PROCEDURE FOR WRITING A PURCHASE ORDER

ACS

1. Select Distribution
2. Select Purchase Orders



1. Select Purchase Order Entry

Graphical user interface, text, application, email

Description automatically generated

1. F3 on Vendor Box to search and select Vendor. Press Enter
2. PO# - F1 for next available number. Press Enter
3. Req# - Press Enter
4. Ribbon Tab
   1. Date Ordered – Current Date
   2. Date Required – Expected delivery date
   3. Ship Via – UPS for almost everything, except for heavy
   4. Terms – Enter payment terms from quote
   5. FOB – Optional FOB info (Origin, Destination)
   6. Message – STD
   7. Ship To – 02
   8. Ordered By – Your Initials

Graphical user interface

Description automatically generated

1. Detail Tab
   1. Cd – S for Stock, J for Job…
   2. Wh – 02 for stock items, Z2 for consignment (bearings, etc., for job)
   3. Select Print
      1. Prints a vendor copy and an accounting copy. Acctg copy goes in job folder