Onslow County Schools Purchasing Dept
Online Purchasing Training

Printed Purchase Orders

PRINTED PURCHASE ORDERS

NON-REGISTERED VENDORS

1. The standard four color (White/Pink/Blue/Gold) purchase orders will be printed

2. The "White" copy will be sent to the vendor by "Mail" or "Fax"

3. The "Pink/Blue/Gold" copies will be processed and filed

4. The "pink" copy is completed when the purchase order is paid in full. The "blue" & "gold" copies are for filing with requisitions and records

The 6-digit purchase order number is indicated in the top right corner.

PRINTED PURCHASE ORDERS

REGISTERED E-PROCUREMENT VENDORS

1. Only the three color (Pink/Blue/Gold) purchase order File Copies will be printed.

2. Registered E-Procurement Vendors will automatically receive an electronic Purchase Order .
   via the Statewide E-Procurement System when the PO has been printed, therefore no white copy will be printed.

3. The "Pink/Blue/Gold" purchase order "File Copies" will be processed and filed.

NOTE: DO NOT DUPLICATE THIS PROCESS BY SENDING A HARD COPY OF THE PURCHASE ORDER TO THE VENDOR

The entire 11-digit purchase order number is indicated in the top right corner.

PRINTED PURCHASE ORDERS

SPECIAL INSTRUCTIONS FOR PURCHASE ORDER WITH "ATTACHED SHEETS"

1. ALL Registered E-Procurement Vendor Blanket Orders with "attached sheets" are to be submitted to the vendor using the following steps:

   a. Complete the E-Procurement PO Attachment Form

   PO NUMBERS: All Registered E-Procurement Vendors will receive an 11 digit PO number via the Statewide E-Procurement System. The PO's for our district will always be "67000_ _ _ _ _ _". The last 6 digits on the form is for the PO number from the SunPac Purchasing System. (Example: PO # 600250 would be E-Procurement PO # 67000600250).

   b. Mail or fax the completed "E-Procurement PO Attachment Form" and the "attached sheets" to the vendor.

   NOTE: When the vendor receives the blanket order via the Statewide E-Procurement System, our statement "ATTACHED SHEETS WILL BE MAILED OR FAXED" lets the vendor know how they will receive the entire order.