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260 – PURCHASE ORDERS

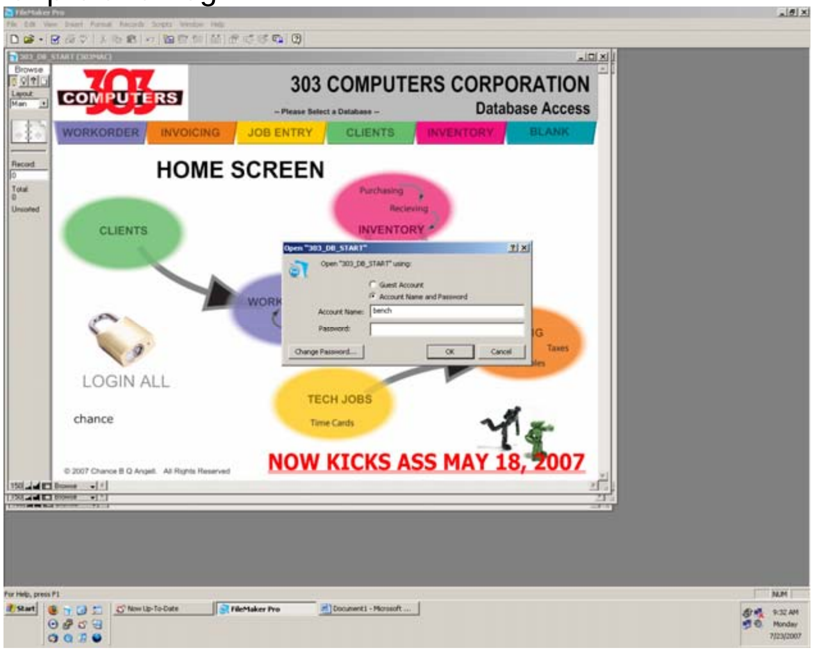
Purchase Orders – How To:

This tutorial is intended to out line 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.



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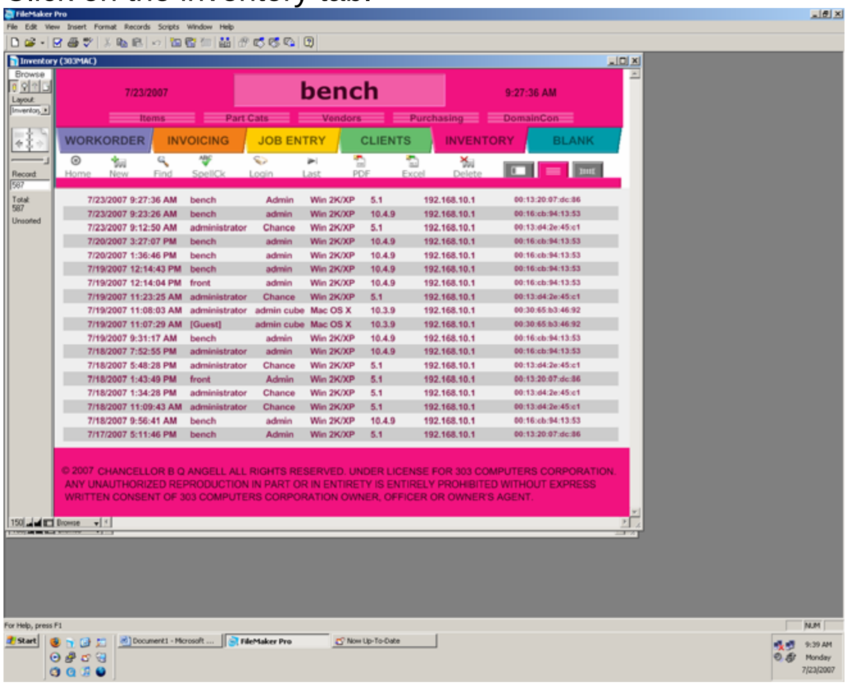
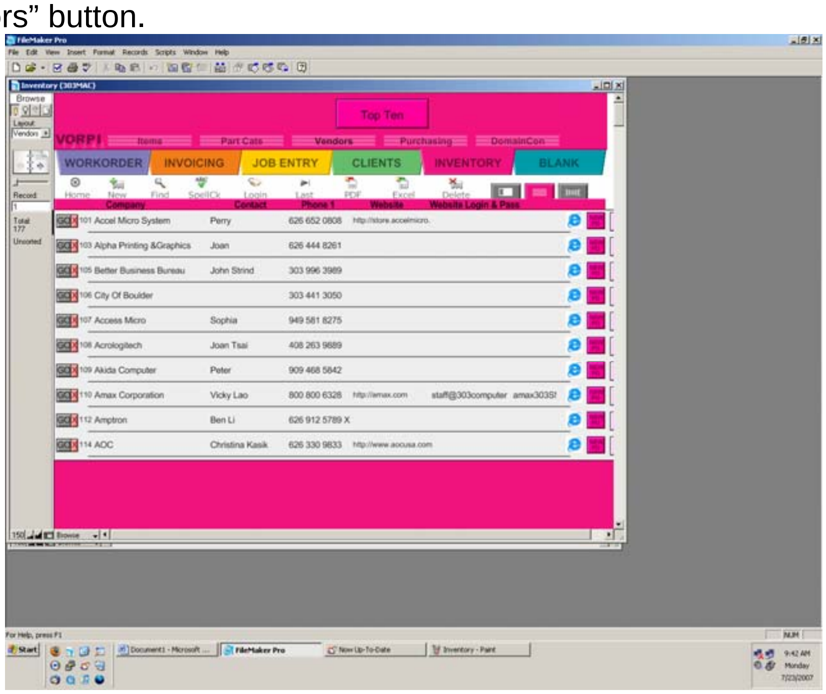
Click on the inventory tab.



Click on the "Vendors" button.



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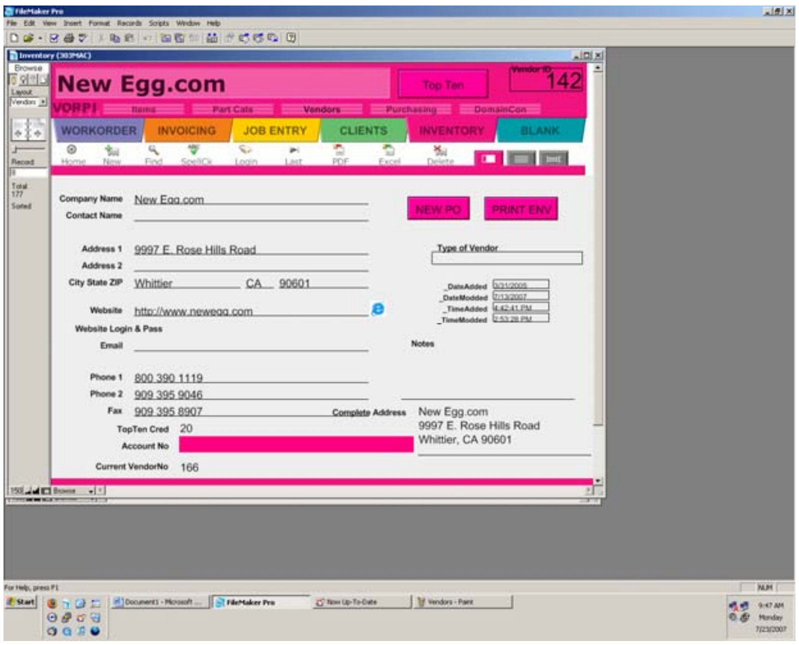
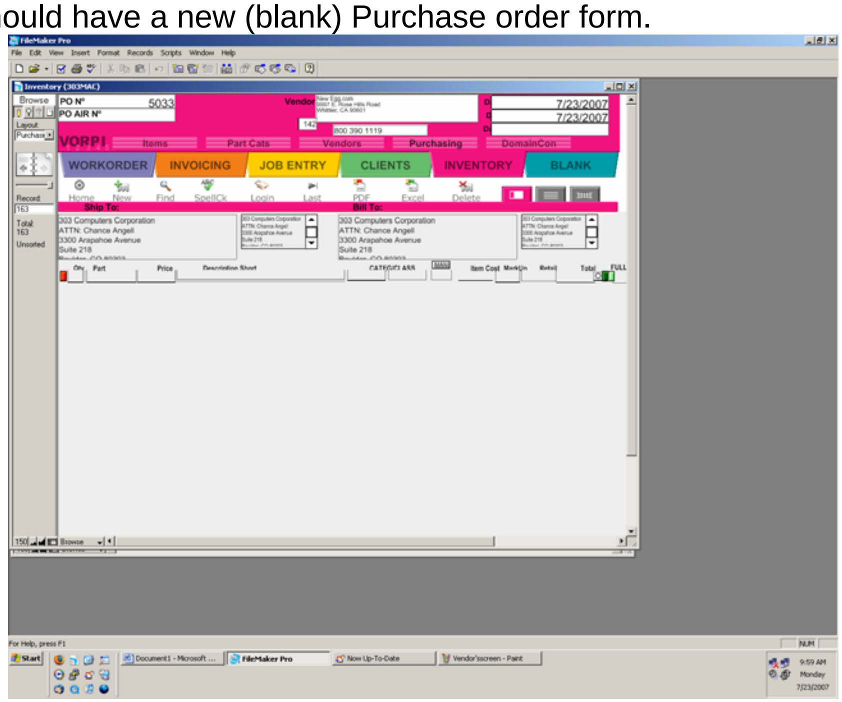
Select the desired vendor from the list, in our example this would be www.newegg.com, and click on the grey button labeled "Go" next to the vendor's name. This will take you to the vendor's contact information page. On this page click on the button that says "New PO"



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



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.

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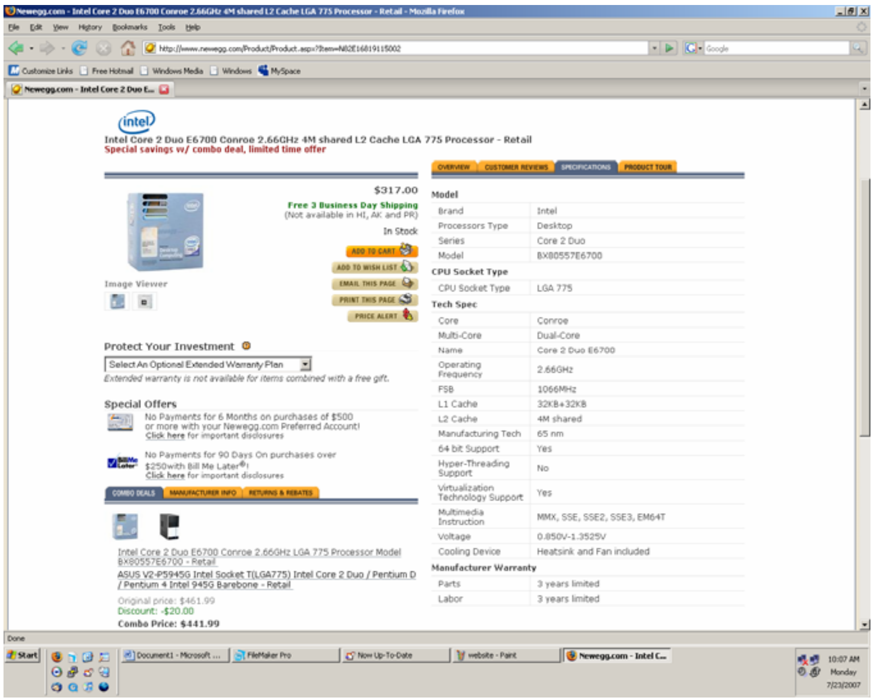
Find the item you wish to order on the vendor's webpage and open the item's description page. For this example we are going to order and Intel Core 2 Duo E6700 Processor. Below is this product's description page. Having this page open will allow you to quickly copy and paste pertinent information into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



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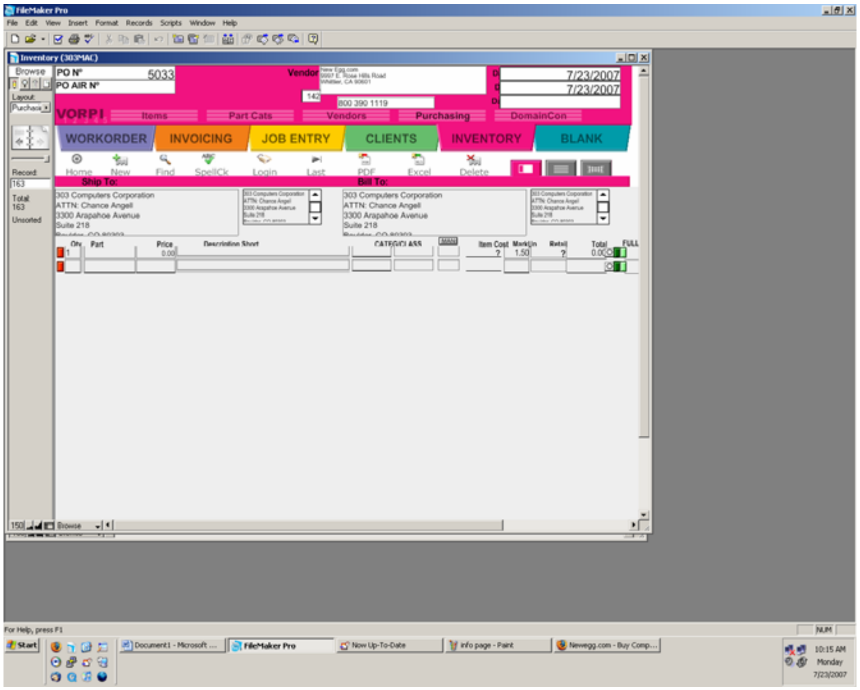
Populating the PO

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).



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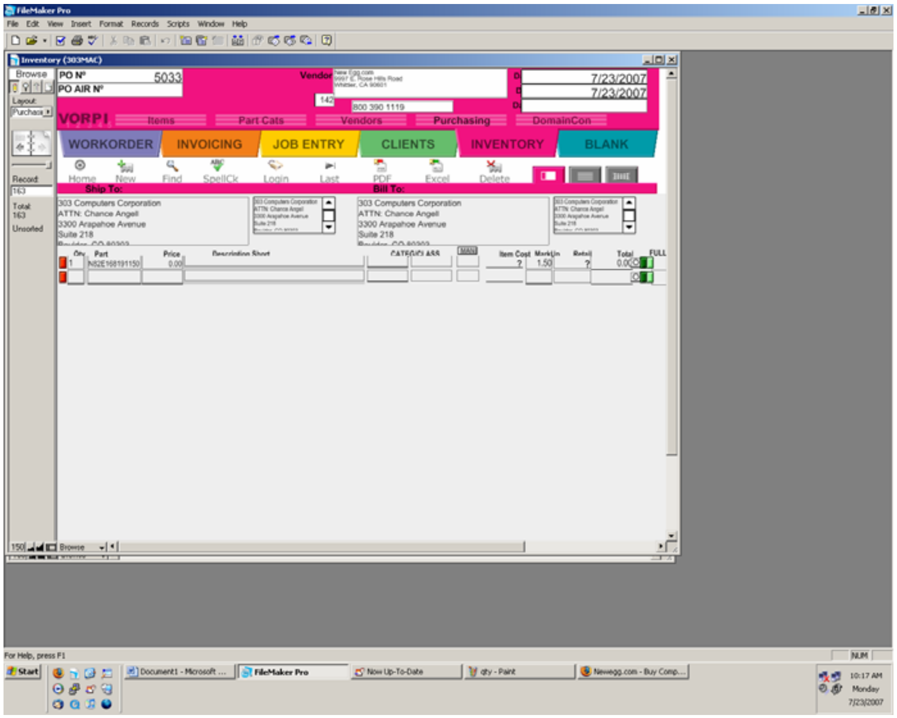
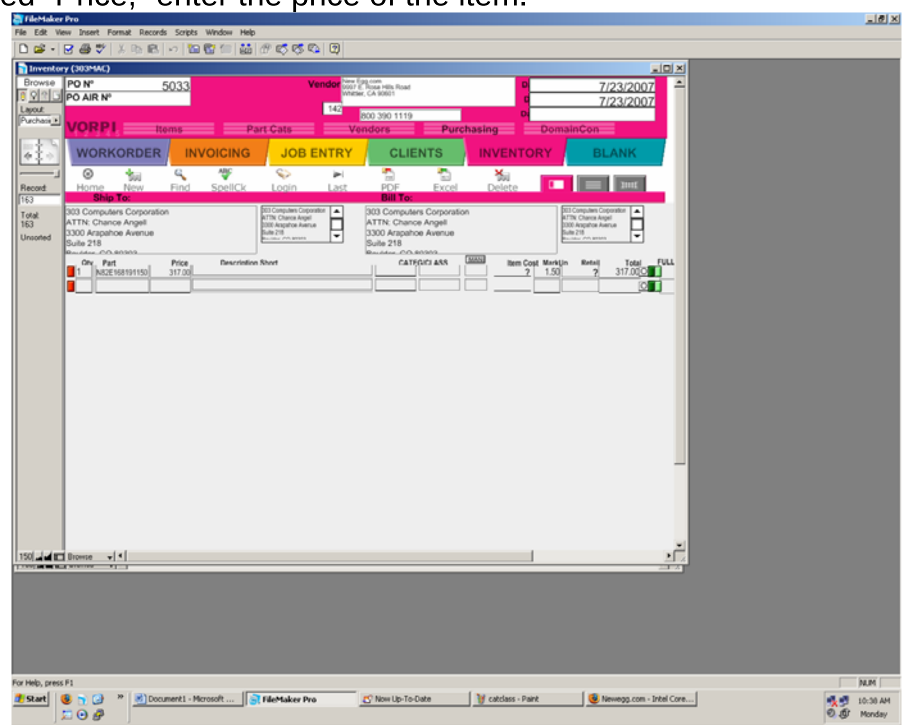
The next field labeled "Part" is intended to hold the vendor's part number for this item. In our example, the vendor has labeled this the "Item number" instead of Part number.



In the Field labeled "Price," enter the price of the item.



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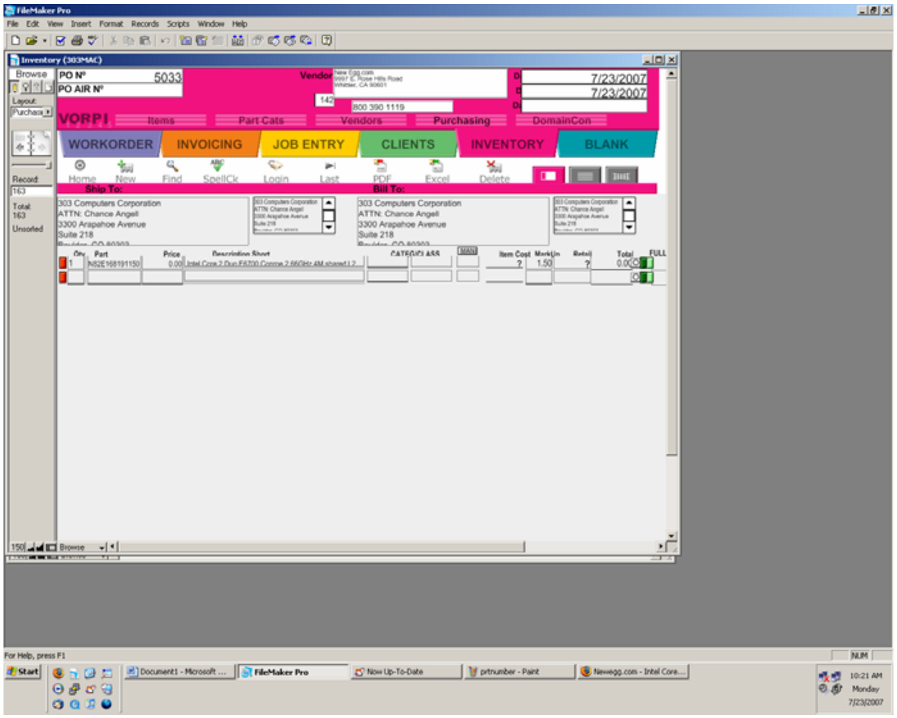
The field labeled "Description short" is intended to hold the "name" of the item. In our example this would be "Intel Core 2 Duo E6700 Conroe 2.66GHz 4M shared L2 Cache LGA 775 Processor – Retail"



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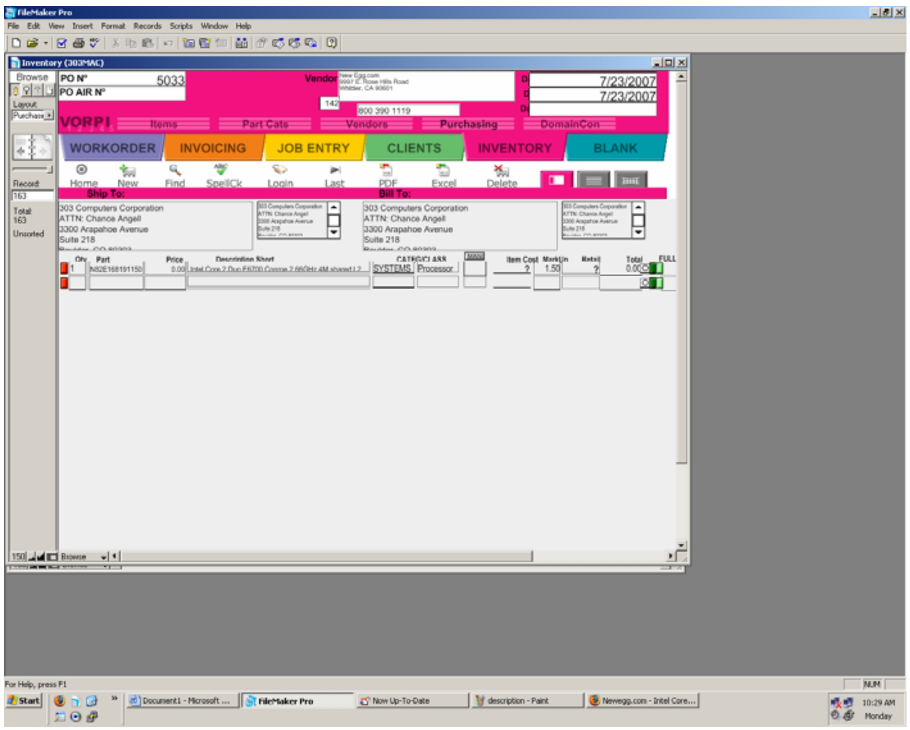
The next items that need to be filled out are category and class. The class field is context sensitive and changes depending on how category was selected. For our example, this processor would fall into the category "Systems and Components" and the class should be "Processor Upgrades."



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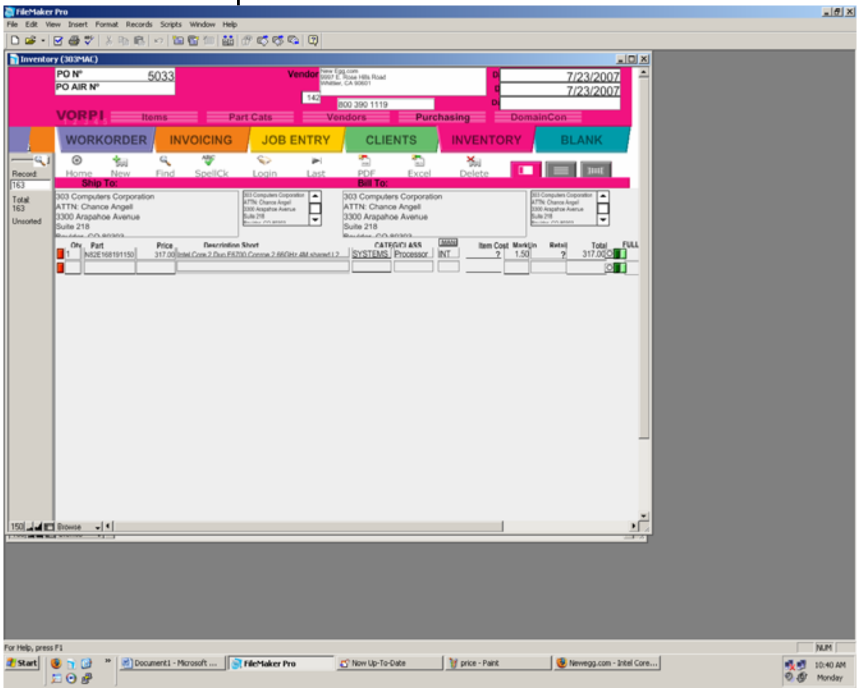
The next field, labeled MAN (short for manufacturer) is the 3 character abbreviation of the manufacturer's name. In our example the manufacturer is Intel and their abbreviation is INT.



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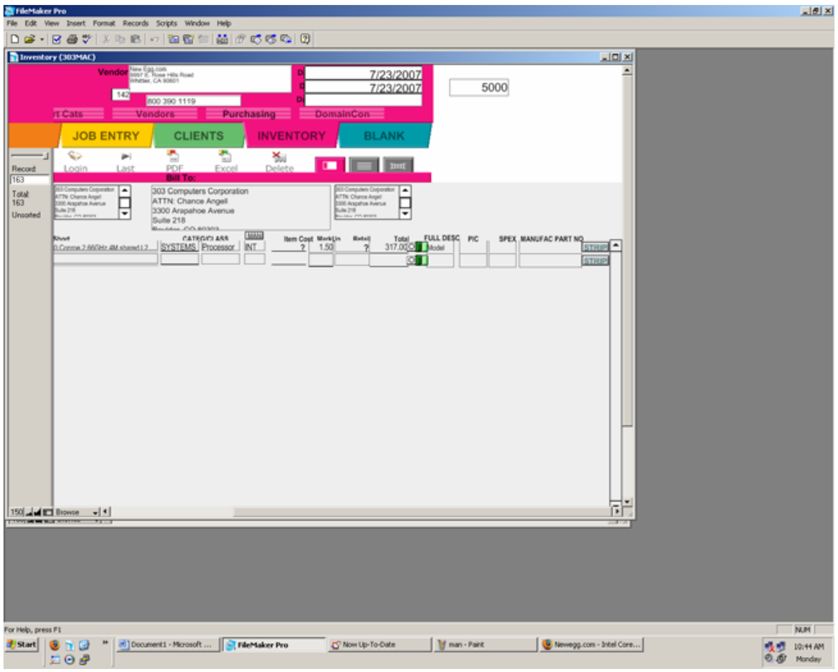
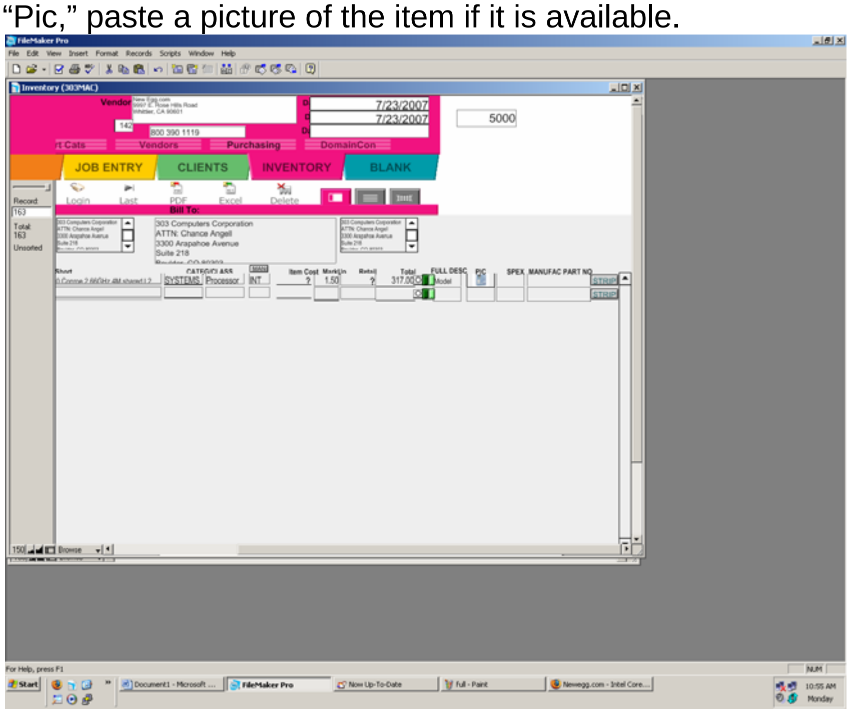
Unless instructed otherwise, leave the next four fields (labeled: Item cost, Mark Up, Retail, and Total) at their default values.

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.



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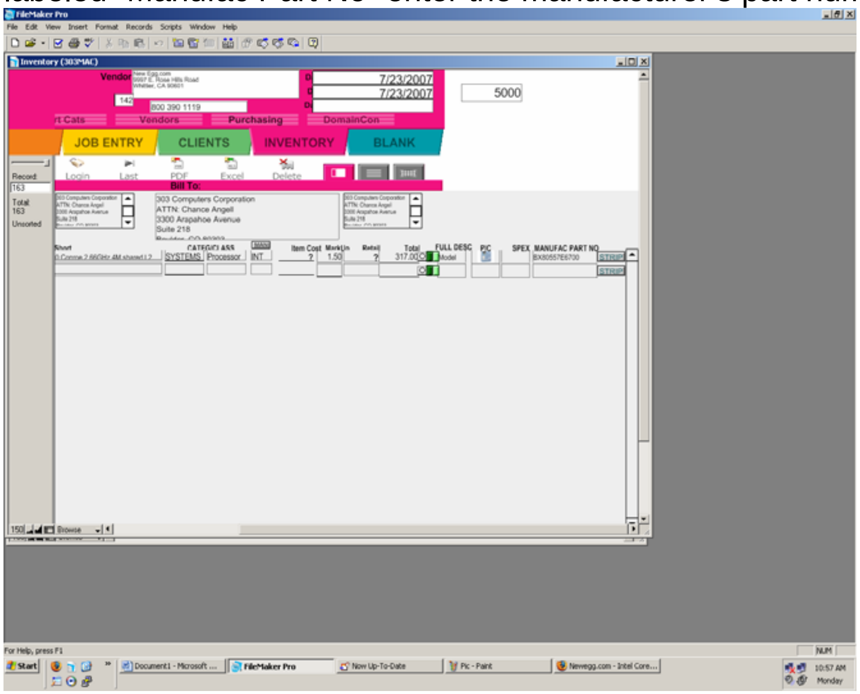
Finally, in the field labeled "Manufac Part No" enter the manufacturer's part number.



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.**

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