

Security Role	BOR_PO_MAINTAIN
Responsibility/Role	
File Name	PO_020_070 - Reserving PO IDs_BUSPROC.docx
Version	
Document Generation Date	12/15/2010
Date Modified	2/19/2019
Last Changed by	
Status	

PO.020.070 - Reserving PO IDs

Trigger:

Concept

This topic demonstrates how to reserve PO ID's. The Reserve PO ID functionality enables users to reserve a single Purchase Order number, or sequence of PO numbers, for a particular vendor. These numbers are reserved and used later when the document is created. This functionality is useful when, for example, you need to provide a vendor with a PO number and there is no time to enter all the PO information in the system.

Topic Objectives:

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

- Explain the purpose of reserving PO ID's.
- Reserve a PO ID.

Assumptions

--

Dependencies/Constraints

--

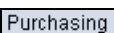
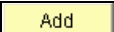


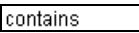
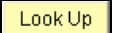


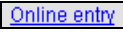
Additional Information


Business Process Document

Purchasing - Purchase Orders PO.020.070 - Reserving PO IDs

Procedure

In this topic, you will reserve a single PO ID for a Purchase Order created for faucet repair services. Although only a single PO ID is reserved, you will also see how multiple PO ID's are reserved.

Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link.
3.	Click the Reserve PO IDs link.
4.	Click the Add button. 
5.	When you reserve a single PO and save this page, the single PO ID appears and is assigned to a purchase order containing default information based on the User ID and the information that is entered here. If a block of purchase orders is being reserved, the ID of the first Purchase Order in the sequence appears in the PO ID field and the range of PO numbers appear to the right of the Number of PO's field. The reserved Purchase Orders are created with a status of Initial and are immediately available for modification.
6.	Click the Look up (Alt+5) button. Note: If you know the Vendor ID, you can enter it in the Vendor ID field without using the Search functionality. 
7.	Click the Short Vendor Name list. 
8.	Click the contains list item. 
9.	Enter " repair " in the Short Vendor Name field.
10.	Click the Look Up button. 
11.	Click an entry in the Short Vendor Name column. 
12.	Enter " repair " in the PO Reference field.
13.	Click the Look up Origin (Alt+5) button. 
14.	Click an entry in the Description column. 

Step	Action
15.	<p>Click the Save button.</p> <p>If additional PO numbers need to be reserved for a different vendor, click the Add button to the right.</p> 
16.	<p>Congratulations. You have just completed the Reserving PO IDs topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> - The purpose of reserving PO ID's is to provide the ability to reserve an ID(s) in advance for use at a later time. - PO Numbers can be reserved for a single PO or multiple PO's. - PO Numbers are reserved for a specific vendor. - When a single PO ID is reserved, it is assigned to a PO containing default information based on the User ID. <p>End of Procedure.</p>