Working with Purchase Orders

DATE: 08/10/2009

To create and confirm a Purchase Order (inbound order)

1 On the **Inbound** menu, click **Create Inbound Order**.

2 In the **Seller ID** text box, search for or type the **Seller ID** of your choice, and then press [TAB] two times.

3 Perform one of the following

- in the PO Number text box, type the Purchase Order Number
- leave the PO Number text box blank so that the system will generate the number for you.

4 Click **Create Order**

Record the PO Number as needed.

5 On the **Inbound Order Detail** screen under **Inbound Order**, click the **Service** drop-down arrow, and then click to select the **Service type** of your choice.

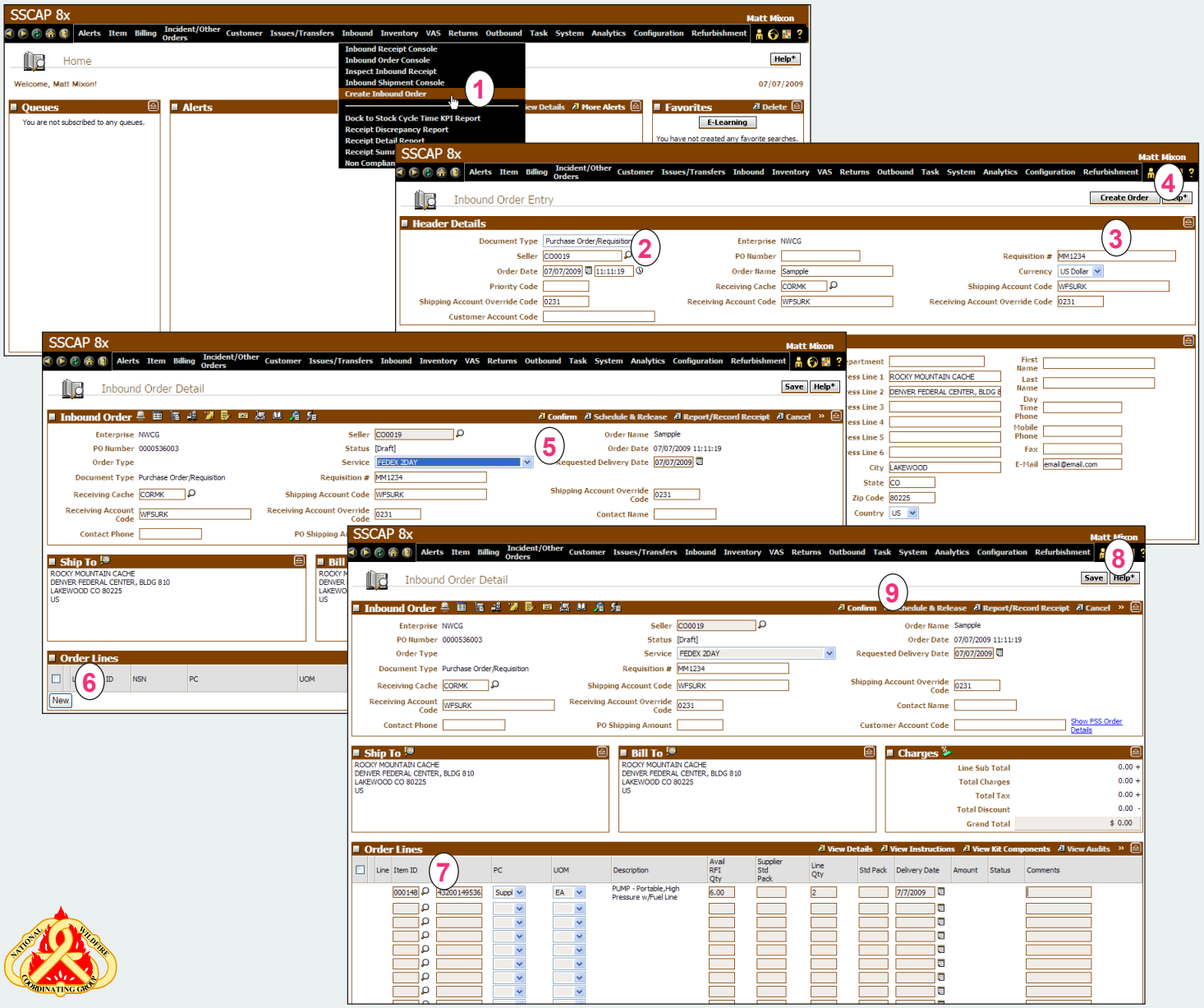
6 Under **Order Lines**, click **New**

7 In the **Item ID** box, type or search for the **six-digit item number**, and then press [TAB] twice.

8 In the **Line Qty** text box, type the **quantity** of the item, and then click **Save**

Clicking the Save button saves the draft order into the system.

9 To confirm the order, click **Confirm**



Working with Purchase Orders

DATE: 08/10/2009

To receive an inbound order

This task explains how to receive an order that has arrived on your loading dock using the console. For more information about receiving an inbound order using the scan gun please see the Quick Reference Guide, "Receiving Inbound Orders with the Scan Gun."

1 From the **Inbound** menu, click **Inbound Order Console**.

2 From the **Inbound Order List** screen, click to select the **PO Number(s)** of your choice, and then click **View Details**

3 On the **Inbound Order Detail** screen, click **Report/Record Receipt**

4 On the **Start Receipt** dialog box, type or search for the location of the receiving dock in the **Receiving Dock** text box, and then click **Save**

5 Review the following information for accuracy and change as appropriate, and then click **Save**

- Disposition Code
- Receiving Quantity
- Receiving Price.

If the information is correct, just click **Save** *Disposition Code defaults to RFI. Receiving Quantity defaults from the inbound order. Receiving Price defaults from the supplier's pricing.*

6 After receiving all items, click **Close**

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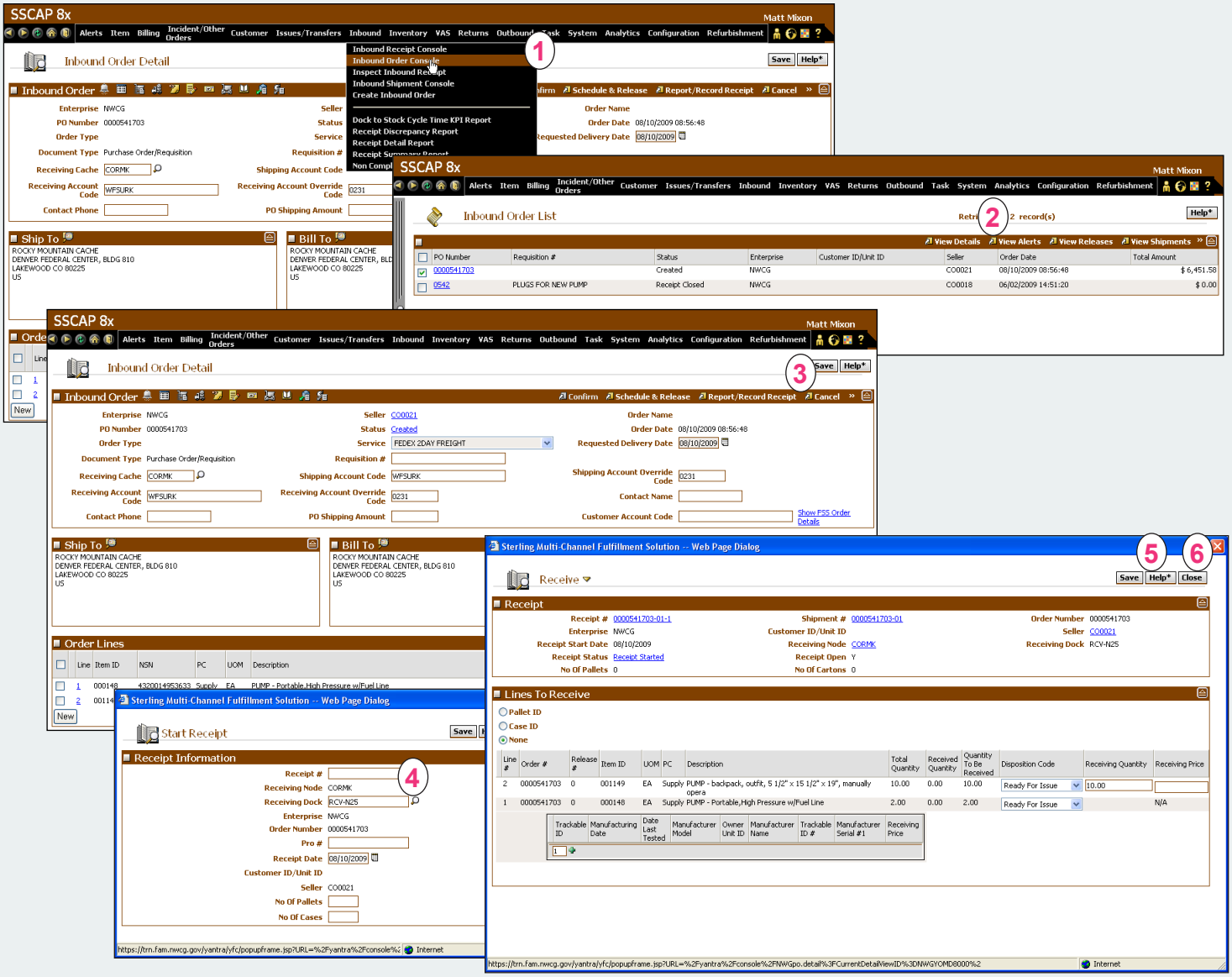


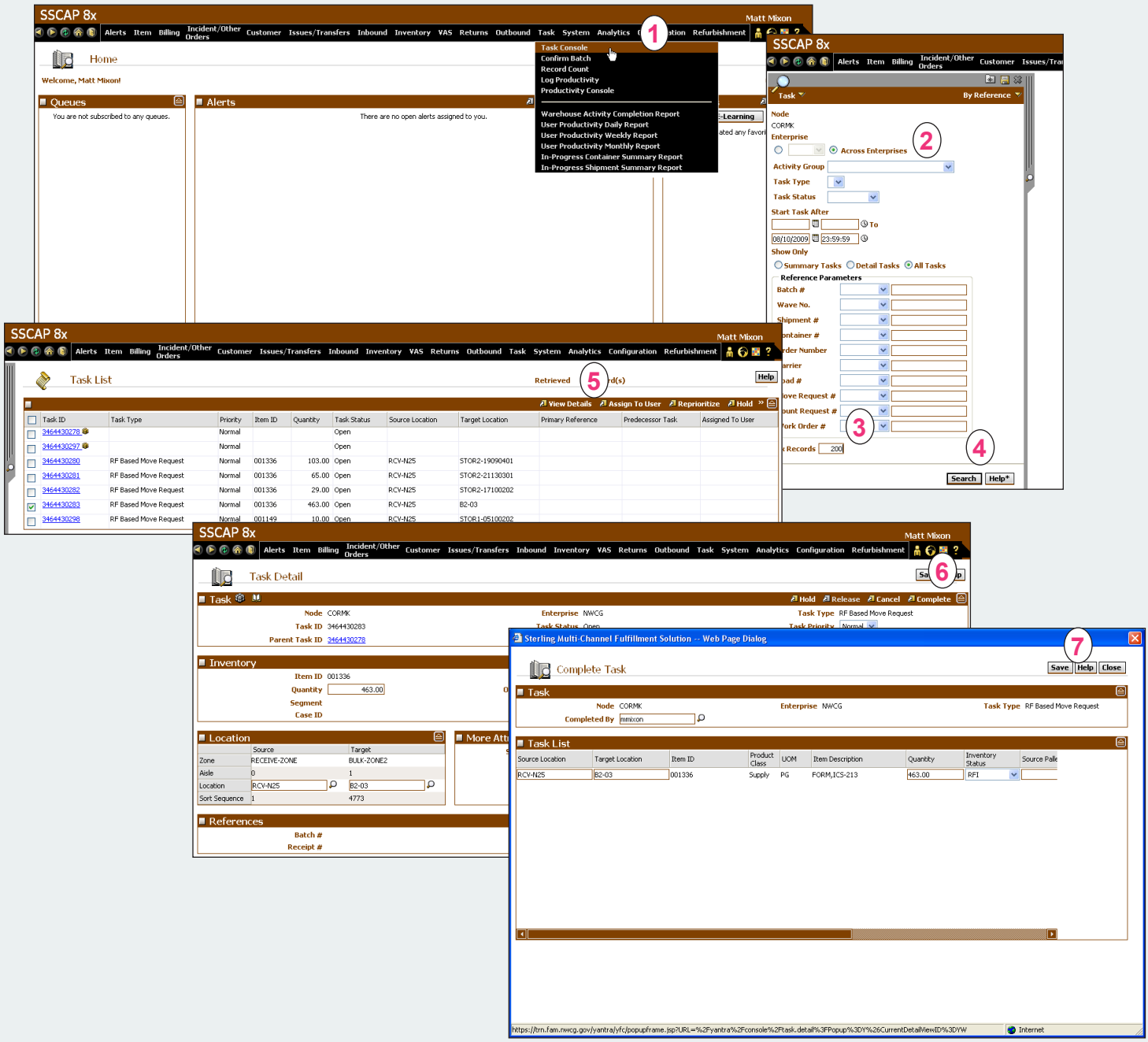
Working with Purchase Orders

DATE: 08/10/2009

To putaway an inbound order

For more information about performing putaway tasks using the scan gun please see the Quick Reference Guide, "Receiving Inbound Orders with the Scan Gun."

1. On the **Task** menu, click to select **Task Console**.
2. On the **Search** tab, search for the **putaway task** of your choice using one or more of the following criteria
   - Activity Group - Task Type
   - Task Status - Start Task After
   - Reference Parameters.
3. To increase the number of records to be searched, type **200** in the **Max Records** text box.
4. Click **Search**
5. On the **Task List** screen, click to select the **Task ID(s)** of your choice, and then click **View Details**
6. On the **Task Detail** dialog box, click **Complete** for each task.
7. When finished, click **Save** and then click **Close** twice.



Working with Purchase Orders

DATE: 08/10/2009

To create and confirm a GSA Purchase Order

1 On the **Inbound** menu, click **Create Inbound Order**.

2 In the **Seller ID** text box, type **TX0014**, and then press [TAB] two times.

The Seller ID for GSA is TX0014.

3 Perform one of the following and then click **Create Order**

- in the PO Number text box, type the Purchase Order Number
- leave the PO Number text box blank so that the system will generate the number for you.

Record the PO Number as needed.

4 On the **Inbound Order Detail** screen under **Inbound Order**, click the **Service** drop-down arrow, and then click to select the **Service type** of your choice.

5 Click the **Show FSS Order Details** link, and then complete the following information as appropriate

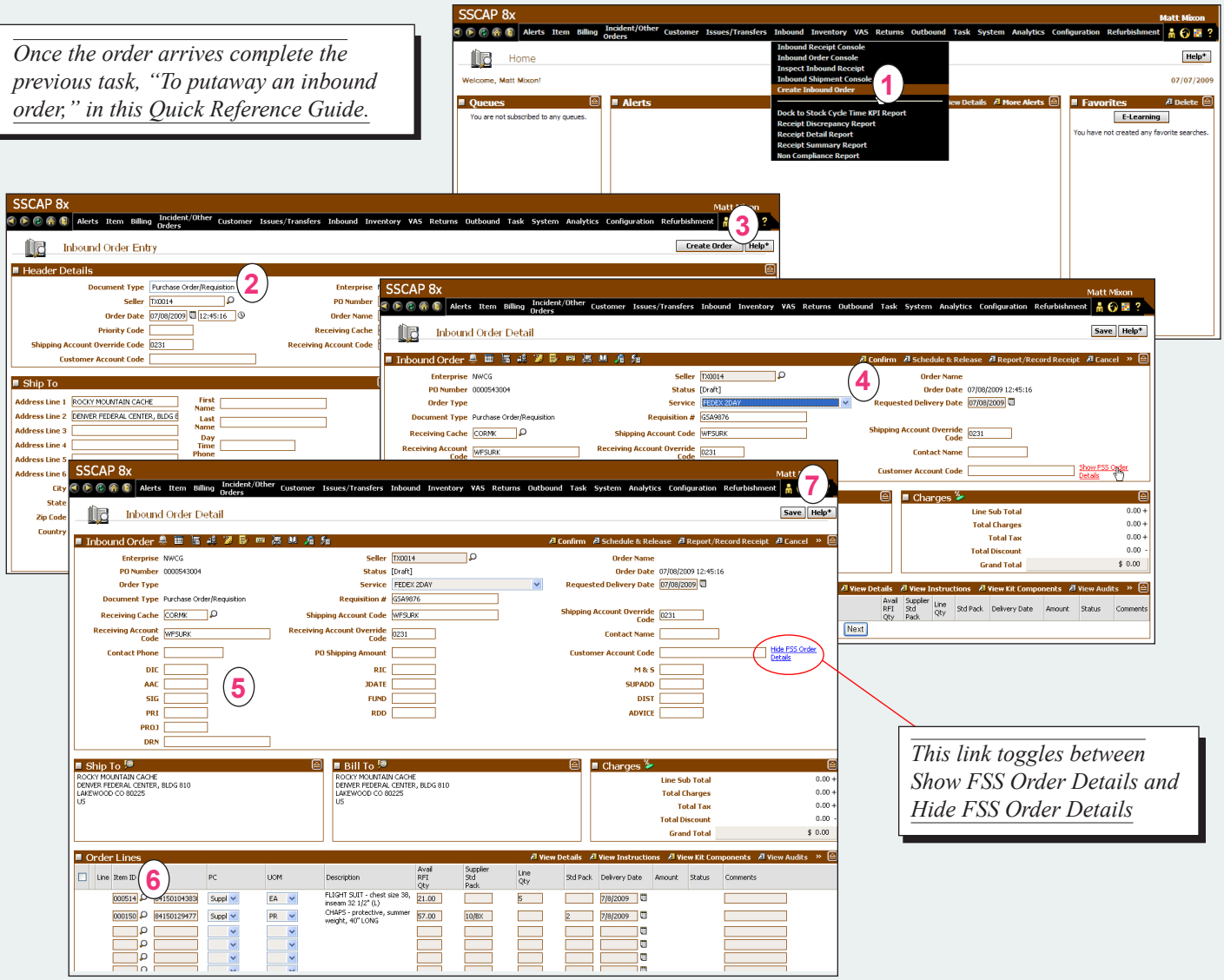
- DIC	- RIC	- M & S
- AAC	- JDATE	- SUPPADD
- SIG	- FUND	- DIST
- PRI	- RDD	- ADVICE
- PROJ	- DRN.	

6 On the **Inbound Order Details** screen under **Order Lines**, click **New** and then complete the following for each item of the GSA Purchase Order

- Item ID
- Line Qty.

7 Enter all **Item ID(s)** pertaining to the GSA Purchase order, and then click **Save** and then click **Confirm**

Once the order arrives complete the previous task, "To putaway an inbound order," in this Quick Reference Guide.



This link toggles between Show FSS Order Details and Hide FSS Order Details