

Instructions For Creating Emergency Purchase Orders

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Customer: 00022 ASHLAND CASH SALES      Order: 81904

Ln# Item #      Orig Qty COrd CShp CRtn Bill Qty Unit Price Line Total Available
  1 1318-7184          150          50      .9900      49.50          50

Ln# Item Description      Billed Open Qty Spec. Cost S/P Brk Disc B/O Tax
  1 E7018 1/8 ELEC 50# CAN          150          3          Y  Y

Ent=Roll F9=Opts Subtotal:      $49.50      Tax:      $2.97      Total:      $52.47
F10=Add F15=PrtLbl F16=Add Schd F18=CrtEmrgP0 LINE# to Update: ... (Field+)
    
```

After you have enter all your items and you are ready to create an emergency po, press F18 from the Order Entry review screen.
(Shown Above)

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Customer: 00022 ASHLAND CASH SALES      Order: 81904

Ln# Item #      Orig Qty COrd CShp CRtn Bill Qty Unit Price Line Total Available
                                CRTEPO-01 0
                                Lead B
Pur                               Back Ord Buy Std Time u
Grp Item No. Description      Quantity Pkg. Diff y
  1 887 1318-7184 E7018 1/8 ELEC 50# CAN          100      50      3  4
  2
  3
  4
  5
  6
  7
  8
  9

No more to display
Seq: 0 PurGrp to positon to/release: ...
F4=Del Item F5=Access P0 F10=Create P0 F12=Prvs Scrn F18=Send Msg

Ent=Roll F9=Opts Subtotal:      $49.50      Tax:      $2.97      Total:      $52.47
F10=Add F15=PrtLbl F16=Add Schd F18=CrtEmrgP0 LINE# to Update: ... (Field+)
    
```

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You will now see the above screen. This screen shows what items are needing ordered, You will see at the top right three

Fields: Buy Std Packing, Lead Time Difference, and Buyer #. Below are are explanations of each:

Buy Standard Package: This field shows what the normal standard package is for ordering. If you place an order for 4 of an item Which has a standard package of five, the computer will alert you that you must buy standard pakage to order.

Lead Time: This is the standard lead time to receive product from the vendor. This also pulls off of the required date field On the first screen in Order Entry. If you put in a order for a customer and say that the customer requires it two days from now, This field will show you difference is from the date required to the standard receiving time from the vendor (using UPS Ground).

Buyer: This is the buyer code assigned to the group. Each Valley National Gases buyer is assigned a code. Should you have any questions on the Order, you should direct it to that buyer.

To create the PO#, in the above example you would type a 1 in the seq field or type the pur grp # showing for the item in the position to/release field. Once either of these have been done, press F10 to create the order.

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Customer: 00022 ASHLAND CASH SALES      Order: 81904
Ln# Item #      Orig Qty COrd CShp CRtn Bill Qty Unit Price Line Total Av
CRTEPO
Pur           Back Ord  Buy Std  Lead
Grp          Quantity  Pkg.     Time
1  887      1318-7184  E7018 1/8 ELEC 50# CAN          - 04
2
3
4
5
6
7
8
9
No more to display
Seq: 1  PurGrp to positon to/release: ...
F4=Del Item  F5=Access PO  F10=Create PO  F12
Option: .
Ent=Cont F12=Prvs

Ent=Roll F9=Opts  Subtotal:      $49.50      Tax:      $2.97      Total:
F10=Add  F15=PrtLbl  F16=Add Schd  F18=CrtEmrgPO LINE# to Update: ... (F
  
```

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You will now see the above screen, you will need to choose one of the six options according to how you want the product shipped. Whichever you choose will print on the purchase order. Once you choose the option and type the option in the field, press enter to Continue.

The next screen you will see will be the location screen. The system defaults to the ordering location. Should you want the product shipped into another location instead of yours, type the location #. This should only be done for orders which you can not handle to receive. I.E. Welders, Large pallets of wire, etc. One finished, press enter.

```

Purchase Order Entry
P.O. #: 24370-0 Order Qty: 100 List Value: $120 Cost Value:
Group #: 887 DEAD AND SLOW/MOVING INV Vendor: DEAD AND SLOW/MOVING INV
Phone #:
Contact: ALL LOCATIONS WV 0000

Date Ordered: 020301 When Required Date: 020301
Confirming to: CONFIRMING TO FAX Non-Confirming (X):
Freight Prepaid (X): Prepaid & Add (X): Freight Collect (X):
Add Freight to Customer's Invoice (X):
Ship Via: REGULAR GROUND Vendor Order#:
Ordered by: L10HY PSLP81904 Terms:
Additional Discount Off Cost:

Vendor Instructions Shipping/Receiving Instructions
.....
.....
.....
.....
.....
.....

Ship To: VALLEY NAT'L GASES-LOC 22 ENTER=View/Adj items F3=Leave on fil
1-606-326-1213 FAX F1=Print work copy F9=Place on ord
101 17TH STREET F4=Cancel order F21=Place/Fax v
ASHLAND, KY 41101-7603 F13=Work copy & Fax F22=Place/EDI v
    
```

You will now see the above screen. The only fields which you should change are the Vendor instructions and ship to. If you are Calling the order in to the vendor, you can type the confirming to person in the Confirming to field below the order date. An example of vendor instructions would be if you want a confirmation of the order or any other special instructions you need to type.

The ship to fields should only be changed if you are planning to ship the other to the customer via drop shipment from the vendor.

Once finished and you are satisfied with what appears on this screen, you want to press F21 to place the order and fax the order to the

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Vendor. The vendors fax # appears when you press this button. If the vendors fax # is different then what appears, you can type that in the field.

Also, should you want to include a cover page with the fax, you can answer the option "Attach Cover Page" with a "Y" end then press enter.

If you chose to use a cover page, you will noe be taken to the cover page screen. Once finished with cover page, press F9 top send. If you did

Not choose to attach a cover page, you will be taken directly to the screen below.

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Purchase Order Entry
G/L Chart of Account Vendor - AP/GL Update $120 Cost Value:
DEAD AND SLOW/MOVING IN
1 61503000...INSURANCE-LIABILITY & CASUALTY
2 30800000...INTERCO. B/S BALANCING ACCOUNT ALL LOCATIONS WV C
3 3090
4 6050
5 6051
6 4050 *Vendor: 11654 BUTLER COUNTY TREASURER (X
7 6200
8 5017 *Vendor G/L Num: 1050 0000 INVENTORY - HARDGOODS
9 1050
Sele
En
Enter=Continue F1=Verify F12=PrevScrn
.....
.....
.....
Ship To: VALLEY·NAT'L·GASES-LOC·22 ENTER=View/Adj items F3=Leave on
1-606-326-1213·FAX·..... F1=Print work copy F9=Place on
```

Nothing needs to be changed on this screen, just press enter to continue. Your order has now been placed.