

Create PO via Buy Route

Buyers can bypass PR workflow and create a rush PO via Buy Route.

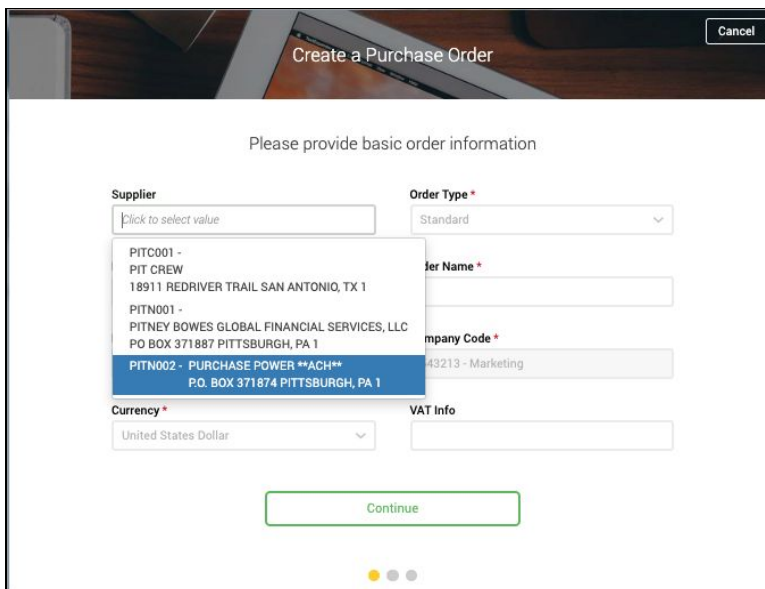
NOTE: Only users assigned to the ‘Buyer’ role will be able to create these types of direct purchase orders.

STEP 1:

From the Buyer navigation panel, select ‘Create Order.’

STEP 2:

The ‘Create a Purchase Order’ window will appear.



Fill in the required information fields:

- Supplier Name
- Order Type
- Payment Terms
- Order Name
- FOB Terms (Optional)
- Company Code
- Currency

STEP 3:

Click the green 'Continue' button to proceed with the order.

Create a Purchase Order
Supplier: SIGNS ALL SIGNS

Please provide basic order information

Supplier
SIGN004 - SIGNS ALL SIGNS

Order Type *
Standard

Payment Terms *
Net 60 Days

Order Name *
Billboard

FOB Terms

Company Code *
543213 - Marketing

Currency *
United States Dollar

VAT info

Continue >>

STEP 4:

Click the blue 'Add Item' button to add line items to the order.

Create a Purchase Order
Supplier: PRECISION AUTO BODY & PAINT, INC.

Let's add some items to your order

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total Price
No current line items.								

Add item

Total (USD) \$0.00

Back **Continue**

STEP 5:

Fill in the required line item fields, same as you would to submit a free text or non-catalog purchase request.

1. Type (select product or service)
2. Category (use the drop down menu or search to select the category which best classifies the line item)
3. Description
4. Unit price (cost)
5. Currency (defaults to USD)
6. Quantity
7. UoM (unit of measure)
8. Supplier
9. Service Period or Delivery Date depending on 'Type' selected.

Add Line Item ✕

Show Optional Fields

General Information

Type	Product	required	?
Category	43190000 - Communications Devices	required	
Description	Billboard on Highway 1	required	
Unit Price	\$15,000.00	required	?
Currency	USD	required	
Quantity	1	required	
UoM	EA - EA	required	
Supplier	SIGN004 - SIGNS ALL SIGNS		
Buyer Group	General		
Delivery Date	08/24/2019	required	

STEP 6:

Enter the appropriate accounting information for the line item.

STEP 7:

Enter the company information for the Purchasing Organization and Plant fields. Select the correct tax option from the drop down menu (i.e. taxable, tax exempt, etc.)

NOTE: Requirements will vary based on your organization's configurations.

Plant	A123 - Marketing	required
Shipping		
Shipping Charges	\$0.00	required
Taxes		
Vertex Tax Code	DC020000 - Custom Computer Software - physical media	
Tax Code	TX01 - Tax	required
		<input type="button" value="Cancel"/> <input type="button" value="Save Item"/>

Click the green 'Save Item' button to save the line item to the purchase order.

STEP 8:

Repeat steps 5-8 as needed until all line items have been added to the purchase order. Click the green 'Continue' button to proceed once all line items have been added.

Create a Purchase Order

Supplier: SIGNS ALL SIGNS

Let's add some items to your order

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total Price
1	Billboard on Highway 1	43190000		08/24/2019	1	EA	\$15,000.00	\$15,000.00 ✕

Total (USD) \$15,000.00

Back

Continue >>

STEP 9:

Click the shipping address field and select the appropriate address from the dropdown menu. Add any internal comments regarding the purchase order and any notes or instructions for the supplier into the appropriate fields.

Cancel

Create a Purchase Order
Supplier: SIGNS ALL SIGNS

Have any notes regarding this order?

Shipping Address*
Vroozi HQ

Attention: asma
Vroozi HQ
15000 VENTURA BLVD
Building: b1
Room: r1
Floor: f1
SHERMAN OAKS, CA 91403-2443
US
✉ asma.latif@vroozi.com
☎ +1 (618) 555-5555

Comments:

Notes to Supplier

⏪ Back Finish

● ● ●

STEP 10:

Click the green 'Finish' button to create a draft of your purchase order. Review and verify all information entered into the purchase order is accurate. Add any shipping instructions if necessary.

Edit Purchase Order 200000432 Draft

ORDER NUMBER: 200000432 CREATION DATE: 08/09/2019 BUYER CONTACT: richie.whitaker@sccbuyer@vroozi.com

ORDER NAME: Billboard PAYMENT TERMS: Net 60 Days

ORDER TYPE: Standard FOR TERMS: BUYER: Buyer Whitaker

COMPANY CODE: 543213 - Marketing BUY INFO: PURCHASING ORGANIZATION: A123 - Marketing PURCHASING GROUP: General - Default

Company Information

BUYER ADDRESS:
Wood HQ
Attention: Asha
Wood HQ
15000 VENTURA BLVD
Building 31
Room 11
Foster, RI
SHERMANN HILLS, CA 91403-2443
US
asha.baf@vroozi.com
+1 (818) 555-5555

SUPPLIER ADDRESS:
VROOZI LABS
Attention: Mujeeb Qayyum
VROOZI LABS
13H GALBERG ST
LAHORE, PUNJAB 54000
PK
office@vroozi.com
+1 (201) 555-5555

Supplier Information

SUPPLIER NAME: SIGNS ALL SIGNS SUPPLIER EMAIL: email

SUPPLIER ADDRESS: 8023 NW 86 AVE, SUITE 11, J
HAWAII GARDENS, FL 33016
email
+1 (305) 300 1141

VENDOR ID: SIGNS004

SHIPPING INSTRUCTIONS: INVOICE COMMENTS:

Line Item #1: Field GL, Account Number missing

Line Item Overview

#	Description	Supplier	Qty	UoM	Category	Part No.	Unit Price	Delivery Date	Tax	Total
1	Billboard on highway 1	SIGNS ALL SIGNS	1	EA	43190000		\$15,000.00	08/24/2019	\$0.00	\$15,000.00

STEP 11:

Click the green 'Submit' button to send the Purchase Order to the supplier.

Line Item Overview

#	Description	Supplier	Qty	UoM	Category	Part No.	Unit Price	Delivery Date	Tax	Total
1	Billboard on highway 1	SIGNS ALL SIGNS	1	EA	43190000		\$15,000.00	08/24/2019	\$0.00	\$15,000.00

[Add Rate](#)

	SUBTOTAL (USD)	\$15,000.00
	SHIPPING CHARGES (USD)	\$0.00
	TAX (USD)	\$0.00
	TOTAL (USD)	\$15,000.00

NOTES FOR SUPPLIER: TERMS & CONDITIONS: This Agreement, including all exhibits and addenda hereto and all Order Forms, constitutes the entire agreement between the parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment or waiver of any provision of this Agreement shall be effective unless in writing and either signed or accepted electronically by the party against whom the modification, amendment or waiver is to be asserted. However, in the event of any conflict or inconsistency between the provisions in the body of this Agreement and any exhibit or addendum hereto or any Order Form, the terms of such exhibit, addendum or Order Form shall prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in this purchase order or other order documentation (including Order Forms) shall be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void. -- Vroozi, Inc.

[Draft](#) [Save](#) [Submit](#)

STEP 12:

The Order can then be found in 'PO Status' under 'In Progress'. This status will remain until the Supplier confirms shipment of the item(s).

Buy Route
In Progress Purchase Orders

PO #	PO Creation Date	PO Amount	Supplier	Request #	Requester Name	Status
200000432	08/09/2019	\$15,000.00	SIGNS ALL SIGNS	N/A	Buyer Whitaker	In Progress