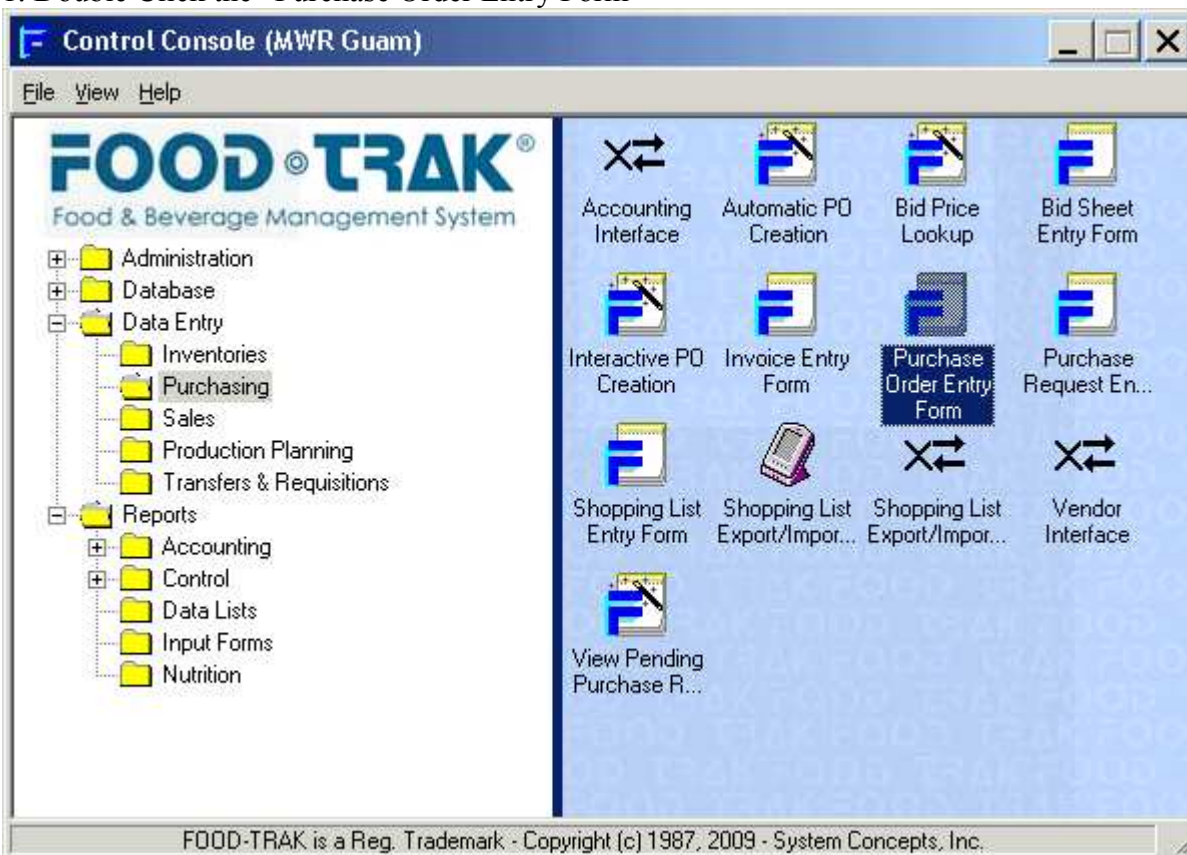
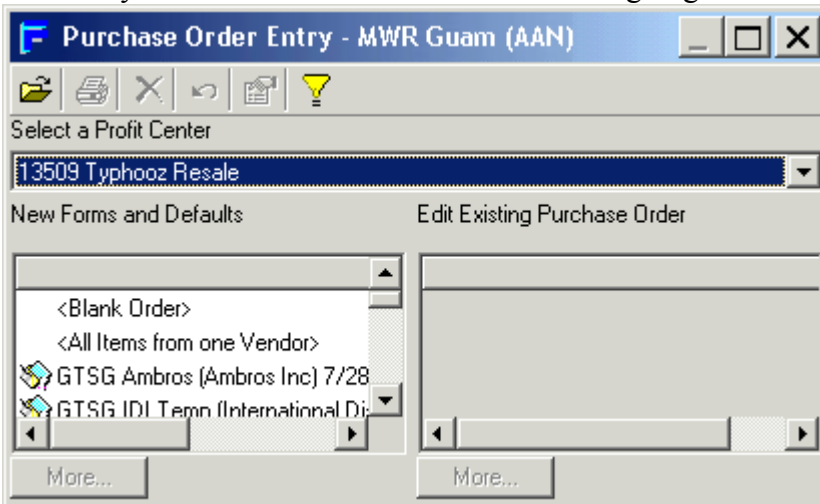


Purchase Order Entry (BPA request)

1. Double Click the “Purchase Order Entry Form”



2. Select your Profit center or where the order is going to be made to (facility)



Use the pull down screen on the “Select a Profit Center” field



3. After you have selected your Profit Center select either “Blank” or “All items from Vendor”

Purchase Order Entry - MWR Guam (AAN)

Select a Profit Center

13541 Silver Dolphin Resale

New Forms and Defaults

<Blank Order>
<All Items from one Vendor>
GTSG Ambros (Ambros Inc) 7/28
GTSG IDI Tenn (International Di...

Edit Existing Purchase Order

More... More...

4. Selecting Blank will bring you to this screen. Select your desired vendor

Purchase Order Entry - MWR Guam (AAN) (13541 Silver Dolphin Resale)

File Edit Tools Help

Header Items

Vendor: [Dropdown Menu]

Order Number: 00000323

Order Date: 7/28/2009

Est. Receive Date: 7/28/2009

Ordered For: [Text Field]

Ordered By: [Text Field]

Ordered From: [Text Field]

Comment: [Text Area]

Created: 7/28/2009 1:22:32 PM (steve.miller)

Modified: 7/28/2009 1:22:32 PM (steve.miller)

Number of Items: 0

Est. Total: \$0.00

5. After the vendor is selected the field in the form will be open for data entry

Purchase Order Entry - MWR Guam (AAN) (13541 Silver Dolphin Resale)

File Edit Tools Help

Header Items

Vendor: **NAVY EXCHANGE SERVICE COMMAND**

Order Number: 00000323 Order Date: 7/28/2009 Est. Receive Date: 7/28/2009

Ordered For: Ordered By: Ordered From:

Comment:

Created: 7/28/2009 1:22:32 PM (steve.miller) Modified: 7/28/2009 1:22:32 PM (steve.miller)

Number of Items: 0 Est. Total: \$0.00

6. Select or enter the following fields

- Order # This is your BPA call# as assigned.
- Order date is date of the order (usually date it is filled out)
- Est Receive Date is date you expect the order
- Ordered For is filled out by person calling in the BPA
- Ordered By is the person calling in the order on the BPA
- Ordered From is if the person entering the information is different from facility
- The comments field is for any other information required

The screenshot shows a software window titled "Purchase Order Entry - MWR Guam (AAN) (13541 Silver Dolphin Resale)". It has a menu bar (File, Edit, Tools, Help) and a toolbar with various icons. The window is divided into a "Header" tab and an "Items" tab. The "Header" tab contains the following fields:

- Vendor: A dropdown menu showing "NAVY EXCHANGE SERVICE COMMAND".
- Order Number: A text box containing "00000323".
- Order Date: A date picker showing "7/28/2009".
- Est. Receive Date: A date picker showing "7/28/2009".
- Ordered For: A text box.
- Ordered By: A text box.
- Ordered From: A text box.
- Comment: A large text area.

At the bottom of the window, there is a status bar with the following information:

- Created: 7/28/2009 1:22:32 PM (steve.miller)
- Modified: 7/28/2009 1:22:32 PM (steve.miller)
- Number of Items: 0
- Est. Total: \$0.00

Colored arrows point to the following fields:

- Red arrow: Order # (Order Number)
- Blue arrow: Order date (Order Date)
- Orange arrow: Est Receive Date (Est. Receive Date)
- Green arrow: Ordered For (Ordered For)
- Purple arrow: Ordered By (Ordered By)
- Brown arrow: Ordered From (Ordered From)
- Green arrow: Comments (Comment)

7. Next Choose the “Items Tab”

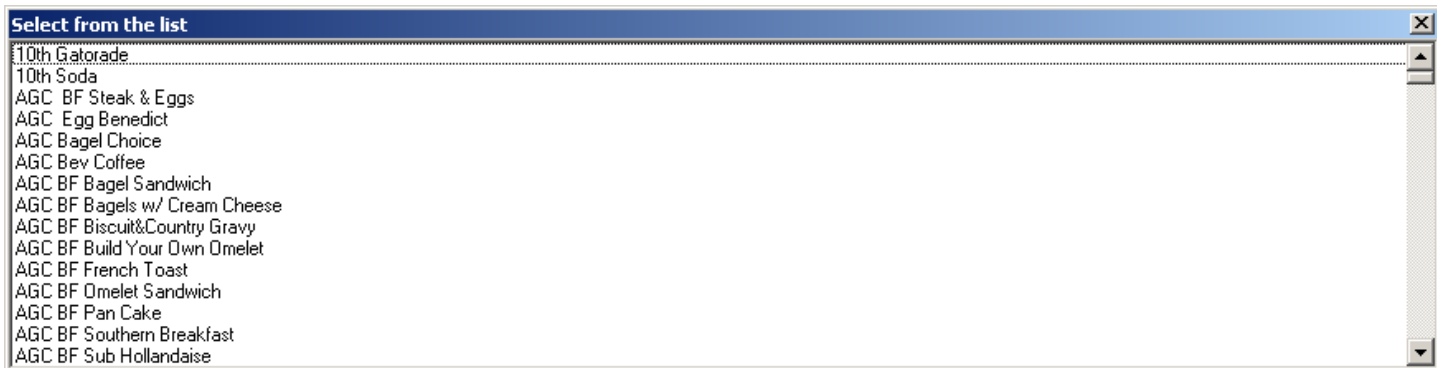
The screenshot shows the 'Purchase Order Entry - MWR Guam (AAN) (13541 Silver Dolphin Resale)' window. The 'Items' tab is active, displaying a table with the following columns: Item Code, Item Name, Quantity, Unit, Cost, Extension, Purchase Location, Report Group, and Notes. The table is currently empty. Below the table, there is a 'Name' dropdown menu and a text input field. At the bottom, the status bar shows 'Number of Items: 0' and 'Est. Total: \$0.00'.

Item Code	Item Name	Quantity	Unit	Cost	Extension	Purchase Location	Report Group	Notes
-----------	-----------	----------	------	------	-----------	-------------------	--------------	-------

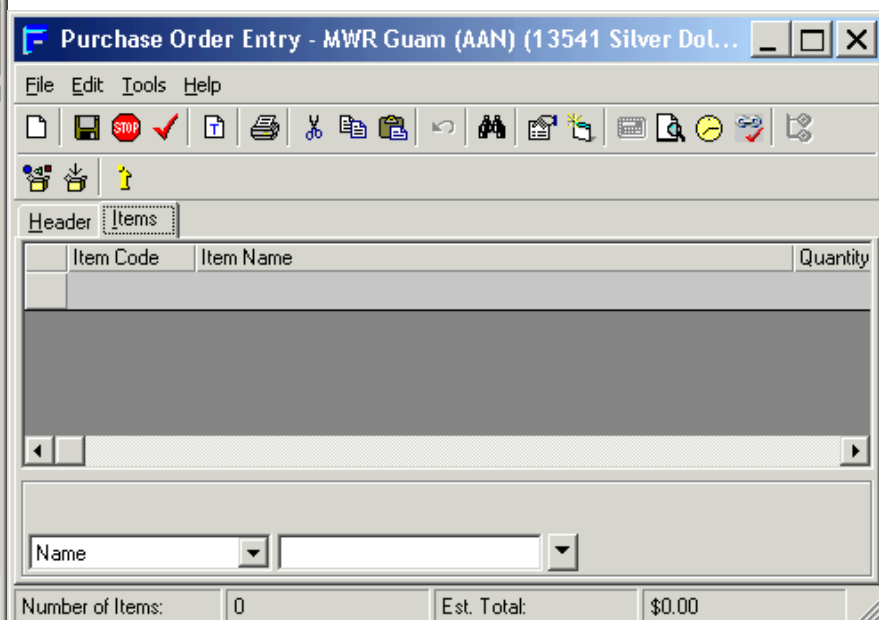
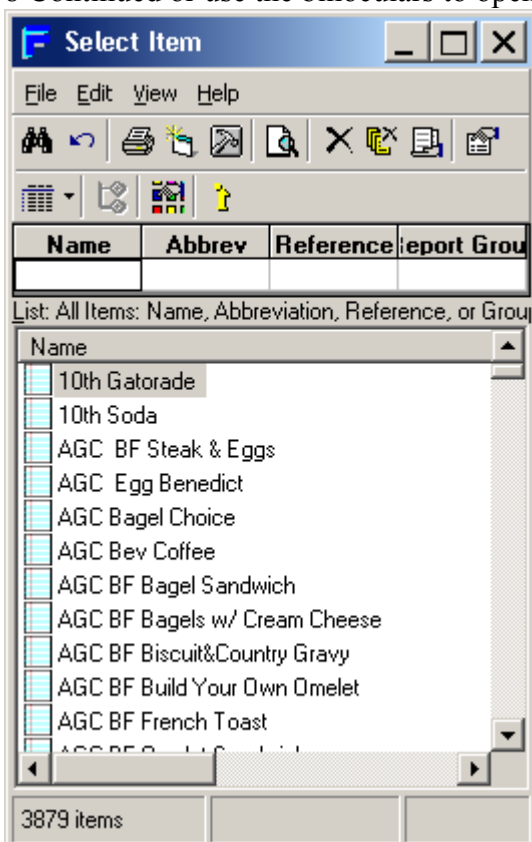
8. Select the items from the name field (type in the name) or use the binoculars to open the database view and click and drag.

This screenshot shows the same 'Purchase Order Entry' window, but with a different view of the 'Items' tab. The table now has three columns: Item Code, Item Name, and Quantity. The table is empty. Below the table, there is a 'Name' dropdown menu and a text input field. At the bottom, the status bar shows 'Number of Items: 0' and 'Est. Total: \$0.00'.

Item Code	Item Name	Quantity
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8 Continued or use the binoculars to open the database view and click and drag.



9. After you have made the selections be sure to pay close attention purchase location as that location is where the items will be credit to once the items are received.

Purchase Order Entry - MWR Guam (AAN) (13541 Silver Dolphin Resale)

File Edit Tools Help

Item Code Item Name Quantity Unit Cost Extension Purchase Location Report Group Notes

Number of Items: 0 Est. Total: \$0.00

10. After the Purchase order is completed click the red check mark.

Purchase Order Entry - MWR Guam (AAN) (13541 Silver DoL...

File Edit Tools Help

Item Code Item Name Quantity

Number of Items: 0 Est. Total: \$0.00

11. If you want to save this as a template for future purchases click the “T” icon near the check mark.

Template

Choose the template to use for this form from the list provided.

GTSG Able Temp
GTSG Ambros
GTSG Bakery Temp
GTSG DECA Temp
GTSG Foremost Temp
GTSG IDI Temp
GTSG Luen Fung
GTSG Mid-Pac Temp
GTSG NEX
GTSG Pepsi Temp

Remove New... OK Cancel

12. Choose “New” or highlight an existing template to overwrite it. If you choose New

Save New Template

Enter the title for this new template.

OK
Cancel

13. Enter “New Template Name”