

This Job Aid walks through the process of sending (via email) a hard copy Purchase Order to a supplier. (Bids, Quotes, and special orders outside of Punch-Outs)

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GUS Procurement – Send PO to Supplier

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Step	Action
	 Complete the form with all required information, marked with an asterisk*. ** Note that there are two available forms. Goods and services billed by quantity (for a list of one or more items you expect to receive in each; tangible items) Good and services billed by amount (for a special order or service you expect to receive in full at one time for payment; services) Item Description: Provide as much information here as needed in order that it is clearly understood what the purchase is and what purpose it serves. UOM: Unit Of Measure. Ex: Each, Pack, Case, etc. Category Name: Category Name should be Goods/ Services Amount: Enter the total amount of order Supplier: start typing and allow system to autofill, or use the search icon to lookup your supplier name.
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15.	Click OK to close the confirmation box.
16.	*All Send PO to Supplier Orders will require Receipting once the product has arrived. (Please see Receipting Job Aid for instructions)
17.	*Once Purchase Order items have been received, and Receipting is complete, the requester will need to email the Invoice to Invoice Imaging Scan queue for payment . (Please see Invoice Imagining Job Aid for instructions)
18.	Congratulations! You have reached the end of this tutorial. End of Process.

*These items are not part of the actual Send PO to Supplier, but are necessary steps after the PO has been sent in order to complete the full process all the way to payment.