

General Information

Task	Process Information
<p>Creating an Express Purchase Order Against an Agency-wide Blanket Purchase Order</p>	<p>An Express Purchase Order is created in the Purchasing module for all goods/services ordered against an Agency-wide Blanket Purchase Order.</p>

Related Documents

The document(s) listed below are supporting materials for this process. These materials are posted on Courtnet – under the GEARS link.

- PO220 Purchasing Goods & Services – Course Manual

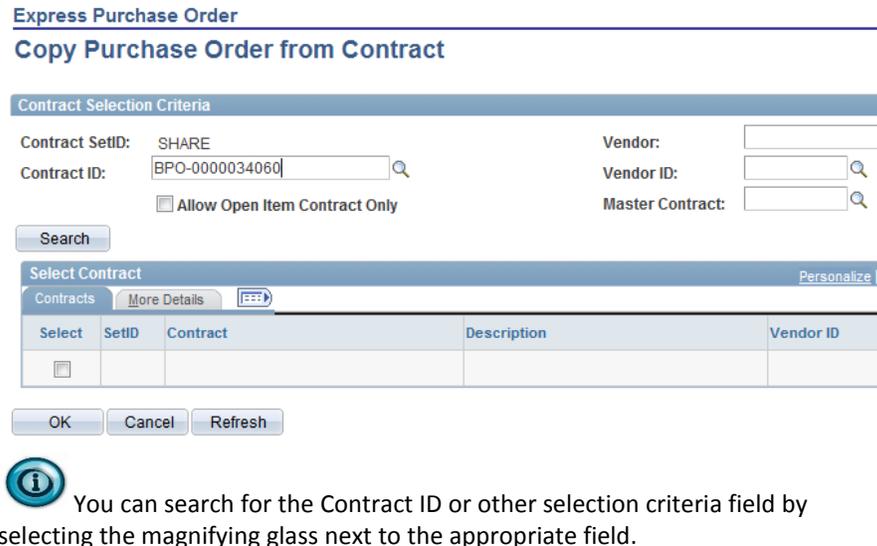
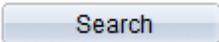
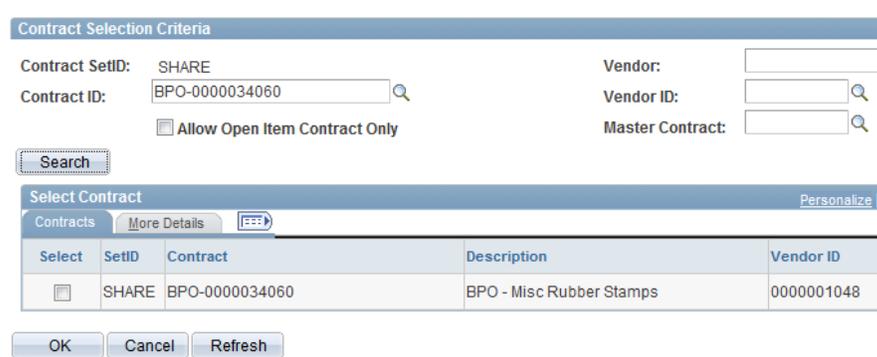
GEARS Navigation

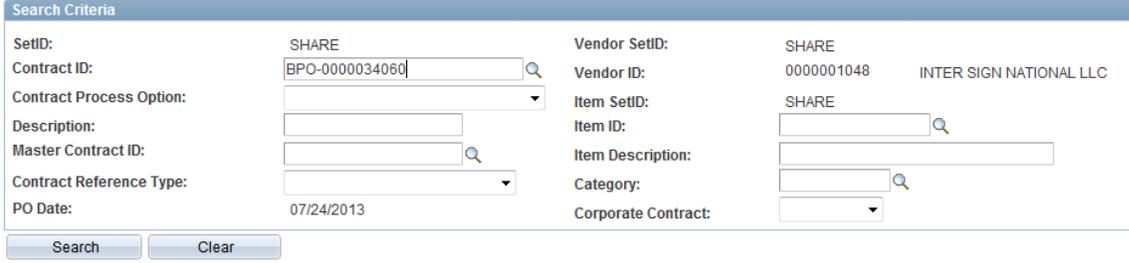
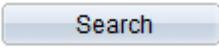
Main Menu > Purchasing > Purchase Orders > Add/Update Express POs

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the Add a New Value tab and accept the system defaults.	<p>Create your Purchase Order by using the NEXT PO Number.</p> <p>Express Purchase Order</p> <p>Find an Existing Value Add a New Value</p> <p>Business Unit: MDJUD</p> <p>PO ID: NEXT</p> <p>Add</p>
2.	Click the Add button.	

<p>3.</p>	<p>On the Select Purchase Order header screen, use the Copy From Drop Down box to select 'Contract'.</p>	
<p>4.</p>	<p>This action will return the Copy Purchase Order from Contract page. Here you can enter the BPO number.</p> <p>All Blanket Purchase Orders are established PeopleSoft BPO Contracts, which are numbered as 'BPO-0000XXXXX', where the 'XXXXX' represent the AOC PO Number.</p>	
<p>5.</p>	<p>Click the  button.</p>	
<p>6.</p>	<p>Once the available Blanket Purchase Order lines are retrieved, select the BPO Contract that you are creating the Purchase Order against.</p>	<p>Select the appropriate Contract using the Checkbox in the Sel column.</p> 
<p>7.</p>	<p>Click the  button. This will pull forward the Vendor information into your Purchase Order.</p>	

<p>8.</p>	<p>Move to the Express PO Line section. Select the Contract Search icon  from the right hand side of the screen.</p> 
<p>9.</p>	<p>Re-enter your BPO number into the Contract ID field.</p> <p>Contract Search</p>  <p> You can search for the Contract ID or other selection criteria field by selecting the magnifying glass next to the appropriate field.</p>
<p>10.</p>	<p>Click the  button.</p>
<p>11.</p>	<p>This action will return the available items or categories available for purchase on the BPO. Here you can enter the BPO number.</p> <p>Once the available Blanket Purchase Order lines are retrieved, you will select the BPO line(s) that you are creating the Purchase Order against.</p> <p>Select the appropriate BPO Contract lines using the Checkbox in the Sel column.</p>

Contract Search

Search Criteria

SetID:	SHARE	Vendor SetID:	SHARE
Contract ID:	BPO-0000034060	Vendor ID:	0000001048 INTER SIGN NATIONAL LLC
Contract Process Option:		Item SetID:	SHARE
Description:		Item ID:	
Master Contract ID:		Item Description:	
Contract Reference Type:		Category:	
PO Date:	07/24/2013	Corporate Contract:	

Contract Details

Personalize | Find | View All | First | 1 of 1 | Last

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price
<input checked="" type="checkbox"/>	BPO-0000034060		1 Cat Cntrct	OFFSUPP_STAMP			

12. Click the button.

13. This action will populate the Item Category and Contract information on the PO line(s).

You will now enter information into the Description, PO Quantity, and Unit of Measure field for the item(s) you are ordering.

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

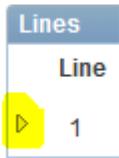
Lines

Line	Item	Description	PO Qty	*UOM	Category	Mercha
1		Rubber Stamp - PAID - Item YYY	10	ea	OFFSUPP_STAI	

[Expand All](#) [Collapse All](#)
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Go to:

14. Expend the PO Line using the arrow to show the PO Schedule and Accounting Distribution information.



Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Line	Item	Description	PO Qty	*UOM	Category	Mercha
1		Rubber Stamp - PAID - Item YYY	10.0000	EA	OFFSUPP_STAI	

Schedules

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amt	Status	*Distribute by
1			10.0000			Active	Quantity

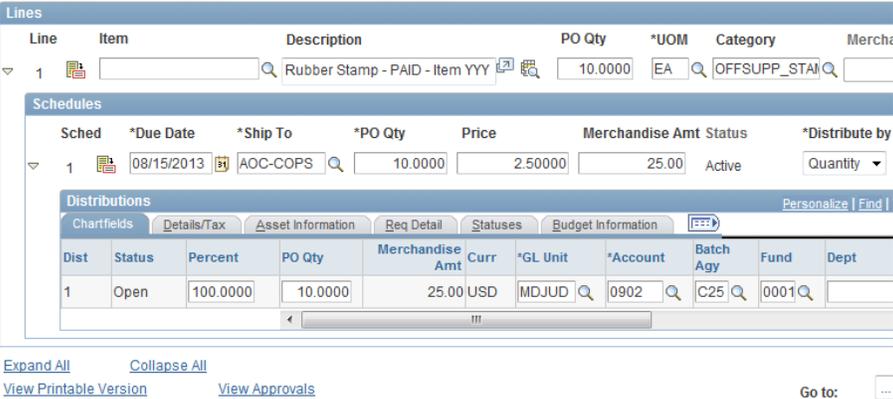
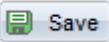
Distributions

Personalize | Find | View All

Dist	Status	Percent	PO Qty	Merchandise Amt	Curr	*GL Unit	*Account	Batch Agy	Fund	Dept
1	Open	100.0000	10.0000		USD	MDJUD				

[Expand All](#) [Collapse All](#)
[View Printable Version](#) [View Approvals](#)

Go to:

<p>15.</p>	<p>You will now populate the following fields: Due Date, Ship To, Price, and your Accounting Distribution(s). *Note the Merchandise Amount will automatically calculate.</p>	
<p>16.</p>	<p>Once you have completed your data entry, click the  Save button. This will generate the PO Number and validate the data that you have entered.</p>	
<p>17.</p>	<p>When you have completed the Express PO, click the  button at the top of the page to submit your Purchase Order for any necessary approvals.</p> <p>PO Status: Open  </p>	
<p>18.</p>	<p>Once the Purchase Order is approved, you may Budget Check and Dispatch your Purchase Order. You may budget check your Purchase Order using the Budget Check icon  at the top of the screen. Once Approved and Budget Checked, you may Dispatch the Purchase Order using the Dispatch button in the middle of the page. Once Dispatched, you can review the PDF version of the Purchase Order in your Report Manager.</p> <p>*Dispatch Method: Print </p> <p>Once you have fully processed your Purchase Order transaction, the purchase order is now available for receipt and payment.</p>	

 **Important**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.