

Create a Release against a SW Contract.

Create a Purchase Order Release.

Navigation: Purchasing>Purchase Orders>Add/Update POs

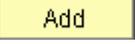
Purchase Order

[Find an Existing Value](#) **Add a New Value**

Business Unit:

PO ID:

[Find an Existing Value](#) | [Add a New Value](#)

Leave the PO ID as “Next”, Click  .

Maintain Purchase Order

Purchase Order

Unit: 09000 PO Status: Initial
PO ID: NEXT Budget Status: Not Chk'd
Copy From: Hold From Further Processing

Header

'PO Date: 05/07/2008 [Vendor Search](#)
Vendor: [Vendor Details](#)
'Vendor ID:
'Buyer:
PO Reference:

Doc Tol Status: Valid
Receipt Status: Not Recvd
'Dispatch Method:

Amount Summary

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

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Input the Vendor ID and Buyer.

- The Vendor Id on the Purchase Order must match the Vendor ID on the contract.
- **Click** the Vendor Details line and verify the Vendor Location is correct. The Vendor Location should match the Vendor Location on the Contract.
- The Buyer should be a Buyer in your agency.

Create a Release against a SW Contract.

Maintain Purchase Order	
Purchase Order	
Unit: 09000	PO Status: Open <input checked="" type="checkbox"/>
PO ID: NEXT	Budget Status: Not Chk'd
Copy From: <input type="text"/>	<input type="checkbox"/> Hold From Further Processing
Header	
'PO Date: 05/07/2008 <input type="text"/> Vendor Search	Doc Tol Status: Valid
Vendor: JOE BROWN-001 <input type="text"/> Vendor Details	Receipt Status: Not Recvd
'Vendor ID: 0000072607 <input type="text"/> JOE BROWN COMPANY INC	'Dispatch Method: Print <input type="text"/> <input type="button" value="Dispatch"/>
'Buyer: LMARTIN <input type="text"/> Lisa Martin (580)	Amount Summary
PO Reference: <input type="text"/>	Merchandise: 0.00
Header Details PO Activities Add ShipTo Comments	Freight/Tax/Misc.: 0.00 <input type="button" value="Calculate"/>
PO Defaults	Total Amount: 0.00 USD
Add Comments	

Click [Headers Details](#) Link

Maintain Purchase Order		
PO Header Details		
Unit: 09000	PO ID: NEXT	Vendor: JOE BROWN-001
PO Details		
Vendor: JOE BROWN-001	PO Date: 05/07/2008	
'PO Type: RLSE <input type="text"/>	Budget Status: Not Chk'd	
'Billing Location: 09000 <input type="text"/> Billing Address	<input checked="" type="checkbox"/> Tax Exempt ID: 736017987 <input type="text"/>	
Origin: EXC <input type="text"/> Exception	Letter of Credit ID: <input type="text"/>	
Currency		
Currency Code: USD <input type="text"/> Exchange Rate Detail	Base Currency: USD	
Rate Date: 05/07/2008	Exchange Rate: 1.00000000	
Rate Type: CRRNT		
Process Control Option		
Acknowledgements required for: Not required <input type="text"/>	Accounting Date: 05/07/2008 <input type="text"/>	
<input checked="" type="checkbox"/> Dispatch	'Method: Print <input type="text"/>	Accounting Template: STANDARD <input type="text"/>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Refresh"/>

- The PO = RLSE
- Origin = EXC

Click .

Create a Release against a SW Contract.

Maintain Purchase Order

Purchase Order

Unit: 09000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd

Copy From:

Hold From Further Processing

Header

'PO Date: 05/07/2008 [Vendor Search](#)

Vendor: JOE BROWN-001 [Vendor Details](#)

'Vendor ID: 0000072607 JOE BROWN COMPANY INC

'Buyer: LMARTIN Lisa Martin (580)

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#)

[Add Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details Ship To/Due Date Statuses Item Information Attributes BFO Contract Receiving

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				

Amount Summary

Merchandise: 0.00

Freight/Tax/Misc.: 0.00

Total Amount: 0.00 USD

Click the Contract Tab.

Maintain Purchase Order

Purchase Order

Unit: 09000 PO Status: Open

PO ID: NEXT Budget Status: Not Chk'd

Copy From:

Hold From Further Processing

Header

'PO Date: 05/07/2008 [Vendor Search](#)

Vendor: JOE BROWN-001 [Vendor Details](#)

'Vendor ID: 0000072607 JOE BROWN COMPANY INC

'Buyer: LMARTIN Lisa Martin (580)

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#)

[Add Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details Ship To/Due Date Statuses Item Information Attributes BFO Contract Receiving

Line	Item	SS Flag	Line Sole Source Type	Description	SetID	Contract ID	Contract Line	Release
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	00000	<input type="text"/>	<input type="text"/>	NEXT

Click Contract Lookup Icon .

Create a Release against a SW Contract.

Look Up Contract Line

Contract Line Nbr: =

Item ID: begins with

Category ID: begins with

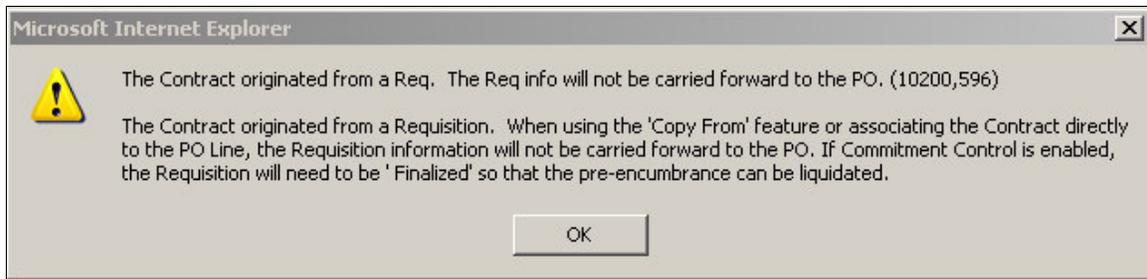
[Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Contract Line Nbr	Item ID	Category ID
1	09628601001	16810
2	09628601005	16810

The results contain a list of all Item IDs belonging to the contract. **Click the Item ID.**



This is a warning message only. This message is received when the contract is created from a REQ and/or RFQ. **Click to continue.**

Override Schedule Quantity with Contract Quantity Scheduled on Line (1), Item (09628601001)? (10200,435)

Press OK to override schedule quantity with contract shipping template schedule quantity. Press Cancel to use the entered line quantity and schedule quantity.

Click . This will copy the contract UOM and Price to the Purchase Order. If the contract price is mandatory must be selected, or the incorrect price will copy into the Purchase Order. If is not selected, you will not be able to change the amount.

Create a Release against a SW Contract.

Purchase Order

Unit: 09000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: Hold From Further Processing

Header

'PO Date: 05/07/2008 [Vendor Search](#)
 Vendor: JOE BROWN-001 [Vendor Details](#)
 'Vendor ID: 0000072607 JOE BROWN COMPANY INC
 'Buyer: LMARTIN Lisa Martin (580)
 PO Reference: From Req ID - 5800000987

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 'Dispatch Method: Print

Amount Summary

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

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

Line	Item	SS Flag	Line Sole Source Type	Description	SetID	Contract ID	Contract Line	Release
1	09628601001	<input type="checkbox"/>		Delivery cost per	00000	00000000000000000000000001417	1	NEXT

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

Select the Details Tab.

Purchase Order

Unit: 09000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: Hold From Further Processing

Header

'PO Date: 05/07/2008 [Vendor Search](#)
 Vendor: JOE BROWN-001 [Vendor Details](#)
 'Vendor ID: 0000072607 JOE BROWN COMPANY INC
 'Buyer: LMARTIN Lisa Martin (580)
 PO Reference: From Req ID - 5800000987

Doc Tol Status: Valid
 Receipt Status: Not Recvd
 'Dispatch Method: Print

Amount Summary

Merchandise: 15.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 15.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) Custom

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Price
1	09628601001	<input type="checkbox"/>		Delivery cost per		1.0000	TON	096286	0.0001

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

Notice the Item ID, Description, UOM and Price copied from the contract.

Only when the contract is marked as “Price Can Be Changed on Order”, will the price field be available for updating. If the price is grayed out, it usually means the price is mandatory.

Change the PO QTY and Price as needed.

Create a Release against a SW Contract.

Purchase Order

Unit: 09000 PO Status: Open
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: Hold From Further Processing

Header

'PO Date: 05/07/2008 [Vendor Search](#)
 Vendor: JOE BROWN-001 [Vendor Details](#)
 'Vendor ID: 0000072607 JOE BROWN COMPANY INC
 'Buyer: LMARTIN Lisa Martin (580)
 PO Reference: From Req ID - 5800000997

Doc Tot Status: Valid
 Receipt Status: Not Recvd
 'Dispatch Method: Print
Amount Summary
 Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Price
1	09628601001	<input type="checkbox"/>		Delivery cost per		2.00	TON	096286	15.00

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

To the far right of the line click on the Schedule Icon .

Custom price on line 1, schedule 1. Override with system calculated price? (10200,66)

The schedule is marked as having a custom price. The system has calculated a different price than the custom price.

If you choose to not have the system override the custom price, you can see how the system calculated its price by viewing the Value Adjustments for the schedule. If at that time, you want to use the system's price, you can use the button on the value adjustments page to set the current price equal to the system-calculated price.

Click , otherwise the .00001 contract price will override the \$15.00 and your price will change on the PO.

Maintain Purchase Order

Schedules

Unit: 09000 Vendor: JOE BROWN-001
 PO ID: NEXT PO Date: 05/07/2008
 PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 09628601001 [Delivery cost per location. \(Delivery only-No Salt Prices\). See attached spreadsheet for locations.](#) PO Qty: 2.0000

Schedules Customize | Find | View All First 1 of 1 Last

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	05/07/2008 <input type="text"/>	58030 <input type="text"/>	2.0000	15.00000	30.00	Active

[Add ShipTo Comments](#)

Update the schedule as needed.
 Click the Distribution Schedule Icon  located to the right of the schedule line.

Create a Release against a SW Contract.

Maintain Purchase Order

Distributions for Schedule 1

Unit: 09000 Vendor: JOE BROWN-001
PO ID: NEXT Item: 09628601001 [Delivery cost per location. \(Delivery only-No Salt Prices\). See at](#)
Line: 1
Sched: 1 Status: Active
'Distribute by: Quantity Schedule Qty: 2.0000
SpeedChart: [Multi-SpeedCharts](#) Merchandise Amt: 30.00 USD
Doc. Base Amount: 30.00 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
1	Open	100.0	2.0000		30.00 USD	09000	531500						

OK Cancel Refresh

Input Fund, Class, Dept, Bud Ref, Budget Date, and any other fields as needed, click

OK

The Account Code can be changed, however, if a Change Order is processed and default values are updated, the Account Code will change.

Maintain Purchase Order

Schedules

Unit: 09000 Vendor: JOE BROWN-001
PO ID: NEXT PO Date: 05/07/2008
PO Status: Open

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 09628601001 [Delivery cost per location. \(Delivery only-No Salt Prices\). See attached spreadsheet for locations.](#) PO Qty: 2.0000

Schedules Customize | Find | View All | First 1 of 1 Last

Details Statuses Shipment Matching Receiving Freight RTV

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	05/07/2008	58030	2.0000	15.00000	30.00	Active

[Add ShipTo Comments](#)

Save Notify Refresh

Click  Save .

The PO is ready to be Pre-Approved, Budget Checked, Approved and Dispatched.

Create a Release against a SW Contract.

Create a Requisition Release.

Navigation: Purchasing>Requisitions>Add/Update Requisitions

Requisitions

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Requisition ID:

Leave the Requisition ID as “Next”, Click  .

Maintain Requisitions

Requisition

Business Unit: 09000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

'Requester: Ronney Maxwell [Requisition Defaults](#)

'Requisition Date: [Add Comments](#)

Origin: Agency [Requisition Activities](#)

'Currency Code: Dollar

Accounting Date:

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>

Update the Origin to EXC and Input the Item ID. If the Item ID is not on the contract, you will not be able to find the contract line.

Create a Release against a SW Contract.

Requisition

Business Unit: 09000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

'Requester: RMAXWELL Ronney Maxwell [Requisition Defaults](#)

'Requisition Date: 05/07/2008 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

'Currency Code: USD Dollar

Accounting Date: 05/07/2008

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

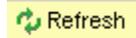
Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	Category
1	09628601001	<input type="checkbox"/>		Delivery cost per		0.0000	TON	096286

[View Printable Version](#) 'Go to: [...More...](#)

The Description and UOM copied from the Item ID. Input the Quantity field and **click**



Requisition

Business Unit: 09000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

'Requester: RMAXWELL Ronney Maxwell [Requisition Defaults](#)

'Requisition Date: 05/07/2008 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

'Currency Code: USD Dollar

Accounting Date: 05/07/2008

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls Customiz

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	Category	Price
1	09628601001	<input type="checkbox"/>		Delivery cost per		1.0000	TON	096286	0.00001

[View Printable Version](#) 'Go to: [...More...](#)

The price copied from the Item ID. **Click Vendor Information Tab.**

Create a Release against a SW Contract.

Requisition

Business Unit: 09000 Status: Open
Requisition ID: NEXT Copy From Budget Status: Not Chk'd
 Hold From Further Processing

Header

'Requester: RMAXWELL Ronney Maxwell [Requisition Defaults](#)
'Requisition Date: 05/07/2008 [Requester Info](#) [Add Comments](#)
Origin: AGY Agency [Requisition Activities](#)
'Currency Code: USD Dollar
Accounting Date: 05/07/2008

Amount Summary

Total Amount: 0.00 USD

Add Items From
[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line	Item	SS Flag	Line SSrc Type	Description	Vendor	Vendor Name	Location
1	09628601001			Delivery cost per	0000070853	FRANK BILLS TRUCKING INC	0001

View Printable Version 'Go to: ...More...

Save Notify Refresh Add

The Vendor and Vendor Location should default correctly from the Item ID and should match the Vendor and Vendor Location on the Contract. Verify that both the Vendor/Vendor Location are correct. Change Vendor/Vendor Location fields if not correct. If the Vendor does not match the contract, you will not be able to find the contract.

Click Contract Tab.

Requisition

Business Unit: 09000 Status: Open
Requisition ID: NEXT Copy From Budget Status: Not Chk'd
 Hold From Further Processing

Header

'Requester: RMAXWELL Ronney Maxwell [Requisition Defaults](#)
'Requisition Date: 05/07/2008 [Requester Info](#) [Add Comments](#)
Origin: AGY Agency [Requisition Activities](#)
'Currency Code: USD Dollar
Accounting Date: 05/07/2008

Amount Summary

Total Amount: 0.00 USD

Add Items From
[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line	Item	SS Flag	Line SSrc Type	Description	Contract ID	Contract Line
1	09628601001			Delivery cost per		

View Printable Version 'Go to: ...More...

Save Notify Refresh Add Update/Display

Click Contract Lookup Icon . This will provide a list of all Contracts for this Vendor.

Create a Release against a SW Contract.

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: 09628601001 [Delivery cost per location .ID](#)
Line: 1 Status: Active
Schedule: 1

Ship To: 09000 OSF-ADMIN Quantity: 1.0000 TON
'Distribute by: Quantity Open Quantity: 1.0000
Amount: 50.00 USD

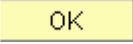
SpeedChart: [Multi-SpeedCharts](#)

Distributions

Chartfields Details Asset Information [FF]

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
1	Open	100.0000	1.0000	50.00	09000	531500						

OK Cancel Refresh

Enter Fund, Class, Dept, Bud Ref, Budget Date, and any other fields as needed, click .

The Account Code can be changed, however, if a change order is processed and defaults values are updated, the Account Code will change.

Maintain Requisitions

Schedule

Business Unit: 09000 Requisition Date: 05/07/2008
Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line Find | View All First 1 of 1 Last

1 Item: 09628601001 [Delivery cost per location .ID](#) Quantity: 1.0000 TON Amount: 50.00 USD

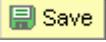
Schedule Customize | Find | View All | First 1 of 1 Last

Details [FF]

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	09000	1.0000	50.00000	50.00		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Click .

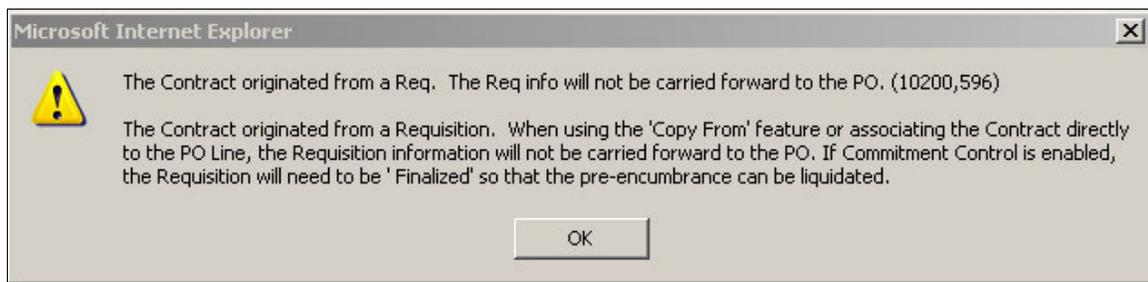
The Requisition is ready to be Pre-Approved, Budget Checked, Approved and Sourced to a Purchase Order.

Create a Release against a SW Contract.

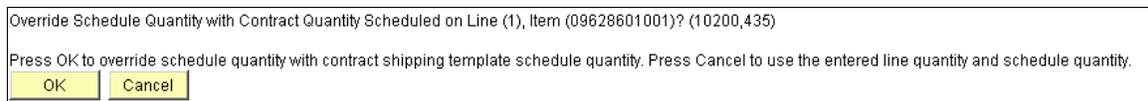
Error and Warning Messages



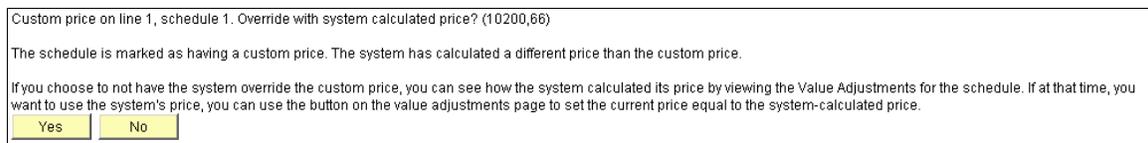
This message is received after a contract is selected on the PO/REQ and the PO/REQ date is after the contract expiration date.



This message is received after you select the contract line number. This is a warning message only; this message is received when the contract is created from a REQ and/or RFQ. Click to continue.

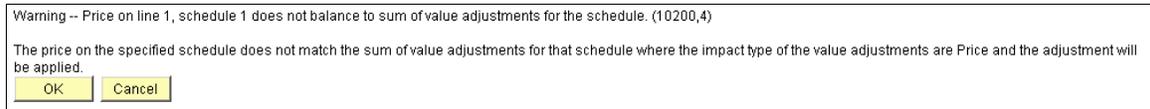


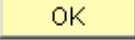
This message is received after you select the Contract Line Number. Click . This will copy the contract UOM and price to the PO. If the Contract Price is mandatory and the button is not selected, the incorrect price will copy in and you will not be able to change the price.



Click , otherwise the .00001 contract price will override the \$15.00 and your price will change on the PO.

Create a Release against a SW Contract.



Click  . This message reminds you that your \$15.00 price does not match their price .00001. This message can be avoided, see P110 PO Administration Manual, page 169.



This message means the Vendor and/or Vendor Location is not on the Item ID, therefore the price that will be used is the Item IDs Standard price. When copying the Item ID, the system first looks for a Vendor Price on the Item ID by Vendor and Vendor location. If the Vendor and Vendor Location are not accurate, the above message is displayed and the Item ID standard price becomes the default. This message is a good indication the incorrect Vendor Location is being used. If the incorrect vendor location is used, the release will still be created but the PO may not go to the correct location.

Create a Release against a SW Contract.

Misc Information on SW Contracts

Purchase Order

Unit: 09000 PO Status: Open
PO ID: 0909002732 Budget Status: Not Chk'd
Copy From: Hold From Further Processing

Header

PO Date: 05/07/2008 Vendor Search
Vendor: JOE BROWN-001 Vendor Details
Vendor ID: 0000072607 JOE BROWN COMPANY INC
Buyer: LMARTIN Lisa Martin (580)
PO Reference: From Req ID - 5800000987

Doc Tol Status: Valid
Receipt Status: Not Recvd
Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 140.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 140.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#)

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines [Customize](#)

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Price
1	09628601001	<input type="checkbox"/>		Delivery cost per		1.0000	TON	096286	10.00000
2	09628601005	<input type="checkbox"/>		Wait time at Mines over 5		1.0000	HOR	096286	130.00000

Examples of Line Item Types:

Line 1 price can be changed.

Line 2 price cannot be changed.