



**SF EMPLOYEE PORTAL**  
**PROCUREMENT**

## **City and County of San Francisco**

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# Create PO

Version 4.0

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## **PURPOSE AND DESCRIPTION**

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### **Purpose**

This document provides steps and information for creating a new PO.

### **Description**

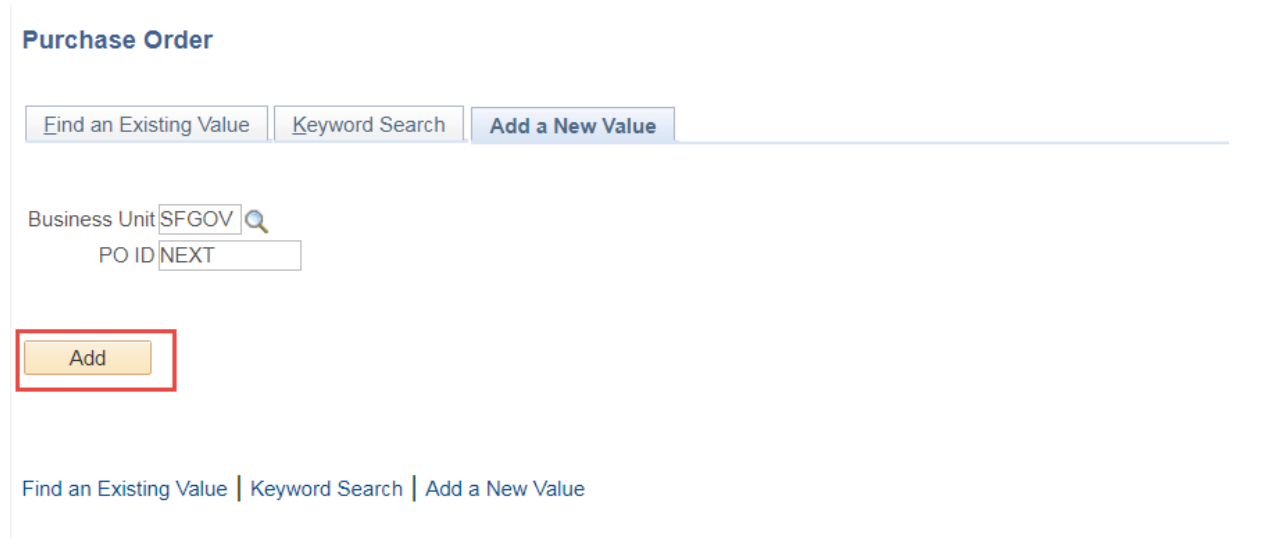
A PO can be created from one or more requisitions, an approved contract, or entered directly without referencing a requisition or contract. This job aid includes steps for creating a PO in each of these three scenarios.

## TOPIC 1: COPY PO FROM CONTRACT (CONTRACT PO RELEASE)

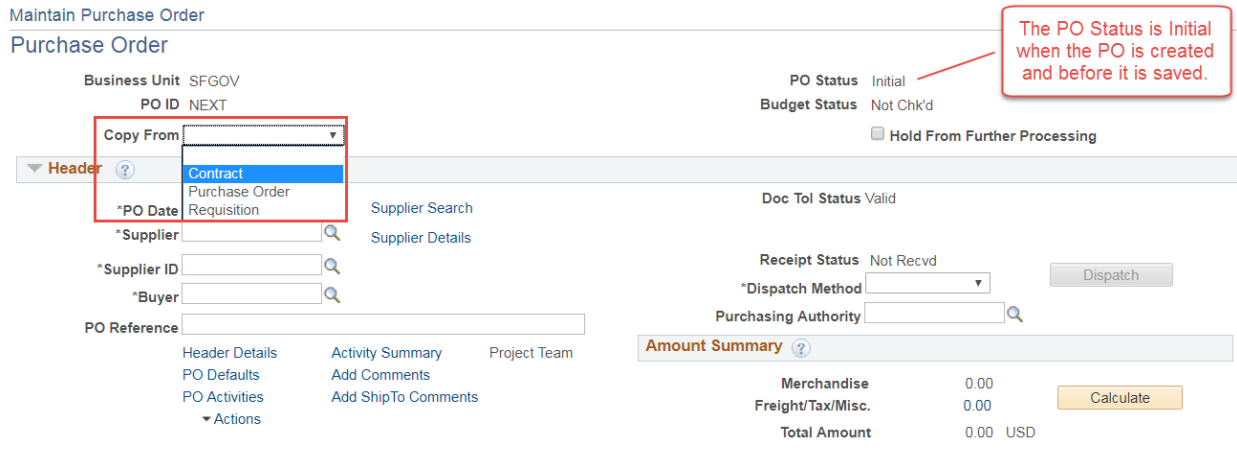
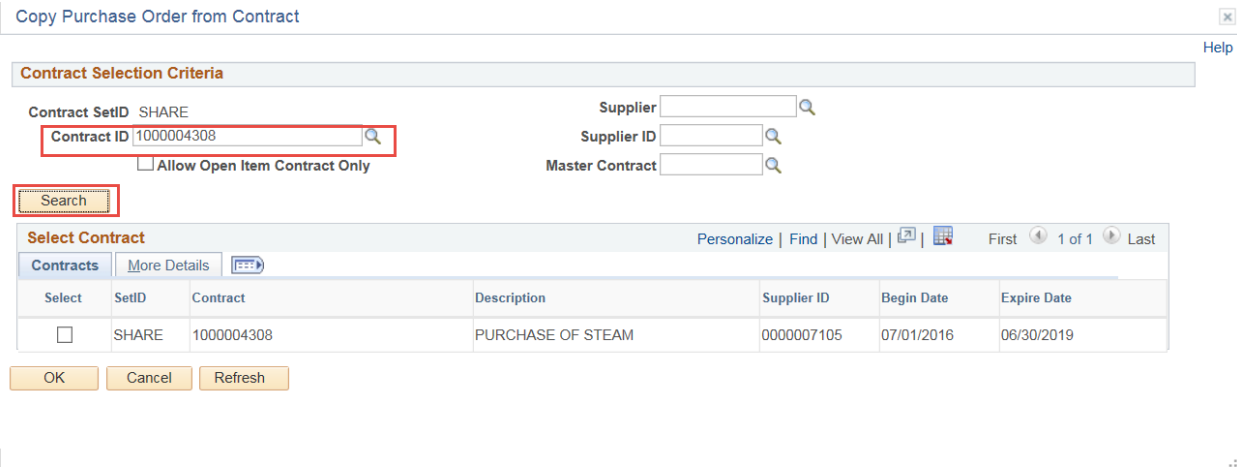
### Navigation

Main Menu > Purchasing > Purchase Orders > Add/Update POs

### Add PO

Step	Action
1.	Click on Add a New Value tab
2.	Enter Business Unit: SFGOV
3.	PO ID: NEXT
4.	Click Add.
 <p>The screenshot shows the 'Purchase Order' form. At the top, there are three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below the tabs, there are two input fields: 'Business Unit' with 'SFGOV' and a search icon, and 'PO ID' with 'NEXT'. A red box highlights the 'Add' button. At the bottom of the form, there are three links: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.</p>	
5.	The Purchase Order page displays.

### Copy PO from Contract

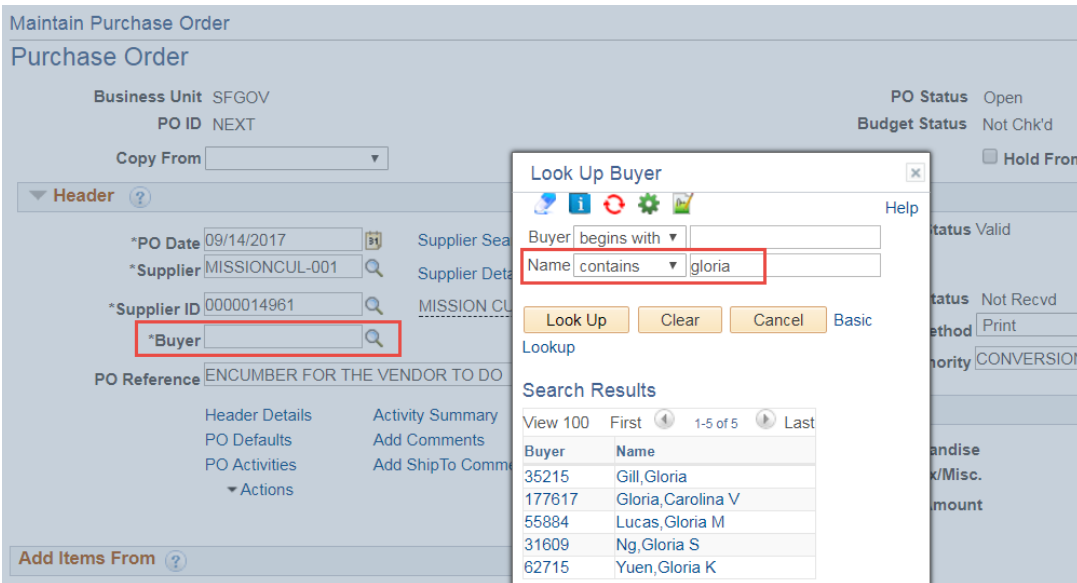
Step	Action														
6.	Click on the “Copy From” drop down menu and select Contract.														
	 <p>The PO Status is Initial when the PO is created and before it is saved.</p>														
7.	The Copy Purchase Order from Contract window opens. Enter search parameters (e.g. contract ID, supplier) and click search. You can copy multiple contracts into an existing purchase order. You have the option of manually entering the order quantity or using the scheduled ship quantity from the contract.														
	 <table border="1"> <thead> <tr> <th>Select</th> <th>SetID</th> <th>Contract</th> <th>Description</th> <th>Supplier ID</th> <th>Begin Date</th> <th>Expire Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SHARE</td> <td>1000004308</td> <td>PURCHASE OF STEAM</td> <td>0000007105</td> <td>07/01/2016</td> <td>06/30/2019</td> </tr> </tbody> </table>	Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date	<input type="checkbox"/>	SHARE	1000004308	PURCHASE OF STEAM	0000007105	07/01/2016	06/30/2019
Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date									
<input type="checkbox"/>	SHARE	1000004308	PURCHASE OF STEAM	0000007105	07/01/2016	06/30/2019									
8.	Click on the “Select” check box to select the contract(s) and then click OK.														

Step	Action														
	<p>Copy Purchase Order from Contract</p> <p><b>Contract Selection Criteria</b></p> <p>Contract SetID: SHARE Contract ID: 1000004308 <input type="checkbox"/> Allow Open Item Contract Only</p> <p>Supplier: _____ Supplier ID: _____ Master Contract: _____</p> <p>Search</p> <p><b>Select Contract</b> Personalize   Find   View All   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>SetID</th> <th>Contract</th> <th>Description</th> <th>Supplier ID</th> <th>Begin Date</th> <th>Expire Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>SHARE</td> <td>1000004308</td> <td>PURCHASE OF STEAM</td> <td>0000007105</td> <td>07/01/2016</td> <td>06/30/2019</td> </tr> </tbody> </table> <p>OK Cancel Refresh</p>	Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date	<input checked="" type="checkbox"/>	SHARE	1000004308	PURCHASE OF STEAM	0000007105	07/01/2016	06/30/2019
Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date									
<input checked="" type="checkbox"/>	SHARE	1000004308	PURCHASE OF STEAM	0000007105	07/01/2016	06/30/2019									
9.	If the Buyer message below is prompted, click OK.														
	<p><b>Message</b></p> <p>Buyer is not defined on the contract (1000004308). Do you still want to copy the Contract ?. (10200,574)</p> <p>If you click 'OK', enter the Buyer ID on the Purchase Order Header before editing it.</p> <p>OK Cancel</p>														

**Review/Enter PO Header**

Step	Action							
10.	The Supplier, PO Reference, and Purchasing Authority will be copied from the contract. The PO Reference field and Purchasing Authority can be updated as needed. The Purchasing Authority is required.							
	<p>Maintain Purchase Order</p> <p><b>Purchase Order</b></p> <p>Business Unit: SFGOV PO ID: NEXT Copy From: _____</p> <p>PO Status: Open Budget Status: Not Ch'kd <input type="checkbox"/> Hold From Further Processing</p> <p><b>Header</b></p> <p>*PO Date: 09/14/2017 *Supplier: MISSIONCUL-001 *Supplier ID: 0000014961 *Buyer: _____</p> <p>Supplier Search Supplier Details MISSION CULTURAL CENTER FOR LATINO ARTS</p> <p>Doc Tol Status Valid Receipt Status: Not Recvd *Dispatch Method: Print Dispatch</p> <p><b>PO Reference:</b> ENCUMBER FOR THE VENDOR TO DO <b>Purchasing Authority:</b> CONVERSION</p> <p>No purchasing authority in legacy system</p> <p><b>Amount Summary</b></p> <table border="1"> <tr> <td>Merchandise</td> <td>0.00</td> <td rowspan="3">Calculate</td> </tr> <tr> <td>Freight/Tax/Misc.</td> <td>0.00</td> </tr> <tr> <td>Total Amount</td> <td>0.00 USD</td> </tr> </table>	Merchandise	0.00	Calculate	Freight/Tax/Misc.	0.00	Total Amount	0.00 USD
Merchandise	0.00	Calculate						
Freight/Tax/Misc.	0.00							
Total Amount	0.00 USD							

Step	Action
11.	Click the Buyer lookup icon to find and select the Buyer for the purchase order. You can search buyer by DSW or by name. Choose the Buyer Name filter as “Contains” and enter the name. Click Look up. The matching results will be displayed. A purchase order can only have one buyer.



**Look Up Buyer**

Buyer begins with

Name contains

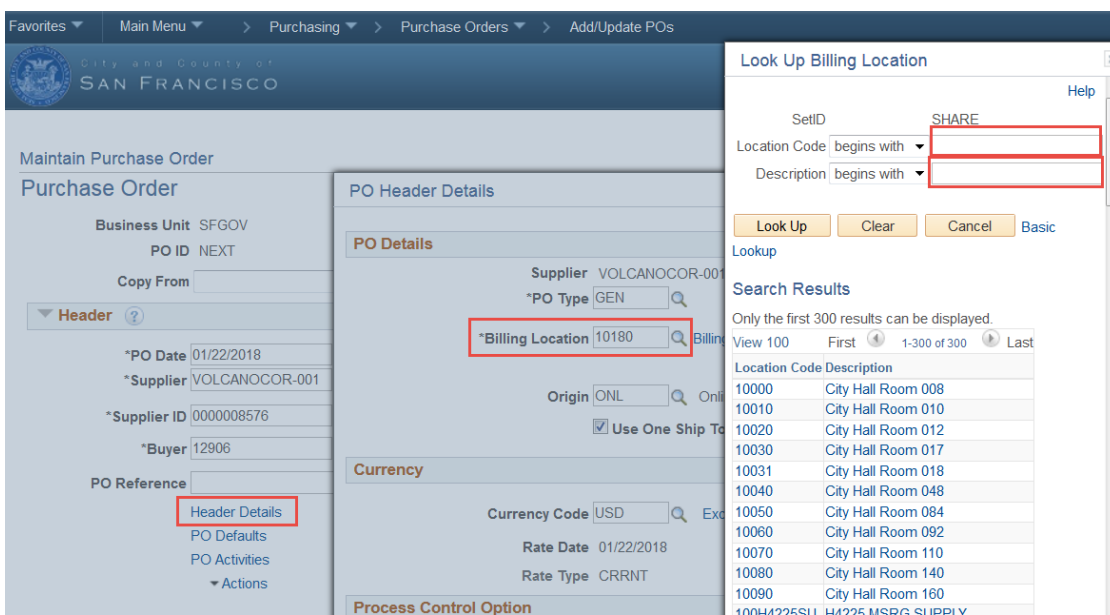
Look Up Clear Cancel Basic

**Search Results**

View 100 First 1-5 of 5 Last

Buyer	Name
35215	Gill, Gloria
177617	Gloria, Carolina V
55884	Lucas, Gloria M
31609	Ng, Gloria S
62715	Yuen, Gloria K

12. Click “Header Details” to select a billing location.
- The default billing location is set to 10180, which is a City Hall location. Change the billing location on each PO to where you would like suppliers to send their invoices.
- Click the magnifying glass next to Billing Location. Use Description “contains” (blank) to locate your billing location, unless you know your accounting department’s location code.



**Look Up Billing Location**

SetID

Location Code begins with

Description begins with

Look Up Clear Cancel Basic

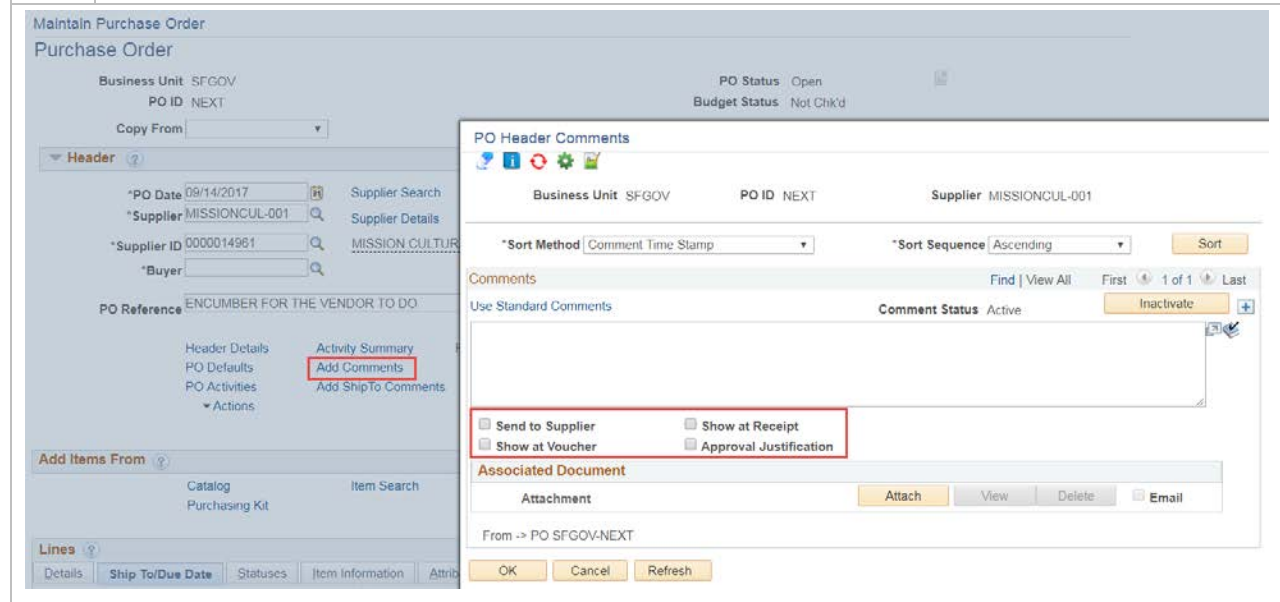
**Search Results**

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

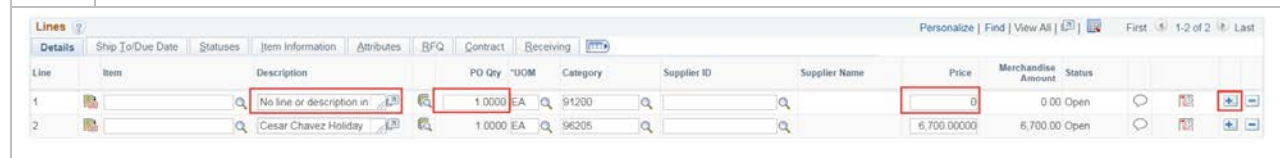
Location Code	Description
10000	City Hall Room 008
10010	City Hall Room 010
10020	City Hall Room 012
10030	City Hall Room 017
10031	City Hall Room 018
10040	City Hall Room 048
10050	City Hall Room 084
10060	City Hall Room 092
10070	City Hall Room 110
10080	City Hall Room 140
10090	City Hall Room 160
10042295SU	H42295 MRRG SUPPLY

Step	Action
13.	<p>Click “Add Comments” to add header comments.</p> <ul style="list-style-type: none"> <li>• Check Send to Supplier to make the comment visible to the supplier. Comments will be printed on the dispatched PO and viewable from the supplier portal.</li> <li>• Check Show at Receipt to make the comment visible on the receipt.</li> <li>• Check Show at Voucher to make the comment visible on the voucher.</li> <li>• Check Approval Justification to make the comment visible on the approval page for PO approvers.</li> </ul>



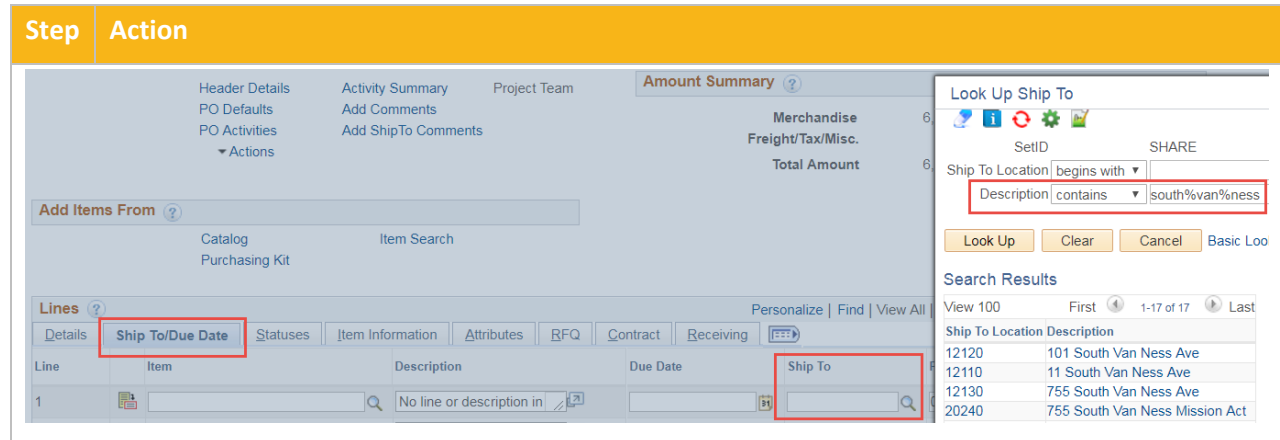
### Review/Enter PO Lines

Step	Action
14.	<p>Review line information that was copied in from the contract. Make updates as needed. The updates that can be made to the line depend on the contract setup. For example, the contract processor can require that the contract price be used on the PO. This would prevent you from updating the PO price.</p> <p>Add lines as needed by clicking the plus icon on the right side of the line grid.</p>



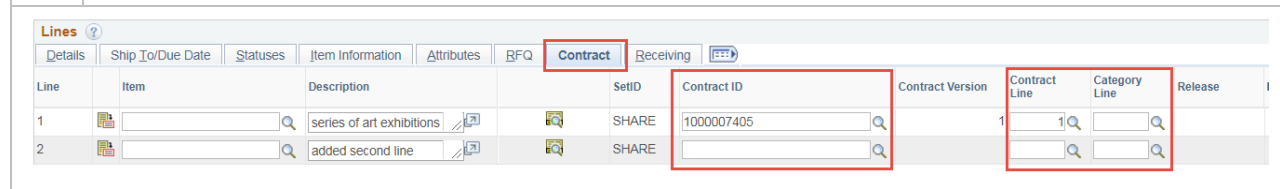
15.	<p>Open the Ship To/Due Date tab to add/verify the ship to location for each line. The ship to location can be searched by Code or by description. Enter the description and click Look Up.</p>
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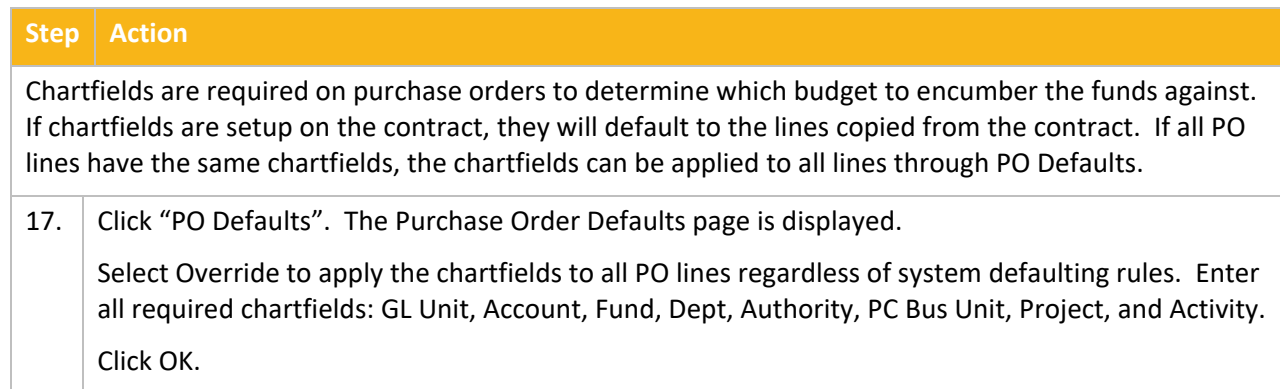
The screenshot shows the 'Look Up Ship To' dialog box with the search criteria 'Description contains south%van%n...'. Below it, the 'Lines' table is visible with the 'Ship To' column highlighted in red.

- Review the contract release information on the Contract tab and make updates as needed.  
Note: Only lines copied from the contract will reference the contract. Any additional lines added to the PO that are not copied from a contract will not necessarily release from a contract. If the PO line should be released from a contract, review and select the contract on the Contracts tab.



The screenshot shows the 'Contract' tab selected in the 'Lines' table. The 'Contract ID' and 'Contract Line' fields are highlighted in red.

**Review/Enter PO Line Distributions (i.e. Chartfields)**



The screenshot shows the 'PO Defaults' page with the 'Override' option selected. The 'Chartfields' section is visible, and the 'Override' checkbox is checked.

- Click "PO Defaults". The Purchase Order Defaults page is displayed.  
Select Override to apply the chartfields to all PO lines regardless of system defaulting rules. Enter all required chartfields: GL Unit, Account, Fund, Dept, Authority, PC Bus Unit, Project, and Activity.  
Click OK.

Step	Action																												
	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Maintain Purchase Order</b></p> <p><b>Purchase Order</b></p> <p>Business Unit SFGOV PO ID NEXT Copy From</p> <p><b>Header</b></p> <p>*PO Date 09/14/2017 *Supplier MISSIONCUL-00 *Supplier ID 0000014961 *Buyer PO Reference ENCUMBER FOR</p> <p>Header Details <b>PO Defaults</b> PO Activities Actions</p> <p>Add Items From</p> <p>Catalog Purchasing Kit</p> <p><b>Lines</b></p> <p>Details   Ship To/Due Date   Status</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> </tbody> </table> <p>View Printable Version View Approvals</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Purchase Order Defaults</b></p> <p>Business Unit SFGOV PO ID NEXT Supplier MISSIONCUL-001</p> <p><b>Default Options</b></p> <p><input type="radio"/> Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.</p> <p><input checked="" type="radio"/> <b>Override</b> If you select this option, all default values entered on this page override the default values found in the default hierarchy.</p> <p><b>Line</b></p> <p>Category Unit of Measure</p> <p><b>Schedule</b></p> <p>Ship To Ultimate Use Code Due Date Original Promise Date Ship Via COMMON Freight Terms Code DEST ADD Arbitration *Distribute By Quantity One Time Address</p> <p><b>Distribution</b></p> <p>SpeedChart</p> <p><b>Distributions</b> Personalize   Find   View All   First 1 of 1 Last</p> <p>Chartfields Asset Information</p> <table border="1"> <thead> <tr> <th>Dist</th> <th>Percent</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Authority</th> <th>Agency Use</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>SFGOV</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>OK Cancel Refresh</p> </div>	Line	Item	1		2		Dist	Percent	GL Unit	Account	Fund	Dept	Authority	Agency Use	PC Bus Unit	Project	Activity	1		SFGOV								
Line	Item																												
1																													
2																													
Dist	Percent	GL Unit	Account	Fund	Dept	Authority	Agency Use	PC Bus Unit	Project	Activity																			
1		SFGOV																											

18. The PO Default Retrofit page is displayed. Click on the "Select All" hyperlink to apply the field values to all lines. Click OK.

**PO Default Retrofit** Help

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Business Unit SFGOV PO ID 0000125090 Supplier NRGENERGYC-001


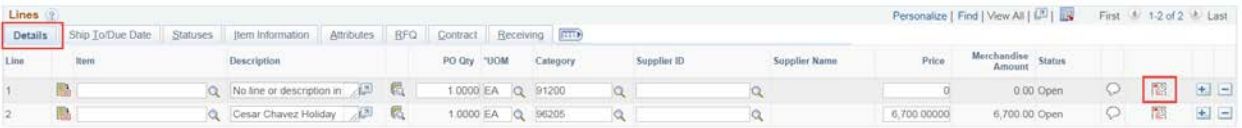

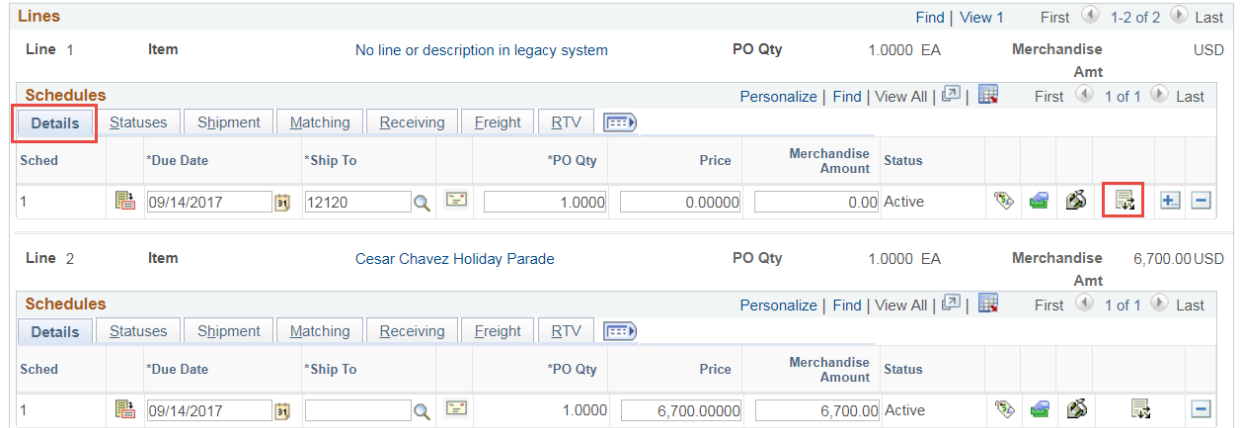
For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.  
Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

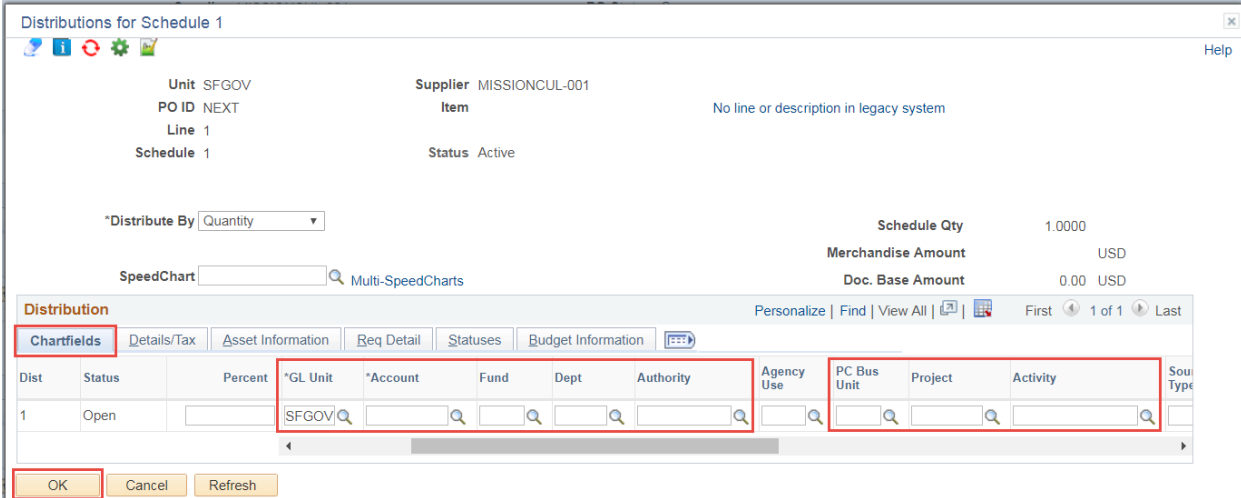
**Retrofit Field Selection** Personalize | Find | View All | First 1-7 of 7 Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input checked="" type="checkbox"/>	1	Pct	100	
<input checked="" type="checkbox"/>	1	Account	501010	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Fund	10125	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Dept	149648	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	PC Business Unit	SFGOV	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Project	10000026	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Activity	0001	<input type="checkbox"/>

**Select All**  Clear All

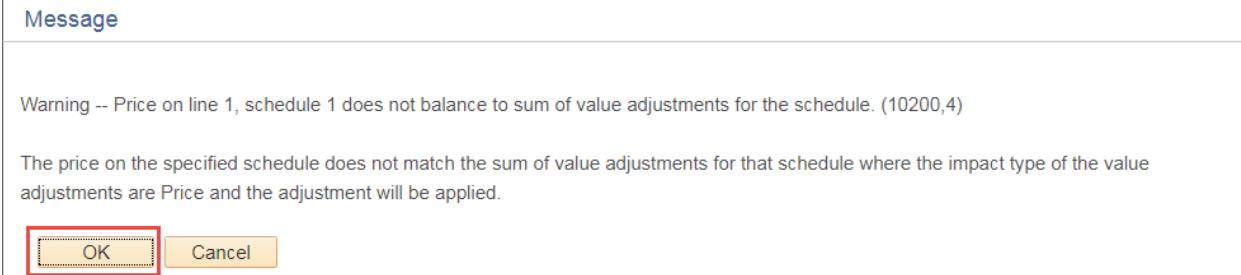
OK Cancel Refresh

Step	Action
19.	<p>To review the chartfields applied to the line or set unique chartfields per line, navigate to the line distributions. Click the Schedule icon on the right side of the Details tab of the line grid.</p> 
	
20.	<p>The Schedules page is displayed. Click View All to view the schedules for all lines. Click the Distributions/Chartfields icon on the right side of the Details tab of the line schedule grid.</p> 
<p>Maintain Purchase Order</p> <p><b>Schedules</b></p> <p>Unit: SFGOV      Supplier: MISSIONCUL-001      PO Status: Open PO ID: NEXT      PO Date: 09/14/2017</p> <p><a href="#">Return to Main Page</a></p> 	
21.	<p>The Distributions for Schedule page is displayed. On the Chartfields tab, review/enter all required chartfields: GL Unit, Account, Fund, Dept, Authority, PC Bus Unit, Project, and Activity. Click OK.</p>

Step	Action
	

22. The Schedules page is displayed. Click the Return to Main Page hyperlink.


**Save PO**

Step	Action
23.	Click Save. If prompted with a price, schedule warning message, click OK.
	

24. The PO ID will be generated upon Save. Note the PO ID for future reference.

<p>Maintain Purchase Order Purchase Order</p> <p>Business Unit SFGOV  <span style="border: 1px solid red; padding: 2px;">PO ID 0000101118</span></p> <p>Copy From <input type="text"/></p>	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>The PO Status is Open when the PO is saved and before it is submitted.</p> </div> <p>PO Status Open <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Budget Status Not Chk'd <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> Hold From Further Processing</p>
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### Pre-Budget Check PO




Step	Action
25.	<p>Once the PO Status is Open, the PO can be pre-budget checked. This allows you to check for budget errors prior to submitting your PO for approval. Pre-budget checking does not encumber funds. It verifies that your chartfield combination is valid and that funds are available at the time of pre-budget checking.</p> <p>To pre-budget check, click the budget pre-check icon. If valid, the PO budget status will display Provisionally Valid. If invalid, the PO budget status will display Error. Correct errors prior to submitting for approval.</p>  <p><b>Note:</b> The PO cannot be budget checked until the PO has been approved. If the budget check icon is clicked, the PO will not be budget checked and the Budget Status will remain Not Checked.</p>



Maintain Purchase Order

Purchase Order

Business Unit SFGOV  
PO ID 0000101118


Copy From

PO Status Open   

Budget Status Prov Valid  

Hold From Further Processing

### Submit PO for Approval




Step	Action
26.	<p>Submit the PO for approval by clicking Submit for Approval icon near the PO status.</p> 



Maintain Purchase Order

Purchase Order

Business Unit SFGOV  
PO ID 0000101118

Copy From

PO Status Open   

Budget Status Prov Valid  



Hold From Further Processing



Maintain Purchase Order

Purchase Order

Business Unit SFGOV  
PO ID 0000101118

Copy From

PO Status Pend Appr  

Budget Status Prov Valid  

Hold From Further Processing

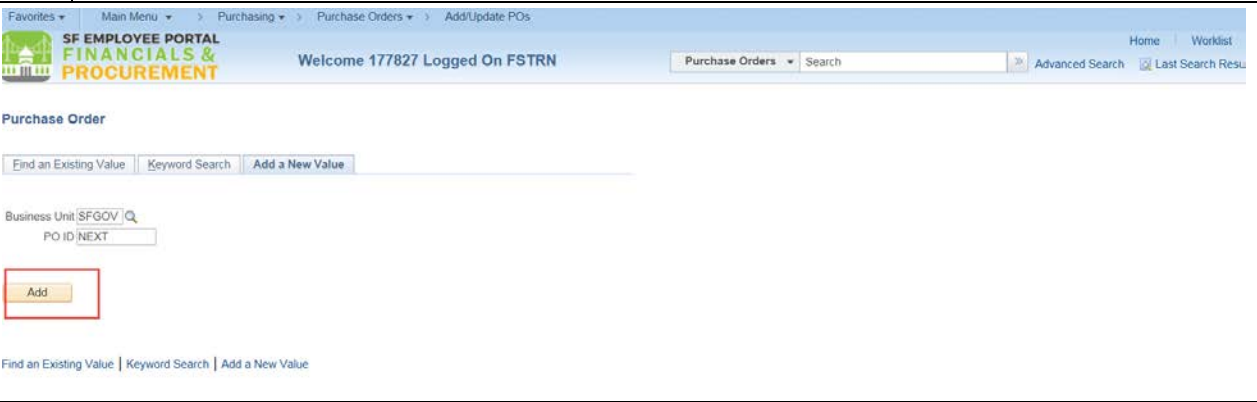
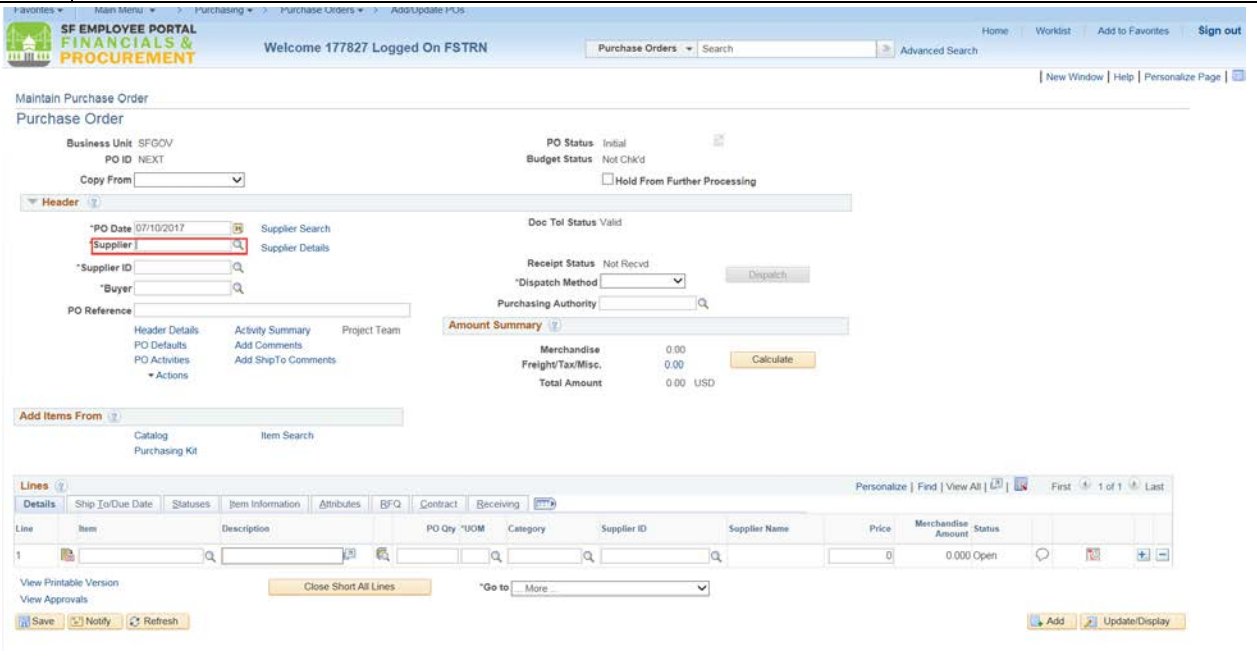
The PO Status is Pending Approval when the PO is submitted for approval and before it is approved.

## TOPIC 2: COPY PO FROM REQUISITION (SOURCE REQUISITION)

### Procedure Steps

Scenario: Create PO by copying from a Requisition

Navigation: Main Menu > Purchasing > Purchase Orders > Add/Update POs

Step	Action
1.	Click on Add a New Value tab
2.	Enter Business Unit: SFGOV
3.	PO ID displays :NEXT
4.	Click on Add
	
5.	The Purchase Order page displays
6.	Enter the Supplier ID: Search by supplier ID or by name
	

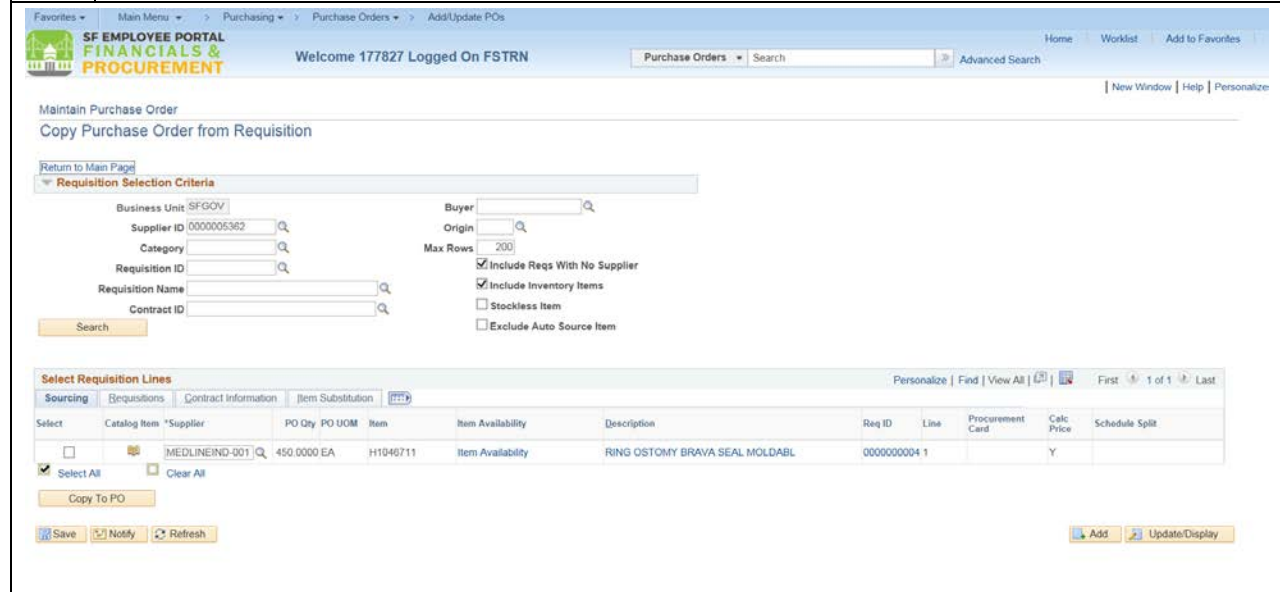
Step	Action

7. Click on "Copy From" drop down box and select Requisition



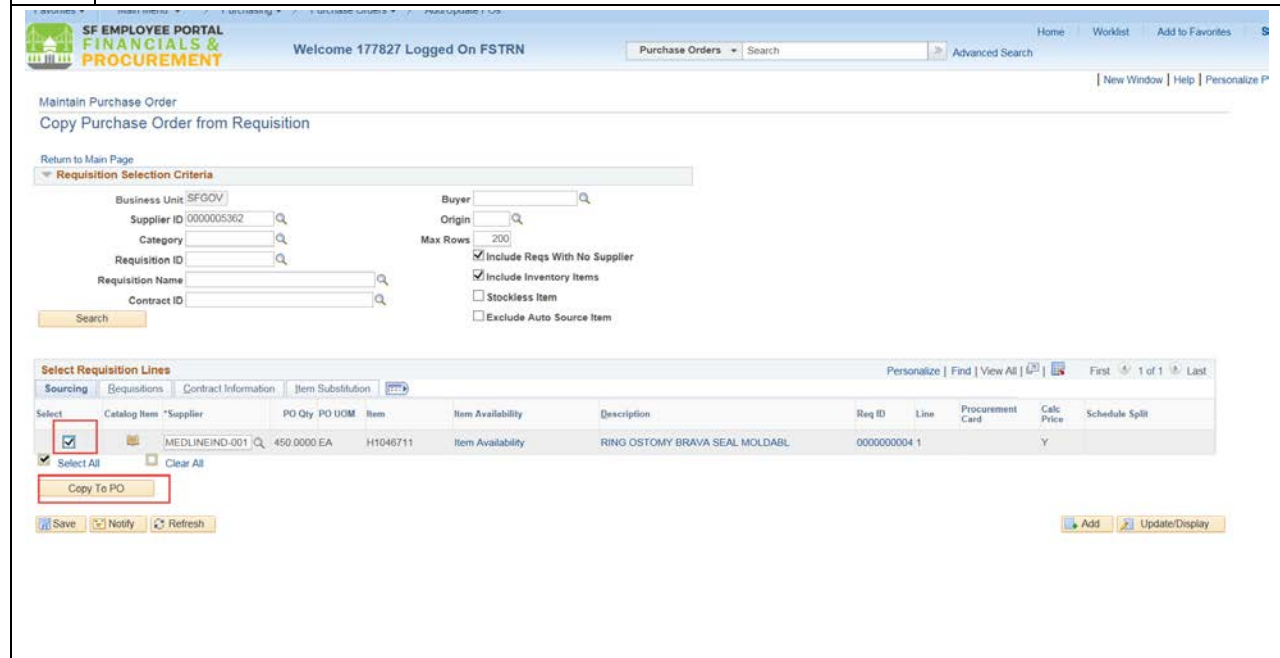


Step	Action
8.	<p>The Copy Purchase Order from Requisition window opens</p> <p>Enter Supplier ID and click n search- All available requisitions for the supplier will be returned in search results</p> <p>Alternatively, You can search the requisition by requisition ID too.</p>



Note: Only Approved and Budget Status-Valid requisition are eligible to convert to PO. Hence if the Requisition is not approved or budget checked, it will not appear in the search result.

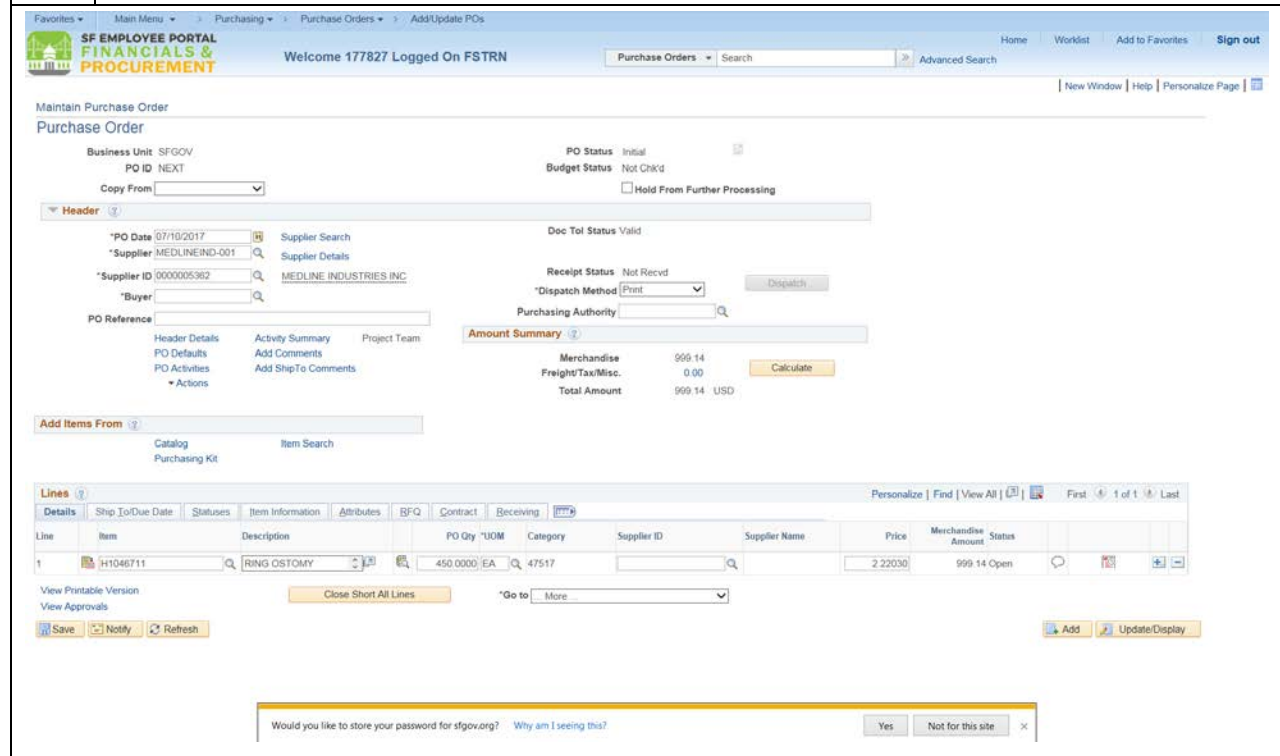
9.	Select the requisition and click “Copy to PO”
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Step	Action
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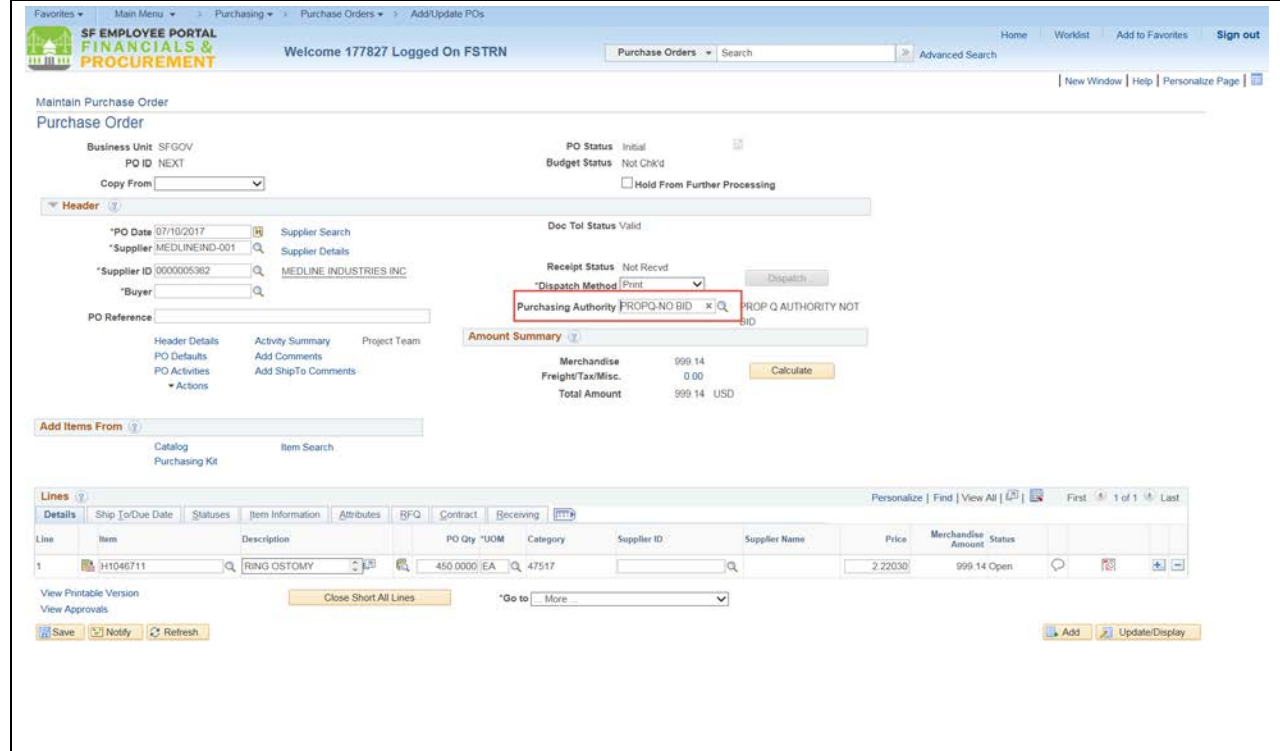
10.	The Requisition details are copied to PO.
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The screenshot shows the 'Maintain Purchase Order' page. The 'Purchasing Authority' field is currently empty. The 'Amount Summary' shows a total amount of 999.14 USD. The 'Lines' table contains one item: RING OSTOMY with a price of 2,220.30.

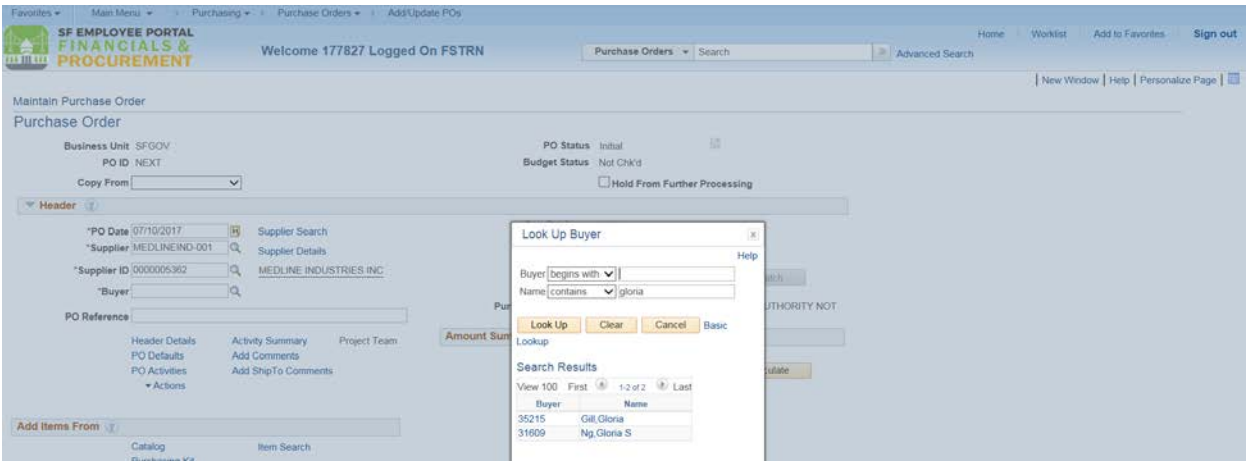
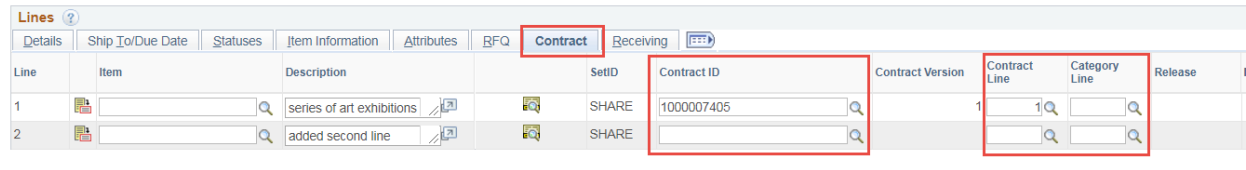
Line	Item	Description	PO Qty	UOM	Category	Supplier ID	Supplier Name	Price	Merchandise Amount	Status
1	H1046711	RING OSTOMY	450.0000	EA	47517			2,220.30	999.14	Open

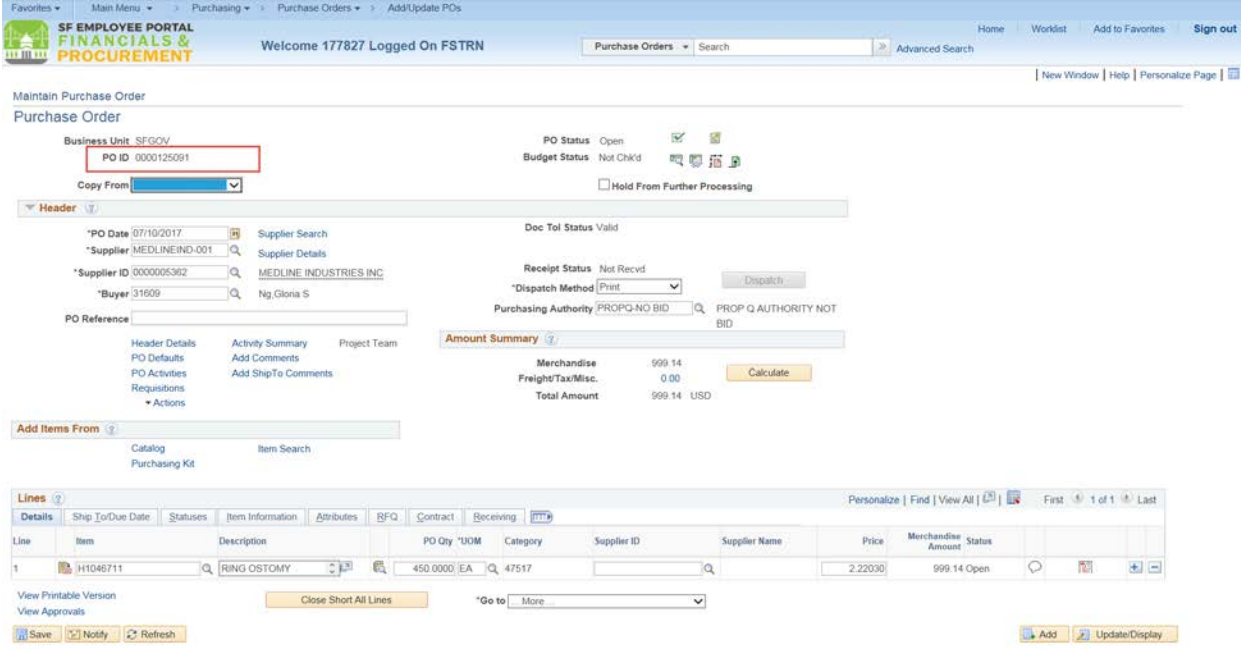
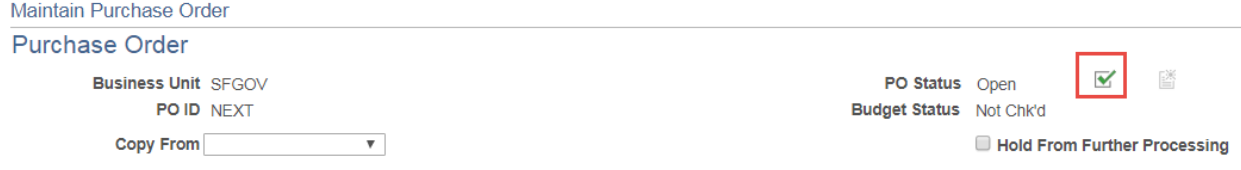
11.	Select Purchasing Authority
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The screenshot shows the 'Maintain Purchase Order' page. The 'Purchasing Authority' field is now populated with 'PROPQ-NO BID'. The 'Amount Summary' and 'Lines' table remain the same as in step 10.

Line	Item	Description	PO Qty	UOM	Category	Supplier ID	Supplier Name	Price	Merchandise Amount	Status
1	H1046711	RING OSTOMY	450.0000	EA	47517			2,220.30	999.14	Open

Step	Action
12.	Select a Billing Location. See Topic 1, Step 12 for detailed instructions. You must select your department's billing location.
13.	Select Buyer :Search by DSW or by name
 <p>Note: Click Cancel if any Buyer changing message prompted</p>	
14.	Review the contract release information on the Contract tab and make updates as needed. If a contract is populated, the PO will release from the contract.
	
15.	Click Save. PO ID is generated

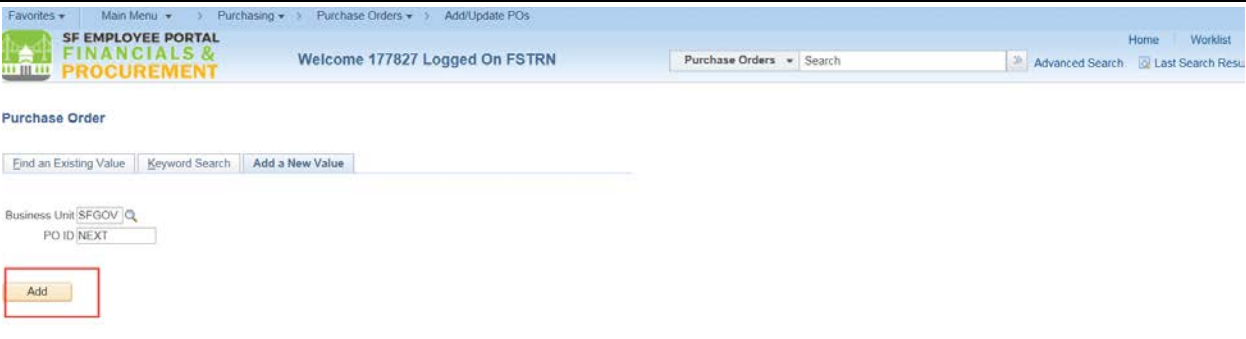
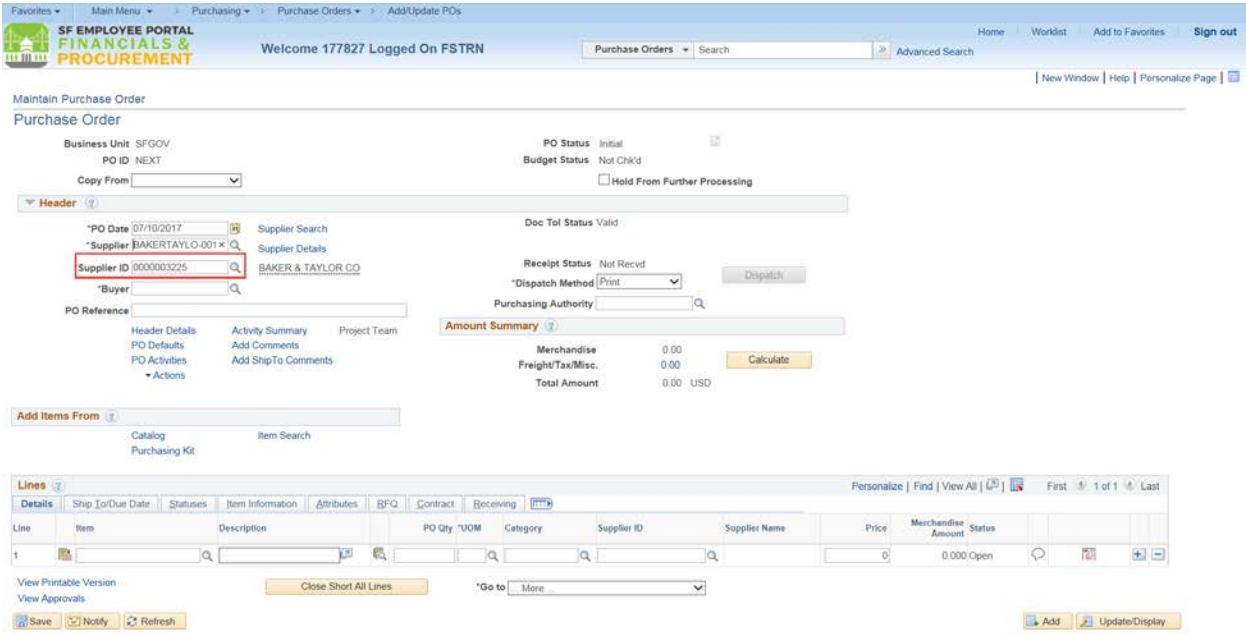
Step	Action																												
	 <p>Maintain Purchase Order Purchase Order</p> <p>Business Unit SFGOV PO ID 0000125091</p> <p>PO Status Open Budget Status Not Chk'd</p> <p>Copy From [Dropdown]</p> <p>Header</p> <p>*PO Date 07/10/2017 *Supplier MEDLINEIND.001 *Supplier ID 0000005302 *Buyer 31609</p> <p>Doc Tol Status Valid Receipt Status Not Recvd *Dispatch Method Print Purchasing Authority PROPG-NO BID</p> <p>Amount Summary</p> <table border="1"> <tr> <td>Merchandise</td> <td>999.14</td> </tr> <tr> <td>Freight/Tax/Misc.</td> <td>0.00</td> </tr> <tr> <td><b>Total Amount</b></td> <td><b>999.14 USD</b></td> </tr> </table> <p>Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>PO Qty</th> <th>UOM</th> <th>Category</th> <th>Supplier ID</th> <th>Supplier Name</th> <th>Price</th> <th>Merchandise Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>H1046711</td> <td>RING OSTOMY</td> <td>450.0000</td> <td>EA</td> <td>47517</td> <td></td> <td></td> <td>2.22030</td> <td>999.14</td> <td>Open</td> </tr> </tbody> </table>	Merchandise	999.14	Freight/Tax/Misc.	0.00	<b>Total Amount</b>	<b>999.14 USD</b>	Line	Item	Description	PO Qty	UOM	Category	Supplier ID	Supplier Name	Price	Merchandise Amount	Status	1	H1046711	RING OSTOMY	450.0000	EA	47517			2.22030	999.14	Open
Merchandise	999.14																												
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Line	Item	Description	PO Qty	UOM	Category	Supplier ID	Supplier Name	Price	Merchandise Amount	Status																			
1	H1046711	RING OSTOMY	450.0000	EA	47517			2.22030	999.14	Open																			
16.	Submit the PO for approval by clicking green check box button near PO status.																												
	 <p>Maintain Purchase Order Purchase Order</p> <p>Business Unit SFGOV PO ID NEXT</p> <p>Copy From [Dropdown]</p> <p>PO Status Open Budget Status Not Chk'd</p> <p><input type="checkbox"/> Hold From Further Processing</p>																												


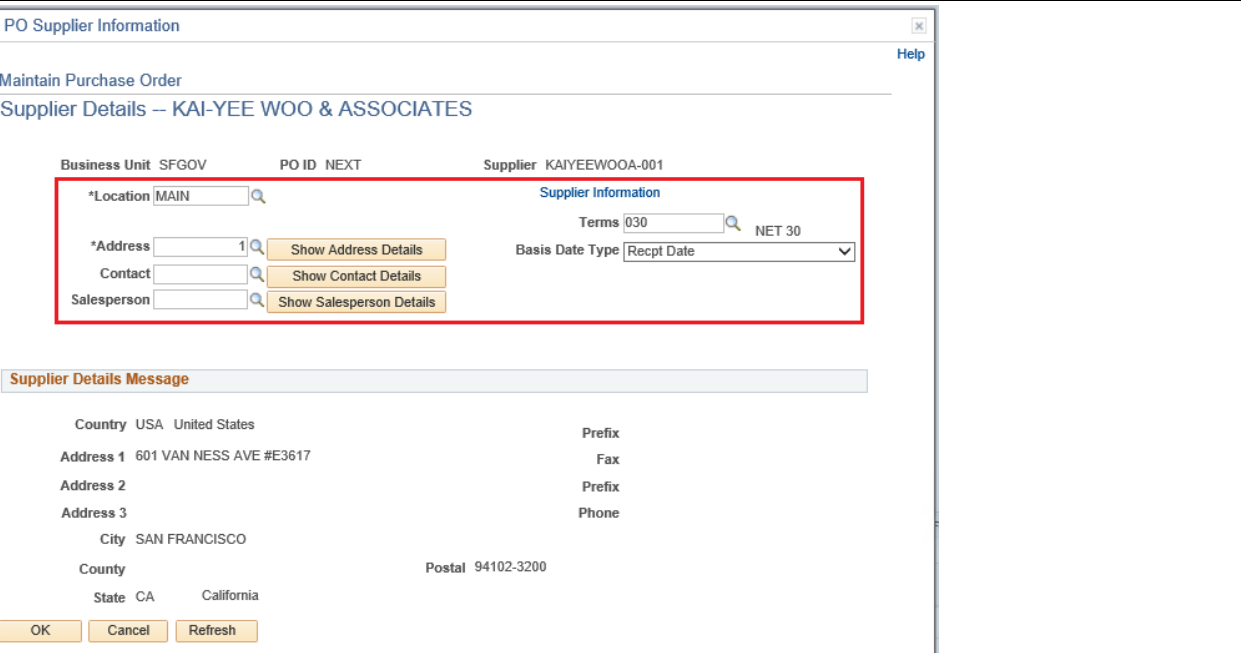
### TOPIC 3: CREATE PO

#### Procedure Steps

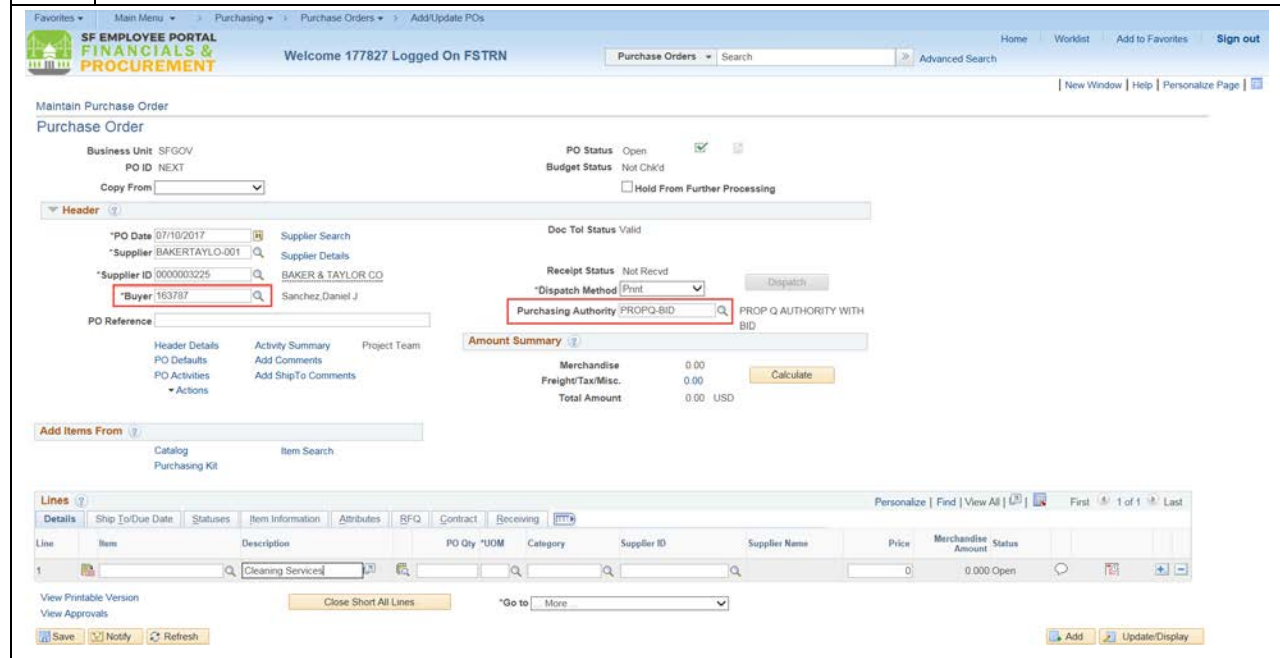
**Scenario: Create Departmental PO (Not Associated with a Contract ID or Item ID – Known as the “Prop Q” purchase order)**

**Navigation:** Main Menu > Purchasing>Purchase Orders>Add/Update PO’s

Step	Action
1.	Click on Add a new value Tab
2.	Enter Business Unit: SFGOV
3.	PO ID displays :NEXT
4.	Click on Add
	
5.	The Purchase Order page displays
6.	Choose Supplier: Search Supplier by ID or by name
	

Step	Action
7.	Optional: To specify the Supplier Information, click on the Supplier Details hyperlink:
	 <p>*PO Date <input type="text" value="07/10/2017"/> <input type="button" value="31"/> <a href="#">Supplier Search</a>            *Supplier <input type="text" value="KAIYEEWOOA-001"/> <input type="button" value="Q"/> <b>Supplier Details</b>            *Supplier ID <input type="text" value="0000003225"/> <input type="button" value="Q"/> <u>KAI-YEE WOO &amp; ASSOCIATES</u></p>
8.	<p>Optional: On the Supplier Details page, specify the Supplier Address and Supplier Contact to be used.</p> <p>Note: Dispatching the PO by email will need the email address information. The specification of the Contact will default the email for dispatch with the Supplier Contact email. If there is no Supplier Contact Specified, then the email defaulted will be the Supplier Address.</p>
	 <p>PO Supplier Information <span style="float: right;">Help</span></p> <p>Maintain Purchase Order</p> <p>Supplier Details – KAI-YEE WOO &amp; ASSOCIATES</p> <p>Business Unit SFGOV      PO ID NEXT      Supplier KAIYEEWOOA-001</p> <div style="border: 1px solid red; padding: 5px;"> <p>*Location <input type="text" value="MAIN"/> <input type="button" value="Q"/> <a href="#">Supplier Information</a></p> <p>*Address <input type="text"/> <input type="button" value="1"/> <input type="button" value="Show Address Details"/>      Terms <input type="text" value="030"/> <input type="button" value="Q"/> NET 30</p> <p>Contact <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Show Contact Details"/>      Basis Date Type <input type="text" value="Recpt Date"/> <input type="button" value="v"/></p> <p>Salesperson <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Show Salesperson Details"/></p> </div> <p><b>Supplier Details Message</b></p> <p>Country USA United States      Prefix</p> <p>Address 1 601 VAN NESS AVE #E3617      Fax</p> <p>Address 2      Prefix</p> <p>Address 3      Phone</p> <p>City SAN FRANCISCO</p> <p>County      Postal 94102-3200</p> <p>State CA California</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p>
9.	Select Buyer :Search Buyer by DSW or by name

10. Select Purchasing Authority



Header fields:

- \*PO Date: 07/10/2017
- \*Supplier: BAKERTAYLO-001
- \*Supplier ID: 000003225
- \*Buyer: 163787
- Supplier: BAKER & TAYLOR CO
- Supplier Name: Sanchez, Daniel J
- Doc Tol Status: Valid
- Receipt Status: Not Recvd
- \*Dispatch Method: Print
- Purchasing Authority: PROPQ-BID

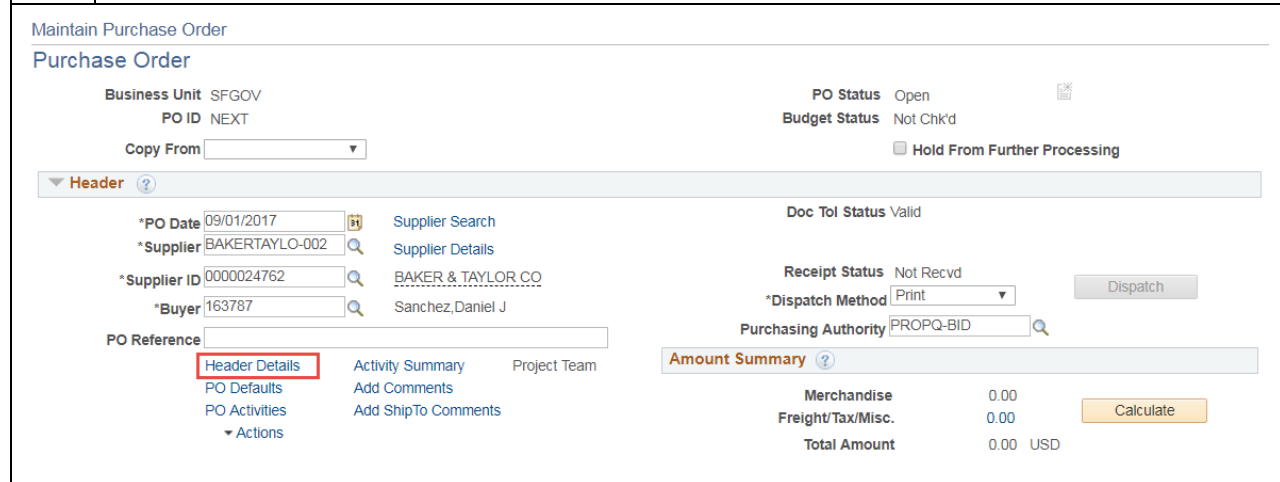
Amount Summary:

Merchandise	0.00
Freight/Tax/Misc.	0.00
Total Amount	0.00 USD

11. Review Header Details before entering lines.

Billing Location: See Topic 2, step 12 for detailed steps. You must select your department's billing location.

Accounting Date: The accounting date determines the budget date for PO distribution (i.e. chartfield) lines. If necessary, update the accounting date to the appropriate budget period before creating PO lines. If PO lines are created first, the budget date cannot be updated.



Header fields:

- \*PO Date: 09/01/2017
- \*Supplier: BAKERTAYLO-002
- \*Supplier ID: 0000024762
- \*Buyer: 163787
- Supplier: BAKER & TAYLOR CO
- Supplier Name: Sanchez, Daniel J
- Doc Tol Status: Valid
- Receipt Status: Not Recvd
- \*Dispatch Method: Print
- Purchasing Authority: PROPQ-BID

Header Details Link:

- Header Details
- Activity Summary
- Project Team
- PO Defaults
- Add Comments
- PO Activities
- Add ShipTo Comments
- Actions

Amount Summary:

Merchandise	0.00
Freight/Tax/Misc.	0.00
Total Amount	0.00 USD

PO Header Details

**PO Details**

Supplier BAKERTAYLO-002 PO Date 09/01/2017  
 \*PO Type GEN Budget Status Not Chk'd  
 \*Billing Location 10180 Billing Address Tax Exempt  
 Origin Letter of Credit ID  
 Use One Ship To Ship To

**Currency**

Currency Code USD Exchange Rate Detail Base Currency USD  
 Rate Date 09/01/2017 Exchange Rate 1.00000000  
 Rate Type CRRNT

**Process Control Option**

Dispatch Acknowledgements required for Not required  
 \*Method Print Accounting Date 09/01/2017  
 Template ID Accounting Template STANDARD

**Custom Fields**

OK Cancel Refresh

12.

Enter Item Details

Item : Search and select Item (If there is existing item ID in system)

Description: If you select item ID, The description auto populates. If its description only item then key in the Item description

Enter PO Qty

Enter UOM

Enter Category

Enter Price

SF EMPLOYEE PORTAL FINANCIALS & PROCUREMENT  
 Welcome 177827 Logged On FSTRN

Maintain Purchase Order

Purchase Order

Business Unit SFGOV PO Status Open  
 PO ID NEXT Budget Status Not Chk'd  
 Copy From Hold From Further Processing

**Header**

\*PO Date 07/10/2017 Supplier Search Doc Tol Status Valid  
 \*Supplier BAKERTAYLO-001 Supplier Details  
 \*Supplier ID 000003325 BAKER & TAYLOR CO  
 \*Buyer 163787 Sanchez, Daniel J  
 PO Reference

Receipt Status Not Recvd Dispatch  
 \*Dispatch Method Print  
 Purchasing Authority PROPQ-BID PROP Q AUTHORITY WITH BID

**Amount Summary**

Merchandise	0.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	0.00 USD

Calculate

**Add Items From**

Catalog Item Search  
 Purchasing Kit

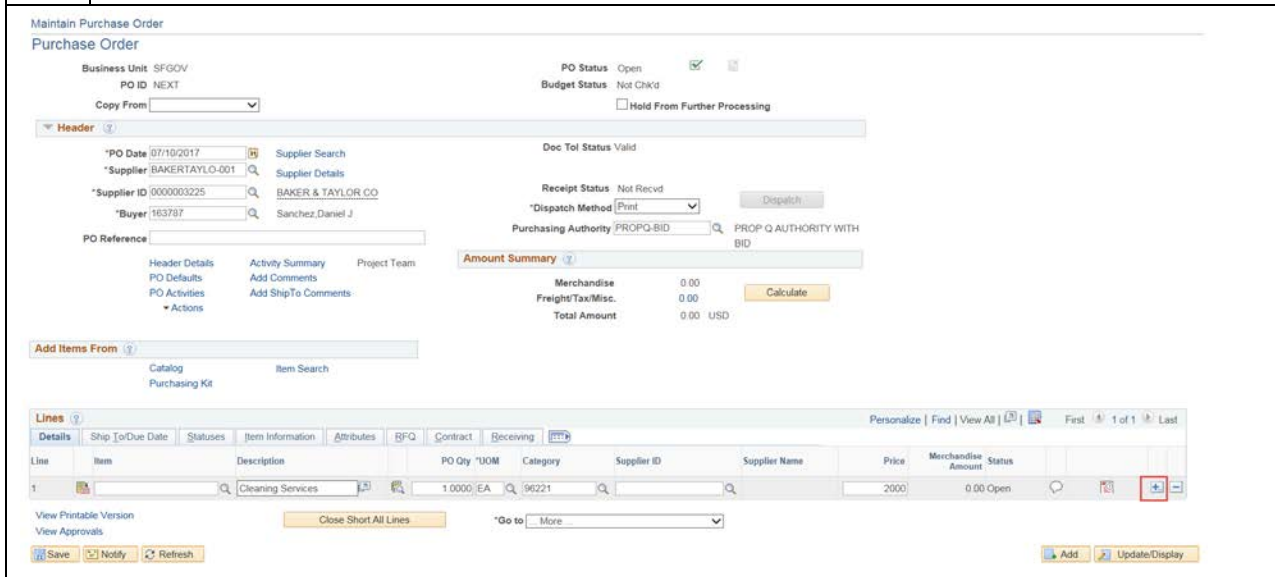
**Lines**

Line	Item	Description	PO Qty	UOM	Category	Supplier ID	Supplier Name	Price	Merchandise Amount	Status
1		Cleaning Services	1.0000	EA	96221			2000	0.00	Open

View Printable Version  
 View Approvals  
 Save Notify Refresh



13. Add More PO lines by clicking on the “+” button at PO line 1



**Header**

Business Unit: SFGOV  
PO ID: NEXT  
Copy From: [Dropdown]

PO Status: Open  
Budget Status: Not Chk'd  
 Hold From Further Processing

**Supplier Information:**  
\*PO Date: 07/10/2017  
\*Supplier: BAKERTAYLO-001  
\*Supplier ID: 000003225  
\*Buyer: 163787

**Supplier Details:**  
Supplier Search  
Supplier Details: BAKER & TAYLOR CO  
Sanchez, Daniel J

**Doc Tol Status:** Valid

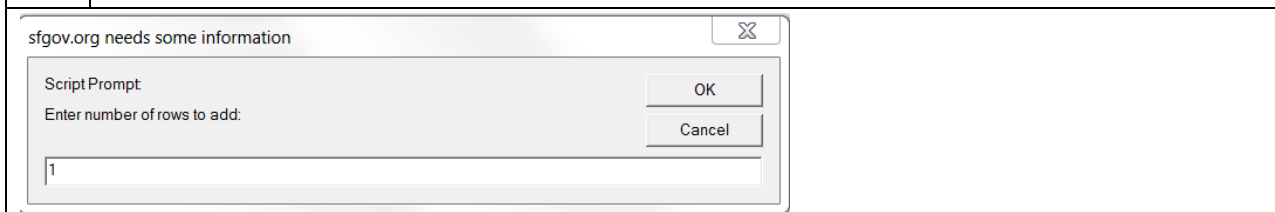
**Receipt Status:** Not Recvd  
\*Dispatch Method: Print  
Dispatch

**Amount Summary:**  
Merchandise: 0.00  
Freight/Tax/Misc.: 0.00  
Total Amount: 0.00 USD

**Lines Table:**

Line	Item	Description	PO Qty	UOM	Category	Supplier ID	Supplier Name	Price	Merchandise Amount	Status
1		Cleaning Services	1.0000	EA	96221			2000	0.00	Open

14. Enter the number of line items to be added in the prompt and click OK



sfgov.org needs some information

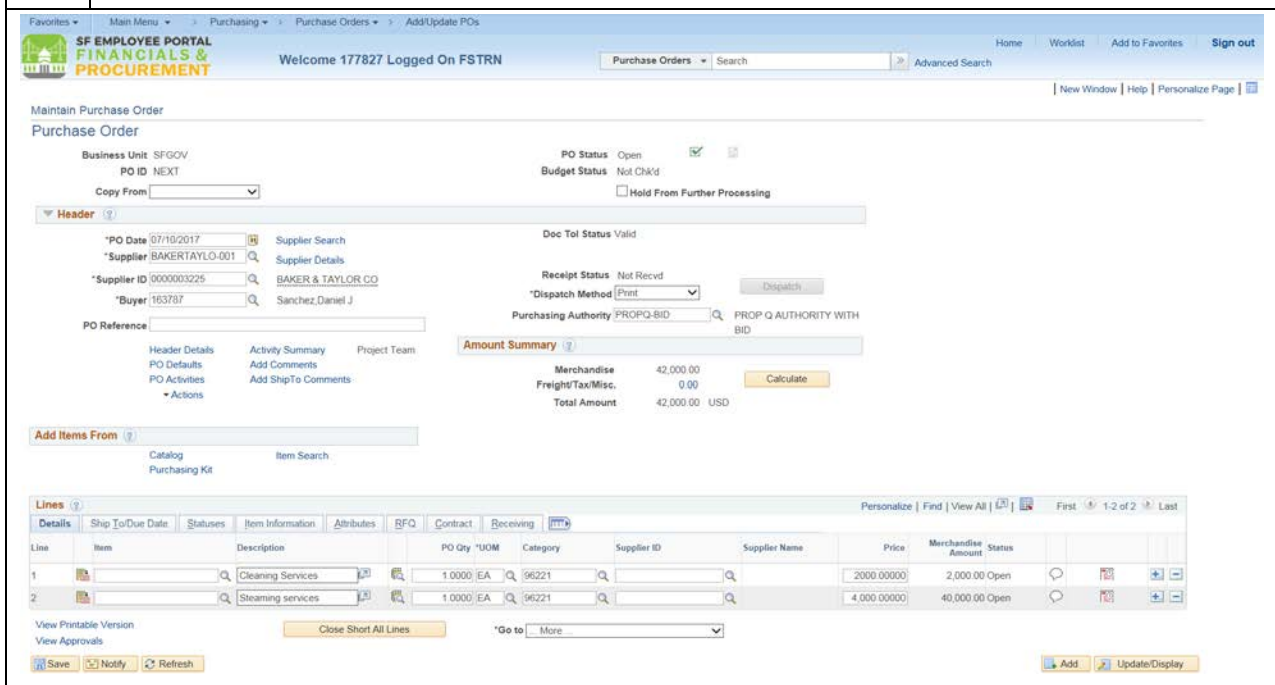
Script Prompt

Enter number of rows to add:

1

OK  
Cancel

15. Enter line item details for line 2



**Header**

Business Unit: SFGOV  
PO ID: NEXT  
Copy From: [Dropdown]

PO Status: Open  
Budget Status: Not Chk'd  
 Hold From Further Processing

**Supplier Information:**  
\*PO Date: 07/10/2017  
\*Supplier: BAKERTAYLO-001  
\*Supplier ID: 000003225  
\*Buyer: 163787

**Supplier Details:**  
Supplier Search  
Supplier Details: BAKER & TAYLOR CO  
Sanchez, Daniel J

**Doc Tol Status:** Valid

**Receipt Status:** Not Recvd  
\*Dispatch Method: Print  
Dispatch

**Amount Summary:**  
Merchandise: 42,000.00  
Freight/Tax/Misc.: 0.00  
Total Amount: 42,000.00 USD

**Lines Table:**

Line	Item	Description	PO Qty	UOM	Category	Supplier ID	Supplier Name	Price	Merchandise Amount	Status
1		Cleaning Services	1.0000	EA	96221			2,000.00000	2,000.00	Open
2		Steaming services	1.0000	EA	96221			4,000.00000	40,000.00	Open



16. Click On PO Defaults hyperlink to enter Ship to location and chart fields information

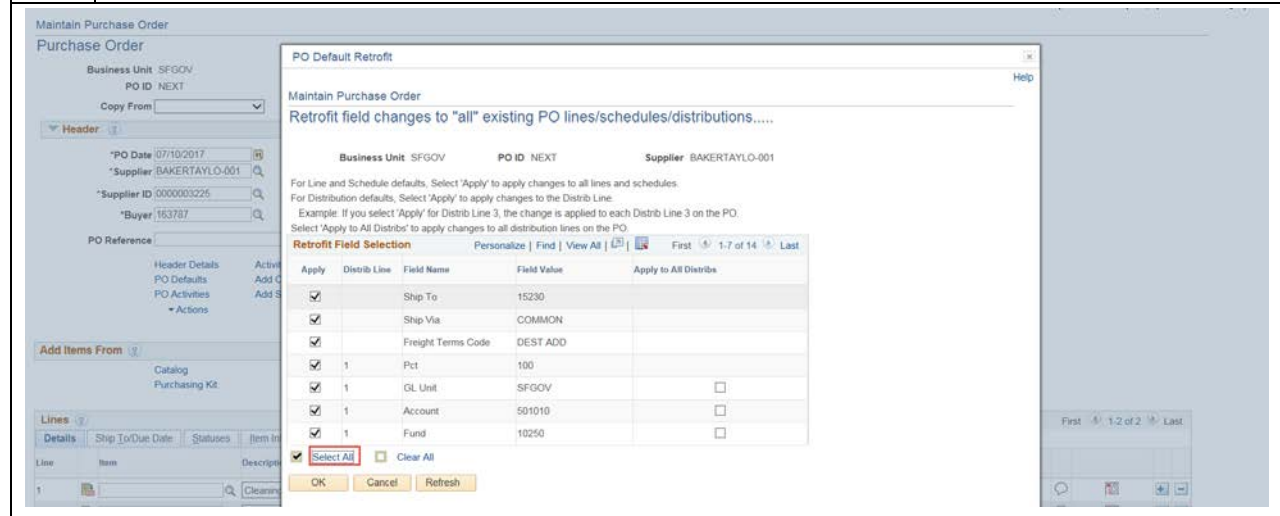
17. Select Ship To. Enter chart field information at distribution section : Account, Fund, Authority, PC Bus Unit, Project and Activity.

Dist	Percent	GL Unit	Account	Fund	Dept	Authority	Agency Use	PC Bus Unit	Project	Activity
1		SFGOV	501010	10250	109605	10014	SFGOV	10000019		0001

Note: Choose Override while updating chart fields

18. Click Ok.

19. Click "Select All" Hyperlink on PO default Retrofit page.



Maintain Purchase Order  
Purchase Order

Business Unit: SFGOV  
PO ID: NEXT

Copy From: [Dropdown]

Header:

- \*PO Date: 07/10/2017
- \*Supplier: BAKERTAYLO-001
- \*Supplier ID: 000003225
- \*Buyer: 163787

PO Reference:

Header Details, PO Defaults, PO Activities, Actions

Add Items From:

Catalog, Purchasing Kit

Lines:

Details, Ship To/Due Date, Statuses, Item Information

Line 1: Item, Description

PO Default Retrofit

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Business Unit: SFGOV  
PO ID: NEXT  
Supplier: BAKERTAYLO-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.  
Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Retrofit Field Selection

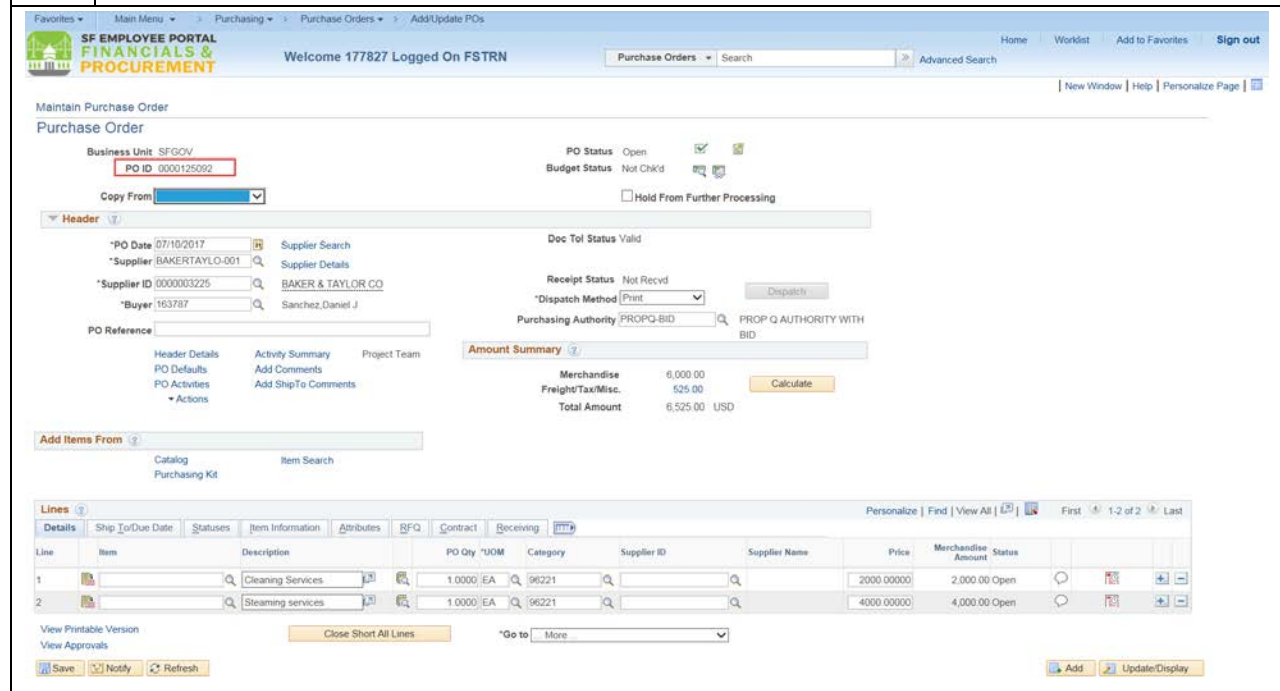
Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input checked="" type="checkbox"/>		Ship To	15230	
<input checked="" type="checkbox"/>		Ship Via	COMMON	
<input checked="" type="checkbox"/>		Freight Terms Code	DEST ADD	
<input checked="" type="checkbox"/>	1	Pct	100	
<input checked="" type="checkbox"/>	1	GL Unit	SFGOV	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Account	501010	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Fund	10250	<input type="checkbox"/>

Select All | Clear All

OK | Cancel | Refresh

20. Click Save.

21. PO ID will be generated upon saving the page.



SF EMPLOYEE PORTAL FINANCIALS & PROCUREMENT

Welcome 177827 Logged On FSTRN

Purchase Orders Search Advanced Search

Maintain Purchase Order

Purchase Order

Business Unit: SFGOV  
PO ID: 0000125092

Copy From: [Dropdown]

Header:

- \*PO Date: 07/10/2017
- \*Supplier: BAKERTAYLO-001
- \*Supplier ID: 000003225
- \*Buyer: 163787

PO Reference:

Header Details, Activity Summary, Project Team, PO Defaults, Add Comments, PO Activities, Add ShipTo Comments, Actions

Add Items From:

Catalog, Purchasing Kit, Item Search

Lines:

Line	Item	Description	PO Qty	UOM	Category	Supplier ID	Supplier Name	Price	Merchandise Amount	Status
1		Cleaning Services	1.0000	EA	96221			2000.00000	2,000.00	Open
2		Steaming services	1.0000	EA	96221			4000.00000	4,000.00	Open

View Printable Version, View Approvals, Close Short All Lines, \*Go to: More

Save | Notify | Refresh | Add | Update/Display

22. Submit the PO for approval by clicking green check box button near PO status.



Maintain Purchase Order

Purchase Order

Business Unit: SFGOV  
PO ID: NEXT  
Copy From: [Dropdown]

PO Status: Open

Budget Status: Not Chkd

Hold From Further Processing