



Indiana Department of Administration
Procurement Division

PeopleSoft eProcurement

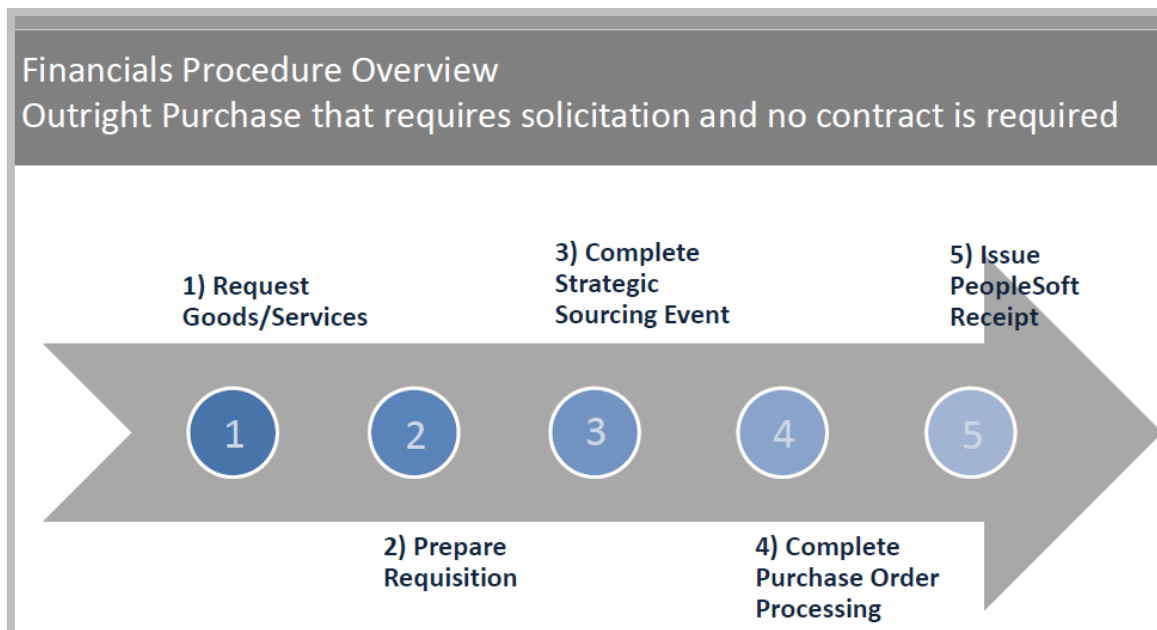
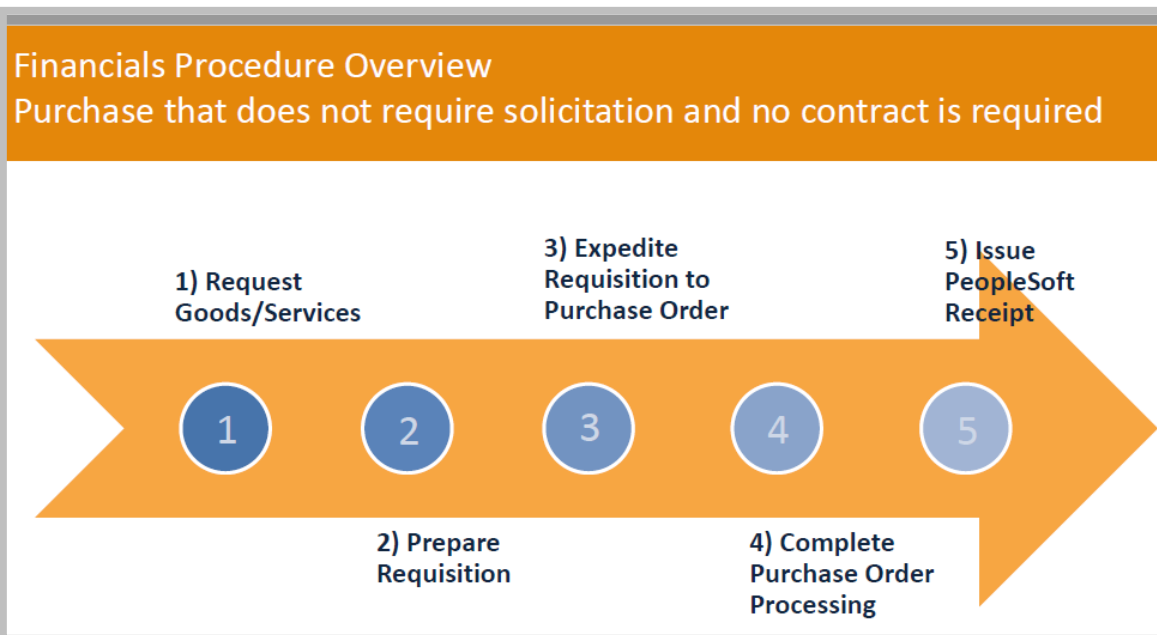
Verify and Complete the Purchase Order

Version 18.6-12

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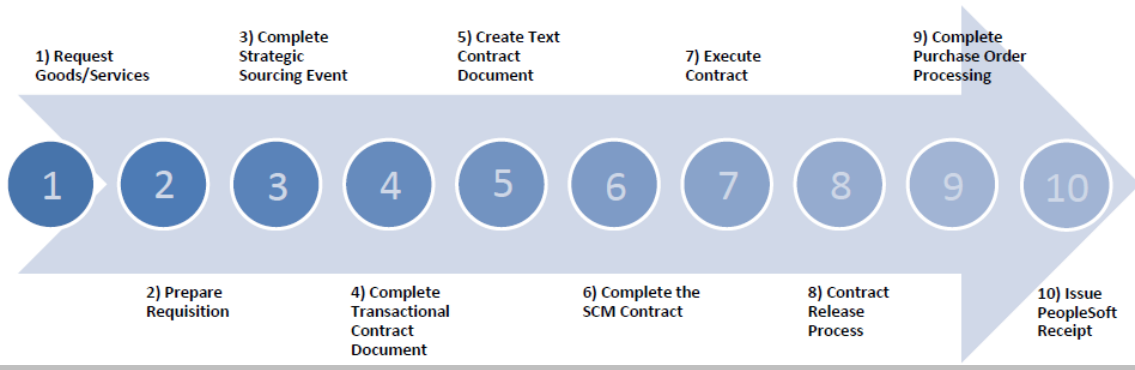
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Financials Procedure Overview



Financials Procedure Overview

Purchase that does require solicitation and an SCM contract



Complete the Initial Processing

Locate/Open the Purchase Order

Menu Navigation

eProcurement >> Buyer Center >> Manage Purchase Orders

The user should enter the desired criteria to locate the Purchase Order (PO) if it is not already displayed under the List of Purchase Orders banner.

The screenshot shows the 'Manage Purchase Orders' interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > eProcurement > Buyer Center > Manage Purchase Orders'. Below this is the 'Manage Purchase Orders' title. A search section titled 'Search Purchase Orders' contains several input fields: 'Business Unit' (00061), 'Vendor ID' (empty), 'PO ID' (empty), 'Buyer' (EPTRN42), 'Date From' (05/03/2018), and 'Date To' (05/10/2018). There are also 'Search' and 'Clear' buttons. Below the search section, there are links for 'Add New PO' and a 'Filter By' dropdown set to 'All'. There are also icons for 'Attachments' and 'P-card'. Below this is a 'List of Purchase Orders' table with columns: PO ID, PO Date, Status, Buyer Name, Vendor, and Vendor Name. The table contains one row with the following data: PO ID: 0018500004, PO Date: 05/10/2018, Status: Pend Appr, Buyer Name: EPro Training ID 42 WELCOME1, Vendor: 0000058084, Vendor Name: COLLINSGRO-001. The table has a 'Personalize' link and a 'Find' button. There are also 'View All', 'First', '1 of 1', and 'Last' navigation options.

Business Unit (required)

This should default to the correct Business Unit if not; the user must enter the five digit business unit number.

Vendor ID

The user can enter/look up the ten digit PeopleSoft vendor ID if known. This is not needed to search.

PO ID

The user can enter the ten digit PO number retrieved from the Manage Requisitions page. This is the best search criteria to enter.

Buyer

The user can enter/look up the Buyer ID of the buyer assigned to the PO at creation. This is not needed to search.

Date From/Date To

The user can limit the search frame based on the date of PO creation. This will locate only POs created during the time frame specified.

The user must click **Search** so the PO(s) that match the criteria will be displayed in the List of Purchase Orders section.

If attachments came forward from the Requisition, they will be displayed to the far right of the Purchase Order (PO) ID as a paperclip. The user can click the paperclip to open the attachment.

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Buyer Center](#) > [Manage Purchase Orders](#)

Manage Purchase Orders

Search Purchase Orders
 Business Unit: Vendor ID: Search
 PO ID: Buyer: Clear
 Date From: Date To:
 Add New PO Filter By:

[Attachments](#) P-card

Your Search returns more than 300 purchase orders, please modify the search criteria to limit your search.

PO ID	PO Date	Status	Buyer Name	Vendor	Vendor Name	Attachments
0017548441	03/23/2017	Dispatched	Sparks, Teresa-300	9946	GENPRODUCT-001	
0017548439	03/23/2017	Dispatched	Sparks, Teresa-300	0000237950	STAPLESCON-001	
0017548438	03/23/2017	Dispatched	Sparks, Teresa-300	0000237950	STAPLESCON-001	
0017548437	03/23/2017	Dispatched	Sparks, Teresa-300	0000237950	STAPLESCON-001	
0017548436	03/23/2017	Dispatched	Sparks, Teresa-300	0000237950	STAPLESCON-001	
0017548435	03/23/2017	Dispatched	Sparks, Teresa-300	0000053476	HP INC-001	
0017548434	03/23/2017	Dispatched	Sparks, Teresa-300	0000053476	HP INC-001	

There will be a View button for each attachment. The user can click it to view, print or save a copy if desired. The user can repeat this process for each attachment. When finished, the user can close the tab(s) and click **Return** to go back to the Manage Purchase Orders page.

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Buyer Center](#) > [Manage Purchase Orders](#)

Attachments

Business Unit: 00300
 PO ID: 0017548435

Attachment Details

Line Nbr	Source From	BU/SETID	Source Key ID	Source Line Nbr	Attached File	View
1	REQ	00300	0000087529	1	HPfor_bodine16090008888.pdf	View





[Return](#)

The user must click the link in the PO ID column to open the desired Purchase Order (PO).

PO Form | Tier 2 Details | Tier 2 History

Maintain Purchase Order

Purchase Order

Business Unit: 00061 PO Status: Pend Appr 
 PO ID: 0018500004 Budget Status: Not Chk'd   

Copy From: EDS: Hold From Further Processing

Header

*PO Date: 05/10/2018 [Vendor Search](#)
 *Vendor: COLLINGRO-001 [Vendor Details](#)
 *Vendor ID: 0000058084 [COLLINS GROUP INC](#)
 *Buyer: EPTRN42 EPro Training ID 42 WELCOME1
 PO Reference: Online Src From Req 0000017936
[Header Details](#) [Activity Summary](#) [Leased Assets](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Edit Comments](#)
[PO Activities](#) [Edit ShipTo Comments](#)

Doc Tol Status: Not Chk'd
 Receipt Status: Not Recvd
 *Dispatch Method: Print

Amount Summary

Merchandise: 128.260
 Freight/Tax/Misc.: 0.00
 Total Amount: 128.260 USD
 Encumbrance Balance:

Add Items From:

Select Lines To Display: Line: To:

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	000000000100259147	Flag, Indiana, 3' x 5'	2.0000	EA	55121715	18.91000	37.820	Approved
2	000000000100259158	Flag, US, 3' x 5'	2.0000	EA	55121715	17.02000	34.040	Approved
3	000000000100259168	Flag, POW/MIA, 3' x 5'	2.0000	EA	55121715	28.20000	56.400	Approved

[View Printable Version](#) *Go to:






Before the user can save/print the PO he/she must edit/complete the Header Details, complete the Tier 2 Details and respond to the Leased Assets question. Adding/editing Comments and entering/editing Line Comments are optional.

If the PO Status is Open with a green checkmark to the left of the Red X (clicking it begins the process to cancel the PO), then the user must click the checkmark and respond yes to the question that says "Do you wish to save the current document?" to proceed.

PO Form | Tier 2 Details | Tier 2 History

Maintain Purchase Order

Purchase Order

Business Unit: 00061 PO Status: Open  
 PO ID: 0018500005 Budget Status: Not Chk'd   

Copy From: EDS: Hold From Further Processing

Header	
*PO Date:	05/10/2018 Vendor Search
*Vendor:	COLLINSGRO-001 Vendor Details
*Vendor ID:	0000058084 COLLINS GROUP INC
*Buyer:	EPTRN42 EPro Training ID 42 WELCOME1
PO Reference:	Online Src From Req 0000017936
Header Details	Activity Summary
PO Defaults	Document Status
Requisitions	Edit Comments Leased Assets
PO Activities	Edit ShipTo Comments

1

1. Complete the Header Details (required)

The user must click the **Header Details** link to access and verify/complete all necessary information for the Header Details Page.

Maintain Purchase Order			
PO Header Details			
Business Unit:	00061	PO ID:	0018500004
Vendor:	COLLINSGRO-001		
PO Details			
Vendor:	COLLINSGRO-001	PO Date:	05/10/2018
*PO Type:	<input type="text"/>	Budget Status:	Not Chk'd
*Billing Location:	061CONT Billing Address	<input checked="" type="checkbox"/> Tax Exempt	ID: 0003118568 <input type="text"/>
Origin:	NON NON-DOAPRO	Letter of Credit ID:	<input type="text"/>
Currency			
Currency Code:	USD Exchange Rate Detail	Base Currency:	USD
Rate Date:	05/10/2018	Exchange Rate:	1.00000000
Rate Type:	CRRNT		
Process Control Option			
Acknowledgements required for:	Not required	Accounting Date:	05/10/2018
<input checked="" type="checkbox"/> Dispatch	*Method: Print	Accounting Template:	STANDARD
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/>			

PO Type

If it does not default correctly from the Requisition Type chosen, then the user can click the magnifying glass to select or enter the correct one.

Billing Location

The user must verify that the default Billing Location is correct. If not, the user should select a Billing Location by clicking the magnifying glass and selecting the correct location.

Tax Exempt/ID





The checkbox must be selected. The user can enter the agency's tax-exempt number or leave the State's as defaulted - 0003118568001.

Method

The default is Print (the user will be responsible to print and send the PO to the vendor).

*** If processing a PO that is set to electronically dispatch (typically from a punch-out QPA Requisition), then it should default as EDX. Please leave it as EDX so that it will electronically dispatch to the vendor. ***

Once the user has verified/entered all necessary information he/she should click OK to be taken back to the Maintain Purchase Order page to finish processing.

Header	
*PO Date:	05/10/2018  Vendor Search
*Vendor:	COLLINSGRO-001  Vendor Details
*Vendor ID:	0000058084  COLLINS GROUP INC
*Buyer:	EPTRN42  EPro Training ID 42 WELCOME1
PO Reference:	Online Src From Req 0000017936
Header Details	Activity Summary
PO Defaults	Document Status
Requisitions	Edit Comments
PO Activities	Leased Assets

2

2. Edit Comments

If the user clicks the link, it will allow him/her to enter Header Comments which will print at the top of the Purchase Order (PO).

The user will be taken to the PO Header Comments page where standard comments may be selected and/or comments may be entered manually. The user can edit or add the desired information in the field or use the Display comment text in modal window icon to enlarge the field. If the comments entered or selected should appear on PO being sent to vendor, the user must click on the Send to Vendor checkbox located below the comment field. The user can click the plus icon to the right of Inactivate to repeat this process to add all comments desired.


PO Header Comments

Business Unit: 00061 PO ID: 0018500004 Vendor: COLLINSGRO-001

Retrieve Active Comments Only

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending

Comments Find | View All First 5 of 5 Last

[Use Standard Comments](#) Comment Status: Active 

The front gate is open from 8:00 AM to 5:00 PM Monday through Friday except for State holidays.

Send to Vendor Show at Receipt
 Show at Voucher Approval Justification

Associated Document

Attachment: Email

From -> PO 00061-0018500004

To add a standard comment, the user must click the **Use Standard Comments** link. This will open the Standard Comments page where the user must enter/select a Comment Type and a Comment ID.

Standard Comments

Comments

*Action: Copy Comment

Comment Type: SHP

Comment ID: IGC

*Effective Date: 05/10/2018

*Status: Active

Description: IGC DELIVERY REQUIREMENTS

Short Desc: IGCDELIVER

Comments:

NOTICE TO VENDORS: PLEASE READ CLOSELY. **An agency located in any building within the boundaries of Capitol Avenue, Washington Street, West Street and Ohio Street is considered within the Indiana Government Center Complex.

VENDOR MUST COORDINATE DOCK DELIVERY DATE AND TIME WITH AGENCY CONTACTS LISTED BELOW.

OK Cancel Refresh

Comment Type

The user can enter or click the magnifying glass to retrieve the available choices and select the comment type needed.

Comment ID

The user can enter or click the magnifying glass to retrieve the available choices and select the comment ID needed. Once it is selected the actual comments will populate in the Comments box for verification.

Once the user has the desired comment he/she must click **OK** to return to the PO Header Comments page.

When finished entering Header Comments, the user should click **OK** to return to the Maintain Purchase Order page.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1	000000000100259147	Flag, Indiana, 3' x 5'	2.0000	EA	55121715	18.91000	37.820	Approved			
2	000000000100259158	Flag, US, 3' x 5'	2.0000	EA	55121715	17.02000	34.040	Approved			
3	000000000100259168	Flag, POW/MIA, 3' x	2.0000	EA	55121715	28.20000	56.400	Approved			

Line Information

Item – this field will be populated if the item came from a line item Quantity Purchase Agreement (QPA) contract.

Description – there may be arrows pointing up and/or down if it is longer than what can be displayed

PO Qty – this quantity came forward from the Requisition and should not be updated.

UOM – this unit of measure that came forward from the Requisition. It should not be updated.

Category – this is the United Nations Standard Products and Services Code (UNSPSC) category that came forward from the Requisition.

Price – this is the unit of measure price that came forward from the Requisition.

Merchandise Amount – this is the quantity times the price.

Status – this is the status of the Requisition which was expedited.

Schedule – when the user clicks this icon it will display the Due Date, Ship To, PO Qty, Price and Merchandise Amount on the line. From the Schedules page, the user can access the Distribution/Chartfields icon to review the remainder of the chartfield information (GL Unit, Fund, Account, Program, Dept, Bud Ref, etc.) that came forward from the Requisition.

3. Line Comments

If the user clicks the icon, it will allow him/her to access the PO Line Comment page to review existing or enter new Line Comments which will print underneath the Purchase Order (PO) line if marked as Send to Vendor.

PO Line Comments

Business Unit: 00061 PO ID: 0018500004 Vendor: COLLINGRO-001
 Line: 1

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments Find | View All First 2 of 2 Last

[Use Standard Comments](#) Comment Status: Active

[Use Item Specifications](#)

Please deliver these flags to the Main Office

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Email

From -> PO 00061-0018500004

If the user desires to add line comments, then he/she should follow the same directions as the Edit Comments section above.

4 PO Tier 2 Details Tier 2 History

Unit: 00061 Vendor: COLLINGRO-001
 PO ID: 0018500004 PO Date: 05/10/2018

T2 Type	Bidder ID	Name	Percentage
1			

PO Total: 128.260
 MBE Amount: WBE Amount:
 % Participation: % Participation:
 Veteran Amount:
 % Participation:

4. Complete the Tier 2 Details (required)

The user must click the Tier 2 Details tab to access the page to enter the Minority Business Enterprise, Woman Business Enterprise, Indiana Veteran Business Enterprise sub-participation percentages for the Purchase Order (PO) if there are any. This information must be entered in order to save the PO.

For QPA purchases, the Tier 2 information from the QPA contract will be populated when the user clicks Load QPA Tier 2 Info. If a new line is added to the PO, the Tier 2 information will automatically increase the total participation. If a QPA contract does not have Tier 2 information, it will automatically enter none or the following comment will be displayed “This Purchase Order is not associated with a Tier 2 contract” where the user should respond with OK and select “None”. The user must only click Load QPA Tier 2 Info button when using QPA contracts.

PO Form | Tier 2 Details | Tier 2 History

Unit: 00061 Vendor: COLLINSGRO-001
 PO ID: 0018500004 PO Date: 05/10/2018

Load QPA Tier 2 Info

T2 Type	Bidder ID	Name	Percentage
1 None			

PO Total: 128.260
 MBE Amount: WBE Amount:
 % Participation: % Participation:
 Veteran Amount:
 % Participation:

Save Return to Search Notify Refresh

For all other purchases, the user must check the solicitation documents (like the Request for Quotation solicitation package) for the Sub-Contractor Commitment form. If the prime vendor is using Minority, Woman, and/or Veteran sub-participation, that will be indicated along with the name of the company and whether a percentage or a dollar is amount total of the bid.

T2 Type	Bidder ID	Name	Percentage
1 Woman	<input type="text"/>		

T2 Type

The user must click on the dropdown arrow to view the available four choices; None, Minority, Woman and Veteran. If there is no sub-participation, then the user should select “None” and return to the PO Form tab to finish processing. Otherwise, once the user has selected the type of sub-participation it will open a new field under the Bidder ID column.

Look Up Bidder ID ? Help

Bidder ID:

Name 1:

Name 2:

CEO Name:

City - Other:

State - Other:

Zip Code:

Phone Number:

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.
[View 100](#) First Last

Bidder ID	Name 1	Name 2	CEO Name	City - Other	State - Other	Zip Code	Phone Number	Certification Date	Expiration Date
0000000163	Studio 3 Design, Inc.	(blank)	Heather Leslie	Indianapolis	IN	46250	317/572-1237	01/05/2016	01/31/2019
0000000214	SecurMar, LLC	(blank)	Cindy Harts	Crown Point	IN	46307	219/861-8964	03/18/2015	04/30/2018
0000000424	Crowder-Detention Equip. Parts & Service	(blank)	Debra Crowder	Indianapolis	IN	46256	317/867-5510	07/01/2016	07/31/2019
0000000431	Lapslev, Inc.	(blank)	Donita Mudd	Fort Wayne	IN	46853	260/745-3265	01/20/2017	01/31/2020

Bidder ID

The user should enter the ten digit Bidder ID if known. If not, then the user should click the magnifying glass to the right of the field to search for certified Minority, Woman and/or Veteran businesses using any of the criteria available. The best way to search is by the Name 1 which is the company's legal name; the user should change the dropdown to "Contains" and enter a portion of it. The search results provided will be based on the T2 Type selected. For example, if the user selected Woman, then only certified Woman owned businesses will be available. Once the correct bidder is found the user can click anywhere on the desired row and it will populate the Bidder ID and Name fields.

The user cannot select the prime vendor on the Tier 2 Details tab because it will not save.

Percentage

The user must enter the percentage of the Minority, Woman and/or Veteran sub-participation.

PO Form | **Tier 2 Details** | **Tier 2 History**

Unit: 00061 Vendor: COLLINSGRO-001
 PO ID: 0018500004 PO Date: 05/10/2018

T2 Type	Bidder ID	Name	Percentage
1 Woman	0000000431	Lapsley Inc	3.000

PO Total: 128.260
 MBE Amount: WBE Amount: 3.85
 % Participation: % Participation: 3.00
 Veteran Amount:
 % Participation:

To add any additional sub-participation, the user should click on the blue + to add a new row of information and follow all the steps for each additional entry. Once the user has entered all sub-participation he/she can click Refresh and it will calculate the sub-participation percentages and dollar amounts and list them at the bottom of the page. The total for the sub-participation cannot be 100% as the user will not be able to save the PO.

When finished with sub-participation number(s), the user must click the PO Form tab to finish processing.

The screenshot shows a 'Header' section of a form. It contains the following fields and links:

- *PO Date: 05/10/2018 (with a calendar icon)
- *Vendor: COLLINGSGRO-001 (with a magnifying glass icon)
- *Vendor ID: 0000058084 (with a magnifying glass icon)
- *Buyer: EPTRN42 (with a magnifying glass icon)
- PO Reference: Online Src From Req 0000017936

Navigation links include: Vendor Search, Vendor Details, COLLINS GROUP INC, EPro Training ID 42 WELCOME1, Header Details, Activity Summary, PO Defaults, Document Status, Requisitions, Edit Comments, PO Activities, Edit ShipTo Comments, and Leased Assets (highlighted with a callout box containing the number 5).

5. Respond to Leased Assets (required)

The user must click the **Leased Assets** link and indicate whether or not the Purchase Order (PO) is for a Leased Asset prior to saving.

The user must respond by clicking the radio button in front of No or Yes as appropriate and click **OK** to return to the PO Form tab.

The screenshot shows a dialog box titled 'Maintain Purchase Order'. It asks 'Is this a Lease?' and contains the following information:

- Business Unit: 00061
- PO ID: 0018500004
- Vendor: COLLINGSGRO-001

There is a section titled 'Leased Asset' with two radio buttons: 'No' (selected) and 'Yes'. At the bottom are buttons for 'OK', 'Cancel', and 'Refresh'.

If the items are leased assets, then the agency will need to follow the instructions in the Lease Guide for ePro Users posted on the IDOA Procurement website at <http://www.in.gov/idoa/2934.htm>

6. Save

The user will need to click **Save** at the bottom of the PO Form tab.

The screenshot shows the bottom of the PO Form tab with four buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'.

6

Asset Information on the Purchase Order lines

A Purchase Order (PO) that contains at least one line item identified as an asset will have a note in the upper right hand corner stating "Asset Lines Highlighted Red". In the lines area the line items identified as assets will be highlighted and each one must be addressed as shown below.

Maintain Purchase Order

Purchase Order

Business Unit: 00061
 PO ID: 0018500004

PO Status: Pending Approval/Approved **ASSET LINES HIGHLIGHTED RED**

Copy From: [] EDS: []

Header

*PO Date: 04/13/2018 Vendor: SSTRAILERS-001
 *Vendor ID: 000034429 S & S TRAILER SALES INC
 *Buyer: EPTRN43 EPro Training ID 43 WELCOME1

PO Reference: Online Srs From Req 0000017975

Amount Summary

Merchandise: 2,947,000
 Freight/Tax/Misc.: 0.00
 Total Amount: 2,947,000 USD

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	6x12 utility trailer	3.0	1,000.00	EA	35131702	2,858,000.00	2,858,000	Approved
2	Adjustable 4' Drop	3.0	1,000.00	EA	35131708	289,000.00	289,000	Approved

The user will need to click the **Schedule** icon (highlighted above) to navigate to the Schedules page and click on the **Distribution/Chartfields** icon (highlighted below) in order to access the Asset Information tab.

Schedules

Unit: 00061 Vendor: SSTRAILERS-001 PO Status: Pending Approval/Approved
 PO ID: 0018500004 PO Date: 04/13/2018

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	6x12 utility trailer	3.0	1,000.00	EA	35131702	2,858,000.00	2,858,000 USD	Active

The item below has defaulted (the AM Unit and Profile ID fields are populated) as an asset based on the dollar amount and UNSPSC category chosen on the Requisition line. If the item is to remain as an asset, the user must enter/look up the Empl ID (Employee ID number) of the agency Asset Manager.

Maintain Purchase Order
Distributions for Schedule 1

Unit: 00061 Vendor: BSTRALERS-001
PO ID: 001000004 Item: [Go to Utility Page](#)
Line: 1 Status: Active
Schedule: 1

*Distribute By: Quantity Schedule Qty: 1.0000
Merchandise Amount: 2,658,000 USD
Doc. Base Amount: 2,658,000 USD

SpeedChart: Multi-SpeedChart

Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Description
1	Open	100.0000	00061	00806				100002902	<input type="checkbox"/>		

OK Cancel Refresh

If the user does not want the item to remain an asset, then he/she must remove the information from the AM Unit and Profile ID fields on each line of the Purchase Order (PO) as needed. Once the asset information is removed from a PO line, it will not be designated as an asset on the resulting Receipt line. The user can also make an item an asset that is not automatically set as one by adding or using the magnifying glass to locate the appropriate AM Unit, Profile ID and Empl ID on each line as needed.

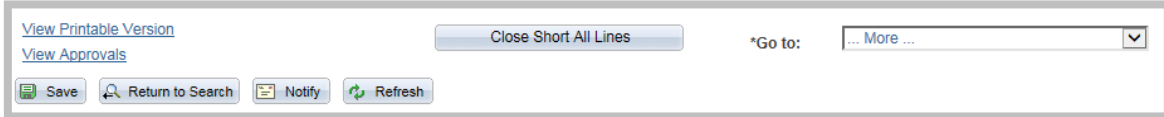
The definition of an Asset Management (AM) asset is a capital asset purchase (or lease) where the total cost is \$500 or more (single line item) and the expected life is one year or longer.

Purchases of assets are not required to go to AM if the cost is less than \$500 (single line item), unless the agency has a requirement to include certain items of a lesser value. For example, the Indiana State Police would like to track firearms under the amount of \$500 and can mark them as assets on the Requisition/Purchase Order.

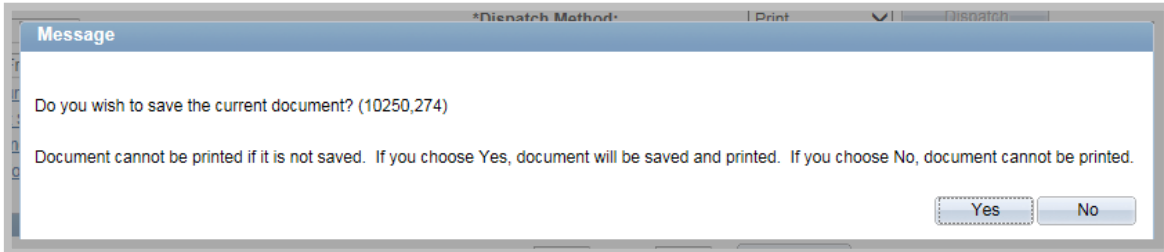
When finished verifying/adding information the user should click **OK** to return to Schedules page and click the **Return to Main Page** link to return to the PO Form tab to finish processing and Save.

View a Printable Version

To view/print a copy of the Purchase Order (PO) the user can click on the **View Printable Version** link in the lower left hand corner.

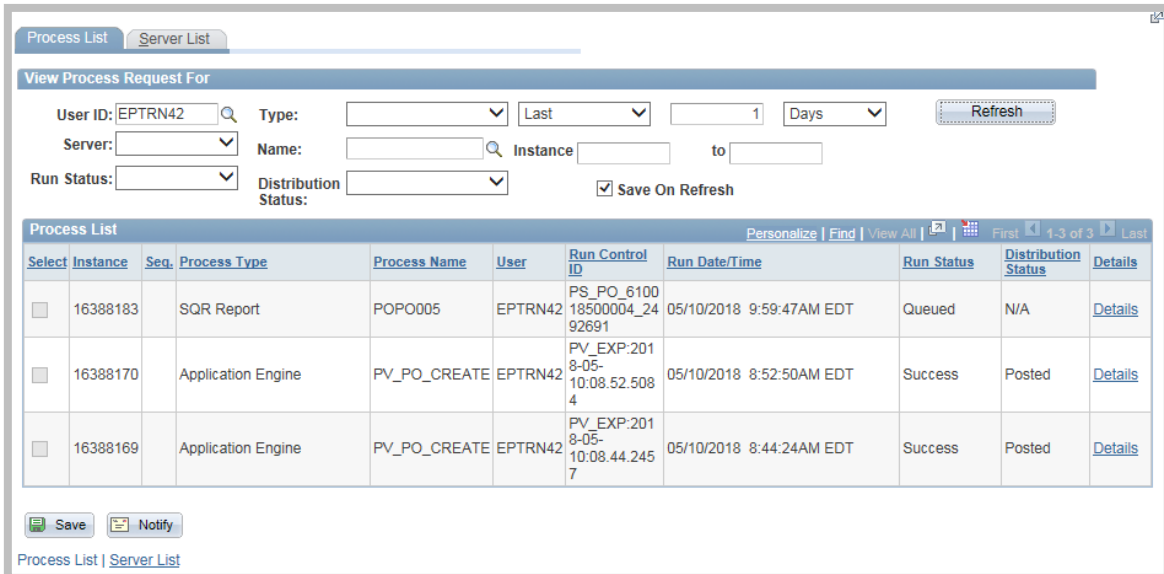


The following message will be displayed where the user must respond with **Yes** to proceed.



A new window will open with Report Manager (this page works much like Process Monitor). If the new window is not displayed, check the Windows Task Bar for an open window titled Report Manager.

To proceed, under the Process List banner the Run Status column must display "Success" and the Distribution Status column must display "Posted" on the process just begun. The user can click Refresh about every eight seconds or so until both have become the required status. At that point, the user must click the Details link on the same row to be taken to the next page.



On the Process Detail page the user must click on the **View Log/Trace** link.

Process Detail

Process	
Instance	16388183
Name	POPO005
Run Status	Success
Type	SQR Report
Description	PO Dispatch/Print
Distribution Status	Posted

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location	
Server	
Recurrence	

Date/Time	Actions
Request Created On	Parameters
Run Anytime After	Message Log
Began Process At	Batch Timings
Ended Process At	View Log/Trace

OK Cancel

The user must locate and click the link with the name ending in PDF to open the file to review/print/save a copy of it.

View Log/Trace

Report	
Report ID:	19645587
Name:	POPO005
Run Status:	Success
Process Instance:	16388183
Process Type:	SQR Report
PO Dispatch/Print	
Distribution Details	
Distribution Node:	HTTP
Expiration Date:	05/17/2018

File List		
Name	File Size (bytes)	Datetime Created
POPO005_16388183.PDF	33,542	05/10/2018 10:00:27.427933AM EDT
POPO005_16388183.out	652	05/10/2018 10:00:27.427933AM EDT
SQR_POPO005_16388183.log	1,826	05/10/2018 10:00:27.427933AM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	EPTRN42

Return

A new window will open the pdf file of the Purchase Order (PO). The user should verify that everything is correct, including the vendor's addresses. If so, then he/she can save/print a copy and go to the Approve the Purchase Order process if he/she has the authority. If not, the agency Head Procurement Agent will likely approve it.

Purchase Order
QPA
State of Indiana
Approved by Encompass Leadership Team - 2011

Order # 0018500004 **Date** 05/10/2018 **Required Date** 06/09/2018 **Page** 1 of 4
Requisition Number: 0000017936
Vendor ID: 0000058084 000001
Agency: 00061 Administration
Pay Terms: 35 Days in Arrears
Fund/Object/Center: 10560/ 547024/ 100000

Vendor 0000058084 000001 1
Remit to: COLLINS GROUP INC
 CVS FLAGS.COM
 1139 S. BALDWIN AVE.
 MARION IN 46953

Ship To: IDOA, MIS Division
 402 W WASHINGTON ST RM W478
 INDIANAPOLIS IN 46204

Vendor Name Address: COLLINS GROUP INC
 CVS FLAGS.COM
 1139 S. BALDWIN AVE.
 MARION IN 46953

Bill To: Administration
 Indiana Dept of Administration
 Controller's Office
 402 W WASHINGTON ST RM W478
 INDIANAPOLIS IN 46204

Vendor Contact: Name: eMail: Phone:
 Name: EPro Training ID 42 WELCOME1
 eMail: XXxxx@agy.in.gov

Purchase Order Instructions & Comments

This is an award of a Quantity Purchase Agreement for Flags and Accessories.
 QPA can be mutually renewed yearly for three additional years.
 The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.
 Quantities are estimates and could be more or less.
 There are quantity discounts that apply to certain line items. See line items for details. The discounted price will default in based on quantity ordered.
 Purchase Orders should be submitted through email to marsha.williams@collinsflags.com. IDOA Vendor Contract Manager: David Brandon-Friedman dbrandonfriedman@idoa.in.gov 317-234-0067

Item No	Description	Purchase Order Line Details (FOB Destination)	Qty Ordered	Qty Recd	UOM	Unit Price	Extended Amt
1- 1	Flag, Indiana, 3' x 6', 100% Nylon & 200 Denier, Dupont SolorMax treated/dyed, greige goods (raw fabric), 4 needle stitching on fly end, 2 brass grommets, strong canvas heading, yellow/gold PMS 1235, blue PMS 2768, for outdoor display. QTY 1-4		2.0000		EA	18.9100	37.82
Contract ID: 0000000000000000000000000016349 Contract Line: 1 Release: 181 Quantity Discounts apply to this line item. QTY 1-4 = \$18.91, QTY 5-11 = \$15.31, QTY 12-23 = \$13.88, QTY 24 - 99 = \$13.27, QTY - 100 + = \$13.12. The price will automatically default in based on quantity selected.							
2- 1	Flag, US, 3' x 6', 100% Nylon 200 Denier, Dupont SolarMax treated greige goods (raw fabric), sewn		2.0000		EA	17.0200	34.04

1. The upper left will contain the Vendor's remit to address, order address and contact information.

2. The upper right will contain some identifying information including the PO number, the ship to address, bill to address and Buyer information.

3. If set up, header comments will print just underneath the Purchase Order Instructions & Comments banner.

4. The Purchase Order Line Details banner and the line item information will print below the header comments.

5. If set up, line comments will display just below the line item information.

If there is anything wrong with the Purchase Order, the user should make a note of the problems and close the window. The user should return to the PO to make any necessary changes and save.

Changing the Vendor's Address

If necessary, the user can change the vendor's addresses. The user will need to locate the appropriate Location in the vendor database; it is a specific combination of an ordering address and remitting address. If the user does not have access to the vendor file, then he/she should submit a GMIS issue asking for view only access.

Note the Vendor ID

The user should make a note of the vendor's ID number located near the top left corner of the PO Form tab.

Navigate to the Vendor File

In the top right corner, the user can click the **New Window** link. A new window will open to allow the user to navigate to the vendor database. The current window displaying the PO Form tab will remain open for easy access.

The screenshot displays a web-based interface for maintaining a purchase order. At the top, there are tabs for 'PO Form', 'Tier 2 Details', and 'Tier 2 History'. A 'New Window' link is visible in the top right corner. The main heading is 'Purchase Order' with a red warning message: 'ASSET LINES HIGHLIGHTED RED'. Below this, the 'Business Unit' is 00061 and the 'PO ID' is 0018500006. The 'PO Status' is 'Pend Appr' (with a red 'X' icon) and the 'Budget Status' is 'Not Chk'd'. There are icons for printing and other actions. A 'Copy From' dropdown and an 'EDS' search field are present. A 'Hold From Further Processing' checkbox is also visible. A 'Header' section is expanded, showing fields for PO Date (05/10/2018), Vendor (RIDGECOMPA-001), Vendor ID (0000000185), Buyer (EPTRN42), and PO Reference (Online Src From Req 0000017975). Links for 'Vendor Search' and 'Vendor Details' are provided. Other fields include 'Doc Tol Status' (Not Chk'd), 'Receipt Status' (Not Recvd), and 'Dispatch Method' (Print) with a 'Dispatch' button. An 'Amount Summary' section is partially visible at the bottom.

In the new window the user should navigate to the Vendor File as follows:
Main Menu >> Vendors >> Vendor Information >> Add/Update >> Vendor

Favorites > Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = STIND

Vendor ID: begins with 0000000185

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

AOS Vendor ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

The user can enter any of the search criteria on the Find an Existing Value tab.

Vendor ID

The user can enter the ten digit PeopleSoft Vendor number if known. This is the best way to search.

Short Vendor Name

This is generally the first ten characters of a vendor's name; it does not include any punctuation. The user should change the dropdown to "contains" and enter the first 10 characters to search the file or use the magnifying glass to look it up. This is the least recommended way to search.

Name 1

The user can change the dropdown to "contains" and can enter a unique portion of the vendor's name or use the magnifying glass to look it up.

AOS Vendor ID

The user can enter the full nine digits of the Federal ID or change the dropdown to contains and enter a portion of it. If the user enters only a portion, all vendors that have that combination in their ID will be returned.

The user should click **Search** to either be taken to the specific vendor searched for or he/she will be given a list of the vendors that meet the search criteria to select from.

Review the Summary Tab

The summary tab of the selected vendor will be displayed. The top of the page contains the following information.

Summary		Contacts		Profile	
SetID:	STIND				
Vendor ID:	0000000185				
Vendor Short Name:	RIDGECOMPA	RIDGECOMPA-001			
Vendor Name:	RIDGE COMPANY INC				
Default Location:	REMIT001				
Order:	RIDGECOMPA-001	Remit To:	RIDGECOMPA-001		
	PO BOX 2859		PO BOX 2859		
	SOUTH BEND, IN 46680		SOUTH BEND, IN 46680		
Status:	Approved	Last Modified By:	M248868		
Persistence:	Regular	Last modified date:	03/10/2014 1:08PM		
Classification:	Outside Party	Created By:			
HCM Class:		Created Date/time:			
Open for Ordering:	Yes	Last Activity Date:	04/13/2017		
Withholding:	Yes				
VAT:	No				

Vendor ID

This is the ten digit PeopleSoft number assigned to the vendor.

Vendor Short Name

This is generally the first 10 characters of the vendor's name.

Vendor Name

This is the vendor's legal name as recorded with the Auditor of State.

Order

This displays the order address for the default location for this vendor. There might be other order addresses associated with this vendor, but only the default location is displayed here.

Remit To:

This displays the remit address for the default location for this vendor. There might be other remit addresses associated with this vendor, but only the default location is displayed here.

Status

This displays the current status of the vendor. The status must be "Approved" to be able to use the vendor.

The bottom half of the page has two items for the user to review: the Active Addresses and All Locations with Order & Remit Addresses.

Active Addresses							
Addr	Description	Address Line 1	Address Line 2	City	State	* Zip Code	Name 1
1	*****0205-	PO BOX 2859		SOUTH BEND	IN	46680	RIDGE COMPANY INC
2	No Auditor of State Payment	112 LINCOLNWAY		LAPORTE	IN	46350	
3	*****0205-	614 S 4TH ST		ELKHART	IN	46516	RIDGE CO INC
5	*****0205-04	PO BOX 2576		FORT WAYNE	IN	46801-2576	RIDGE CO INC
6	*****0205-01	25 PINE LAKE AVE		LAPORTE	IN	46350	RIDGE NAPA AUTO PART

Under the Active Addresses banner

Addr

This column displays the number assigned to the address.

Description

This column typically displays the last four digits of the Federal id number. If “No Auditor of State Payment” is displayed, it cannot be used for remittance purposes.

Address Line 1, 2, City, State, Zip Code

The information will be populated in the columns accordingly.

Name 1 and Name 2

These columns could display an alternate name (doing business as, formerly known as, etc.) for the vendor.

All Locations with Order & Remit Addresses								
Locations		Address		Other				
Location	Pay Hold	Pay Method	LocName	Loc Effdt	Loc Status	Used for	Addr	Descr
000001	No			06/06/2008	Active	Remit to	1	*****0205-
000001	No			06/06/2008	Active	Order to	1	*****0205-
REMIT001	No	ACH	FIRST SOURCE BANK *****6629	12/02/2013	Active	Remit to	1	*****0205-

Under the All Locations with Order & Remit Addresses banner

Locations Tab

Location

This field displays the location number assigned. The Location must have the word "REMIT" at the beginning to be used for remittance purposes unless it is tied to a QPA contract. The Pay Method field will have a notation if the vendor is set up to receive Automated Clearing House (ACH) payments. The Loc (Location) Name may display a QPA number if the location is tied to one.

Loc Status

This field displays if the location is active or not. The user should only use active locations, as an inactive location will cause the Purchase Order (PO) to error.

Used for

This field displays the type of address for this location. The only two types required are Order to and Remit to.

Addr

This field displays the address number associated with the type of Used for. These refer to the Active Addresses above this area.

Descr

This field displays the last four digits of the Federal ID and any sub codes if applicable. The user will also see "No Auditor of State Payment" for addresses that are not registered with the Auditor of State and/or cannot be used as a remit address.

Address Tab

Location

This field displays the corresponding address associated with the Remit and Order Addresses from the Location Tab.

Once the user has found the correct vendor location and Order Address number, he/she can close the window displaying the Vendor Information return to the Purchase Order.

If there is no location available offering the correct combination of order and remit addresses, then the user must contact the Auditor of State vendor coordinators with the pertinent information, so that a new location can be set up.

Access the Vendor Details page

The user can click the **Vendor Details** link next to the vendor field.

▼ Header	
*PO Date:	05/10/2018 Vendor Search
*Vendor:	RIDGECOMPA-001 Vendor Details
*Vendor ID:	0000000185 RIDGE COMPANY INC
*Buyer:	EPTRN42 EPro Training ID 42 WELCOME1
PO Reference:	Online Src From Req 0000017975

Update the Vendor Details page

On the Vendor Details page the user will need to enter two items:

Maintain Purchase Order
Vendor Details -- RIDGE COMPANY INC

Business Unit: 00061 PO ID: 0018500006 Vendor: RIDGECOMPA-001

*Location: REMIT001

Vendor GLN:

*Address: [Show Address Details](#) [Vendor Information](#)

Contact: [Show Contact Details](#) Terms: AREAR 35 Days in Arrears

Salesperson: [Show Salesperson Details](#) Basis Date Type: Inv Date

Vendor Details Message

Country: USA United States Prefix:

Address 1: PO BOX 2859 Fax:

Address 2: Prefix:

Address 3: City: SOUTH BEND Phone:

County: Indiana Postal: 46680

State: IN Indiana

Location

The user should enter the six digit location number noted during research.

Address

The user should enter the Ordering address number noted during research. No zeros are needed before the number.

Once the user has entered both of these items he/she can click **Refresh** to review and should click **OK** to return to the PO Form tab.

Setting Purchase Order Lines for Services to Amount Only

If a receipt and/or payment needs to be issued by a dollar amount and not a set price per unit of measure, the Requisitioner should have set up the line with a quantity of one, an appropriate unit of measure (service, each, lot, annual, etc.) and the corresponding unit pricing. If not, the information will be adjusted once it is set to “Amount Only”. The user should verify/update the fields as needed.

The screenshot displays the Oracle eProcurement 'Maintain Purchase Order' interface. The page is titled 'Purchase Order' and shows various fields for PO details. The 'Business Unit' is 00061 and the 'PO ID' is 0018500005. The 'Vendor' is ACE PEST CONTROL. The 'Amount Summary' section shows a Merchandise amount of 1,350,000. The 'Lines' table at the bottom has one line with description '2018 Pest control' and a checkbox for 'Amount Only' which is currently unchecked.

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1		2018 Pest control	Goods	Schedule	Due	<input type="checkbox"/>

On each line required, the user should click the **Attributes** tab and click the checkbox labeled **Amount Only**.

Changing the Payment Terms

Payment terms are used to calculate the net due date, discount due date, and discount amount calculations for Vendor payments. Accounts Payable uses these payment terms and timing methods to schedule payments for invoices and to calculate amounts remitted to vendors.

Payment terms may specify either a single payment or multiple payments. Payment terms may specify a discount for early payment, for example 2% discount if paid in 10 days, otherwise, the full amount is due in 30 days. See 2NT30 where a discount of 20.00 is taken if paid within 10 days of the invoice date. Payment terms may set a rebate percentage - a percentage reduction for each day early the payment is made.

Payment terms may also set delay days, see the screenshot below for 15TH. If the invoice is dated between the first and the 10th, the payment will be scheduled for the 15th of that month. If the invoice is dated the 11th through the end of the month, the payment will be scheduled on the 15th of the following month.

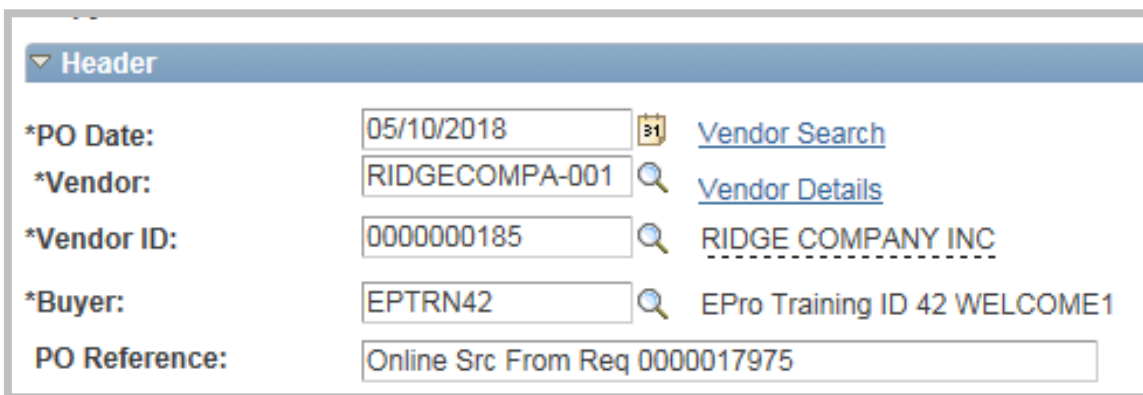
Multiple payment terms will create multiple payments for a single invoice and voucher. For example, annual building rent of \$125,000 may be invoiced at the beginning of the year and 12 payments will be created, one each month for the next year.

Payment terms calculate the scheduled payment date based on the invoice date. The Auditor of State attempts to create the payment two business days before the scheduled due date.





The State of Indiana uses AREAR as the default payment terms except for employees where the default is ZERO (for immediate payment). Payment terms other than the default should be included in a Purchase Order after negotiation of the best price and terms available.

A payment will not be created until the voucher has been fully approved, even when the approval occurs after the calculated payment due date.

To change the payment terms, the user must click on the **Vendor Details** link.



The screenshot shows a software interface with a 'Header' section. It contains the following fields and links:

*PO Date:	05/10/2018		Vendor Search
*Vendor:	RIDGECOMPA-001		Vendor Details
*Vendor ID:	0000000185		RIDGE COMPANY INC
*Buyer:	EPTRN42		EPro Training ID 42 WELCOME1
PO Reference:	Online Src From Req 0000017975		

The user can click on the magnifying glass to the right of the Terms field in order to select the appropriate payment term based on the contract language.

Once selected, the user should click **OK** to return to the PO Form tab.

Maintain Purchase Order

Vendor Details -- RIDGE COMPANY INC

Business: GECOMPA-001

*Location: Vendor Information

*Address: Terms: AREAR 35 Days in Arrears

Contact: Basis Date Type: Inv Date

Salesperson: Vendor

Country: County: State: OK

Look Up Terms ? Help

SetID: STIND

Payment Terms ID: begins with

Short Description: begins with

Description: begins with

Payment Terms Type: =

Terms Applicability: =

Look Up Clear Cancel Basic Lookup

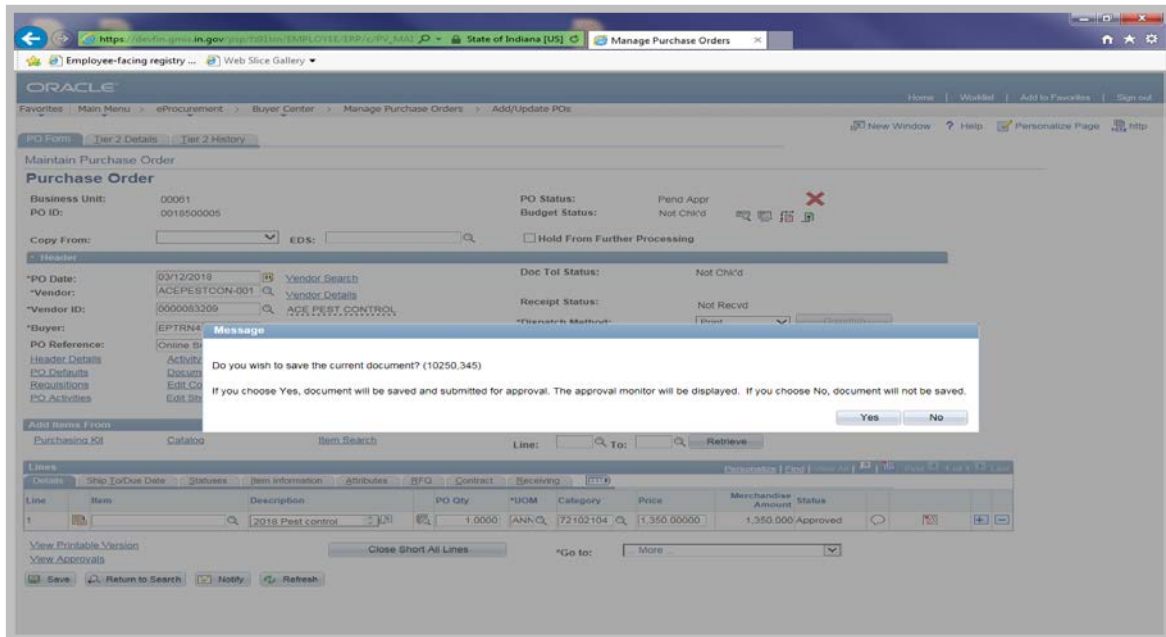
Search Results

View 100 First 1-16 of 16 Last

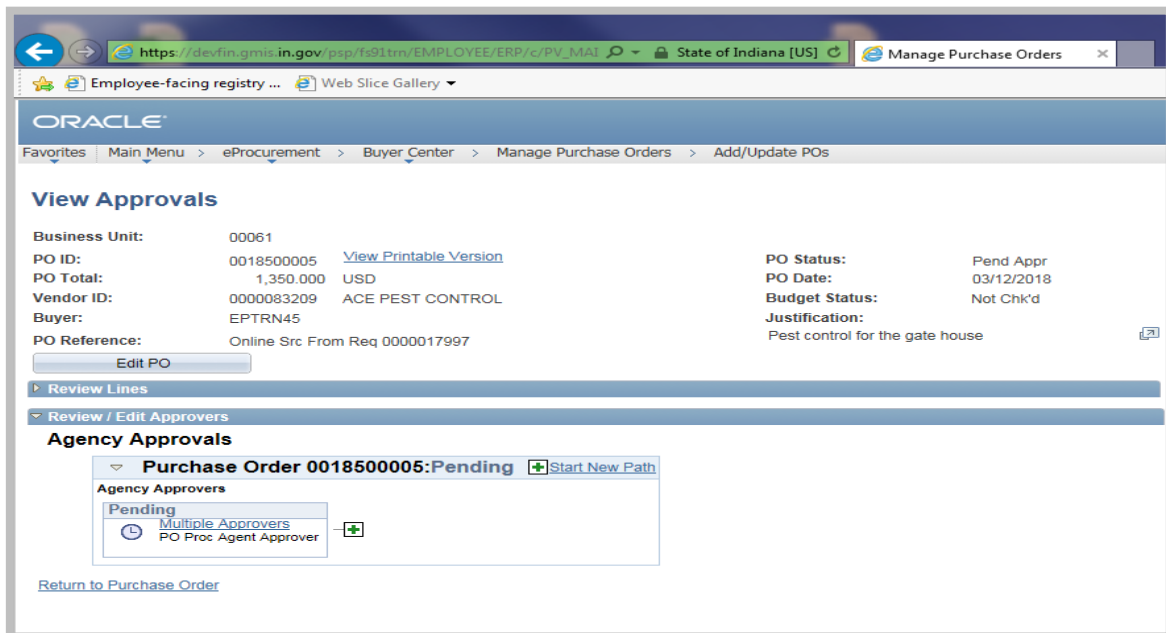
Payment Terms ID	Short Description	Description	Payment Terms Type	Terms Applicability
01ST	1st Follow	1st of the Following month	Single	Vendor
01X12	12 on 1st	12 even monthly - 1st of month	Multiple	Vendor
15TH	15th Follo	15th following basis date	Single	Vendor
15X12	12 on 15th	12 even - 15th of month	Multiple	Vendor
2NT30	2% 10 net30	2% Disc 10 days, Net 30 days	Single	Vendor
31X12	12 on last	12 even - last of month	Multiple	Vendor
AREAR	35 Arrears	35 Days in Arrears	Single	Vendor
LASTC	Last Day	Last day of the current month	Single	Vendor
LASTN	Last Day N	Last day of next month	Single	Vendor
NET10	Net 10 dys	Net due 10 days after invoice	Single	Vendor
NET15	Net due 15	Net due 15 days after invoice	Single	Vendor
NET20	Net 20	Net due 20 days after invoice	Single	Vendor
NET25	Net 25	Net due 25 days after invoice	Single	Vendor
NET30	Net 30	Net due 30 days after invoice	Single	Vendor
NET90	Net 90	Net due 90 days after invoice	Single	Vendor
ZERO	Upon Rec	Invoice Due Upon Receipt	Single	Vendor

View the Approvals

The user can click the **View Approvals** link in the lower left hand corner.

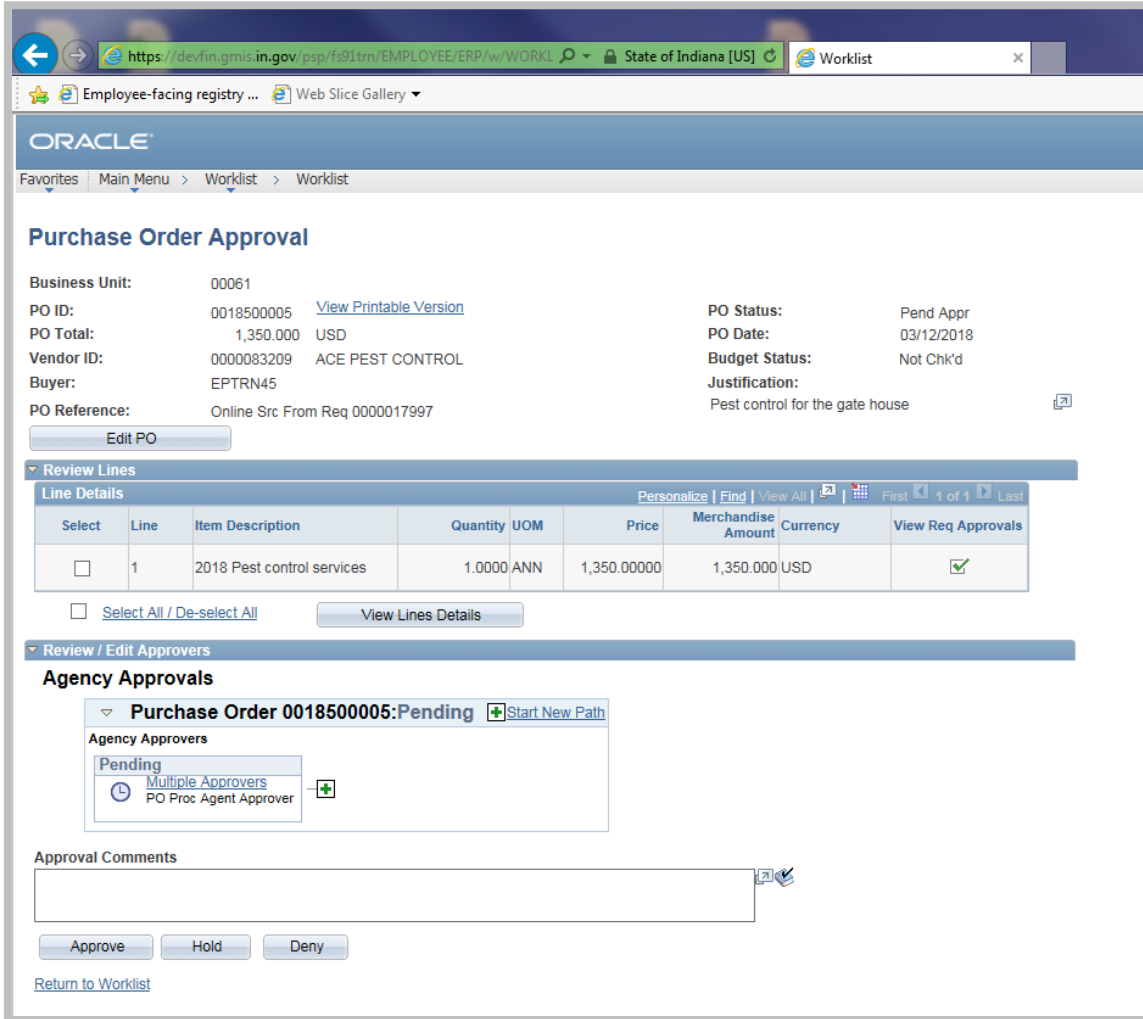


The user must click **Yes** to the question asking if you wish to save the current document so that it can be saved and the View Approvals page displayed. When finished reviewing, the user must click the **Return to Purchase Order** link to return to the PO Form tab.



Approve the Purchase Order

The user (if authorized) or the agency Head Procurement Agent can access a Purchase Order that requires approval through his/her worklist. Once the item is opened the following page will be displayed.



The approver should review the header information, line details and review/add other Approvers as needed prior to clicking Approve or Deny. Approval Comments must be entered before clicking the Deny button.

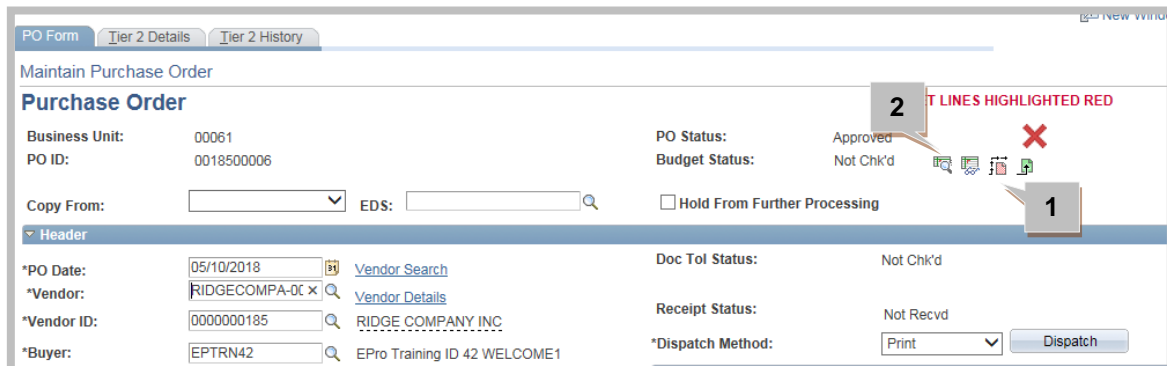
If the PO is over the agency's delegation, then the user must submit a GMIS issue with the following information: Business Unit, PO number, PO Type and Contract information if applicable. Once reviewed and approved by IDOA Procurement the agency Buyer will be notified and will need to Finalize, Budget Check and Dispatch the PO. The agency will be responsible for any copies to the vendor and the agency Accounts Payable area.

Complete the Final Processing



Menu Navigation

eProcurement >> Buyer Center >> Manage Purchase Orders


Once the Purchase Order (PO) is fully approved, the user will need to access it to complete three final process (Finalize, Budget Check and Dispatch) before it is ready to be sent to the awarded vendor.




1. Finalize Document

When completed the process releases any funds that were pre-encumbered in the Requisition stage that are under the amount of the PO. The user must click the **Finalize Document** icon . If for some reason the process needs to be reversed, the user can click the  Undo Finalize Entire Document icon.

2. Budget Check

When the process is complete and the status is "Valid" the funds will be encumbered. The user must click once on the **Budget Check** icon  to initiate the process. The PO status must be "Approved" in order to run the budget check process.

Once the Budget checking process is completed the Budget Status and the Doc Tol (Document Tolerance) Status will update. The final status for both Budget and Doc Tol must be Valid and Valid, before the user can finish processing. If there is an error for either of these statuses, the user should contact the agency Head Procurement Agent for assistance.

If the user clicks **Pre Check Budget** , it will let the user know if the funds are available at that moment in time, but it will not encumber the funds. This step is not necessary to proceed, so please consult with your agency as to if/when this step should be completed.

Purchase Orders set up for electronic dispatch (EDX as the Dispatch Method) must not be manually dispatched. The user must stop at this point! The status can be monitored through eProcurement>Manage Requisitions. When the dispatch process has occurred, it will update from PO Created to PO Dispatched.

PO Form | Tier 2 Details | Tier 2 History

Maintain Purchase Order

Purchase Order ASSET LINES HIGHLIGHTED RED

Business Unit: 00061 PO Status: Approved X
 PO ID: 0018500006 Budget Status: Not Chk'd

Copy From: [Dropdown] EDS: [Search] Hold From Further Processing

Header

*PO Date: 05/10/2018 Vendor Search Doc Tol Status: Not Chk'd
 *Vendor: RIDGECOMPA-001 Vendor Details
 *Vendor ID: 0000000185 RIDGE_COMPANY INC Receipt Status: Not Recvd
 *Buyer: EPTRN42 EPro Training ID 42 WELCOME1 *Dispatch Method: Print **Dispatch**

3. Dispatch

In order for the user to run the Dispatch process, the Purchase Order (PO) must have the PO Status as Approved, Budget Status as Valid and Doc Tol Status as Valid. The user must click Dispatch to be taken to the Dispatch Options page.

No adjustments are required on the Dispatch Options page; the user must click **OK** to proceed.

Dispatch Options

Fax Cover Page: [Input] Test Dispatch
 Server Name: [Search] Print BU Comments
 *Output Destination Type: WEB Print Duplicate on PO
 *Output Destination Format: PDF Print Changes Only
 Print PO Item Description
 Print Copy

OK Cancel Refresh

The user will be asked if he/she would like notification when the dispatch process is complete. IDOA recommends that the user click **Yes** and wait for the process to finish.

Message

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

Yes No

Once it is complete, the user will be taken back to the Maintain Purchase Order page where the PO Status will listed as Dispatched. The PO must be dispatched before a Receipt can be issued.

PO Form | Tier 2 Details | Tier 2 History

Maintain Purchase Order

Purchase Order ASSET LINES HIGHLIGHTED RED

Business Unit: 00061 PO Status: Dispatched ▲ X
 PO ID: 0018500006 Budget Status: Valid

Copy From: [Dropdown] EDS: [Search] Hold From Further Processing

Header

*PO Date: 05/10/2018 Vendor Search Doc Tol Status: Valid
 *Vendor: RIDGECOMPA-001 Vendor Details Backorder Status: Not Backordered [Create BackOrder](#)
 *Vendor ID: 0000000185 RIDGE_COMPANY INC Receipt Status: Not Recvd
 *Buyer: EPTRN42 EPro Training ID 42 WELCOME1 *Dispatch Method: Print **Dispatch**

The user should click **Save**. If not done earlier, the user should go through the process to View a Printable Version of the PO to print/save it for transmitting/sending to the vendor.

Document Status

Every component of PeopleSoft Financials has a Document Status page associated with it. For Purchase Orders it is located at

Menu Navigation

Main Menu >> Purchasing >> Purchase Orders >> Review PO Information >> Document Status

This page will give information about the PO at the top of the page and then every document currently associated with it will be displayed at the bottom under the Associated Document banner. It can include things like Requisitions, Contracts, Receipts, Accounts Payable Vouchers and Payments. Blue links can be opened and the content reviewed.

Document Status

Business Unit: 00061 PO ID: [0018548370](#)
 Document Date: 03/28/2018 Status: Dispatched
 Currency: USD Document Type: Purchase Order
 Buyer: Mishell Gordon-00061 Merchandise Amt: 1,967.820
 Budget Status: Valid

Associated Document

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	00061	Requisition	0000019101	Approved	03/22/2018		
STIND		Contract	0000000000000000000013900	Approved	06/24/2015	0000050293	
	00061	Receipt	0000050839	Moved	02/27/2018	0000050293	000002
	00061	Receipt	0000050840	Moved	02/28/2018	0000050293	000002
	00061	Receipt	0000050841	Moved	02/25/2018	0000050293	000002
	00061	Voucher	00149395	Posted	02/25/2018	0000050293	REMIT001
	00061	Voucher	00149396	Posted	02/27/2018	0000050293	REMIT001
	00061	Voucher	00149397	Posted	02/28/2018	0000050293	REMIT001

[Return to Search](#)

Once the goods/services have been physically received from the vendor the Receiver should see the [Receiving Against an ePro Purchase Order](#) guide on <http://www.in.gov/idoa/2935.htm> for complete instructions on issuing a PeopleSoft Receipt.