



**State of Oklahoma
P110 Purchase Order Administration Manual**

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CORE Oklahoma

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CREATE DIRECT PO - SINGLE LINE

A Purchase Order is a commitment to buy goods or services from a vendor. 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 consist 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

Follow the following navigation

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 tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there are two input fields: "Business Unit" with the value "58000" and a magnifying glass icon, and "PO ID" with the value "NEXT". Below these fields is a yellow "Add" button. 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.

Click the  button to take you to the Maintain Purchase Order page.



Maintain Purchase Order

Purchase Order

Unit: 58000
 PO ID: NEXT

Copy From:

PO Status: Initial
 Budget Status: Not Chk'd
 POA Status: [POA Status](#)
 Hold From Further Processing

▼ Header

*PO Date: 09/23/2007 [Vendor Search](#)
 Vendor: [Vendor Details](#)
 *Vendor ID:
 *Buyer:
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Doc Tol Status: Valid

Receipt Status: Not Recvd
 *Dispatch Method:

Amount Summary

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

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) *Go to:

NOTE: The status of the circled data on the Purchase order. The PO date defaulted to today's date. (Leave this field alone so the PO date will always be the creation date.)



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Initial
 PO ID: NEXT Budget Status: Not Chk'd
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

*PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: [Vendor Details](#)
 *Vendor ID:
 *Buyer:
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Amount Summary

Receipt Status: Not Recvd
 *Dispatch Method:
 Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving [...]

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) *Go to:

Input the Vendor Id and Buyer. Click the [Vendor Details](#) link to review the vendor’s location and address. (See Appendix page 178 for the Vendor Lookup process). Click the button to validate data.

The PO status changed to ‘OPEN’

Hold for Further Processing: Processes will not run against a PO if this box is checked.

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



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

*PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: DCS-001 [Vendor Details](#)
 *Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd
 *Buyer: LMARTIN Lisa Martin (580) *Dispatch Method: Print
 PO Reference:

Amount Summary

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

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) *Go to:



Step 2 – Update Header Details

Information entered on this page is associated with the entire Purchase Order.

Click the [Header Details](#) link.

Maintain Purchase Order			
PO Header Details			
Unit:	58000	PO ID:	NEXT
		Vendor:	DCS-001
PO Details			
Vendor:	DCS-001	PO Date:	09/23/2007
*PO Type:	OMKT	Budget Status:	Not Chk'd
*Billing Location:	58009	Billing Address	<input checked="" type="checkbox"/> Tax Exempt ID: 736017987
Origin:	ICP	CtrlPurch	Letter of Credit ID:
Currency			
Currency Code:	USD	Exchange Rate Detail	Base Currency: USD
Rate Date:	09/23/2007	Exchange Rate:	1.00000000
Rate Type:	CRRNT		
Process Control Option			
Acknowledgements required for	Not required	Accounting Date:	09/23/2007
<input checked="" type="checkbox"/> Dispatch	*Method: Print	Accounting Template:	STANDARD
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Refresh"/>	

PO Type: This field will establish the type of Purchase being created. (See appendix page 198 for PO Type).

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 may need to be changed. The origin is used to describe who will complete the Purchase Order. This defaults from your user preference and is normally AGY- Agency. Change the origin to CP= Central Purchasing, CAP = Construction and Properties, LSG = State Leasing, EXC = Exempt (Statewide) (See appendix page 200 for PO Origin).

Dispatched: 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.

Method: Defaults from the Business Unit definition. Method can be overridden with any valid value as needed.



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Accounting Date: Defaults to today's date and 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 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.

PO Header Comments

Unit: 58000 PO ID: NEXT Vendor: DCS-001

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) Comment Status: Active

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> Email
------------	---------------------------------------	-------------------------------------	---------------------------------------	--------------------------------

From -> PO 58000-NEXT

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



PO Header Comments

Unit: 58000 PO ID: NEXT Vendor: DCS-001

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

Comments Find | View All First ◀ 1 of 1 ▶ Last

[Copy Standard Comments](#) Comment Status: Active Inactivate +

Comments entered here will apply to the whole Purchase Order.

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment	Attach	View	Delete	Email
------------	--------	------	--------	-------

From -> PO 58000-NEXT

OK Cancel Refresh

NOTE: The Send to Vendor check (✓) box 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 Find | View All First ◀ 1 of 3 ▶ Last (Find, View All, First, backwards arrow symbol, 1 of 3, forward arrow symbol, and Last) display 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.

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.

Inactive Button-Click this button to inactivate the currently displayed comment. The comment is not actually deleted, but is set to an inactive status.



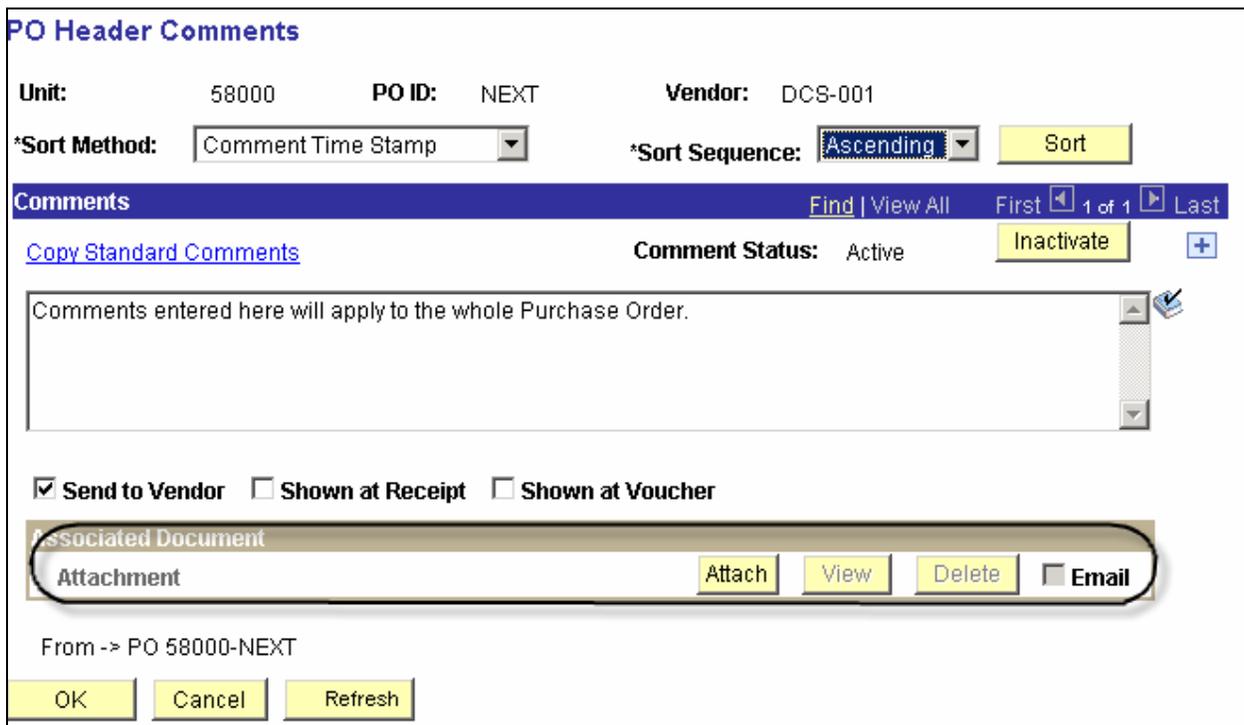
Sort Method – Select the method that you want to use to sort the comments retrieved:

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

Sort Seq – 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 comment page.



The screenshot shows the 'PO Header Comments' interface. At the top, it displays 'Unit: 58000', 'PO ID: NEXT', and 'Vendor: DCS-001'. Below this, there are two dropdown menus: '*Sort Method:' set to 'Comment Time Stamp' and '*Sort Sequence:' set to 'Ascending'. A yellow 'Sort' button is positioned to the right of the second dropdown. A blue bar labeled 'Comments' contains navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. Below the bar, there is a link for 'Copy Standard Comments', the text 'Comment Status: Active', and a yellow 'Inactivate' button with a plus icon. A large text area contains the instruction: 'Comments entered here will apply to the whole Purchase Order.' Below the text area are three checkboxes: 'Send to Vendor' (checked), 'Shown at Receipt' (unchecked), and 'Shown at Voucher' (unchecked). A rounded rectangular box labeled 'Associated Document' contains the text 'Attachment' and four buttons: 'Attach', 'View', 'Delete', and 'Email' (with an unchecked checkbox). At the bottom left, it says 'From -> PO 58000-NEXT'. At the very bottom are three buttons: 'OK', 'Cancel', and 'Refresh'.

PeopleSoft gives you the ability to attach a file to your Purchase Order. Currently this feature is not being utilized.



Standard Comments

The Department of Central Services requires certain Purchase Orders to contain certain comment concerning the purchase. Instead of having to type this information into each Purchase Order, Department of Central Services 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 Department of Central Services rules and regulations.

Click the [Copy Standard Comments](#) Link.

Standard Comments

Comments

*Action:

Comment Type: Comment ID:

*Effective Date: *Status:

Description:

Short Desc:

Comments:

From this page, select the "Standard Comment" by inputting the Std Type and Comment ID. **If you do not know this information then click the Lookup Icon  located to the right.**

Click the **Lookup Icon ** for the Std Type.



Look Up Comment Type

SetID: 00000

Standard Comment Type: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-7 of 7 Last

Standard Comment Type	Description
345	ODOT 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 will be used.

Standard Comments

Comments

*Action:

Comment Type: Comment ID:

*Effective Date: *Status:

Description:

Short Desc:

Comments:

Click the Lookup Icon for the Comment ID.



Look Up Comment ID

SetID: 00000
Standard Comment Type: COL
Standard Comment ID: begins with
Description: begins with

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Standard Comment ID	Description
NONC	NON COLLUSION

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

Select the comment by clicking on it.

Standard Comments

Comments

*Action:

Comment Type: Comment ID:

*Effective Date: *Status:

Description:

Short Desc:

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

Notice the comments copied in, this saved time.

Click the button.



PO Header Comments

Unit: 58000 **PO ID:** NEXT **Vendor:** DCS-001

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

Comments Find | View All First 2 of 2 Last

[Copy Standard Comments](#) **Comment Status:** Active **Inactivate** +

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 _____

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Attach** **View** **Delete** **Email**

OK **Cancel** **Refresh**

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

Click the **OK** button.



Step 4 – Input Item ID

Maintain Purchase Order

Purchase Order

Unit: 58000
 PO ID: NEXT

PO Status: Open
 Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

*PO Date: 09/23/2007 [Vendor Search](#)
 Vendor: DCS-001 [Vendor Details](#)
 *Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES
 *Buyer: LMARTIN Lisa Martin (580)
 PO Reference:

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 *Dispatch Method: Print [Dispatch](#)

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details | [Ship To/Due Date](#) | [Statuses](#) | [Item Information](#) | [Attributes](#) | [RFQ](#) | [Contract](#) | [Receiving](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) [Go to: ... More ...](#)

[Import Agency Req and SS Info](#)

[Save](#) [Notify](#) [Refresh](#)

Notice the [Add Comments](#) Link changed to [Edit Comments](#)

Input the Item ID and click the [Refresh](#) button, if the Item ID is not known then click the Lookup Icon located to the right.

Click the Lookup Icon .



Look Up Item

SetID: 00000

Item ID: begins with

Category: begins with

Description: begins with

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and [View All](#) First 1-100 of 300 [Last](#)

Item ID	Category	Category ID	Description
0005	0005	17444	ABRASIVES
000514	000514	00002	ABRASIVES, COATED: CLOTH,
00051404	00051404	00003	ABRASIVES, PLASTONE
00051404_A	00051404	00003	See Line Comments
00051404_B	00051404	00003	See Line Comments
00051404_C	00051404	00003	See Line Comments

To narrow your results, input an item number, category, or description and click the button. In this example a description of "EQUIPMENT" was used and received the following results.

Look Up Item

SetID: 00000

Item ID: begins with

Category: begins with

Description: begins with

[Basic Lookup](#)

Search Results

[View All](#) First 1-32 of 32 [Last](#)

Item ID	Category	Category ID	Description
076552	076552	14634	EQUIPMENT & PARTS, CASE
04053410165	04053410	08265	EQUIPMENT (PER INSTRUMENT
003540	003540	00450	EQUIPMENT AIRPLANE
076065	076065	14542	EQUIPMENT AND PARTS
076557	076557	14639	EQUIPMENT AND PARTS, FORD
003545	003545	00451	EQUIPMENT HELICOPTER
0929	0929	16035	EQUIPMENT MAINTENANCE
0931	0931	16089	EQUIPMENT MAINTENANCE, RE
0934	0934	16115	EQUIPMENT MAINTENANCE, RE
0936	0936	16125	EQUIPMENT MAINTENANCE, RE
0939	0939	16294	EQUIPMENT MAINTENANCE, RE

Make your selection by clicking on the link. In this case Item ID 076552 was used.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

'PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: DCS-001 [Vendor Details](#)
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd
 'Buyer: LMARTIN Lisa Martin (580) 'Dispatch Method: Print
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#)

Amount Summary

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

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category
1	076552	<input type="checkbox"/>		Case equipment and			EA	076552

[View Printable Version](#) 'Go to:

The circled data defaulted in from the ITEM ID.



Input the PO QTY and click the  button to validate the data.

Maintain Purchase Order
Purchase Order

Unit: 58000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

'PO Date: 09/23/2007 [Vendor Search](#)
 Vendor: DCS-001 [Vendor Details](#)
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES
 'Buyer: LMARTIN Lisa Martin (580)
 PO Reference:

Doc Tot Status: Valid
 Receipt Status: Not Recvd
 'Dispatch Method: Print

Amount Summary

Merchandise: 112.25
 Freight/Tax/Misc.: 0.00
 Total Amount: 112.25 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines [Customize](#)

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Price
1	076552 <input type="button" value="Q"/>	<input type="checkbox"/>		Case equipment and <input type="button" value="Q"/>		5.0000	EA	076552 <input type="button" value="Q"/>	22.45000

[View Printable Version](#) 'Go to:

The amount defaulted in from the ITEM ID.



Step 5 – Verify Line Item Details

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

Details Tab.

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr
1 	076552 	<input type="checkbox"/>	<input type="text"/> 	Case equipment and 	<input type="text"/> 

[View Printable Version](#) *Go to:

PO Qty	*UOM	Category	Price	Amount	Status
<input type="text" value="5.0000"/>	<input type="text" value="EA"/> 	<input type="text" value="076552"/> 	<input type="text" value="22.45000"/>	112.25	Active    

- **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. **This is not recommended.**
- **SS Flag and SS Type** – This field is used to report Sole Source information.
- **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.
- **Agency Req Nbr**-Input your Agencies Internal Requisition Number.



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- **Quantity**- Enter the item quantity to order. The quantity is recalculated if you change the unit of measure.
- **UOM**-The UOM will default from the Item ID. It can be changed by **clicking** the Lookup 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 and will need to be change.
- **Amount**-Quantity X Price.
-  **Line Comment Icon-Click** the Line Comments button to access the Line Comments page. Use this page to maintain line comments.
-  **Schedule Icon-Click** this button 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 a Line.



Ship to Due Date Tab.

Line	Item	SS Flag	Line Sole Source Type	Description	Due Date	Ship To	Price
1	076552			Case equipment and	09/23/2007	68030	22.45000

- **Due Date**-Date shipment is due or service is due.
- **Ship To**-Location the product will be shipped to or service performed at.

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

Status Tab.

Line	Item	SS Flag	Line Sole Source Type	Description	Status	Backorder Status
1	076552			Case equipment and	Active	None

- **Line Status**-The status of the line appears. Values are: *Active*, *Canceled*, or *Closed*.
- **Backorder Status**- Backorder status displays. Values include: None, Backorder and BO Received.



Item Information Tab.

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Vendor Item ID	Vendor's Catalog
1	076552	<input type="checkbox"/>		Case equipment and		

[View Printable Version](#) *Go to: [... More ...](#)

Customize | Find | view All | First 1 of 1 Last

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

- **Device Tracking** Currently Not using
- **Vendor Item ID/Vendor Catalog**- The vendor catalog and ID assigned. Values default from the Purchasing Attributes. Currently not using.
- **Manufacturer ID**-Currently not using
- **Manufacturer's Item ID**-Currently not using.
- **UPN ID**-Currently not using
- **Replenish Code**-Currently not using.
- **Withholding**-Select this check box to indicate that the voucher line that matches this purchase order line may be subject to withholding.Vendor defaults determine whether this option is checked or unchecked.



Attributes Tab.

Line	Item	SS Flag	Line Sole Source Type	Description	Physical Nature	Price Qty	Price Date	Amount Only
1	076552	<input type="checkbox"/>		Case equipment and	Goods	Schedule	PO	<input type="checkbox"/>

- **Physical Nature**-Will default to Goods, Select to indicate whether the object is a physical good or service.
- **Price QTY**-Quantity that the system uses to determine minimum order quantities and price adjustment quantities. **Leave as 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. **Leave as PO**
- **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 selected, the purchase order quantity value on the line is set to 1 and the field becomes unavailable for entry. The Distribute by will change to Amount and user will receive a message when trying to change it to Quantity.

RFQ Tab.

Line	Item	SS Flag	Line Sole Source Type	Description	RFQ ID	RFQ Line
1	076552	<input type="checkbox"/>		Case equipment and		

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



Contract Tab

Line	Item	SS Flag	Line Sole Source Type	Description	SetID	Contract ID	Contract Line	Release	Milestone Line	Rebate ID
1	076552	<input type="checkbox"/>	<input type="text"/>	Case equipment and	00000	<input type="text"/>				

View Printable Version

Import Agency Req and SS Info

*Go to: ... More ...

Save Notify Refresh

- **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.
 - **You will no longer be able to copy the contract directly to the Purchase Order. For Additional Information review the Contract Release Manual.**
- **Milestone Line**-Currently not using.
- **Rebate ID**-Currently not using.



Receiving Tab.

Line	Item	SS Flag	Line Sole Source Type	Description	Receiving Required	Inspection Required	Inspect ID
1	076552	<input type="checkbox"/>		Case equipment and	Receiving is Required	<input type="radio"/>	

- **Receiving Required**-This option is used to require the Item Ordered be received and be matched to a payment. This option defaults in from the Item ID as being required and must be changed to “Do not Receive” if not required or the voucher will fail matching. There is now a third option “Receiving Optional”- This option 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.
- **Inspection ID**-Currently no Inspection IDs have been defined. Not using.

Click the Line Details Icon  located to the left the line to review the line details vertically.



Maintain Purchase Order

Details for Line 1

PO ID:	NEXT	Vendor:	DCS-001
Line:	1	Item:	076552 Case equipment and parts

Line Details

Category:	076552	Line Status:	Active
Category Desc:	CASE EQUIPMENT AND PARTS	Backorder Status:	None
Category ID:	14634	Amount Summary	

Amount to Receive:	USD	Merchandise Amt:	112.25	USD
Quantity to Receive:		Doc. Base Amt:	112.25	USD

[Item Availability](#)

Transaction Item Description:

Case equipment and parts  

Preferred Language Item Description:

Case equipment and parts

[Expand All](#) [Collapse All](#)

- Item Information
- Attributes
- RFQ
- Contract
- Receiving

OK Cancel Refresh

To review the data click the , this will expand the details. The same data will be available as in the TAB.

Click the  button.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd
Not Required

Copy From: Hold From Further Processing

▼ Header

*PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid

Vendor: DCS-001 [Vendor Details](#)

*Vendor ID: 000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd

*Buyer: LMARTIN Lisa Martin (580) *Dispatch Method: Print [Dispatch](#)

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#)

[Edit Comments](#)

Amount Summary

Merchandise: 112.25

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 112.25 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines Customize | Find | View All | First 1 of 1 Last

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

Line	Item	SS Flag	Line Sole Source Type	Description	*Receiving Required	Inspection Required	Inspect ID
1	076552	<input type="checkbox"/>		Case equipment and	Receiving is Required	<input type="checkbox"/>	

[View Printable Version](#) *Go to:

[Import Agency Req and SS Info](#)

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

To continue processing click the Details Tab.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd Not Required

Copy From: Hold From Further Processing

Header

*PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid

Vendor: DCS-001 [Vendor Details](#)

*Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd

*Buyer: LMARTIN Lisa Martin (580) *Dispatch Method: Print

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#)

[Edit Comments](#)

Amount Summary

Merchandise: 112.25

Freight/Tax/Misc.: 0.00

Total Amount: 112.25 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details | [Ship To/Due Date](#) | [Statuses](#) | [Item Information](#) | [Attributes](#) | [RFQ](#) | [Contract](#) | [Receiving](#) | [RFI](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	*UOM
1	076552	<input type="checkbox"/>		Case equipment and		5.0000	EA

[View Printable Version](#) *Go to:

Customize | Find | View All | 1 of 1

1	Category	Price	Amount	Status
<input type="text" value="076552"/>	<input type="text" value="22.45000"/>	112.25	Active	<input type="button" value="Add"/> <input type="button" value="Update/Display"/>



Step 6 – Enter Liner Comments

Click the Line Comments Icon .

PO Line Comments

Unit: 58000 PO ID: NEXT Vendor: DCS-001

Line: 1

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) [Copy Item Specs](#) Comment Status: Active

Enter comments that apply to the line only here.

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment

 Email

From -> PO 58000-NEXT

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



PO Line Comments

Unit: 58000 PO ID: NEXT Vendor: DCS-001

Line: 1

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

Comments Find | View All First ◀ 1 of 1 ▶ Last

[Copy Standard Comments](#) [Copy Item Specs](#) Comment Status: Active Inactivate +

Enter comments that apply to the line only here.

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment	Attach	View	Delete	Email
------------	--------	------	--------	-------

From -> PO 58000-NEXT

OK Cancel Refresh

NOTE: The Send to Vendor check (✓) box 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 Find | View All First ◀ 1 of 3 ▶ Last display 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.

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.

Inactive 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.
- Vendor Flag – Sorts the comments flagged to be sent to the vendor.

Sort Seq – 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 comment page.



PO Line Comments

Unit: 58000 **PO ID:** NEXT **Vendor:** DCS-001

Line: 1

***Sort Method:** ***Sort Sequence:**

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) [Copy Item Specs](#) **Comment Status:** Active

Enter comments that apply to the line only here.

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> Email
------------	---------------------------------------	-------------------------------------	---------------------------------------	---------------------------------------

From -> PO 58000-NEXT

PeopleSoft gives you the ability to attach a file to your Purchase Order. Currently this feature is not being utilized.



Standard Comments

The Department of Central Services requires Purchase Orders to contain certain comment concerning the purchase. Instead of having to type this information into each Purchase Order the Department of Central Services 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 every Purchase Order. See the Department of Central Services rules and regulations.

Add a comment section by clicking the  button on the right hand side, then click the [Copy Standard Comments](#) link.

Standard Comments

Comments

*Action:

Comment Type:  Comment ID: 

*Effective Date: *Status:

Description:

Short Desc:

Comments:

From this page select the "Standard Comment" by inputting the Std Type and Comment ID. If you do not know this information then **click** the Lookup Icon  located to the right.

Click the Lookup Icon  for the Std Type.



Look Up Comment Type

SetID: 00000

Standard Comment Type: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-7 of 7 Last

Standard Comment Type	Description
345	ODOT 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 will be used.

Standard Comments

Comments

*Action:

Comment Type: Comment ID:

*Effective Date: *Status:

Description:

Short Desc:

Comments:

Click the Lookup Icon for the Comment ID.



Look Up Comment ID

SetID: 00000
 Standard Comment Type: COL
 Standard Comment ID: begins with
 Description: begins with

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Standard Comment ID	Description
NONC	NON COLLUSION

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

Select the comment by clicking on it.

Standard Comments

Comments

*Action:

Comment Type: Comment ID:

*Effective Date: *Status:

Description:

Short Desc:

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

Notice the comments copied in, this saved time.

Click the button.



PO Line Comments

Unit: 58000 **PO ID:** NEXT **Vendor:** DCS-001

Line: 1

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

Comments Find **View All** First 2 of 2 Last

[Copy Standard Comments](#) [Copy Item Specs](#) **Comment Status:** Active **Inactivate** +

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

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

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Attach** **View** **Delete** **Email**

OK **Cancel** **Refresh**

Click the **View All** link to review all active comments or click the **First** button to transfer between comments.

Click the **OK** button



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd
Not Required

Copy From:

Header

*PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid

Vendor: DCS-001 [Vendor Details](#) Receipt Status: Not Recvd

*Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES *Dispatch Method: Print

*Buyer: LMARTIN Lisa Martin (580) **Amount Summary**

PO Reference: Merchandise: 112.25

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#) Freight/Tax/Misc.: 0.00

[PO Defaults](#) Total Amount: 112.25 USD

[Edit Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	076552	<input type="checkbox"/>		Case equipment and		5.0000

[View Printable Version](#) *Go to:

Customize | Find | View All | First 1 of 1 Last

IOM	Category	Price	Amount	Status
FA	076552	22.45000	112.25	Active

After the Line Comments have been entered, the Line Comment Icon changes to



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: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 [Case equipment and parts](#) PO Qty: 5.0000 EA Amount: 112.25 USD

Schedules Customize | Find | View All First 1 of 1 Last

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

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	09/23/2007	58030	5.0000	22.45000	112.25	Active

[Add ShipTo Comments](#)

Save | Notify | Refresh Add | Update/Display



Details Tab.

Maintain Purchase Order

Schedules

Unit: 58000 **Vendor:** DCS-001
PO ID: NEXT **PO Date:** 09/23/2007
PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 **Item:** 076552 [Case equipment and parts](#) **PO Qty:** 5.0000 EA **Amount:** 112.25 USD

Schedules Customize | Find | View All First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	09/23/2007	58030	5.0000	22.45000	112.25	Active

[Add ShipTo Comments](#)

Save Notify Refresh Add Update/Display

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.

- **Unit Price**-The unit price can be changed by overwriting the price or by using the Value Adjustment. (See appendix page)
- **Ship To**-A change to the ship to can result in a price change, a sales and use tax recalculation, or a VAT recalculation
- Value Adjustment Icon-This icon allows users to adjust unit price.
- Misc. Charges-Currently not using.
- Sales and User Tax-Currently not using.
- Distribution icon-Enter Distribution data.
- Ship To Address.



Statuses Tab.

Maintain Purchase Order

Schedules

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 [Case equipment and parts](#) PO Qty: 5.0000 EA Amount: 112.25 USD

Schedules Customize | Find | View All | First 1 of 1 Last

Details Statuses Shipment Matching Receiving Freight RTV

Sched	*Due Date	*Ship To	Status
1	09/23/2007	58030	Active

[Add ShipTo Comments](#)

Save Notify Refresh Add Update/Display

- **Status**-Purchase order schedule status. Values are: *Active, Canceled, or Closed.*
- -Pegging Inquiry-Currently not using.

Shipment Tab.

Maintain Purchase Order

Schedules

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 [Case equipment and parts](#) PO Qty: 5.0000 EA Amount: 112.25 USD

Schedules Customize | Find | View All | First 1 of 1 Last

Details Statuses Shipment Matching Receiving Freight RTV

Sched	*Due Date	*Ship To	Time Due	Original Promise Date	Ship Date	Custom Price	Zero Price	Ship Via
1	09/23/2007	58030		09/23/2007				COMMON

[Add ShipTo Comments](#)

Save Notify Refresh Add Update/Display

- **Time Due**-
- **Original Promise Date**-Displays the vendor's original promised delivery date. Use this field to track when the vendor promised delivery against the date that the goods were actually 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: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 Case equipment and parts PO Qty: 5.0000 EA Amount: 112.25 USD

Schedules Customize | Find | View All First 1 of 1 Last

Details Statuses Shipment **Matching** Receiving Freight RTV

Sched	Due Date	Ship To	Match Status	Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Over	% Unit Price Under	Ext Price Tolerance Over	Ext Price Tolerance Under	% Ext Price Tolerance Over	% Ext Price Tolerance Under
1	09/23/2007	58030	Unmatched	Full Match								

[Add ShipTo Comments](#)

Save Notify Refresh Add Update/Display

- **Match Status**-Displays the match status of the schedule. Values are *To Match*, *Part Matched*, *Fully Matched*, and *Unmatched*. 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 vendor 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.

Unit Price Tolerance Over/Tolerance Under	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.
% Unit Price Tolerance Over/Tolerance Under	Percent over and under the individual price that you plan to allow on the voucher and still have the transaction qualify for a match.
Ext Price Tolerance Over/Tolerance Under (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.
% Ext Price Tolerance Over/Tolerance Under	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: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Lines						
Line: 1	Item: 076552	Case equipment and parts	PO Qty: 5.0000	EA	Amount: 112.25	USD
Schedules						
Details Statuses Shipment Matching Receiving Freight RTV						
Sched	*Due Date	*Ship To	Reject Qty Over Tolerance	Qty Rcvd Tolerance %		
1	09/23/2007	58030	<input checked="" type="checkbox"/>	<input type="text"/>		

[Add ShipTo Comments](#)

Save | Notify | Refresh | Add | Update/Display

- **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 Vendor's UOM and Pricing Info page. **"Should not set up a tolerance"**

Freight Tab

- **Freight Term**-Normally FOB Dest.

Maintain Purchase Order

Schedules

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Lines						
Line: 1	Item: 076552	Case equipment and parts	PO Qty: 5.0000	EA	Amount: 112.25	USD
Schedules						
Details Statuses Shipment Matching Receiving Freight RTV						
Sched	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1	09/23/2007	58030	FOB DEST	<input type="text"/>	Weight	<input type="text"/>

[Add ShipTo Comments](#)

Save | Notify | Refresh | Add | Update/Display



RTV Tab.

Maintain Purchase Order

Schedules

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 [Case equipment and parts](#) PO Qty: 5.0000 EA Amount: 112.25 USD

Schedules Customize | Find | View All First 1 of 1 Last

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

Sched	Due Date	Ship To	BU RTV	RTV ID	RTV Line
1	09/23/2007	58030			

[Add ShipTo Comments](#)

Save | Notify | Refresh Add | Update/Display

You are able to attach your RTV document on this page.



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 vendor. 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 required Chart Field 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**

Maintain Purchase Order

Distributions for Schedule 1

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT Item: 076552 [Case equipment and parts](#)
 Line: 1
 Sched: 1 Status: Active
 *Distribute by: Schedule Qty: 5.0000
 Merchandise Amt: 112.25 USD
 SpeedChart: [Multi-SpeedCharts](#) Doc. Base Amount: 112.25 USD

Distribution Customize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Req Detail Statuses [F5]

Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
1	Open	100.0	5.0000		112.25 USD	58000	533220						

OK Cancel Refresh

Notice you page does not look like the page displayed in this manual. This page has been customized to display only those fields currently being used. See page

Chartfield Tab.

- **Distribute By-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, 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) Closed, 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 percent is adjusted. If you change the percent, the amount or quantity is adjusted. In either case, the percent total must be 100.
- **PO 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 users User Preference and should not need to be changed.
- **Account**-This field defaults from the Item ID and can be overridden. If the account code is overwritten and a change order is processed the account code can default back from the Item Id.
- **Sub-Account**-Optional. Input if needed.
- **Fund, Class-Funding, Department**-Input a valid budget.
- **CFDA#**-Optional. Input if needed.

Input the funding and Click the Refresh button to validate the data.

Maintain Purchase Order

Distributions for Schedule 1

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT Item: 076552 [Case equipment and parts](#)
 Line: 1
 Sched: 1 Status: Active
 *Distribute by: Schedule Qty: 5.0000
 SpeedChart: [Multi-SpeedCharts](#) Merchandise Amt: 112.25 USD
 Doc. Base Amount: 112.25 USD

Distribution													
Customize Find View All First 1 of 1 Last													
Dist	Status	Percent	PO Qty	Amount	Currency	'GL Unit	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
1	Open	100.0	5.0000		112.25 USD	58000	533220		1000	19701	0100088	07	

OK
Cancel
Refresh



Details/Tax Tab

Maintain Purchase Order

Distributions for Schedule 1

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT Item: 076552 [Case equipment and parts](#)
 Line: 1 Status: Active
 Sched: 1 Schedule Qty: 5.0000
 *Distribute by: Quantity Merchandise Amt: 112.25 USD
 SpeedChart: [Multi-SpeedCharts](#) Doc. Base Amount: 112.25 USD

Distribution Customize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Req Detail Statues

Dist	Status	Percent	Base Amt	Base Currency	Currency	Budg Dt	*Location	IN Unit	Statistics Code	Consigned	Peg Status
1	Open	100.0	112.25	USD	Currency	09/23/2007	58030			<input type="checkbox"/>	Unpegged

OK Cancel Refresh

- **Budget Date**-Date used here will be used to determine if the budget used on the previous page is active during this time.
- **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.
- **Consignment**-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.
- **In Unit**-Inventory Unit
- **Statistics Code**- Currently not using.
- **Peg Status**-Currently not using.



Asset Tab-Currently not using.

Maintain Purchase Order

Distributions for Schedule 1

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT Item: 076552 [Case equipment and parts](#)
 Line: 1
 Sched: 1 Status: Active
 *Distribute by: Quantity Schedule Qty: 5.0000
 Merchandise Amt: 112.25 USD
 SpeedChart: Multi-SpeedCharts Doc. Base Amount: 112.25 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	EmplID	Capitalize	Cost Type	Description
1	Open	100.0									

OK Cancel Refresh

REQ TAB.

Maintain Purchase Order

Distributions for Schedule 1

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT Item: 076552 [Case equipment and parts](#)
 Line: 1
 Sched: 1 Status: Active
 *Distribute by: Quantity Schedule Qty: 5.0000
 Merchandise Amt: 112.25 USD
 SpeedChart: Multi-SpeedCharts Doc. Base Amount: 112.25 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	Req BU	Req Line	Req Sched	Req Dist	Open Qty	Requester	Requester Name	Phone	Fax
1	Open	100.0									

OK Cancel Refresh

Use this tab to view the details of the requisition from which this purchase order distribution originated. You are able to view the requisition business unit, line, schedule, distribution, as well as other requisition related purchase order distribution information



Status Tab.

Maintain Purchase Order

Distributions for Schedule 1

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT Item: 076552 [Case equipment and parts](#)
 Line: 1 Status: Active
 Sched: 1
 *Distribute by: Quantity
 Schedule Qty: 5.0000
 Merchandise Amt: 112.25 USD
 SpeedChart: [Multi-SpeedCharts](#) Doc. Base Amount: 112.25 USD

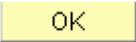
Distribution Customize | Find | View All | First 1 of 1 Last

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

Dist	Status	Percent	Chartfield Status	Budget Status	Commitment Control Close Flag
1	Open	100.0	Valid	Valid	<input type="checkbox"/>

OK Cancel Refresh

- **Commitment Control 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.
- **Chartfield Status**-Displays whether the chartfield is valid.
- **Budget Status**- If commitment control is on, the system displays whether or not this distribution has been budget checked and is in a valid or error status.
- **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

Click the  button.



Maintain Purchase Order

Schedules

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Line	Item	Description	PO Qty	EA	Amount	USD
1	076552	Case equipment and parts	5.0000		112.25	USD

Schedules

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	09/23/2007	58030	5.0000	22.45000	112.25	Active

[Add ShipTo Comments](#)

Save Notify Refresh Add Update/Display

Click the  button.

Maintain Purchase Order

Schedules

Unit: 58000 Vendor: DCS-001
 PO ID: 5809006117 PO Date: 09/23/2007
 PO Status: Open

[Return to Main Page](#)

Line	Item	Description	PO Qty	EA	Amount	USD
1	076552	Case equipment and parts	5.0000		112.25	USD

Schedules

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	09/23/2007	58030	5.0000	22.45000	112.25	Active

[Add ShipTo Comments](#)

Save 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.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open  

PO ID: 5809006117 Budget Status: Not Chk'd 

POA Status: [POA Status](#)

Copy From: Hold From Further Processing

Header

'PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid

Vendor: DCS-001 [Vendor Details](#)

'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd

'Buyer: LMARTIN Lisa Martin (580) 'Dispatch Method: Print [Dispatch](#)

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 112.25

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 112.25 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Lines [Customize](#)

Details [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [RFI](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Price
1	076552	<input type="checkbox"/>		Case equipment and		5.0000	EA	076552	22.45000

[View Printable Version](#) 'Go to:

[Import Agency Req and SS Info](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Click the Pre-Approved icon  located in the upper right hand corner.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: **Pend Appr**

PO ID: 5809006117 Budget Status: Not Chk'd

POA Status: [POA Status](#)

Copy From: Hold From Further Processing

Header

'PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid

Vendor: DCS-001 [Vendor Details](#)

'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd

'Buyer: LMARTIN Lisa Martin (580) 'Dispatch Method: Print

PO Reference:

Amount Summary

Header Details [PO Activities](#) [Add ShipTo Comments](#) Merchandise: 112.25

[PO Defaults](#) [Document Status](#) Freight/Tax/Misc.: 0.00

[Edit Comments](#) [Requisitions](#) Total Amount: 112.25 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Lines

Details [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	076552	<input type="checkbox"/>		Case equipment and		5.0000

[View Printable Version](#) 'Go to:

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



Step 9-Budget Check PO

Overview

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

Budget Checking

Budget checking individually is done from the Form Page.

Click the Budget Check icon  located in the upper right hand corner.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr  

PO ID: 5809006117 Budget Status: Not Chk'd 

POA Status: [POA Status](#)

Hold From Further Processing

Copy From:

Header

'PO Date: 09/23/2007  [Vendor Search](#) Doc Tol Status: Valid

Vendor: DCS-001  [Vendor Details](#)

'Vendor ID: 0000000580  DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd

'Buyer: LMARTIN  Lisa Martin (580) 'Dispatch Method: Print  [Dispatch](#)

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 112.25

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 112.25 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:  To:  [Retrieve](#)

Lines

Details [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [...](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM
1	076552 	<input type="checkbox"/>	<input type="text"/>	Case equipment and 	<input type="text"/>	5.0000	EA

[View Printable Version](#) 'Go to:

[Import Agency Req and SS Info](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

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



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr ✖
 PO ID: 5809006117 Budget Status: **Valid**
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: DCS-001 [Vendor Details](#)
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd
 'Buyer: LMARTIN [Lisa Martin \(580\)](#) 'Dispatch Method: Print [Dispatch](#)
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 112.25
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 112.25 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UO
1	076552	<input type="checkbox"/>		Case equipment and		5.0000	EA

[View Printable Version](#) 'Go to:

[Import Agency Req and SS Info](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Notice the budget checking status is valid and the document tolerance status is valid. When budget checking from the batch process, document tolerance is run separately.



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."

Approving a Purchase Order

Follow the navigation below to Approve a Purchase Order

Navigation: Purchasing>Purchase Orders>Approve Amounts

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

Find an Existing Value

Business Unit: [=] [58000] [magnifying glass]

PO Number: [begins with] [5809006117]

SetID: [begins with] [] [magnifying glass]

Contract ID: [begins with] [] [magnifying glass]

Release Number: [=] []

Purchase Order Reference: [begins with] []

Case Sensitive

[Search] [Clear] [Basic Search](#) [floppy disk icon] [Save Search Criteria](#)

Input the BU and Purchase ID, click the **Search** button.

After you retrieve your Purchase Order the Amount Approval page will be displayed.



Purchase Order Amount Approval

Unit: 58000 PO ID: 5809006117 Vendor: 0000000580

*Approval Action: Approval Status: Initial

Comment

PO Amount

Buyer:	Lisa Martin (580)		
PO Reference:			
PO Date:	09/23/2007		
Merchandise Total Amount:	112.25 USD	Merchandise Total Base:	112.25 USD
PO Total Value:	112.25	PO Total Base:	112.25

▶ Lines

Amount Approval Page

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

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.

Recycle: Select to send the PO back to the buyer or previous approver. If selected and workflow is enabled, the system generates a worklist entry to the last user who approved the Purchase Order amount.

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

The requestor who created the Purchase Order will click the Approve option and click the  button. This will then invoke the workflow process if they do not have approval access.



Warning -- This transaction needs WF_P10_Requestor_(OK) approval. Enter it into workflow? (107,4)

This transaction must be approved. If you **click** OK, the system will route it to someone who can approve. If you **click** Cancel, you will be able to change the transaction without forwarding it.

Click the **OK** button.

Purchase Order Amount Approval

Unit: 58000 PO ID: 5809006117 Vendor: 0000000580

Approval Action: Approval Status: **In Process**

Comment

PO Amount

Buyer:	Lisa Martin (580)		
PO Reference:			
PO Date:	09/23/2007		
Merchandise Total Amount:	112.25 USD	Merchandise Total Base:	112.25 USD
PO Total Value:	112.25	PO Total Base:	112.25

Lines

Notice the Approval Status is In_Process. Notice will be sent to the appropriate approver. Once approved the PO status will changed to approve.



Step 11-Dispatch Purchase Order

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

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**

Business Unit: [=]

PO ID: [begins with]

Purchase Order Date: [=]

PO Status: [=]

Short Vendor Name: [begins with]

Vendor ID: [begins with]

Vendor 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](#) [Save Search Criteria](#)

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

Input the BU and PO ID, then click the button.



Maintain Purchase Order
Purchase Order

Unit: 58000 PO Status: **Approved** ✘
 PO ID: 5809006117 Budget Status: Valid
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 09/23/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: DCS-001 [Vendor Details](#)
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd
 'Buyer: LMARTIN Lisa Martin (580) 'Dispatch Method: Print
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 112.25
 Freight/Tax/Misc.: 0.00
 Total Amount: 112.25 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Lines Custom

Details

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Price
1	076552	<input type="checkbox"/>		Case equipment and		5.0000	EA	076552	22.45000

[View Printable Version](#) 'Go to:

The PO is now approved. To dispatch the PO click the button.

Dispatch Options

Dispatch Options

Fax Cover Page:

Server Name:

'Output Destination Type: WEB

'Output Destination Format: PDF

Print Copy

Test Dispatch
 Print BU Comments
 Print Duplicate on PO
 Print Changes Only
 Print PO Item Description

Make sure the Test Dispatch Radio button is not selected. The click the button.

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 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

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: **Dispatched** ▲ ✖
 PO ID: 5809006117 Budget Status: Valid
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 09/23/2007 Vendor Search Doc Tol Status: Valid
 Vendor: DCS-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd
 'Buyer: LMARTIN Lisa Martin (580) 'Dispatch Method: Print **Dispatch**
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 112.25
 Freight/Tax/Misc.: 0.00 **Calculate**
 Total Amount: 112.25 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: **Retrieve**

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'U
1	076552	<input type="checkbox"/>		Case equipment and parts		5.0000	EA

[View Printable Version](#) 'Go to:

Import Agency Req and SS Info

Save **Return to Search** **Notify** **Refresh**

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

Navigation: Reporting Tools>Report Manager>Administration Click on the [Single PO Dispatch/Print](#) link.



Purchase Order



Department of Central Services
DEPARTMENT OF CENTRAL SERVICES
CENTRAL PURCHASING DIVISION
2401 N LINCOLN, WILL ROGERS BLDG,STE 116
OKLAHOMA CITY OK 73105

Vendor: 0000000580
DEPARTMENT OF CENTRAL SERVICES
DCS ACCOUNTING
PO BOX 53488
OKLAHOMA CITY OK 73152-3488

Dispatch via Print

Table with 4 columns: Purchase Order, Date, Revision, Page. Row 1: 5809006117, 09/23/2007, 1, 1. Row 2: Payment Terms, Freight Terms, Ship Via. Row 3: 0 Days, Free on board at Destination, Common. Row 4: Buyer, Phone, Currency. Row 5: Lisa Martin (580), 405/522-1654, USD.

Ship To: DEPARTMENT OF CENTRAL SERVICES
CENTRAL PURCHASING DIVISION
2401 N LINCOLN, WILL ROGERS BLDG, STE 11
OKLAHOMA CITY OK 73105

Bill To: DEPARTMENT OF CENTRAL SERVICES
ACCOUNTING DIVISION
PO BOX 53488
OKLAHOMA CITY OK 731123488

Tax Exempt? Y Tax Exempt ID: 736017987

Table with 7 columns: Line-Sch, Item Id, Description, Quantity, UOM, PO Price, Extended Amt, Due Date. Row 1: 1- 1, 076552, Case equipment and parts, 5.00, EA, 22.45, 112.25, 09/23/2007



CREATE DIRECT PO - MULTIPLE LINE

Complete Step 1 through 3, (Pages 6 - 28)

Step 4 – Input the Item ID

Input the Item ID and click the Refresh button, if the Item ID is not known then click the Lookup Icon located to the right.

Input the Item ID **076552** and click the Refresh button.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd
Not Required

Copy From: Hold From Further Processing

Header

'PO Date: 10/09/2007 [Vendor Search](#)

Vendor: DCS-001 [Vendor Details](#)

'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES

'Buyer: CORE05 CORE05

PO Reference:

Doc Tol Status: Valid

Receipt Status: Not Recvd

'Dispatch Method: Print

Amount Summary

Merchandise: 0.00

Freight/Tax/Misc.: 0.00

Total Amount: 0.00 USD

Add Items From

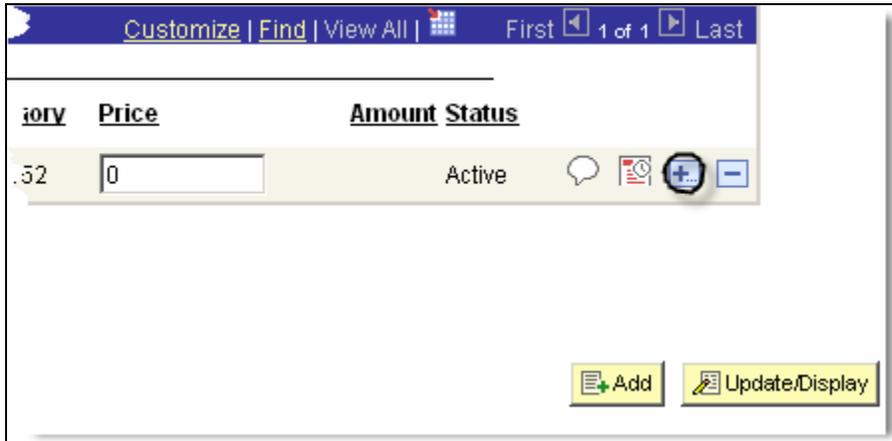
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category
1	076552 <input type="text"/> <input type="button" value="Q"/>	<input type="checkbox"/>	<input type="text"/>	Case equipment and <input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	EA	0765

[View Printable Version](#) 'Go to:



To add an additional line click the  button located to the right of the PO line.



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



Maintain Purchase Order
Purchase Order

Unit: 58000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/09/2007 Vendor Search
 Vendor: DCS-001 Vendor Details
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES
 'Buyer: CORE05 CORE05
 PO Reference:

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 'Dispatch Method: Print

Amount Summary

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

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#)

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	C
1	076552 <input type="button" value="Q"/>	<input type="checkbox"/>		Case equipment and <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	EA	<input type="button" value="Q"/>
2	<input type="text"/> <input type="button" value="Q"/>	<input type="checkbox"/>		<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Q"/>

[View Printable Version](#) 'Go to:

A new line was added, input the Item ID **076065** and click the button.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/09/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: DCS-001 [Vendor Details](#)
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd
 'Buyer: CORE05 CORE05 'Dispatch Method: Print
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#)

Amount Summary

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

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details | [Ship To/Due Date](#) | [Statuses](#) | [Item Information](#) | [Attributes](#) | [RFQ](#) | [Contract](#) | [Receiving](#) |

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Cate
1	076552	<input type="checkbox"/>		Case equipment and			EA	0765
2	076065	<input type="checkbox"/>		Ferguson equipment			EA	0760

[View Printable Version](#) 'Go to:

Input the PO QTYs and click the  button to validate the data.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/09/2007 [Vendor Search](#) Doc Tot Status: Valid
 Vendor: DCS-001 [Vendor Details](#)
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd
 'Buyer: CORE05 CORE05 'Dispatch Method: Print
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#)

Amount Summary

Merchandise: 1185972.35
 Freight/Tax/Misc.: 0.00
 Total Amount: 1185972.35 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving Customize | Find | View All

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Price	Amount
1	076552	<input type="checkbox"/>		Case equipment and		3.0000	EA	076552	22.45000	67.35
2	076065	<input type="checkbox"/>		Ferguson equipment		5.0000	EA	076065	237181.00000	1,185,905.00

[View Printable Version](#) 'Go to:

The amounts defaulted in from the Item ID.

Complete Step 5 through 10, (Pages -)



CREATE MULTIPLE SCHEDULE LINE PO

Complete Step 1 through 6, (Pages -)

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: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 10/09/2007
 PO Status: Open

[Return to Main Page](#)

Line	Item	Description	PO Qty	EA	Amount	USD
1	076552	Case equipment and parts	3.0000		67.35	USD

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

Click the addition button located to right of the Schedule.



Input the number rows needed and click the OK button.



Maintain Purchase Order

Schedules

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 10/09/2007
 PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 [Case equipment and parts](#) PO Qty: 3.0000 EA Amount: 67.35 USD

Schedules Customize | Find | View All | First 1-2 of 2 Last

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

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	10/09/2007	09000	3.0000	22.45000	67.35	Active
2	10/09/2007	09000		22.45000	0.00	Active

[Add ShipTo Comments](#)

Save | Notify | Refresh | Add | Update/Display

Allocated the PO Qty between the schedule and click the Refresh button.

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 [Case equipment and parts](#) PO Qty: 3.0000 EA Amount: 67.35 USD

Schedules Customize | Find | View All | First 1-2 of 2 Last

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

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	10/09/2007	09000	1.0000	22.45000	22.45	Active
2	10/09/2007	09000	2.0000	22.45000	44.90	Active

[Add ShipTo Comments](#)

Save | Notify | Refresh | Add | Update/Display

Change the Due Dates and Ship To as needed.



Maintain Purchase Order

Schedules

Unit: 58000 Vendor: DCS-001
 PO ID: NEXT PO Date: 10/09/2007
 PO Status: Open

[Return to Main Page](#)

Lines							Find View All	First	1 of 1	Last
Line: 1	Item: 076552	Case equipment and parts	PO Qty: 3.0000	EA	Amount: 67.35	USD				
Schedules							Customize Find View All	First	1-2 of 2	Last
Details Statuses Shipment Matching Receiving Freight RTV										
Sched	Due Date	Ship To	PO Qty	Price	Amount	Status				
1	10/09/2007	09000	1.0000	22.45000	22.45	Active				
2	10/20/2007	09008	2.0000	22.45000	44.90	Active				

[Add ShipTo Comments](#)

Complete Step 8 through 10, (Pages -)



CREATE PO-COPY FROM REQUISITION

A Purchase Order is a commitment to buy goods or services from a vendor. 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 consist 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

Follow the following navigation

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 tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there are two input fields: "Business Unit:" with the value "58000" and a search icon, and "PO ID:" with the value "NEXT". Below these fields is a yellow "Add" button. 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  button to take you to the Purchase Order Form page.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Initial
 PO ID: NEXT Budget Status: Not Chk'd
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

▼ Header

*PO Date: 10/10/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: [Vendor Details](#)
 *Vendor ID: [Vendor Details](#) Receipt Status: Not Recvd
 *Buyer: [Vendor Details](#) *Dispatch Method:
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Amount Summary

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

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) *Go to:

Input the Vendor Id and Buyer's Name, click the button to validate the data.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd
Not Required

Copy From:

Hold From Further Processing

Header

*PO Date: 10/10/2007 [Vendor Search](#) Doc Tol Status: Valid

Vendor: DEP HEALTH-001 [Vendor Details](#)

*Vendor ID: 0000000340 OKLAHOMA STATE DEPARTMENT OF HEALTH Receipt Status: Not Recvd

*Buyer: LMARTIN Lisa Martin (580) *Dispatch Method: Print

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#)

[Add Comments](#)

Amount Summary

Merchandise: 0.00

Freight/Tax/Misc.: 0.00

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) *Go to:



Step 2 – Copy Requisition to Purchase Order

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd
Not Required

Copy From:

Hold From Further Processing

Header

*PO Date: 10/10/2007 Vendor Search
 Vendor: DEP HEALTH-001 Vendor Details
 *Vendor ID: 0000000340 OKLAHOMA STATE DEPARTMENT OF HEALTH
 *Buyer: LMARTIN Lisa Martin (580)
 PO Reference:

Doc Tol Status: Valid

Receipt Status: Not Recvd

*Dispatch Method: Print Dispatch

Amount Summary

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

Header Details PO Activities Add ShipTo Comments
 PO Defaults
 Add Comments

Add Items From

Purchasing Kit Catalog Item Search

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

View Printable Version *Go to:

Import Agency Req and SS Info

Save Notify Refresh

Click the scroll down arrow key located to the left of “Copy From Field”. There are three options:

- **Contract:** Copy the whole Statewide Contract to the Purchase Order-No longer available.
- **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: Origin:

Buyer: Max Rows:

Vendor ID: Include Reqs With No Vendor

Category: Include Inventory Items

Requisition ID: Exclude Auto Source Item

Contract ID:

Select Requisition Lines [Customize](#) | [Find](#) | [View All](#) | First Last

Sourcing [Requisitions](#)

Select	PO Qty	PO UOM	Item	Description	Reg ID	Line #	Procurement Card	Schedule Split
<input type="checkbox"/>				Descr	Reg ID			

[Select All](#) [Clear All](#)

Input the Requisition ID along with any other criteria. Be sure to change Max Rows from 50 if needed, otherwise all the Requisition lines may not copy in.



Maintain Purchase Order

Copy Purchase Order from Requisition

[Return to Main Page](#)

Requisition Selection Criteria

Business Unit: Origin:

Buyer: Max Rows:

Vendor ID: Include Reqs With No Vendor

Category: Include Inventory Items

Requisition ID: Exclude Auto Source Item

Contract ID:

Search

⏪ ⏩ ⏴ ⏵

Select Requisition Lines Customize | Find | View All | First 1 of 1 Last

Sourcing **Requisitions**

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

[Select All](#) [Clear All](#)

Copy To PO

Save Notify Refresh Add Update/Display

Click the **Search** button.



Maintain Purchase Order

Copy Purchase Order from Requisition

[Return to Main Page](#)

Requisition Selection Criteria

Business Unit: Origin:

Buyer: Max Rows:

Vendor ID: Include Reqs With No Vendor

Category: Include Inventory Items

Requisition ID: Exclude Auto Source Item

Contract ID:

1 to 1 of 1

Select Requisition Lines [Customize](#) | [Find](#) | [View All](#) | [First](#) [Last](#)

Sourcing [Requisitions](#)

Select	PO Qty	PO UOM	Item	Description	Req ID	Line #	Procurement Card	Schedule Split
<input type="radio"/>	2.0000	CAN	06700518143	Cleaner, for pvc pipe and cond	5800001033	1		

[Select All](#) [Clear All](#)

Click the select radio box to the left of the line to copy, click the **Copy To PO** button.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

*PO Date: 10/10/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: DEP HEALTH-001 [Vendor Details](#)
 *Vendor ID: 0000000340 OKLAHOMA STATE DEPARTMENT OF HEALTH Receipt Status: Not Recvd
 *Buyer: LMARTIN Lisa Martin (580) *Dispatch Method: Print [Dispatch](#)
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Amount Summary

Merchandise: 6.62
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 6.62 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [...](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	06700516143	<input type="checkbox"/>		Cleaner, for pvc pipe and		2.0000

[View Printable Version](#) *Go to:

[Import Agency Req and SS Info](#)

[Save](#) [Notify](#) [Refresh](#)

Customize | Find | View All | First 1 of 1 Last

PO Qty	*UOM	Category	Price	Amount	Status
2.0000	CAN	06700516	3.31000	6.62	Active

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

The Unit Price 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)



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.
- Enough ROWS were selected when selecting the Requisition.

Complete Steps 2-7

- 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

Unit: 58000 PO Status: Pend Appr

PO ID: 5809006173 Budget Status: Not Chk'd

Copy From: Hold From Further Processing

Header

*PO Date: 10/10/2007 [Vendor Search](#) Doc Tol Status: Not Chk'd

Vendor: DEP HEALTH-001 [Vendor Details](#) Receipt Status: Not Recvd

*Vendor ID: 0000000340 OKLAHOMA STATE DEPARTMENT OF HEALTH *Dispatch Method: Print [Dispatch](#)

*Buyer: LMARTIN Lisa Martin (580) **Amount Summary**

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#) Merchandise: 6.62

[PO Defaults](#) Freight/Tax/Misc.: 0.00 [Calculate](#)

[Edit Comments](#) [Requisitions](#) Total Amount: 6.62 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	06700516143	<input type="checkbox"/>		Cleaner, for pvc pipe and		2.0000

[View Printable Version](#) *Go to:

[Import Agency Req and SS Info](#)

[Save](#) [Notify](#) [Refresh](#)



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

By **clicking** the Final Icon  mark 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 with out re-establishing the pre-encumbrance. To also reverse the finalization of the Purchase Order, **click** the Un-Final Icon .

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr 

PO ID: 5809006173 Budget Status: Not Chk'd   

Copy From: Hold From Further Processing

Header

*PO Date: 10/10/2007  [Vendor Search](#) Doc Tol Status: Not Chk'd

Vendor: DEP HEALTH-001  [Vendor Details](#) Receipt Status: Not Recvd

*Vendor ID: 0000000340  OKLAHOMA STATE DEPARTMENT OF HEALTH *Dispatch Method: Print  [Dispatch](#)

*Buyer: LMARTIN  Lisa Martin (580) **Amount Summary**

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#) Merchandise: 6.62

[PO Defaults](#) Freight/Tax/Misc.: 0.00 [Calculate](#)

[Edit Comments](#) [Requisitions](#) Total Amount: 6.62 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	 06700516143 	<input type="checkbox"/>		Cleaner, for pvc pipe and 		2.0000

[View Printable Version](#) *Go to:

[Import Agency Req and SS Info](#)

[Save](#) [Notify](#) [Refresh](#)

Click the Final Icon .



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

Click the button.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr
 PO ID: 5809006173 Budget Status: Not Chk'd   
 Not Required
 Hold From Further Processing

Copy From:

Header

*PO Date: 10/10/2007 [Vendor Search](#) Doc Tot Status: Not Chk'd
 Vendor: DEP HEALTH-001 [Vendor Details](#)
 *Vendor ID: 0000000340 OKLAHOMA STATE DEPARTMENT OF HEALTH Receipt Status: Not Recvd
 *Buyer: LMARTIN Lisa Martin (580) *Dispatch Method: Print
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 6.62
 Freight/Tax/Misc.: 0.00
 Total Amount: 6.62 USD

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines [Customize](#)

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	*UOM	Category	Price
1	06700516143 <input type="button" value="Q"/>	<input type="checkbox"/>	<input type="text"/>	Cleaner, for pvc pipe and <input type="button" value="Q"/>	<input type="text"/>	2.0000	CAN <input type="button" value="Q"/>	06700516	3.31000

[View Printable Version](#) *Go to:

Click the budget checking icon  located in the top right hand corner.

Complete Steps 10-12

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



CREATE PO-SOURCING FROM REQUISITION

Building a PO from 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 Maintain Purchase Orders but you have more control over the process.

Step 1 – Select the Requisition to Source

Follow the following navigation

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

Requisition Selection

Sourcing

Search Criteria

Business Unit: 58000  Origin: 

Buyer:  Max Rows: 50

Vendor ID:  Include Reqs With No Vendor

Category:  Include Inventory Items

Requisition ID:  Exclude Auto Source Item

Contract ID: 

Selection Options

Define PO All Lines From Req

Check Item Available *PO Item Vendor Option:

Select Requisition Lines Customize | Find | View All | First 1 of 1 Last

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

Select All Clear All

Staging Information

NOTE: To review Requisition available for selection, **click** the Lookup Icon  located to the right of the Requisition Field. In order for a Requisition to be available for sourcing it must be in an approved status, budget checking status must be valid, must not be on hold and not sourced.

Input the Requisition ID and be sure to increase the Max Rows if there are over 50 lines.



Requisition Selection

Sourcing

Search Criteria

Business Unit:

Buyer:

Vendor ID:

Category:

Requisition ID:

Contract ID:

Origin:

Max Rows:

Include Reqs With No Vendor

Include Inventory Items

Exclude Auto Source Item

Selection Options

Define PO All Lines From Req

Check Item Available *PO Item Vendor Option:

Select Requisition Lines Customize | Find | View All | First 1 of 1 Last

Sourcing Requisitions Change Vendor

Include	Vendor ID	Vendor	Vendor Location	PO Qty	PO UOM	Item	Description	Req ID	Line #	Procurement Card	Calc Price	Schedule Split
<input type="checkbox"/>				<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	Descr	Req ID		Procurement Card		

[Select All](#) [Clear All](#)

Staging Information

Click the button.



Requisition Selection

Sourcing

Search Criteria

Business Unit: 58000 Origin:

Buyer: Max Rows: 50

Vendor ID:

Category:

Requisition ID: 5800001026

Contract ID:

Include Reqs With No Vendor

Include Inventory Items

Exclude Auto Source Item

Selection Options

Define PO All Lines From Req

Check Item Available *PO Item Vendor Option: No Edit Required

1 to 6 of 6

Select Requisition Lines Customize | Find | View All | First 1-6 of 6 Last

Sourcing Requisitions Change Vendor

Include	Vendor ID	Vendor	Vendor Location	PO Qty	PO UOM	Item	Description	Req ID	Line #	Procurement Card	Calc Price
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	75.0000	CS	03936152030	Macaroni Elbow, plain, regular	5800001026	1	Procurement Card	<input type="radio"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	25.0000	CS	03936152030	Macaroni Elbow, plain, regular	5800001026	1	Procurement Card	<input type="radio"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10.0000	BOX	03936152160	Macaroni Elbow, plain, regular	5800001026	3	Procurement Card	<input type="radio"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	40.0000	BOX	03936152160	Macaroni Elbow, plain, regular	5800001026	3	Procurement Card	<input type="radio"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	50.0000	CS	03936152350	Macaroni Long form, plain, req	5800001026	4	Procurement Card	<input type="radio"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	35.0000	CS	03936152350	Macaroni Long form, plain, req	5800001026	4	Procurement Card	<input type="radio"/>

Select All Clear All

Staging Information

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. **(See P108 Requisition Creation and Processing Manual - Page 40).**

Click the radio box located to left of the line to source. Click the button.



Input a vendor number, select the radio box and click the button. The requisition has been staged. This can be reviewed through the Sourcing Workbench.



Review the Sourcing Workbench Page

Follow the following navigation

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

Sourcing Workbench

Sourcing

▼ Search Criteria

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

Input your Business Unit and Requisition ID.

Sourcing Workbench

Sourcing

▼ Search Criteria

Process Instance:	<input type="text"/>	PO Stage Type:	<input type="text"/>
Business Unit:	<input type="text" value="58000"/>	PO Stage ID:	<input type="text"/>
Requisition ID:	<input type="text" value="5800001026"/>	Stage Status:	<input type="text"/>
Buyer:	<input type="text"/>	Item ID:	<input type="text"/>
System Source:	<input type="text"/>	Line Number:	<input type="text"/> Schedule Number: <input type="text"/>

Click the button.



Sourcing Workbench

Sourcing

Search Criteria

Process Instance: PO Stage Type:

Business Unit: PO Stage ID:

Requisition ID: Stage Status:

Buyer: Item ID:

System Source: Line Number: Schedule Number:

Customize | Find | View All | First 1-8 of 8 Last

Selected Items Stage Info

Instance	Stg Status	Unit	Buyer	Vendor ID	Loc	Item ID	Description	Requisition ID	Purchase Order
0	Staged	58000	Laura Lovell (580)	0000000340	0001	03936152030	Macaroni Elbow, plain, regular	5800001026	UNASSIGNED
0	Staged	58000	Laura Lovell (580)	0000000340	0001	03936152030	Macaroni Elbow, plain, regular	5800001026	UNASSIGNED
0	Staged	58000	Laura Lovell (580)	0000069352	0001	03936152120	Macaroni Elbow, plain, regular	5800001026	UNASSIGNED
0	Staged	58000	Laura Lovell (580)	0000000340	0001	03936152350	Macaroni Long form, plain, reg	5800001026	UNASSIGNED
0	Staged	58000	Laura Lovell (580)	0000000340	0001	03936152160	Macaroni Elbow, plain, regular	5800001026	UNASSIGNED
0	Staged	58000	Laura Lovell (580)	0000000340	0001	03936152160	Macaroni Elbow, plain, regular	5800001026	UNASSIGNED
0	Staged	58000	Laura Lovell (580)	0000000340	0001	03936152350	Macaroni Long form, plain, reg	5800001026	UNASSIGNED
0	Staged	58000	Laura Lovell (580)	0000069352	0001	03936152120	Macaroni Elbow, plain, regular	5800001026	UNASSIGNED

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 ran. This process actually 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 using the Sourcing Workbench - Selected Items page before the PO is created.

Follow the following navigation

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

PO Calculations

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](#)

Run Control ID:

Case Sensitive

[Basic Search](#)

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

Input your Run Control ID and click the button.



Run Controls

Run Control ID: PO_CACL [Report Manager](#) [Process Monitor](#)

PO Calculate Selection Criteria

Process Instance:

Business Unit: To Business Unit:

System Source:

PO Process that built row:

Buyer: Laura Lovell (580)

Item SetID: Item ID:

Category:

Sourcing Method

Basic

Flexible

Split

Cumulative

Accumulate Level:

PO Calculate Process Options

'Buyer: Ashley L. Hillemeier

'Consolidation Method:

Origin:

Purchase Order Date:

Purchase Order Reference:

Pre-Approve Vendor

Build POs as Approved

Flexible Sourcing Controls

Lead Time Factor %:

Ship to Priority Factor %:

Price Factor %:

Vendor Priority Factor %:

PO Calculate 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 ran 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 in the Sourcing Workbench.
- **Business Unit**-Can limit the process to a certain Business Unit or a Range of Business Units.
- **System Source**- Currently leave this field blank.
- **PO Process that built row**-Currently leave this field blank.
- **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**-Do not change.



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 vendor buyer name.
 - If the vendor 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, vendor, and buyer or by business unit and vendor only. The consolidation method applies only to staged rows identified for consolidation.
 - For example, suppose that you choose to consolidate by business unit and vendor, then all rows with the same vendor and business unit are grouped onto one purchase order.
 - Alternately, if you add buyer to the consolidation criteria, all rows that have the same buyer, vendor, and business unit are grouped on a purchase order.
- **Origin-**Leave blank. 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 Vendor-**Must select. Select this check box to approve the vendor that the PO Calculations process selects.
 - If selected, the system automatically approves the vendor 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 Vendor check box, you must approve the vendor manually using the Sourcing Workbench.
- **Build POs as Approved-**Do not select. Select this check box 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-**Do not update.



Run Controls

Run Control ID: PO_CACL [Report Manager](#) [Process Monitor](#) **Run**

PO Calculate Selection Criteria

Process Instance:

Business Unit: To Business Unit:

System Source:

PO Process that built row:

Buyer: Laura Lovell (580)

Item SetID: Item ID:

Category:

Sourcing Method

Basic
 Flexible
 Split
 Cumulative

Accumulate Level:

PO Calculate Process Options

*Buyer: Ashley L. Hillemeier

*Consolidation Method:

Origin:

Purchase Order Date:

Purchase Order Reference:

Pre-Approve Vendor
 Build POs as Approved

Flexible Sourcing Controls

Lead Time Factor %:

Ship to Priority Factor %:

Price Factor %:

Vendor Priority Factor %:

When this process is run it will run the PO Calculation process for every Staged Requisition and RFQ for Buyer LLOVELL and Agency 58000. 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: RMAXWELL Run Control ID: PO_CACL

Server Name: **PSUNX** Run Date: 10/11/2007

Recurrence: Run Time: 12:49:43PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PO Calculations	PO_POCALC	Application Engine	Web	TXT	Distribution

The server Name "PSUNX".
Click the button.

Run Controls

Run Control ID: PO_CACL [Report Manager](#) [Process Monitor](#)

Process Instance: 4656612

POCalculate Selection Criteria

Process Instance:

Business Unit: 58000 To Business Unit: 58000

System Source:

PO Process that built row:

Buyer: LLOVELL Laura Lovell (580)

Item SetID: 00000 Item ID:

Category:

Sourcing Method

Basic

Flexible

Split

Cumulative

Accumulate Level: Run

PO Calculate Process Options

'Buyer: LLOVELL Laura Lovell (580)

'Consolidation Method: Business Unit, Vendor

Origin: ONL

Purchase Order Date:

Purchase Order Reference:

Pre-Approve Vendor

Build POs as Approved

Flexible Sourcing Controls

Lead Time Factor %:

Ship to Priority Factor %:

Price Factor %:

Vendor Priority Factor %:

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 HelpDesk 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.

Follow the following navigation

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

Create Purchase Orders

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](#)

Run Control ID:

Case Sensitive

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

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

Input the Run Control ID and click the button.



Create PO

Run Control ID: PO_CREATION [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. (Always select)
- **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. Always select.

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



Process Scheduler Request

User ID: RMAXWELL Run Control ID: PO_CREATION

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Create Purchase Orders	PO_POCREATE	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

Run on Server "PSUNX".

Click the button.

Create PO

Run Control ID: PO_CREATION [Report Manager](#) [Process Monitor](#)

Process Instance: 4656621

PO Creation Selection Criteria

Process Instance:

Business Unit: Business Unit To:

Buyer: Laura Lovell (580)

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 button until the job has reached a status of Success.



Review the Sourcing Workbench again.

Selected Items											
Selected Items											
Sel	Instance	Stg Status	Unit	Buyer	Vendor ID	Loc	Item SetID	Item ID	Description	Requisition ID	Purchase Order
1	<input checked="" type="checkbox"/>	2944870	Completed	58000	0000064026	0001	00000	092985	Miscellaneous fleet maintenance	5800000294	5809003841

[Selection Criteria](#) [Selected Item Details](#)

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

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



Step 4 –Review the Purchase Order

Follow the following navigation

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

Sourcing Workbench

Sourcing

▼ Search Criteria

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

Input your Business Unit and Requisition ID.

Sourcing Workbench

Sourcing

▼ Search Criteria

Process Instance:	<input type="text"/>	PO Stage Type:	<input type="text"/>
Business Unit:	<input type="text" value="58000"/>	PO Stage ID:	<input type="text"/>
Requisition ID:	<input type="text" value="5800001026"/>	Stage Status:	<input type="text"/>
Buyer:	<input type="text"/>	Item ID:	<input type="text"/>
System Source:	<input type="text"/>	Line Number:	<input type="text"/> Schedule Number: <input type="text"/>

Click the button.



Sourcing Workbench

Sourcing

Search Criteria

Process Instance: PO Stage Type:

Business Unit: PO Stage ID:

Requisition ID: Stage Status:

Buyer: Item ID:

System Source: Line Number: Schedule Number:

Customize | Find | View All | First 1-8 of 8 Last

Selected Items Stage Info

Instance	Stg Status	Unit	Buyer	Vendor ID	Loc	Item ID	Description	Requisition ID	Purchase Order
4656621	Completed	58000	Laura Lovell (580)	0000000340	0001	03936152030	Macaroni Elbow, plain, regular	5800001026	5809006174
4656621	Completed	58000	Laura Lovell (580)	0000000340	0001	03936152030	Macaroni Elbow, plain, regular	5800001026	5809006174
4656621	Completed	58000	Laura Lovell (580)	0000069352	0001	03936152120	Macaroni Elbow, plain, regular	5800001026	5809006175
4656621	Completed	58000	Laura Lovell (580)	0000000340	0001	03936152350	Macaroni Long form, plain, req	5800001026	5809006174
4656621	Completed	58000	Laura Lovell (580)	0000000340	0001	03936152160	Macaroni Elbow, plain, regular	5800001026	5809006174
4656621	Completed	58000	Laura Lovell (580)	0000000340	0001	03936152160	Macaroni Elbow, plain, regular	5800001026	5809006174
4656621	Completed	58000	Laura Lovell (580)	0000000340	0001	03936152350	Macaroni Long form, plain, req	5800001026	5809006174
4656621	Completed	58000	Laura Lovell (580)	0000069352	0001	03936152120	Macaroni Elbow, plain, regular	5800001026	5809006175

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



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open
 PO ID: 5809006174 Budget Status: Not Chk'd
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/10/2007 Vendor Search
 Vendor: DEP HEALTH-001 Vendor Details
 'Vendor ID: 0000000340 OKLAHOMA STATE DEPARTMENT OF HEALTH
 'Buyer: LLOVELL Laura Lovell (580)
 PO Reference: Online Src From Req 5800001026

Doc Tol Status: Not Chk'd
 Receipt Status: Not Recvd
 'Dispatch Method: Print Dispatch

Header Details PO Activities Add ShipTo Comments
 PO Defaults Document Status
 Add Comments Requisitions

Amount Summary
 Merchandise: 560.80
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 560.80 USD

Add Items From Select Lines To Display
 Purchasing Kit Catalog Item Search Line: To: Retrieve

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Price
1	03936152030	<input type="checkbox"/>		Macaroni Elbow, plain,		100.0000	CS	03936152	Multiple
2	03936152160	<input type="checkbox"/>		Macaroni Elbow, plain,		50.0000	BOX	03936152	Multiple
3	03936152350	<input type="checkbox"/>		Macaroni Long form,		85.0000	CS	03936152	Multiple

[View Printable Version](#) 'Go to:

Import Agency Req and SS Info

Save Return to Search Notify Refresh

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 final the PO.

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



DISPATCH PURCHASE ORDER

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

Dispatch From Batch Process

Navigation: Purchasing>Purchase Order>Dispatch POs

Dispatch Purchase Orders

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](#)

Run Control ID:

Case Sensitive

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

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

Input a run Control Id and **click** the button.



Dispatch Purchase Orders

Run Control ID: D [Report Manager](#) [Process Monitor](#) **Run**

Language: English Specified Recipient's

Process Request Parameters

Business Unit: 58000 To: 58000
 PO ID: [Select Purchase Order](#)
 Contract SetID:
 Contract ID:
 Release:
 From Date:
 Through Date:
 Vendor ID:
 Buyer:
 Fax Cover Page:

Statuses to Include
 Approved Dispatched Pending Cancel

Dispatch Methods to Include
 Print FAX EDX E-Mail Phone

Miscellaneous Options
 'Chartfields: Valid Chartfields
 Change Orders: UnChanged Orders
 Print Changes Only Print PO Item Description
 Test Dispatch Print Duplicate
 Print Copy
 Print BU Comments Sort By: Line No.

Save Return to Search Previous in List Next in List Notify Add Update/Display

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

Click the **Run** button.

Process Scheduler Request

User ID: CORE05 Run Control ID: D

Server Name: PSNT Run Date: 10/15/2007
 Recurrence: Run Time: 12:35:55PM **Reset to Current Date/Time**
 Time Zone:

Process List

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	POP0005	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

OK Cancel

Server Name-PSNT- 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.



Dispatch Purchase Orders

Run Control ID: D [Report Manager](#) [Process Monitor](#)

Language: English Specified Recipient's Process Instance: 4657939

Process Request Parameters	
Business Unit:	<input type="text" value="58000"/> To: <input type="text" value="58000"/>
PO ID:	<input type="text"/> Select Purchase Order
Contract SetID:	<input type="text"/>
Contract ID:	<input type="text"/>
Release:	<input type="text"/>
From Date:	<input type="text"/>
Through Date:	<input type="text"/>
Vendor ID:	<input type="text"/>
Buyer:	<input type="text"/>
Fax Cover Page:	<input type="text"/>

Statuses to Include	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Dispatched <input type="checkbox"/> Pending Cancel

Dispatch Methods to Include	
<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> FAX <input checked="" type="checkbox"/> EDX <input checked="" type="checkbox"/> E-Mail <input checked="" type="checkbox"/> Phone

Miscellaneous Options	
'Chartfields:	<input type="text" value="Valid Chartfields"/>
Change Orders:	<input type="text" value="UnChanged Orders"/>
<input type="checkbox"/> Print Changes Only	<input checked="" type="checkbox"/> Print PO Item Description
<input type="checkbox"/> Test Dispatch	<input type="checkbox"/> Print Duplicate
<input type="checkbox"/> Print Copy	
<input type="checkbox"/> Print BU Comments	Sort By: <input type="text" value="Line No."/>

To print the Purchase Order, **click** on the [Process Monitor](#) Link.

Dispatch from the Reconciliation Workbench.

Allows users to dispatch Multiple Purchase Orders at once.

Navigation: Purchasing>Purchase Orders>Reconcile POs>Reconciliation Workbench.

Reconciliation WorkBench

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

Business Unit:

WorkBench ID:

Description:

Case Sensitive

[Basic Search](#)

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



Input WorkBench ID and **click** the **Search** button.

Reconciliation WorkBench

Filter Options

Business Unit: 09000 **WorkBench ID:** 090_DISPAT
Description: DISPATCH

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

Search Criteria

Purchase Order: **To:**
PO Date: 09/01/2007 **To:** 10/15/2007
Activity Date: **To:**
Due Date: **To:**
Request BU: **Requisition ID:**
Vendor ID:
Item ID:
Buyer:
Contract SetID:
Contract ID:
Release Number:
GPO ID:
GPO Contract:

Status

Open **Approved** Dispatched Cancelled Pending Appr

Receiving

Recv Reqd

All Not Received Partially Received Fully Received

Matching

Required Not Required
 All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

ChartFields

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
<input type="text"/>							

Search [Return to Reconciliation WorkBench](#)



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

Click the **Search** button located in the bottom left hand corner.

Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: 090_DISPAT

Description:

Select POs for Further Processing

List of Purchase Orders																
										Customize	Find	View All	Download	First	1-2 of 2	Last
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines					
<input type="checkbox"/> 0909002230		Approved	N	09/19/2007	09/19/2007	0000000340	CORE05	Standard								
<input type="checkbox"/> 0909002232		Approved	N	09/20/2007	09/20/2007	0000000340	CORE05	Standard								

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Click the Radio button to the left of the PO to dispatch and click the Process Request Options.



Reconciliation WorkBench

Process Request Options

Business Unit: 09000 **WorkBench ID:** 090_DISPAT

Description: DISPATCH

Server Name:

Run Control ID:

Fax Cover Page:

***Output Destination Type:**

***Output Destination Format:**

File Destination:

Print BU Comments
 Print Changes Only
 Test Dispatch
 Print Copy
 Print Duplicate

Select a Run Control ID and click the button.

Reconciliation WorkBench

Business Unit: 09000 **WorkBench ID:** 090_DISPAT

Description: DISPATCH

Select POs for Further Processing

List of Purchase Orders [Customize](#) | [Find](#) | [View All](#) | [Download](#) First 1-2 of 2 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909002230		Approved	N	09/19/2007	09/19/2007	0000000340	CORE05	Standard			
<input checked="" type="checkbox"/> 0909002232		Approved	N	09/20/2007	09/20/2007	0000000340	CORE05	Standard			

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Click the button.



Reconciliation WorkBench

Processing Results

Business Unit: 09000 **WorkBench ID:** 090_DISPAT

Description:

Select POs for Further Processing

Not Qualified		Qualified	
View All First 1 of 1 Last		View All First 1-2 of 2 Last	
PO ID	Log	PO ID	Line Sched Distrib Line
<input type="checkbox"/>		0909002230	<input type="checkbox"/>
		0909002232	<input type="checkbox"/>

[Select All](#) [Clear All](#)

Proceed: [Return to Reconciliation 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 button to exclude them.

Click the button.

Continue to Dispatch POs. (10224,41)

Click the button.



PRINT PURCHASE ORDER

Print from Process Monitor

Navigation: People Tools>Process Scheduler>Process Monitor

Process List [Server List](#)

View Process Request For

User ID: CORE05 Type: Last: 20 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4656158		Application Engine	FS_BP	CORE05	10/10/2007 3:23:51PM CDT	Success	Posted	Details
<input type="checkbox"/>	4655665		PSJob	PODISP	CORE05	10/09/2007 4:33:40PM CDT	Success	Posted	Details
<input type="checkbox"/>	4655664		Application Engine	FS_BP	CORE05	10/09/2007 4:07:06PM CDT	Success	Posted	Details
<input type="checkbox"/>	4655632		SQR Report	POPO005	CORE05	10/09/2007 1:22:17PM CDT	Success	Posted	Details
<input type="checkbox"/>	4655626		Application Engine	FS_BP	CORE05	10/09/2007 1:10:01PM CDT	Success	Posted	Details

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

Process Detail

Process Name: PODISP Refresh

Main Job Instance: 4655665

Left | Right

- [4655665 - PODISP Success](#)
- [4655666 - POPO005 Success](#)
- [4655667 - PO PO EMAIL Success](#)

Return

Click the middle link.



Process Detail

Process

Instance: 4655666	Type: SQR Process
Name: POPO005	Description: Single PO Dispatch/Print
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: PS_PO_580005809006117_2340254	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 10/09/2007 4:33:42PM CDT	Parameters Transfer
Run Anytime After: 10/09/2007 4:33:40PM CDT	Message Log
Began Process At: 10/09/2007 4:34:19PM CDT	Batch Timings
Ended Process At: 10/09/2007 4:34:27PM CDT	View Log/Trace

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



View Log/Trace

Report

Report ID: 2371122 **Process Instance:** 4655666 [Message Log](#)
Name: POPO005 **Process Type:** SQR Process
Run Status: Success

Single PO Dispatch/Print

Distribution Details

Distribution Node: FSSTGU **Expiration Date:**

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
POPO005_4655666.PDF	14,665	10/09/2007 4:34:27.000000PM CDT
POPO005_4655666.out	132	10/09/2007 4:34:27.000000PM CDT
SQR_POPO005_4655666.log	1,759	10/09/2007 4:34:27.000000PM CDT

Distribute To

<u>Distribution ID Type</u>	<u>'Distribution ID</u>
User	CORE05

[Return](#)

Click the PDF link.





Department of Central Services
DEPARTMENT OF CENTRAL SERVICES
CENTRAL PURCHASING DIVISION
2401 N LINCOLN, WILL ROGERS BLDG, STE 116
OKLAHOMA CITY OK 73105

Vendor: 000000580
DEPARTMENT OF CENTRAL SERVICES
DCS ACCOUNTING
PO BOX 53488
OKLAHOMA CITY OK 73152-3488

Purchase Order

[Dispatch via Print](#)

Purchase Order	Date	Revision	Page
5809006117	09/23/2007		1
Payment Terms	Freight Terms		Ship Via
0 Days	Free on board at Destination		Common
Buyer	Phone		Currency
Lisa Martin (580)	405/522-1654		USD

Ship To: DEPARTMENT OF CENTRAL SERVICES
CENTRAL PURCHASING DIVISION
2401 N LINCOLN, WILL ROGERS BLDG, STE 11
OKLAHOMA CITY OK 73105

Bill To: DEPARTMENT OF CENTRAL SERVICES
ACCOUNTING DIVISION
PO BOX 53488
OKLAHOMA CITY OK 731123488

Tax Exempt? Y Tax Exempt ID: 736017987

Line-Sch	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	076552	Case equipment and parts	5.00	EA	22.45	112.25	09/23/2007

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

List Explorer **Administration** Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last: 1 Days

Reports Customize | Find | View All | First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	10/10/07 3:25PM	2371311	4656158

Save

List | Explorer | Administration | Archives

Click on the Administration Tab.

List Explorer **Administration** Archives

View Reports For

User ID: CORE05 Type: Last: 90 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View 100 | First 1-50 of 152 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2371311	4656158	Comm. Cntrl. Budget Processor	10/10/2007 3:23:51PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2371123	4655667	Email	10/09/2007 4:33:42PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2371122	4655666	Single PO Dispatch/Print	10/09/2007 4:33:42PM	Acrobat (*.pdf)	Posted	Details

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



Purchase Order

Dispatch via Print

Purchase Order 5809006117	Date 09/23/2007	Revision 1	Page 1
Payment Terms 0 Days	Freight Terms Free on board at Destination	Ship Via Common	
Buyer Lisa Martin (580)	Phone 405/522-1654	Currency USD	

Ship To: DEPARTMENT OF CENTRAL SERVICES
CENTRAL PURCHASING DIVISION
2401 N LINCOLN, WILL ROGERS BLDG, STE 11
OKLAHOMA CITY OK 73105

Bill To: DEPARTMENT OF CENTRAL SERVICES
ACCOUNTING DIVISION
PO BOX 53488
OKLAHOMA CITY OK 731123488

Department of Central Services
DEPARTMENT OF CENTRAL SERVICES
CENTRAL PURCHASING DIVISION
2401 N LINCOLN, WILL ROGERS BLDG, STE 116
OKLAHOMA CITY OK 73105

Vendor: 0000000580
DEPARTMENT OF CENTRAL SERVICES
DCS ACCOUNTING
PO BOX 53488
OKLAHOMA CITY OK 73152-3488

Tax Exempt? Y **Tax Exempt ID:** 738017987

Line-Sch	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1-	1	076552	Case equipment and parts	5.00	EA	22.45	112.25 09/23/2007

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**

Business Unit: [=] 58000 [Search]

PO ID: [begins with] 5809006117 [Search]

Purchase Order Date: [=] [Calendar]

PO Status: [=] [Dropdown]

Short Vendor Name: [begins with] [Search]

Vendor ID: [begins with] [Search]

Vendor Name: [begins with] [Search]

Buyer: [begins with] [Search]

Buyer Name: [begins with] [Search]

PO Type: [=] [Dropdown]

Purchase Order Reference: [begins with] [Search]

Hold From Further Processing

Case Sensitive

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

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

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



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Dispatched ▲ ✖
 PO ID: 5809006117 Budget Status: Valid
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 09/23/2007 Vendor Search Doc Tol Status: Valid
 Vendor: DCS-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)
 'Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES Receipt Status: Not Recvd
 'Buyer: LMARTIN Lisa Martin (580) 'Dispatch Method: Print
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 112.25
 Freight/Tax/Misc.: 0.00
 Total Amount: 112.25 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	076552	<input type="checkbox"/>	<input type="text"/>	Case equipment and parts	<input type="text"/>	5.0000

[View Printable Version](#) 'Go to:

Click the [View Printable Version Line](#). After the Purchase Orders has been saved the Purchase Order can be printed in any PO status. This will open a new window displaying the Purchase Order.



Purchase Order

Dispatch via Print

Department of Central Services
 DEPARTMENT OF CENTRAL SERVICES
 CENTRAL PURCHASING DIVISION
 2401 N LINCOLN, WILL ROGERS BLDG, STE 116
 OKLAHOMA CITY OK 73105

Vendor: 0000000580
 DEPARTMENT OF CENTRAL SERVICES
 DCS ACCOUNTING
 PO BOX 53488
 OKLAHOMA CITY OK 73152-3488

Purchase Order 5809006117	Date 09/23/2007	Revision	Page 1
Payment Terms 0 Days	Freight Terms Free on board at Destination	Ship Via Common	
Buyer Lisa Martin (580)	Phone 405/522-1654	Currency USD	

Ship To: DEPARTMENT OF CENTRAL SERVICES
 CENTRAL PURCHASING DIVISION
 2401 N LINCOLN, WILL ROGERS BLDG, STE 11
 OKLAHOMA CITY OK 73105

Bill To: DEPARTMENT OF CENTRAL SERVICES
 ACCOUNTING DIVISION
 PO BOX 53488
 OKLAHOMA CITY OK 731123488

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

Line-Sch	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	076552	Case equipment and parts	5.00	EA	22.45	112.25	09/23/2007



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

Selection Criteria

'Business Unit:

From PO ID: To PO ID:

PO Status:

Fiscal Year From/To: Max Rows:

'Accounting Line View Option: 'Ledger Group:

ChartFields			
Customize Find View All First 1 of 1 Last			
Class-Funding	Dept	Bud Ref	CFDA#
1 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

OK Cancel

Input PO ID number and Ledger Group "ALLOT."



Selection Criteria

'Business Unit:

From PO ID: To PO ID:

PO Status:

Fiscal Year From/To: Max Rows:

'Accounting Line View Option: 'Ledger Group:

ChartFields			
Class-Funding	Dept	Bud Ref	CFDA#
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the button.

Po Acctg Ln Lookup

Business Unit: 58000
 From PO: 5809005990 To PO:
 PO Status:
 From Fiscal Year: To Fiscal Year:
 Accounting Line View Option: Standard CommitmentControl Ledger Group: ALLOT

Accounting Entries																
Purchase Order	Status	Line	Sched	Dist	Account	Sub-Account	Class-Funding	Dept	Bud Ref	Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
5809005990	D	1	1	1			25000	25	08	500.00	USD	N	2008	2008	0006085322	
5809005990	D	1	1	1			25000	25	08	-100.00	USD	N	2008	2008	0006122328	00042483

[Accounting Lines Search](#)



To see all the details click the show all  tab.

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.

This amount is in the budget as an encumbrance. If the Purchase Order or Voucher was not budget checked or failed budget checking then it would not appear on this screen.



Purchase Order Activity Page

Overview-This screen shows invoices created and matched against a PO Schedule Line.

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

Business Unit: [=]

PO Number: [begins with]

Purchase Order Date: [=]

Purchase Order Reference: [begins with]

Vendor ID: [begins with]

Case Sensitive

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

Input the Business Unit and Purchase Order number and click the button.

Activity Summary

Unit: 58000 **PO Status:** Dispatched
PO ID: 5809005990 **Vendor:** MCDANIELS & SONS

Lines							
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	092915	Contract for Automotive Altern	SUM	1.0000	500.000	USD	<input checked="" type="checkbox"/>

Review receipts created against a PO Line by clicking the receipt tab.



Activity Summary

Unit: 58000 PO Status: Dispatched
PO ID: 5809005990 Vendor: MCDANIELS & SONS

Lines							
Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1	092915	Contract for Automotive Altern	SUM		1.0000	500.000	USD

[Return to Search](#) [Notify](#)

If there were receipts available to review there would be a receipt icon to click on.

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

Activity Summary

Unit: 58000 PO Status: Dispatched
PO ID: 5809005990 Vendor: MCDANIELS & SONS

Lines							
Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	
1	092915	Contract for Automotive Altern	SUM	<input checked="" type="checkbox"/>	100.000	USD	

[Return to Search](#) [Notify](#)

Click on the invoice icon to display all invoices.



Unit: 58000 PO No.:5809005990 Line 1 Item ID 092915

Invoice Customize | Find | View All | First 1 of 1 Last

Sched Num	AP Unit	Voucher	Line	Amount Invoiced
1	58000	00042483	1	100.000 + -

[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 [Activity Summary](#) Link.

Activity Summary

Unit: 58000 PO Status: Dispatched
 PO ID: 5809005990 Vendor: MCDANIELS & SONS

Lines Customize | Find | View All | First 1 of 1 Last

Details Receipt Invoice Matched RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	092915	Contract for Automotive Altern	SUM	1.0000	500.000	USD	<input checked="" type="checkbox"/>

[Return to Search](#) [Notify](#)

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



Activity Summary

Unit: 58000 PO Status: Dispatched
PO ID: 5809005990 Vendor: MCDANIELS & SONS

Lines						
Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency
1	092915	Contract for Automotive Altern	SUM	0.0000	100.000	USD

[Return to Search](#) [Notify](#)

Click on the Match icon  to display all invoices Matched.

Matched						
Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched	
1	58000	00042483	1	0.0000	100.000	+ -

[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

Unit: 58000 **PO Status:** Dispatched
PO ID: 5809005990 **Vendor:** MCDANIELS & SONS

Lines							
Customize Find View All First 1 of 1 Last							
Details Receipt Invoice Matched RTV							
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	092915	Contract for Automotive Altern	SUM	1.0000	500.000	USD	<input checked="" type="checkbox"/>

[Return to Search](#) [Notify](#)

To review the RTV, click the RTV Tab.



Purchase Order Inquiry Page

Overview-This screen allows users to review Purchase Orders with out having Purchase Order update capability.

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

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

Find an Existing Value

Business Unit:	=	<input type="text" value="58000"/>	<input type="button" value="Search"/>
PO ID:	begins with	<input type="text" value="5809005990"/>	
Contract SetID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Contract ID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Release Number:	=	<input type="text"/>	
Purchase Order Date:	=	<input type="text"/>	<input type="button" value="31"/>
PO Status:	=	<input type="text"/>	<input type="button" value="Search"/>
Short Vendor Name:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Vendor ID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Buyer:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Buyer Name:	begins with	<input type="text"/>	<input type="button" value="Search"/>
PO Type:	=	<input type="text"/>	<input type="button" value="Search"/>

Case Sensitive

[Basic Search](#)

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



Purchase Order Inquiry

Purchase Order

Unit: 58000 **PO Status:** Dispatched
PO ID: 5809005990 **Budget Status:** Valid

Header

PO Date: 07/23/2007 **Doc Tol Status:** Valid
Vendor: MCDANIELS-002 **Backorder Status:** None
Vendor ID: 0000072880 [Vendor Details](#) **Receipt:** Not Recvd
 Hold From Further Processing
Buyer: Owen Martin
PO Reference: 08580250053

[Header Details](#) [All RTV](#) [Matching](#)
[Header Comments...](#) [Document Status](#)
[Change Order](#)

Amount Summary
Merchandise: 500.00
Freight/Tax/Misc.: [0.00](#)
Total: 500.00 USD

Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1	092915	Contract for Automotive Altern	092915	1.0000	SUM	500.00 USD	Active

[Return to Search](#) [Notify](#) [Related Links](#)



BUDGET CHECKING

Budget Checking from Batch Process

Overview-You budget check from the Purchase Order one at a time and 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 ran at 12:00 noon and every evening.

Navigation: Purchasing>Purchase Orders>Budget Check

PO Budget Check Request

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](#)

Run Control ID:

Case Sensitive

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

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

Input a run control and click the button.



Budget Check Request

Run Control ID: PO_BUDGET_CHK_RPT [Report Manager](#) [Process Monitor](#)

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency

Once
 Always
 Don't Run

Request Number: 1
Description: Budget Check PO

Process Options

'Business Unit: Value Business Unit: 58000

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**-Always
- **Description**-Enter a Description
- **Process Options**-Select criteria's 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.
 - Other criteria's can be defined by user.

Input your budget checking criteria's and click the button.



Budget Check Request

Run Control ID: PO_BUDGET_CHK_RPT [Report Manager](#) [Process Monitor](#)

Process Instance: 4657585

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency

Once
 Always
 Don't Run

Request Number: 1

Description: Budget Check PO

Process Options

Business Unit: Value Business Unit: 58000

PO ID: All

PO Date: All

Actg Date: All

PO Type: All

Buyer ID: All

Origin: All

PO Status: All

Mid Roll Status: All

A process instance number will be assigned. Use this if you are have issues with budget checking. To review your job **click** on the [Process Monitor](#) Link.

Process List [Server List](#)

View Process Request For

User ID: CORE05 Type: Last: 20 Days

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All | First 1-50 of 90 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4657585		Application Engine	FS_BP	CORE05	10/12/2007 3:05:26PM CDT	Processing	N/A	Details



When the job has completed successfully, the run status will change to success or warning. Warning means there was an error in budget checking but the process complete.

Process List **Server List**

View Process Request For

User ID: CORE05 Type: Last: 20 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | 1-50 of 90

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4657585		Application Engine	FS_BP	CORE05	10/12/2007 3:05:26PM CDT	Warning	Posted	Details
<input type="checkbox"/>	4657465		Crystal	OCPO0089	CORE05	10/12/2007 12:48:33PM CDT	Success	Posted	Details
<input type="checkbox"/>	4657463		SQR Report	PORT001	CORE05	10/12/2007 12:45:16PM CDT	Success	Posted	Details

Click on the [Details](#) link.



Process Detail

Process	
Instance: 4657585	Type: Application Engine
Name: FS_BP	Description: Comm. Cntrl. Budget Processor
Run Status: Warning	Distribution Status: Posted
Run	Update Process
Run Control ID: PO_BUDGET_CHK_RPT	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 10/12/2007 3:06:37PM CDT	Parameters Transfer
Run Anytime After: 10/12/2007 3:05:26PM CDT	Message Log View Locks
Began Process At: 10/12/2007 3:06:58PM CDT	Batch Timings
Ended Process At: 10/12/2007 3:09:14PM CDT	View Log/Trace
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Click on the [Message Log](#) link.



Message Log

Process

Instance: 4657585 **Type:** Application Engine
Name: FS_BP **Description:** Comm. Cntrl. Budget Processor

[Customize](#) | [Find](#) | [View All](#) | First ◀ 1-11 of 11 ▶ Last

Severity	Log Time	Message Text	Explain
10	3:07:09PM	Commitment Control Budget Processing has begun.	Explain
10	3:07:10PM	Begin request number 1 for User ID "CORE05" and Run Control ID "PO_BUDGET_CHK_RPT".	Explain
10	3:09:09PM	Request 1 for "CORE05" / "PO_BUDGET_CHK_RPT" completed successfully	Explain
10	3:09:09PM	Request 1 Statistics. Documents Processed: 13, Errors: 13, Warnings: 0	Explain
10	3:09:09PM	Begin request number 2 for User ID "CORE05" and Run Control ID "PO_BUDGET_CHK_RPT".	Explain
10	3:09:10PM	No documents were selected to process for request number 2.	Explain
10	3:09:10PM	Request 2 for "CORE05" / "PO_BUDGET_CHK_RPT" completed successfully.	Explain
10	3:09:10PM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	3:09:10PM	Commitment Control Budget Processing Complete.	Explain
	3:09:16PM	Published message with Transaction ID of 48 to request to have report added in folder GENERAL	Explain
	3:09:16PM	Successfully posted generated files to the report repository	Explain

[Return](#)



Budget Checking Error

To review the error, from the Maintain Purchase Order Form Page click the [Error](#) link.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr ✖
 PO ID: 5809006172 Budget Status: **Error** 🔍
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/10/2007 📅 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: UNITED STA-015 🔍 [Vendor Details](#)
 'Vendor ID: 0000078259 🔍 UNITED STATES POSTAL SERVICE Receipt Status: Not Recvd
 'Buyer: BCAIRNS 🔍 Betty Cairns (580) 'Dispatch Method: Print 📄 [Dispatch](#)
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 824.00
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 824.00 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: 🔍 To: 🔍 [Retrieve](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) ☰

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	099901 🔍	<input type="checkbox"/>		U.s. post office postage 📄 🔍	04580300031	1.00

[View Printable Version](#) Go to:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)



Purchase Order Exceptions | **Line Exceptions**

Business Unit: 58000 **PO Number:** 5809006172

Exception Type: Error **Override Transaction** [Advanced Budget Criteria](#)

Maximum Rows: 100 **More Budgets Exist**

Budgets with Exceptions Customize | Find | View All | First 1-2 of 2 Last

Budget Override | **Budget Chartfields**

	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	58000	ALLOT	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
2	58000	ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

[Purchase Order Exceptions](#) | [Line Exceptions](#)

To review the PO distribution, **click** on the Line Exception tab. When filing a case about budget checking error you will need to know the information displayed on this page on the exceptions tab.



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.

From the Maintain Purchase Order Page **click** on the [PO Defaults](#) Link.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Initial
 PO ID: NEXT Budget Status: Not Chk'd
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/15/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: [Vendor Details](#)
 'Vendor ID:
 'Buyer:
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Add Comments](#)

Amount Summary

Receipt Status: Not Recvd
 'Dispatch Method:
 Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details | [Ship To/Due Date](#) | [Statuses](#) | [Item Information](#) | [Attributes](#) | [RFQ](#) | [Contract](#) | [Receiving](#) |

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/> <input type="button" value="Q"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) 'Go to:

When you create a Purchase Order and use the PO defaults to enter your funding you must fix the budget checking error through the Default Link.



Maintain Purchase Order

Purchase Order Defaults

Unit: 58000 PO ID: NEXT Vendor:

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:

Schedule

Ship To: Ultimate Use Code:

Due Date: Original Promise Date:

Ship Via: COMMON Freight Terms Code: FOB DEST

Arbitration: Freight Charge Method: Weight

Distribute by: Quantity [One Time Address](#)

Distribution

SpeedChart:

Distributions Customize | Find | View All | First 1 of 1 Last

Dist	Percent	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date	Location	IN Unit
1		58000							10/15/2007		

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. Do not use if using Item IDs.
- **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 vendor 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. (Currently number of Lead days is not used.)
- **Ship Via**-Carrier or method of shipment.
- **Arbitration**-
- **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**-Not applicable.
- **Original Promise Date**-Date on which the vendor 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**-Leave as Weight
- **SpeedCharts**-Select a speed chart. The SpeedChart field enables you to use a code that contains preset distributions. This 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 over-riden. 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. (All periods are open for PO).

Input the data to default to the whole Purchase Order. If a field on the Purchase will contain different values then this option should not be used.

Maintain Purchase Order

Purchase Order Defaults

Unit: 58000 PO ID: NEXT Vendor:

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:

Schedule

Ship To: 58003 DCS - STATE LEASING, STE 112 Ultimate Use Code:

Due Date: Original Promise Date:

Ship Via: COMMON Freight Terms Code: FOB DEST

Arbitration: Freight Charge Method: Weight

Distribute by: Quantity [One Time Address](#)

Distribution

SpeedChart:

Distributions Customize | Find | View All | First 1 of 1 Last

Chartfields	Asset Information	FEF										
Dist	Percent	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date	Location	IN Unit	
1	100.0000	58000	521110	1000	19701	0101000	07		10/15/2007			+ -

OK Cancel Refresh

Click the  button.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Initial
 PO ID: NEXT Budget Status: Not Chk'd
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/15/2007 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: [Vendor Details](#)
 'Vendor ID:
 'Buyer:
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Amount Summary

Receipt Status: Not Recvd
 'Dispatch Method:
 Merchandise:
 Freight/Tax/Misc.:
 Total Amount:

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Rec](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) 'Go to: ... More ...

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.



Maintain Purchase Order

Purchase Order Defaults

Unit: 58000 **PO ID:** NEXT **Vendor:**

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:**

Schedule

Ship To: DCS - STATE LEASING, STE 112 **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 [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Chartfields [Asset Information](#) [FEED](#)

Dist	Percent	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date	Location	IN Unit
1	100.0000	58000	521110	1000	19701	0101000	07		10/15/2007		

Change the value and click the button.



Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: 58000 PO ID: NEXT Vendor: DEP HEALTH-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.

Table with columns: Apply, Distrib Line, Field Name, Field Value, Apply to All Distributions. Includes a 'View All' link in the header.

Select All Clear All

OK Cancel Refresh

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 to change.

Click the OK button. Purchase Order fields will be updated.



CORE Oklahoma



VENDOR LOOKUP

From the Purchase Order click the [Vendor Search](#) Link.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Initial
 PO ID: NEXT Budget Status: Not Chk'd
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/16/2007 [Vendor Search](#)
 Vendor: [Vendor Details](#)
 'Vendor ID:
 'Buyer:
 PO Reference:

Doc Tol Status: Valid

Receipt Status: Not Recvd
 'Dispatch Method:

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: [0.00](#)
 Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/> <input type="button" value="Q"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) 'Go to:



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

Search Results Customize | Find | View All | First 1 of 1 Last

<u>Sel</u>	<u>Vendor ID</u>	<u>Address</u>	<u>Short Vendor Name</u>	<u>Name 1</u>	<u>Withholding Applicable</u>
<input type="checkbox"/>					

Vendor Detail Address Select All Deselect All

From this page look up a vendor by several criteria's.

- Name
- Shortname
- City
- Class
- Category-Locate Registered Vendors
- Others

Name

Input the vendor's name, if you do not know how to spell the name then input the first few digits and click the button. (If you expect more then 10 results, be sure to change the Max Rows.)



In this example XEROX will be used.

Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 4 of 4

Search Results [Customize](#) | [Find](#) | [View All](#) | First 1-4 of 4 Last

<u>Sel</u>	<u>Vendor ID</u>	<u>Address Sequence Number</u>	<u>Short Vendor Name</u>	<u>Name 1</u>	<u>Withholding Applicable</u>
<input type="checkbox"/>	0000067126	1	XEROX ENGI-001	XEROX ENGINEERING SYSTEMS COMPANY, INC.	X
<input type="checkbox"/>	0000071747	1	XEROX OMNI-001	XEROX OMNIFAX	N
<input type="checkbox"/>	0000188781	1	XEROX IMAG-001	XEROX IMAGING SYSTEMS INC	N
<input type="checkbox"/>	0000250525	1	XEROX GLOB-001	XEROX GLOBAL SERVICES	Y

Vendor Detail Address [Select All](#) [Deselect All](#)

If need, click the [View All](#) link to review all the results.



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 4 of 4

Search Results [Customize](#) | [Find](#) | [View All](#) | First 1-4 of 4 Last

<u>Sel</u>	<u>Vendor ID</u>	<u>Address Sequence Number</u>	<u>Short Vendor Name</u>	<u>Name 1</u>	<u>Withholding Applicable</u>
<input type="checkbox"/>	0000067126	1	XEROX ENGI-001	XEROX ENGINEERING SYSTEMS COMPANY, INC.	X
<input type="checkbox"/>	0000071747	1	XEROX OMNI-001	XEROX OMNIFAX	N
<input type="checkbox"/>	0000188781	1	XEROX IMAG-001	XEROX IMAGING SYSTEMS INC	N
<input type="checkbox"/>	0000250525	1	XEROX GLOB-001	XEROX GLOBAL SERVICES	Y

Vendor Detail Address [Select All](#) [Deselect All](#)

To select a particular vendor click the Radio Box located to the left and click the button.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Not Required
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/16/2007 [Vendor Search](#)
 Vendor: XEROX OMNI-001 [Vendor Details](#)
 'Vendor ID: 0000071747 XEROX OMNIFAX
 'Buyer: CORE05 CORE05
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Amount Summary

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 'Dispatch Method:
 Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

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

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) 'Go to:

The vendor has now been selected for this Purchase Order. Click the [Vendor Details](#) link select the vendor location.



Maintain Purchase Order

Vendor Details -- XEROX OMNIFAX

Unit: 58000 PO ID: NEXT Vendor: XEROX OMNI-001

'Location:

'Address: [Show Address Details](#) Terms: Due in 0 Days

Contact: [Show Contact Details](#) Basis Dt Type:

Salesperson: [Show Salesperson Details](#)

Vendor Details Message

Country: USA United States Prefix:

Address 1: Fax:

Address 2:

Address 3: Prefix:

City: Phone: 000000

County: Postal:

State: Texas

- **Location-** Defines various locations for a vendor on the Vendor Information - Location page accessed from the Maintain Vendors 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. This date should not be changed. The state is currently using immediate pay.
- **Contact-** View contact address details.
- **Sales Person-** 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 Vendor Detail section.

Review the Vendor's Locations by select the **Lookup Icon** located to the right.



Look Up Location

Vendor SetID: 00000
 Vendor ID: 0000071747
 Vendor Location: begins with

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Vendor Location Description	
0001	9715 BURNET RD

To select the vendor's location click the link.

Maintain Purchase Order

Vendor Details -- XEROX OMNIFAX

Unit: 58000 PO ID: NEXT Vendor: XEROX OMNI-001

'Location: [Vendor Information](#)

'Address: Terms: Due in 0 Days

Contact: Basis Dt Type:

Salesperson:

Vendor Details Message

Country: USA United States Prefix:

Address 1: Fax:

Address 2: Prefix:

Address 3: Phone: 000000

City:

County: Postal:

State: Texas

Click the button.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd
Not Required

Copy From:

Hold From Further Processing

Header

'PO Date: 10/16/2007 [Vendor Search](#) Doc Tol Status: Valid

Vendor: XEROX OMNI-001 [Vendor Details](#) Receipt Status: Not Recvd

'Vendor ID: 0000071747 XEROX OMNIFAX 'Dispatch Method: Print [Dispatch](#)

'Buyer: CORE05 CORE05

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#)

[Add Comments](#)

Amount Summary

Merchandise: 0.00 [Calculate](#)

Freight/Tax/Misc.: 0.00

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details | [Ship To/Due Date](#) | [Statuses](#) | [Item Information](#) | [Attributes](#) | [RFQ](#) | [Contract](#) | [Receiving](#) |

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) 'Go to:

[Import Agency Req and SS Info](#)



Category

From the Purchase Order click the [Vendor Search](#) Link.

Vendor Search

Search Criteria

Name:	<input type="text"/>	ShortName:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
Country:	<input type="text"/>	Postal:	<input type="text"/>
Class:	<input type="text"/>	Type:	<input type="text"/>
Max Rows:	<input type="text" value="10"/>	Category:	<input type="text"/>

1 to 4 of 4

Search Results [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

<u>Sel</u>	<u>Vendor ID</u>	<u>Address</u>	<u>Short Vendor Name</u>	<u>Name 1</u>	<u>Withholding Applicable</u>
<input type="checkbox"/>					

Vendor Detail Address Select All Deselect All

If you know the Category the purchase is for and you want to review all the Registered Vendors, **input the Category Code and Type**. The Type will define what year the vendor is registered for. **Click** the Lookup Icon located to the left of the Type Field.



Select one of the following values:

AGY	Agency Issued Vendor
CAP	Construction and Properties
FRG	Foreign Supplier
GOV	Government Entity
MIN	Minority Business
NOR	Non Registered Vendor
R01	Registration 2010
R02	Completed Registration 2002
R03	Completed Registration
R04	Completed Registration
R05	Completed Registration
R06	Completed Registration
R07	Completed Registration
R08	Completed Registration
R09	Completed Registration
R10	Completed Registration
R12	Registration 2002
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
SUS	Vendor has been suspended
USE	State Use Workshop
WOB	Woman Owned Business

Click the R17 or R18 link.



Vendor Search

Search Criteria

Name: ShortName:
City: State:
Country: Postal:
Class: Type:
Max Rows: Category:

1 to 4 of 4

Search Results [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

<u>Sel</u>	<u>Vendor ID</u>	<u>Address</u>	<u>Short Vendor Name</u>	<u>Name 1</u>	<u>Withholding Applicable</u>
<input type="checkbox"/>					

Vendor Detail Address Select All Deselect All

Input Category 0962 and **click** the button.



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 10 of 27

Search Results Customize | Find | View All | First Last

Sel	Vendor ID	Address Sequence Number	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>	0000046331	2	SUMMIT HOL-001	SUMMIT HOLDINGS INC	N
<input type="checkbox"/>	0000072336	1	C H GUERNS-001	C H GUERNSEY & COMPANY	N
<input type="checkbox"/>	0000072501	3	SPEARS WOR-002	SPEARS WORLD TRAVEL SERVICE INC	N
<input type="checkbox"/>	0000076603	1	CRITICAL T-002	CRITICAL TECHNOLOGIES INC	N
<input type="checkbox"/>	0000076833	1	JAIMIN PRO-001	JAIMIN PROPERTIES LLC	Y

Vendor Detail Address [Select All](#) [Deselect All](#)

This will displays registered vendor for FY 2007. This can help in identifying vendor to use when making purchases. Click the button to return to the Purchase Order.



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, reversals 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 Final the Purchase Order then any changes made will directly effect 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

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr ✖
 PO ID: 5809006179 Budget Status: Valid ✔
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/15/2007 b [Vendor Search](#) Doc Tol Status: Not Chk'd
 Vendor: CLINT REUT-001 Q [Vendor Details](#) Receipt Status: Not Recvd
 'Vendor ID: 0000025382 Q CLINT REUTER 'Dispatch Method: Print Dispatch
 'Buyer: IBOWMAN Q Irene Bowman (580)
 PO Reference: From Req ID - 5800001039

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Add Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 1750.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 1750.00 USD

Add Items From: Select Lines To Display: Q To: Q Retrieve

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) ☰

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOI
1	094846	<input type="checkbox"/>	<input type="text"/>	Hospital services - inpatient and outpatient Q	<input type="text"/>	7.0000	SUM

[View Printable Version](#) 'Go to:

Import Agency Req and SS Info

Save Return to Search Previous in List Next in List Notify Refresh

From the Maintain Purchase Order page click the [Requisitions](#) link.



Maintain Purchase Order

Requisition Details -- CLINT REUT-001

Unit: 58000 PO ID: 5809006179

Customize | Find | View All | First 1 of 1 Last

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	58000	5800001039	1	1	1	7.0000	1750.000	1750.000	7.0000	<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 then the PO has not been finalized. Review the Requisition by **clicking** the icon.

Click the button to return to the Purchase Order Form page.



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr 

PO ID: 5809006179 Budget Status: Valid 

Copy From: POA Status: [POA Status](#)

Hold From Further Processing

Header

PO Date: 10/15/2007 [Vendor Search](#) Doc Tol Status: Not Chk'd

Vendor: CLINT REUT-001 [Vendor Details](#) Receipt Status: Not Recvd

Vendor ID: 0000025382 CLINT REUTER Dispatch Method: Print [Dispatch](#)

Buyer: IBOWMAN Irene Bowman (580) Amount Summary

PO Reference: From Req ID - 5800001039

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#) Merchandise: 1750.00

[PO Defaults](#) [Document Status](#) Freight/Tax/Misc.: 0.00 [Calculate](#)

[Add Comments](#) [Requisitions](#) Total Amount: 1750.00 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Lines

Details [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	094846	<input type="checkbox"/>	<input type="text"/>	Hospital services - inpatient and outpatient	<input type="text"/>	7.0

[View Printable Version](#) 'Go to: [... More ...](#)

[Import Agency Req and SS Info](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

To final 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 final the Purchase Order.

Maintain Purchase Order

Purchase Order

Unit: 58000 PO ID: 5809006179

PO Status: Pend Appr 

Budget Status: **Not Chk'd** 

POA Status: [POA Status](#)

Hold From Further Processing

Copy From:

Header

'PO Date: 10/15/2007 [Vendor Search](#)

Vendor: CLINT REUT-001 [Vendor Details](#)

'Vendor ID: 0000025382 CLINT REUTER

'Buyer: IBOWMAN Irene Bowman (580)

PO Reference: From Req ID - 5800001039

Doc Tol Status: Not Chk'd

Receipt Status: **Not Recvd**

'Dispatch Method: Print [Dispatch](#)

Amount Summary

Merchandise: 1750.00

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 1750.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Lines

Details | [Ship To/Due Date](#) | [Statuses](#) | [Item Information](#) | [Attributes](#) | [RFQ](#) | [Contract](#) | [Receiving](#) | [FEED](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UC
1	094846	<input type="checkbox"/>		Hospital services - inpatient and outpatient		7.0000	SB

[View Printable Version](#) 'Go to:

[Import Agency Req and SS Info](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

The budget checking status is now Not Chk'd.

Click the Budget Checking Icon .



Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr ✖
 PO ID: 5809006179 Budget Status: Valid ✔
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/15/2007 🔍 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: CLINT REUT-001 🔍 [Vendor Details](#) Receipt Status: Not Recvd
 'Vendor ID: 0000025382 🔍 CLINT REUTER 'Dispatch Method: Print 📄 [Dispatch](#)
 'Buyer: IBOWMAN 🔍 Irene Bowman (580) Amount Summary
 PO Reference: From Req ID - 5800001039
 Merchandise: 1750.00
 Freight/Tax/Misc.: 0.00 📊 [Calculate](#)
 Total Amount: 1750.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Add Comments](#) [Requisitions](#)

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: 🔍 To: 🔍 🔍 [Retrieve](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) ☰

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	094846	<input type="checkbox"/>	<input type="text"/> 🔍	Hospital services - inpatient and outpatient 🔍	<input type="text"/>	7.0

[View Printable Version](#) 'Go to:

Import Agency Req and SS Info

Save Return to Search Notify Refresh

Click the [Requisitions](#) link.



Maintain Purchase Order

Requisition Details -- CLINT REUT-001

Unit: 58000 PO ID: 5809006179

Customize | Find | View All | First 1 of 1 Last

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	58000	5800001039	1	1	1	7.0000	1750.000	1750.000	7.0000	

Return

The Final box is updated after the Purchase Order is Budget Checked. To un-final the Purchase Order, select the Undo Final Icon located to the right hand corner.

Click the button to return to the Purchase Order Form page.



SOLE SOURCE/SOLE BRAND AFFIDAVITS

TYPE	Reason for Sole Source/Sole Brand	Affidavit must Clearly:
1	Only a specified make, mode, or brand will meet Agency needs even though the makes modes or brands are available from multiple vendors. A brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer does not provide for full and open competition regardless of the number of suppliers solicited. This restricts competition in that only suppliers able to provide a specified make, model, or brand are permitted to compete.	State why the specified makes, models or unique services are absolutely essential to the 'State' requirements.
2	Market research clearly shows that there is only one responsible supplier and it can be demonstrated that no other suppliers or services will satisfy agency requirements.	State why the specified makes, models, or unique services are absolutely essential to the State's requirements, and what market research was accomplished to clearly establish that only one supplier can provide the supplies or services.
3	Requirement is for additional units or replacement parts of specified makes and modes of technical equipment and only one supplier available	State why the specified makes and models are absolutely essential to the State's requirements and what market research was accomplished to clearly establish that only one supplier can provide the supplies or services.
4	Agency needs to purchase suppliers 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 Government.
5	Purchase of a brand name commercial item that will be used for authorized resale	No additional information needed



TYPE	Reason for Sole Source/Sole Brand	Affidavit must Clearly:
6	Agency has an unusual and compelling urgency for suppliers or services and the State would be seriously injured unless the agency is permitted to limit the number of suppliers from which it solicits bids/proposals.	Provide data, estimated cost and how those costs were derived and other rational as to the extent and nature of the harm to the Government. Justification may be prepared and approved within a reasonable time after contract award when preparation and approval prior to award would be unreasonably delayed the acquisitions.
7	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.
8	A statute expressly authorizes or requires that the acquisition be made for a specified supplier for Oklahoma Sate Industries, State Use Committee	Attach a copy of the referenced statue.



SOLE SOURCE/SOLE BRAND APPROVAL AUTHORITY

Acquisition \$ Amount	\$ Within Agency DMPA*	\$ Exceed Agency DMPA*
Under \$2500	No affidavit or approval required	No affidavit or approval required
\$2500-\$10,000	Agency Chief Administrative Officer	State purchasing Director
\$10,000-\$25,000	Agency Chief Administrative Officer	State Purchasing Director
Over \$25,000	Not applicable. Agency DMPA limited to 25,000	State Purchasing Director

- **DMPA: Delegated Monetary Procurement Authority**

Depending on agencies authority the Delegated Monetary Procurement Amount may vary. These tables are meant as an example only.

**Footnote: Data is from the Procurement Information Memorandum (number 99-3 revised).
Issued 09/30/04.**



PURCHASE ORDER TYPES

PO TYPE	DESCRIPTION
10 % Waiver	As defined in Title 74 O.S. Section 85.4E 2 (c)
Authority Order	Purchase made are not subject to the Central Purchasing Act
Title 61	Public Building and Construction Planning Act. (Construction & Properties)
County	Local Governmental entity
Court Ordered	A Court Order requiring the purchase of certain goods or services by state agency – as defined in Title 74 O.S. Section 85.44B
Equipment Lease	Lease of products as defined in Title 74 O.S. Section 85.4L
Emergency 61	<p>Applies whenever the Construction and Properties Division of the Department of Central Services with concurrence of the chief administrative officer of the public agency affected declares that an emergency exists.</p> <p>Emergency as used in this section shall be limited to conditions resulting from any of the following:</p> <ol style="list-style-type: none"> 1. A sudden unexpected happening or unforeseen occurrence if it is impossible for the provisions of Section 62 of this title to be observed because of the time factor and if the public health or safety is endangered. 2. A condition or situation which, if allowed to continue, would lead to economic loss to the state or to further damage of state property. <p>C. The provisions of Section 62 of this title shall not apply to the process for construction of a correctional facility whenever the Board of Corrections informs the Division that an emergency condition threatens the security of the state correctional system, including inmate population growth, and the condition requires expeditious treatment for the review, approval and bid process as it relates to construction or expansion of correctional facilities. The Division and the Department of Corrections are authorized to implement an expedited competitive bid process for the contracting of consultants and construction of new or expanded correctional facilities that adequately respond to the emergency. The Board of Corrections shall provide written notification to the Governor, the Speaker of the House of Representatives and to the President Pro Tempore of the Senate of the emergency conditions.</p>
Emergency 74	Acquisition made by the State Purchasing Director or a state agency without seeking competitive bids to relieve unforeseen condition believed to endanger human life, safety poses imminent danger to significant property or is condition certified by the Governor as a serious environmental situation.
Exempt CP	Those orders which are exempt from Central Purchasing Process i.e. interagency orders, releases against statewide contracts, authority orders.
Fixed Rate	Any contract for service for which the Department of Central Services has approved as qualifying for a fixed and uniform rate pursuant to Section 85.7 11 (a thru f) of Title 74 of the Oklahoma Statutes;
GSA	Purchases made from the federal General Services Administration contract as defined in Title 74 O.S. Section 85.5G2; Section 85.9E.B; Section 85.12B.19 and 21 and processed as defined in Procurement Information Memorandum 00-2-revised.
InterAgy	Purchase of goods or services from another governmental entity.



PO TYPE	DESCRIPTION
Land Purchase	Purchase of Land
Lease/Purchase	A lease in which the lease payments are applied, in whole or in part, as installment payments for equity or ownership upon completion of the agreement. (Title 74 Section 85.4)
Open market	A contract for a one-time acquisition not exceeding the acquisition amount requiring competitive bid pursuant to Title 74 Section 85.7.
Property Lease	Space allocation and leasing of real property (Title 74 O.S. Sec. 63 & 94 and Title 73 O.S. Sec. 163)
Professional Bid	Services which are predominantly mental or intellectual in character rather than physical or manual and which do not involve the supplying of products. Professional services include services to support or improve state agency policy development, decision making, management, administration, or the operation of management systems
Professional Non Bid	Services which are predominantly physical or manual in character and may involve the supplying of products
Release	Purchase of goods or services against a State Wide Contract. (A contract for specific acquisitions entered into by state agencies during a specified period with a provision allowing the agencies to place orders as the acquisitions are needed for delivery during the period specified.)



PURCHASE ORDER TYPE AND ORIGIN

The origin is directly associated to the workflow path that a specific Purchase Order requires.

Type of Purchase	PO Type	Origin	Approve Amounts	Issued By
Postage<\$25,000	InterAgy	AGY	CPO	Agency
Postage>\$25,000	InterAgy	EXC	CPO	Agency
Utilities	Exempt CP	EXC	CPO	Agency
Release against a Statewide	Release	EXC	CPO	Agency
Other Govt Agency	InterAgy	EXC	CPO	Agency
Fixed Rate <\$25,000	Fixed Rate	AGY	CPO	Agency
Fixed Rate >\$25,000	Fixed Rate	CP	CP	CP
Professional Svc Title 18<\$25,000	Prof No bid	AGY	CPO	Agency
Professional Svc Title 18 >\$25,000	Prof No bid	CP	CP	CP
One Net	Release	EXC	CPO	Agency
Authority Orders	Auth Ord	EXC	CPO	Agency
Lease Purchase	Lease/Purch	CP	CP	CP
Property Lease	Prop Lease	LSG	St Leasing	St leasing
Construction and Properties<\$500	Title 61	AGY	CPO	Agency
Construction and Properties>\$500	Title 61	CAP	CAP	CAP
GSA	GSA	CP	CP	CP
Sole Source/Brand<\$25,000	Open Market	AGY	CPO	Agency
Sole Source/Brand>\$25,000	Open Market	CP	CP	CP
State Use <\$25,000	Open Market	AGY	CPO	Agency
State Use>\$25,000	Open Market	CP	CP	CP
Open Market <\$25,000	Open Market	AGY	CPO	Agency
Open market >\$25,000	Open Market	CP	CP	CP

Depending on agencies authority the Delegated Monetary Procurement Amount may vary. These tables are meant as an example only.

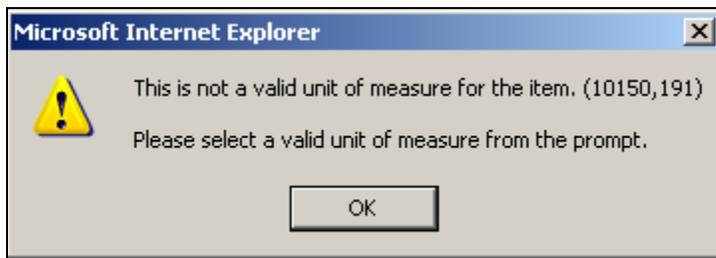
If "Use Contract Base Price" is selected then when the Contract is created the PO price cannot be changed. If the "Price Can Be Changed on Order" is selected then when the Contract is created the Price on the PO can be changed. The template's UOM need to match if not you may need to change it on the PO.



MESSAGES

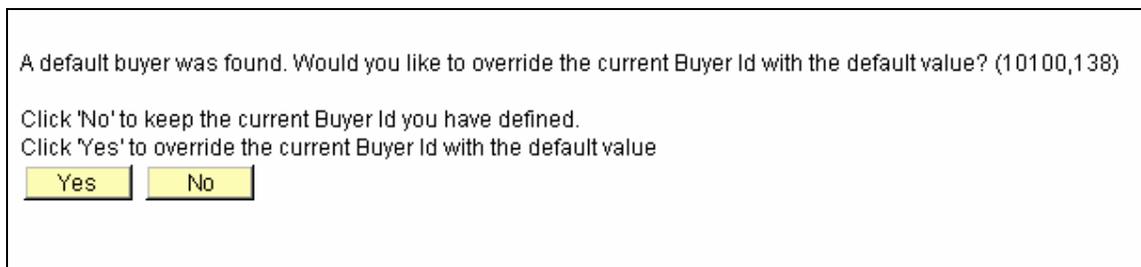
There are several types of messages: **Warning, Error, and Informational.** An **Error** message is the only message that will stop you from saving the document if the issue is not fixed. Some **Informational** message will require you to make a decision, normally these are Yes or No answers.

ERROR MESSAGES



This means the Unit of Measure selected is not in the Unit of Measure table for the Item ID. If it is a valid UOM for this Item ID then DCS will add it or you may need to select a different Item ID.

Informational.



The Message“ A default buyer was found” is due to changing the default buyer in the Line Item Detail page. If you want to use the default vendor from the Item ID then click the button. If you want to use the buyer you have selected then click the button. You do not receive this message if you populate the Buyer in the Header Detail page first.



Priority vendor 0000055794 for item does not match the default vendor 0000000580. Use priority vendor? (10105,1)

The priority vendor defined for the item does not match the default vendor as specified on the Requisition Form. Choose Yes to use the priority vendor from the item and override the default vendor. Choose NO to use the default vendor entered on the Requisition Form.

This message is stating that this Item ID has a priority vendor that is different then the vendor you inputted in the Header Default. Do you want to use your vendor or the priority vendor? **To use your vendor click the button. To use the Item ID priority vendor click the button.**

Warning -- The selected Contract ID BP16864, Contract Line Number 1 is out of the contract date range. (10150,159)

The selected Contract is out of the contract date range. Please select another contract.

This message is received when a SW contract is being copied into a Requisition or PO that has expired or has not begun.



Receive this message when trying to copy a contract into a PO.

A. Contract date is outside of PO date.

Warning -- The Contract is either below minimum quantity (1) or exceed maximum quantity (0). (10150,162)

The Contract is either below minimum quantity or exceed maximum amount quantity.

Receive this message when a quantity enter on the Form page does not meet the minimum quantity on the SW Contract



Item Defaults

Microsoft Internet Explorer

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK

Distribute by: SpeedChart:

Distributions

Details [Asset Information](#)

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA
1	100.0000	58000			19601	19601	0600001	06	

[One Time Address](#)

OK Cancel Refresh

This message mean a value that was inputted is incorrect. The REQ/PO cannot be saved.

Custom price on line 1, schedule 1. Override with system calculated price? (10150,189)

The schedule is having a custom price and the system has calculated a different price than the custom price. Select 'Yes' to Override with system calculated price.

Yes No

(The price inputted is the Custom Price (your price) , the system calculates a price (standard) based upon Item ID, Priority Vendors, and Contracts.)

Click the to use your price.

Warning -- Distribution AMT Sum on Schedule 1 (39.00) is less than Req Distribution AMT Sum (40). (10200,315)

The open amount of the original distributions on requisition cannot be reopen when distribution is by amounts. The requisition is required to be fully sourced. If you need to make this requisition available for sourcing again you have to Clear Req first .

This message is received when you save a PO connected to a requisition distributed by amount and there is a balance left on the requisition.

Warning -- Distribution AMT Sum on Schedule 1 (39.00) is less than Req Distribution AMT Sum (40). (10200,315)

The open amount of the original distributions on requisition cannot be reopen when distribution is by amounts. The requisition is required to be fully sourced. If you need to make this requisition available for sourcing again you have to Clear Req first .

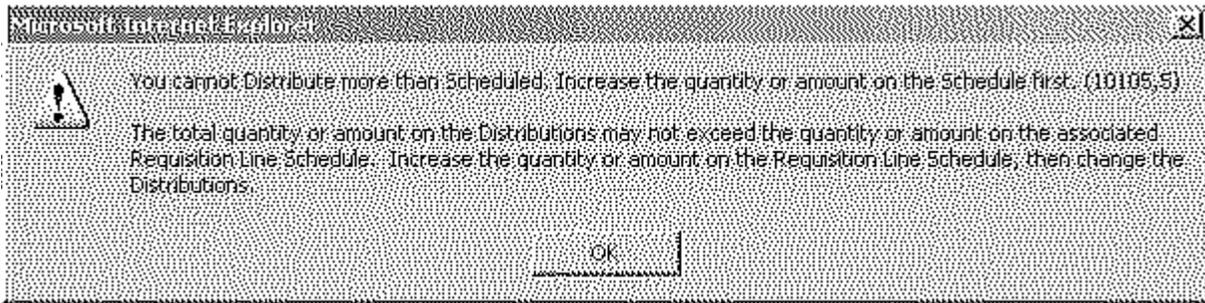
OK Cancel



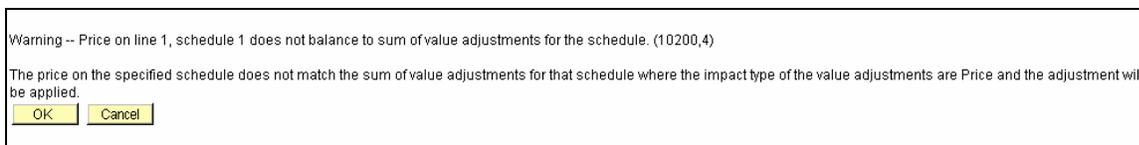
Received when the Item ID was inputted without the vendor ID.



Received when the Item ID was inputted without the Buyer.



If you have multiple distributions in the Default header and you use the amount only field you receive a message when adding the next schedule and **click** the refresh button.





Price Adjustment Page

PO Form **Schedule**

Unit: 58000 PO: 5809003838 PO Date: 02/24/2006
 Vendor: DCS-001 ID: 0000000580 Buyer: RMAXWELL Ronney Maxwell

PO Status: Dispatched Receipt: Not Recvd Budget Status: Valid Doc Tol Status: Valid

Line	Item	SS Flag	Description	Agency Req Nbr	PO Qty	UOM Category	Amount
1	099930		Shipping and handling charges		1.0000	SUM 099930	5.00 USD

Merchandise: 5.00 Adj Amt: 0.00 Total Amount: 5.00 USD Backorder Status: None

Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#) [Requisitions](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

PO Form | [Schedule](#)

From the PO Form page click the **Schedule** tab.

PO Form **Schedule**

Unit: 58000 PO: 5809003838 PO Date: 02/24/2006 PO Status: Dispatched Receipt: Not Recvd Budget Status: Valid

Line: 1 Item: 099930 Shipping and handling charges

Sched	Due Date	Ship To	PO Qty	Price	Amount	Revision	Status
1	02/24/2006	58030	1.0000	5.00000	5.00		Active

PO Qty: 1.0000 UOM: SUM Amount: 5.00 USD

[Ship To Comments](#) [Ship To Address](#) [One Time Address](#) [Sales/Use Tax](#) Schedule VAT
[Schedule Details](#) [Price Adjustment](#) [Misc. Charges](#) [Schedule RTV](#) [Distributions](#) [Backorder PO](#)

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

PO Form | [Schedule](#)

Click the **Price Adjustment** link.



Price Adjustments for Schedule 1 -- DCS-001

PO: 5809003838 Line: 1 Sched: 1 Item: 099930 Shipping and handling charges

Adjusted Price: 13.19000 Current Price: 5.00000 USD [Change Price](#) [Sort Value Adjustments](#)

Value Adjustments [Find](#) | [View All](#) First 1 of 1 Last

*Seq: 1 *Type: BAS Base Base Price Type: Item Std

*Adj Meth: Amt: 13.19000

System Adjustment Info

Ship To UOM Qty Needed: Actual:

OK Cancel Refresh

This amount is what was calculated by the system (item id).



CUSTOMIZE DISTRIBUTION FIELDS

Maintain Purchase Order

Distributions for Schedule 1

Unit: 58000 Vendor: CLINT REUT-001
 PO ID: 5809006179 Item: 094846 [Hospital services - inpatient and outpatient](#)
 Line: 1
 Sched: 1 Status: Active
 Distribute by: Quantity Schedule Qty: 7.0000
 SpeedChart: [Multi-SpeedCharts](#) Merchandise Amt: 1750.00 USD
 Doc. Base Amount: 1750.00 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project
1	Open	100.0	7.0000	1750.00	USD	58000	511110		1000	19801	0204014	08			

OK Cancel Refresh

Customize Find | View All | First 1 of 1 Last

Oper Unit	PC Bus Unit	Affiliate	Fund Affil	Activity	Source Type	Category	Subcategory
<input type="text"/>							

From the distribution page **click** the Customize Link.



A screenshot of the CORE Oklahoma software interface. On the left, a list of fields is displayed under the heading "Tab Chartfields (frozen)". The fields include: Dist (frozen), Status (frozen), Percent (frozen), PO Qty, Amount, Currency, *GL Unit, *Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, CFDA#, Program, Project, Oper Unit, PC Bus Unit, Affiliate, Fund Affil, Activity, Source Type, Category, Subcategory, Tab Details/Tax, Base Amt, Base Currency, Currency (column 41), Budg Dt, *Location, IN Unit, Statistics Code, Consigned, Peg Status, and a partially visible field "Information". To the right of the list are two columns of controls. The first column contains "Hidden" and "Frozen" radio buttons, both of which are currently unselected. The second column contains "Descending" radio buttons, also unselected. There are also some small icons (up/down arrows and a close 'X' button) above the radio buttons.

To hide a field **click** on the field then select the Hidden Radio box.



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 request, etc...

Maintain Purchase Order

Purchase Order

Unit: 58000 PO Status: Pend Appr ✖
 PO ID: 5809006179 Budget Status: Valid ✔
 POA Status: [POA Status](#)
 Hold From Further Processing

Copy From:

Header

'PO Date: 10/15/2007 🔍 [Vendor Search](#) Doc Tol Status: Valid
 Vendor: CLINT REUT-001 🔍 [Vendor Details](#)
 'Vendor ID: 0000025382 🔍 CLINT REUTER Receipt Status: Not Recvd
 'Buyer: IBOWMAN 🔍 Irene Bowman (580) 'Dispatch Method: Print 🔍 [Dispatch](#)
 PO Reference: From Req ID - 5800001039

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Add Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 1750.00
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 1750.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: 🔍 To: 🔍 [Retrieve](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) ☰

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
1	094846	<input type="checkbox"/>	<input type="text"/> 🔍	Hospital services - inpatient and outpatient 🔍	<input type="text"/>	7.0000

[View Printable Version](#) 'Go to:

[Import Agency Req and SS Info](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

From the Purchase Order page click the [PO Activity](#) Link.



Maintain Purchase Order

Purchase Order Activities

Unit: 58000 **PO ID:** 5809006179 **Vendor:** CLINT REUT-001

Contract Activities Customize Find First ◀ 1 of 1 ▶ Last				
<u>Done</u>	<u>'Due Date</u>	<u>SegNum</u>	<u>'Comments</u>	
1 <input type="checkbox"/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>

Input data.

Maintain Purchase Order

Purchase Order Activities

Unit: 58000 **PO ID:** 5809006179 **Vendor:** CLINT REUT-001

Contract Activities Customize Find First ◀ 1 of 1 ▶ Last				
<u>Done</u>	<u>'Due Date</u>	<u>SegNum</u>	<u>'Comments</u>	
1 <input type="checkbox"/>	10/17/2007	<input type="text" value="1"/>	Field a help desk case. #222115. PO	

Click the button to return to the Purchase Order Form Page.