QUICK REFERENCE GUIDE

Create a Purchase Order Referencing a Contract

April 22, 2016

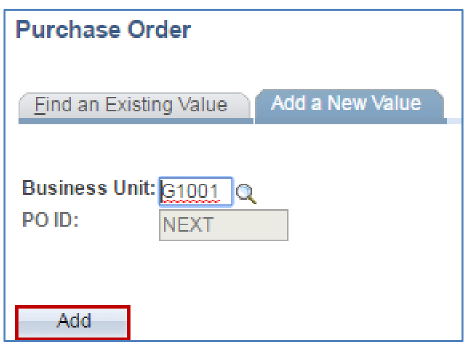
Create a Purchase Order Referencing a Contract

Buyers can create a purchase order by pulling it from an existing supplier contract. Buyers should be careful to make sure that everything pulled correctly. For more information about creating purchase orders referencing a contract, review the **PO1 Create and Update Purchase Orders for Agency Buyer Roles** User Guide. https://mn.gov/mmb/accounting/swift/training-support/reference-guides/

Step 1: Add Contract Information on the Contract Tab.

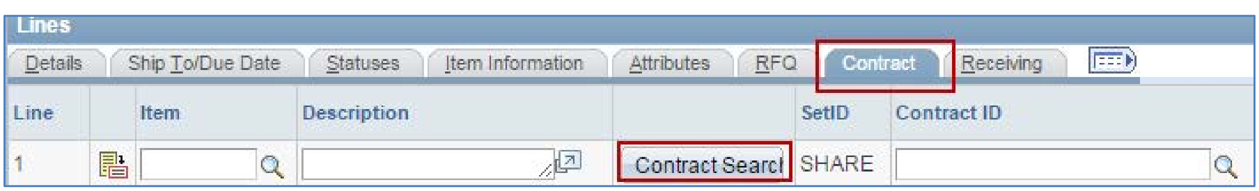
Start all purchase orders that reference contracts on the Contracts Tab. Information will transfer over to the purchase order based on what is contained in the contract. **NOTE:** If you enter data on a line before pulling the contract, the contract may not pull in anything on that line if the data entered does not match.

1. **Access the Purchase Order.**
   - **Navigation:** Purchasing, Purchase Orders, Add/Update POs, Add a New Value.
   - On the **Add a New Value**, click the **Add** button.



   - SWIFT brings you to the **Maintain Purchase Order** page.

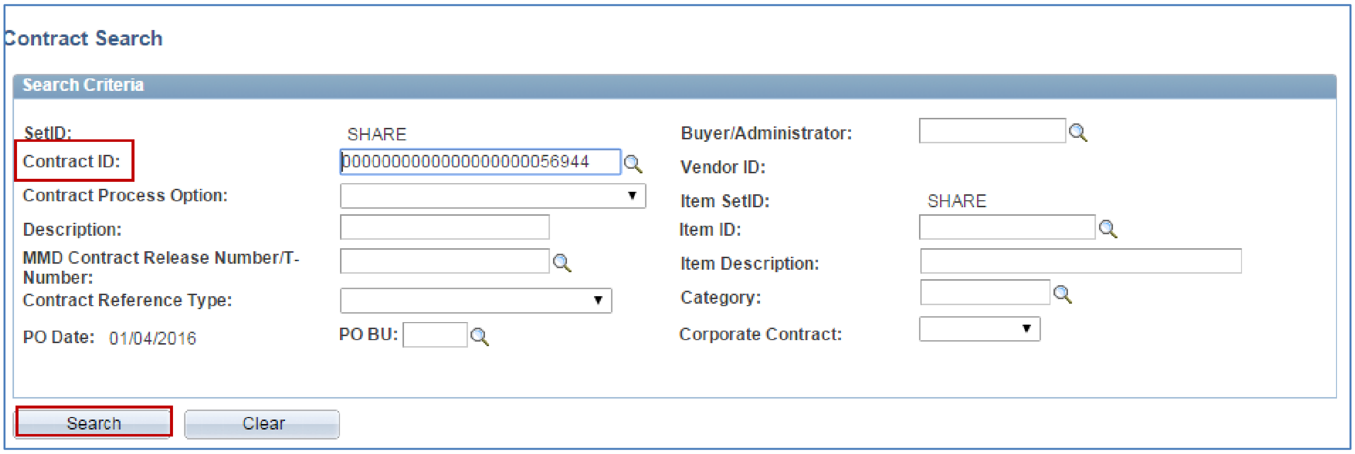
2. **Add the Contract Information.**
   - On **the Maintain Purchase Order** page, scroll down to the lines section and click on the **Contract** tab.
   - On the **Contract** tab, ***always*** start with the **Contract Search** button.



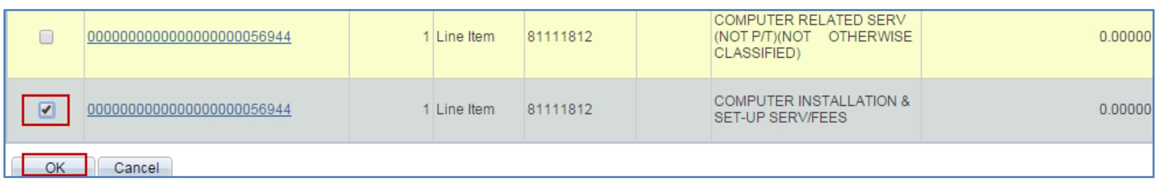
- **On the Contract Search page, enter search criteria to find the contract.**

  Buyers mostly enter the Contract ID to search for the contract. Use the other search fields if you do not have the *Contract ID*.

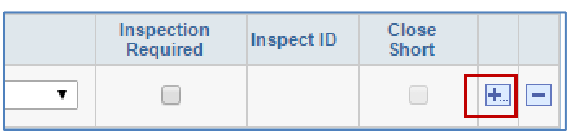
- Click the **Search** button.



- In the **Contracts Details** tab, you will see a list of all contracts that reference your selection criteria (e.g., *Contract ID*). Check the box of the contract line you wish to refer to and click **OK**.



- If you need to add another line for the same vendor to this purchase order, scroll to the far right side of the lines section. Click the **Add a New Row** button (**+**). Repeat the steps listed above to pull information from a contract to the purchase order line.

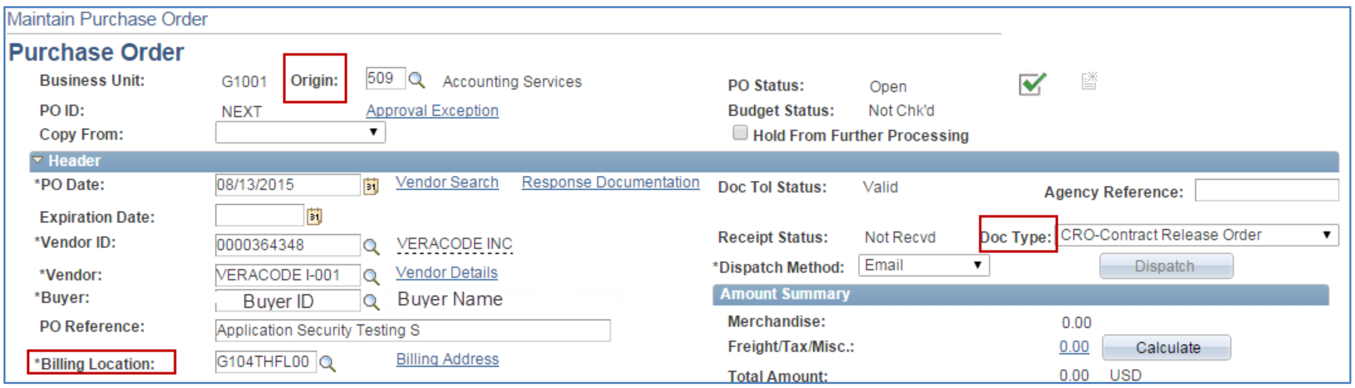


Step 2: Add Header Information to the Purchase Order.

The contract has been pulled into the purchase order on the Maintain Purchase Order page. Confirm the values added on the purchase order.

Update the header information.

- Some fields will be populated from the contract. On the **header**, the *Vendor ID, PO Reference, Buyer* and other fields have been populated.
- Enter the *Billing Location*, *Origin* and *Doc Type* on the **header.**



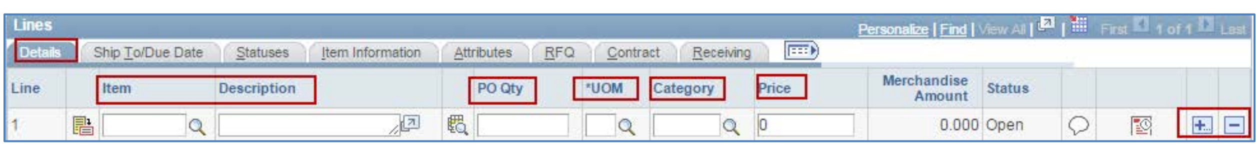
Step 3: Complete the Line Details Tab.

The purchase order line tabs allow you to input details about what is being ordered or encumbered.

1. **Details Tab:**

   Some of the fields will be populated from the contract you selected. Make sure the following fields are entered have information in them.

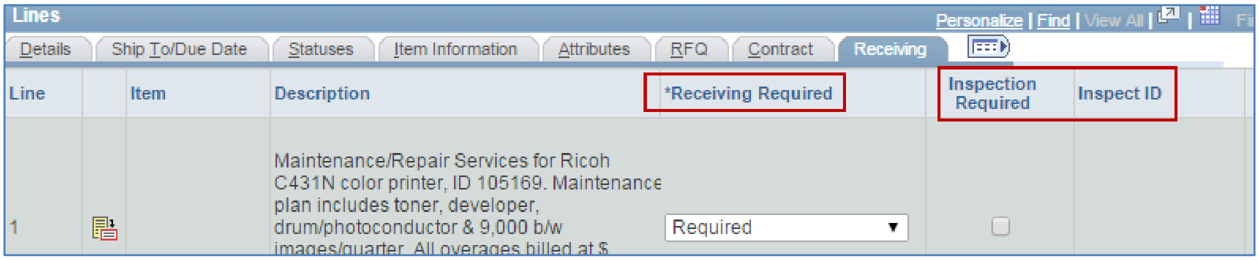
   - *Description* or *Item*.
   - *PO Quantity*
   - *UOM* (Unit of Measurement): Defaults from the contract.
   - *Category*: Defaults from the contract.
   - *Price*: Defaults from the contract. It may need to be adjusted.



2. **Receiving Tab**:

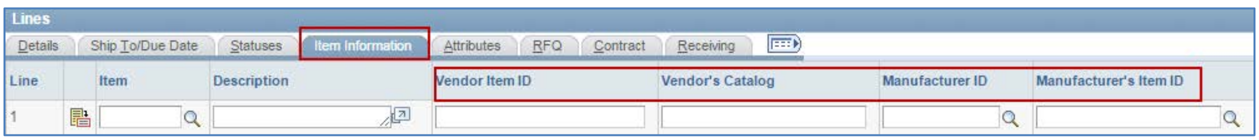
   This information may not be needed depending upon your agency's policies and the type of document. Enter the following as needed:

   - Receiving Required
   - Inspection Required/Inspect ID



3. **Item Information Tab**:
If you selected *Item* in the **Details** tab, you can use this tab to enter more information about the item as needed.

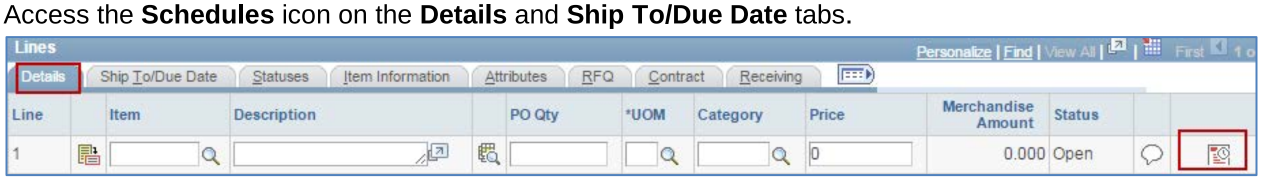
- *Manufacturer ID*
- *Manufacturer's Item ID*
- *Vendor Item ID*



Step 4: Add Schedules Information.

On the **Schedules** page, you can add and view the schedules for all lines at the same time. It allows for bulk ordering for price break and delivery to different place, time, or date. Do not split schedules.

Access the **Schedules** icon on the **Details** and **Ship To/Due Date** tabs.



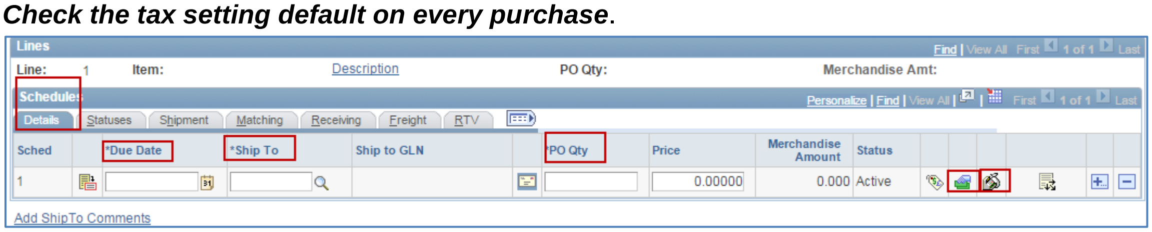
There are seven tabs on the **Schedules** page. Many of them are not necessary for creating most purchase orders.

1. On the **Details** tab on the **Schedules** page, enter the following information:

   - *Due Date* (defaults to the current date)
   - *Ship To* (may default depending upon the Buyer's access)

2. You can also access the **Schedule/Use Tax** and **Miscellaneous Charges** pages on this tab.

Check the tax setting default on every purchase.



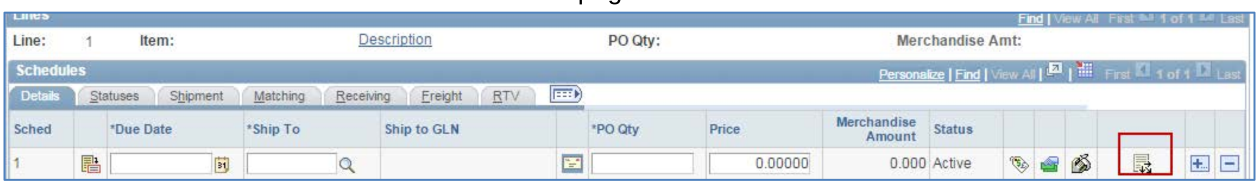
3. Use the **Freight** tab on the **Schedules** page to view and update any information about freight terms for this schedule.

IMPORTANT: Freight should be updated on the main page of the purchase order. Use the **Go To** menu on the bottom of the purchase order. Freight terms are updated on the **Freight** tab.

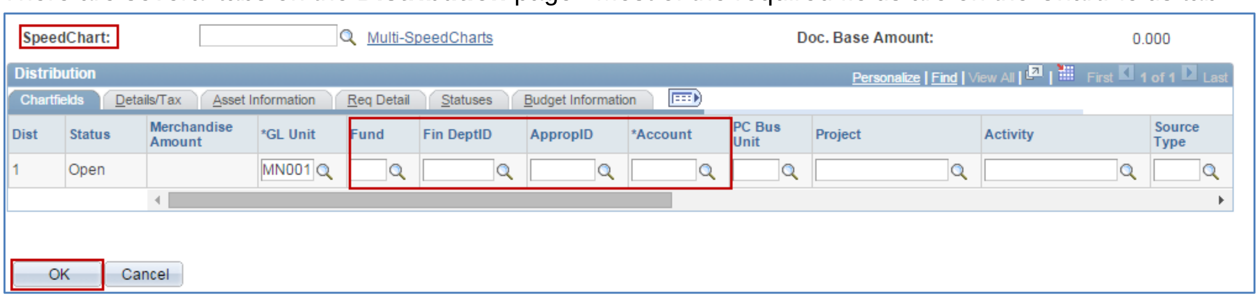
Step 5: Add Distribution Information to the Purchase Order.

The **Distributions for Schedule** page is where you enter the accounting details of the purchase order.

Access the **Distribution** tab from the Schedules page via the **Distribution/ChartFields** icon.



There are several tabs on the **Distribution** page. Most of the required fields are on the ChartFields tab.



Enter the following distribution details:

- ** Fund*
- ** Fin DeptID*
- ** AppropID*
- ** Account*
- *PC Bus Unit* (only if agency is using projects)
- *Project* (only if agency is using projects)
- *Activity* (only if agency is using projects)
- *Source Type* (only if agency is using projects)
- *Agcy Cost 1* (only if agency is using projects)

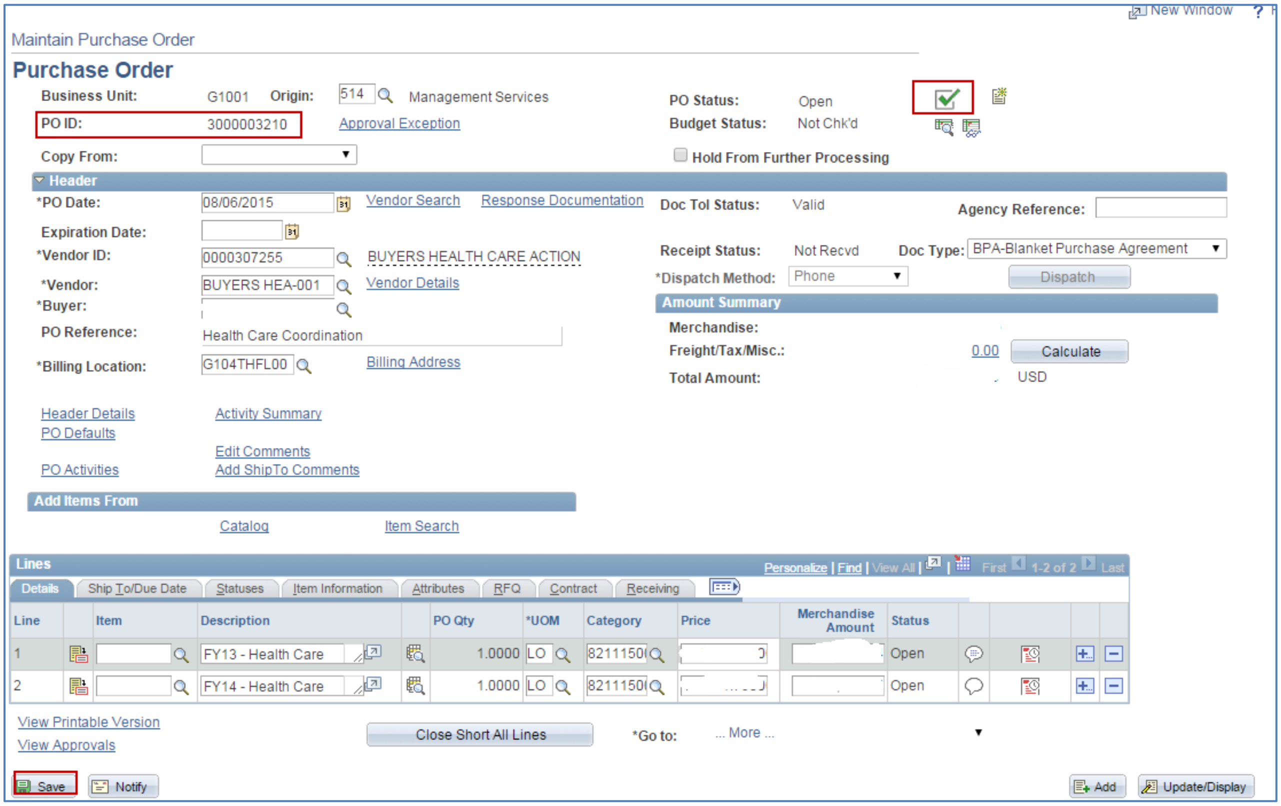
The **Asset Information** tab should always be checked to record if this is an asset. All agencies have different polices for assets. If the item is not tracked at your agency, you need to remove the *AM unit* and *Profile ID*.

Click **OK** when you are done.

Step 6: Save, Get Approval, Budget Check and Dispatch the Purchase Order.

1. **Save the Purchase Order.**

- Return to the **Main Purchase Order** page. Click the **Save** button.
- After you save the new purchase order, SWIFT will assign a *PO ID* for it. The *PO Status* is “Open”.

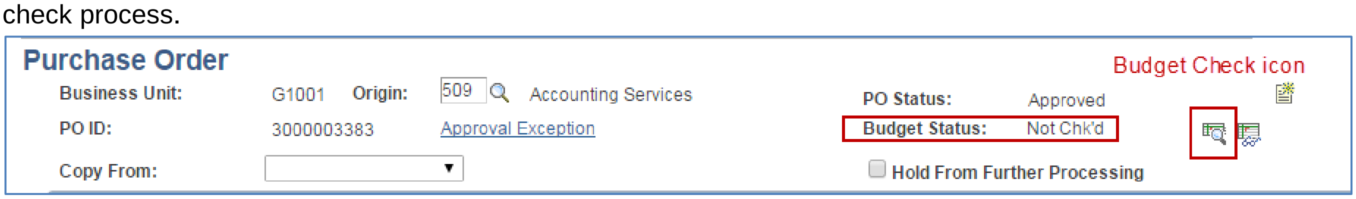


2. **Get Approval.**

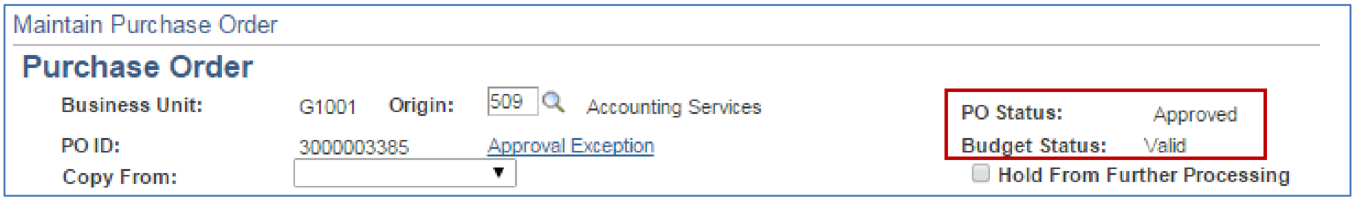
- Click the **Submit for Approval** green checkbox on the header to submit it for approval.
- SWIFT changes the *PO Status* from “Open” to “Pend Appr” (Pending Approval) or “Approved” if the buyers’ security role includes self-approval. If the agency uses online approvals instead of authorizing a buyer to self-approve, SWIFT will route the purchase order for review and approval.

a. **Budget Check the Purchase Order.**

The *PO Status* must be “Approved” before budget checking. Click the **Budget Check** icon to run the budget check process.



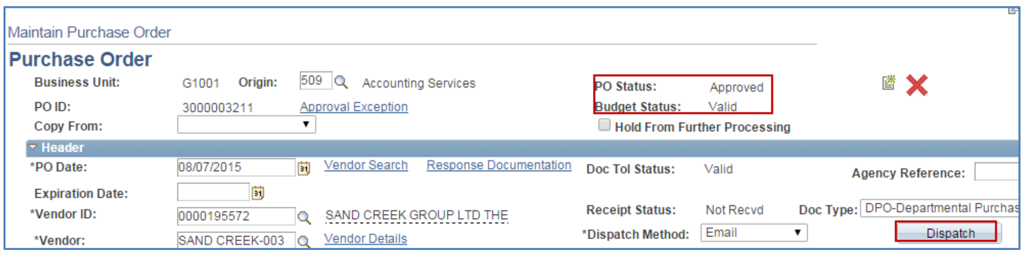
- When SWIFT completes the Budget Check process, it will change the *Budget Status* to “Valid” and the purchase order is ready to dispatch.



3. **Dispatch the Purchase Order.**
   In order to dispatch a purchase order, the following tasks must be successfully completed.

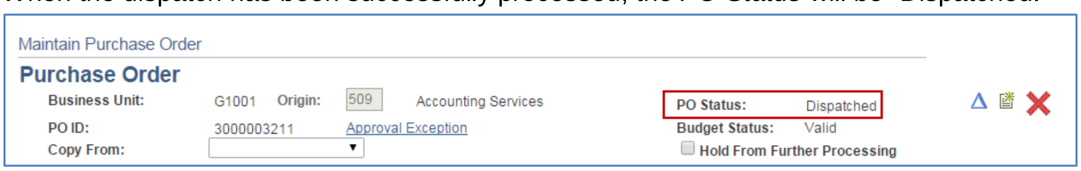
- *PO Status* is “Approved”
- *Budget Status* is “Valid”

To dispatch a purchase order, click on the **Dispatch** button.



- If using email dispatch, validate the vendor email address or enter one time address.
- Click the **OK** button.
- Click **Yes** to wait for the dispatch process to complete. OR, click **No** to run the dispatch process and continue working.

When the dispatch has been successfully processed, the *PO Status* will be “Dispatched.”



You have successfully created a purchase order referencing a contract.