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PO.020.110 - Adding/Updating an Express PO

Trigger:

Concept

This topic demonstrates how to add and update an Express Purchase Order. The Express PO functionality provides a rapid-entry version of the Purchase Order page. This page enables users to view Lines, Schedules, and Distributions on a single page. However, Express Purchase Orders cannot distribute by Amount, allocate Header Miscellaneous charges, or copy from an existing Contract, Requisition, or Purchase Order.

Topic Objectives:

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

- Explain the benefit of Express Purchase Orders.
- Explain the limitations of Express Purchase Orders.
- Enter PO Defaults for an Express Purchase Order.
- Create an Express Purchase Order.

Assumptions

The purchase order will not be referencing a requisition, request for quote, or vendor contract.

Dependencies/Constraints

Express Purchase Order entry does not allow distribution by amount.
Express Purchase Order entry does not allow other documents to be copied in.
Express Purchase Order entry does not offer the ability to allocate header misc charges.

Business Process Document

**Purchasing - Purchase Orders PO.020.110 - Adding/Updating
an Express PO**



Additional Information

Procedure

In this topic, you will create an Express Purchase Order for two cases of compact discs for \$10 per case. You will create several defaults on the PO Defaults page, and then complete the Lines, Schedules, and Distributions sections on the Purchase Order page. Remember that the benefit of the Express Purchase Order is that you can enter all this information on the same page.

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Business Process Document

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Business Process Document

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