Creating an Inbound Order-Non GSA/DLA

This documentation explains how to create an inbound purchase order.

To Create an Inbound Purchase Order:

1. On main menu bar, select **Inbound > Create Inbound Order**.
2. Enter the **Seller ID** (for example. ***OR0031***), and press **Tab**. You may also use the search console to find the **Seller ID**. The **Inbound Order Entry** screen appears.
3. Enter a **PO Number** or leave the field blank so the system generates the purchase order number.
4. Enter the **Requisition #**, if applicable.
5. The **Order Date** defaults to the current date and time, but you can edit if needed.
6. Enter the **Order Name** if needed.
7. Click **Create Order**. Note the **PO Number** for future reference. The **Inbound Order Detail** screen appears.
8. Select the **Service** from the drop-down list.
9. The **Requested Delivery Date** defaults to the current date and time, but you can edit if needed.
10. Enter the **Contact Phone** number for the ordering contact person if you have it.
11. Enter the **Contact Name** for the order.
12. Navigate to the **Order Lines** panel.
13. Click **New** to display the order lines.
14. Enter the **Item ID** and press **Tab**. You may also use the search console to find the **Item ID** (the six-digit cache (NFES) number. The **Description**, **Product Class**, **Cache UOM**, **Available RFI**, and **Cache Std Pack** information auto-populates. Note: the **Supplier U/I** and **Supplier Std Pack** fields auto populate when the item is associated with the supplier.
15. Enter the amount of the **Cache Order Quantity**.
16. If appropriate, enter any line **Comments** that relate to that order line.
17. Repeat steps 14 through16 for each **Item ID** on the order.
18. Click **Save** to save as **Draft Order Created** in the system. You can still make changes to the order as long as you click **Save** after your changes are completed.
19. Click **Confirm** to confirm and save the order in the system.

To Print the Order:

1. Select from the menu **Business Intelligence > Launch WMS Reports > Open PO/Requisition by Order Report**. The Report screen appears.
2. Select the **PO Number** from the drop-down list, or enter the **PO Number** and click **Insert**.
3. In the **Select a Column to Sort By** area: select the cache item, cache item description, or P.O. number.
4. Click **Finish**. The report is viewable on the screen as a .PDF.
5. Click the printer icon on the report page to print a copy of the **Open PO/Requisition by Order Report**.