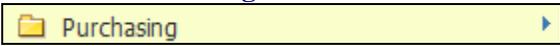
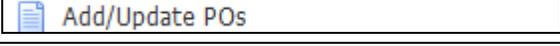
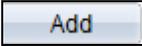
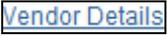
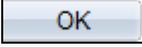
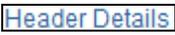
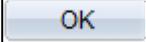
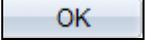
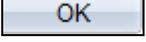
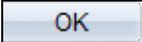
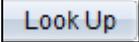
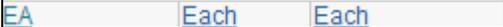
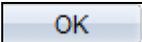
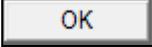
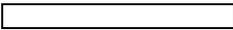
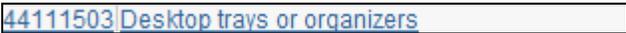


Creating a direct PO

Step	Action
1.	Begin by navigating to the Add/Update POs page. Click the Main Menu button. 
2.	Click the Purchasing menu. 
3.	Click the Purchase Orders menu. 
4.	Click the Add/Update POs menu. 
5.	Start a purchase new order. Click the Add button. 
6.	Click in the DGS Billing Code field. 
7.	Enter the desired information into the DGS Billing Code field.
8.	Add a vendor to the PO. Click the Vendor Look up button to search for a vendor. 
9.	For this example, select Costco2-001 as our vendor. Click the 0000000033 link.
10.	Click the Vendor Details link. 
11.	Click the OK button. 
12.	Use the Header Details link to access the PO Header Details page to enter purchase order header details. Click the Header Details link. 

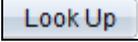
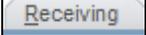
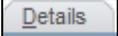
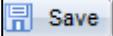
Step	Action
13.	Click the OK button. 
14.	Use the Add Comments link to add funding information as well as terms and conditions comments. Click the Add Comments link. 
15.	Click the Use Standard Comments link. 
16.	Click the Comment Type Lookup button. 
17.	Click the Accounting / Funding info link. 
18.	Click the Comment ID Lookup button. 
19.	Click the ACT2 Accounting / Funding info link. 
20.	Click the OK button. 
21.	Select the Send to Vendor checkbox for the standard comments to appear on the PO. Click the Send to Vendor checkbox. 
22.	Click the Add a new row button. 
23.	Click the Use Standard Comments link. 
24.	Click the Comment Type Lookup button. 
25.	Click the Procurement link. 
26.	Click the Comment ID Lookup button. 
27.	Click the Non-IT Goods link. 
28.	Click the OK button. 
29.	Click the OK button. 

Step	Action
30.	Use the Add Ship To Comments link to add shipping information. Click the Add Ship To Comments link. 
31.	Enter the desired information into the Ship To field.
32.	Click the Show at Receipt option. 
33.	Click the OK button. 
34.	Click the PO Defaults link to enter a Default Unit of Measure for the purchase order. Click the PO Defaults link. 
35.	Look up the available Units of Measure. Click the Category Look up button. 
36.	The Unit of Measure (UOM) may vary based on the unit of measure used for purchasing or shipping.
37.	Search for the Unit of Measure. Click in the Unit of Measure field. 
38.	Enter the desired information into the Unit of Measure field.
39.	Click the Look Up button. 
40.	Select the desired Unit of Measure. Click the EA link. 
41.	Exit from the Purchase Order Defaults page and return to the purchase order. Click the OK button. 
42.	For this scenario, insert four additional lines. In the Lines section, click the Add multiple new rows button. 
43.	Enter the number of lines to add to the purchase order.

Step	Action
44.	Click the OK button. 
45.	Use the Description field to enter a description of the item being purchased. Click in the Description field to enter the first item. 
46.	Enter the item description into the Description field.
47.	Enter the quantity to purchase. Click in the PO Qty field. 
48.	Enter the quantity to order into the PO Qty field.
49.	The categories used in FI\$Cal are UNSPSC codes. Look up the UNSPSC for this item. Click the Category Look up button. 
50.	UNSPSC codes may be searched using Category or Description . If you do not know the category, you can search using key words in the Description field. For this scenario, look up descriptions containing the word "organizer." Click the Description list. 
51.	Click the contains list item. 
52.	Click in the Description field. 
53.	Enter the UNSPSC description into the Description field.
54.	Click the Look Up button. 
55.	Click the 44111503 link. 
56.	Enter a price for this item. Click in the Price field. 
57.	Enter the price of this item into the Price field.

Step	Action
58.	Enter the Line details for the second item being purchased on line 2. Click in the Description field to add the next item. <input data-bbox="354 373 643 415" type="text"/>
59.	Enter the item description into the Description field.
60.	Enter the quantity to purchase. Click in the PO Qty field. <input data-bbox="354 575 501 617" type="text"/>
61.	Enter the quantity to purchase into the PO Qty field.
62.	Look up the UNSPSC for this item. Click the Look up Category button. 
63.	For this scenario, you know the UNSPSC begins with 4412. Click in the Category field. <input data-bbox="354 932 620 968" type="text"/>
64.	Enter the first few digits of the UNSPSC code into the Category field.
65.	Click the Look Up button. <input data-bbox="354 1062 493 1104" type="button" value="Look Up"/>
66.	Click the 44122017 link. <input data-bbox="354 1152 833 1188" type="text" value="44122017 Hanging folders or accessories"/>
67.	Enter the price for this item. Click in the Price field. <input data-bbox="354 1304 509 1346" type="text"/>
68.	Enter the price into the Price field.
69.	Click in the Description field. Add another item to this PO. <input data-bbox="354 1507 643 1549" type="text"/>
70.	Enter the description of the next item into the Description field.
71.	Enter the quantity to purchase. Click in the PO Qty field. <input data-bbox="354 1709 501 1751" type="text"/>
72.	Enter the desired quantity into the PO Qty field.

Step	Action
73.	The UNSPSC for this item is 4511. Click in the Category field. <input data-bbox="354 373 451 415" type="text"/>
74.	Enter the first few digits of the UNSPSC code into the Category field.
75.	The UNSPSC codes beginning with the digits you typed (for this scenario digits "4511") display on the screen. Click the 45111602 category.
76.	Enter the price of this item. Click in the Price field. <input data-bbox="354 730 508 762" type="text" value="0"/>
77.	Enter the price into the Price field.
78.	Add another item to the purchase order. Click in the Description field. <input data-bbox="354 930 641 961" type="text"/>
79.	Enter the item description into the Description field.
80.	Enter the quantity to order. Click in the PO Qty field. <input data-bbox="354 1129 500 1161" type="text"/>
81.	Enter the desired information into the PO Qty field.
82.	For this scenario, the pens come in boxes of 12 pens (dozen). Click in the UOM field. <input data-bbox="354 1329 406 1360" type="text"/>
83.	Enter the unit of measure into the UOM field.
84.	Look up the UNSPSC for this item. Click the Look up Category button. <input data-bbox="354 1528 389 1560" type="button" value="Look up Category"/>
85.	Search for UNSPSC descriptions containing the word "pens." Click the Description list. <input data-bbox="354 1686 535 1717" type="text" value="begins with"/>
86.	Click the contains list item. <input data-bbox="354 1780 532 1812" type="text" value="contains"/>
87.	Click in the Description field. <input data-bbox="354 1864 605 1896" type="text"/>

Step	Action
88.	Enter the description of the UNSPSC code into the Description field.
89.	Click the Look Up button. 
90.	Click the Ball point pens link.
91.	Enter the price of this item. Click in the Price field. 
92.	Enter the price per case into the Price field.
93.	Click the Receiving tab. 
94.	Click the Inspection Required option. 
95.	Click the Look up Inspect ID button. 
96.	Click the Standard Receipt Checkout link. 
97.	Click the Details tab. 
98.	Click the scrollbar down to see more of the page. Click the Vertical Scrollbar .
99.	Save the purchase order. Click the Save button. 
100.	Click the scrollbar up to view more of the page. Click the Vertical Scrollbar .
101.	The Submit button is used to submit the PO to workflow for approval. Click the Submit for Approval button. 
102.	You have successfully created a direct PO in FI\$Cal. End of Procedure.