

Remember to use the Visual Assist  to search for information.

To	Do This
<p>Generate a Purchase Order from a Quotation Request</p>	<p>Navigation: Purchasing - Agencies > Purchase Orders - Agencies > [Commodity or Service] Purchase Order - Agency > Generate [Commodity or Service] PO - Agency > Choose the appropriate document to generate.</p> <p>Start this instruction from the Quote Order Release window.</p> <ol style="list-style-type: none"> 1. Enter the order number in the Order Number field, if known, to minimize the search. 2. Click Find. 3. Compare the prices from the suppliers. 4. Enter the release quantity on the supplier line to whom you wish to award the order. <ul style="list-style-type: none">  For orders placed in units, enter the release quantity in the Release Quantity field(s).  For orders placed in bulk, enter the bulk price in the Release Amount field(s). 5. Click Form, Review Order. The Suppliers Selected for Order window appears. 6. Click Row, Details. The Items Selected for Order window appears. 7. Click Form, Generate Order. The Generated Purchase Orders window appears. <ul style="list-style-type: none">  The new Order Number and Or Ty (Order Type) will appear and should be noted if you wish to do more work with them or facilitate searches later.  If you chose more than one order repeat steps 5 thru 7 until complete. 8. To review PO, click Row, Open Order Inquiry. 9. Click Close. 10. Click Close. 11. Click Cancel. 12. Click Cancel.