

## Purchase Order Example (Amazon)


1. Select Entering Purchasing Requisitions – POUPPR
  2. Make sure you are in Add Mode
  3. Select vendor
    - a. You can type the vendor # if you know it – V68104592 (Amazon)
    - b. You can look up the vendor using the blue ellipsis (three dot button)
    - c. You can look up using the keyboard (CTRL + L)
- NOTE: \* is the wildcard**
- Example: \*south\* shows all results that have “south” somewhere in the name (beginning, middle or end) South\* shows results that have “south” at the beginning of the name only
4. Select the vendor by double clicking on the name or highlighting the option you want and pressing “OK”
  5. Click the Ship tab to verify the shipping site info.
  6. Click the Dates tab if there is a specific date that you need the order by (eg process by 06/30, etc)
  7. In the Items tab, select the appropriate account code
    - a. You can type the account code if you know it
    - b. You can look up the account number using the blue ellipsis (three dot button)
    - c. You can look up using the keyboard (CTRL + M)
  8. Select the account code you want to use by double clicking on the line or highlighting and clicking “OK”
  9. If you want to split the account codes, use the pie icon
    - a. You can split by amount or percentage
  10. Item Number: This should be sequential – 1, 2, 3, 4, 5, etc
    - a. Please try to limit the PR to about 25 line items as Purchasing runs into issue when trying to place large orders. This will help to ensure that orders are placed in a timely manner.
  11. Quantity: How many you are requesting
    - a. Please make sure to enter in a quantity other than zero. This will cut down on delay or a possible kickback of the PR.
  12. Units: Each (EA), Box (BX), etc.
    - a. Click the blue box with the white arrow to see the available options
  13. Description: Type in the complete description of the item
    - a. **Please be sure to include either the ISBN number (book or e-book) or the ASIN number (all other items).** This can be found under the product information in the middle of the page. This is Amazon’s item number.

Product information

Technical Details

Manufacturer	Avery
Brand	AVERY
Item Weight	13.4 ounces
Product Dimensions	9 x 2.7 x 7.2 inches
Point Type	Chisel
Ink Color	Black
Tip Type	Chisel
Manufacturer Part Number	24158

Additional Information

ASIN	B015AJARHY 
Customer Reviews	★★★★☆ - 24 ratings 4.5 out of 5 stars
Best Sellers Rank	#63,185 in Office Products (See Top 100 in Office Products) #692 in Permanent Markers & Marker Pens
Date First Available	October 7, 2015

Warranty & Support

Product Warranty: For warranty information about this product, please [click here](#)

Feedback

Would you like to [tell us about a lower price?](#)

- b. Please note that if the “ships from” vendor is not Amazon, but rather a third party this may cause shipping times to be longer and the item to become unavailable by the time it reaches Purchasing to process the PR.


\$ 13<sup>00</sup>

FREE delivery **June 7 - 10.**

[Details](#)


Or fastest delivery **June 6 - 8.**

[Details](#)

 Deliver to Don - Aliso Viejo 92656


**In stock.**


Usually ships within 4 to 5 days.

Qty: 1 


Add to Cart

Buy Now

 Secure transaction

Ships from Eagle Synergy 

Sold by Eagle Synergy

Return policy: [Eligible for Return, Refund or Replacement within 30 days of receipt](#) 

- c. Please be sure to check if the item is new, used, or refurbished. If used or refurbished is selected, please make sure that this is acceptable as the condition may vary and there may be issues with returning the item – some sellers may not accept a return or refund. Please note in the PR notes (see below -17a.) if “used” or “refurbished” is acceptable for your order.

14. Unit Price: Price that item is listed for
  - a. If item is currently on sale, please list the regular price on the PR as it may no longer be at the sale price by the time it reaches Purchasing.
15. Tax Code: Please use 7.75% (default)
16. Shipping: Please enter \$5.99 if your order is under \$25.00 before tax
  - a. If you are unsure if a shipping fee applies or desire expedited shipping (if available), please include a shipping fee on your order. If you are unsure of an amount please either list \$5.99 or 10% for expedited needs.
17. Under the Notes tab, you must include the following information:
  - a. **PR Notes:** Please be sure to note any upcoming site closures so that we can make sure delivery doesn't occur during that time. If there is a deadline (or a need by date) or using special money, please be sure to include that as well.

After you have entered all the information, you must save your PR by pressing "enter" on the keyboard while in the Items tab. Make sure you get the green "Record Accepted" message. Then submit through workflow to send to the next level approver. Be sure to send any back-up to Dynafile (please see separate instructions on how to do so).