



Onslow County Schools Purchasing Dept

Online Purchasing Training

Re-Printed Purchase Orders

RE-PRINTED PURCHASE ORDERS

RE-PRINTED PURCHASE ORDERS

1. Type "2" and press "enter". (Note: ALWAYS use option 2 to make changes to existing PO's)

SunPac Financials
2/21/07

Purchasing Menu
Rev 6.03 FY:7 ADM:670

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Select Function: ___

F3=Exit F6=NCEP F7>About F8=Messages F10=CmdEntry F18=Printouts

MA a 22/021

1902 - Session successfully started

Xerox Doc Centre 220/230 PS2 on 10.1.7.18

RE-PRINTED PURCHASE ORDERS

2. Type the "PO #" and press "enter"

SunPac Financials PO Entry/Adjust (V2) Rev 6.03 FY:7 ADM:670

Admin: 670 PO#: 707195 Vendor No: _____ Batch ID: _____

=====

F3=Exit F6=PO# Lookup F7=Vendor Lookup

MA a 03/022

128 1902 - Session successfully started Xerox Doc Centre 220/230 P52 on 10.1.7.18

RE-PRINTED PURCHASE ORDERS FOR NON-REGISTERED E-PROCUREMENT VENDORS

NON-REGISTERED E-PROCUREMENT VENDOR PURCHASE ORDERS

1. Make the changes required on the purchase order.
2. Item 1 - ADD “**DO NOT DUPLICATE ORDER**” to the comments on your first item ordered as a reminder to the vendor not duplicate the order.
3. Press the “F20 Key” (Shift + F8 Key) to update the PO. Answer questions that appear at the bottom of the screen.

SunPac Financials PO Entry/Adjust (V2) Rev 6.03 FY:7 ADM:670
Change


Admin: 670 PO#: 707195 Vendor No: 101496 Batch ID: DAH022107

=====
Vendor: BENDER-BURKOT SCHOOL SUPPLIES - POLLOCKSVILLE, NC 28573
Acct: 2.5400.862.412.820.820.00 SUPPLIES & MATERIALS Bal: 70703.98-
Desc: INSTRUCTIONAL SUPPLIES Ref# 1: X
Ref# 2: D.HORNAGE

Mdse: 100.00 Deliver To: DANNY SHEPARD
Tax: 8.10
Frt: 30.00
Disc: 10.00 Ship To: ONSLOW COUNTY SCHOOLS
===== 820 / PO DIST CENTER / PURCHASING DEPT
Total: 128.10 Taxable? Y 200 BROADHURST ROAD
JACKSONVILLE, NC 28540

Tax Percents Bill To: 000
State 4.25 PO Date: 22107 PO Status: ON HOLD
County: 2.50 Deliv Date: 22107 Entered By: DEBBIE
Local: _____ Expire Date: 63007 Amt Invd: .00
EP Vendor? Y EP PO? N


F3=Exit F4=D/F/T F5=Details F6=HdrCmts F7=LineCmts F8=StatusFlags
F10=FA Flags F15=ChgVendor F17=AcctLookup **F20=Update**



RE-PRINTED PURCHASE ORDERS FOR NON-REGISTERED E-PROCUREMENT VENDORS

4. Type “Y” to the question “You have made changes to a previously printed PO. Would you like for this PO to be automatically reprinted the next time the Print POs option is executed?” and “enter”.

You have made changes to a previously printed PO. Would you like for this PO to be automatically reprinted the next time the Print POs option is executed? Y (Y/N)



NOTE: Changes to a PO will automatically send the purchase order back through the approval process. You must send an email to Linda Bassett (linda.bassett@onslow.k12.nc.us) or call her at Ext. 243 and ask her to reprint the edit report for your PO so that it will go through the approval process again.

5. Non-Registered E-Procurement Vendors will have the standard four color (White/Pink/Blue/Gold) purchase order re-printed and “RE-PRINT” will be printed on all copies. (NO CHANGE)
6. The “White/Pink/Blue/Gold” Re-print copies will be handled in the same manner you currently do for re-prints (NO CHANGE)

RE-PRINTED PURCHASE ORDERS FOR REGISTERED E-PROCUREMENT VENDORS

REGISTERED E-PROCUREMENT VENDOR PURCHASE ORDERS

NOTE: The vendor must be contacted and agree to the PO being changed **PRIOR** to changing the PO in the SunPac Purchasing System. Document the date and person who approved the changes on the hard copy of your PO.

1. Make the changes required on the purchase order.

The following changes that can/cannot be made to a PO that has already been printed consist of:

- a. New lines **cannot** be added .
 - b. Existing line items can be removed on a line by line basis by typing “Disregard this line item” in the description.
(Note: the item will still be listed on the PO as the system will not delete individual line items).
 - c. Quantity, Price, UM, and Description can be edited on each line item on a line by line basis.
 - d. Comments can be edited as needed.
2. Item 1 - **ADD** “**DO NOT DUPLICATE ORDER**” to the comments on your first item ordered as a reminder to the vendor not duplicate the order.
3. Press the “F20 Key” (Shift + F8 Key) to update the PO. Answer questions that appear at the bottom of the screen
4. **Note: Changes to a PO will automatically send the purchase order back through the approval process. You must send an email to Linda Bassett (linda.bassett@onslow.k12.nc.us) or call her at Ext. 243 and ask her to reprint the edit report for your PO so that it will go through the approval process again.**

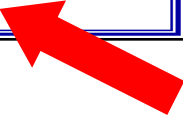
RE-PRINTED PURCHASE ORDERS FOR REGISTERED E-PROCUREMENT VENDORS

6. Type **“Y” or “N”** to the question “You have made changes to a previously printed PO. Would you like for this PO to be automatically re-sent to the vendor the next time the Print POs option is executed?” and press “enter”.

NOTE:

- If you type **“Y”** the purchase order **will** be resent to the Registered E-Procurement Vendor as a “Change Order” via the Statewide E-Procurement System the next time the Print POs option is executed, and a re-print of the PO **will** be printed.
- If you type **“N”** the purchase order **will not** be resent to the Registered E-Procurement Vendor the next time the Print POs option is executed, and a re-print copy of the PO **will not** be printed.

You have made changes to a previously printed PO. Would you like for this PO to be automatically re-sent to the vendor the next time the Print POs option is executed? _ (Y/N)



7. The “Pink/Blue/Gold” copies will still be processed and filed.

RE-PRINTED PURCHASE ORDERS

NOTE: The following PO changes will cause an automatic reprint and a change order to be issued to the Registered E-Procurement Vendor.

1. Change in “Ship To Address”
2. Change in “Deliver To”
3. Change in “Goods”, “Freight” or “Tax Amount”
4. Change in “Quantity”
5. Change in “PO Date”
6. Change in “Delivery Required By”
7. Change in “Header Comments”

NOTE: The following PO changes will cause an automatic reprint and a change order to be issued to the Registered E-Procurement Vendor.

1. Upon entry of a purchase order in the system, that PO is immediately placed on hold pending approval by the Purchasing Department and release by the Finance Department.
2. Changes to any purchase order will cause the PO to be placed on “hold”.
3. You may receive an “edit report” from the Purchasing Department indicating that something on your purchase order needs to be changed. The purchase order will not be approved until all changes needed have been completed.
4. If you have any questions about your edit report you should contact one of the following:

Linda Bassett, Purchasing Agent I, Ext. 20650

Tiffany Marchman, Purchasing Agent I, Ext. 20652

Schelaine Parnell, Purchasing Agent I, Ext. 20653

Robert Drewry, Warehouse Supervisor/Buyer, Ext. 20654