

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS

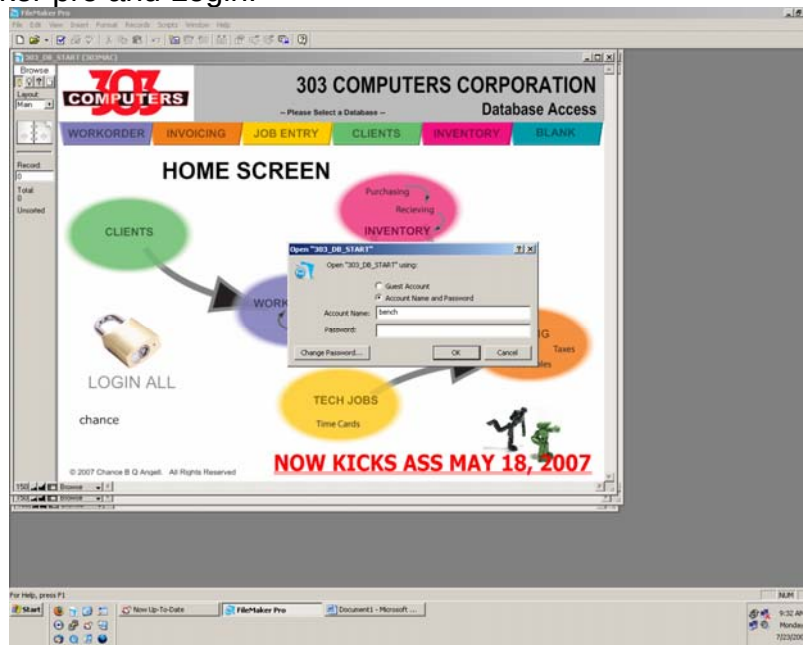
Purchase Orders – How To:

This tutorial is intended to outline the process of generating a purchase order. In this example we will generate a PO from the vendor www.newegg.com that includes one processor.

- 1.) Ask for OK for approx amount from accountant *
- 2.) Develop P.O. with amounts and descriptions. etc

Select a Vendor:

Open file maker pro and Login.

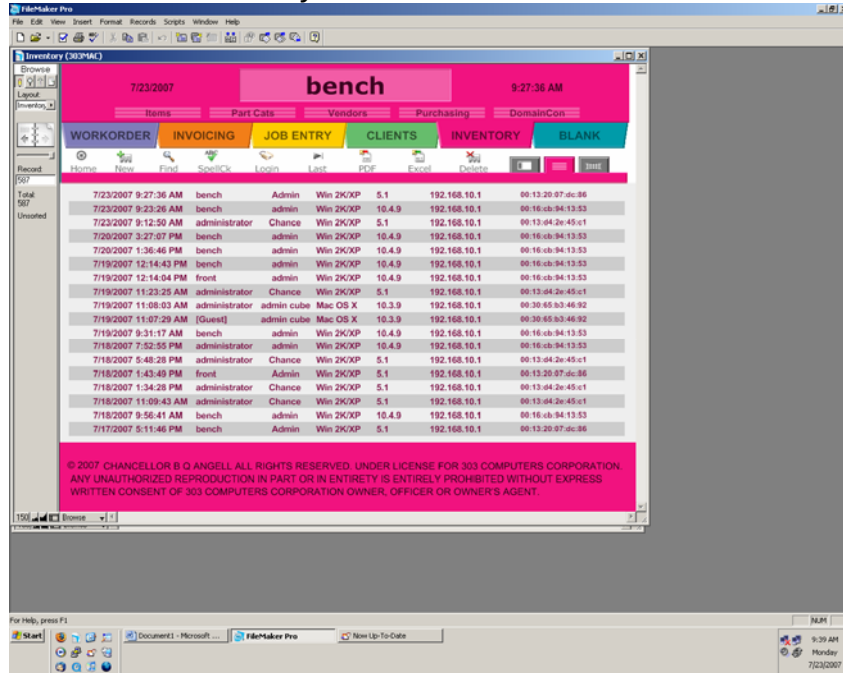


MY303.NET – 303 Computers Corporation

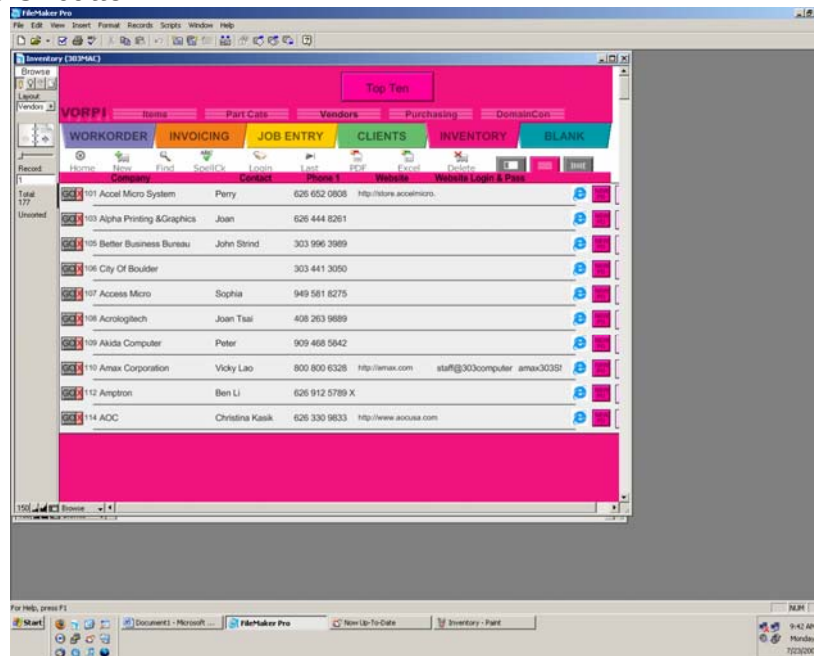
all your technology done right™

260 – PURCHASE ORDERS (cont')

Click on the inventory tab.



Click on the “Vendors” button.



MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

Select the desired vendor from the list, in our example this would be www.newegg.com, and click on the grey button labeled “Go” next to the vendor’s name. This will take you to the vendor’s contact information page. On this page click on the button that says “New PO”

The screenshot shows the 'New Egg.com' vendor contact information page within the FileMaker Pro application. The page is titled 'New Egg.com' and includes a 'Vendor ID' of 142. The 'VORPI' (Vendor Order Request Page ID) is 142. The page contains fields for Company Name, Contact Name, Address 1, Address 2, City/State/ZIP, Website, Website Login & Pass, Email, Phone 1, Phone 2, Fax, TopTen Cred, Account No, and Current VendorNo. The 'NEW PO' button is highlighted in pink. The 'PRINT ENV' button is also visible. The 'Type of Vendor' field is empty. The 'Data Added' field shows 7/23/2007. The 'Data Modified' field shows 7/23/2007. The 'Time Added' field shows 6:42:41 PM. The 'Time Modified' field shows 6:43:28 PM. The 'Notes' field is empty. The 'Complete Address' field shows New Egg.com, 9997 E. Rose Hills Road, Whittier, CA 90601. The 'Current VendorNo' field shows 166.

At this point you should have a new (blank) Purchase order form.

The screenshot shows the blank Purchase Order form within the FileMaker Pro application. The form is titled 'Purchase Order' and includes fields for PO N°, PO AIR N°, Vendor, and Date. The 'Vendor' field is populated with '303 Computers Corporation'. The 'Date' field is populated with '7/23/2007'. The form contains a table with columns for Qty, Part, Price, Description, Unit, Item Cost, Markup, Retail, and Total. The table is currently empty. The 'NEW PO' button is highlighted in pink. The 'PRINT ENV' button is also visible. The 'Data Added' field shows 7/23/2007. The 'Data Modified' field shows 7/23/2007. The 'Time Added' field shows 6:42:41 PM. The 'Time Modified' field shows 6:43:28 PM. The 'Notes' field is empty. The 'Complete Address' field shows New Egg.com, 9997 E. Rose Hills Road, Whittier, CA 90601. The 'Current VendorNo' field shows 166.

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

In order to populate the purchase order, we will first need to open an internet browser and navigate to the vendor's website. The address of the website as well as any necessary log in information will be on the vendor's contact information page.



MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

Find the item you wish to order on the vendor's webpage and open the item's description page. For this example we are going to order and Intel Core 2 Duo E6700 Processor. Below is this product's description page. Having this page open will allow you to quickly copy and paste pertinent information into the PO.

The screenshot shows the Newegg.com product page for the Intel Core 2 Duo E6700 Processor. The page includes a product image, a price of \$317.00, and a 'Free 3 Business Day Shipping' offer. It also features a 'Protect Your Investment' section with an extended warranty option. The 'Special Offers' section lists two deals: one for 6 months on purchases of \$500 or more, and another for 90 days on purchases over \$250. The 'Tech Spec' table provides detailed information about the processor, including its brand, model, core type, frequency, cache, and manufacturing technology. The 'Manufacturer Warranty' section indicates a 3-year limited warranty for parts and labor.

Model	
Brand	Intel
Processors Type	Desktop
Series	Core 2 Duo
Model	BX80557E6700

CPU Socket Type	
CPU Socket Type	LGA 775

Tech Spec	
Core	Conroe
Multi-Core	Dual-Core
Name	Core 2 Duo E6700
Operating Frequency	2.66GHz
FSB	1066MHz
L1 Cache	32KB+32KB
L2 Cache	4M shared
Manufacturing Tech	65 nm
64 bit Support	Yes
Hyper-Threading Support	No
Virtualization Technology Support	Yes
Multimedia Instruction	MMX, SSE, SSE2, SSE3, EM64T
Voltage	0.850V-1.3525V
Cooling Device	Heatsink and Fan included

Manufacturer Warranty	
Parts	3 years limited
Labor	3 years limited

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

Populating the PO

Switching back to file maker pro, under Qty (short for quantity) enter how many of this item you intend to order. In our example this would be 1 (one).

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

The next field labeled “Part” is intended to hold the vendor’s part number for this item. In our example, the vendor has labeled this the “Item number” instead of Part number.

The screenshot shows the FileMaker Pro interface for the 'Inventory (303-MAC)' form. The form is divided into several sections. The top section contains fields for 'PO N°' (5033), 'Vendor' (303 Computers Corporation), and 'Date' (7/23/2007). Below this is a navigation bar with tabs for 'WORKORDER', 'INVOICING', 'JOB ENTRY', 'CLIENTS', 'INVENTORY', and 'BLANK'. The 'INVENTORY' tab is selected. The main section of the form is a table with columns: 'Qty', 'Part', 'Price', 'Description', 'Route', 'CATEGORY', 'A/R', 'Item Cost', 'Work In', 'Status', 'Total', and 'FULL'. The first row of the table has the following values: '1', 'ITEM 10011110', '0.00', 'Description', 'Route', 'CATEGORY', 'A/R', 'Item Cost', 'Work In', 'Status', 'Total', and 'FULL'. The 'Price' field is highlighted in red.

In the Field labeled “Price,” enter the price of the item.

The screenshot shows the FileMaker Pro interface for the 'Inventory (303-MAC)' form, identical to the previous one but with the 'Price' field updated to 317.00. The 'Part' field remains empty. The 'Price' field is highlighted in red.

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

The field labeled “Description short” is intended to hold the “name” of the item. In our example this would be “Intel Core 2 Duo E6700 Conroe 2.66GHz 4M shared L2 Cache LGA 775 Processor – Retail”

The screenshot displays the MY303.NET software interface, specifically the 'Inventory (303MAC)' window. The interface is divided into several sections:

- Header Section:** Contains fields for 'PO N°' (5033), 'Vendor' (303 Computers Corporation), 'PO AIR N°' (143), and dates (7/23/2007).
- Navigation Tabs:** Includes 'WORKORDER', 'INVOICING', 'JOB ENTRY', 'CLIENTS', 'INVENTORY', and 'BLANK'.
- Form Fields:** Includes 'Ship To:' and 'Bill To:' sections, both containing the address: '303 Computers Corporation, ATTN: Chance Angell, 3300 Arapahoe Avenue, Suite 218, Boulder, CO 80303'.
- Table:** A table with columns: 'Qty', 'Part', 'Price', 'Description short', 'CATEGORY', 'A/R', 'Item Cost', 'Work/In', 'Retail', 'Total', and 'FULL'. The first row contains data for 'Intel Core 2 Duo E6700 Conroe 2.66GHz 4M shared L2'.

The Windows taskbar at the bottom shows the Start button, several open applications (Documents1 - Microsoft..., FileMaker Pro, New Up-To-Data, prtnumber - Paint, Newegg.com - Intel Core...), and the system clock indicating 10:21 AM on Monday, 7/23/2007.

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

The next items that need to be filled out are category and class. The class field is context sensitive and changes depending on how category was selected. For our example, this processor would fall into the category “Systems and Components” and the class should be “Processor Upgrades.”

The screenshot displays the MY303.NET software interface, specifically the 'Inventory (CDEMAC)' window. The form is titled 'Purchase Order' and contains various fields for order details. The 'PO N°' field is set to 5033, and the 'Vendor' field is set to 303 Computers Corporation. The 'Ship To' and 'Bill To' fields are both set to 303 Computers Corporation, 3300 Arapahoe Avenue, Suite 218, Boulder, CO 80303. The 'Date' field is set to 7/23/2007. The 'Status' field is set to 'VENDOR'. The 'Category' field is set to 'SYSTEMS' and the 'Class' field is set to 'Processor'. The 'Item' field is set to 'Intel Core 2 Duo P6700 (Core 2 Duo) 6MB Cache 2.66GHz 4MB L2 Cache'. The 'Price' field is set to 0.00. The 'Description' field is set to 'Intel Core 2 Duo P6700 (Core 2 Duo) 6MB Cache 2.66GHz 4MB L2 Cache'. The 'Quantity' field is set to 1. The 'Total' field is set to 0.00. The 'FULL' checkbox is checked. The interface includes a menu bar with options like File, Edit, View, Insert, Format, Records, Scripts, Window, and Help. There is also a toolbar with icons for various functions. The bottom of the window shows the Windows taskbar with the Start button and several open applications.

Qty	Part	Price	Description Short	CATEGORY	CLASS	Item Cost	Markup	Net	Total	FULL
1	INTEL P6700	0.00	Intel Core 2 Duo P6700 (Core 2 Duo) 6MB Cache 2.66GHz 4MB L2 Cache	SYSTEMS	Processor		1.50		0.00	☒

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

The next field, labeled MAN (short for manufacturer) is the 3 character abbreviation of the manufacturer's name. In our example the manufacturer is Intel and their abbreviation is INT.

The screenshot displays the MY303.NET software interface for creating a Purchase Order. The window title is 'FileMaker Pro'. The main form is titled 'Inventory (303PM)' and contains several fields for PO details. The 'PO N°' field is set to 5033. The 'Vendor' field is set to '303 Computers Corporation'. The 'PO AIR N°' field is set to 143. The 'Status' field is set to 'VORP!'. The 'Part Cate' field is set to 'SYSTEMS'. The 'Purchasing' field is set to 'DomainCom'. The 'MAN' field is set to 'INT'. The 'DATE' field is set to '7/23/2007'. Below the form, there is a table with columns: 'Qty', 'Part', 'Price', 'Description Short', 'PARTNO/CLASS', 'Item Cost', 'WorkIn', 'Retail', 'Total', and 'TAXA'. The table contains one row with the following data: '1', 'INDE108191150', '317.00', 'Intel Core 2 Duo E6700, 2.66GHz, 4MB shared L2', 'SYSTEMS, Processor', 'INT', '1.50', '2', '317.00', and 'TAXA'. The bottom of the window shows the Windows taskbar with the Start button, several open applications, and the system clock showing 10:40 AM on Monday.

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

Unless instructed otherwise, leave the next four fields (labeled: Item cost, Mark Up, Retail, and Total) at their default values.

In the field labeled “Full Desc” copy and paste the items full description from the vendor’s website.

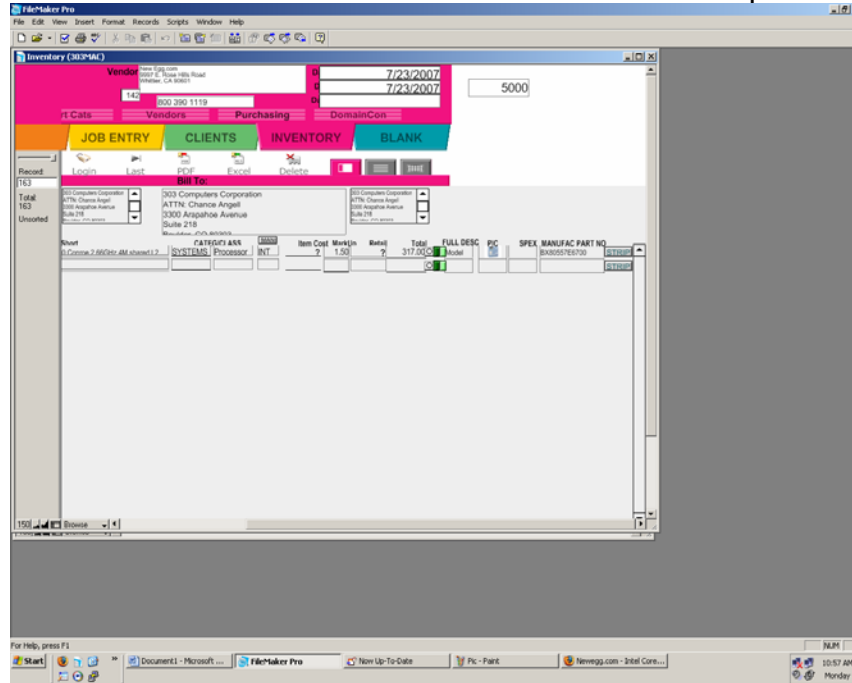
In the field labeled “Pic,” paste a picture of the item if it is available.

MY303.NET – 303 Computers Corporation

all your technology done right™

260 – PURCHASE ORDERS (cont')

Finally, in the field labeled “Manufac Part No” enter the manufacturer’s part number.



- 3.) Print P.O. for purchase from vendor
- 4.) Check for correct amount of purchase
- 5.) Both sign and date printed P.O. from FM (on Purchasing Agent Line)
- 6.) Put signed P.O. in INBOX (top metal bin) on top of signed P.O. stack

***Expect to be asked what for, who this part will be bill to, when we can collect, etc.