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PO.020.770 - Creating an Express PO

Trigger:

Concept

This topic demonstrates how to create an Express Purchase Order. The Create an Express PO functionality allows users to enter purchase orders online using a rapid-entry version of the Maintain Purchase Order ~ Purchase Order page. The Express PO page also enables users to view line, schedule, and distribution information consolidated on a single page.

There are, however, a few limitations when purchase orders are created using express entry. These include the inability to distribute by amount, allocate header miscellaneous charges, and copy from an existing contract, requisition, or purchase order. If any of these actions are required, users will need to create the Purchase Order using the regular Purchase Order page.

Topic Objectives:


Upon completion of this topic, you will be able to:

- Create an Express PO.
- Identify the steps required to create an Express PO.

Assumptions

Dependencies/Constraints

Business Process Document

Purchasing - Purchase Orders PO.020.770 - Creating an  **GEORGIAFIRST**
Express PO

Additional Information

Procedure

For this topic, imagine that you need to create an Express PO for a Conference Organization fee for 50 attendees. Let's see how this is done.

Step
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Business Process Document

Purchasing - Purchase Orders PO.020.770 - Creating an Express PO



Step
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