Avantis.PRO
Quick Reference

Create a Purchase Order

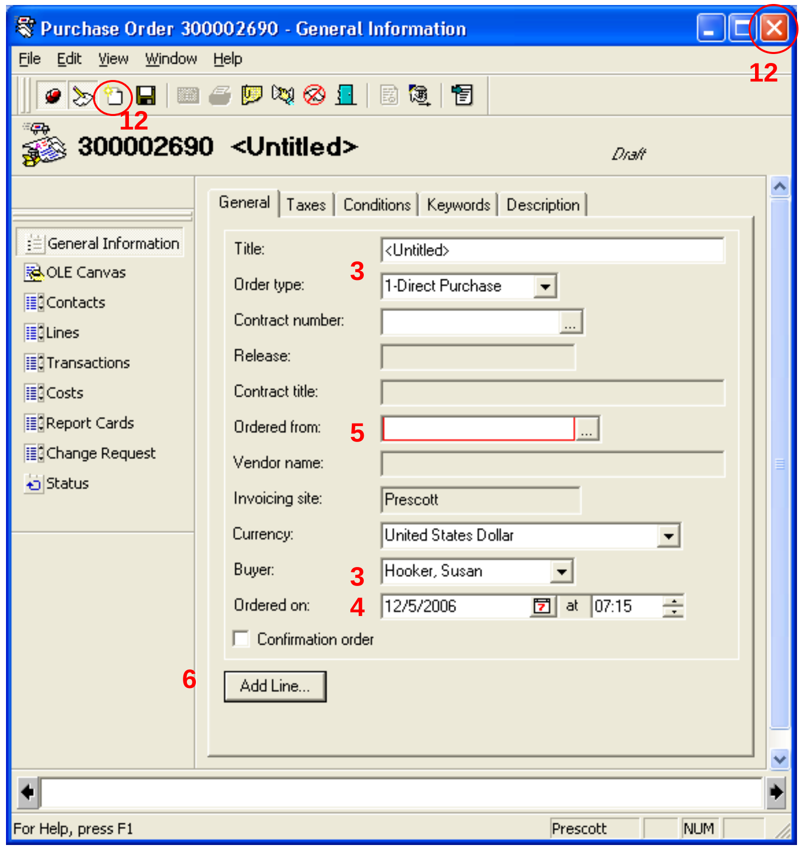
How to Create a Purchase Order

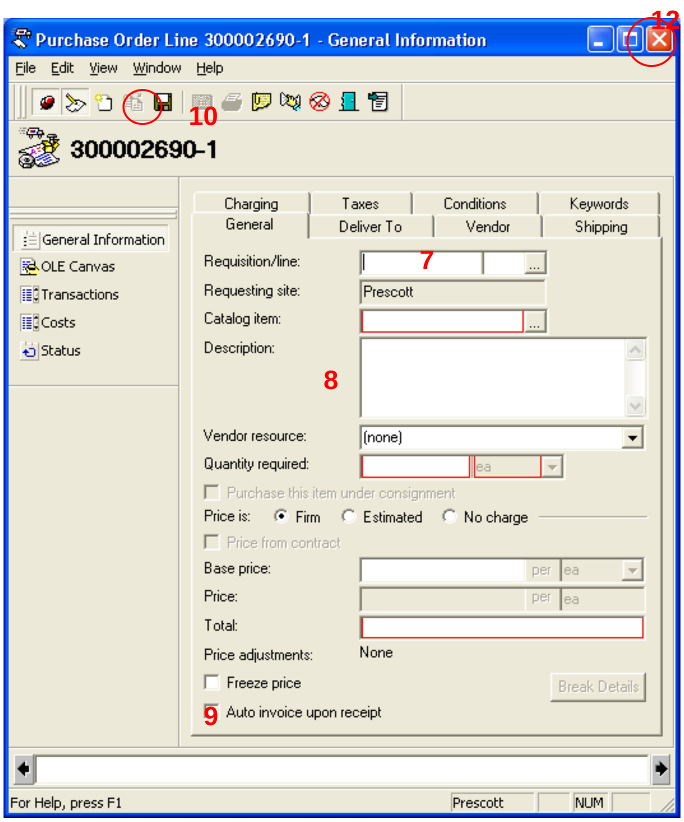
1. Double-click the **"Purchase Order"** template
   Create a Purchase Order
2. Accept the Purchase Order number in the **"Number"** field. Click OK to select.

   NOTE - If the PO is an Emergency PO, enter the PO # from the paper PO.

3. The following fields are optional:

   "Title", "Order Type", "Buyer"
4. The **"Ordered on"** date should represent the date the order is created.
5. The only mandatory field is the **"Ordered from"** vendor. This should be the vendor number.
6. Click on **"Add Line"** when ready to continue.





7. The **"Requisition /line"** number is entered then click the tab key.
8. Adjust the **"Description"**, **"Quantity required"** and **"Base price"** if applicable.
9. Note the **"Auto invoice upon receipt"** box should not be checked.
10. There is no need to check any other fields. When done with the data in the General tab, click the **"Smart Create"** icon. This will populate the purchase order with the next line from the requisition.
11. Repeat steps 8 through 10 until all lines are added to the purchase order.
12. When the last line is entered the next line will appear blank. Close this line by clicking the ☒ in top right corner. You can then close the purchase order in the same way or leave it open to create the next purchase order by selecting the **"Create New"** icon.
13. Click "Send to Vendor" to send Purchase order to PeopleSoft.

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