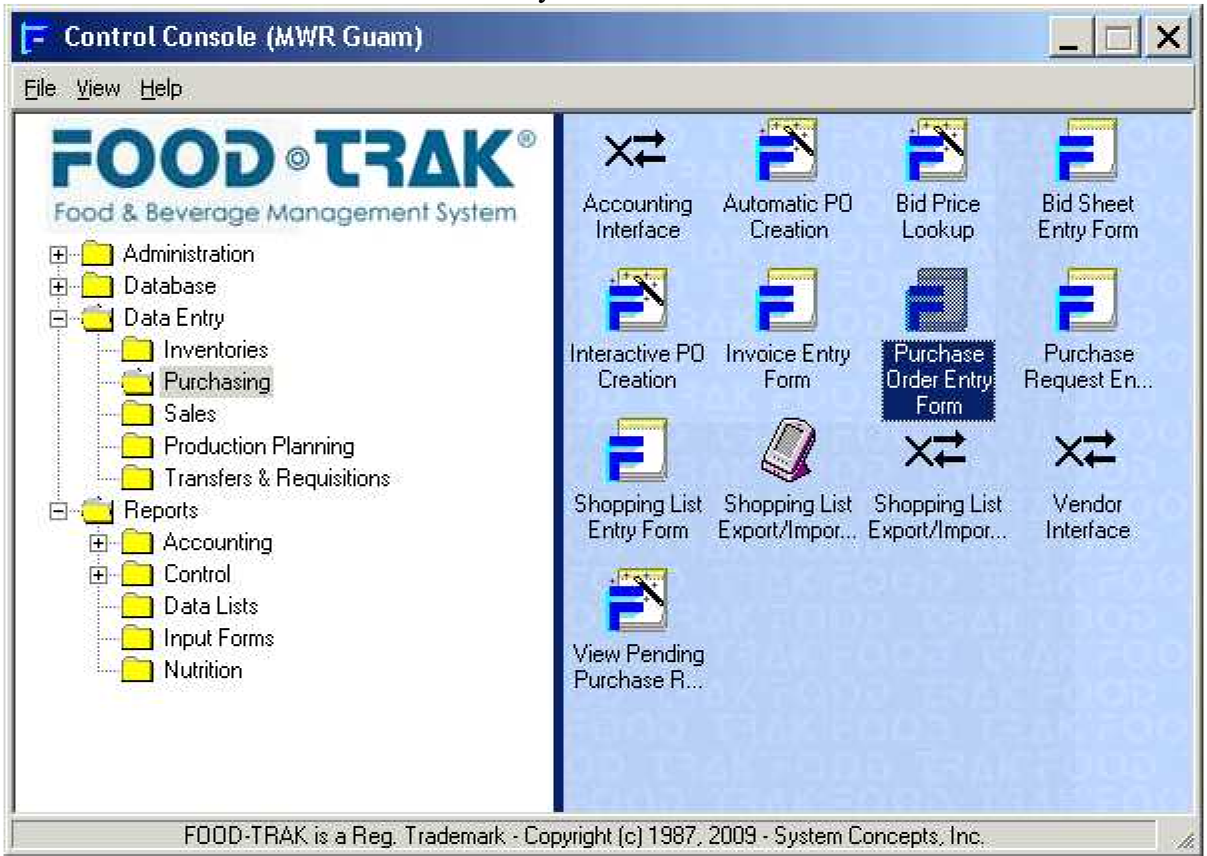
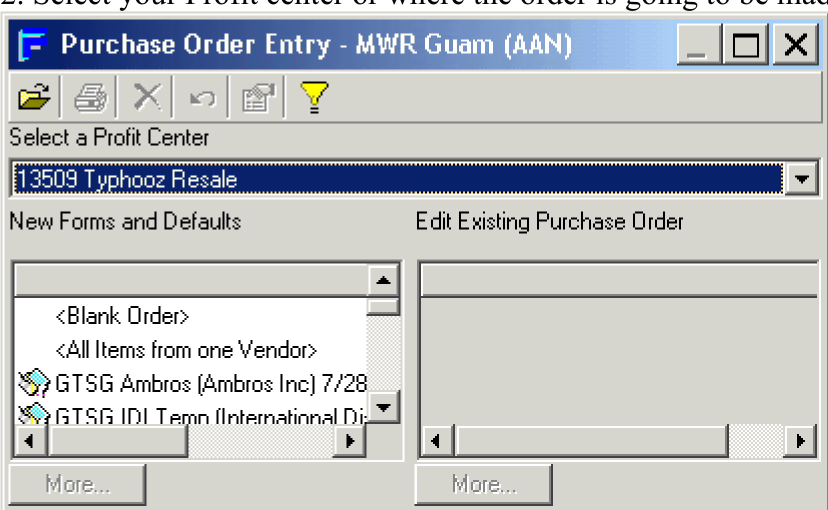
Purchase Order Entry (BPA request)

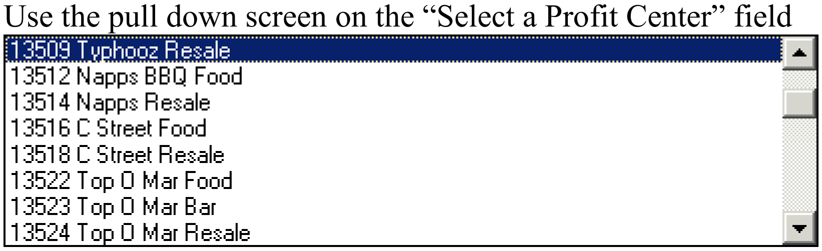
1. Double Click the "Purchase Order Entry Form"



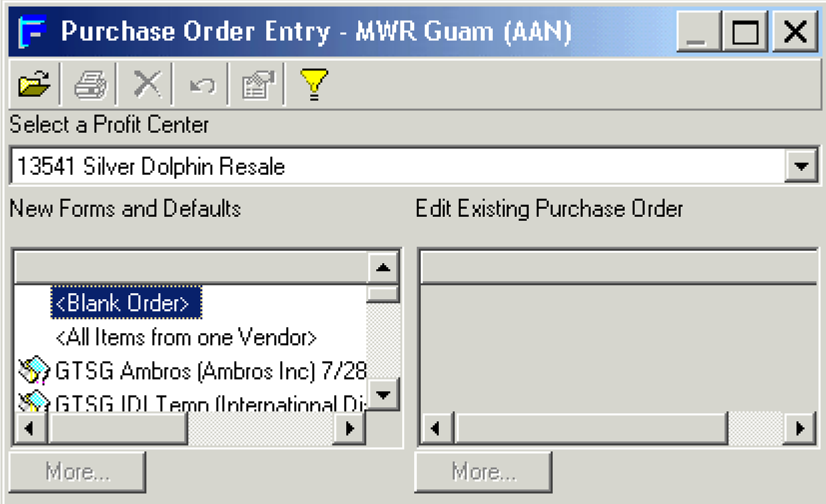
2. Select your Profit center or where the order is going to be made to (facility)



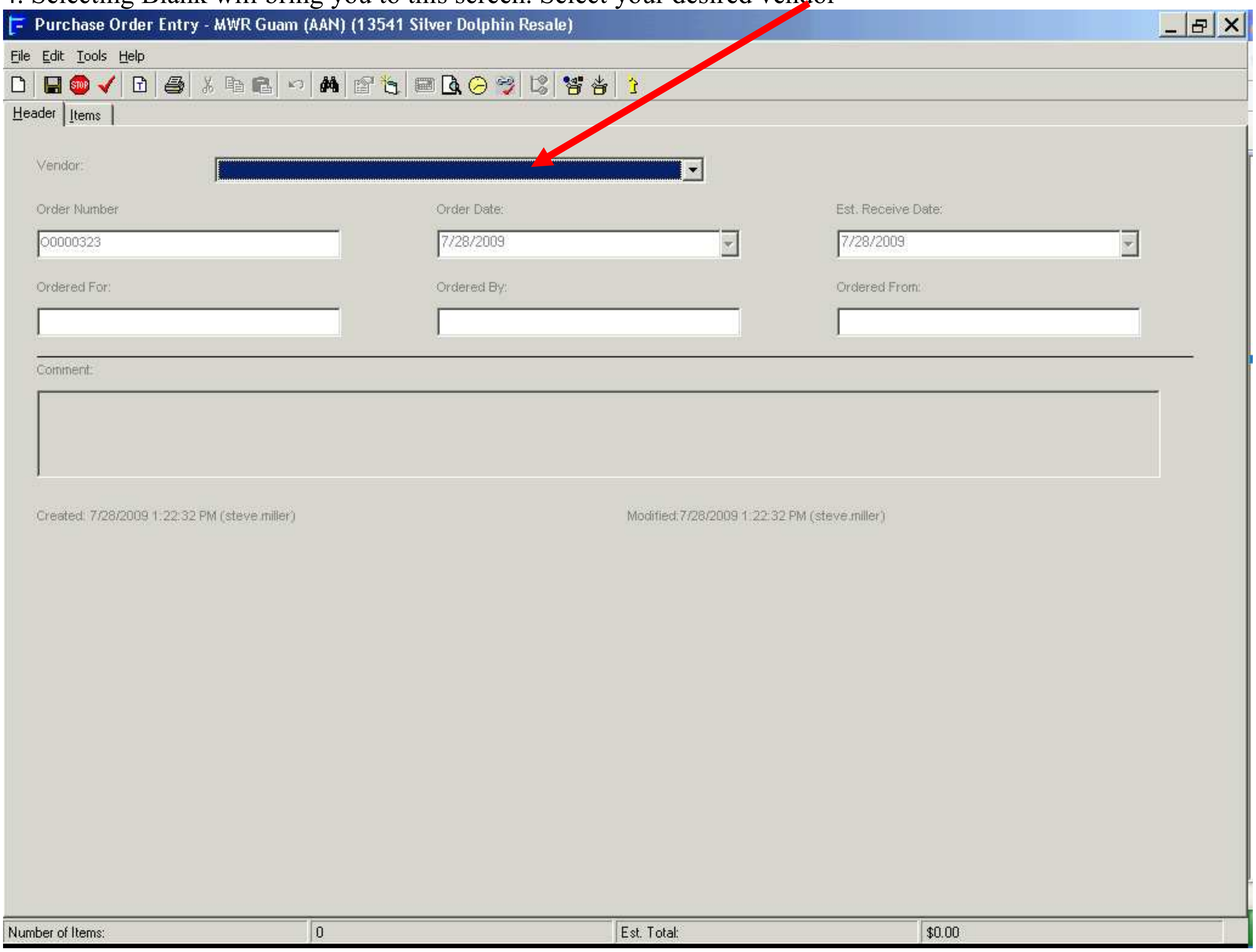
Use the pull down screen on the "Select a Profit Center" field



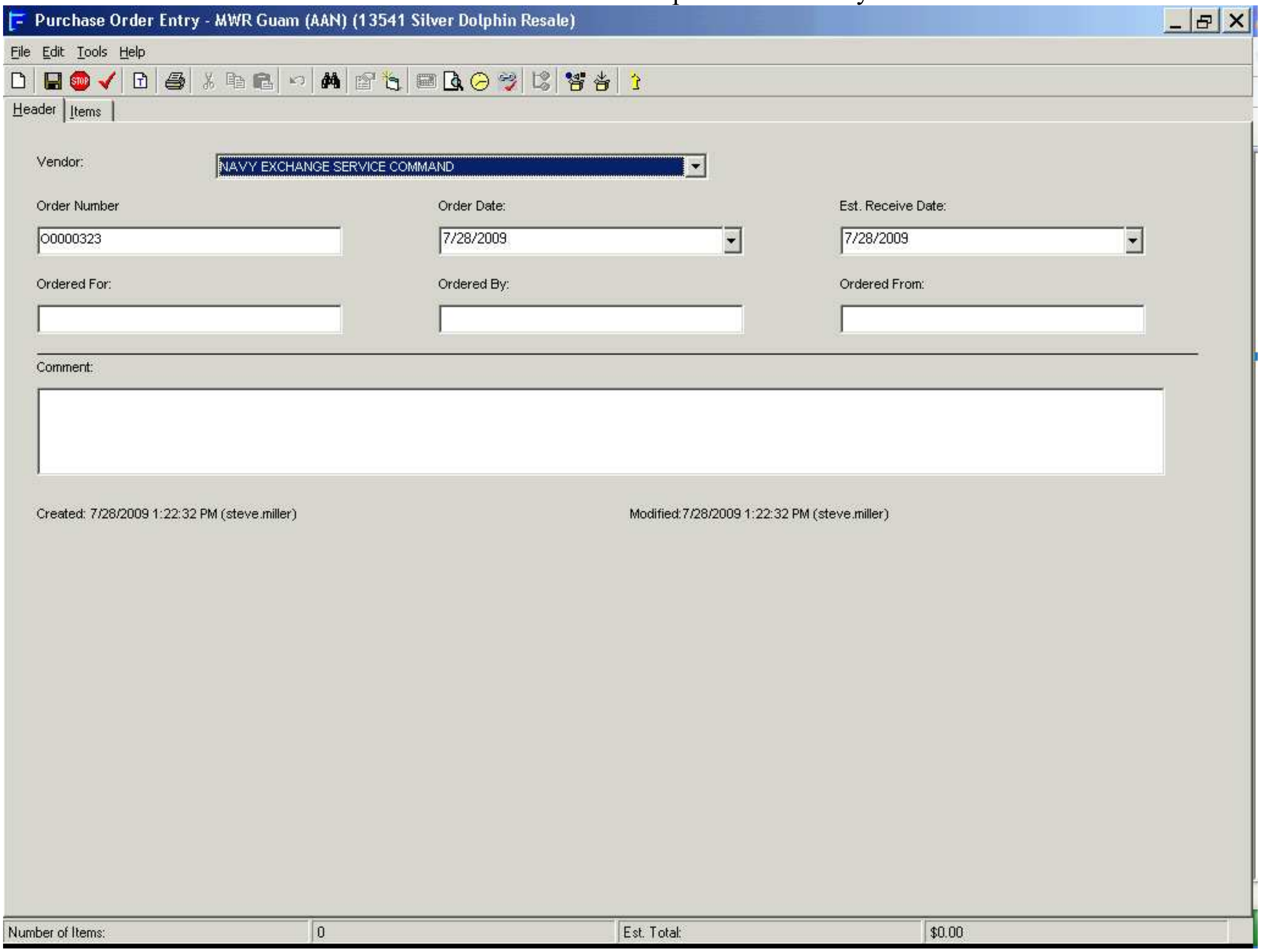
3. After you have selected your Profit Center select either “Blank” or “All items from Vendor”



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



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



6. Select or enter the following fields

a. Order # This is your BPA call# as assigned.

b. Order that is date of the order (usually date it is filled out)

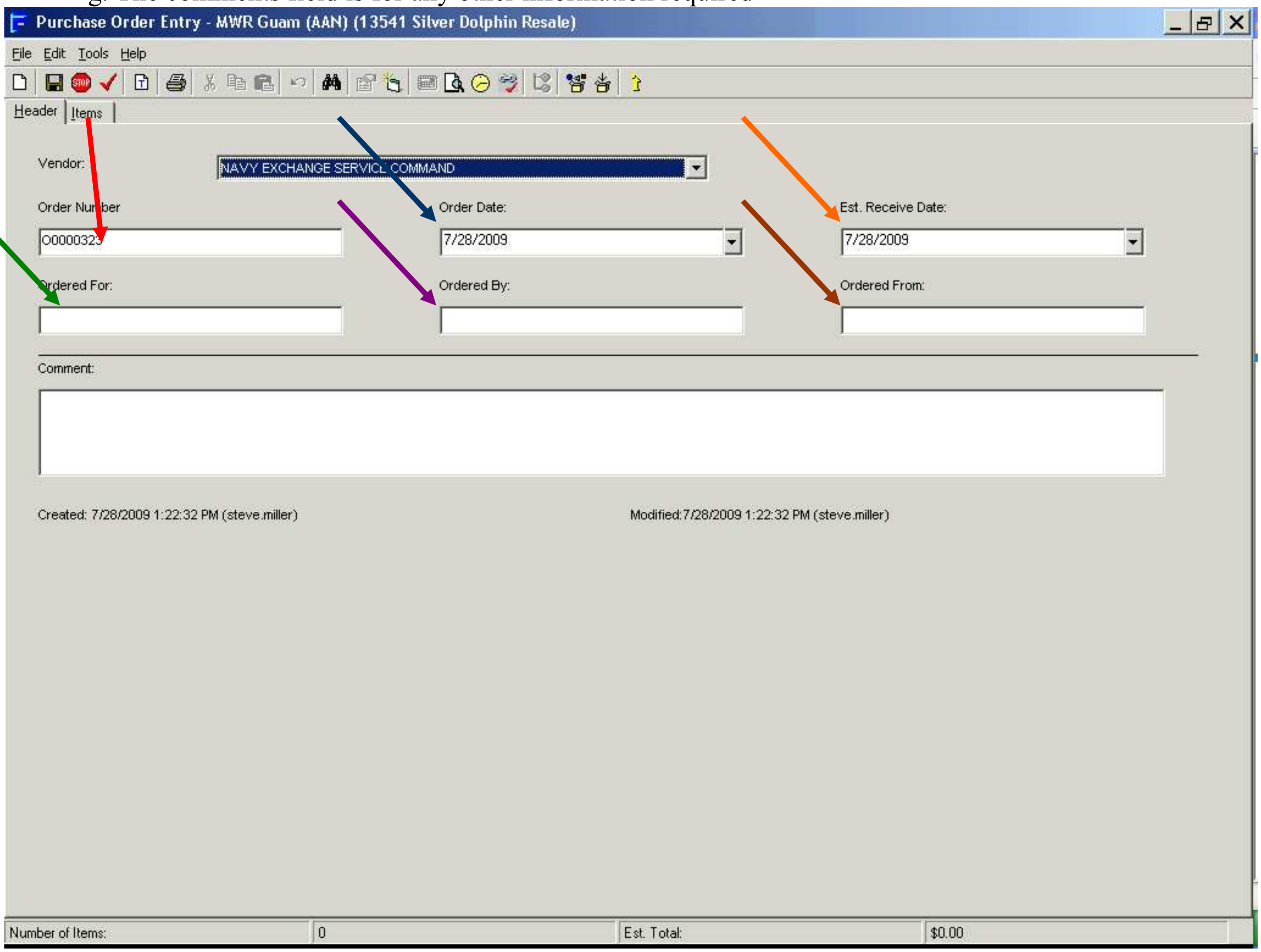
c. Est Receive Date is date you expect the order

d. Ordered For is filled out by person calling in the BPA

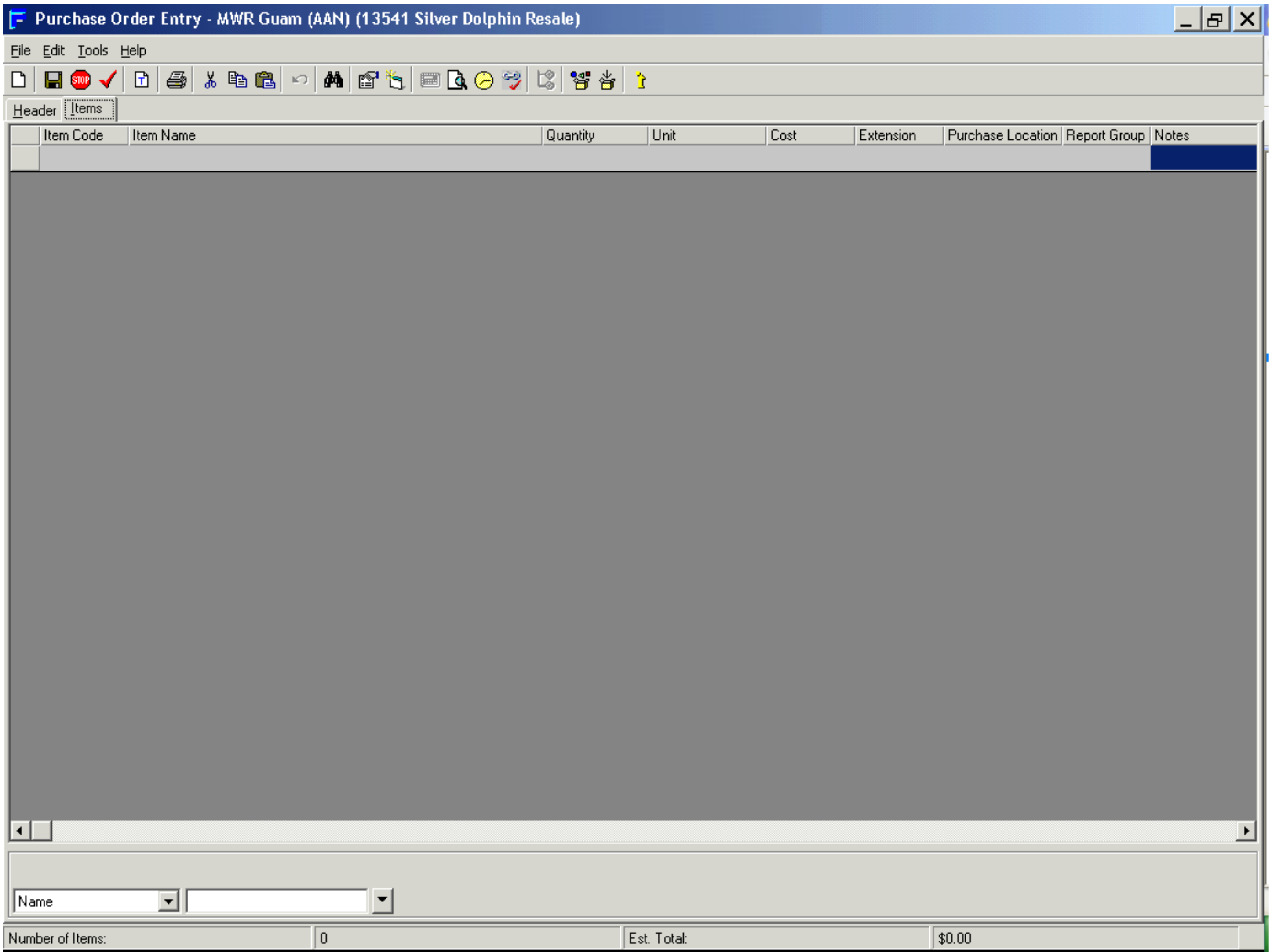
e. Ordered By is the person calling in the order on the BPA

f. Ordered From is if the person entering the information is different from facility

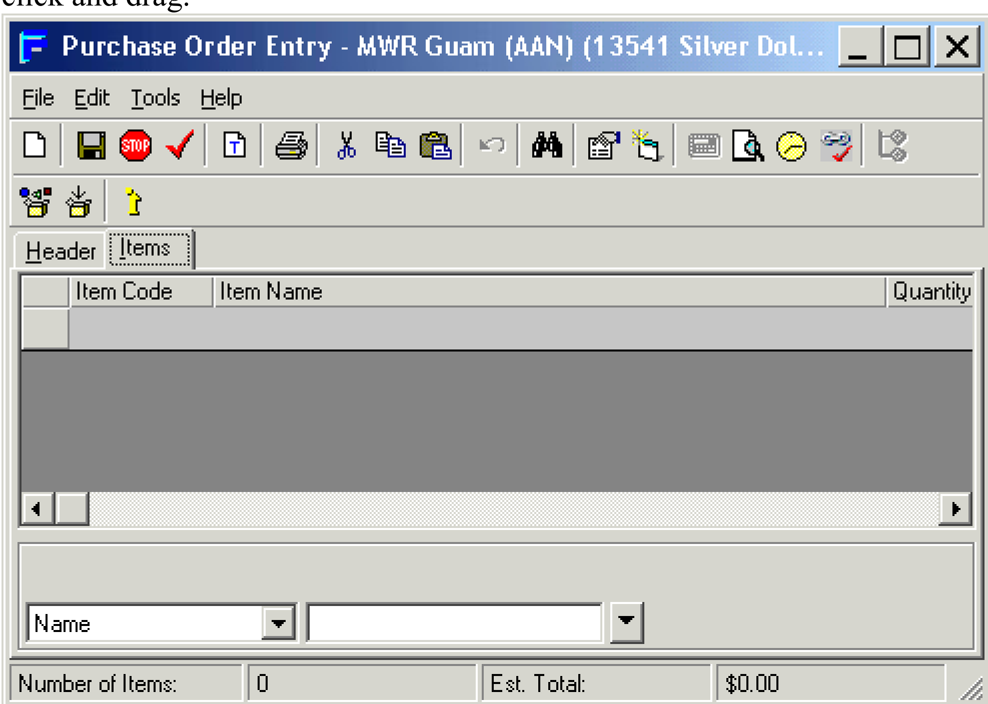
g. The comments field is for any other information required

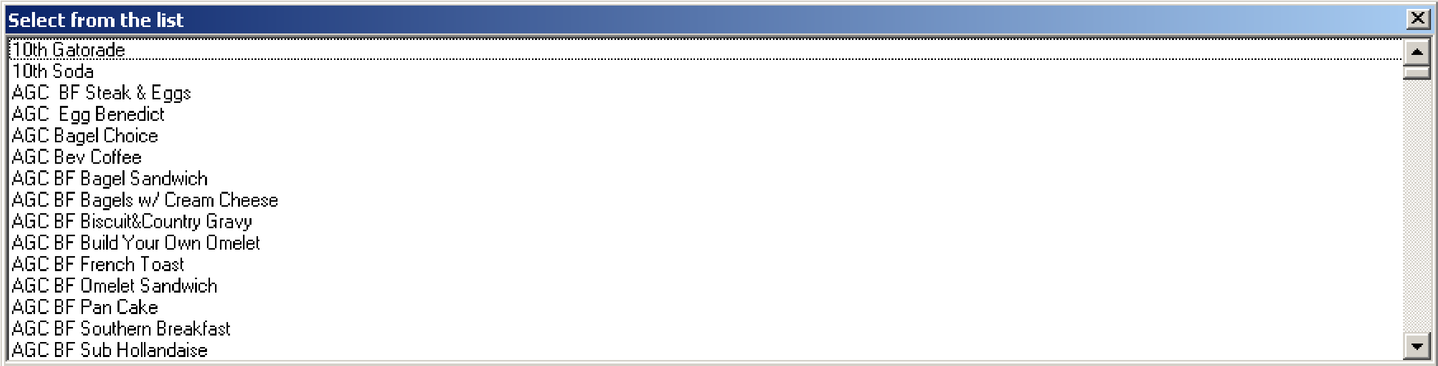


7. Next Choose the "Items Tab"

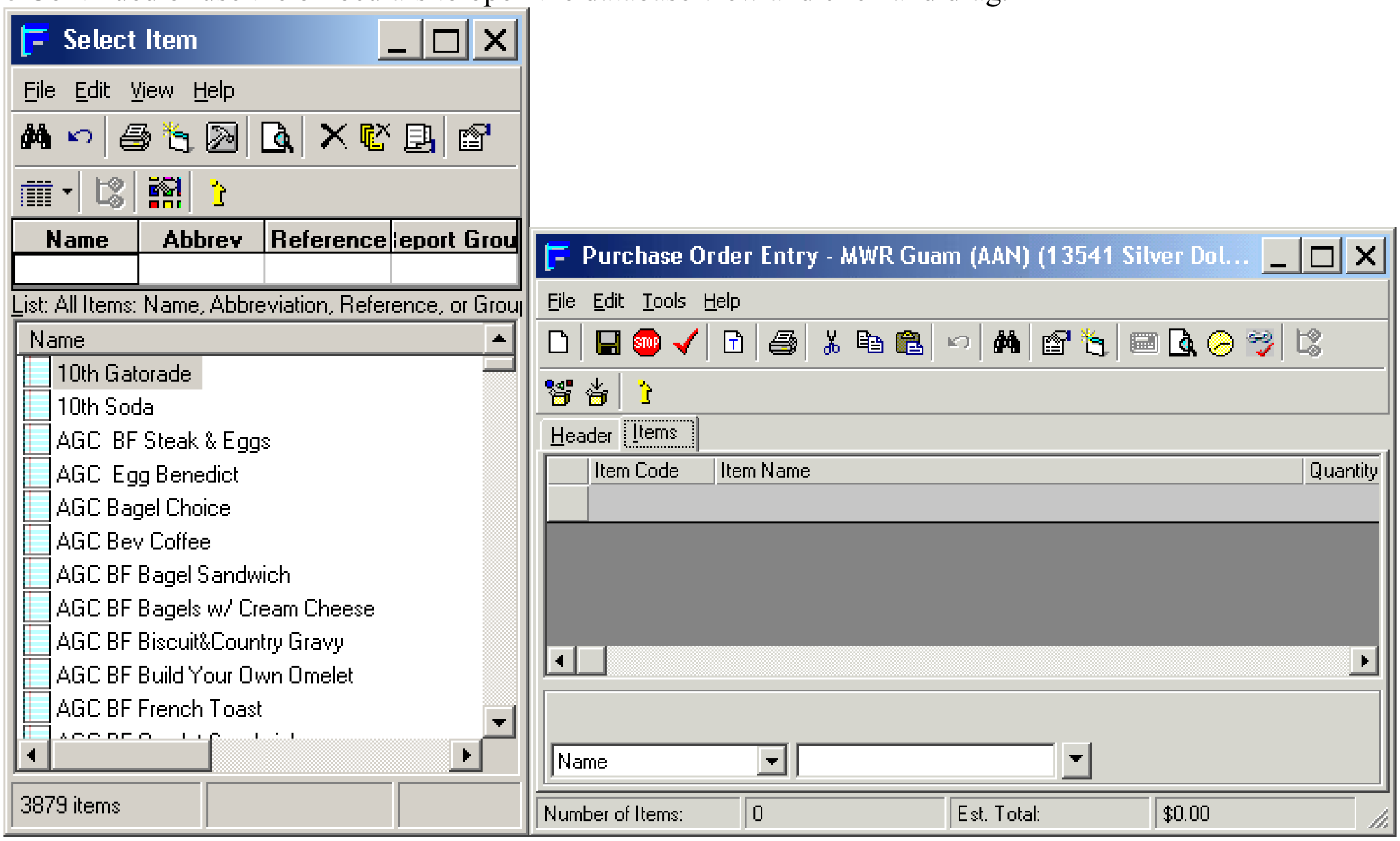


8. Select the items from the name field (type in the name) or use the binoculars to open the database view and click and drag.

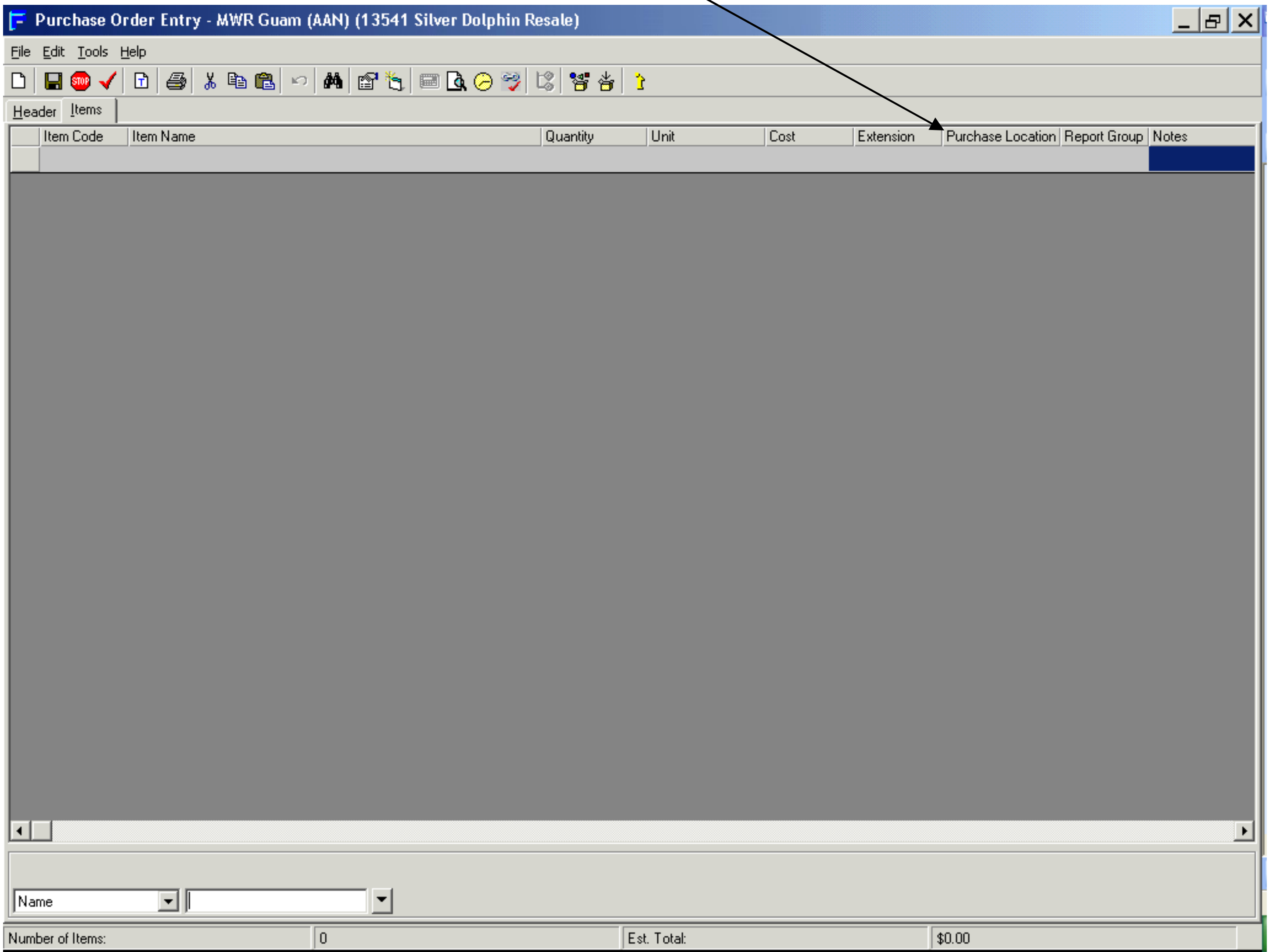




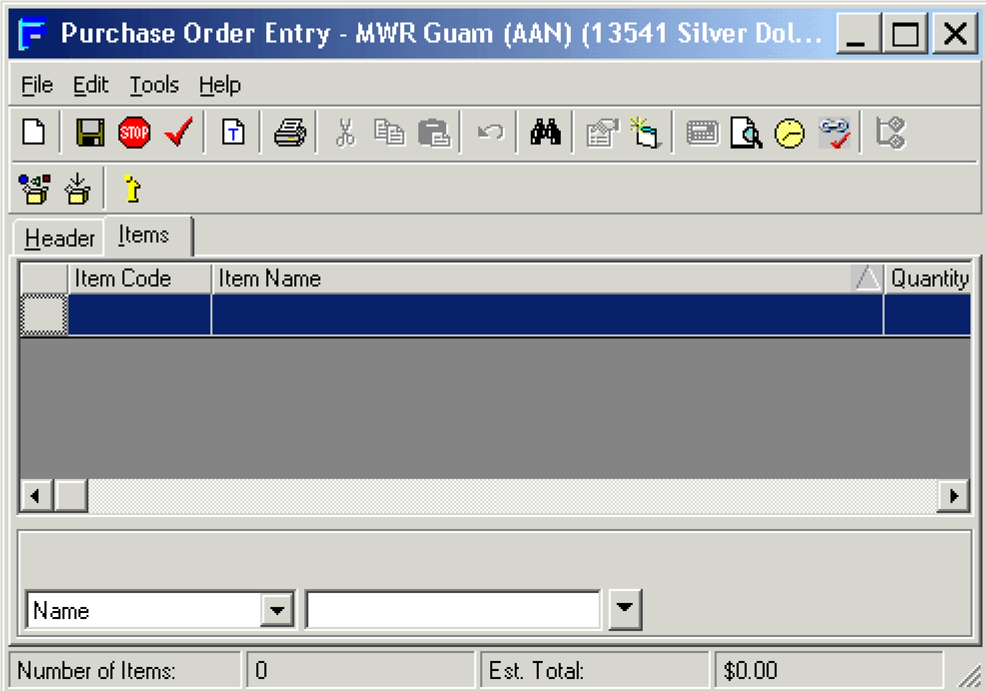
8 Continued or use the binoculars to open the database view and click and drag.



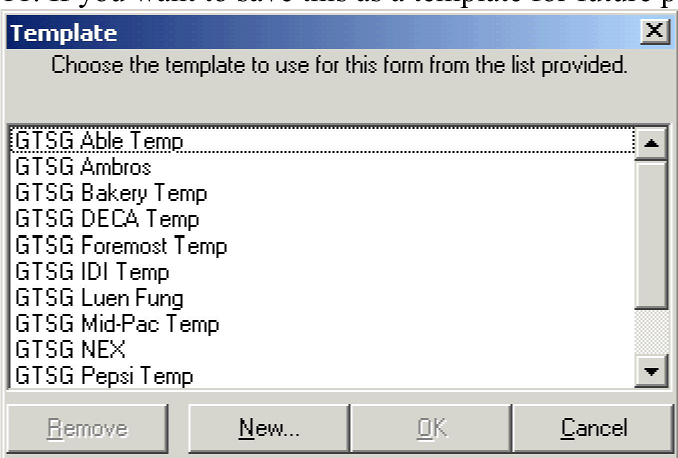
9. After you have made the selections be sure to pay close attention purchase location as that location is where the items will be credit to once the items are received.



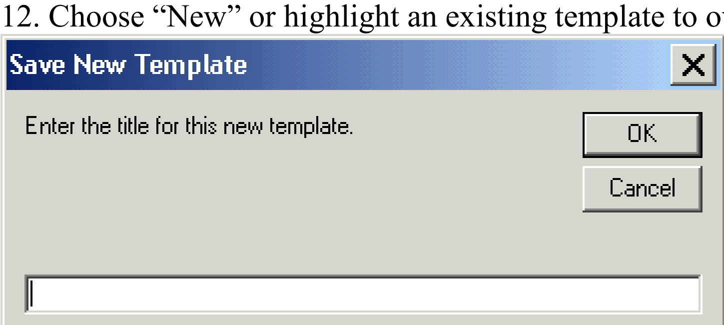
10. After the Purchase order is completed click the red check mark.



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



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



13. Enter “New Template Name”