purchasing > Purchase Orders > State/Source Request > PO Creation*



**Create Purchase Orders**

Find an Existing Value | Add a New Value

\*Run Control ID PO\_CREATE

Add

Find an Existing Value | Add a New Value

Input a Run Control ID and **click** the **Add** button.



**Create Purchase Orders**

Run Control ID PO\_CREATE Report Manager Process Monitor

**PO Creation Selection Criteria**

Process Instance

Business Unit   Business Unit To

Buyer

**PO Creation Options**

Calculate PO Line Numbers  
 Hold From Further Processing  
 Allow Dispatch When Appr

PO Creation Selection Criteria - Selecting field values in this group box limits the selection of staged rows to those that meet the criteria selected. These fields are optional.

- **Process Instance** - Enter the process instance related to the PO Calculations process. This process instance limits the selection of staged requisitions to those that were put into the PeopleSoft Purchasing stage table.
- **Business Unit** - Can limit the process to a certain Business Unit or a Range of Business Units.
- **Buyer** - The buyers name must be the same as the Requisition.

**PO Creation Options - Determines what data to use when creating the Purchase Order.**

- **Calculate PO Line Numbers** - Select to ignore staged entry line numbers when the Create Purchase Orders process creates new POs and assigns sequential line numbers, beginning with one. This field will normally be selected unless otherwise known.
- **Hold From Further Processing** - Select to place the resulting purchase orders on hold and prevent further processing of the purchase orders.
- **Allow Dispatch When Appr** - Select to make the resulting POs eligible for dispatch when you run the PO Dispatch/Print SQR process. This field will normally be selected unless otherwise known.

Input the Business Unit and Buyers Name and **click** the **Run** button.



**Process Scheduler Request**

[Help](#)

User ID BBENN06      Run Control ID PO\_CREATE

---

Server Name       Run Date

Recurrence       Run Time      

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	OCP0916C	OCP0916C	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	Distribution
<input checked="" type="checkbox"/>	Create Purchase Orders	PO_POCREATE	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

Leave Server Name as default value. If you leave the server name blank, the system will select the correct Server to run the process for you.

Select the appropriate process and **click the OK** button.

**Create Purchase Orders**

Run Control ID PO\_CREATE      [Report Manager](#)    [Process Monitor](#)   

Process Instance: 29238922

**PO Creation Selection Criteria**

Process Instance

Business Unit        Business Unit To

Buyer

**PO Creation Options**

Calculate PO Line Numbers  
 Hold From Further Processing  
 Allow Dispatch When Appr

To review the job, **click the [Process Monitor](#)** link. Never Cancel or Delete the job while it is running. If there are issues, file a Critical HelpDesk case.

Note the Run Status is Processing. **Click the Refresh** button until the job has reached a status of Success.

Review the Sourcing Workbench again.



**Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench**

Sourcing Workbench

**Sourcing**

▼ Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	09000	PO Stage Type	<input type="text"/>
Requisition ID	0900003918	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	<input type="text"/>
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search

Search Results

1-1 of 1 | View All

Selected Items | Stage Info | Error Messages | II>

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	29238922	Completed	09000	Irene Bowman (580)	0000067919	0030	Item	Post-it Super Sticky Notes, 4"	0900003918	0909023177

Select All   
  UnSelect All   
    

Notice the status is “Completed” and a Purchase Order Number has been assigned.

Clicking the Purchase Order Hyperlink will open a new window and take you to the Maintain Purchase Orders page.

## Step 4 –Review the Purchase Order

*Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench*

Sourcing Workbench  
Sourcing

▼ Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	<input type="text"/>	PO Stage Type	<input type="text"/>
Requisition ID	<input type="text"/>	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	<input type="text"/>
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search

Select All     UnSelect All    Purge    Recycle

Save    Notify    Refresh

Input your Business Unit and Requisition ID.

Sourcing Workbench  
Sourcing

▼ Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	09000	PO Stage Type	<input type="text"/>
Requisition ID	0900003918	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	<input type="text"/>
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search

Select All     UnSelect All    Purge    Recycle

Save    Notify    Refresh

Click the **Search** button.



Sourcing Workbench  
Sourcing

**Search Criteria**

Process Instance

Business Unit

Requisition ID

Requisition Name

Buyer

Contract SetID

Contract ID

System Source

PO Stage Type

PO Stage ID

Stage Status

Item ID

Line Number

Schedule Number

**Search Results**

1-1 of 1 | View All

Selected Items |  Stage Info |  Error Messages |  II

Sel	Instance	Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	29238922	Completed	09000	Irene Bowman (580)	0000067919	0030	Item	Post-it Super Sticky Notes, 4"	0900003918	0909023177

Select All |  UnSelect All |  |

|  |

To review and complete the PO, click on the **Purchase Order** link located to the right of the line. A new window will open.

Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO Status Open

PO ID 0909023177 Budget Status Not Chkd

Copy From

Hold From Further Processing

**Header**

\*PO Date 07/12/2024

\*Supplier STAPLES IN-001

\*Supplier ID 0000067919

\*Buyer IBOWMAN

PO Reference Online Src From Req 0900003918

Header Details PO Defaults Requisitions

Doc Tol Status Not Chkd

Receipt Status Not Recvd

Priority Medium

\*Dispatch Method Print

**Amount Summary**

Merchandise 14.05

Freight/Tax/Misc. 0.00

Total Amount 14.05 USD

Encumbrance Balance

**Add Items From**

**Select Lines To Display**  Line  To

**Lines**

1-1 of 1 | View All

Details |  Flags |  Ship To/Due Date |  Statuses |  Item Information |  Attributes |  BFO |  Contract |  Receiving |  II

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	Post-it Super Sticky <input type="button" value="Q"/>	1.0000	PK <input type="button" value="Q"/>	14111530 <input type="button" value="Q"/>	14.05000	14.05	Open

\*Go to

|  |  |  |  |

The PO will be in an Open status. Review the PO and make the necessary changes, then complete the Purchasing Process. As with the procedures for copying a Requisition you will want to finalize the PO.

The unit price will be the unit price from the Requisition if “Calculate Price” was turned off.

## Dispatch Purchase Order

Besides dispatching the Purchase Order from the Maintain Purchase Order Page, there are several other options.

### Dispatch from Batch Process

*Navigation: Purchasing > Purchase Order > Dispatch POs*

Input a run Control ID and **click the Add** button.

Input criteria to use when determining what Purchase Orders to Dispatch.

Click the **Run** button.



Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PO Dispatch & Email	PODISP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

Leave Server Name as default value. If you leave the Server Name blank, the system will select the appropriate server for you.

If the State Seal is not the form, then the incorrect server was used.

Click the PO Dispatch/Print Radio box.

Click the **OK** button.

To print the Purchase Order, click on the **Process Monitor** link.

Click on the **Refresh** button until the process shows a Success and Posted status.

**View Process Request For**

User ID: DSALTZMAN   Type:  Last:  60 Days:

Server:  Name:   Instance From:  Instance To:

Run Status:  Distribution Status:   Save On Refresh [Report Manager](#)

▼ **Process List**

1-5 of 5 | View All

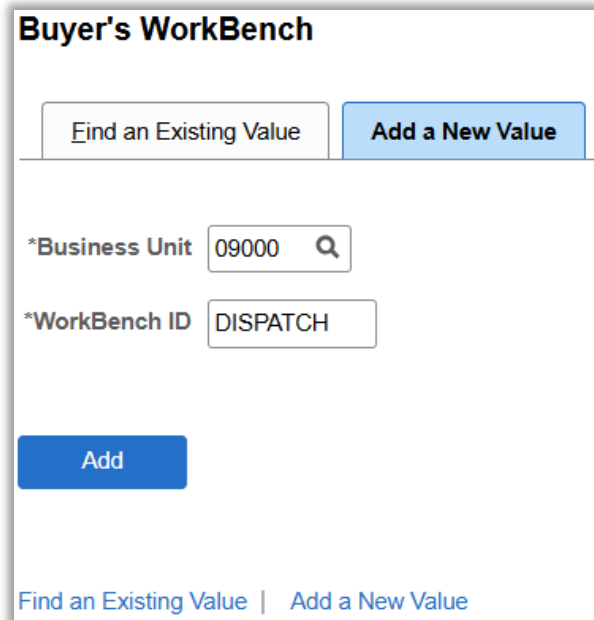
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	30225114		SQR Report	POPO005	DSALTZMAN	11/18/2024 10:51:35AM CST	Success	Posted	<a href="#">Details</a>	▼ <a href="#">Actions</a>

Click on the **Details** link. This takes you to the Process Detail page where you will click on **View Log/Trace**. Click on the **PDF** link to view your PO.

## Dispatch from the Buyer's Workbench

The Buyer's Workbench allows users to dispatch Multiple Purchase Orders at once.

*Navigation: Purchasing > Purchase Orders > Buyer's Workbench > Add a New Value*



The screenshot shows the 'Buyer's Workbench' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, there are two input fields: '\*Business Unit' with the value '09000' and a search icon, and '\*WorkBench ID' with the value 'DISPATCH'. A blue 'Add' button is positioned below the input fields. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Input a WorkBench ID and **click** the **Add** button.



**Buyer's WorkBench**

**Filter Options**

Business Unit 09000      WorkBench ID DISPATCH

Description

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

Purchase Order

PO Date

Activity Date

Due Date

Request BU

Supplier ID

Item ID

Buyer

Contract SetID

Contract ID

Release Number

GPO ID

GPO Contract

To

To

To

To

Requisition ID

Contract Version

**Status**

Open       Pending Appr       Approved       Denied

Dispatched       Cancelled       Include Closed

**Receiving**

Recv Reqd

All       Not Received       Partially Received       Fully Received

**Matching**

Required       Not Required       Partial Match       Fully Matched

All

**Encumbrance**

Open Encumbrances

**ChartFields**

1-1 of 1 | View All

GL Unit	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	F
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

[Return to Buyer's WorkBench](#)

This page is used to define Purchase Order selection criteria. If you do not see the expected Purchase Orders, then review the Purchase Order.

**Enter** appropriate PO Information and **click** the **Search** button located in the bottom left-hand corner.

**Buyer's WorkBench**

Business Unit 09000      WorkBench ID DISPATCH  
 \*Description \_\_\_\_\_

Select POs for Further Processing

List of Purchase Orders

1-1 of 1    View All

Detail    Approval    Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 0909023176		N	Approved	07/12/2024	07/12/2024	0000057919	Angela Andrews	Standard			

Select All     Clear All

Action:    Approve    Unapprove    Cancel    Close

             Dispatch    Preview    Budget Check

Go To:    Set filter options    Process Request Options  
              Process Monitor    View Processing Results

Save

Notify    Refresh

Click the Radio box to the left of the PO you wish dispatch, then click the **Process Request Options** link.

**PO\_RC\_WB\_PRCs Page**    Help

**Buyer's WorkBench**

**Process Request Options**

Business Unit 09000      WorkBench ID DISPATCH  
 Description \_\_\_\_\_

Server Name PSNT

Run Control ID DISPATCH

Fax Cover Page

\*Output Destination Type

\*Output Destination Format

Print PO Item Description  
 Print BU Comments  
 Print Changes Only  
 Test Dispatch  
 Print Copy  
 Print Duplicate  
 Print Closed Line Amount

OK    Cancel    Refresh

The Server Name is PSNT.

Select a Run Control ID and click the **OK** button.

**Buyer's WorkBench**

Business Unit 09000 WorkBench ID DISPATCH  
 \*Description WORKBENCH

Select POs for Further Processing

List of Purchase Orders

Detail Approval Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909023176		N	Approved	07/12/2024	07/12/2024	0000067919	Angela Andrews	Standard			

Select All  Clear All

Action:

Go To:

Enter a description and click the **Dispatch** button.

**Buyer's WorkBench**

**Processing Results**

Business Unit 09000 WorkBench ID DISPATCH  
 Description WORKBENCH

Select POs for Further Processing

**Not Qualified**

PO ID	Log

**Qualified**

PO ID	Line	Sched	Distrib Line	
0909023176				<input type="button" value="-"/>

Proceed:   [Return to Buyer's WorkBench](#)

There are two sections:

**Not Qualified** - If the Purchase Order was not qualified to dispatch it will be displayed in this section. To review the reason, click the **Log Icon** located to the Left of the PO.

**Qualified** - These Purchase Orders are available for dispatching. Click the **subtract** button to exclude them.

Click the **Yes** button to proceed with dispatching the POs in the Qualified section.





Continue to Dispatch POs. (10224,41)

Click the **Yes** button to proceed with dispatching the POs.

**Buyer's WorkBench**

Business Unit 09000      WorkBench ID DISPATCH  
 \*Description WORKBENCH

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909023176		N	Approved	06/28/2024	07/15/2024	0000067919	Angela Andrews	Standard			
<input type="checkbox"/> 0909023179		N	Approved	07/16/2024	07/16/2024	0000067919	Angela Andrews	Standard			

Select All     Clear All

Action:

Go To:

**NOTE:** The PO Status will not immediately update on this page. The user may need to exit the page and re-enter it to see the updated status. The user can also **click** the Purchase Order hyperlink to view the PO on the Maintain Purchase Orders page in a new window.

# Print Purchase Order

## Print from Process Monitor

After being dispatched, the PO can be printed from the Process Monitor page.

**Navigation: People Tools > Process Scheduler > Process Monitor**

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: User ID (BBENN06), Type, Last, 1 Days, Refresh, Clear, and Reset buttons. There are also fields for Server, Name, Instance From, Instance To, Run Status, and Distribution Status, along with a 'Save On Refresh' checkbox and a 'Report Manager' link.

The main section is titled 'Process List' and contains a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29238938		Application Engine	FS_BP	BBENN06	07/15/2024 3:03:07PM CDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	29238933		PSJob	PODISP	BBENN06	07/15/2024 2:31:37PM CDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	29238932		Application Engine	FS_BP	BBENN06	07/15/2024 2:24:23PM CDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	29238931		Application Engine	FS_BP	BBENN06	07/15/2024 2:22:44PM CDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	29238922		Application Engine	PO_POCREATE	BBENN06	07/15/2024 12:11:35PM CDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	29238921		Application Engine	PO_POCALC	BBENN06	07/15/2024 11:59:35AM CDT	Success	Posted	Details	▼ Actions

At the bottom of the interface, there are 'Save' and 'Notify' buttons.

When the process goes to success, **click the [PODISP](#) link.**

The screenshot shows the 'Process Detail' window for the 'PODISP' process. It displays the following information:

- Process Name: PODISP
- Main Job Instance: 29238933

Below this information is a list of sub-processes:

- 29238933 - PODISP Success
- 29238934 - POPO005 Success
- 29238935 - PO\_PO\_EMAIL Success

The '29238934 - POPO005 Success' link is highlighted with a red box. There are also 'Help', 'Refresh', and 'Return' buttons in the interface.

**Click the middle link, [POPO005](#).**



**Process Detail**
×

[Help](#)

**Process**

Instance	29238934	Type	SQR Report
Name	POPO005	Description	PO Dispatch/Print
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	DISPATCH	<b>Update Process</b>	
Location	Server	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content	
Server	PSNT	<input type="radio"/> Restart Request	
Recurrence			

**Date/Time**

Request Created On	07/15/2024 2:33:42PM CDT	<a href="#">Parameters</a>	Transfer
Run Anytime After	07/15/2024 2:31:37PM CDT	<a href="#">Message Log</a>	
Began Process At	07/15/2024 2:34:13PM CDT	<a href="#">Batch Timings</a>	
Ended Process At	07/15/2024 2:34:24PM CDT	<a href="#">View Log/Trace</a>	

OK
Cancel

Click the [View Log/Trace](#) link.

**View Log/Trace**
×

[Help](#)

**Report**

Report ID	25962410	Process Instance	29238934	<a href="#">Message Log</a>
Name	POPO005	Process Type	SQR Report	
Run Status	Success			

PO Dispatch/Print

**Distribution Details**

Distribution Node	OOD_REPNODE	Expiration Date	<input type="text" value="07/29/2024"/>
-------------------	-------------	-----------------	---

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">POPO005_29238934.PDF</a>	11,960	07/15/2024 2:34:24.146885PM CDT
<a href="#">POPO005_29238934.out</a>	1,386	07/15/2024 2:34:24.146885PM CDT
<a href="#">SQR_POPO005_29238934.log</a>	1,951	07/15/2024 2:34:24.146885PM CDT

**Distribute To**

Distribution ID Type	Distribution ID
User	BBENN06

Return

Click the [.PDF](#) link.



## Purchase Order

**Mgmt and Enterprise Services**  
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Supplier:** 0000067919  
 STAPLES INC  
 STAPLES CONTRACT & COMMERCIAL LLC  
 PO BOX 660409  
 DALLAS TX 75266-0407

**Tax Exempt?** Y    **Tax Exempt ID:** 736017987

**Dispatch via Print**

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
0909023177	07/12/2024		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
0 Days	Free on board at Destination	Common	
<b>Buyer</b>	<b>Phone/Email</b>	<b>Currency</b>	
Irene Bowman (580)	405/521-4058	USD	

**Ship To:** OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Bill To:** OMES-CAR  
 2401 N. LINCOLN BLVD  
 SUITE 202  
 OKLAHOMA CITY OK 73105

Line-Sch	Cat CD	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	14111530 /		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14.0500	14.05	07/15/2024

To print the PO, **click** File>Print>OK (If you receive the box with an X in the upper left hand corner, you ran this on PSUNX instead of PSNT.)

## Print from Report Manager

*Navigation: Reporting Tools > Report Manager > Administration TAB*

List | Explorer | Administration | Archives

**View Reports For**

User ID  Type  Last  Days

Status  Folder  Instance  to

**Report List**

1-2 of 2
View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	26397126	29706919	Email	12/12/2024 10:56:47AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	26397125	29706918	<span style="border: 2px solid red; padding: 2px;">PO Dispatch/Print</span>	12/12/2024 10:56:47AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>


Select All     Deselect All
 

Click the delete button to delete the selected report(s)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Click on the [PO Dispatch/Print](#) link.





## Purchase Order

**Mgmt and Enterprise Services**  
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Supplier:** 0000067919  
 STAPLES INC  
 STAPLES CONTRACT & COMMERCIAL LLC  
 PO BOX 660409  
 DALLAS TX 75266-0407

**Tax Exempt?** Y    **Tax Exempt ID:** 736017987

**Dispatch via Print**

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
0909023177	07/12/2024		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
0 Days	Free on board at Destination	Common	
<b>Buyer</b>	<b>Phone/Email</b>	<b>Currency</b>	
Irene Bowman (580)	405/521-4058	USD	

**Ship To:** OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Bill To:** OMES-CAR  
 2401 N. LINCOLN BLVD  
 SUITE 202  
 OKLAHOMA CITY OK 73105

Line-Sch	Cat CD	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	14111530 /		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14.0500	14.05	07/15/2024

To print the PO, **click** File>Print>OK (If you receive the box with an X in the upper left hand corner you ran this on PSUNX instead of PSNT.)

# Print from Purchase Order

*Navigation: Purchasing > Purchase Order > Add/Update POs > Find an Existing Value*

### Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

\*Business Unit =

PO ID begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing

Case Sensitive

[Basic Search](#)

Input Business Unit and PO ID, click the **Search** button.



**Purchase Order**

Business Unit 09000  
 PO ID 0909023177  
 Copy From [Dropdown]

PO Status Dispatched  
 Budget Status Valid  
 Hold From Further Processing

Doc Tol Status Valid  
 Backorder Status Not Backordered  
 Receipt Status Not Recvd  
 Priority Medium  
 \*Dispatch Method Print

\*Supplier STAPLES IN-001  
 \*Supplier ID 0000067919  
 \*Buyer IBOWMAN  
 PO Reference Online Src From Req 0900003918

Supplier Search  
 Supplier Details  
 STAPLES INC  
 Irene Bowman (580)

Amount Summary  
 Merchandise 14.05  
 Freight/Tax/Misc. 0.00  
 Total Amount 14.05 USD  
 Encumbrance Balance Not Available USD

Select Lines To Display  
 Search for Lines Line [ ] To [ ] Retrieve

Header  
 PO Defaults  
 PO Activities  
 Requisitions  
 Actions

Activity Summary  
 Add Comments  
 Add Ship To Comments  
 Document Status

Add Items From  
 Catalog  
 Purchasing Kit

Item Search

View Printable Version  
 View Approvals

Close Short All Lines

\*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved

Click the **View Printable Version** link. This will queue the PO Print Job in the Process Scheduler.

**Navigation: People Tool > Process Scheduler > Process Monitor**

Process List Server List

View Process Request For

User ID BBENN06 Type [ ] Last [ ] 1 Days [ ] Refresh

Server [ ] Name [ ] Instance From [ ] Instance To [ ] Clear

Run Status [ ] Distribution Status [ ]  Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29239076		SQR Report	POPO005	BBENN06	07/17/2024 10:55:28AM CDT	Success	Posted	Details	Actions

Select the **Details** link on the appropriate Process Instance.



Process Detail x

[Help](#)

**Process**

Instance	29239076	Type	SQR Report
Name	POPO005	Description	PO Dispatch/Print
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	PS_PO_90000909023174_2324767
Location	Server
Server	PSNT
Recurrence	

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content

Restart Request

**Date/Time**

Request Created On	07/17/2024 10:55:29AM CDT
Run Anytime After	07/17/2024 10:55:28AM CDT
Began Process At	07/17/2024 10:55:49AM CDT
Ended Process At	07/17/2024 10:56:02AM CDT

**Actions**

[Parameters](#)      [Transfer](#)  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

OK

Cancel

Select the [View Log/Trace](#) link.

View Log/Trace x

[Help](#)

**Report**

Report ID	25962536	Process Instance	29239076	<a href="#">Message Log</a>
Name	POPO005	Process Type	SQR Report	
Run Status	Success			

PO Dispatch/Print

**Distribution Details**

Distribution Node	OOD_REPNODE	Expiration Date	07/31/2024
-------------------	-------------	-----------------	------------

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">POPO005_29239076.PDF</a>	18,034	07/17/2024 10:56:02.132591AM CDT
<a href="#">POPO005_29239076.out</a>	1,432	07/17/2024 10:56:02.132591AM CDT
<a href="#">SQR_POPO005_29239076.log</a>	1,991	07/17/2024 10:56:02.132591AM CDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	BBENN06

Return

Select the [.PDF](#) link.



### Purchase Order

**PENDING APPROVAL** Dispatch via Print

**Mgmt and Enterprise Services**  
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Supplier:** 0000067919  
 STAPLES INC  
 STAPLES CONTRACT & COMMERCIAL LLC  
 PO BOX 660409  
 DALLAS TX 75266-0407

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
0909023174	07/09/2024		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
0 Days	Free on board at Destination	Common	
<b>Buyer</b>	<b>Phone/Email</b>	<b>Currency</b>	
Angela Andrews	405/271-4043	USD	

**Ship To:** JIM THORPE BUILDING ROOM G-10  
 2101 N LINCOLN BLVD.  
 OKLAHOMA CITY OK 73105

**Bill To:** 3812 N. Santa Fe Ave., Ste. 290  
 Oklahoma City OK 73118-8500

**Tax Exempt?** Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	-------------	----------	-----	----------	--------------	----------

1- 1	44121600 / 1000013634	OFFICE SUPPLIES: General desk/office supplies	4.0000	EA	8.0000	32.00	07/10/2024
------	-----------------------	---	--------	----	--------	-------	------------



# Purchase Order Inquiry

## PO Accounting Page

**Overview** - This screen shows the budget checking entry of the Purchase Order and any reversals against it (Vouchers).

**Navigation:** *Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries*

Select the criteria that you want to view on the Purchase Order Accounting Entries page. Filter criteria by purchase order range, business unit, fiscal year range, purchase order status, and ChartField combinations. Filter criteria by purchase order range, business unit, fiscal year range, purchase order status, and ChartField combinations.

The screenshot shows the 'Selection Criteria' form with the following fields:

- \*Business Unit: 09000
- From PO ID: [Empty]
- From Fiscal Year: [Empty]
- PO Status: [Empty]
- \*Accounting Line View Option: Standard
- To PO ID: [Empty]
- To Fiscal Year: [Empty]
- Max Rows: 300
- \*Ledger Group: [Empty]

Below the form is a 'ChartFields' section with a table of search criteria:

	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit	Project
1	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

Buttons: OK, Cancel, Refresh

Input PO ID number, GL Unit, and Ledger Group “ALLOT.”

The screenshot shows the 'Selection Criteria' form with the following fields populated:

- \*Business Unit: 09000
- From PO ID: 0909023174
- From Fiscal Year: [Empty]
- PO Status: [Empty]
- \*Accounting Line View Option: Standard
- To PO ID: 0909023174
- To Fiscal Year: [Empty]
- Max Rows: 300
- \*Ledger Group: ALLOT

Below the form is a 'ChartFields' section with a table of search criteria:

	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit	Project
1	09000	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

Buttons: OK, Cancel, Refresh

Click the **OK** button.

**PO Accounting Entries**

Business Unit 09000  
 From PO 0909023174  
 PO Status  
 From Fiscal Year  
 Accounting Line View Option Standard

To PO 0909023174  
 To Fiscal Year  
 Ledger Group ALLOT

Accounting Entries

1-1 of 1 View All

Details ChartFields

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
0909023174	PA	0000067919		PO_POENC	0	1	1	1				88		19401

Total Encumbrance Balance 32.00 USD

Accounting Lines Search

Notify Refresh

To see all the details, **click the show all arrow**, outlined above.

**Closed Value** - *Y* or *N*. If equal to *Y* the distribution line has been marked as closed and the available encumbrance should reflect a zero balance.

**Finalizing** - This process marks the document as final and will reduce any remaining available encumbrance.

**Total Encumbrance Amount** - This amount is in the budget as an encumbrance. If the Purchase Order or Voucher were not budget checked or failed budget checking then it would not appear on this screen.



## Purchase Order Activity Page

**Overview:** The Purchase Order Activity Summary pages are used to view the receiving, invoicing, matching, and returning activities that were performed on the selected purchase orders to date. The Activity Summary page displays the total purchase order merchandise amount, and the merchandise received, vouchered, and matched.

**Navigation:** *Purchasing > Purchase Orders > Review PO Information > Activity Summary*

### PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

\*Business Unit =

PO Number begins with

Purchase Order Date =

Purchase Order Reference begins with

Supplier ID begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Input the Business Unit and PO Number and **click the Search** button.

### Activity Summary

Business Unit 09000	PO Status Compl
Purchase Order 0909009518	Supplier <u>STAPLES INC</u>
Merchandise Amount 11.90 USD	Supplier Location 0007
Merchandise Receipt 0.00 USD	
Merchandise Returned 0.00 USD	
Merchandise Invoice 11.90 USD	
Merchandise Matched 11.90 USD	

**Lines**

1-1 of 1
View All

Details	Receipt	Invoice	Matched	RTV				
1								
Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN Type	UPN IC
			Matte White Tent Cards	EA		14634CC		

Return to Search
Notify

Review receipts created against a PO Line by clicking the **Receipt Tab**.


**Activity Summary**

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	<u>STAPLES INC</u>
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

**Lines**

1-1 of 1 | View All

Details Receipt Invoice Matched RIV

Line	Line Details	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency
1			Matte White Tent Cards	EA	0.0000	0.0000	0.0000	0.000	USD

Return to Search Notify

If there are receipts available to review, there is a receipt icon the user can **click** to view them.

Review invoices created against a PO Line by clicking the invoice tab.


**Activity Summary**

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	<u>STAPLES INC</u>
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

**Lines**



1-1 of 1 | View All

Details Receipt Invoice Matched RIV

Line	Line Details	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-in Q
1			Matte White Tent Cards	EA	1.0000	<input type="checkbox"/>	11.900	USD	

Return to Search Notify

**Lines**

Line	Line Details	Item	Item Description	UOM	Un-invoiced Quantity	Un-invoiced Amount	Currency	Invoice
1			Matte White Tent Cards	EA	0.0000	0.000	USD	

Click on the **Invoice Icon** to display all invoices.

**Invoice**

Unit 09000      PO No. 0909009518      Line 1      Item ID

**Invoice**

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	Status
1	09000	<a href="#">00042561</a>	1	1.0000	11.900	Open

[Activity Summary](#)

Click on the Voucher Number link, a new window will be created displaying the voucher inquiry screen (providing user has the security).

To return to the activity page, click the **Activity Summary** Link.



**Activity Summary**

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

**Lines**

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN Type	UPN ID
1			Matte White Tent Cards	EA		14634CC		

To review a voucher matched against a PO line, **click** the Matched Tab.

**Activity Summary**

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

**Lines**

Line	Line Details	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency	
1			Matte White Tent Cards	EA	1.0000	11.900	USD	

Click on the **Match icon** to display all invoices that are Matched.



**Matched**

Unit 09000      PO No. 0909009518      Line 1      Item ID

**Matched**

1-1 of 1 | View All

Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched
1	09000	<a href="#">00042561</a>	1	1.0000	11.900

[Go Back To Activity Summary](#)

[Return to Search](#)   [Notify](#)

**Click** on the voucher number link, a new window will be created displaying the voucher inquiry screen (providing user has the security).

To return to the activity page, **click** the [Go Back To Activity Summary](#) link.

**Activity Summary**

Business Unit 09000      PO Status Compl  
 Purchase Order 0909009518      Supplier [STAPLES INC](#)  
 Supplier Location 0007

Merchandise Amount 11.90 USD  
 Merchandise Receipt 0.00 USD  
 Merchandise Returned 0.00 USD  
 Merchandise Invoice 11.90 USD  
 Merchandise Matched 11.90 USD

**Lines**

1-1 of 1 | View All

[Details](#)   [Receipt](#)   [Invoice](#)   [Matched](#)   [RTV](#)   [||>](#)

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN Type	UPN ID
1			<a href="#">Matte White Tent Cards</a>	EA		14634CC		

[Return to Search](#)   [Notify](#)

To review the RTV information, **click** the RTV Tab.

**Activity Summary**

Business Unit	09000	PO Status	Compl
Purchase Order	0909009518	Supplier	STAPLES INC
Merchandise Amount	11.90 USD	Supplier Location	0007
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11.90 USD		
Merchandise Matched	11.90 USD		

**Lines**

1-1 of 1 | View All

Details Receipt Invoice Matched **RTV** ||>

Line	Line Details	Item	Item Description	UOM	Qty Returned	Amount Returned	Currency
1			Matte White Tent Cards	EA	0.0000		

Return to Search    Notify

## Purchase Order Inquiry Page

**Overview** - This screen allows users to review Purchase Orders without having Purchase Order update capability. This is an inquiry version of the Maintain Purchase Order - Purchase Order page. The page displays purchase order header and line information and whether an authored document exists for the purchase order.

**Navigation:** *Purchasing > Purchase Orders > Review PO Information > Purchase Orders*

**Purchase Order Inquiry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

\*Business Unit = 09000

PO ID begins with 0909023174

Contract SetID begins with

Contract ID begins with

Release Number =

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Input Business Unit and Purchase Order ID, **click** the **Search** button.

**Purchase Order Inquiry**  
**Purchase Order**

Business Unit 09000 PO Status Pend Appr  
PO ID 0909023174 Budget Status Valid

**Header**

PO Date 07/09/2024 Doc Tot Status Valid  
Supplier Name STAPLES IN-001 Backorder Status Not Backordered  
Supplier ID 0000067919 Receipt Status Not Recvd  
Buyer Angela Andrews Hold From Further Processing  
PO Reference SW0180-Office Supplies

**Amount Summary**

Merchandise	32.00
Freight/Tax/Misc.	0.00
Total	32.00 USD
Encumbrance Balance	0.00 USD

**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/	44121600	4.0000	EA	32.00 USD	Pending Approval

View Approvals  
Return to Search Notify Related Links

The user can view Purchase Order header and line information on this page and whether an authored document exists for the purchase order.

You can also access the Schedule and Distribution information for the PO using the Schedule icon on the far right of the PO Line.

## Budget Checking

### Budget Checking from Batch Process

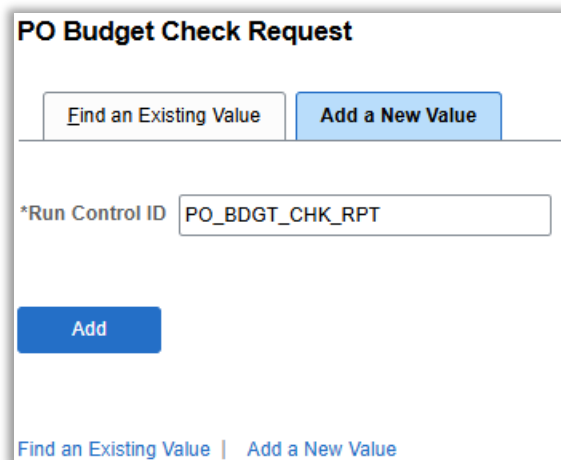
**Overview:** If you budget check from the Purchase Order one at a time, you must wait until it has been completed. By using the batch process, you have the capability to budget check multiple POs and not have to wait. This allows users to continue working without interruption. The budget checking process is run at 12:00 noon and every evening.

---

**NOTE:** The Purchase Order must be in a Pending Approval status for the Budget Checking process to run.

---

**Navigation:** *Purchasing > Purchase Orders > Budget Check Purchase Order > Add a New Value*



The screenshot shows a web form titled "PO Budget Check Request". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a text input field labeled "\*Run Control ID" containing the value "PO\_BDGT\_CHK\_RPT". A blue "Add" button is positioned below the input field. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Input a Run Control ID and **click** the **Add** button.



**Budget Check Purchase Order**

Run Control ID PO\_BDGT\_CHK\_RPT      Report Manager    Process Monitor   

---

**Budget Check Request**            1 of 1      View All

**Process Frequency**         

Once       Always       Don't Run

Request Number 1      \*Description

**Process Options**

*Business Unit	Value	Business Unit	09000
PO ID	All		
PO Date	All		
Actg Date	All		
PO Type	All		
Buyer ID	All		
Origin	All		
PO Status	All		
Mid Roll Status	All		

**Process Frequency** - Select *Always* to run the process every time you use the Run Control you created. Selecting *Once* will run the process once and selecting *Don't Run* will prevent the process from running.

**Description** - Enter a Description for the Budget Checking process.

**Process Options** - Select criteria to budget check Purchase Orders.

- **Business Unit** - Select *Value* and input your Business Unit.
- **PO ID** - To select a certain PO to be budget checked, select *Value*, and input your PO ID. To select multiple POs in a range of values, select *Range*, and input the range of PO IDs you wish to budget check.
- The user can define other criteria for the Purchase Orders they wish to budget check as well. For example, if the user wants to Budget Check multiple POs with a specific buyer, they can use the Buyer ID field. The user can also define a range of dates using the PO Date/Actg Date fields and selecting *Range* from the dropdown for those fields and entering the range of dates for POs they wish to budget check.

Input your budget checking criteria and **click** the **Run** button.



**Process Scheduler Request**

User ID BBENN06 Run Control ID PO\_BDGT\_CHK\_RPT

Server Name PSUNX Run Date 07/16/2024  
Recurrence Run Time 10:32:36AM  
Time Zone

Reset to Current Date/Time

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK Cancel

**Server Name** - PSUNX. If you leave the server name blank, the system will select the correct Server to run the process for you.

Click the **OK** button.

**Budget Check Purchase Order**

Run Control ID PO\_BDGT\_CHK\_RPT Report Manager Process Monitor Run

Process Instance:29239012

**Budget Check Request** 1 of 1 View All

Process Frequency:  Once  Always  Don't Run

Request Number 1 \*Description Budget Check PO

**Process Options**

*Business Unit	Value	Business Unit	09000
PO ID	Value	PO ID	0909023179
PO Date	All		
Actg Date	All		
PO Type	All		
Buyer ID	All		
Origin	All		
PO Status	All		
Mid Roll Status	All		

Save Return to Search Notify Add Update/Display

A process instance number will be assigned. Use this if you have issues with budget checking.

To review your job, **click on the [Process Monitor](#) link.**

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a section titled 'View Process Request For' with various filters: User ID (BBENN06), Type, Last, 1 Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. There are buttons for 'Refresh', 'Clear', and 'Reset', and a 'Save On Refresh' checkbox. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains one row with Instance 29239012, Process Type 'Application Engine', Process Name 'FS\_BP', User 'BBENN06', Run Date/Time '07/16/2024 10:56:24AM CDT', Run Status 'Processing', and Distribution Status 'N/A'. The 'Details' column has a 'Details' link and the 'Actions' column has a dropdown arrow.

When the job has successfully completed, the run status will change to Success or Warning.

Warning means there was an error in budget checking, but the process was completed.

This screenshot is identical to the one above, but the 'Run Status' in the table row has changed to 'Warning' and the 'Distribution Status' has changed to 'Posted'. The 'Details' and 'Actions' columns remain the same.

Click on the **[Details](#)** link.



**Process Detail**

Process

Instance: 29239012      Type: Application Engine  
Name: FS\_BP      Description: Comm. Cntrl. Budget Processor  
Run Status: Warning      Distribution Status: Posted

Run

Run Control ID: PO\_BDGT\_CHK\_RPT  
Location: Server  
Server: PSUNX  
Recurrence:

Update Process

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content       Restart Request

Date/Time

Request Created On: 07/16/2024 10:56:36AM CDT  
Run Anytime After: 07/16/2024 10:58:24AM CDT  
Began Process At: 07/16/2024 10:56:59AM CDT  
Ended Process At: 07/16/2024 10:58:44AM CDT

Actions

[Parameters](#)      [Transfer](#)  
[Message Log](#)      [View Locks](#)  
[Batch Timings](#)  
[View Log/Trace](#)

OK      Cancel

Click on the [Message Log](#) link.

**Message Log**

Process

Instance: 29239012      Type: Application Engine  
Name: FS\_BP      Description: Comm. Cntrl. Budget Processor

1-18 of 18      View All

Severity	Log Time	Message Text	Explain
10	10:57:02AM	Commitment Control Budget Processing has begun.	<a href="#">Explain</a>
10	10:57:03AM	Begin request number 1 for User ID "BBENN06" and Run Control ID "PO_BDGT_CHK_RPT".	<a href="#">Explain</a>
10	10:57:16AM	PO, 0909023179, 1, 1, 1 was processed successfully.	<a href="#">Explain</a>
10	10:58:30AM	Request 1 for "BBENN06" / "PO_BDGT_CHK_RPT" completed successfully.	<a href="#">Explain</a>
10	10:58:31AM	Request 1 Statistics. Documents Processed: 1, Errors: 1, Warnings: 0	<a href="#">Explain</a>
10	10:58:31AM	Begin request number 2 for User ID "BBENN06" and Run Control ID "PO_BDGT_CHK_RPT".	<a href="#">Explain</a>
10	10:58:36AM	No documents were selected to process for request number 2.	<a href="#">Explain</a>
10	10:58:37AM	Request 2 for "BBENN06" / "PO_BDGT_CHK_RPT" completed successfully.	<a href="#">Explain</a>
10	10:58:37AM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	<a href="#">Explain</a>
10	10:58:38AM	Commitment Control Budget Processing Complete.	<a href="#">Explain</a>
10	10:58:44AM	Report Repository URL is: https://soklf-tst.opc.oracleoutsourcing.com/SchedulerTransfer/SOKLFTST (63,68)	<a href="#">Explain</a>
10	10:58:45AM	Transferred file: /u01/app/oracle/product/pt/psreports/SOKLFTST/20240716/25962477/AE_FS_BP_29239012.stdout file size: 403KB (63,53)	<a href="#">Explain</a>

# Budget Checking Error

To review the error, from the Maintain Purchase Order Form Page, click the [Error](#) link.

Maintain Purchase Order

**Purchase Order**

Business Unit 09000 PO ID 0909023179 PO Status Approved Budget Status Error

Copy From [Dropdown]

**Header**

\*PO Date 07/16/2024 Supplier Search Doc Tol Status Valid

\*Supplier STAPLES IN-001 Supplier Details Receipt Status Not Recvd

\*Supplier ID 0000067919 STAPLES INC Priority Medium

\*Buyer AANDREWS Angela Andrews \*Dispatch Method Print [Dispatch]

PO Reference [Field]

Header Details PO Defaults PO Activities Requisitions Actions Activity Summary Add Comments Document Status

**Amount Summary**

Merchandise 50.00

Freight/Tax/Misc. 0.00

Total Amount 50.00 USD [Calculate]

Encumbrance Balance

**Add Items From**

Catalog Purchasing Kit Item Search

**Select Lines To Display**

Search for Lines Line [Field] To [Field] [Retrieve]

**Lines**

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	1.0000	EA	44121600	50.00000	50.00	Approved

View Printable Version View Approvals [Close Short All Lines] \*Go to [More...]

[Save] [Return to Search] [Notify] [Refresh] [Add] [Update/Display]

**Purchase Order Exceptions** | Line Exceptions

Business Unit 09000 PO Number 0909023179

\*Exception Type Error

Maximum Rows 100

[Search] [Advanced Budget Criteria]

**Budgets with Exceptions**

Budget Override | Budget Chartfields

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	09000	ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

[Save] [Return to Search] [Notify]

Purchase Order Exceptions | Line Exceptions

# Purchase Order Header Default

## Using Header Defaults

**Overview** - When creating a Purchase Order with multiple lines and multiple schedules, to avoid duplicate entry the header default can be used to enter data that will default to the whole Purchase Order. This data must be the same for each field on the PO otherwise it will not work.

**Maintain Purchase Order**

**Purchase Order**

Business Unit 09000 PO Status Approved ✖  
 PO ID 0909023176 Budget Status Valid 🔍  
 Copy From   Hold From Further Processing

**Header** ?

\*PO Date 06/28/2024 📅 Supplier Search  
 \*Supplier STAPLES IN-001 🔍 Supplier Details  
 \*Supplier ID 0000067919 🔍 STAPLES INC  
 \*Buyer AANDREWS 🔍 Angela Andrews  
 PO Reference

PO Defaults Header Details Activity Summary  
Requisitions Edit Comments Add Ship To Comments  
Actions Document Status

Doc Tol Status Valid  
 Receipt Status Not Recvd  
 Priority Medium ▼  
 \*Dispatch Method Print ▼ Dispatch

**Amount Summary** ?

Merchandise 80.00 Calculate  
 Freight/Tax/Misc. 0.00  
 Total Amount 80.00 USD  
 Encumbrance Balance Not Available USD

**Add Items From** ? Catalog Purchasing Kit Item Search

**Select Lines To Display** ?  
 Search for Lines Line  To  Retrieve

**Lines** ?

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES:	1.0000	EA	44121600	20.00000	20.00	Approved
2	1000013634	OFFICE SUPPLIES:	1.0000	EA	44121600	10.00000	10.00	Pending
3	1000013634	OFFICE SUPPLIES:	2.0000	EA	44121600	25.00000	50.00	Pending

View Printable Version Close Short All Lines Go to ... More ...  
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

From the Maintain Purchase Order Page **click** on the **PO Defaults** link.

When you create a Purchase Order and use the PO defaults to enter your funding, you must fix a budget checking error through the Default link.

**Purchase Order Defaults**

Business Unit 09000 PO ID 0909023176 Supplier STAPLES IN-001

**Default Options**

**Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category  Unit of Measure EA

**Schedule**

Ship To 09015 OFFICE OF PERSONNEL MGMT. Ultimate Use Code

Due Date 07/16/2024 Original Promise Date

Ship Via COMMON Freight Terms Code FOB DEST

Arbitration  Freight Charge Method Weight

\*Distribute By Quantity

**Distribution**

SpeedChart

**Distributions**

Chartfields Asset Information

Dist	Percent	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
1	100.0000	09000	536130	ADM9999	1000	8800110	D0102	19401	24	01

OK Cancel Refresh

- **Default** - If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- **Override** - If you select this option, all default values entered on this page override the default values found in the default hierarchy.
- **Category** - Select a default category code for the purchase order. Selecting a default value here enables you to order ad hoc (description-only) items. The category entered here only applies to ad hoc (description only) lines. This field is not necessary if an Item ID is being used.
- **Unit of Measure** - Select a default unit of measure (UOM) for the purchase order. Selecting a default value here can facilitate the ability to order ad hoc items. Do not use if using Item IDs.
- **Ship To** - Displays the default ship to location, which appears on the purchase order schedule as the location to which the supplier ships the order. A change to the ship to location implies sales and use tax and VAT recalculations on the PO Header - VAT Information page. You will receive a message about the change, but since this does not apply to the State of Oklahoma there will be no effect.
- **Due Date** - Displays the default due date. The due date for each schedule has the default value of the purchase order date, plus the number of lead-time days defined for the item (or item category if an ad hoc item). To override the due date, use the PO Defaults page. If the default option is *override*, the system uses the override value, and the lead time calculation is ignored. If the default option is *default*, the system calculates the due date based on the purchase order date plus the number of lead time days.
- **Ship Via** - Carrier or method of shipment.
- **Arbitration** - Not being used.



- **Distribute by** - You have the capability to distribute by either amount or quantity. If you select Override on this page, you have the capability to set up multiple distribution lines. You then enter the percentage for each distribution in the distribution details. The sum of the line distribution percentages must equal 100 percent.
- **Ultimate Use Code** – An ultimate use code is used to override the default tax rate for a location.
- **Original Promise Date** - Date on which the supplier originally committed to deliver the item. The default due date appears by default in this field and is updated when the item or item category (ad hoc items) changes. If you override the due date on the PO Defaults page, the purchase order date plus the number of lead time days defined for the item or item category (ad hoc items) will be used, not the overridden due date.
- **Freight Terms** - Freight terms code that applies to the schedules for this purchase order.
- **Freight Charge Method** - Freight terms code that applies to the schedules for this purchase order.
- **SpeedCharts** - The SpeedChart field enables you to use a code that contains preset distributions. The speed chart is not itself a defaulting element. Instead use it here to assist you in defining default chart field elements.
- **Distribution-**
  - **Chartfields** - Agency defined fields to control budgetary requirements.
  - **Budget Date** - If you are using commitment control, this field is available. The default date is the accounting date, but the accounting date can be overridden. When you save the purchase order, the system confirms that the budget date is within the valid open period date range for the general ledger business unit.

Input the data to default to the whole Purchase Order. If a field on the Purchase Order will contain different values, then this option should not be used.

**Purchase Order Defaults**

Business Unit 09000 PO ID 0908023176 Supplier STAPLES IN-001

**Default Options**

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category  Unit of Measure EA

**Schedule**

Ship To 09015 OFFICE OF PERSONNEL MGMT. Ultimate Use Code

Due Date 07/16/2024 Original Promise Date

Ship Via COMMON Freight Terms Code FOB DEST

Arbitration  Freight Charge Method Weight

\*Distribute By Quantity

**Distribution**

SpeedChart

**Distributions**

Dist	Percent	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
1	100.0000	09000	536130	ADM9999	1000	8800110	D0102	19401	24	01

OK Cancel Refresh

Click the **OK** button to save the values entered and exit the PO Defaults page.



Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO ID 0909023176  
Copy From [dropdown]

PO Status Approved Budget Status Valid  
 Hold From Further Processing

Doc Tol Status Valid

Receipt Status Not Recvd  
Priority Medium  
 \*Dispatch Method Print [Dispatch]

\*PO Date 06/28/2024 Supplier Search  
 \*Supplier STAPLES IN-001 Supplier Details  
 \*Supplier ID 0000067919 STAPLES INC  
 \*Buyer AANDREWS Angela Andrews

PO Reference [input]  
[Header Details](#) [Activity Summary](#)  
[PO Defaults](#) [Edit Comments](#)  
[Requisitions](#) [Add ShipTo Comments](#)  
[Actions](#) [Document Status](#)

Amount Summary  
 Merchandise 80.00 [Calculate]  
 Freight/Tax/Misc. 0.00  
 Total Amount 80.00 USD  
 Encumbrance Balance Not Available USD

Add Items From [Catalog Purchasing Kit] Item Search  
 Select Lines To Display [Search for Lines] Line [input] To [input] [Retrieve]

Lines  
 [Details] [Flags] [Ship To/Due Date] [Statuses] [Item Information] [Attributes] [RFQ] [Contract] [Receiving] [More]

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	1000013634	OFFICE SUPPLIES:	1.0000	EA	44121600	20.00000	20.00	Approved			
2	1000013634	OFFICE SUPPLIES:	1.0000	EA	44121600	10.00000	10.00	Pending			
3	1000013634	OFFICE SUPPLIES:	2.0000	EA	44121600	25.00000	50.00	Pending			

View Printable Version View Approvals  
 Close Short All Lines \*Go to ... More ...  
 Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

The defined values will be populated on the Purchase Order. If you created the Purchase Order using the default page, any changes or corrections to a defined field on the Purchase Order must take place on this page.

Click on the [PO Defaults](#) link.

### Purchase Order Defaults

Business Unit 09000      PO ID 0909023176      Supplier STAPLES IN-001

**Default Options** Help

**Default**      If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category       Unit of Measure

**Schedule**

Ship To  OFFICE OF PERSONNEL MGMT.      Ultimate Use Code

Due Date       Original Promise Date

Ship Via       Freight Terms Code

Arbitration       Freight Charge Method

\*Distribute By       [One Time Address](#)

**Distribution**

SpeedChart

**Distributions**

Chartfields    Asset Information    View All

Dist	Percent	GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
1	100.0000	<input type="text" value="09000"/>	<input type="text" value="536130"/>	<input type="text" value="ADM9999"/>	<input type="text" value="1000"/>	<input type="text" value="8800110"/>	<input type="text" value="D0102"/>	<input type="text" value="19401"/>	<input type="text" value="24"/>	<input type="text" value="01"/>

Make any necessary changes to the values and **click** the **OK** button.

PO Default Retrofit x

Maintain Purchase Order [Help](#)

**Retrofit field changes to "all" existing PO lines/schedules/distributions.....**

Business Unit 09000      PO ID 0909023176      Supplier STAPLES IN-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.  
Select 'Apply to All Distributions' to apply changes to all distribution lines on the PO.

**Retrofit Field Selection**

🗨️ 🔍
1-7 of 14 [View All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input checked="" type="checkbox"/>		Unit of Measure	EA	
<input type="checkbox"/>		Due Date	2024-07-16	
<input type="checkbox"/>	1	Pct	100	
<input type="checkbox"/>	1	Account	536130	<input type="checkbox"/>
<input type="checkbox"/>	1	Oper Unit	ADM9999	<input type="checkbox"/>
<input type="checkbox"/>	1	Fund Type	1000	<input type="checkbox"/>
<input type="checkbox"/>	1	Dept	8800110	<input type="checkbox"/>

Select All     Clear All

This page is asking for verification of data to change. To review all fields, **click** the [View All](#) link.

**Click** on the radio box to the left of the field you wish to change.

**Click** the **OK** button. Purchase Order fields will be updated.



# Supplier Look Up

From the Purchase Order **click** the **Supplier Search** link.

Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO ID 0909223176  
 PO Status Approved Budget Status Valid  
 Copy From [dropdown]  Hold From Further Processing

Header  
 \*PO Date 06/28/2024 [Supplier Search](#)  
 \*Supplier STAPLES IN-001 [Supplier Details](#)  
 \*Supplier ID 0000067919 STAPLES, INC.  
 \*Buyer AANDREWS Angela Andrews

PO Reference [dropdown]  
 Header Details Activity Summary  
 PO Defaults Edit Comments  
 PO Activities Add Ship To Comments  
 Requisitions Document Status  
 Actions

Doc Tol Status Valid  
 Receipt Status Not Recvd  
 Priority Medium  
 \*Dispatch Method Print

Amount Summary  
 Merchandise 80.00  
 Freight/Tax/Misc. 0.00  
 Total Amount 80.00 USD  
 Encumbrance Balance Not Available USD

Add Items From [dropdown] Catalog Purchasing Kit Item Search  
 Select Lines To Display [dropdown]  
 Search for Lines Line [input] To [input] Retrieve

Lines  
 1-3 of 3 View All

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES:	1.0000	EA	44121600	20.00000	20.00	Approved
2	1000013634	OFFICE SUPPLIES:	1.0000	EA	44121600	10.00000	10.00	Pending
3	1000013634	OFFICE SUPPLIES:	2.0000	EA	44121600	25.00000	50.00	Pending

View Printable Version  
View Approvals  
Close Short All Lines \*Go to More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Supplier Search

Search Criteria

Name [input] Short Name [input]  
 Alternate Supp Name [input] State [input]  
 City [input] Postal [input]  
 Country [input] Type [input]  
 Class [input] Category [input]  
 Max Rows 10

Search

Search Results  
 1-1 of 1 View All

Sel	Supplier ID	Address	Short Supplier Name	Supplier Name	Withholding Applicable
<input type="checkbox"/>	0000067919				

Supplier Detail Address  
 OK Cancel Refresh

From this page look up a supplier by:

- Name
- Short Name
- City
- Class
- Category- Locate Registered Suppliers
- Others

## Name

Input the supplier's name, if you do not know how to spell the name then input the first few digits and **click** the **Search** button. (If you expect more than 10 results, be sure to change the Max Rows.)

In this example, *Staples* will be used.

**Supplier Search**

**Search Criteria**

Name:  Short Name:

Alternate Supp Name:  State:

City:  Postal:

Country:  Type:

Class:  Category:

Max Rows:

**Search Results**

1-1 of 1

Sel	Supplier ID	Address	Short Supplier Name	Supplier Name	Withholding Applicable
<input type="checkbox"/>					

Supplier Detail  Address

If needed, **click** the **View All** link to review all the results.

To select a particular supplier, **click** the Radio Box located to the left and **click** the **OK** button.

Maintain Purchase Order

### Purchase Order

Business Unit 09000 PO ID NEXT

Copy From

PO Status Initial  
Budget Status Not Chk'd  
 Hold From Further Processing

▼ Header ?

\*PO Date 07/31/2024  [Supplier Search](#)

\*Supplier STAPLES IN-001  [Supplier Details](#)

\*Supplier ID 0000067919  [STAPLES INC](#)

\*Buyer

Doc Tol Status Valid

Receipt Status Not Recvd

Priority Medium

\*Dispatch Method Print

PO Reference

[Header Details](#) [Activity Summary](#)

[PO Defaults](#) [Edit Comments](#)

[PO Activities](#) [Add ShipTo Comments](#)

▼ Actions

**Amount Summary ?**

Merchandise	0.00	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	<b>0.00 USD</b>	

**Add Items From ?**

[Catalog Purchasing Kit](#) [Item Search](#)

The supplier has now been selected for this Purchase Order. Click the [Supplier Details](#) link select the supplier location.

PO Supplier Information

Maintain Purchase Order

### Supplier Details -- STAPLES INC

Business Unit 09000 PO ID NEXT Supplier STAPLES IN-001

\*Location 0030  [Supplier Information](#)

\*Address 30

Contact

Salesperson

Terms 00  Due in 0 Days

Basis Date Type Inv Date

**Supplier Details Message**

Country USA United States Prefix

Address 1 STAPLES CONTRACT & COMMERCIAL LLC Fax

Address 2 PO BOX 660409 Prefix

Address 3 City DALLAS Phone

County Postal 75266-0407

State TX Texas



- **Location** - Defines various locations for a supplier on the Supplier Information - Location page accessed from the Maintain Suppliers menu. Each location you define points to an ordering location and a pricing location.
- **Address** - View address details for the location.
- **Terms** - Specifies number of days from invoice date the warrant will be issued.
- **Contact** - View contact address details.
- **Salesperson** - View salesperson address.
- **Basis Dt Type** - Defines the date that the system uses as the term basis date for scheduling payment and determining early payment discounts. Values include *Acct Date* (accounting date), *Doc Date* (constructive document receipt date), *Inv Date* (invoice date), *Recpt Date* (receipt date), *Ship Date*, and *User Date* (user specified date).
- **Show Button** - Click this to display the address in the Supplier Detail section.

Review the Supplier's Locations by selecting the **Look Up Icon** located to the right.

**Look Up Location**
✕

[Help](#)

Supplier SetID      00000

Supplier ID        0000067919

Supplier Location   begins with

Search
Clear
Cancel
Basic Lookup

Search Results

View 100      |< < 1-11 of 11 > >|

Supplier Location	Description
0001	500 STAPLES DR
0030	EFT CONTRACT & COMM LLC **4682
0031	BUS ADVANT PO BX 660409
0032	EFT STAPLES ADV PO BX ***4682
0033	STAPLES ADV DEPT DAL POB 83689
0036	PO BOX 660409
0037	BUS CREDIT
0038	QUILL LLC PO BOX 37600
0039	QUILL LLC 100 SCHELTER RD
0040	DEPT 51-7820131430
0041	STAPLES PROMOTIONAL PRODUCTS

To select the supplier's location, **click** the link.



PO Supplier Information x

[Help](#)

Maintain Purchase Order

**Supplier Details -- STAPLES INC**

Business Unit 09000      PO ID NEXT

\*Location

\*Address

Contact

Salesperson

Supplier STAPLES IN-001  
[Supplier Information](#)

Terms   Due in 0 Days

Basis Date Type

**Supplier Details Message**

Country USA United States	Prefix
Address 1 STAPLES CONTRACT & COMMERCIAL LLC	Fax
Address 2 PO BOX 660409	Prefix
Address 3	Phone
City DALLAS	
County	Postal 75266-0407
State TX Texas	

Click the **OK** button.

Maintain Purchase Order

**Purchase Order**

Business Unit 09000

PO ID NEXT

Copy From

▼ Header ⓘ

\*PO Date   [Supplier Search](#)

\*Supplier   [Supplier Details](#)

\*Supplier ID   [STAPLES INC](#)

\*Buyer

PO Reference

[Header Details](#)      [Activity Summary](#)

[PO Defaults](#)      [Edit Comments](#)

[PO Activities](#)      [Add ShipTo Comments](#)

▼ [Actions](#)

**Add Items From** ⓘ

[Catalog](#)      [Item Search](#)

[Purchasing Kit](#)

PO Status Initial

Budget Status Not Chk'd

Hold From Further Processing

Doc Tol Status Valid

Receipt Status Not Recvd

Priority

\*Dispatch Method

**Amount Summary** ⓘ

Merchandise	0.00	
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
<b>Total Amount</b>	<b>0.00</b>	<b>USD</b>

## Category

From the Purchase Order, click the [Supplier Search](#) link.

Supplier Search x

[Help](#)

**Search Criteria**

Name <input type="text"/>	Short Name <input type="text"/>
Alternate Supp Name <input type="text"/>	State <input type="text"/> <input type="button" value="Q"/>
City <input type="text"/>	Postal <input type="text"/>
Country <input type="text"/> <input type="button" value="Q"/>	Type <input type="text"/> <input type="button" value="Q"/>
Class <input type="text"/> <input type="button" value="Q"/>	Category <input type="text"/> <input type="button" value="Q"/>
Max Rows <input type="text" value="10"/>	Begin Date <input type="text" value="07/31/2023"/> <input type="button" value="Calendar"/> End Date <input type="text" value="07/31/2024"/> <input type="button" value="Calendar"/>

**Search Results**

1-1 of 1 View All

Sel	Supplier ID	Address	Short Supplier Name	Supplier Name	Withholding Applicable
<input type="checkbox"/>					

Supplier Detail Address

If you know the Category the purchase is for and you want to review all the Registered Suppliers, **input the Category Code and Type**. The Type will define what year the supplier is registered for. Click the **Look Up Icon** located to the right of the Type field to look up by type.

Look Up Type	
Select one of the following values:	
AGY	Agency Issued Vendor
CAP	Construction and Properties
FRG	Foreign
GOV	Government Entity
MIN	Minority Business
NOR	Non Registered Vendor
R01	Registration 2010
R02	Completed Registration 2002
R03	Completed Registration 2003
R04	Completed Registration 2004
R05	Completed Registration 2005
R06	Completed Registration 2006
R07	Completed Registration 2007
R08	Completed Registration 2008
R09	Completed Registration 2009
R10	Completed Registration 2010
R11	Completed Registration 2011
R12	Registration 2012
R13	Registration 2003
R14	Registration 2004
R15	Registration 2005
R16	Registration 2006
R17	Registration 2007
R18	Registration 2008
R19	Registration 2009
REF	Refund Vendor
SMB	Small Business



## Finalizing PO (Requisition)

To specify partial or final liquidation of a requisition when it is copied/sourced to a purchase order, directions follow: When you create or modify a purchase order, mark the Purchase Order as Final, prompting the system to liquidate the pre-encumbrance, making your Purchase Order for less money than you originally authorized. Also, a reversal of the finalization of the Purchase Order is available.

When you mark the Purchase Order as Final the system will fully liquidate the Requisition lines upon Budget Checking the Purchase Order. The system then creates the appropriate accounting entries to relieve outstanding pre-encumbrances.

If you do not Finalize the Purchase Order, then any changes made will directly affect the Requisition. Example: You fully source the Requisition; this will leave a zero pre-encumbrance. If the Purchase Order is not finalized and a Change Order is processed reducing the Purchase Order, the reduction will be reinstated on the Requisition creating a Pre-Encumbrance.

**Navigation:** *Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value*

**Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**▼ Search Criteria**

\*Business Unit =

PO ID begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing

Case Sensitive

Enter appropriate PO information and **click the Search** button.



Maintain Purchase Order

**Purchase Order**

Business Unit 00000 PO ID 0909023177

Copy From [Dropdown]

PO Status Dispatched Budget Status Valid

Header

\*PO Date 07/12/2024 Supplier Search

\*Supplier STAPLES IN-001 Supplier Details

\*Supplier ID 0000067919 STAPLES INC

\*Buyer IBOWMAN Irene Bowman (580)

PO Reference Online Src From Req 0900003918

Doc Tol Status Valid Backorder Status Not Backordered Create BackOrder

Receipt Status Not Recvd Priority Medium

\*Dispatch Method Print Dispatch

Amount Summary

Merchandise 14.05 Calculate

Freight/Tax/Misc. 0.00

Total Amount 14.05 USD

Encumbrance Balance Not Available USD

Select Lines To Display Search for Lines

Line [Input] To [Input] Retrieve

Add Items From Catalog Purchasing Kit Item Search

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

From the Maintain Purchase Order page, click the [Requisitions](#) link.

PO Header Requisition Page

Maintain Purchase Order

**Requisition Details -- STAPLES IN-001**

Business Unit 09000 PO ID 0909023177

Requisition Details

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	09000	0900003918	2	1	1	1.0000	14.050	14.050	1.0000	<input type="checkbox"/>

Return

This page identifies the Requisition number and lines copied/sourced to the Purchase Order. If the **Final Box** is not selected, the PO has not been finalized. Review the Requisition by clicking the Req ID icon, outlined above.

Click the **Return** button to return to the Purchase Order Form page.

Maintain Purchase Order  
Purchase Order

Business Unit 09000  
PO ID 0906023177  
Copy From [v]

PO Status Dispatched  
Budget Status Valid  
 Hold From Further Processing

Doc Tol Status Valid  
Backorder Status Not Backordered  
Receipt Status Not Recvd  
Priority Medium  
\*Dispatch Method Print

\*PO Date 07/12/2024  
Supplier STAPLES IN-001  
\*Supplier ID 0000067919  
\*Buyer IBOWMAN  
Supplier Details STAPLES INC  
Irene Bowman (580)

PO Reference Online Src From Req 0900003918  
Header Details  
PO Defaults  
PO Activities  
Requisitions  
Actions

Activity Summary  
Add Comments  
Add ShipTo Comments  
Document Status

Amount Summary  
Merchandise 14.05  
Freight/Tax/Misc. 0.00  
Total Amount 14.05 USD  
Encumbrance Balance Not Available USD

Add Items From  
Catalog Purchasing Kit  
Item Search

Select Lines To Display  
Search for Lines Line [ ] To [ ] Retrieve

Lines  
Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | View All

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved

View Printable Version  
View Approvals

Close Short All Lines \*Go to ... More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

To finalize the Purchase Order, **click** the Final Icon located in the upper right-hand corner.

This action will finalize all eligible distributions for this PO. Continue? (10200,335)

Yes No

Click the **Yes** button to finalize the Purchase Order.

Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO ID 0906023177  
 Copy From [Dropdown]  
 PO Status Dispatched Budget Status Not Chk'd  
 Doc Tol Status Valid Backorder Status Not Backordered  
 Receipt Status Not Recvd Priority Medium  
 \*Supplier STAPLES IN-001 \*Supplier ID 000007919 \*Buyer IBOWMAN  
 PO Reference Online Src From Req 0900003918  
 Amount Summary: Merchandise 14.05, Freight/Tax/Misc. 0.00, Total Amount 14.05 USD  
 Encumbrance Balance Not Available USD  
 Select Lines To Display: Search for Lines

Header  
 \*PO Date 07/12/2024 Supplier Search  
 \*Supplier STAPLES IN-001 Supplier Details  
 \*Supplier ID 000007919 STAPLES INC  
 \*Buyer IBOWMAN Irene Bowman (580)  
 PO Reference Online Src From Req 0900003918  
 Header Details, PO Defaults, PO Activities, Requisitions, Actions, Activity Summary, Add Comments, Add ShipTo Comments, Document Status

Add Items From  
 Catalog Purchasing Kit Item Search

Lines  
 Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | View All  

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved

 View Printable Version, View Approvals, Close Short All Lines, \*Go to ... More ...  
 Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

**NOTE: The budget checking status is now Not Chk'd.**

Click the Budget Checking Icon, outlined above, located to the right of the Budget Status field.

Maintain Purchase Order  
Purchase Order

Business Unit 09000 PO ID 0909023177  
Copy From [Dropdown]

PO Status Dispatched Budget Status Valid  
Hold From Further Processing

Header  
\*PO Date 07/12/2024 Supplier Search Doc Tol Status Valid  
\*Supplier STAPLES IN-001 Supplier Details Backorder Status Not Backordered Create BackOrder  
\*Supplier ID 0000067919 STAPLES INC Receipt Status Not Recvd  
\*Buyer IBOWMAN Irene Bowman (580) Priority Medium  
PO Reference Online Src From Req 0900003918 \*Dispatch Method Print Dispatch

Amount Summary  
Merchandise 14.05 Calculate  
Freight/Tax/Misc. 0.00  
Total Amount 14.05 USD  
Encumbrance Balance Not Available USD

Add Items From  
Catalog Purchasing Kit Item Search

Select Lines To Display  
Search for Lines Line [Input] To [Input] Retrieve

Lines  
Details Flags Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		Post-it Super Sticky Notes, 4"x4", Jewel Pop Colors, Lined	1.0000	PK	14111530	14.05000	14.05	Approved			

View Printable Version View Approvals Close Short All Lines \*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

Click the [Requisitions](#) link.

PO Header Requisition Page

Maintain Purchase Order  
Requisition Details -- STAPLES IN-001

Business Unit 09000 PO ID 0909023177

Requisition Details  
Requisition Details Requester Details

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	09000	0900003918	2	1	1	1.0000	14.050	14.050	1.0000	

Return

The Final box is updated after the Purchase Order is Budget Checked. To un-finalize the Purchase Order, select the **Undo Final Icon** located to the right of the Final Icon on the Maintain Purchase Order page.

Click the **Return** button to return to the Purchase Order Form page.

## Sole Source/Sole Brand Affidavits

<b>Sole Source Acquisition Guidelines</b>		
<b>Code</b>	<b>Reason for Sole Source</b>	<b>Certification must clearly:</b>
1	Market research clearly shows there is only one responsible supplier and it can be demonstrated that no other supplies or services will satisfy agency requirements.	State why the specified makes, models or unique services are absolutely essential to the agency's requirements and explain what market research was accomplished to clearly establish that only one supplier can provide the supplies or services, and whether it is copyrighted material.
2	Requirement is for additional units or replacement parts of specified makes and models of technical equipment and only one vendor is available.	State why the specified makes and models are absolutely essential to the agency requirements, and what market research was accomplished to clearly establish that only one supplier can provide the supplies or services.
3	Agency needs to purchase supplies or services from the original supplier in the case of a follow-on contract because award to any other supplier would result in substantial duplication of costs to the state that would not be recovered through competition, or in unacceptable delays in fulfilling agency requirements.	Provide data, estimated cost and how those costs were derived, extent of delay and impact of delay, and other rationale as to the extent and nature of the harm to the state, i.e., license fee, software maintenance support, custom software. Question: Are same supplier personnel available from the last project to work on this project?
4	Agency has an unusual and compelling urgency for supplies or services and the state would be seriously injured unless the agency is permitted to limit the number of vendors from which it solicits bid/proposals. (i.e., existing software).	Provide data, estimated cost and how those costs were derived, and other rationale as to the extent and nature of the harm to the state. (Justification may be prepared and approved within a reasonable time after contract award when preparation and approval prior to award would unreasonably delay the acquisitions.)
5	Agency needs to acquire services of an expert, such as expert services to support a current or anticipated litigation or dispute, involving the state in any trial, hearing or proceeding whether or not the expert is expected to testify. Examples of such services include, but are not limited to, assisting the state in the analysis, presentation or defense of any claim or request for adjustment to contract terms and conditions, whether asserted by a supplier or the state, which is in litigation or dispute, or is anticipated to result in dispute or litigation.	Indicate why the source for expert services is absolutely essential to the state's requirements, thereby precluding consideration of other sources.



## Purchase Order Types and Origins

The origin is directly associated to the workflow path that a specific Purchase Order requires.

Refer to the **Purchase Order Type and Origin Quick Reference Guide** on the OMES Central Purchasing website at the following link:

[PO Type and Origin](#)

Depending on the agency's authority, the Delegated Monetary Procurement Amount may vary. These tables are meant as an example only.

---

**NOTE:** If "Use Contract Base Price" is selected then when the Contract is created the PO price cannot be changed. If the "Price Can Be Changed on Order" is selected, then when the Contract is created the Price on the PO can be changed. The template's UOM needs to match, if not you may need to change it on the PO.

---



# Price Adjustment Page

Maintain Purchase Order

### Purchase Order

Business Unit 09000 PO ID 0909023174 PO Status Pend Appr Budget Status Valid

Copy From [Dropdown]

Header

\*PO Date 07/09/2024 Supplier Search Doc Tot Status Valid

\*Supplier STAPLES IN-001 Supplier Details Receipt Status Not Recvd

\*Supplier ID 0000057919 STAPLES INC Priority Medium

\*Buyer AANDREWS Angela Andrews \*Dispatch Method Print Dispatch

PO Reference SW0180-Office Supplies

Amount Summary

Merchandise 32.00 Calculate

Freight/Tax/Misc. 0.00

Total Amount 32.00 USD

Encumbrance Balance Not Available USD

Add Items From

Select Lines To Display

Search for Lines Line [Input] To [Input] Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: [Icon]	4.0000	EA	44121600	8.00000	32.00	Pending

View Printable Version View Approvals Close Short All Lines \*Go to ... More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

From the Maintain Purchase Order page, click the **Schedule Icon**.

Maintain Purchase Order

### Schedules

Unit 09000 Supplier STAPLES IN-001 PO Status Pending Approval/Approved

PO ID 0909023174 PO Date 07/09/2024

Return to Main Page

Lines

Line	Item	Description	PO Qty	*UOM	Merchandise Amt	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/	4.0000	EA	32.00	8.00000	32.00	Active

Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1	[Icon]	07/10/2024	09015	[Icon]	4.0000	8.00000	32.00	Active	[Icon]	[Icon]	[Icon]	[Icon]

Add Ship To Comments

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click the **Price Adjustment** icon.



**Price Adjustments for Schedule 1** x

[Help](#)

Unit	09000	Supplier	STAPLES IN-001	
PO ID	0909023174	Item	1000013634	<a href="#">OFFICE SUPPLIES: General desk/</a>
Line	1	Status	Active	
Schedule	1			

Adjusted Price	1.00000	Current Price	8.00000 USD
<a href="#">Change Price</a>		<a href="#">Sort Value Adjustments</a>	

**Value Adjustments** Q | < << 1 of 1 >> > | View All

\*Seq  \*Type  Base Base Price Type: Supp Std

\*Adj Meth  Adjustment Amount

System Adjustment Info

<input type="checkbox"/> Ship To	Actual
<input type="checkbox"/> UOM	Qty Needed

This amount is what was calculated by the system (Item ID).



## Personalize Distribution Fields

**Distributions for Schedule 1**

Unit 09000      Supplier STAPLES IN-001      OFFICE SUPPLIES: General desk/

PO ID 0909023174      Item 1000013634

Line 1

Schedule 1      Status Active

\*Distribute By       Schedule Qty 4.0000

SpeedChart       Multi-SpeedCharts      Merchandise Amount 32.00 USD

Doc. Base Amount 32.00 USD

**Distribution**

Chartfields   Details/Tax   Asset Information   Req Detail   Statuses   Budget Information   ||>

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	4.0000	32.00	USD	09000	536130	ADM9999	1000	8800110	D0102	19401

From the distribution page, **click** the Grid Action Menu icon.

**Click** the [Personalize](#) link.



### Grid Customization

[Help](#)

## Distribution

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.  
Frozen columns display under every tab.

#### Column Order

- Tab Chartfields (frozen)
- Dist (frozen)
- Status (frozen)
- Percent (frozen)
- PO Qty
- Merchandise Amount
- Currency
- \*GL Unit
- \*Account
- Oper Unit
- Fund Type
- Dept
- Program
- Class-Funding
- Bud Ref
- Sub-Account
- PC Bus Unit
- Project
- Activity
- Source Type
- Category
- Subcategory
- CFDA#
- ChartField 2
- Affiliate
- Fund Affil
- Class Affil
- Tab Details/Tax
- Merch Amt Base
- Base Currency
- Currency
- Sales/Use Tax
- \*Location
- IN Unit
- Statistics Code
- Consigned
- Custom Fields
- Tab Asset Information
- AM Unit
- Profile ID
- CAP #
- Sequence
- Tag Number
- Empl ID
- Capitalize
- Cost Type
- Description

#### Sort Order

Descending

Hidden  
 Frozen

To hide a field, **click** on the field then select the “**Hidden**” Radio box.

### Grid Customization

[Help](#)

---

## Distribution

---

### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

#### Column Order

- Tab Chartfields (frozen)
- Dist (frozen)
- Status (frozen)
- Percent (frozen)
- PO Qty
- Merchandise Amount
- Currency
- \*GL Unit
- \*Account
- Oper Unit
- Fund Type
- Dept
- Program
- Class-Funding
- Bud Ref
- Sub-Account
- PC Bus Unit
- Project
- Activity
- Source Type
- Category
- Subcategory
- CFDA#
- ChartField 2
- Affiliate
- Fund Affil
- Class Affil
- Tab Details/Tax
- Merch Amt Base
- Base Currency
- Currency
- Sales/Use Tax
- \*Location
- IN Unit
- Statistics Code (hidden)
- Consigned
- Custom Fields
- Tab Asset Information
- AM Unit
- Profile ID
- CAP #
- Sequence
- Tag Number
- Empl ID
- Capitalize
- Cost Type
- Description

#### Sort Order

Hidden  
 Frozen

Descending

Click the **OK** button to return to the Distribution page.

**Distributions for Schedule 1**

[Help](#)

Unit 09000	Supplier STAPLES IN-001	
PO ID 0909023176	Item	Post-It Super Sticky Notes, 3"
Line 1		
Schedule 1	Status Active	

\*Distribute By Quantity

SpeedChart  [Multi-SpeedCharts](#)

Schedule Qty	1.0000
Merchandise Amount	17.76 USD
Doc. Base Amount	17.76 USD

**Distribution**

1-1 of 1 | View All

**Chartfields** | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information | **||**

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	1.0000	17.76	USD	09000	140000		1000	3000000		19401

If you decide a field is needed, you will need to go back to the Customize page and unhide the field.

## PO Activity Link

This link will allow users to track changes and issues on the Purchase Order. This is a good place to store helpdesk issues and resolutions, Change Order requests, etc.

**Maintain Purchase Order**

**Purchase Order**

Business Unit 09000 PO ID 0909023174  
 Copy From [Dropdown]  
 PO Status Pend Appr Budget Status Valid  
 Doc Tol Status Valid  
 Receipt Status Not Recvd  
 Priority Medium  
 \*Dispatch Method Print  
 Dispatch [Button]

**Header**

\*PO Date 07/09/2024 Supplier Search  
 \*Supplier STAPLES IN-001 Supplier Details  
 \*Supplier ID 0000067919 STAPLES INC  
 \*Buyer AANDREWS Angela Andrews  
 PO Reference SW0180-Office Supplies

Header Details PO Defaults **PO Activities** Requisitions Actions  
 Activity Summary Edit Comments Add ShipTo Comments Document Status

**Amount Summary**

Merchandise	32.00	
Freight/Tax/Misc.	0.00	Calculate [Button]
Total Amount	32.00	USD
Encumbrance Balance	Not Available	USD

Select Lines To Display Search for Lines Line [Input] To [Input] Retrieve [Button]

**Add Items From** Catalog Purchasing Kit Item Search

**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES:	4.0000	EA	44121600	8.00000	32.00	Pending

View Printable Version View Approvals Close Short All Lines \*Go to More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

From the Purchase Order page click the **PO Activities** link.

**Purchase Order Activities**

Business Unit 09000 PO ID 0909023174 Supplier STAPLES IN-001

**Activities**

Done	*Due Date	SeqNum	*Comments
1	[Calendar Icon]	[Input]	[Input]

OK Cancel Refresh

Input data.

**Purchase Order Activities** x

[Help](#)

Business Unit 09000      PO ID 0909023174      Supplier STAPLES IN-001

**Activities**

🗨️ 🔍 1-1 of 1

	Done	*Due Date	SeqNum	*Comments		
1	<input type="checkbox"/>	07/16/2024 <span>📅</span>	1	Field a help desk case. <span>✎</span> <span>📧</span>	+	-

OK Cancel Refresh

Click the **OK** button to return to the Purchase Order Form Page.

## Process Scheduler Request Page

Throughout the Purchase Order creation and administration process, you will need to use the Process Scheduler Request Page in various steps (Dispatching, PO Calculation, PO Creation through sourcing, etc.) The Process Scheduler Request page enables you to submit a job or process to run. This page is commonly integrated into applications to support process requests that you make from a PeopleSoft application by selecting the **Run** button.

**Process Scheduler Request**

User ID BBENN06 Run Control ID DISPATCH\_PO

Server Name  Run Date 12/12/2024

Recurrence  Run Time 4:24:56PM [Reset to Current Date/Time](#)

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	<a href="#">PO Dispatch &amp; Email</a>	PODISP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	<a href="#">PO Dispatch/Print</a>	POPO005	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	<a href="#">PO BI Publisher Dispatch</a>	POXMLP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	<a href="#">Email</a>	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

**Server Name** – The name of the server on which you want the process to run. This field can be blank to allow the system to select the appropriate Server that has been selected for the process you are running.

**Recurrence** – Select the recurring time intervals for the process to run. For example, to run a process every weekday at 5:00 p.m., select the predefined recurrence definition *M-F at 5pm*.

**Run Date** – Select the date on which you want the process to run. This defaults to the current date.

**Run Time** – Select the time you want the process to run. This defaults to the current time.

**Select Box** – Select a job or process to run. You can select multiple jobs and processes.

**Description** – Identifies a process or job. Jobs are listed as links. Click the link to display the Job Detail page, which shows all of the individual processes and jobs that are associated with the selected main job.

**Type** – Select the output type for this job or process.

**Format** – Select the output format for this job or process.

