PROCEDURE FOR WRITING A PURCHASE ORDER

ACS

1. Select Distribution
2. Select Purchase Orders



1. Select Purchase Order Entry



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



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