



Purchase Order (PO) Quick Reference Guide

Introduction

An Agency Purchase Order (APO) is a formal agreement established with a vendor to either purchase goods or services.

State of Maine Policy

An Agency Purchase Order (PO) may be created to purchase items that are valued at \$5000 or less, for items not on commodity contract or printing or if the vendor does not accept the State procurement card. The Procurement Type is APO, the Procurement document code is PO and the event type must always be PR07 (non-encumbering).

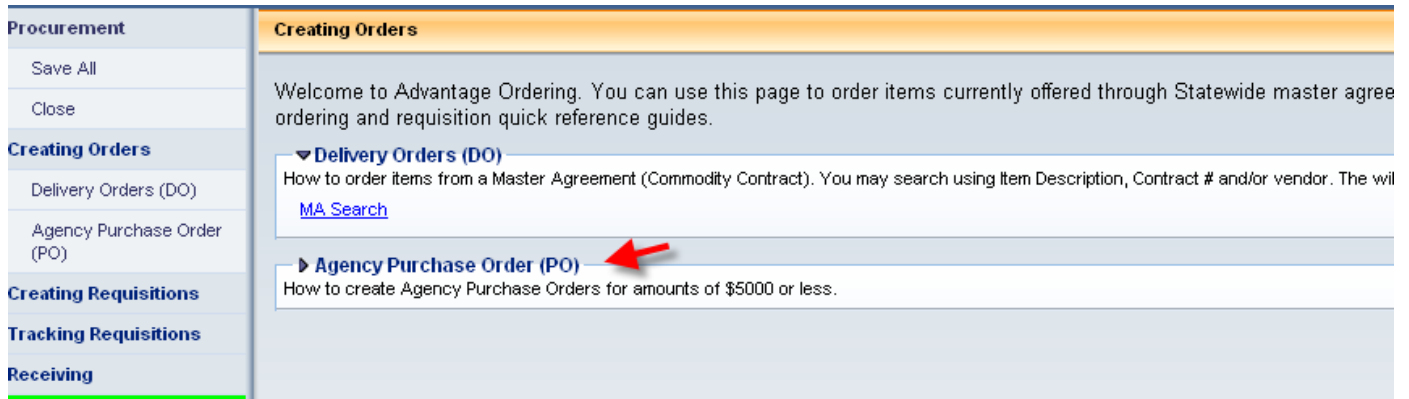
NOTE: Creating the PO document is optional. You can choose to use your pcard if it is within your dollar limit.

Creating a PO document

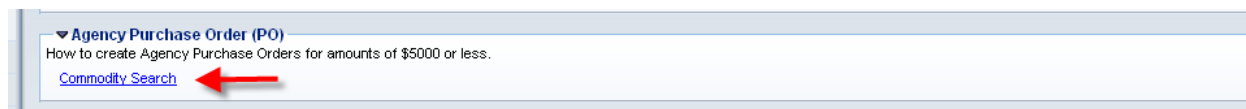
From the workspace at the top of your page click on Procurement:



Click on the Agency Purchase Order (PO) link



Then click on Commodity Search





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Clicking commodity Search will take you to the Document Catalog page. In the Code field type in PO and under the Dept field put in your agency number. I put in 18P as that is my agency number. Then click Create.

The screenshot shows the 'Document Catalog' form. At the top left is a 'Create' link with a right-pointing arrow. Below it is a section titled 'Document Identifier' with a dropdown arrow. This section contains four input fields: 'Code' with 'PO' entered, 'Unit' (empty), 'Dept.' with '18P' entered, and 'ID' (empty). Below the 'Document Identifier' section are two sections with right-pointing arrows: 'User Information' and 'Document State'. At the bottom left of the form are two links: 'Browse' and 'Clear'.

Check Auto Numbering and Create. You do not need to put in a workflow unit in the Unit field as PO's do not require approval. Once you validate & submit the document it goes to Final.

This screenshot shows the 'Document Catalog' form with additional options. At the top right are three tabs: 'Chart of Accts', 'Budget', and 'Vendor/Customer'. Below the 'Document Identifier' section is a section titled 'Other Options' with a dropdown arrow. It contains two checkboxes: 'Auto Numbering' which is checked, and 'Create Template' which is unchecked. A red arrow points to the 'Auto Numbering' checkbox. At the bottom left, the 'Create' link is highlighted with a red arrow pointing to it. Below 'Create' is a 'Menu' link.



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Your PO document will open up on the Header page/General Information tab. You will need to enter in a Document Description, enter 3 in the Procurement Type ID (which stands for Agency Purchase Order) and if it is a confirmation check the Confirmation Box.

Header

General Information | Contract Details | Reference | Requestor Issuer Buyer | Modification | Extended Description | Default Shipping/Billing | Reporting | Fixed Asset Intent Reference

Document Name: [Dropdown]
Record Date: [Date Picker]
Budget FY: [Text]
Fiscal Year: [Text]
Period: [Text]

Document Description: Desk

Actual Amount: \$0.00
Closed Amount: \$0.00
Closed Date: [Text]
Supplier Received Date: [Text]
Open Amount: \$0.00
Total of Header Attachments: 0
Total of All Attachments: 0

PCard ID: [Text]
PCard Exp: [Text]
Card Number: [Text]
Cardholder Name: [Text]
Procurement Folder: [Text]
Procurement Type: Agency Purchase Order
Procurement Type ID: 3
Cited Authority: [Text]
Effective Begin Date: [Date Picker]
Expiration Date: [Date Picker]
Authorization Date: [Date Picker]
Accounting Profile: [Text]
Terms Template: [Text]
Confirmation Order:

Next click on the Requester Issuer Buyer tab and enter in the the Requester ID (most of the time this will be your userid). Now click on Save.

General Information | **Contract Details** | **Reference** | **Requestor Issuer Buyer** | Modification | Extended Description

Issuer ID: tdemerchant
TERRY DEMERCHANT
207-624-7334
TERRY.L.DEMERCHANT@MAINE.GOV

Requestor ID: tdemerchant
Name: Terry Demerchant
Phone Number: 207-624-7334
Email: TERRY.L.DEMERCHANT@
Requesting Dept: [Text]



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You will now need to put in the vendor. From the Document Navigator on the left hand side click on Vendor. You will notice that the fields are grayed out – you will have to scroll to the bottom to click on Insert New Line:



The screenshot displays the Purchase Order (PO) system interface. On the left is the Document Navigator, which includes a list of options: Header, Accounting Distribution, Vendor (highlighted in yellow with a red arrow pointing to it), Commodity Group, Commodity, Accounting, Posting, Special Instructions, and Free Form Vendors. The main area shows the Vendor selection screen. At the top, it displays 'Vendor Customer: none' and 'Legal Name: none'. Below this is a table with the header 'Line Number' and a row indicating 'From 0 to 0 Total: 0'. The 'Vendor' tab is selected, showing a form for 'Additional Information'. The form fields are grayed out and include: Vendor Customer (with an up arrow icon), Legal Name, Alias/DBA, Address Code (with an up arrow icon), Fax, Fax Extension, and Web Address http://. At the bottom of the screen, there is a toolbar with buttons for 'Insert New Line' (highlighted with a red arrow), 'Insert Copied Line', 'Edit with Grid', 'Copy', 'Validate', 'Submit', and 'Discard'.








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Enter in the Vendor Customer code or use the pick list to search for your vendor. Once inserted click on save.

Vendor		Vendor Customer:	Legal Name:
Line Number			
0			
From 1 to 1 Total: 1			

Vendor	Additional Information
Vendor Customer:	<input type="text"/> 
Legal Name:	
Alias/DBA:	
Address Code:	<input type="text"/> 
Fax:	
Fax Extension:	
Web Address http://:	

 Save	 Undo	 Insert New Line	 Insert Copied Line	 Edit with Grid
------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------



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From the Document Navigator on the left hand side click on Commodity. You will notice that the fields are grayed out – you will have to scroll to the bottom to click on Insert New Line:

Document Navigator [X]

- Header
- Award Details
- Accounting Distribution
- Vendor
- Commodity**
- Accounting
- Posting
- Commodity T & C
- Business Type
- Sub Vendor
- Terms and Conditions
- Special Instructions

Commodity Total Lines: 0 Line: none

Line	CL Description
From 0 to 0 Total: 0	

General Information Reference Fixed Asset Intent Reference Ship

CL Description: [Text Field]

Warehouse: [Text Field] [Up Arrow]

Commodity: [Text Field] [Up Arrow]

Stock Item Suffix: [Text Field] [Up Arrow]

Supplier Part Number: [Text Field] [Up Arrow]

Line Type: [Dropdown]

Quantity: [Text Field]

Unit: [Text Field] [Up Arrow]

Unit Price: [Text Field]

Discounted Unit Price: [Text Field]

List Price: [Text Field]

Contract Amount: [Text Field]

Service From: [Text Field] [Calendar]

Service To: [Text Field] [Calendar]

Accounting Profile: [Text Field] [Up Arrow]

Accounting Template: [Text Field] [Up Arrow]

Tax Profile: [Text Field] [Up Arrow]

[Insert New Line] [Insert Copied Line] [Edit with Grid]



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Once the page is activated you will need to enter a CL Description, Commodity, Line Type, Quantity, Unit and Unit Price. For this activity I am going to be ordering a Desk. You will notice that I put Desk under the CL Description and the Line Type I chose Item and the Quantity is 1 as I'm only ordering one desk. The unit of measure I put in as ea but if you do not know what your unit of measure is you can click on the pick list. I didn't know what the commodity number is so I am going to click on the pick list to find it.

General Information	Reference	Fixed Asset Intent Reference	Shipping/Bil
CL Description:	Desk		
Warehouse:			
Commodity:			
Stock Item Suffix:			
Supplier Part Number:			
Line Type:	Item		
Quantity:	1.00000		
Unit:	EA		
Unit Price:	\$450.00		
Discounted Unit Price:	\$450.00		
List Price:	\$0.00		
Contract Amount:	\$0.00		



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Under name I'm going to type in *Desk* which when I click on Browse it will search for every description with Desk in it. I'm going to select one of the options it gives me.

Welcome, Terry Demerchant | Chart of Accts | Budget | Vendor/Customer | Procurement | All

Choose

[Browse](#) [Clear](#)

Commodity: Class: Fixed Asset Type:

Item: Group:

Name: *DESK* Active:

	Commodity	Name	Active	Fixed Asset Type	Inventory	Master Agreement
Select	42018	Dormitory Furniture, Plastic: Wardrobes, Beds, Bunkbeds, Des	Yes	E	No	No
Select	42020	Dormitory Furniture, Wood: Wardrobes, Beds, Bunkbeds, Desks,	Yes	E	No	No
Select	42084	Schoolroom Furniture, Metal: Cabinets, Chairs, Desks, etc.	Yes	E	No	No
Select	42086	Schoolroom Furniture; Plastic, Polypropylene, Fiberglass Typ	Yes	E	No	No
Select	42088	Schoolroom Furniture, Wood: Cabinets, Chairs, Desks, etc.	Yes	E	No	No
Select	42096	Work Benches, Shop Desks and Tables	Yes	E	No	No
Select	42520	Desks and Tables, Metal	Yes	E	No	No
Select	42521	Desks and Tables, Wood	Yes	E	No	No
Select	42549	Hutches for Desks, Credenzas, etc.	Yes	E	No	No
Select	42558	Plastic, Polypropylene, Fiberglass Office Furniture: Chairs,	Yes	E	No	No

[Cancel](#) [First](#) [Prev](#) [Next](#) [Last](#)



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Now click on the Shipping/Billing tab to enter in your locations. Mine are 18P01 and 18P02 so that is what I will enter. If this is not a confirmation you can also enter in a Delivery Date as to when you want the item delivered. Now you can hit save.

The screenshot displays the 'Shipping/Billing' tab of a Purchase Order system. At the top, a header bar shows 'Commodity' and 'Total Lines: 1 Line: 1 CL Description: Desk Line Amount: \$450.00'. Below this is a table with columns for 'Line', 'CL Description', 'Line Amount', and 'Mo'. The table contains one row: '1 Desk \$450.00 No'. A navigation bar below the table includes 'From 1 to 1 Total: 1' and buttons for 'First', 'Previous', 'Next', and 'Last'. The main form area has several tabs: 'General Information', 'Reference', 'Fixed Asset Intent Reference', 'Shipping/Billing' (selected), 'Specification', 'Matching', 'Retainage', 'Tolerance', 'Discount', and 'Worksites'. The 'Shipping/Billing' tab contains two columns of information. The left column is for 'Shipping Location' (18P01) and the right column is for 'Billing Location' (18P02). Both columns list the same address: 'Division of Purchases', 'Burton Cross Office Bldg', '4th Floor', 'Augusta', 'ME', '04333', 'US'. Below these are fields for 'Shipping Method', 'Free On Board', 'Delivery Date', 'Delivery Type', and 'Additional Info'. At the bottom of the form is a 'Save' button, which is highlighted with a red arrow. Other buttons at the bottom include 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'.



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From the Document Navigator on the left hand side click on Accounting. You will notice that the fields are grayed out – you will have to scroll to the bottom to click on Insert New Line:

Document Navigator

- Header
- Award Details
- Accounting Distribution
- Vendor
- Commodity
- Accounting**
- Posting
- Commodity T & C
- Business Type
- Sub Vendor
- Terms and Conditions
- Special Instructions

Accounting Line: none Line Amount: none Line Open Amount: no

Line	Line Amount	Line Open Amount	Line
From 0 to 0 Total: 0			First

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting

Event Type:

Accounting Template:

Line Description:

Line Amount:

Reserved Funding:

Roll Indication 1:

Roll Indication 2:

Insert New Line **Insert Copied Line** **Edit with Grid**



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Hint - if you click on Commodity then go back to Accounting the General Information section will automatically fill so you don't have to enter in anything.

Click on the Fund Accounting tab and enter in your Fund, Department, Unit, Sub Unit and Object and click on Save. If you are using a Balance Sheet account then you would not fill in the Object field but the BSA field instead.

Accounting				
Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line A
1	\$450.00	\$450.00	\$0.00	

From 1 to 1 Total 1

First Previous Next Last

General Information Reference Fixed Asset Intent Reference **Fund Accounting** Detail Accounting Payment Details

Fund:
 Sub Fund:
 Department:
 Unit:
 Sub Unit:
 Appr Unit:

Object:
 Sub Object:
 Revenue:
 Sub Revenue:
 BSA:
 Sub BSA:

If your agency want you to fill out the Detailed Accounting section you can click on this Tab to enter information here and click save. You may also have other field in this section to fill out – this is just a sample

General Information Reference Fixed Asset Intent Reference Fund Accounting **Detail Accounting** Payment Details

Location:
 Sub Location:
 Activity:
 Sub Activity:
 Function:
 Sub Function:

Reporting:
 Sub Reporting:
 Task:
 Sub Task:
 Task Order:

Major Program:
 Program:
 Phase:
 Program Period:

If you want to split code to use another accounting string just simply click on Insert New line to enter your second line of coding. You can use as many lines of coding that you want.



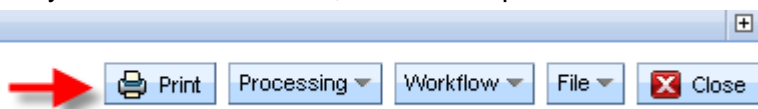
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Optional:

If you had multiple commodity lines and you want the same accounting lines to be applied to all the lines you would use Accounting Distribution. Insert New Line, Under General Information indicate Distribution percent (often times it is 100%), click on Fund Accounting to enter your accounting string then click save. This will activate the Distribute Accounting Lines button (lower right corner of section). Once you press this button the accounting string you put in will be applied to all commodity lines

Now you are all set to validate & submit your document. Once it is set to Final you can go ahead and e-mail it to the vendor – if it is a confirmation you can skip this step.

To send your PO to the vendor, choose the print button in the lower right hand corner.



Under the Print Output Type – choose the drop down box to select “E-Mail”

A screenshot of a 'Print' dialog box. The title bar says 'Print'. Inside, there are several fields: 'Print Output Type' with a dropdown menu showing 'PDF' selected; 'Print Job' with a dropdown menu showing 'PRINTER' selected; 'Print Resource' with a dropdown menu showing 'PDF' selected; 'Hide Inactive Procurement Lines' with a checkbox and a dropdown menu showing 'FAX' selected; 'View Forms' with a checked checkbox; and 'View Forms Description' with an empty text box. A red arrow points to the 'Print Output Type' dropdown menu.

Under the Print Job – use the drop down to select Email PO to vendor then click print



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Print

Print Output Type E-MAIL

Print Job Email PO To Issuer/Requestor

Print Resource Email PO To Issuer/Requestor

Hide Inactive Procurement Lines : Email PO to Buyer
Email PO To Vendor

Email Address: _____ **Print Job**

Email Subject: _____

Email Message: _____

Sender's Email: _____

[Print](#) [Cancel](#)

Even though the Document will say “Document print job was successfully submitted” please be assured that the document was e-mailed to the vendor.

Welcome, Terry Demerchant | Chart of Accts | Budget

[View All](#) 1 of 2 | Document submitted successfully

Purchase Order(PO) Dept: 18P ID: 14101700000000000012 Ver.: 1 Function: New Phase: Final

Document Navigator Accounting Line: 1 Line Amount: \$450.00

You could also choose to print a document for your records by performing the same steps except under the Print Job you would choose Email PO to Issuer/Requester and the system will e-mail you a pdf of the document to print off.



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Print

Print Output Type E-MAIL

Print Job Email PO To Issuer/Requestor

Print Resource EMAIL

Hide Inactive Procurement Lines :

Email Address: _____

Email Subject: _____

Email Message: _____

Sender's Email: _____

[Print](#) [Cancel](#)

Or you could select PDF in the dropdown section under Print Output Type – View Forms will be checked and when you click on Print the system will generate a pdf document that you can print out.

Print

Print Output Type PDF

Print Job Purchase Order (PDF Format)

Print Resource PDF file generator

Hide Inactive Procurement Lines :

View Forms

View Forms Description _____

[Print](#) [Cancel](#)

If you run into any problem and require assistance you can call any of the Purchases Staff to assist you in completing your document. Purchases Staff information can be located on the Division of Purchases website at

<http://www.maine.gov/purchases/info/contact.shtml>