Purchase Orders 101

State of Vermont

Department of Finance & Management

August - 2020

Revisions to Manual

August 2020

- Added amount only information to additional PO exercises

May 2019

- Added a step to match POs on amount only starting on page 24

April 2019

- Manual finalized

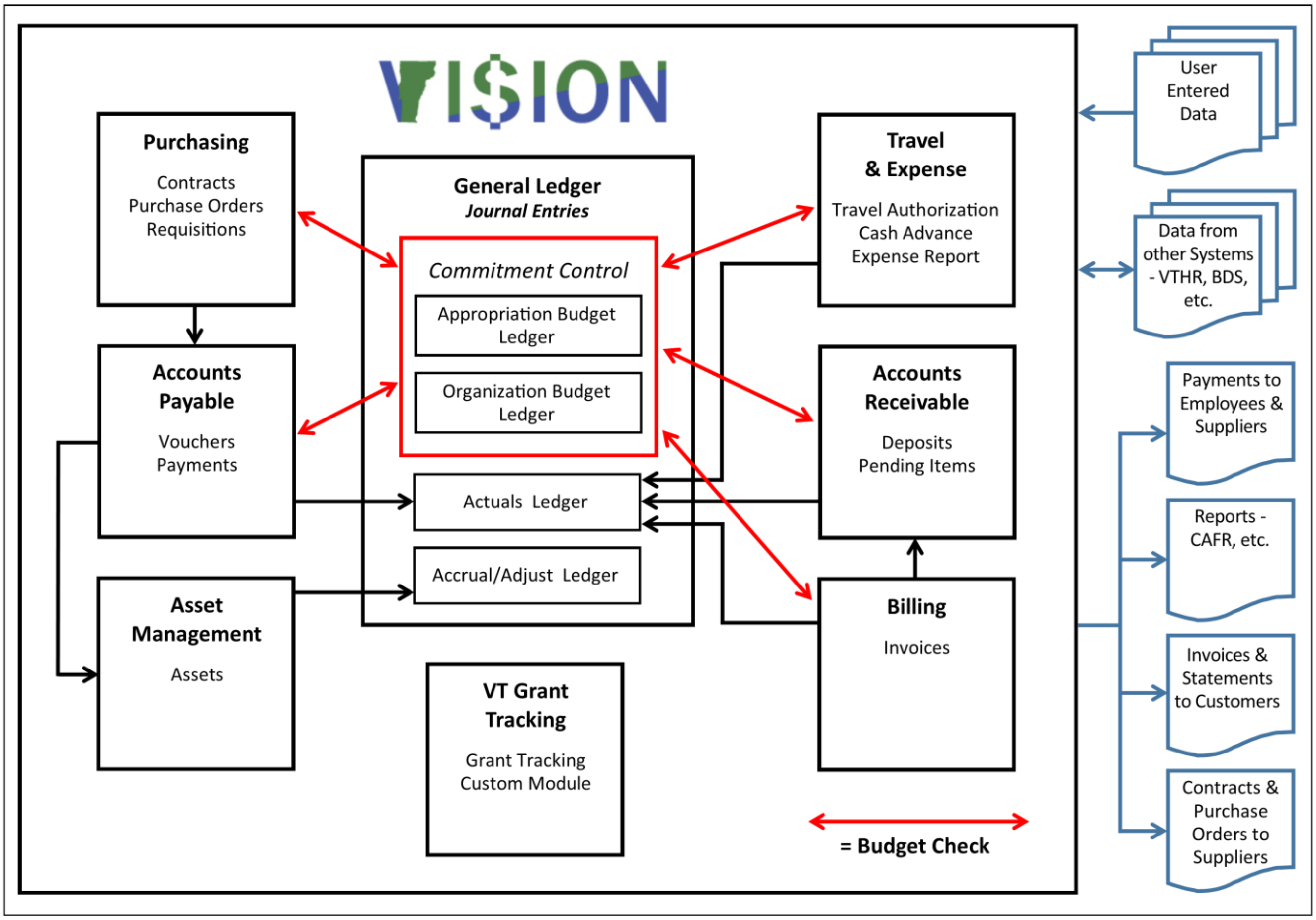
December 2018:

- Manual written

Table of Contents

Introduction to Purchase Orders

Overview of VISION Financial System



The Purchasing Module is the entry point for purchase orders. There are four functions of a purchase order:

- Initiate a purchase with a supplier
- Track payments and usage against a statewide contract
- Track payments against a department specific personal services contract
- Serve as the control for encumbering funds as purchases and payments are executed

Vision Procedure # 3 outlines the use of Purchase Orders, Contracts and BDA's (Blanket Delegation of Authority) in the State of Vermont's VISION financial system.

- A VISION Purchase Order must be prepared and charged to the appropriate VISION procurement contract when making payments in VISION on contracts for services and commodities, regardless of dollar amount in accordance with AOA Bulletin 3.5 (with the exception of Personal Service, Zero Dollar and some Financial Transaction contracts as defined by AOA Bulletin 3.5)

- All payments processed against a contract for service or commodities shall be coded using the appropriate expenditure accounts per the VISION Chart of Accounts
- Purchases made on contract by utilizing the State of Vermont Purchasing Card are exempt from requiring a Purchase Order. Authorized contracts for Purchasing Card utilization are defined in the State of Vermont Purchasing Card Policy

Visit the Finance and Management website at http://finance.vermont.gov/policies-and-procedures/vision-procedures to review VISION Procedure #3 in its entirety.

Policy #1: Suspension and Debarment

- The State of Vermont will not make purchases over $25,000 or enter into grants or contractual agreements of any amount with vendors that have been suspended or debarred by the Federal government. This policy applies to all such purchases and agreements, regardless of funding source
- The Department of Buildings and General Services includes a Suspension and Debarment clause, similar to the above, in all contracts available for statewide use. Therefore, departments making purchases from statewide contracts do not have to verify suspension and debarment separately

Visit the Finance and Management website at http://finance.vermont.gov/policies-and-procedures/vision-procedures to review Policy # 1 in its entirety.

Additional Information on Purchase Orders and the Purchasing Process can be found in the following documents:

- Agency of Administration Bulletin 3.5 is located on the Finance and Management website under Policies and Procedures and at http://aoa.vermont.gov/bulletins
- Buyer's Resource Guide located on the Building's and General Services website under Purchasing and Contracting, Policies and Procedures

State of Vermont Required Fields for Entering a Purchase Order

NOTE: Departments may define additional required fields as needed for their own business processes.

Maintain Purchase Order Page

- **PO Date** (defaults as current date)
- **Supplier ID**
- **Buyer**
- **Item** (if applicable Item can be found in VISION) or
- **Description** (required if there is not an Item entered)
- **PO Qty**
- **Unit of Measure** (UOM)
- **Category**
- **Price**

Header Details Link

- **PO Type (defaults as GEN)**
- **Billing Location**
- **Origin**
- **Accounting Date** (defaults as current date, accept default)

If PO is drawing down a contract -Under Contract Tab

- **Contract ID**
- **Contract Line**

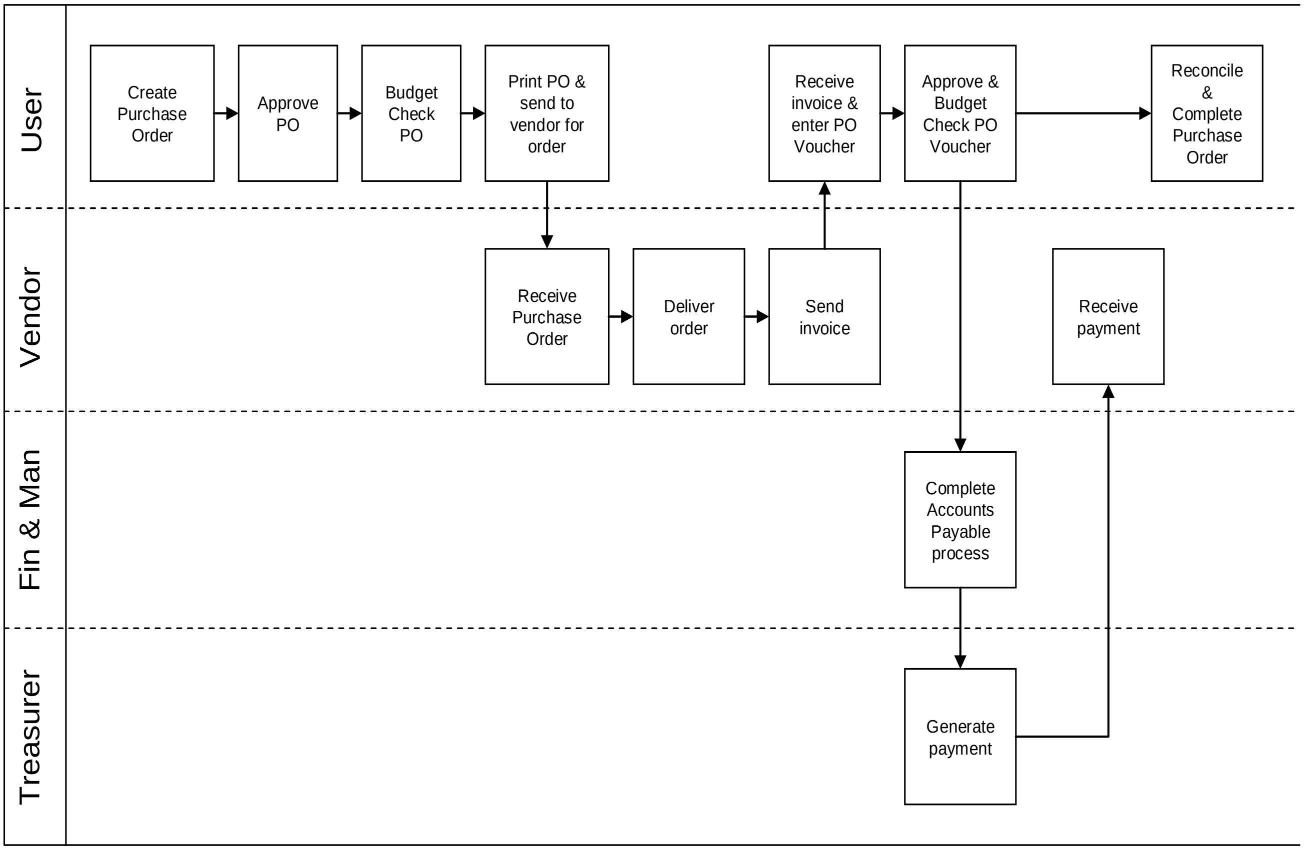
Schedules Page

- **Due Date**
- **Ship To**
- **PO Qty** (defaults from main page)
- **Price** (defaults from main page)
- **Amount** (defaults from main page)

Distributions for Schedule 1 Page

- **Account**
- **Fund**
- **Dept ID**

Purchase Order Process Flow Chart



Frequently Asked Questions (FAQs)

Why am I receiving an "Invalid Value" error message when I try to enter a PO against a valid contract?

Typically, this happens because of a couple different reasons. In the contract Header page, check the begin and expire dates to confirm the contract is available for use. If the dates are valid, verify the contract is in Approved status. If the dates are fine and the contract is approved, contact VISION Support at 828-6700 option 2 for assistance or by email at VISION.FinHelpdesk@vermont.gov.

Why aren't the PO Defaults that I put in my contract coming into my purchase order?

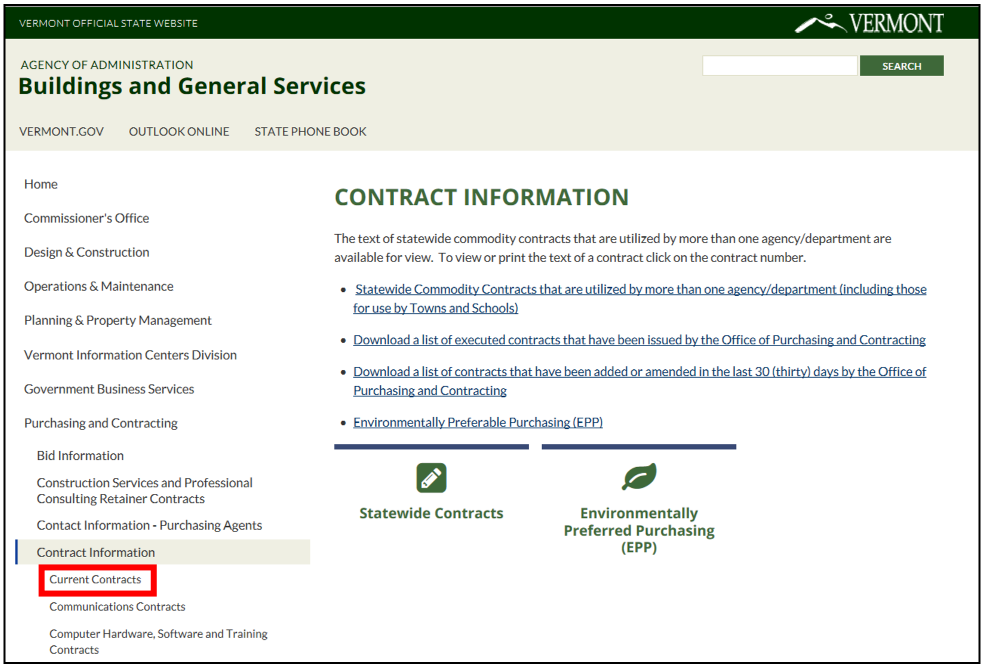
PO Defaults set up on a contract will only come into the Purchase Order if the PO is copied from the Contract. If you enter the Contract number on the Contract tab of your PO, the default information will not come forward.

Why am I getting a gray box that says "Unauthorized" at the bottom of the page when I print my purchase order?

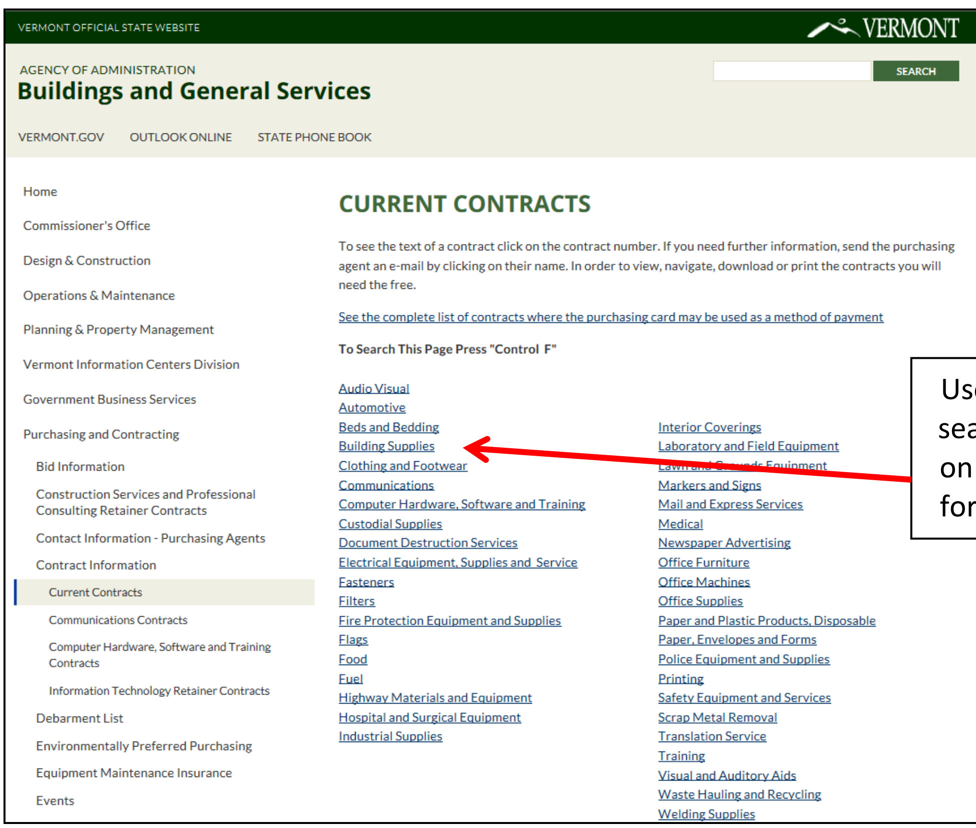
Printing an Authorized Signature PO is done through Dispatch POs and not Review PO Information. See the Print a Purchase Order exercise in this manual for instructions. Also, be sure that the PO is approved.

How to determine if a Commodity is on Contract

Navigation: Go to the Office of Purchasing and Contracting website



Click on the **Current Contracts** link



Use Ctrl + F to search or Click on a hyperlink for a Category

Building Supplies

- Lumber and Building Supplies
  - LaValley Building Supply Inc, Contract 34436
  - Poulin Lumber, Contract 34441
- Hardwood Plywood
  - Atlantic Plywood Corporation, Contract 36064
- Plumbing and HVAC Supplies
  - Granite Group, Contract 30953
  - F. W. Webb, Contract 31324

Clothing and Footwear

- Safety Shoes and Boots : Industrial Protection Product, Contract 33797
- FPR Resale Shirts: Express Press, Contract 36507
- Inmate Uniforms : Acme Supply Co Ltd, Contract 34128
- Inmate Clothing : Bob Barker Company Inc., Contract 36206
- Corrections Officer's Uniform : Ben's Uniforms, Inc., Contract 27564
- Forestry Clothing: Initial Ideas, Contract 35154
- Security Uniforms : Ben's Uniforms, Inc., Contract 29501
- Shirts and Caps : Express Press, Contract 36747
- Rough Duty Uniforms : Ben's Uniforms, Inc, Contract 36054
- State Police Uniforms : Ben's Uniforms, Inc, Contract 34114
- Uniform Rental & Cleaning: Unifirst, Contract 35508
- Vermont Information Center Uniforms: Express Press, Contract 36760
- High Visibility Safety Clothing: Applied Industrial Technologies Inc, Contract 35356
- High Visibility Safety Clothing: Reflective Apparel Factory Inc., Contract 35354

Click on the contract number hyperlink to view the contract

The **Contract** page opens displaying information regarding what items are on this contract:

CONTRACT

State of Vermont
Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

Vendor ID 0000009824
Ben's Uniforms Inc
20 Main Street
Amesbury MA 01913
USA

Phone #: 978-388-0471

Contract ID 0000000000000000000029501		**Page** 1 of 7
Contract Dates 10/01/2015 to 09/30/2019		**Origin** CPS
Description: CPS - SECURITY UNIFORMS		**Contract Maximum** $999,999.99
Buyer Name Deborah L LaRose	**Buyer Phone** 828-4635	**Contract Status** Approved

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
1		SHIRT, SHORT SLEEVED	EA	56.00000	0.00	0.00

80/20 RAYON BLEND, 10 OZ., PLAIN WEAVE, TRADITIONAL 5-CREASE MILITARY STYLE, SEW-IN MILITARY STYLE CREASES, PLEATED POCKETS WITH SCALLOPED FLAPS, PENCIL SLOT LEFT AND HOOK-AND-LOOP CLOSURE, CONVERTIBLE SPORT COLLAR, EPAULETS, BADGE EYELETS WITH INTERNAL SUPPORT STRAP, EXTRA-LONG SHIRT TAILS, COLLAR PIN EYELETS IN COLLAR, MACHINE WASHABLE, COLOR: TAN OR WHITE.

iNDICATE MFR, PRODUCT CODE, COLOR AND SIZE OF SHIRT AT TIME ORDER

BLAUER #8910 OR FLYING CROSS #W69W6604

SIZE 14.5 - 17.5 - $56.00/EACH
SIZE 18 - 18.5 - $60.00/EACH
SIZE 19.5 $65.00/EACH

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
2		SHIRT, LONG SLEEVED	EA	51.00000	0.00	0.00

How to determine if a Commodity is on Contract is Complete

Enter a Purchase Order Against a Contract

Situations when this function is used: When making payments on contracts for services, products, and construction regardless of dollar amount in accordance with Bulletin 3.5 and VISION Procedure #3.

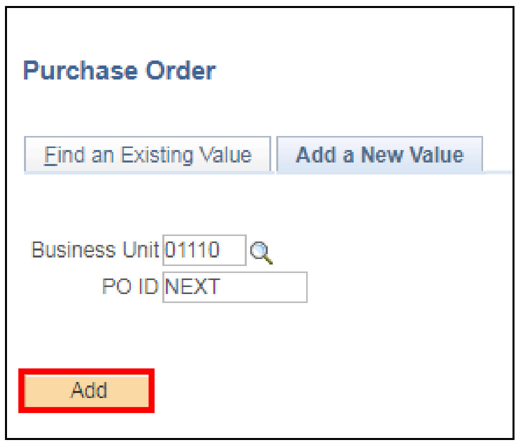
Note: In this exercise we are demonstrating the best way to enter a purchase order against a contract that has multiple lines, but not all the contract lines are needed.

Purchase Orders must be approved, have a valid budget check, and be dispatched to be used in a Voucher.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

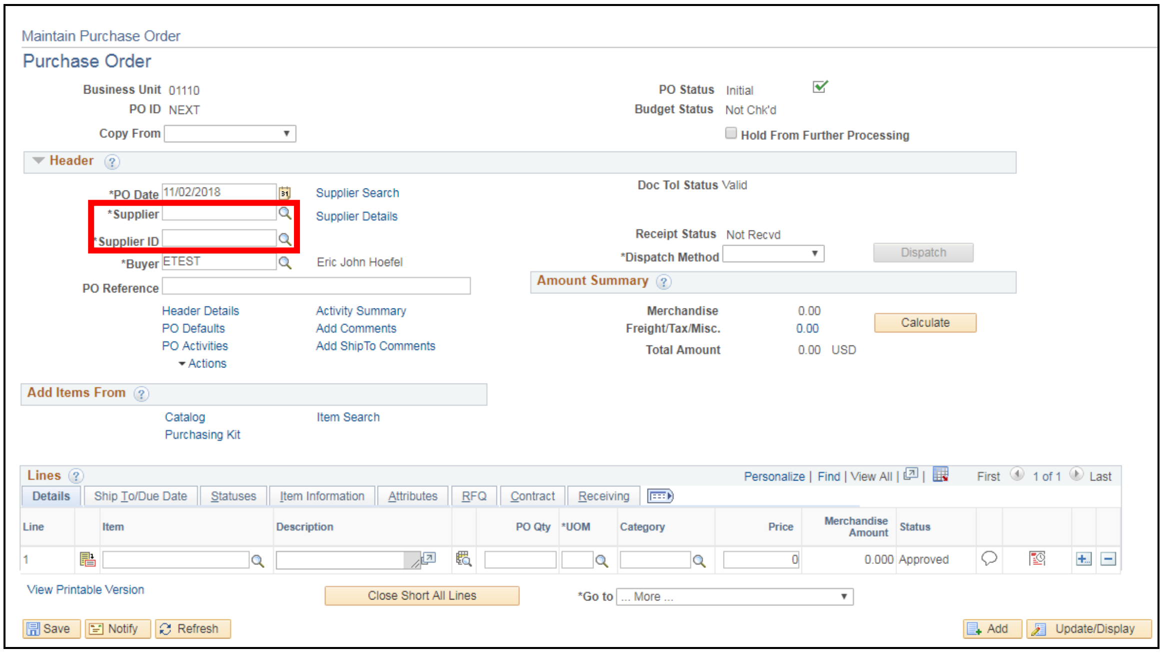
Navigator menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays:



1. Click **Add**

The **Maintain Purchase Order** page displays:

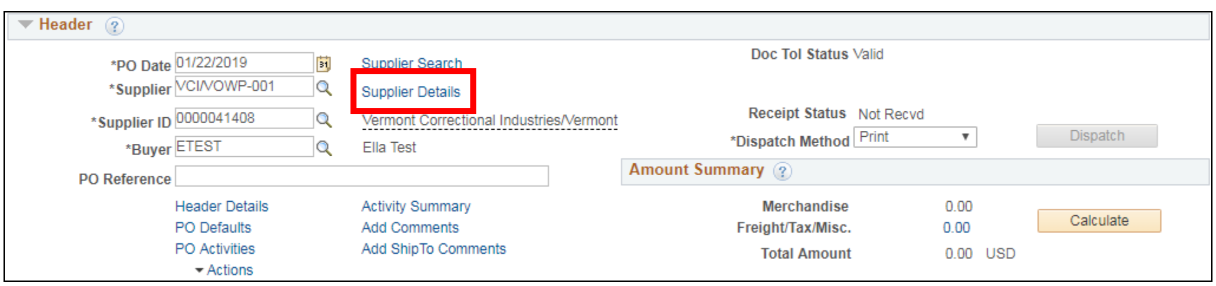


The following information defaults in: PO Status = Initial, Budget Status = Not Checked and PO Date = Current Date.

2. **Supplier Short Name or Supplier ID# -** Enter one or the other

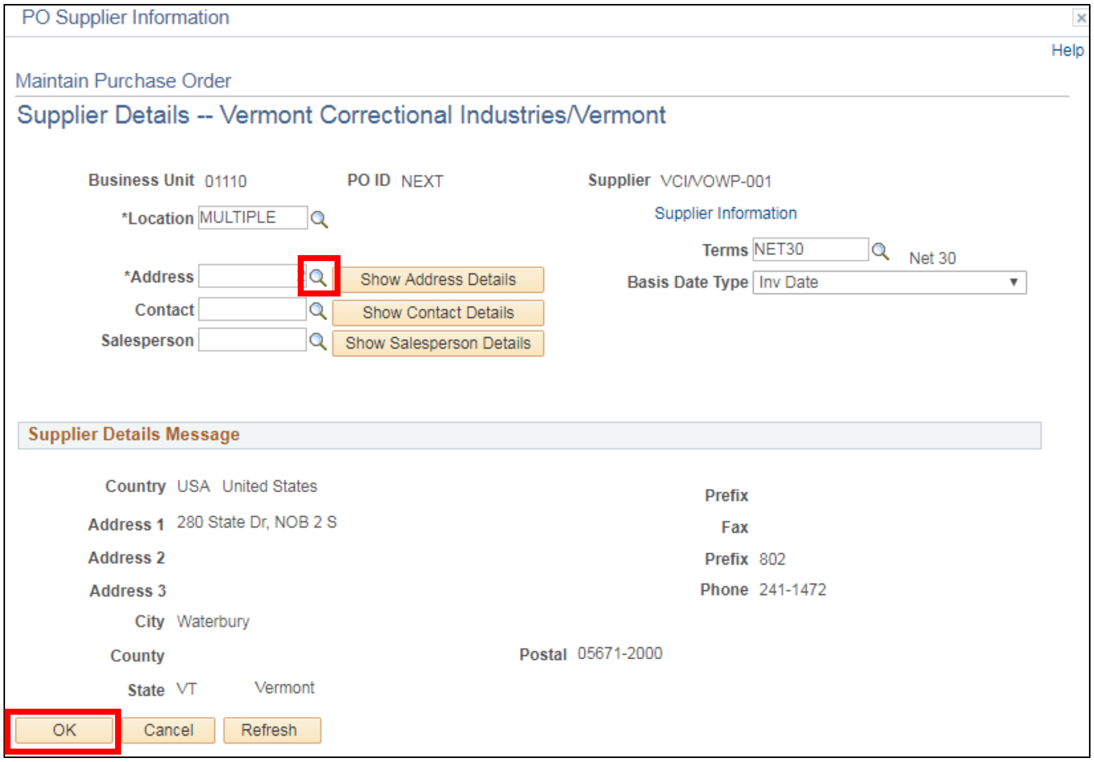
   If entering the number be sure to include all the leading zero's, click the Refresh button at the bottom of the page and Supplier name automatically populates **or** open a new window and use the Vendor pages for look up

   The Supplier Address for the Contract will default from the Supplier record. There will be no ability in VISION to change the Supplier Address directly on a Contract. To update the supplier address on the Purchase Order, Click the Supplier Search hyperlink to select a different address option

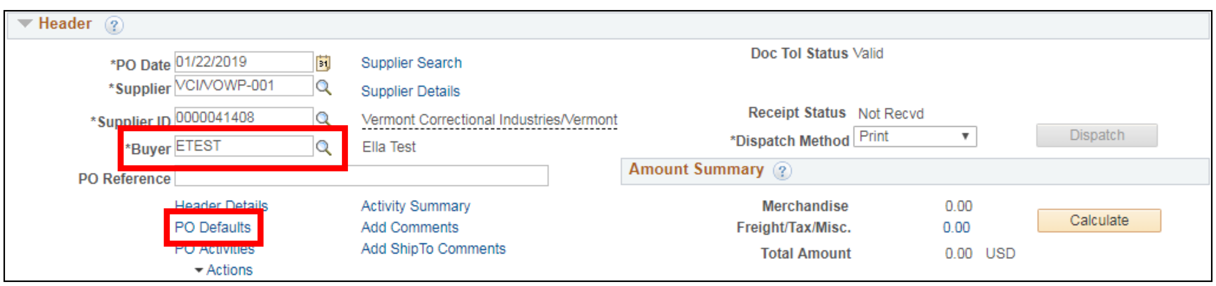


3. Click the **Supplier Details** link to update the Supplier Address number on the Purchase Order

The **PO Supplier Information** page displays:

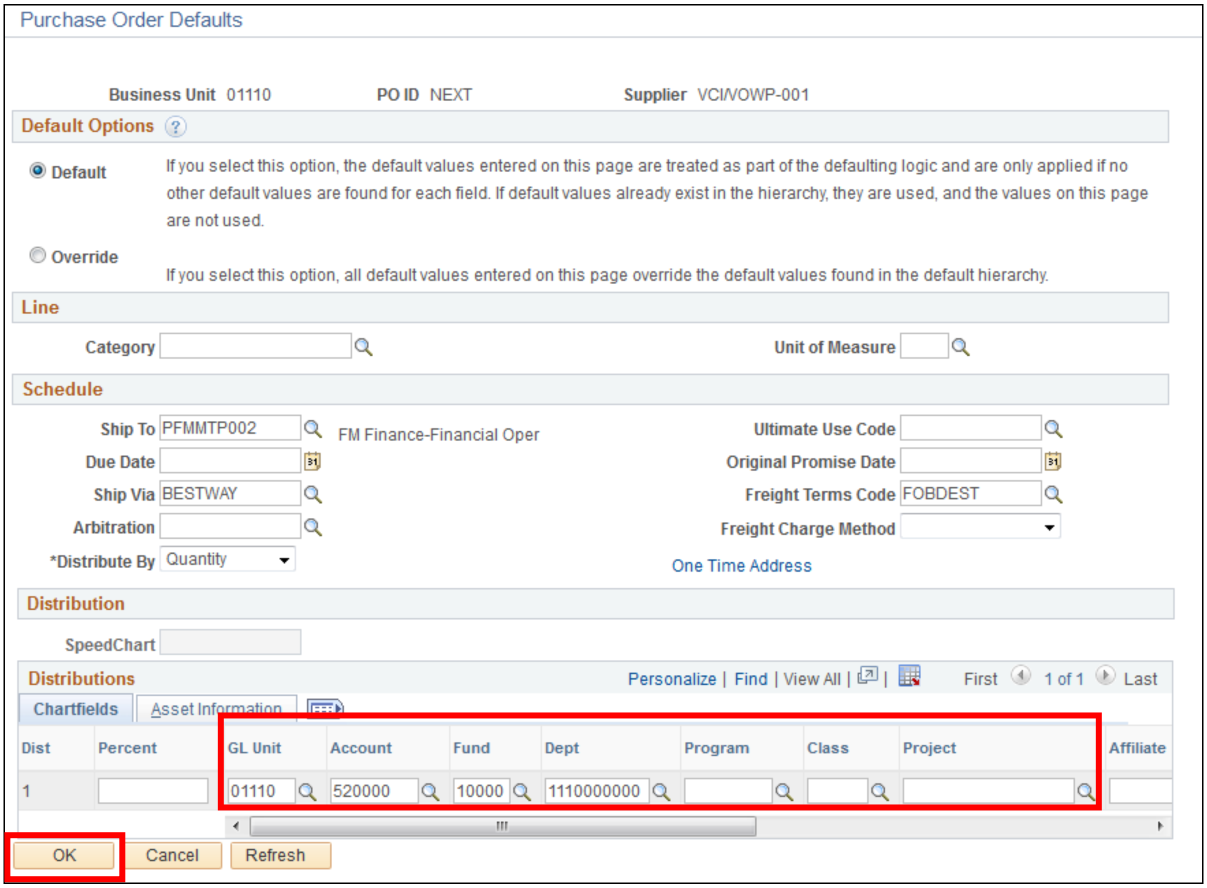


4. Click on the **Magnifying Glass** to see the supplier addresses available and select an address
5. Click **OK**



6. **Buyer -** Enter the buyer, this field is case sensitive, so the name must be entered in UPPER case with the first initial of the first name followed by the first 7 letters of the last name and tab out of the field or click on the magnifying glass to select from a list of values
7. Click on the **PO Defaults** link

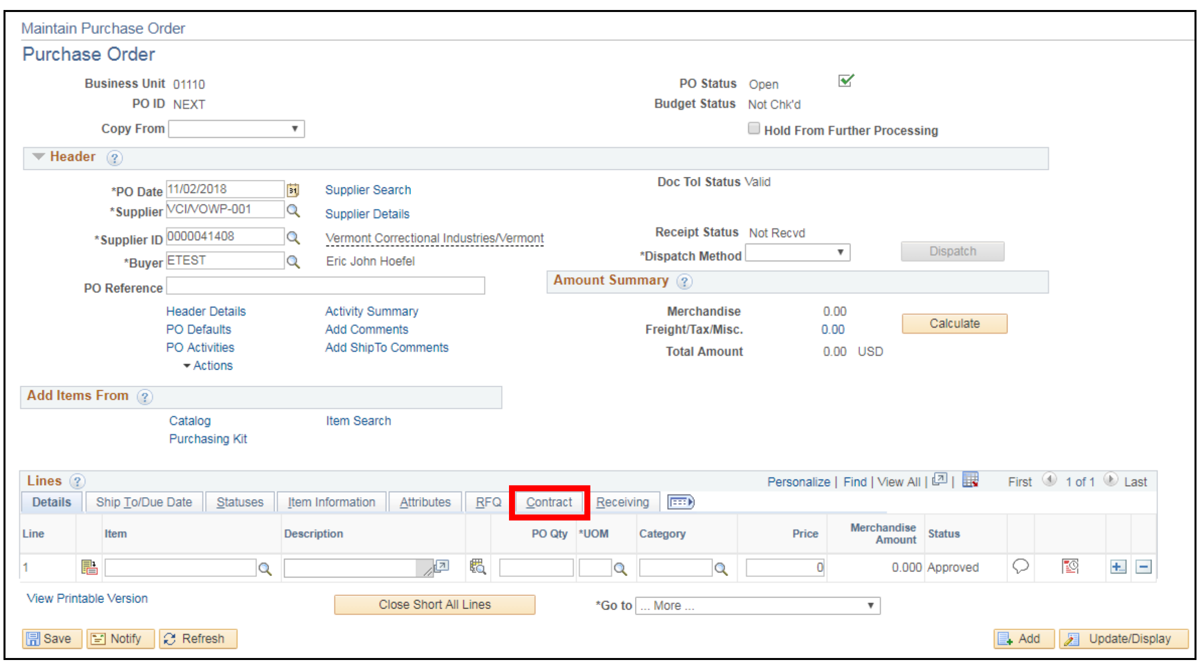
The **Purchase Order Defaults** window opens:



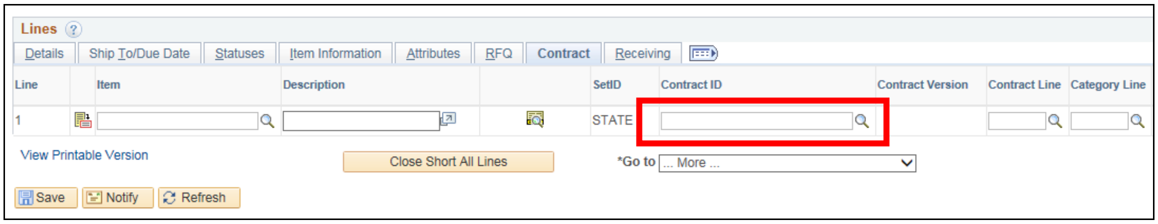
8. Enter your chartstring information

9. Click **OK**

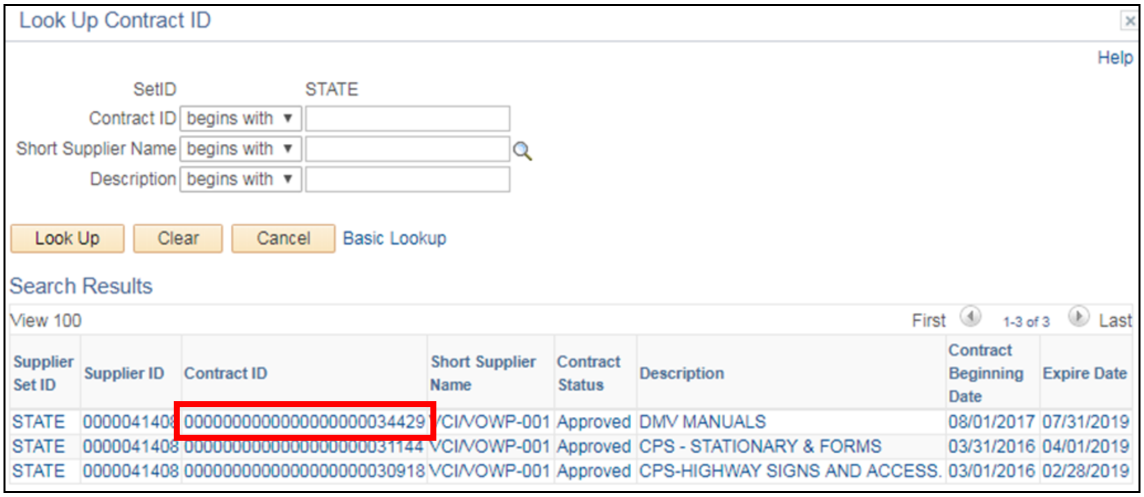
You are brought back to the **Maintain Purchase Order** page:



10. Click on the **Contract** tab



11. Contract ID - Enter the contract ID or click the Magnifying Glass to select from a list:

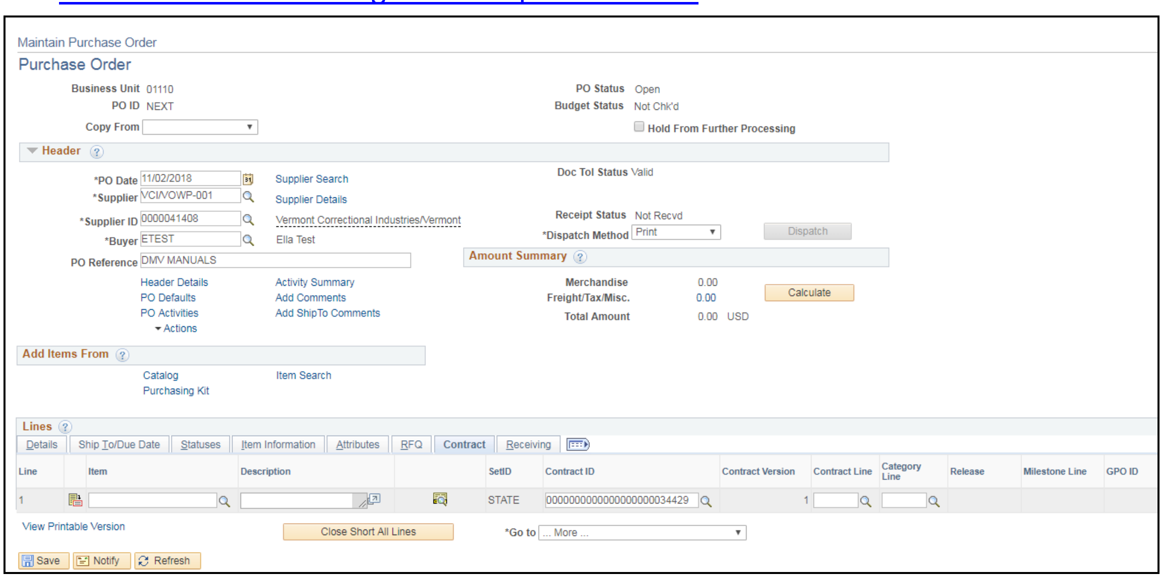


12. Click on the **Contract ID** link to select a contract

Note: The following must be true for a contract to be available to use:

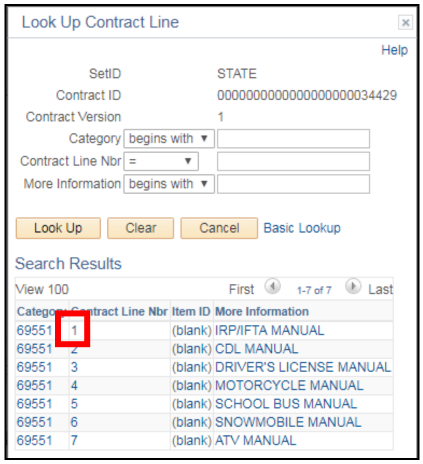
- ***The Contract must be in Approved Status***
- ***The Contract Beginning date must be less than or equal to the PO Date***
- ***The Contract Expire Date must be equal to or greater than the PO Date***

If an invoice for a product or service is received after the contract has expired, but the order for the product or service was performed before the contract expiration date, you can and should use the contract. Please refer to the Enter a Purchase Order against an Expired Contract exercise in this manual.



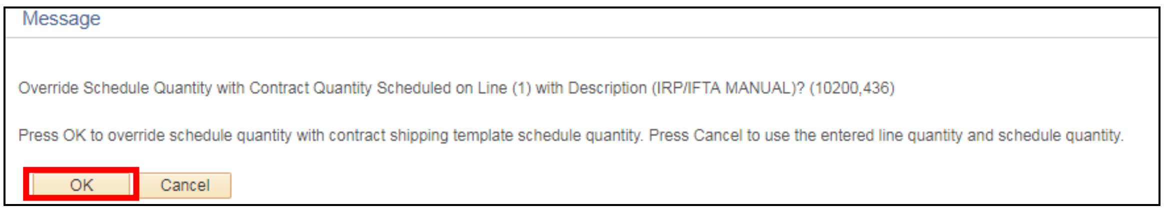
13. Click the **Magnifying Glass** next to the Contract Line field to select the appropriate contract line

The **Look Up Contract Line** window opens:

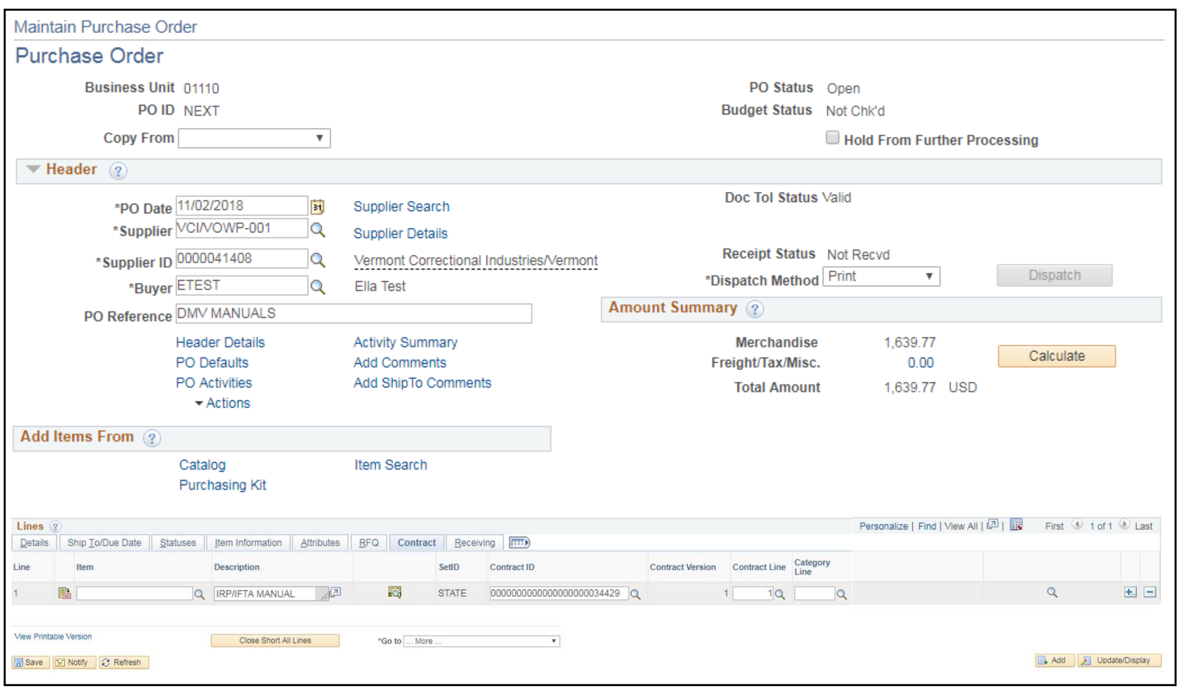


14. Select the contract line by clicking on the link

Once you select the contract line the following **Message** MAY appear on the screen:

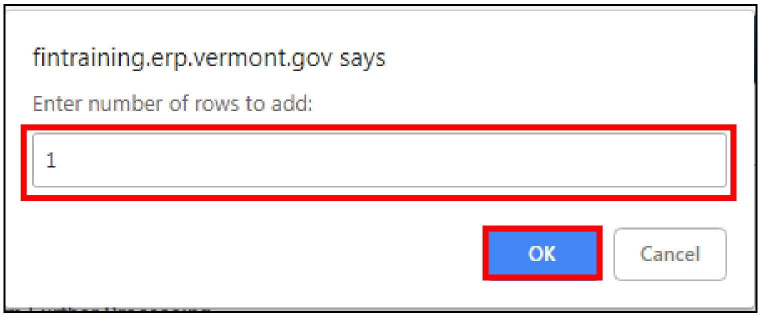


15. Click **OK**



16. Click the **+** icon to insert a new line to add an additional contract

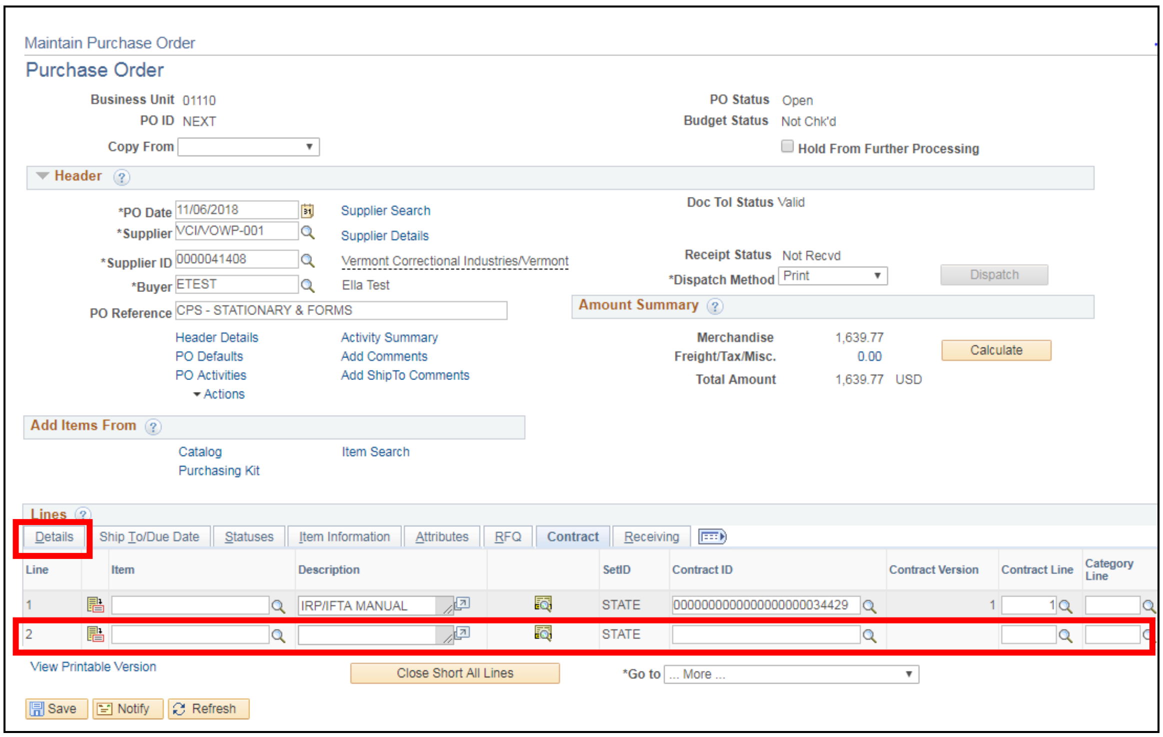
The following **Message** opens:



17. Change the number of rows to add if you want to add more than 1

18. Click **OK**

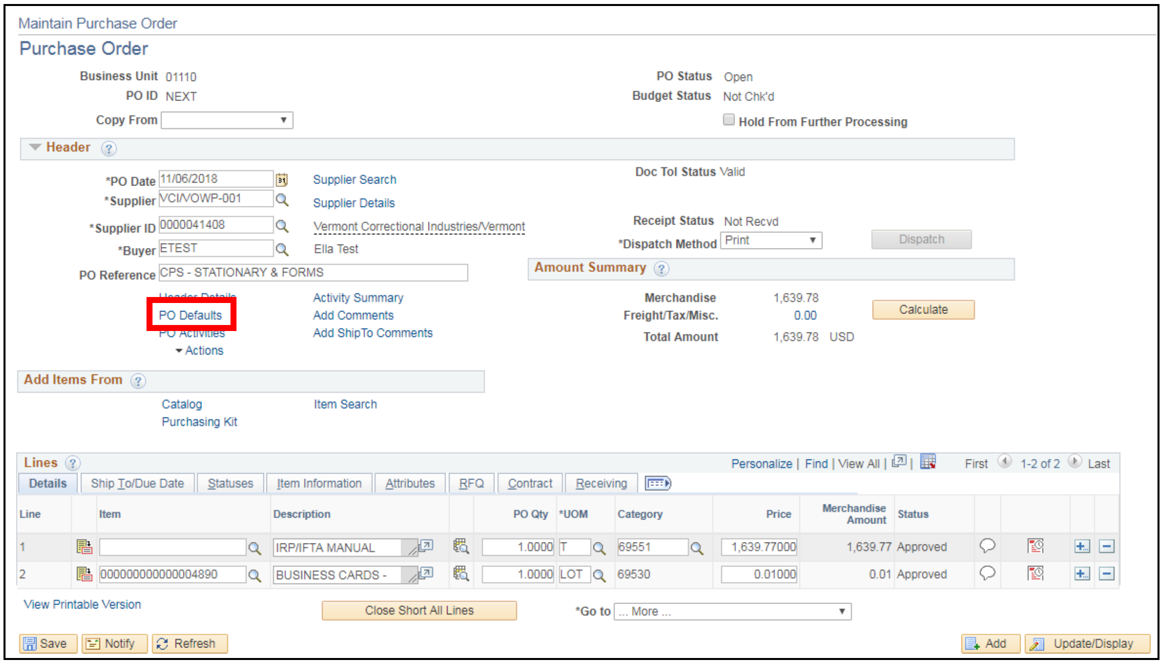
Additional line(s) are added to the PO:



19. Go through the process of entering the contract number and selecting the appropriate contract line number for each additional PO line.

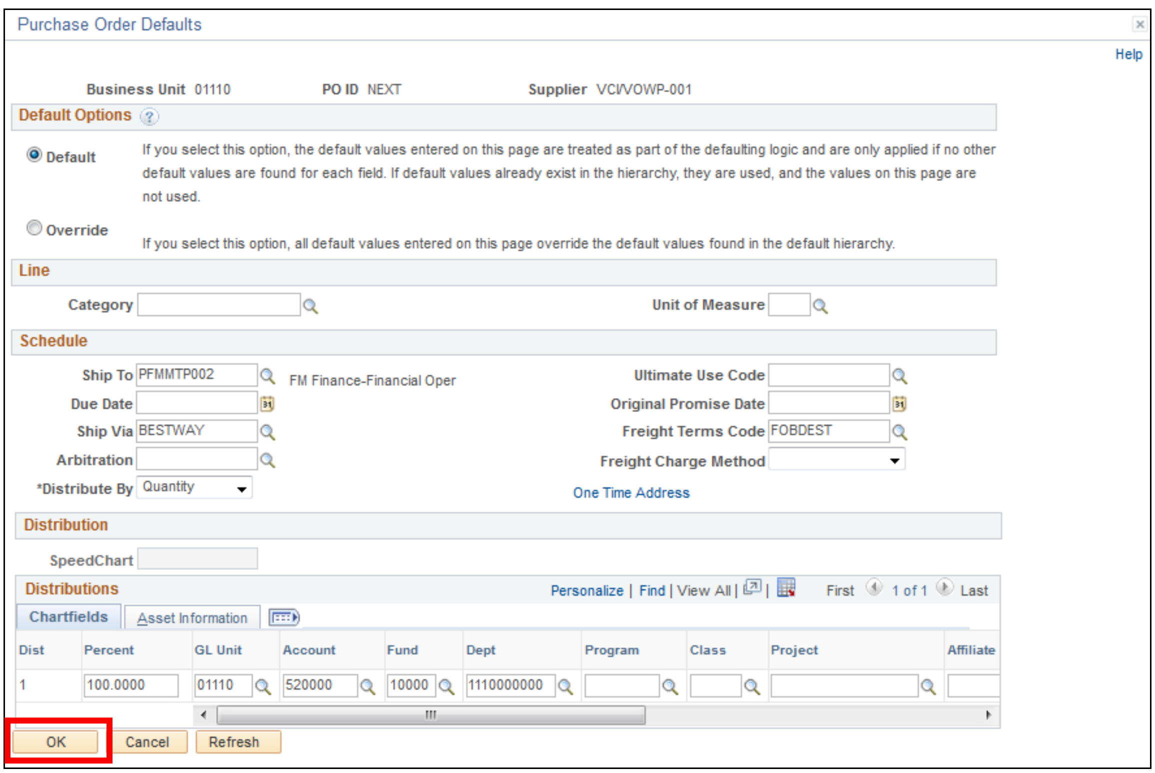
Once all contract information has been entered,

20. Click on the **Details** tab



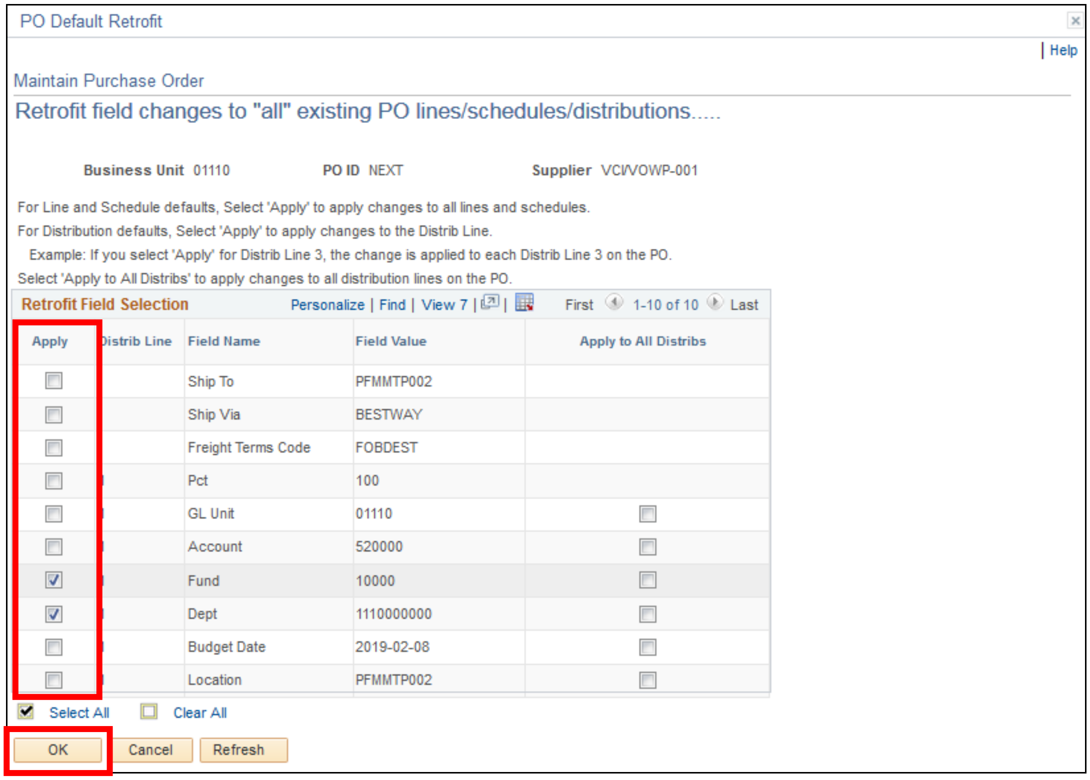
21. If you want to apply the same chartstring information to all lines, click on the **PO Defaults** link. Otherwise, skip to step 25

The **Purchase Order Defaults** window opens:



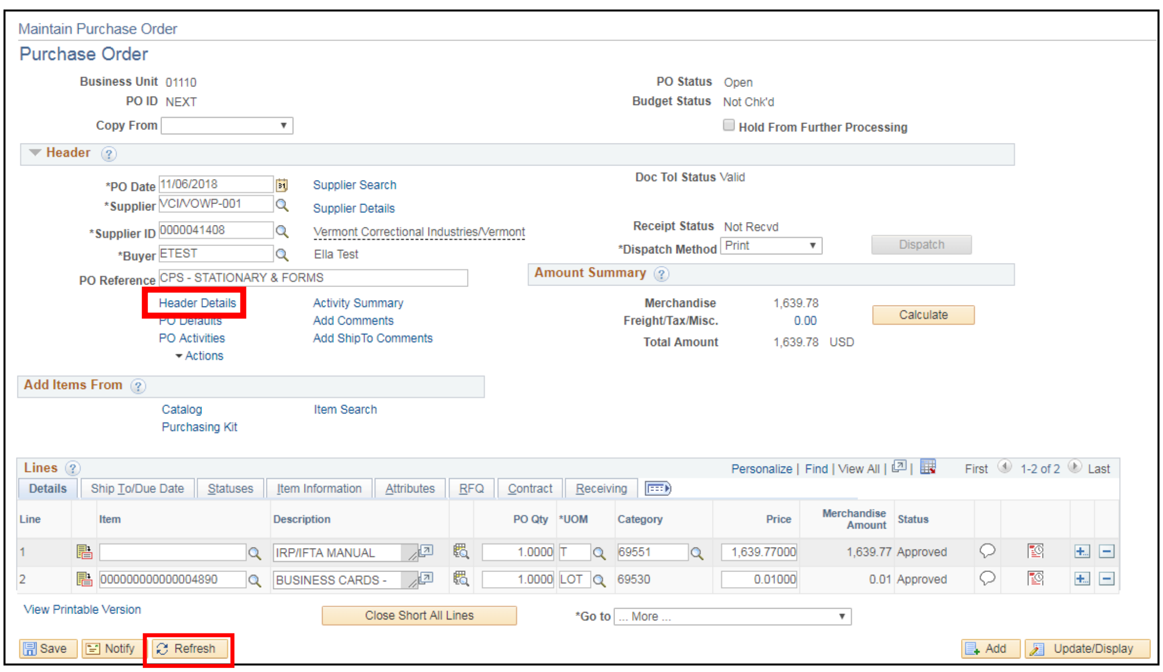
22. Click **OK**

The **PO Default Retrofit** window opens:



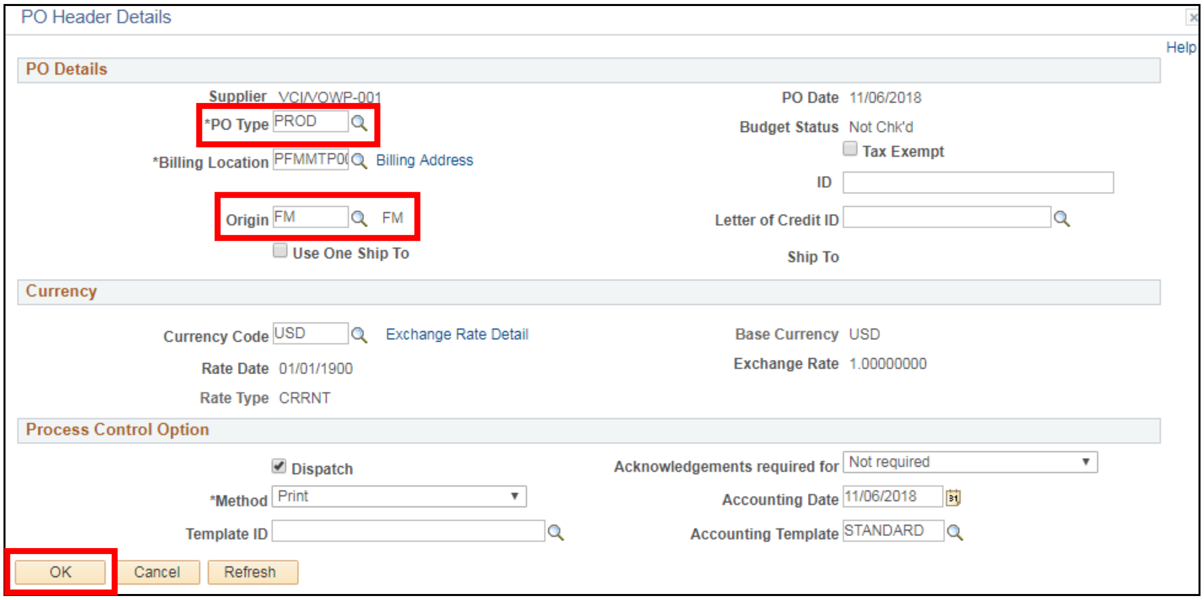
23. Select any fields you want to change or click on **Select All** to choose all fields
24. Click **OK** to override information that was brought in by the contract

You are returned to the **Purchase Order** page:



25. Adjust the PO Qty & Price fields as appropriate to your situation and in compliance with the contract terms
26. Click **Refresh**
27. Click on the **Header Details** link

The **PO Header Details** page displays:

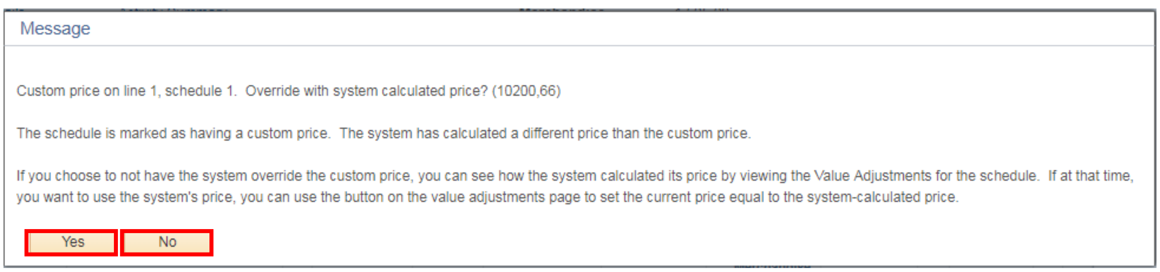


28. PO Type - Enter by clicking on the **Magnifying Glass**

29. Origin - Enter by clicking on the **Magnifying Glass**

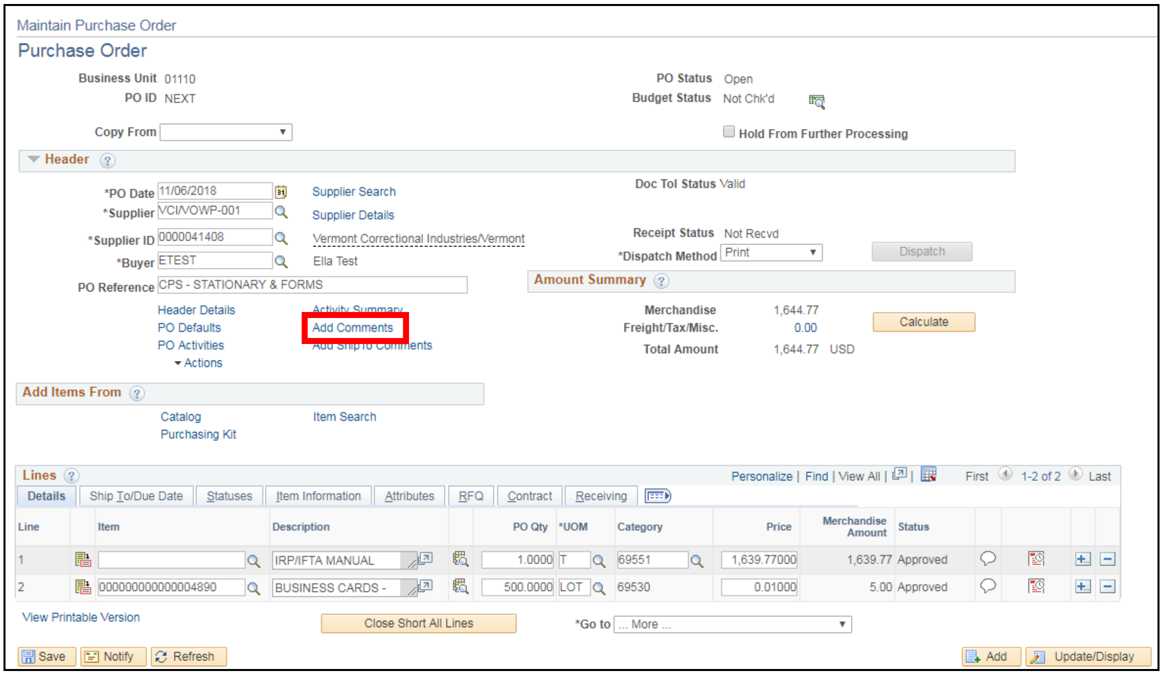
30. Click **OK**

If you receive the following **Message**:



31. Click **Yes** or **No** as it applies to the current situation (if you've changed the price on the PO – Click **No**, also this message will appear for each line on the PO)

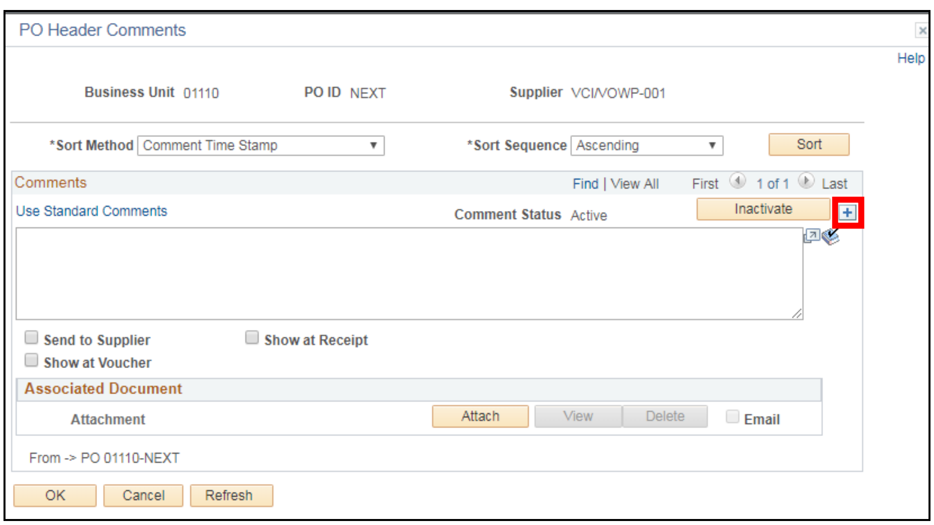
You are returned to the **Purchase Order** page:



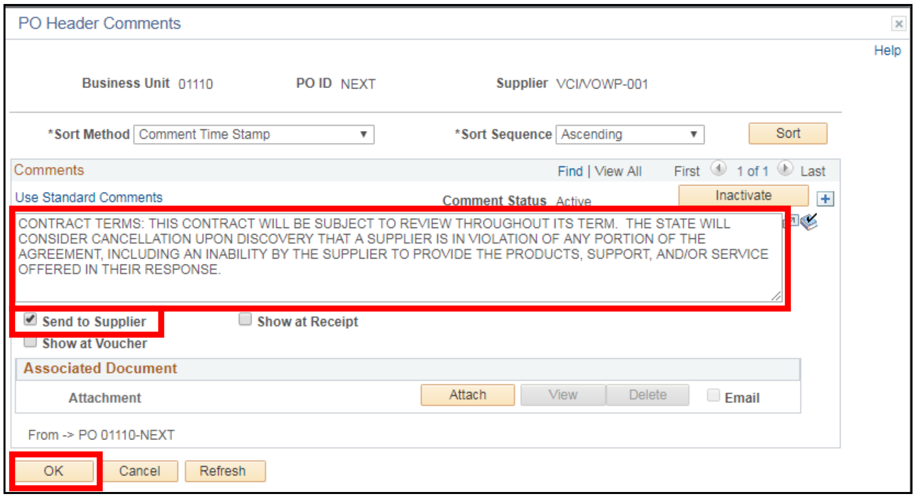
32. Click on the **Add Comments** link to enter comments that relate to the Purchase Order as a whole

Note: It is important to be specific about your delivery requirements as the items may be delivered by an independent company *(Example: inside delivery is required to the 3rd floor, only accept deliveries on Tues & Thurs between 12-3, because of loading dock location deliveries cannot be accepted by anything larger than a box truck)*

The **PO Header Comments** page displays:



33. Click the **+** icon on the right side of the comments text box to add a new comment



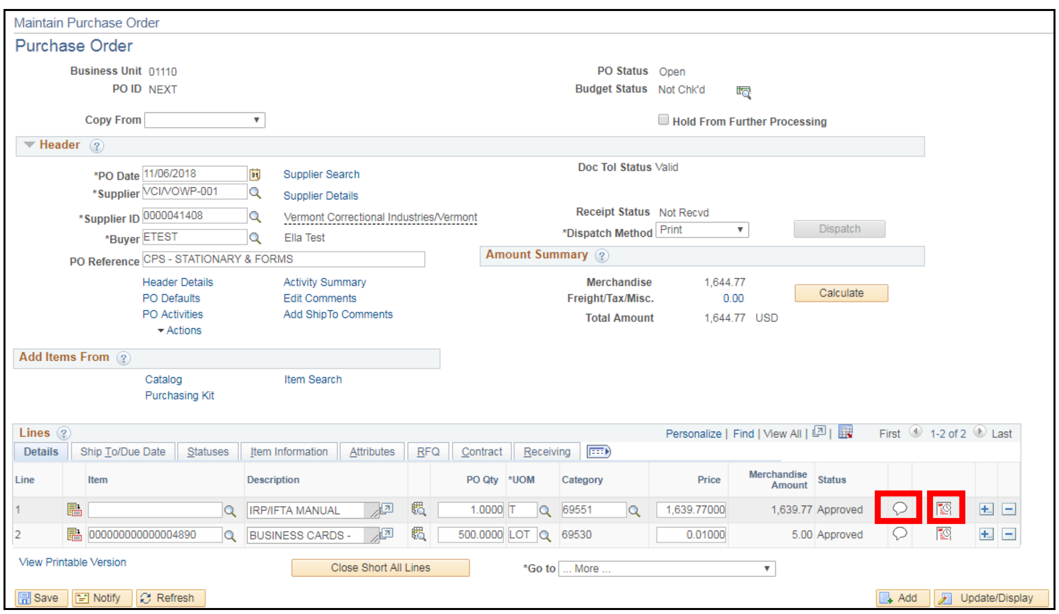
34. Enter comments

35. Check the **Send to Supplier** checkbox. This allows the comments to show on the printed copy of the PO to send to the supplier

Once all comments have been entered,

36. Click **OK**

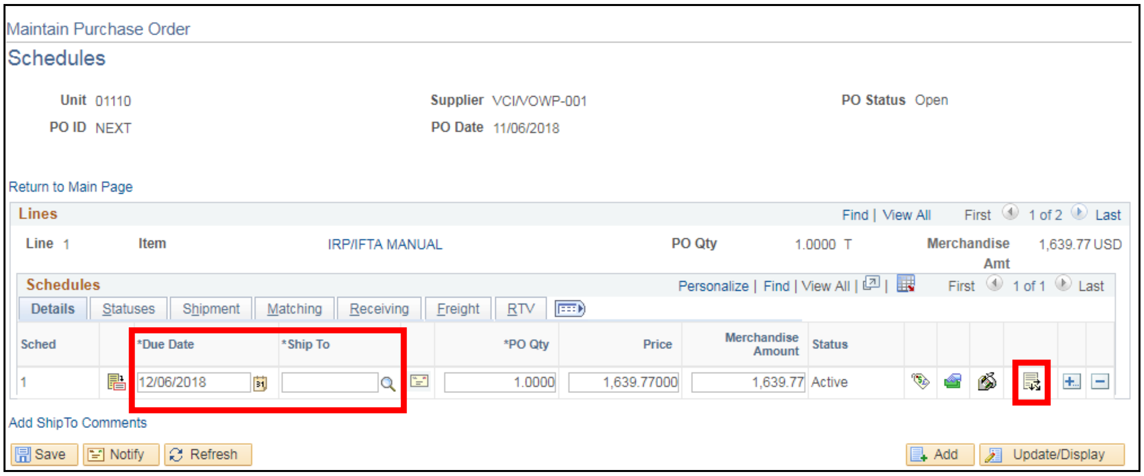
You are returned to the **Purchase Order** page:



37. Click the **Line Comments** icon to enter comments specific to the line

38. Click the **Schedule** icon

The **Schedules** page displays:



39. The **Due Date** normally defaults in 30 days out, change this as appropriate to your situation

40. Ship To - Enter a ship to location:

VISION Purchasing “Ship To” locations have a specific format

Example: PFMTP001

P = Purchasing

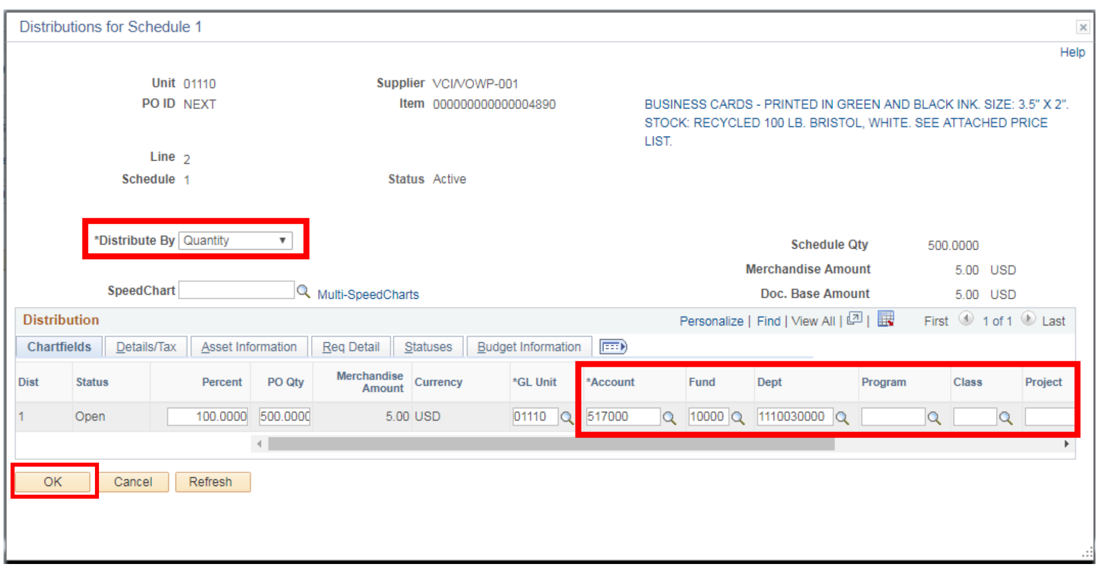
FM = Origin Code for the Agency/Dept

MTP = Abbreviation for city/town

001 = First location for that origin code in the city/town.

41. Click the **Distributions/Chartfields** icon

The **Distributions for Schedule 1** page displays:



42. The **Distribute by** field defaults as **Quantity** change it to **Amount** as appropriate to the situation

43. Enter your department’s Chartfield information specific to the purchase

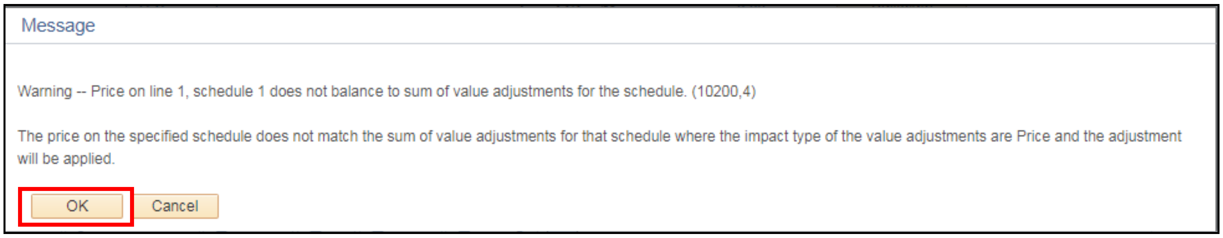
44. Click **OK**

45. Complete the Schedule and Distribution pages for each line of the PO

Once you are back on the **Schedules** page,

46. Click **Save**

The following **Message** will open for each line of the PO if the Price or Quantity has been changed:

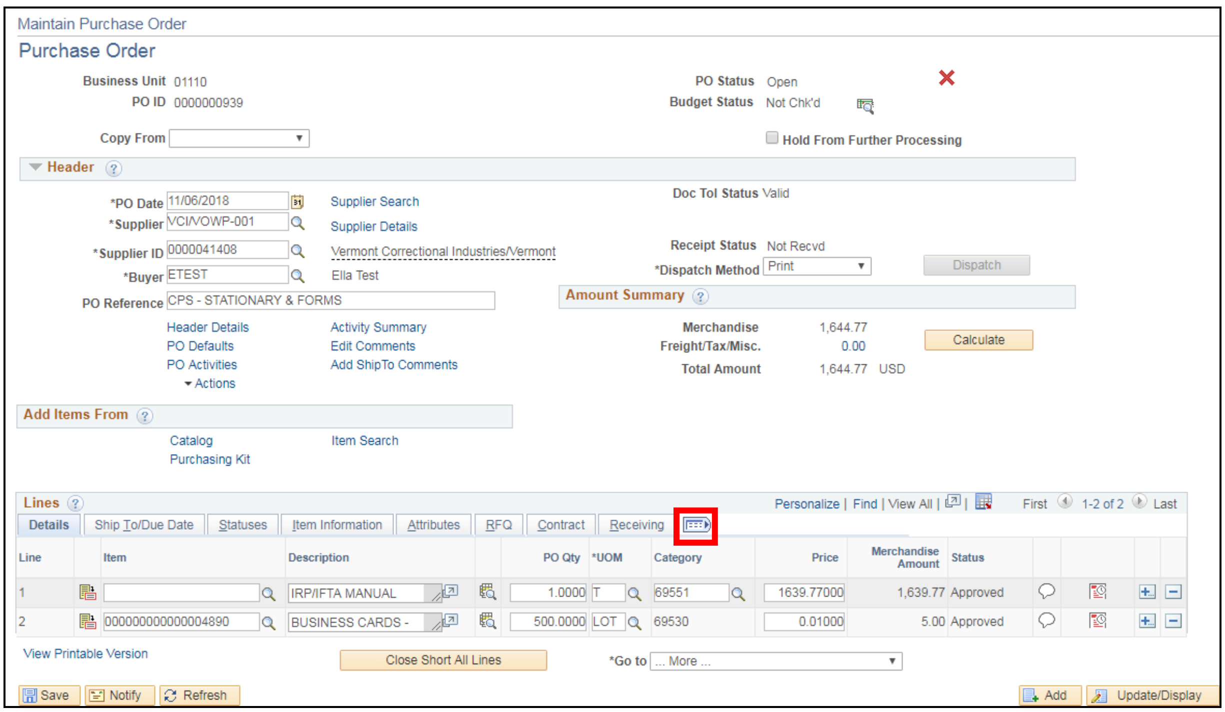


47. Always Click **OK** to this message

A PO ID number is assigned.

48. Click the **Return to Main Page** link

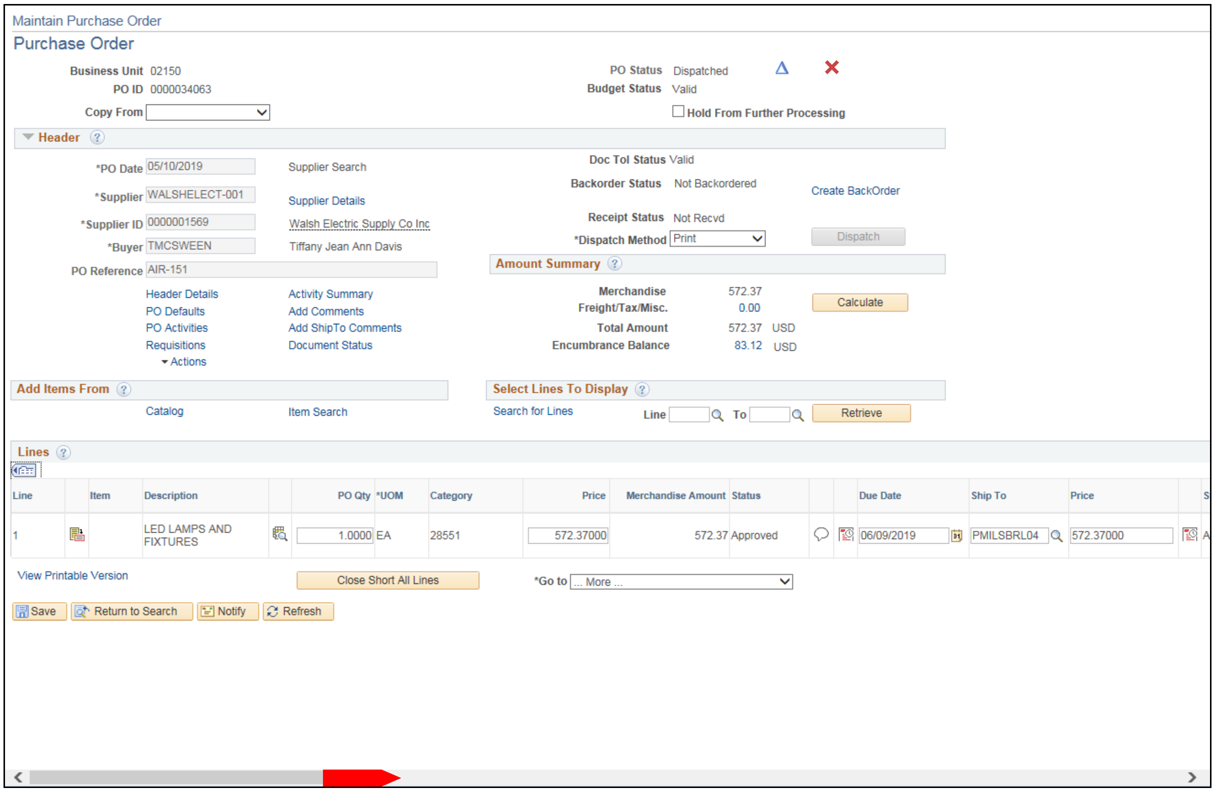
The **Purchase Order** page displays:



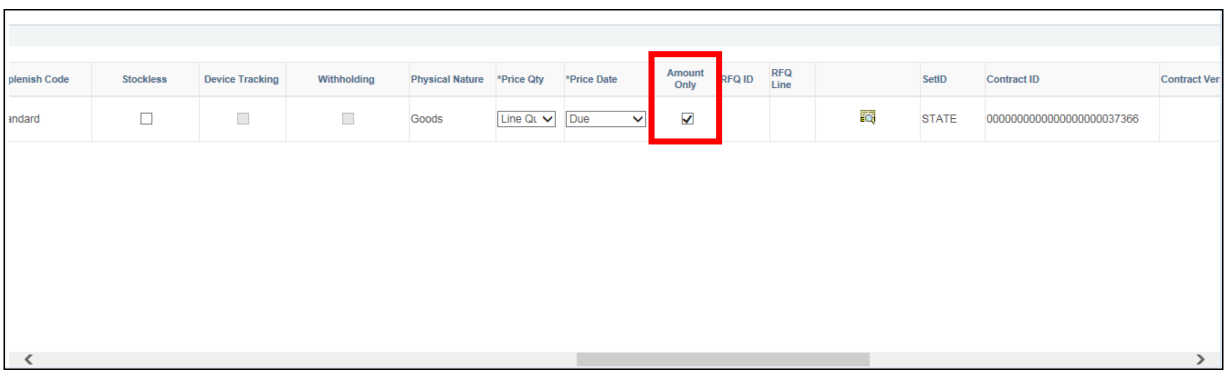
Note: Complete the following steps if you plan to post multiple vouchers against the PO:

49. Click on the **Show all columns** icon

The **Line** expands to display all fields:



50. **Scroll** to the right to the **Amount Only** box



51. Check the **Amount Only** box

52. Scroll back to the left and click **Save**

Follow specific controls in place in your department for approving and budget checking PO's.

Enter a Purchase Order Against a Contract is Complete

Add Attachments to Purchase Order Header or Lines

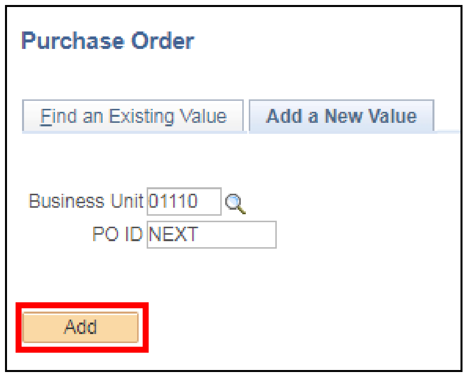
Situations when this function is used: When creating a Purchase Order, users may need to add attachments at the Header or Line level.

Note: the following steps address only adding the attachment, not creating the Purchase Order in entirety. Other training manual topics address the steps for Creating Purchase Orders within this document.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

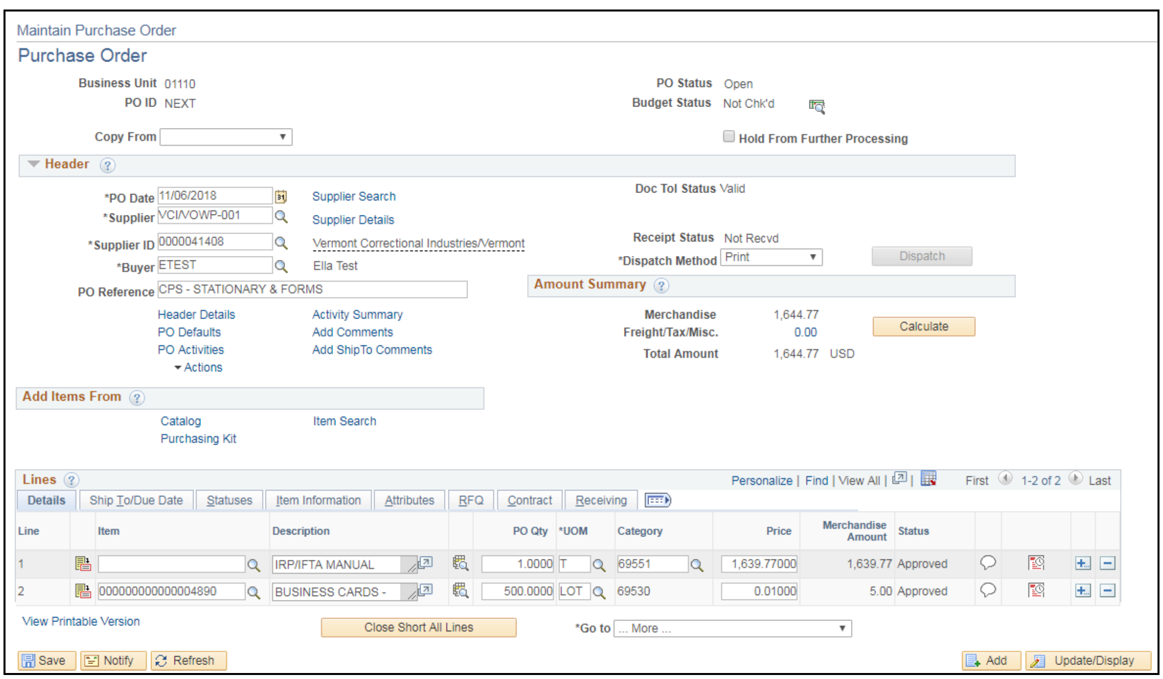
Navigator Menu navigation: Purchasing > Purchase Orders > Purchase Order Add/Update

The **Purchase Order** page displays:



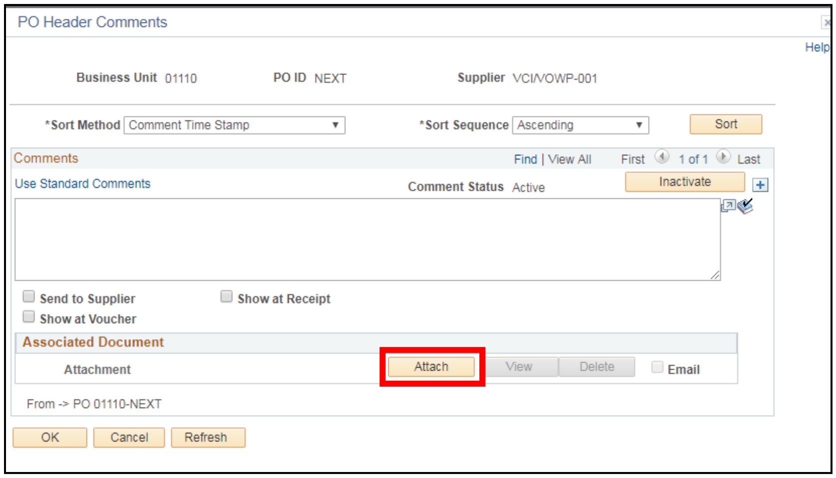
1. Click **Add**

The **Maintain Purchase Order** page displays:



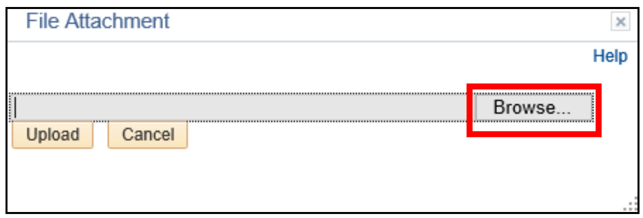
2. Click on the **Add Comments** link to enter an attachment that relate to the Purchase Order as a whole

The **PO Header Comments** window opens:



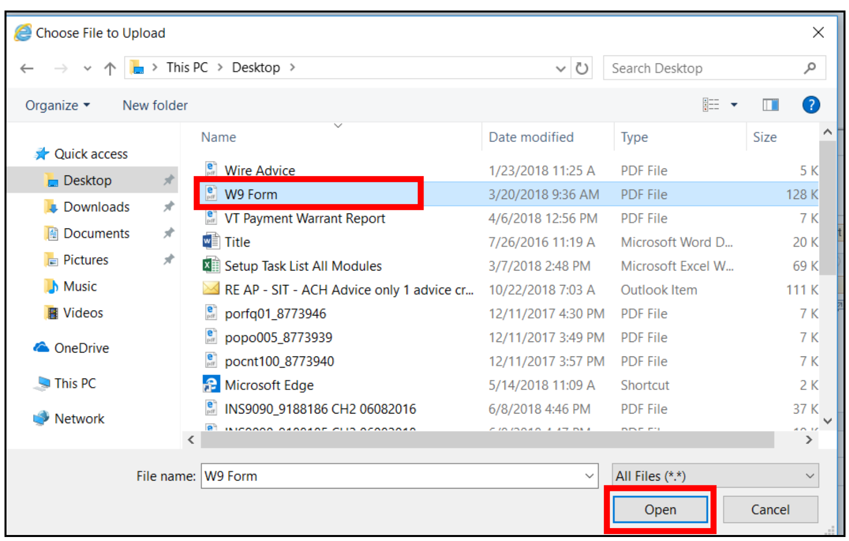
3. Click **Attach** within the Associated Document box

The **File Attachment** box opens:



4. Click **Browse** to search for files to choose to upload as an attachment

Note that you can select files on local or network drives that your computer has access to:

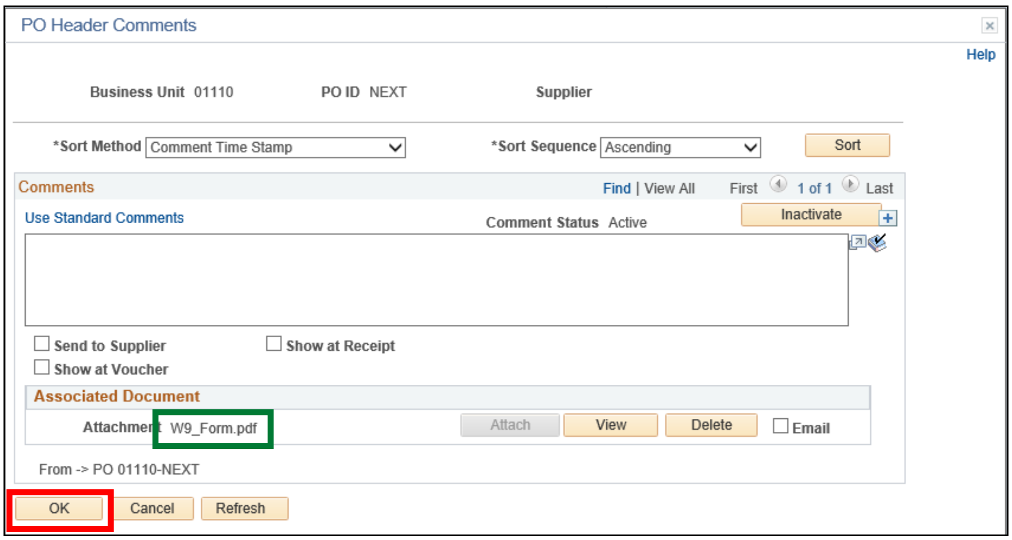


5. Select the file and click **Open**

You will be returned to the **File Attachment** page with the file name selected defaulted in:

6. Click **Upload** to attach your file to the Purchase Order

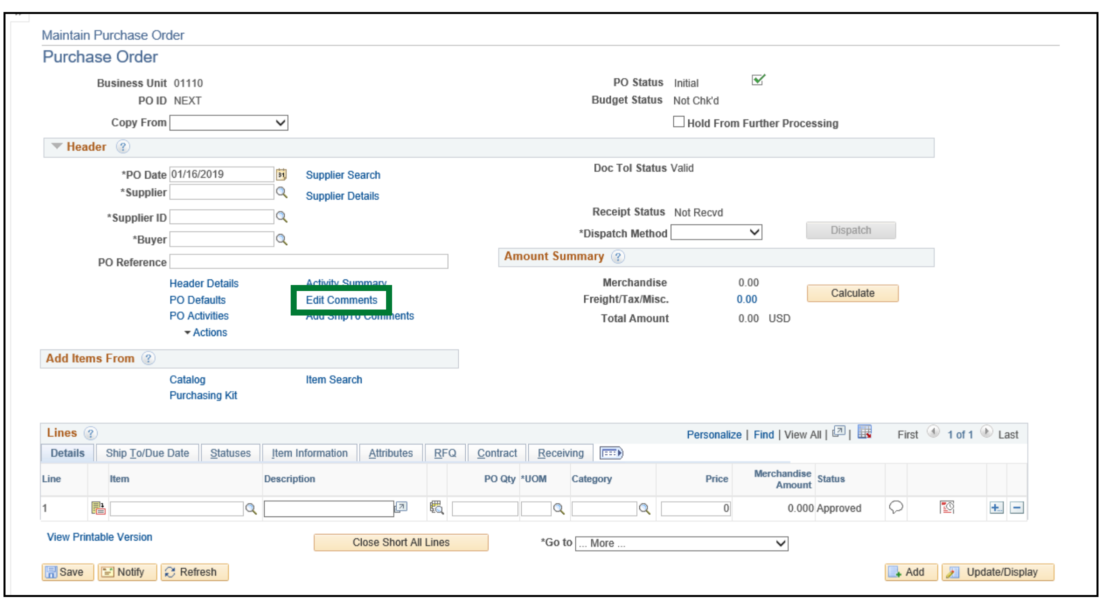
You are returned to the **PO Header Comments** window:



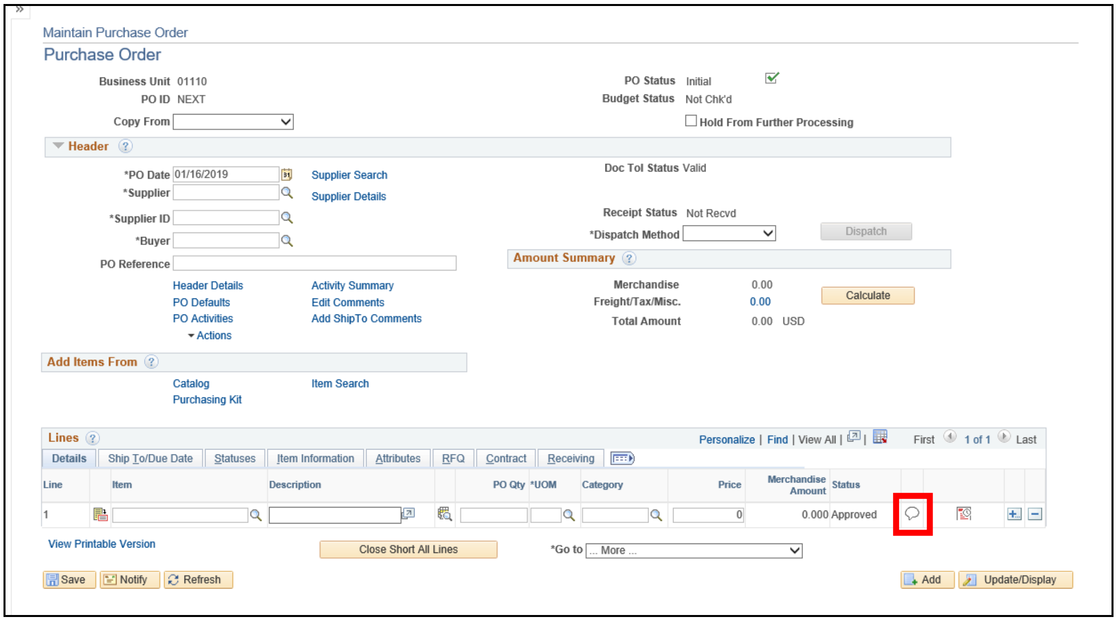
The attachment is displayed in the Associated Document section.

7. Click **OK**

The **Purchase Order** page displays:

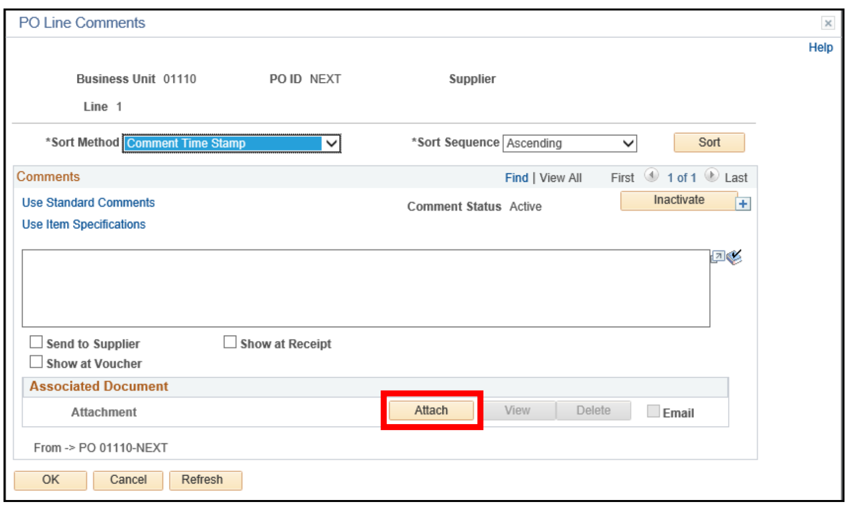


The link has changed to **Edit Comments**.



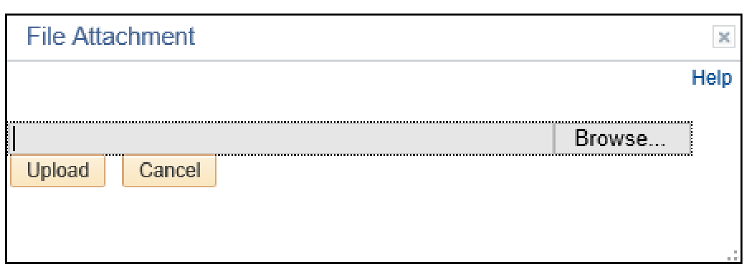
8. Click the **Line Comments** icon to enter comments specific to the line

The PO Comments page displays:



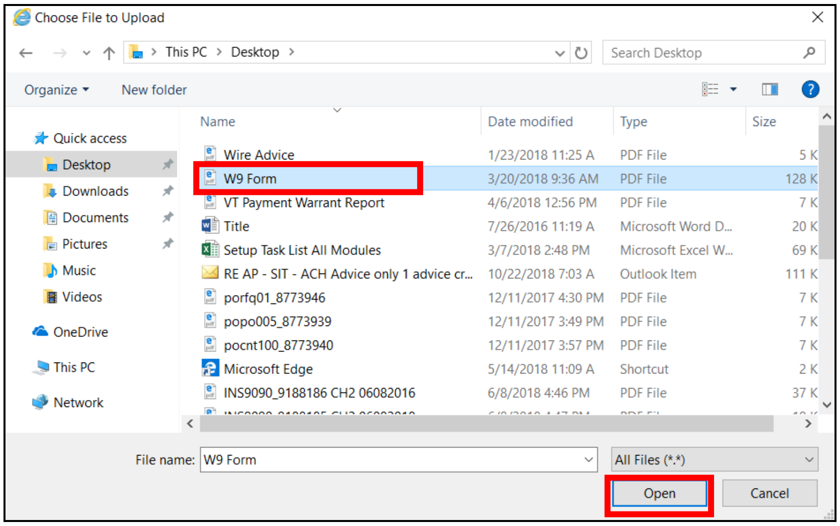
9. Click **Attach** within the **Associated Document** box

The **File Attachment** window opens:



10. Click **Browse** to search for files to choose to upload as an attachment

Note that you can select files on local or network drives that your computer has access to:



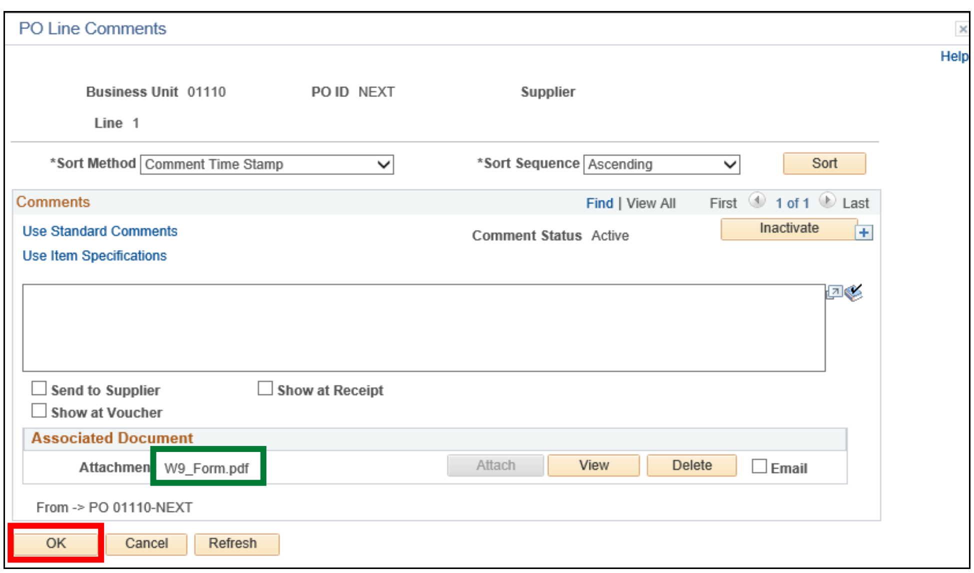
11. Select the file

12. Click **Open**

You will be returned to the **File Attachment** window with the file name selected defaulted in:

13. Click **Upload** to attach your file to the Purchase Order

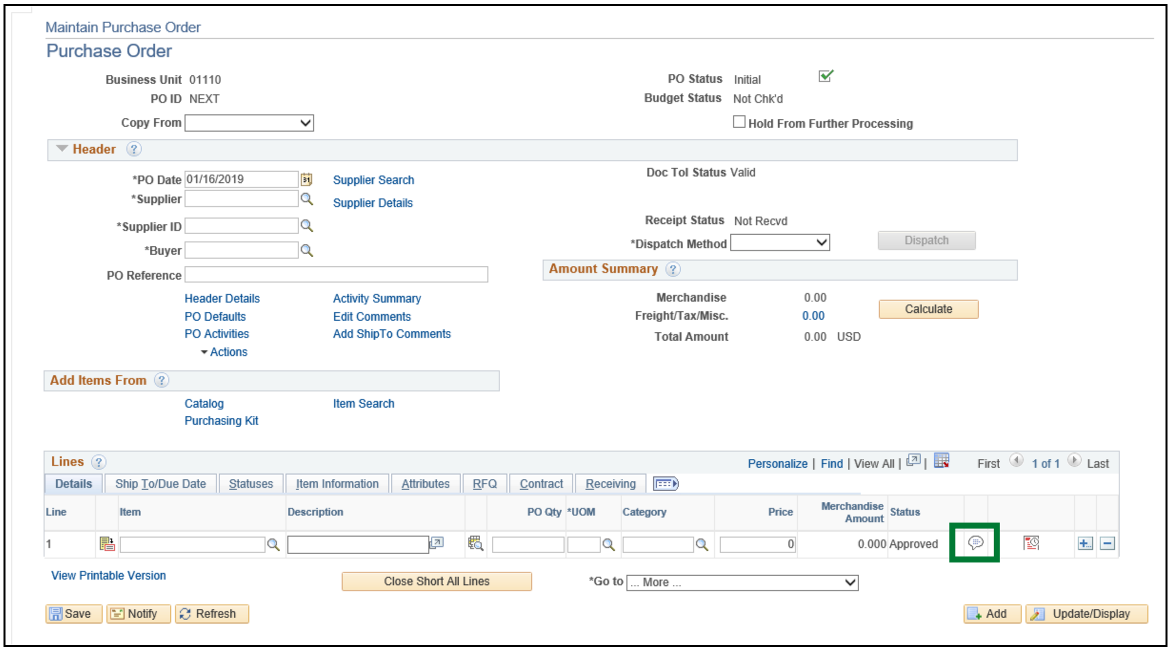
You are returned to the **PO Lines Comment** page:



The attachment is displayed in the Associated Document section.

14. Click **OK**

The **Purchase Order** page displays:



The **Line Comments** icon updated to show there is an attachment.

Add Attachments to Purchase Order Header or Lines is Complete

Enter a Purchase Order against a Contract with Split Funding

Situations when this function is used: When making payments on contracts for services, products, and construction regardless of dollar amount in accordance with Bulletin 3.5 and VISION Procedure #3.

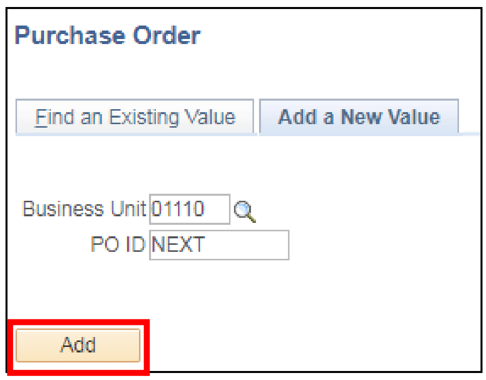
Note: In this exercise we are demonstrating the best way to enter a purchase order against a contract that has multiple lines, but not all the contract lines are needed.

Purchase Orders must be approved, have a valid budget check, and dispatched in order to be used in a Voucher.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

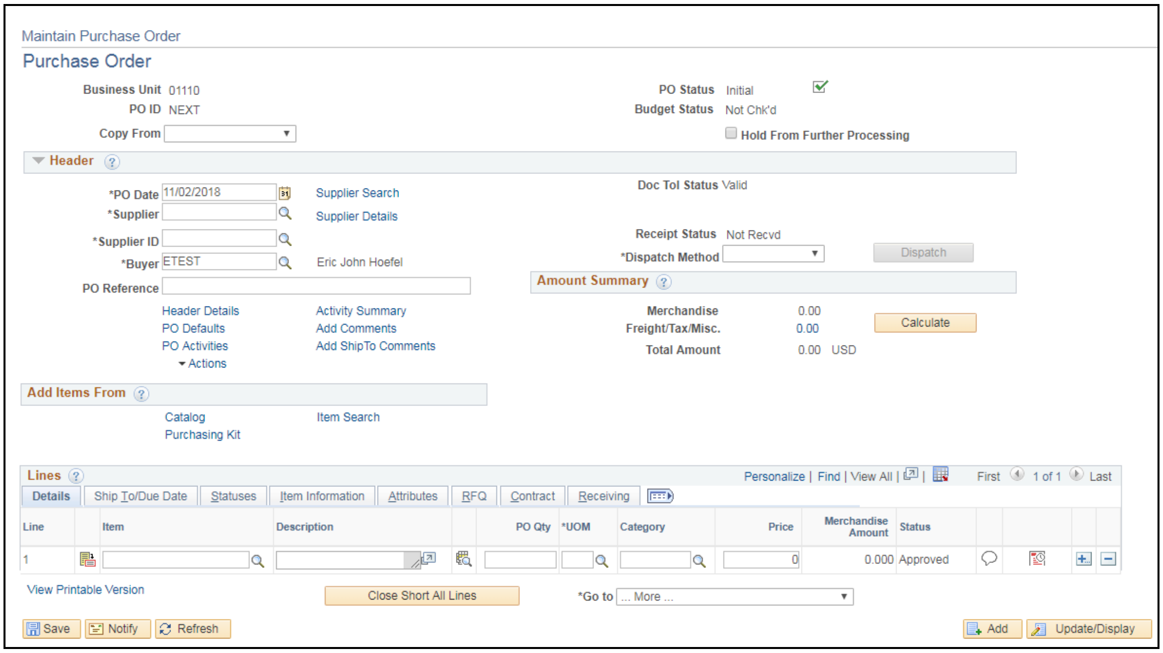
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays:



1. Click **Add**

The **Purchase Order** page displays:

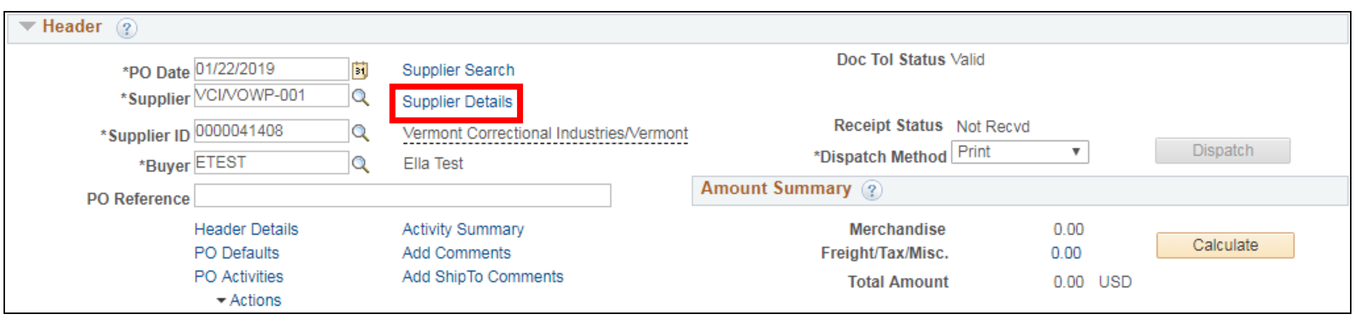


The following information defaults in: PO Status = Initial, Budget Status = Not Checked and PO Date = Current Date.

2. **Supplier Short Name or Supplier ID# -** Enter one or the other

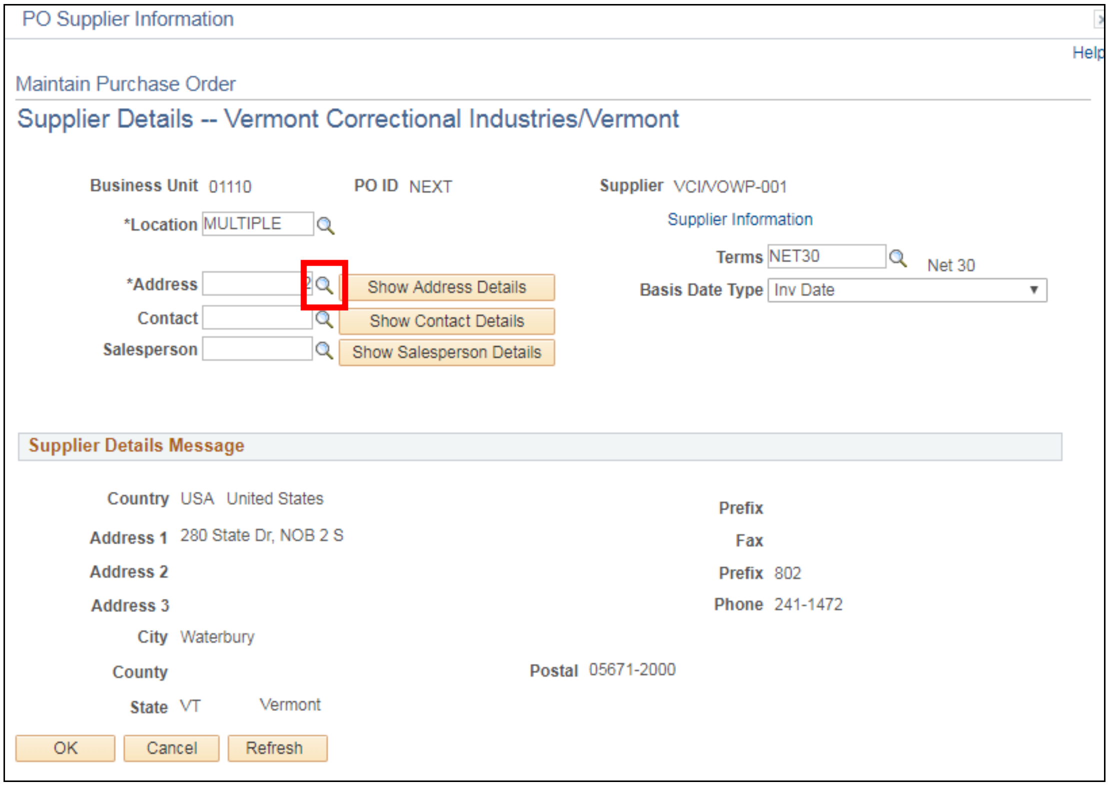
   If entering the number be sure to include all the leading zero's, click the Refresh button at the bottom of the page and Supplier name automatically populates **or** open a new window and use the Vendor pages for look up

   The Supplier Address for the Contract will default from the Supplier record. There will be no ability in VISION to change the Supplier Address directly on a Contract. To update the supplier address on the Purchase Order, Click the Supplier Search hyperlink to select a different address option

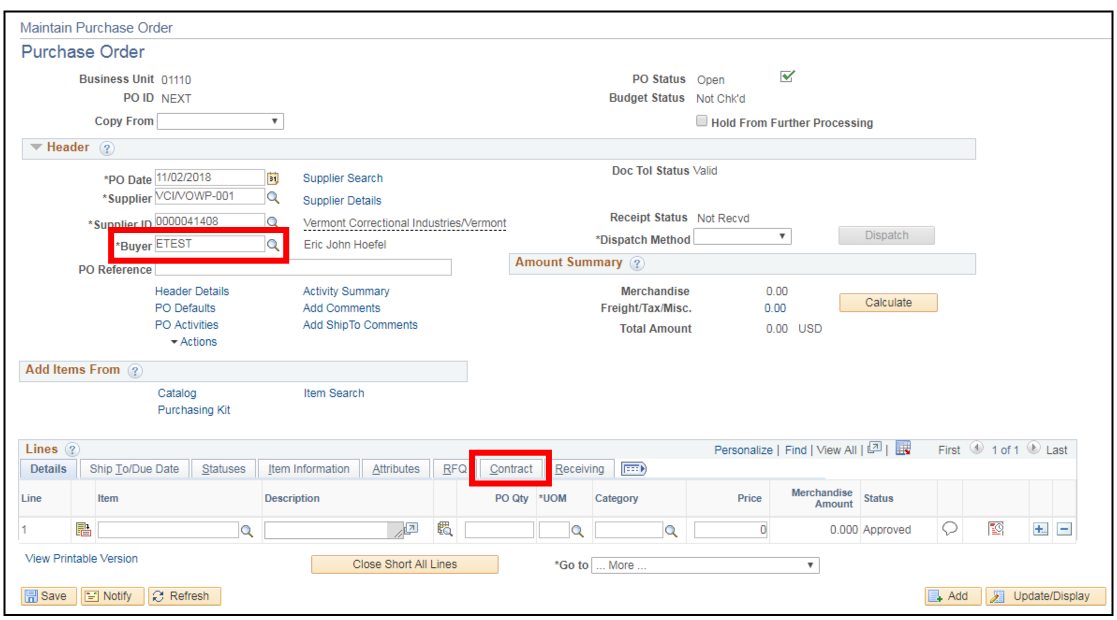


3. Click the **Supplier Details** link to update the Supplier Address number on the Purchase Order

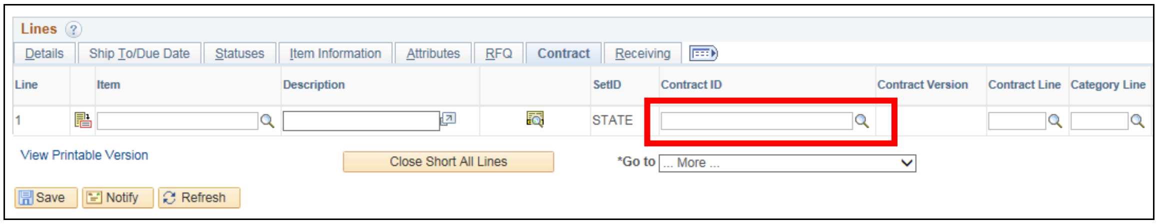
The **PO Supplier Information** page displays:



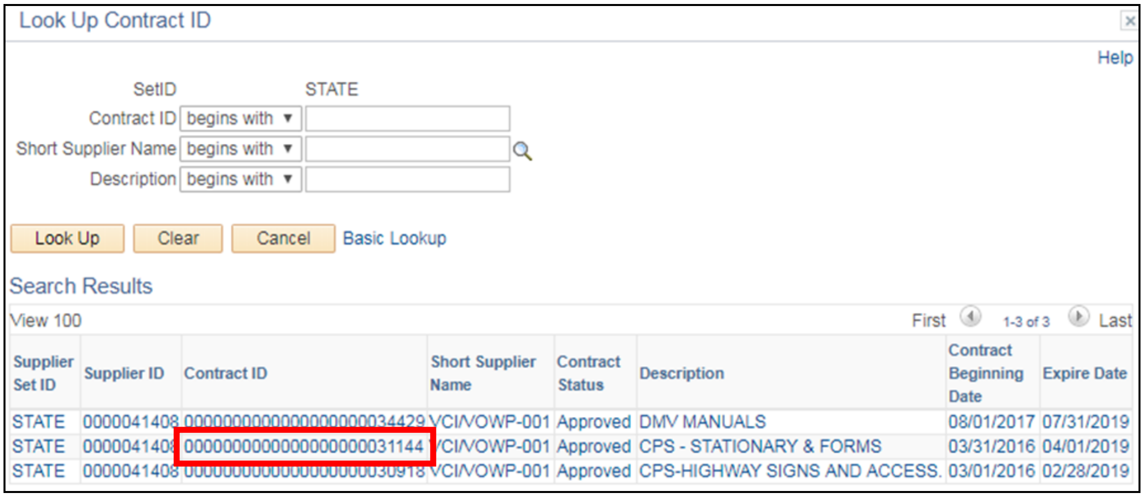
4. Click on the **Magnifying Glass** to see the supplier addresses available and select an address
5. Click **OK**



6. **Buyer -** Enter the buyer, this field is case sensitive, so the name must be entered in UPPER case with the first initial of the first name followed by the first 7 letters of the last name and tab out of the field or click on the magnifying glass to select from a list of values
7. Click on the **Contract** tab



8. **Contract ID -** Enter the contract ID or click the **Magnifying Glass** to select from a list:

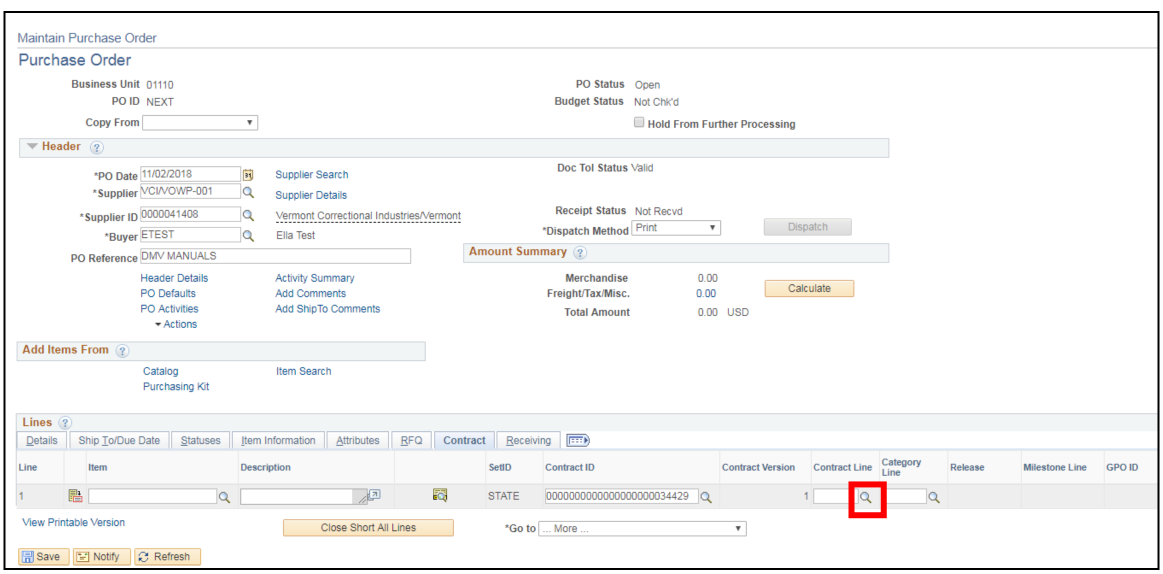


9. Click on the **Contract ID** link to select a contract

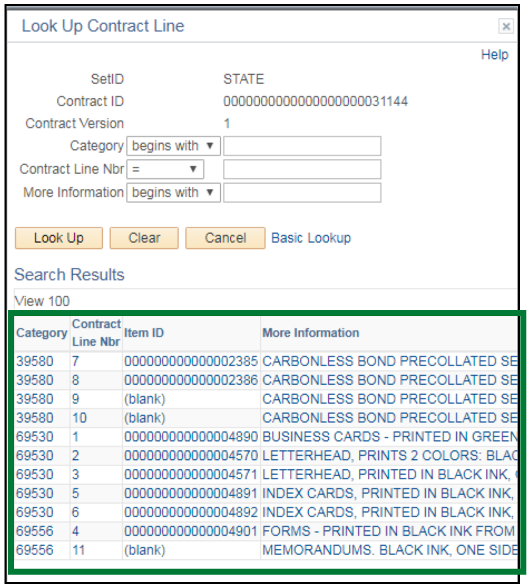
Note: The following must be true for a contract to be available to use:

- ***The Contract must be in Approved Status***
- ***The Contract Beginning date must be less than or equal to the PO Date***
- ***The Contract Expire Date must be equal to or greater than the PO Date***

If an invoice for a product or service is received after the contract has expired, but the order for the product or service was performed before the contract expiration date, you can and should use the contract. Please refer to the Enter a Purchase Order against an Expired Contract exercise in this manual.

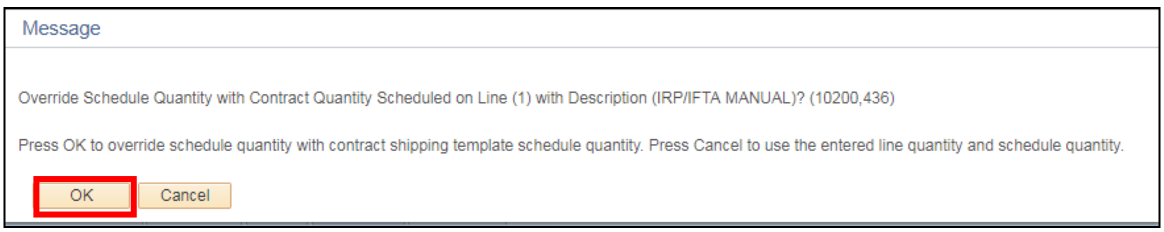


10. Click the **Magnifying Glass** next to the Contract Line field to select the appropriate contract line

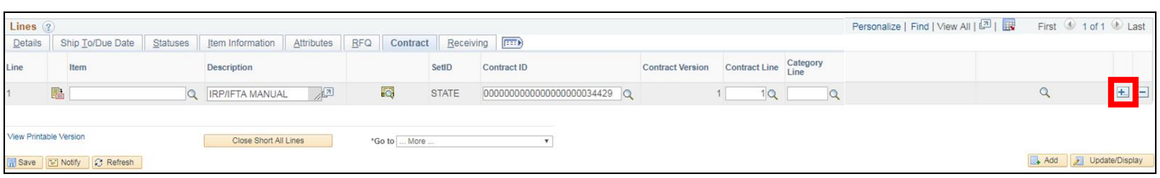


11. Select the contract line by clicking on a link

Once you select the contract line the following **Message** *may* open:

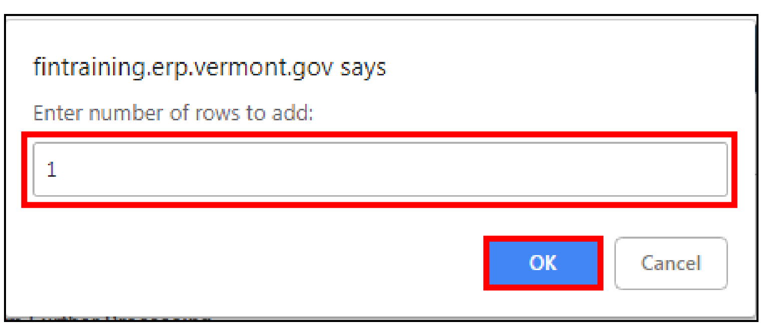


12. Click **OK** - The contract quantity and amount from the contract default into the PO **or** click **Cancel** to enter a line quantity and amount on the PO



14. Click the **+** icon to insert a new line to add an additional contract

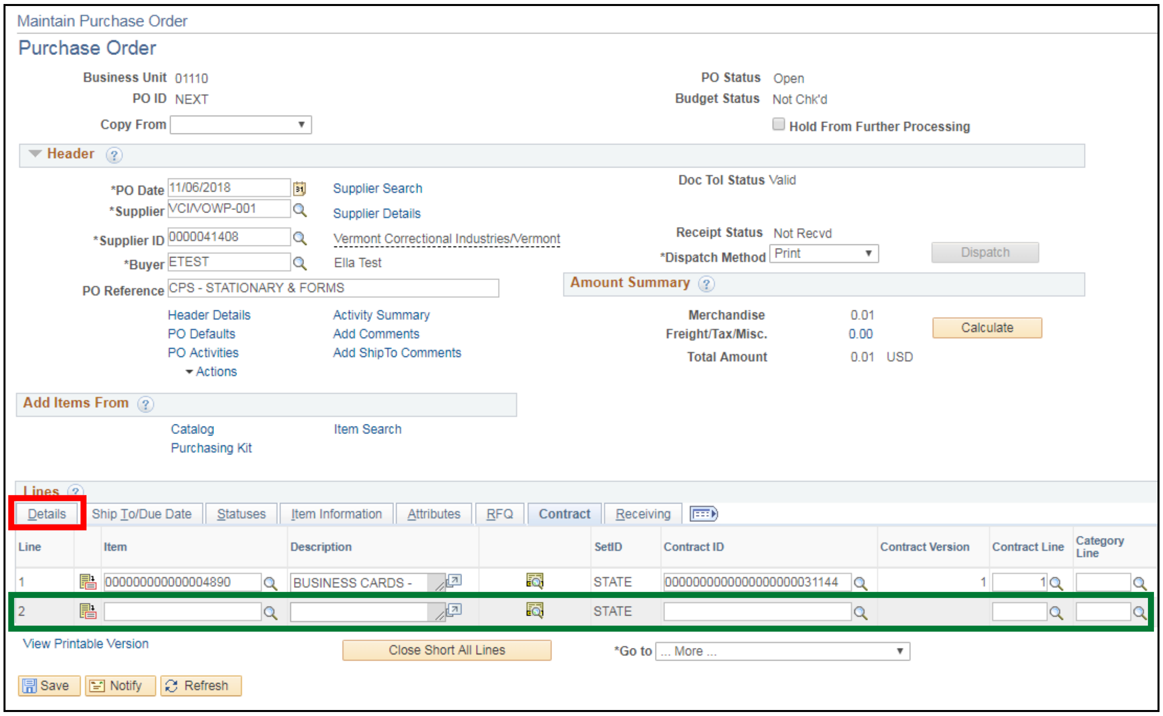
The following **Message** opens:



15. Change the number of rows to add if you want to add more than 1

16. Click **OK**

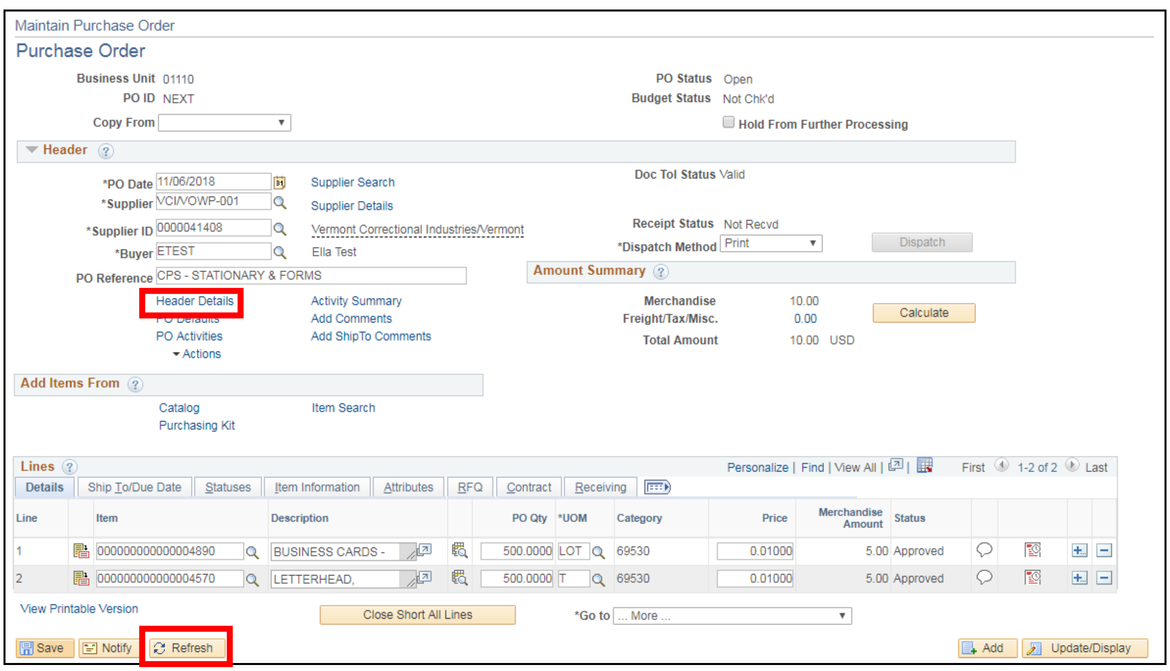
Additional line(s) are added to the PO:



17. Go through the process of entering the contract number and selecting the appropriate contract line number for each additional PO line.

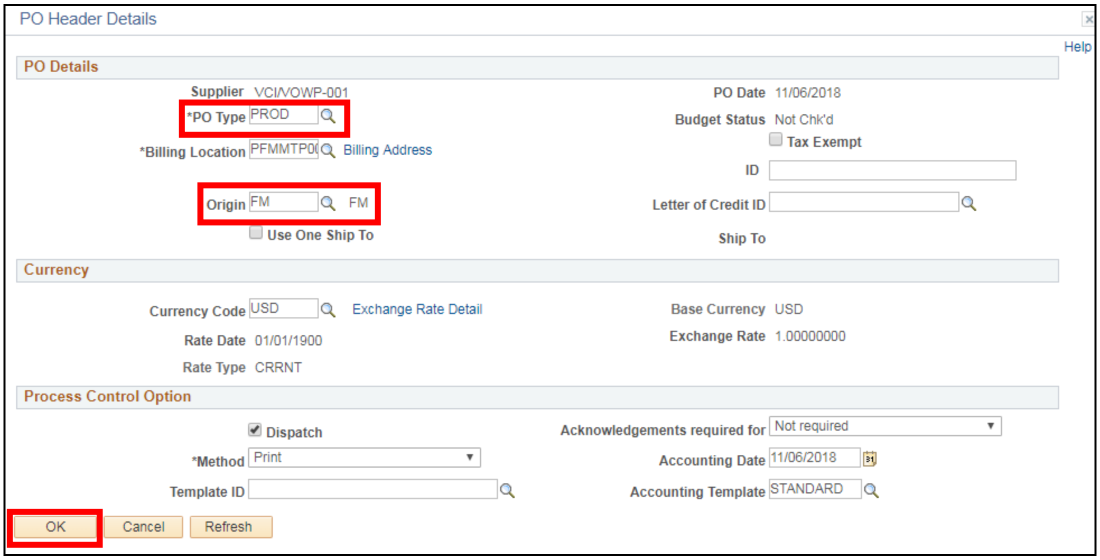
Once all contract information has been entered,

18. Click on the **Details** tab



19. Adjust the PO Qty & Price fields as appropriate to your situation and in compliance with the contract terms
20. Click **Refresh**
21. Click on the **Header Details** link

The **PO Header Details** page displays:

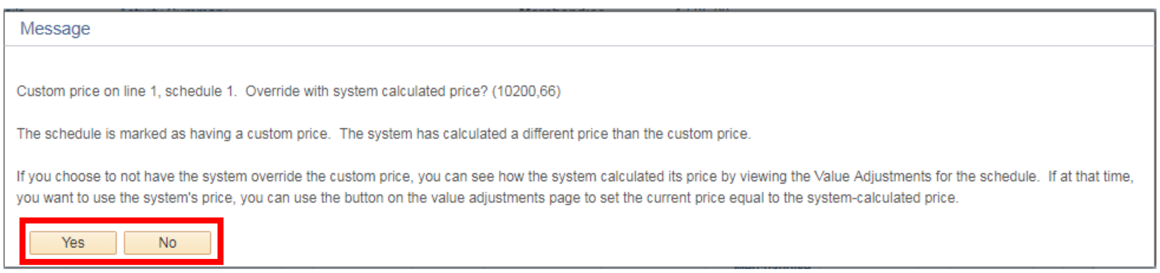


22. PO Type - Enter by clicking on the **Magnifying Glass**

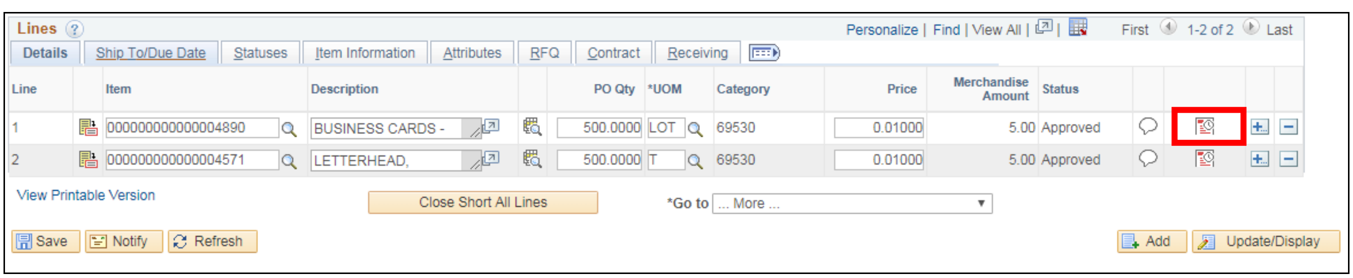
23. Origin - Enter by clicking on the **Magnifying Glass**

24. Click **OK**

If you receive the following **Message**:

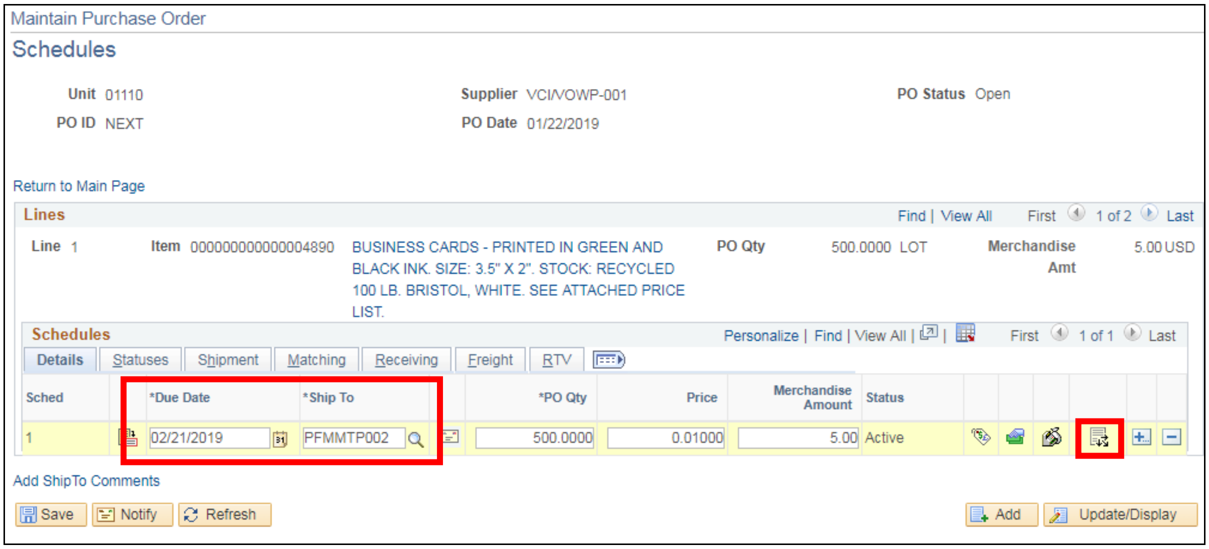


25. Click **Yes** or **No** as it applies to the current situation (if you've changed the price on the PO – Click **No**, also this message will appear for each line on the PO)



26. Click the **Schedule** icon

The **Schedules** page displays:



27. The **Due Date** normally defaults in 30 days out, change this as appropriate to your situation

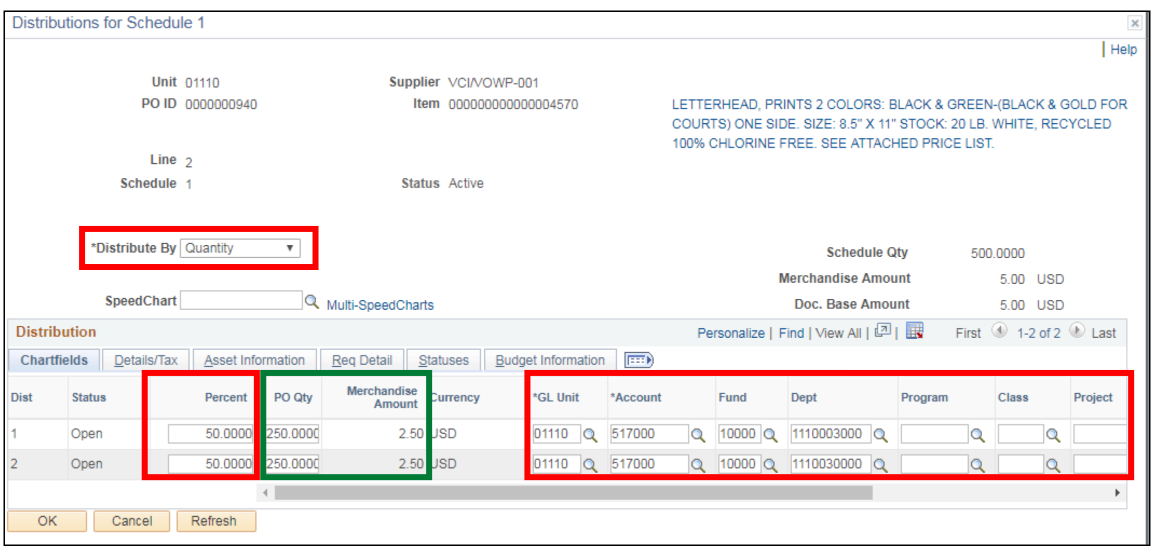
28. Ship To - Enter a ship to location:

VISION Purchasing "Ship To" locations have a specific format

Example: PFMTP001 - P = Purchasing; FM = Origin Code for the Agency/Dept; MTP = Abbreviation for city/town; 001 = First location for that origin code in the city/town

29. Click the **Distributions/Chartfields** icon

The **Distributions for Schedule 1** page displays:



30. The Distribute by field defaults as **Quantity**, you can change it to **Amount** ***IF*** appropriate to the situation

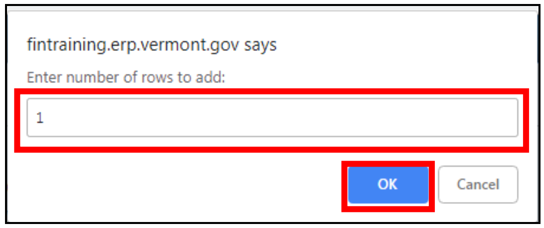
31. The Percent field is 100.0000, for a split funding PO, change the percent field to the needed value for distribution line 1

32. Enter Chartfield information

The PO Qty and Amount automatically recalculate to reflect the percentage that was entered.

33. Click the **+** icon to insert an additional row(s) and the remaining percentage will default in

The following **Message** opens:



34. Adjust the number of lines if desired

35. Click **OK**

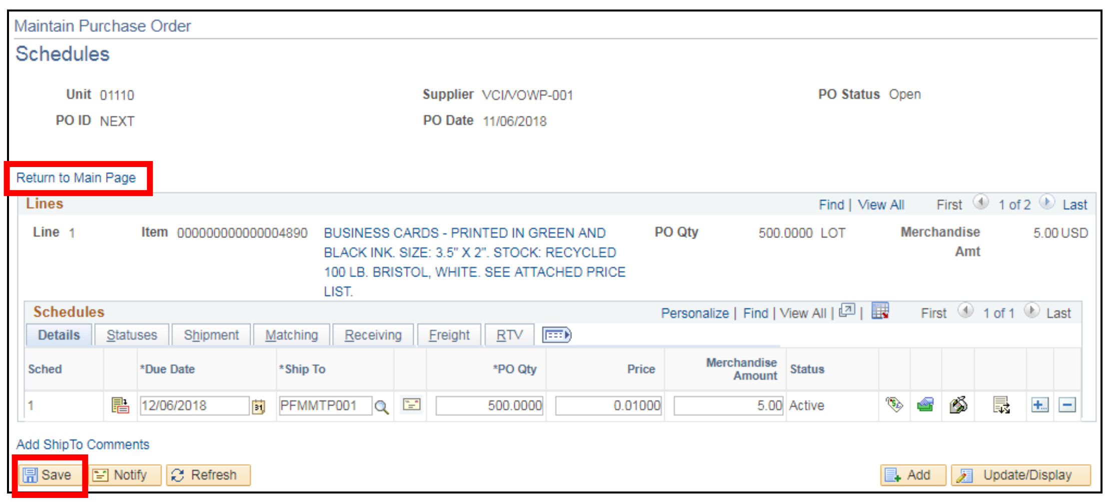
The second distribution opens for Line 1 of the purchase order. The remaining percent has populated the Percent field. The PO Qty and Amount have also defaulted in according to the percentage for the line.

36. Enter Chartfield information for the second distribution.

If there are more than two funding sources change the percentage and continue to insert rows using the **+** icon at the far right of the row.

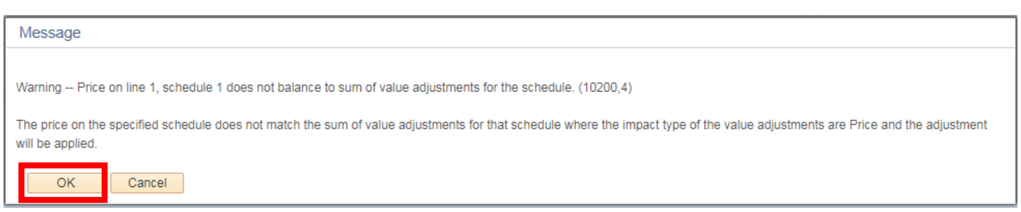
37. Click **OK** once all funding information has been entered

You are returned to the **Schedules** page:



38. Click **Save**

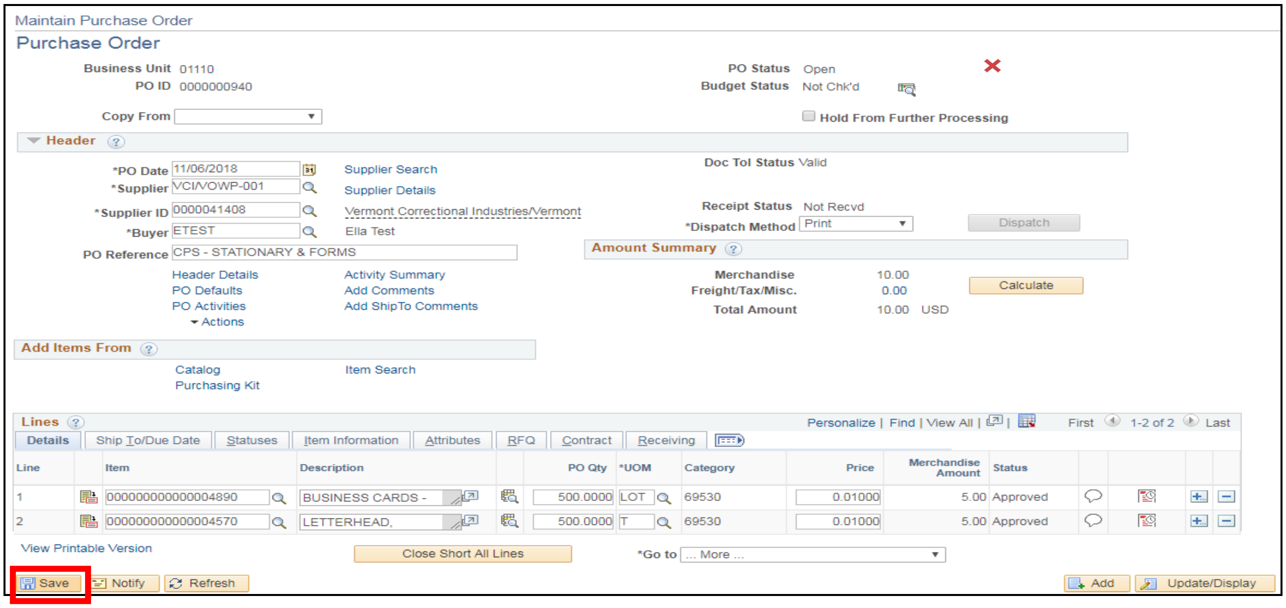
The following **Message** *may* open for each line on the PO:



39. Click **OK**

40. Click on the **Return to Main** Page link

You are returned to the **Maintain Purchase Order** page:



41. Click **Save**

Note: If you expect to post multiple vouchers against the PO, please follow steps 49 through 52 in the [Enter a PO Against a Contract exercise](#).

Follow specific controls in place in your department for approval and budget checking.

As noted at the beginning of this lesson, a PO must be dispatched in order to be used in a voucher. The Dispatch process runs daily in overnight batch processing or you can manually dispatch PO's. Instructions on how to dispatch PO's manually can be found in the Purchase Orders 102 manual.

Entering a PO against a Contract with Split Funding is Complete

Enter a Purchase Order Against an Expired Contract

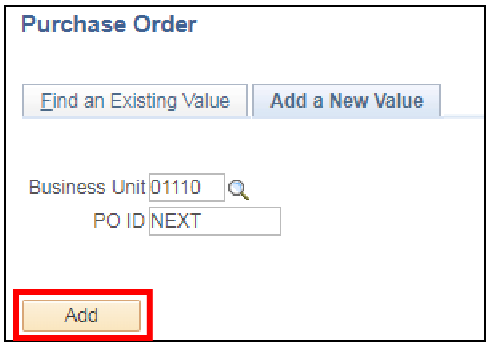
Situations when this function is used: Occasionally an invoice is received for work done under a contract or products ordered on a contract that may have since expired. In order to pay the invoice, you need to enter a purchase order to draw down on the contract.

Note: The only way to draw down on an expired contract is to change the PO Date to a date that is prior to the expiration date on the contract.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

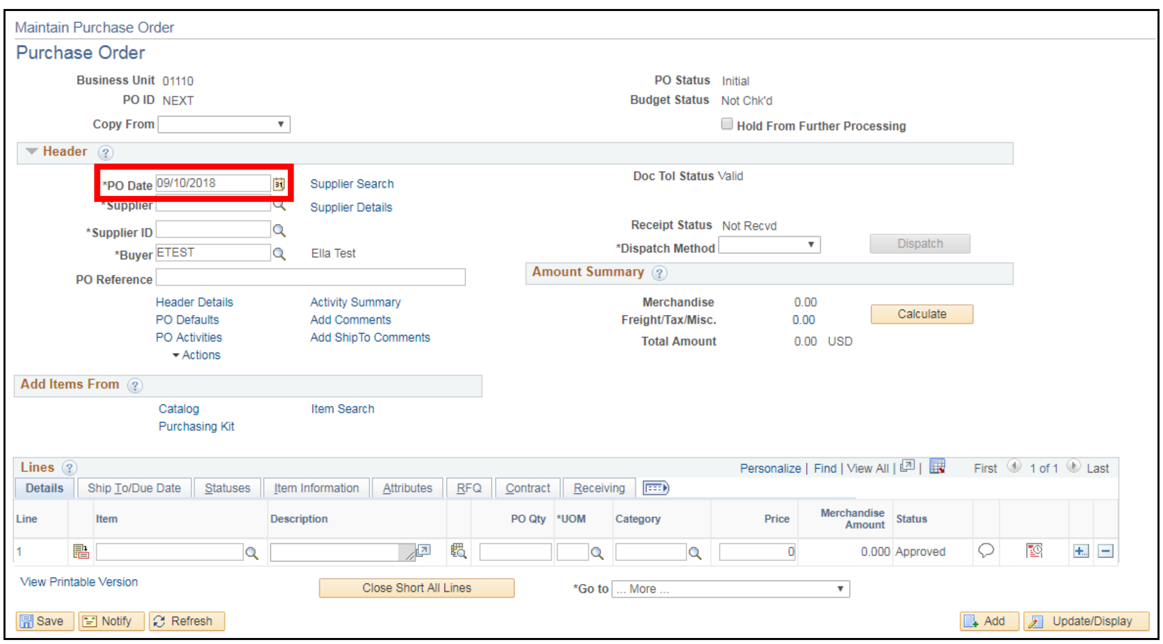
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays:



1. Click **Add**

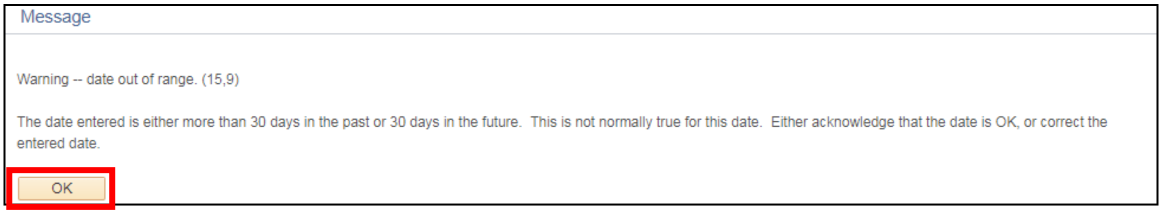
The **Maintain Purchase Order** page displays:



The following information defaults in: PO Status = Initial, Budget Status = Not Checked, and PO Date = Current Date *(Remember, to enter against an expired contract, this date must be changed to a date that is prior to the expiration date on the contract)*

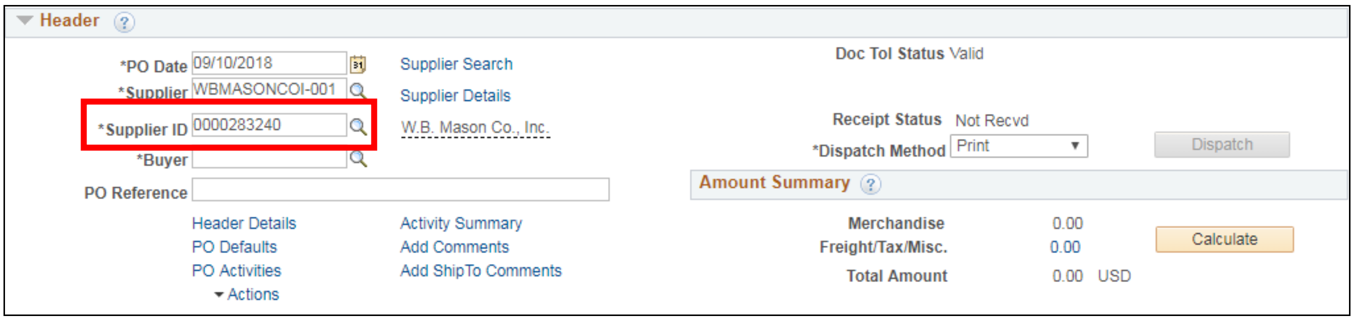
2. Change the **PO Date** to before the contract expiration date

The following **Message** *may* appear:

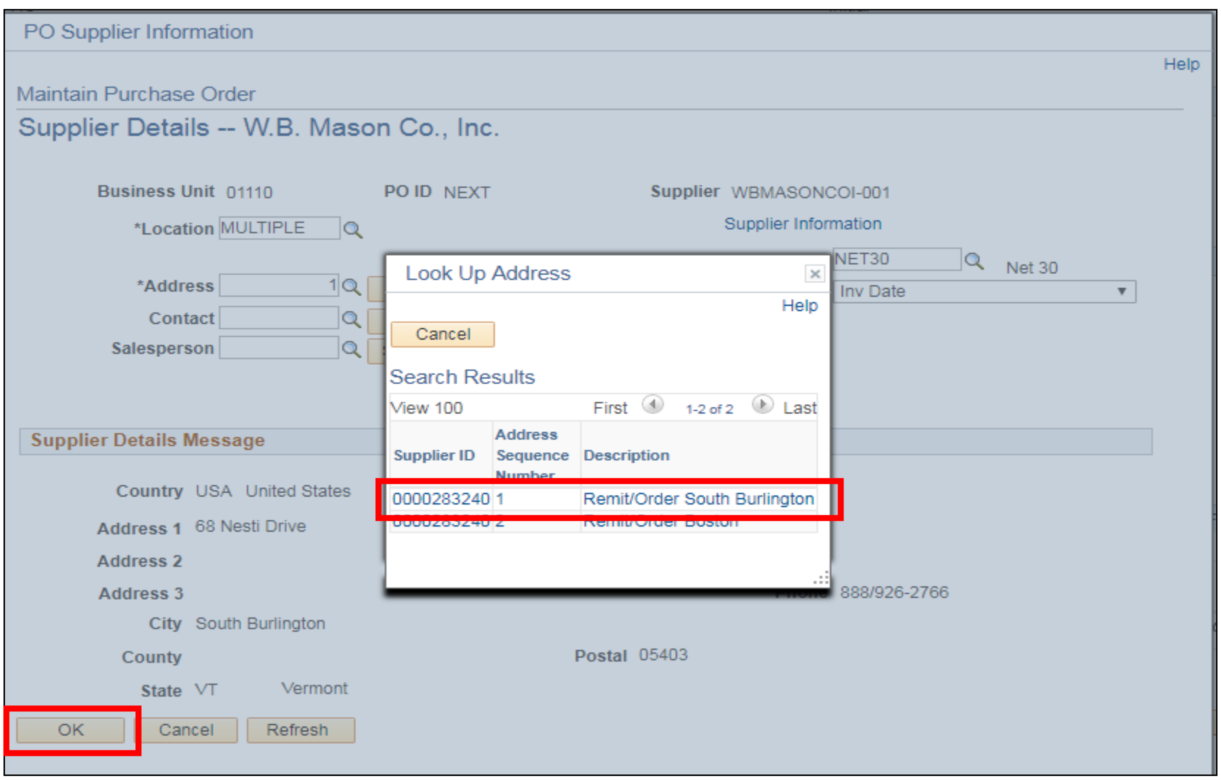


3. Click **OK**

In the **Header** section of the **Maintain Purchase Order** page:

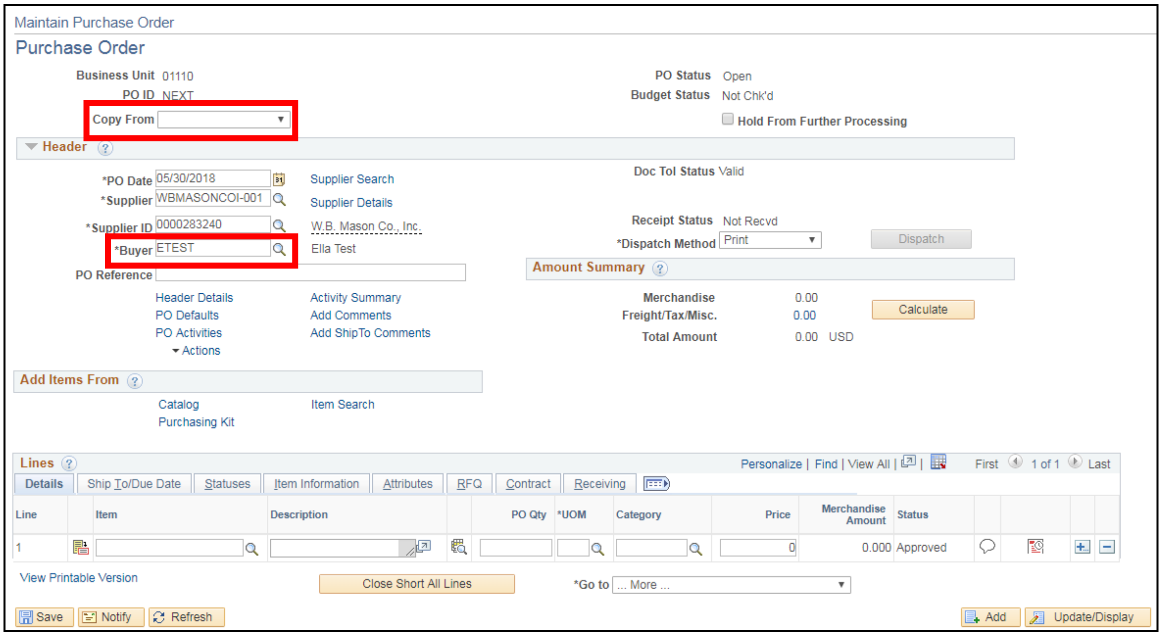


4. Enter the **Supplier ID or** open a new window and use the Supplier pages to look up a Supplier ID
5. Click on the **Supplier Details** link to Verify the Supplier Address with the invoice received



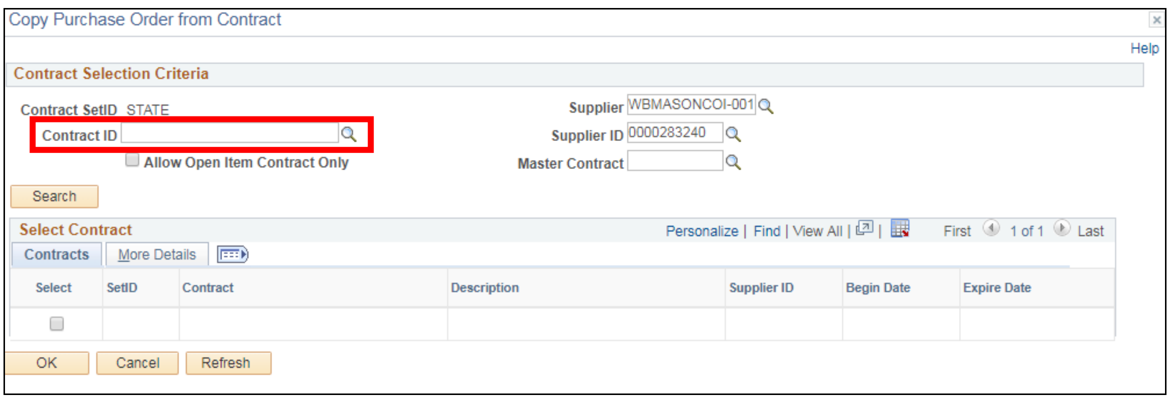
6. Select the **Supplier Remit to Address** that matches the invoice received
7. Click **OK**

You are returned to the **Maintain Purchase Order** page:

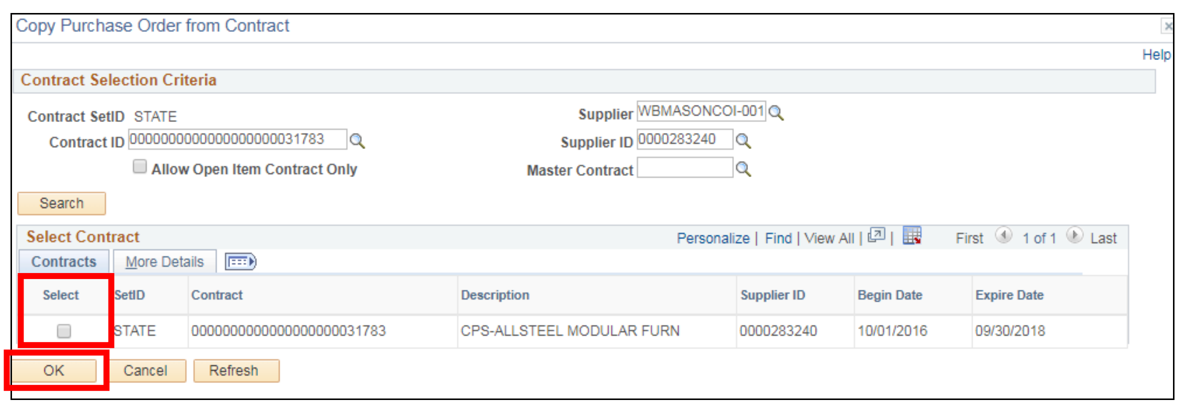


8. Enter the **Buyer**
9. Click on the **Copy From** drop-down menu and select **Contract**

The **Copy Purchase Order from Contract** page displays:

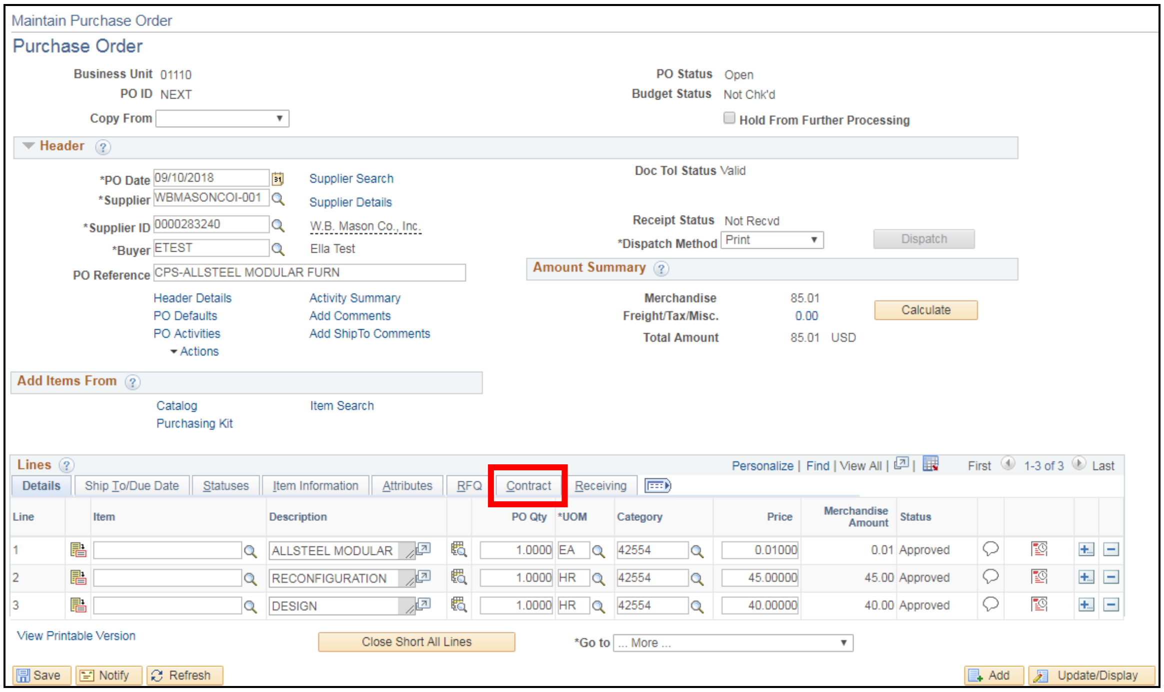


10. Enter the **Contract ID** or use the **Magnifying Glass** to find one
11. Click **Search**



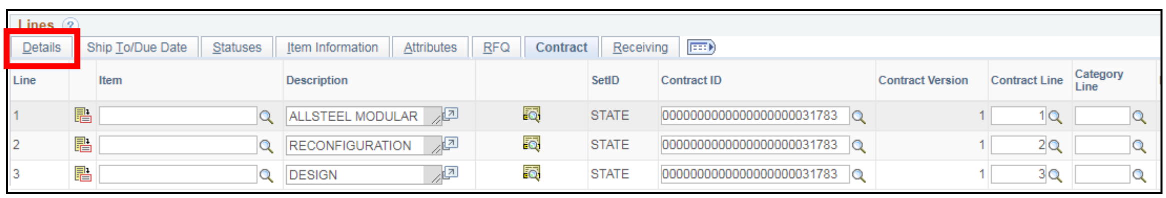
12. Click on the **Select** box
13. Click **OK**

The **Maintain Purchase Order** page displays:



14. Click on the **Contract** tab

The **Contract ID** and **Contract** line(s) display:



Remember, the contract must be in **Approved** status to be available for use.

15. Click the **Details** tab and continue entering the PO information as you normally would

Note: If you expect to post multiple vouchers against the PO, please follow steps 49 through 52 in the [Enter a PO Against a Contract exercise](#).

Follow specific controls in place in your department for approval and budget checking.

A PO must be dispatched in order to be used in a voucher. The Dispatch process runs daily in overnight batch processing or you can manually dispatch PO's. Instructions on how to dispatch PO's manually can be found in the [Purchase Orders 102 manual](#).

Entering a PO against an Expired Contract is Complete

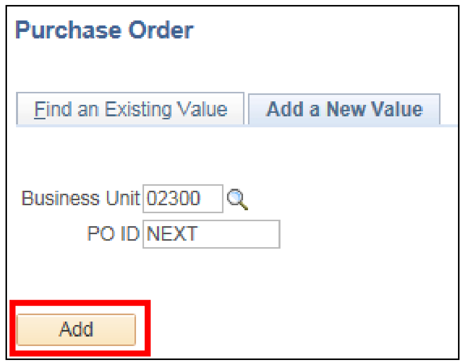
Copy an Existing Purchase Order

Situations when this function is used: A purchase order is entered every month for an order or service that occurs each month. An existing purchase order can be copied into a new purchase order which will save time.

WorkCenter navigation: Purchasing WorkCenter (PO) > Links Pagelet > Purchase Orders > Purchase Order Add/Update

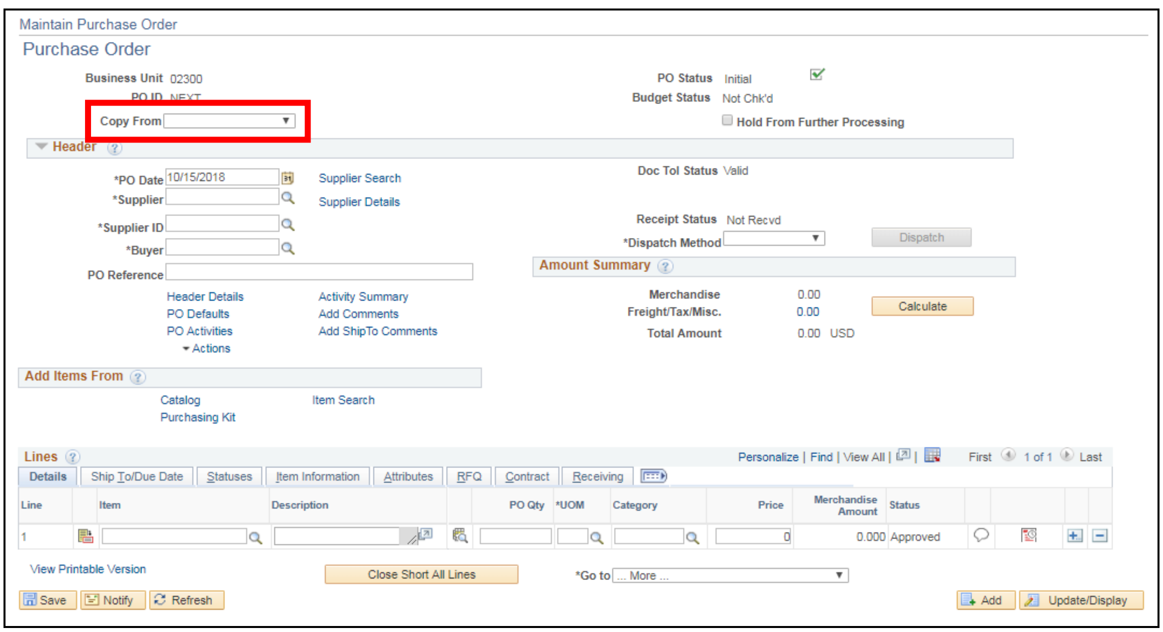
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays:



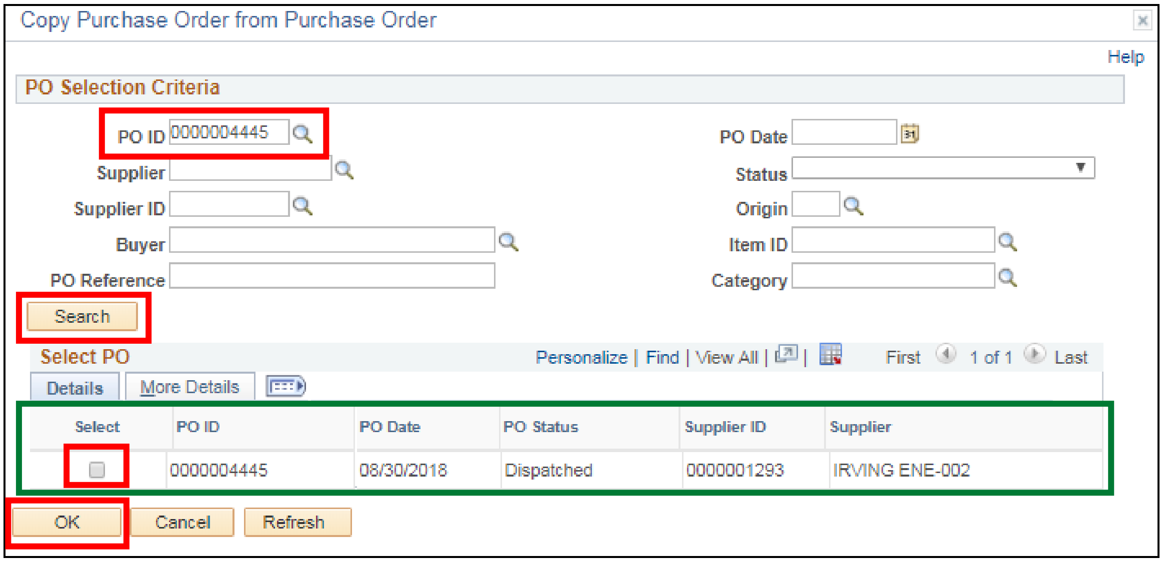
1. Click **Add**

The **Maintain Purchase Order** page displays:



2. Click on the drop-down arrow in the **Copy From** box and choose **Purchase Order**

The **Copy Purchase Order from Purchase Order** page displays:

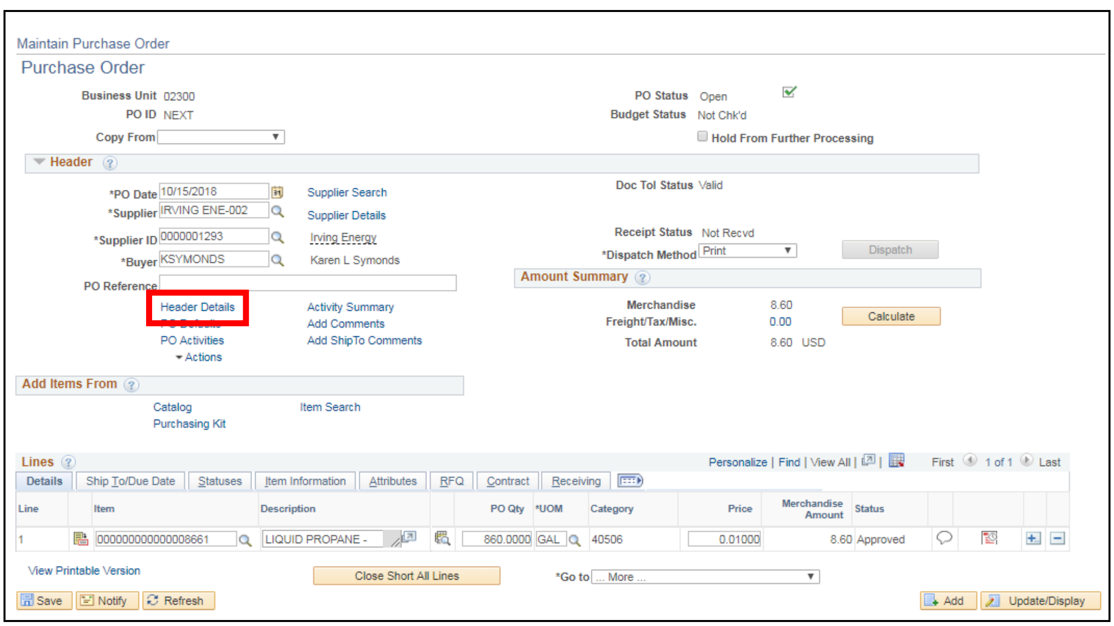


3. Enter the **PO ID** you wish to copy from in the PO ID field or click the **Magnifying Glass** to select from a list of values
4. Click **Search**

The **PO Details** populate.

5. Click the **Select** box to the left of the **PO ID**
6. Click **OK**

You are returned to the **Maintain Purchase Order** page:

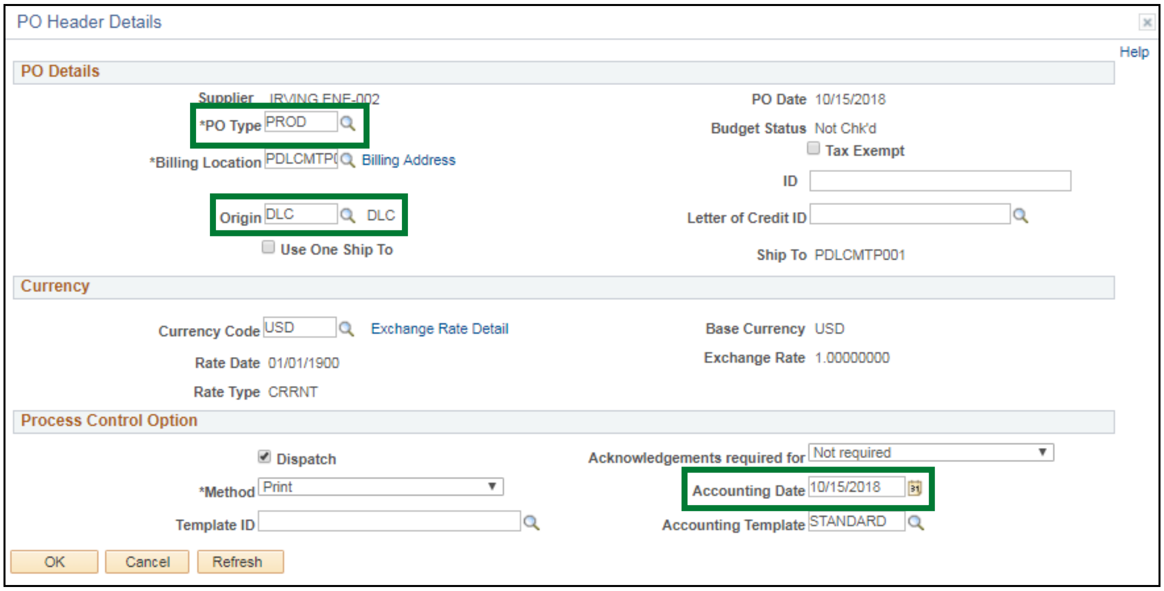


All information from the purchase order that was copied has now populated the new PO fields. Adjustments can be made to the purchase order to reflect any changes needed. PO Date defaults in as current date.

Note: It is recommended that when the VISION Copy functionality is used all data entry fields in the new PO be reviewed for accuracy and appropriateness.

7. Click on the **Header Details** link

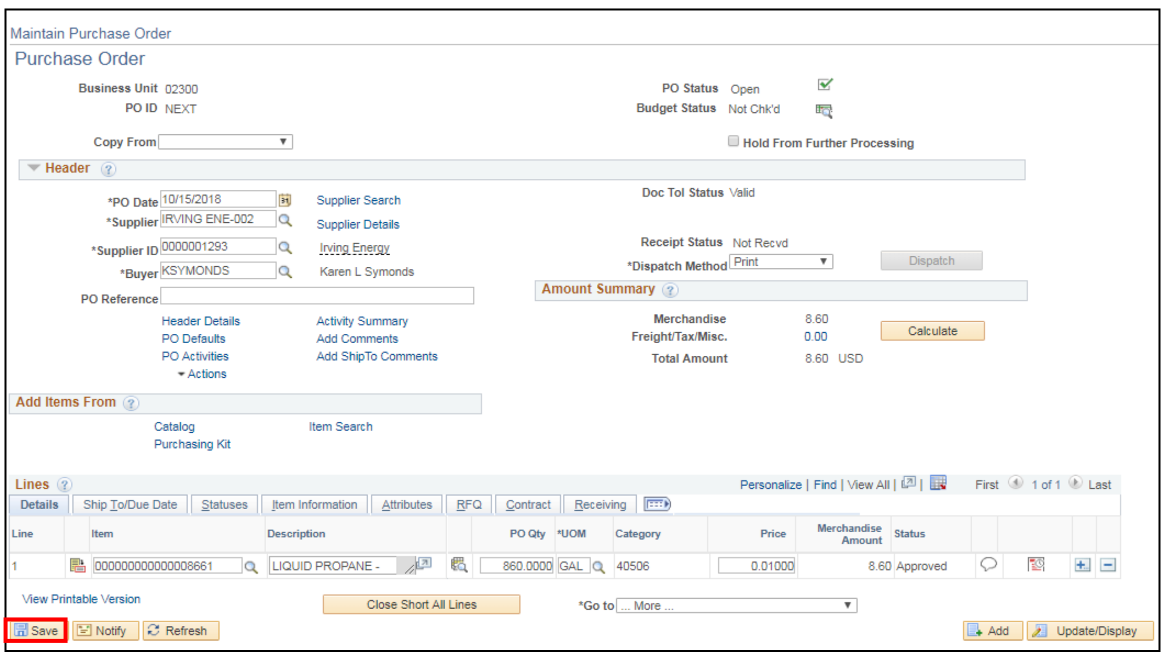
The **PO Header Details** page displays:



PO Type & Origin will populate, Accounting Date should be current date.

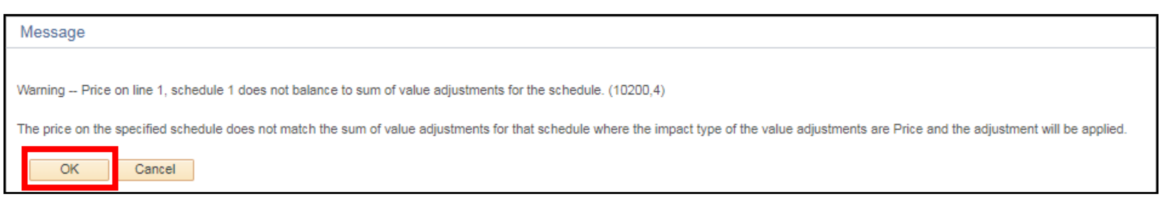
8. Click **OK**

You are returned to the **Maintain Purchase Order** page:



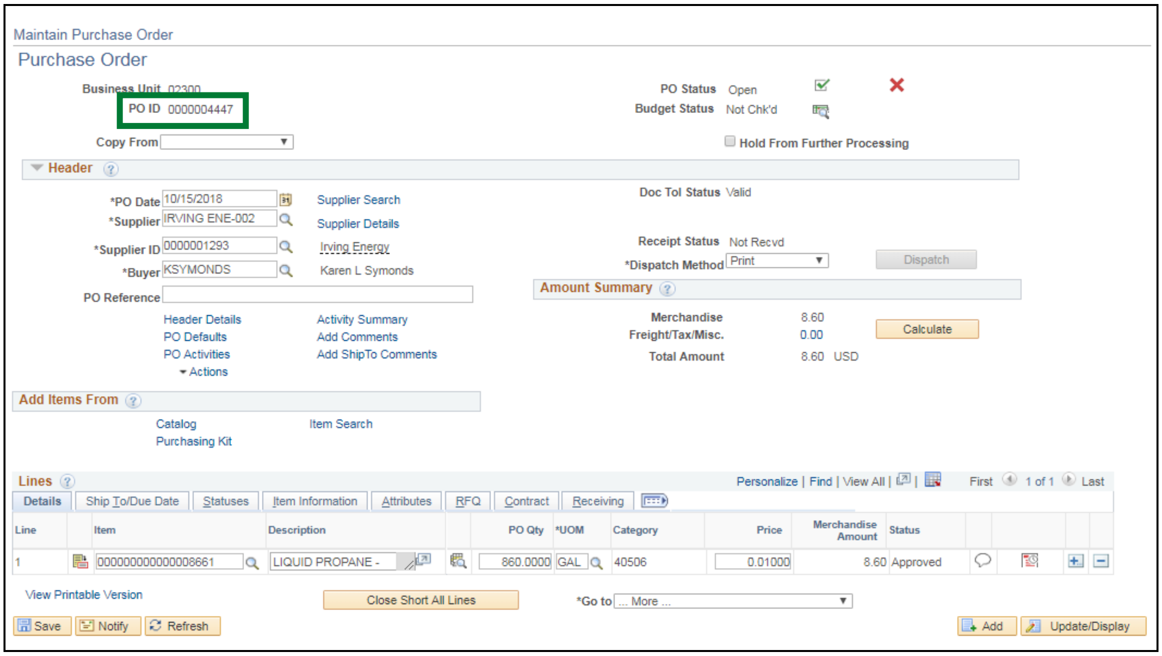
9. Click **Save** once the PO has been reviewed

The following **Message** will open for each line of the PO:



10. Click **OK**

The PO has been saved and a PO ID number assigned:



Note: If you expect to post multiple vouchers against the PO, please follow steps 49 through 52 in the [Enter a PO Against a Contract exercise](#).

Follow specific controls in place in your department for approval and budget checking.

A purchase order must be dispatched to be used in a voucher. The Dispatch process runs daily in overnight batch processing or you can manually dispatch purchase orders. Instructions on how to dispatch purchase orders manually can be found in the [Purchase Orders 102 manual](#).

Copying an Existing Purchase Order is Complete

Copy a Purchase Order from a Contract using every Contract Line

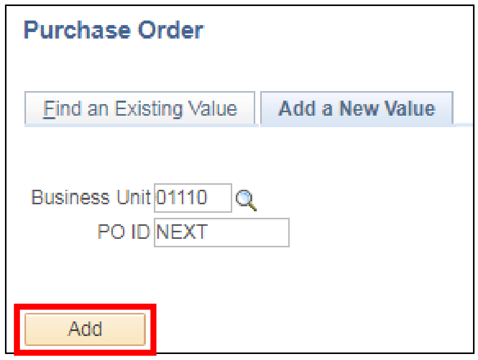
Situations when this function is used: When making payments on contracts for services, products, and construction regardless of dollar amount in accordance with Bulletin 3.5 and VISION Procedure #3.

Note: Purchase Orders must be approved, have a valid budget check, and be dispatched in order to be used in a Voucher.

WorkCenter navigation: Purchasing WorkCenter > Links Pagelet > Purchase Orders > Purchase Order Add/Update

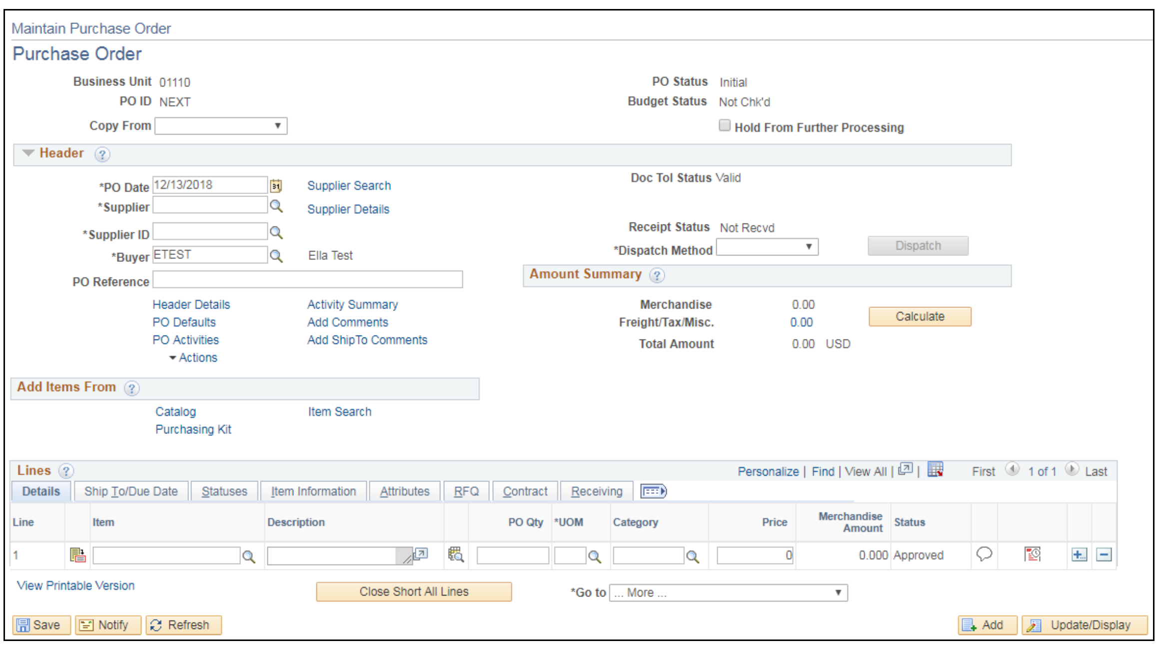
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays:



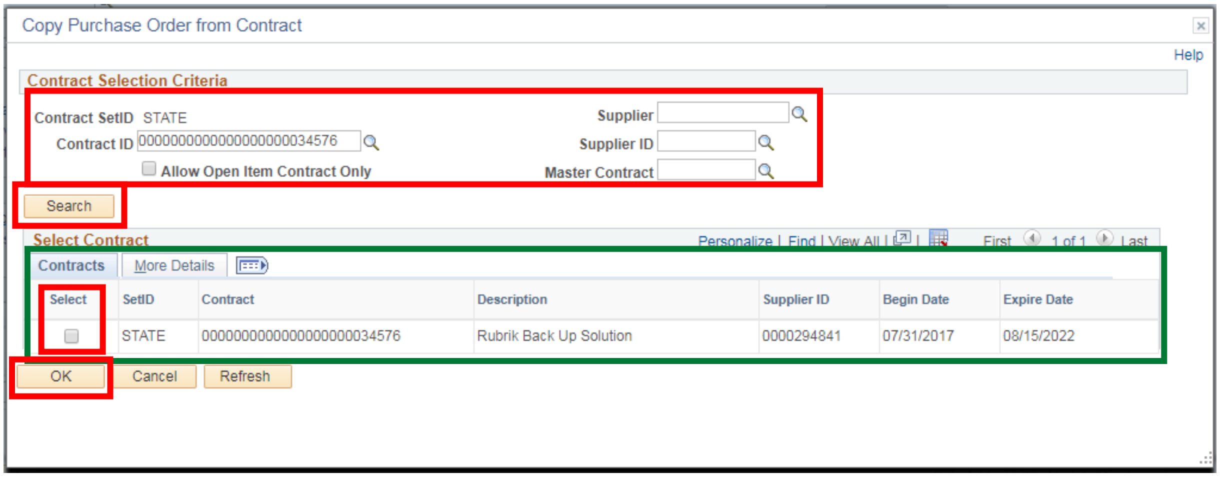
1. Click **Add**

The **Maintain Purchase Order** page displays:



2. Click on the drop-down arrow in the **Copy From** field and select **Contract**

The **Copy Purchase Order from Contract** page displays:

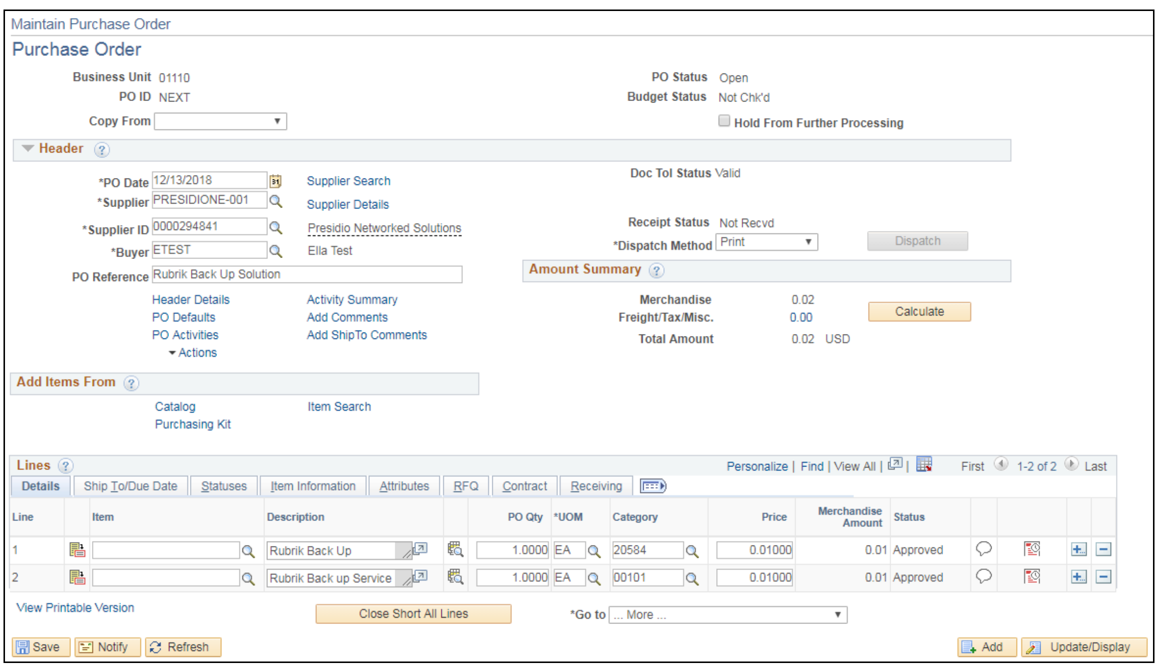


3. Enter your Contract Selection Criteria (Contract ID or Supplier ID)
4. Click **Search**

The **Contract** information populates.

5. Click the checkbox under **Select** on the left side of the page
6. Click **OK** to have contract quantity and amount from the contract default into the purchase order or click **Cancel** to enter a line quantity and amount on the purchase order

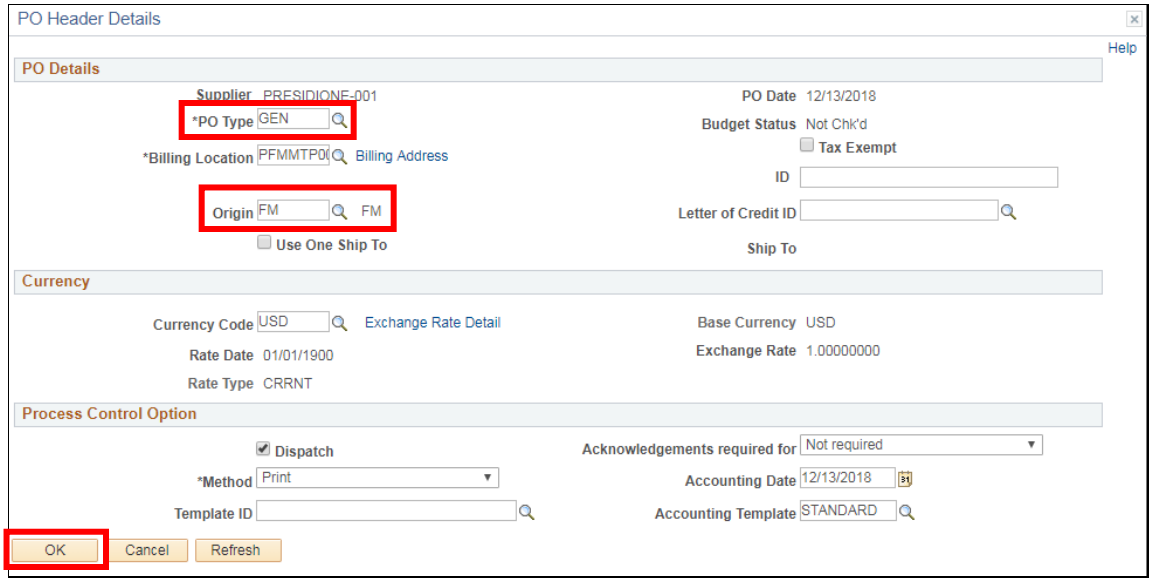
You are returned to the **Maintain Purchase Order** page:



Supplier ID and line information defaulted in from the contract.

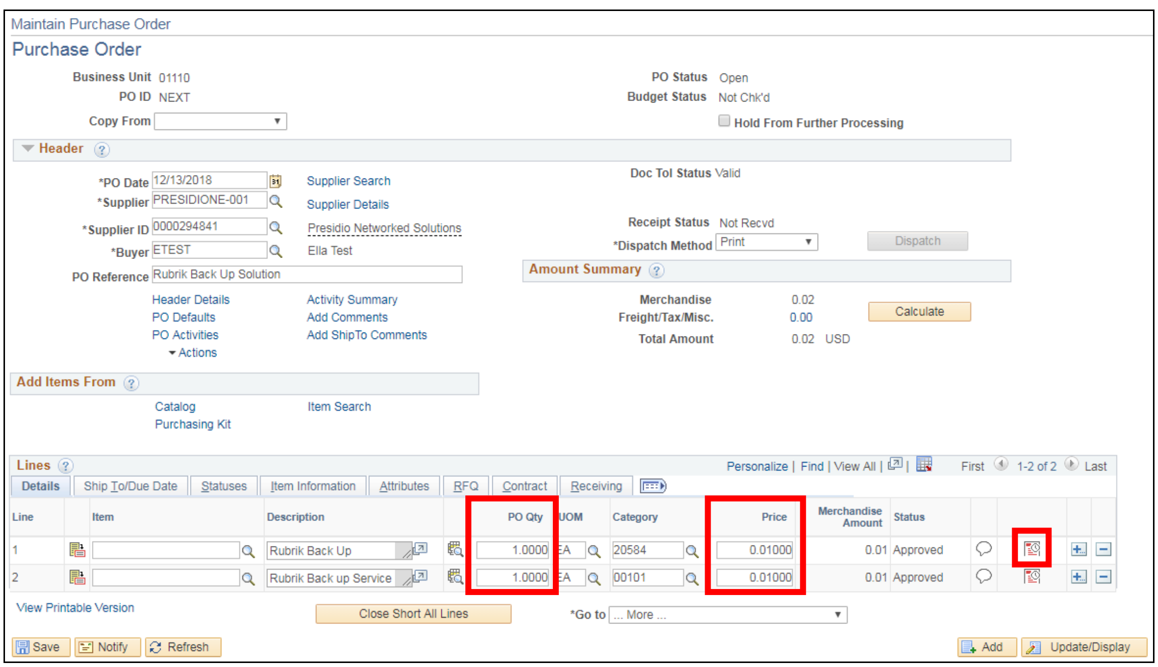
7. Click on the **Header Details** link

The **PO Header Details** page displays:



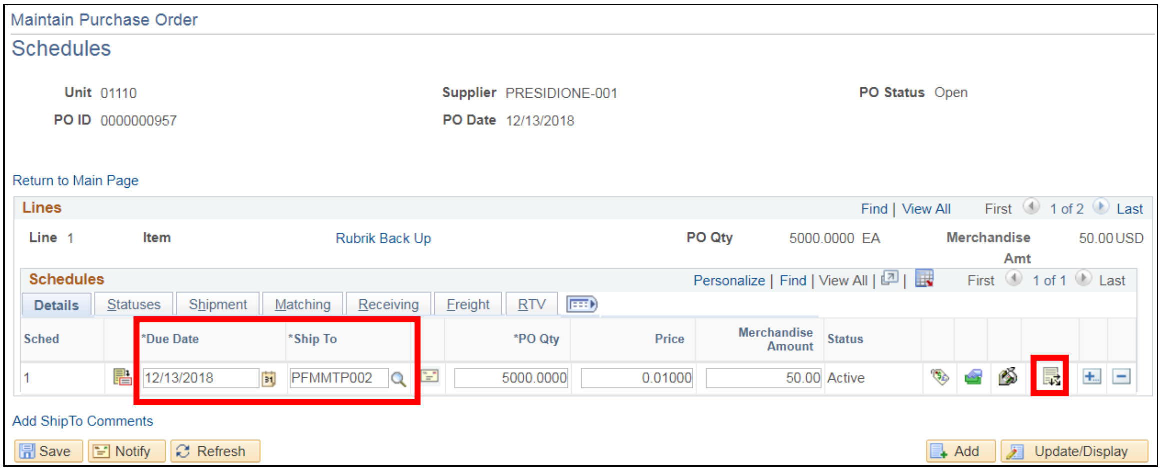
8. Enter the **PO Type** by clicking on the **Magnifying Glass**
9. Enter the **Origin** by clicking on the **Magnifying Glass**
10. Click **OK**

You are returned to the **Maintain Purchase Order** page:



11. Adjust the PO Qty and Price fields as appropriate to your situation and in compliance with contract terms.
12. Click on the **Schedule** icon

The **Schedules** page displays:

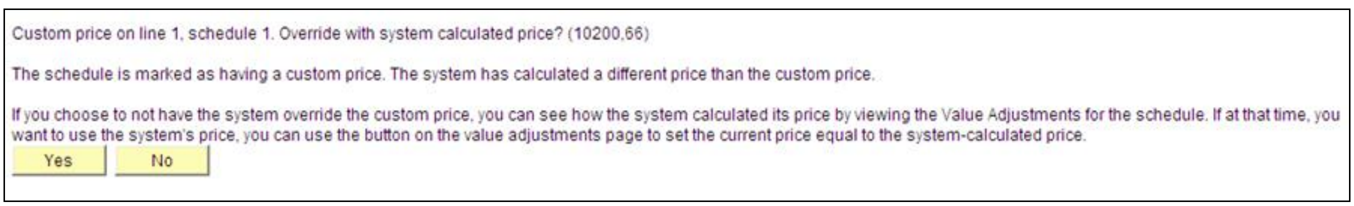


13. Update the **Due Date** field as necessary

14. Enter a **Ship To** location

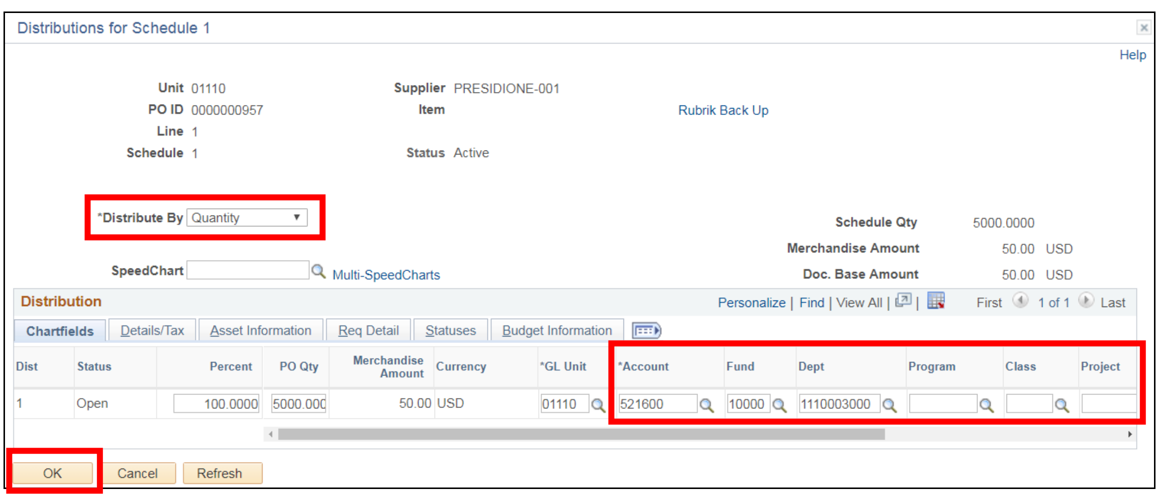
15. Click on the **Chartfields/Distributions** icon

The following **Message** <u>may</u> appear:



16. Click **No** if you've already updated the PO Qty & Price

The **Distributions for Schedule 1** page displays:

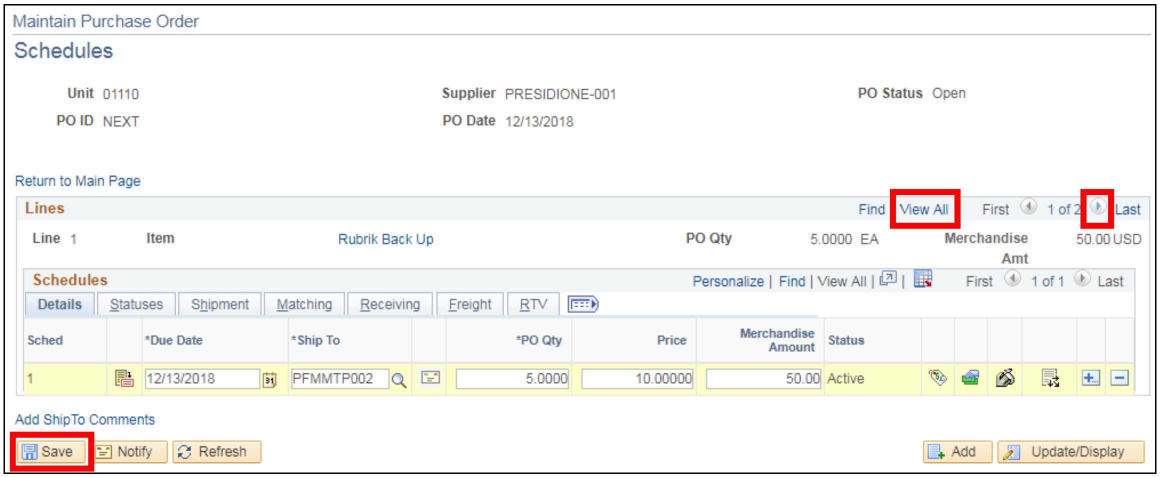


17. In the Distribute by field **Quantity** defaults in. You can change this to **Amount** by clicking on the down arrow. If Quantity is selected, each distribution line is distributed by quantity. If Amount is selected each distribution line is distributed by amount

18. Enter Chartfield information

19. Click **OK**

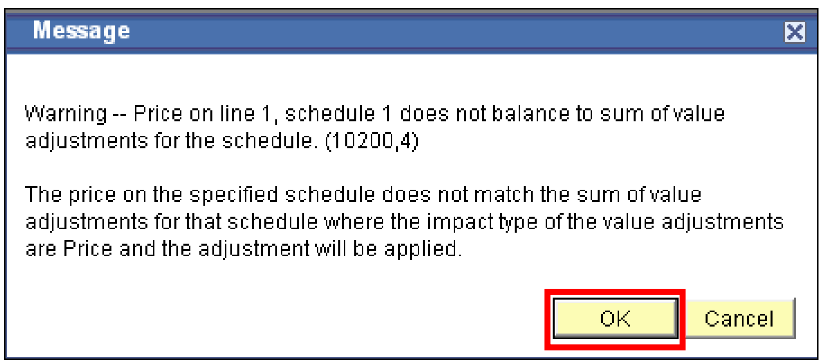
The **Schedules** page displays:



If there are more rows, click the **View All** link to see all schedules or click the **next arrow** to see only the next schedule for updating. Once you have updated all schedules and distributions

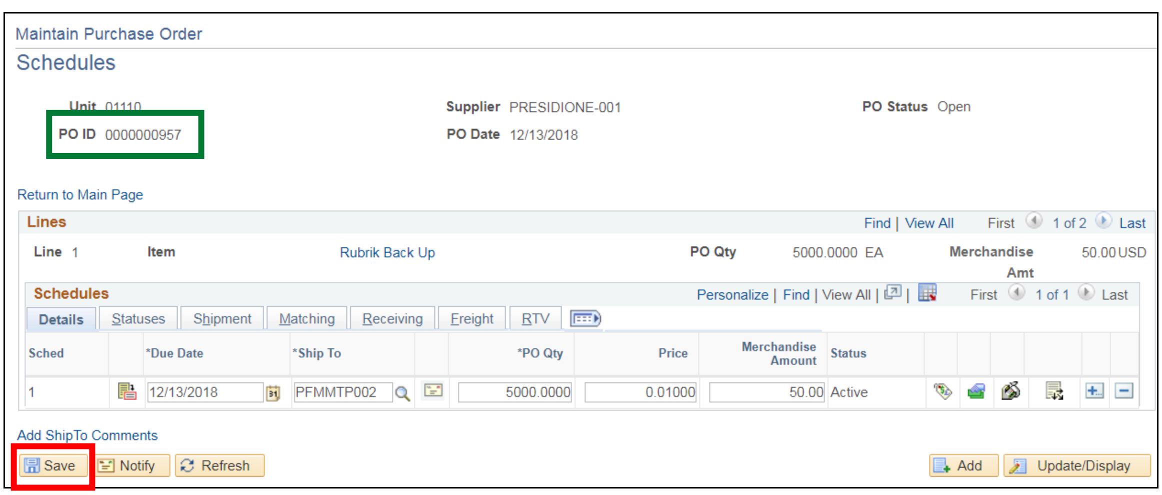
20. Click **Save**

The following **Message** <u>may</u> appear for each line of the PO:



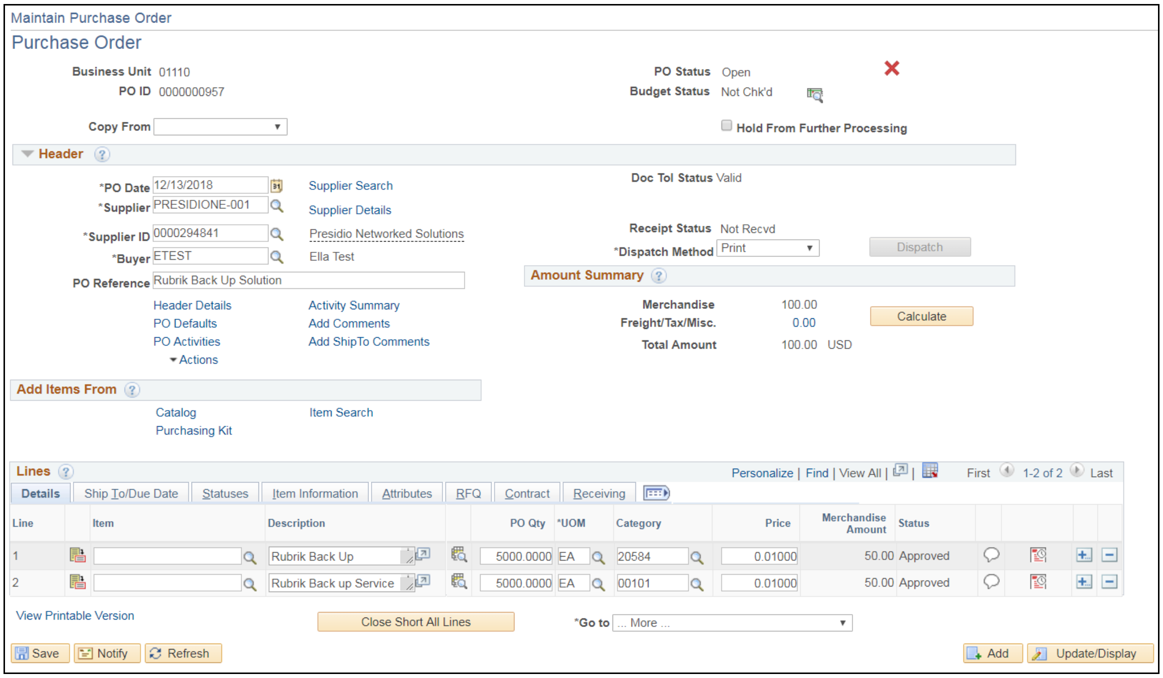
21. Click **OK**

The PO has been saved and assigned a PO ID number:



22. Click on the **Return to Main Page** link

The **Maintain Purchase Order** page displays:



Note: If you expect to post multiple vouchers against the PO, please follow steps 49 through 52 in the Enter a PO Against a Contract exercise.

Follow specific controls in place in your department for approval and budget checking.

A purchase order must be dispatched in order to be used in a voucher. The Dispatch process runs daily in overnight batch processing or you can manually dispatch purchase orders. Instructions on how to dispatch purchase orders manually can be found in the Purchase Orders 102 manual.

Copying a Purchase Order from a Contract is Complete

Enter an Express Purchase Order

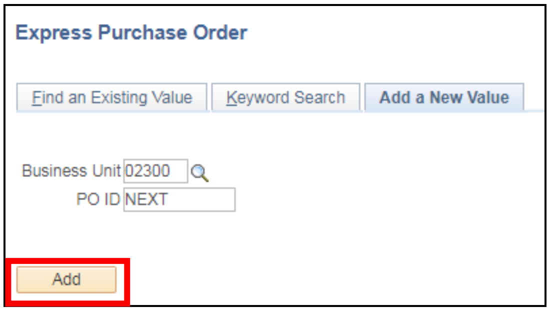
Situations when this function is used: The entry of an express purchase order is simplified and therefore faster to enter than a regular PO. It may be used if a vendor is requiring a purchase order before you can place an order.

Note: An Express Purchase Order cannot be used in a PO Voucher and does not draw down on a contract.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Express Purchase Orders

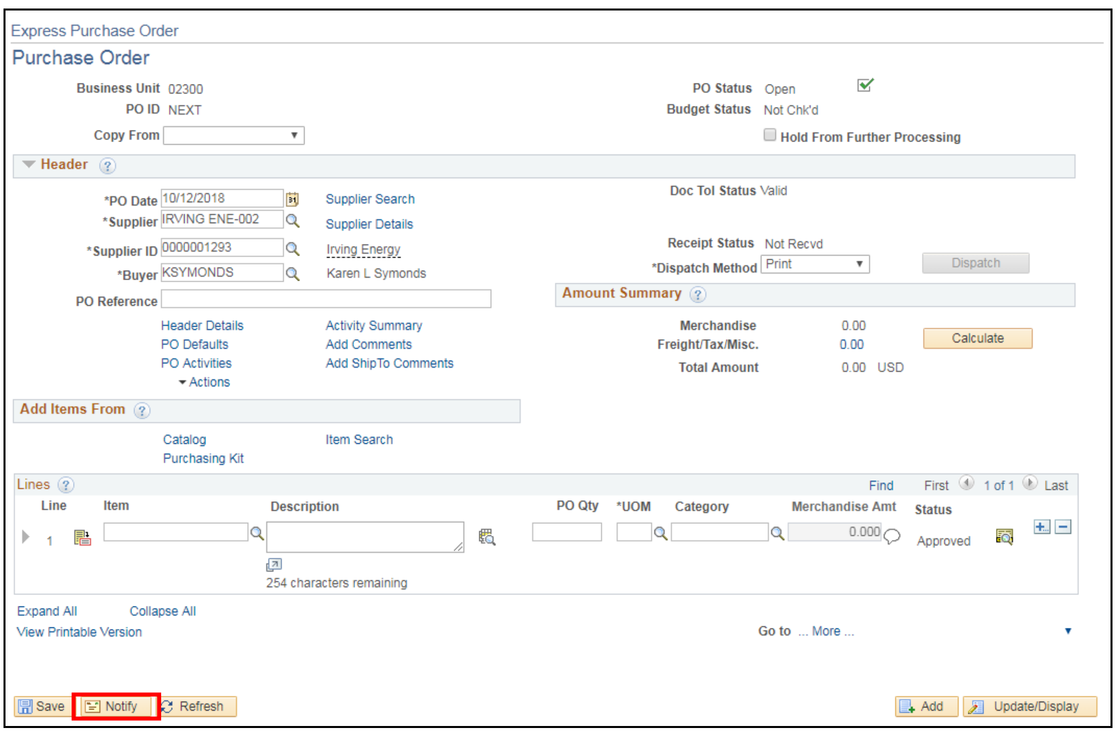
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update Express POs

The **Express Purchase Order** page displays:



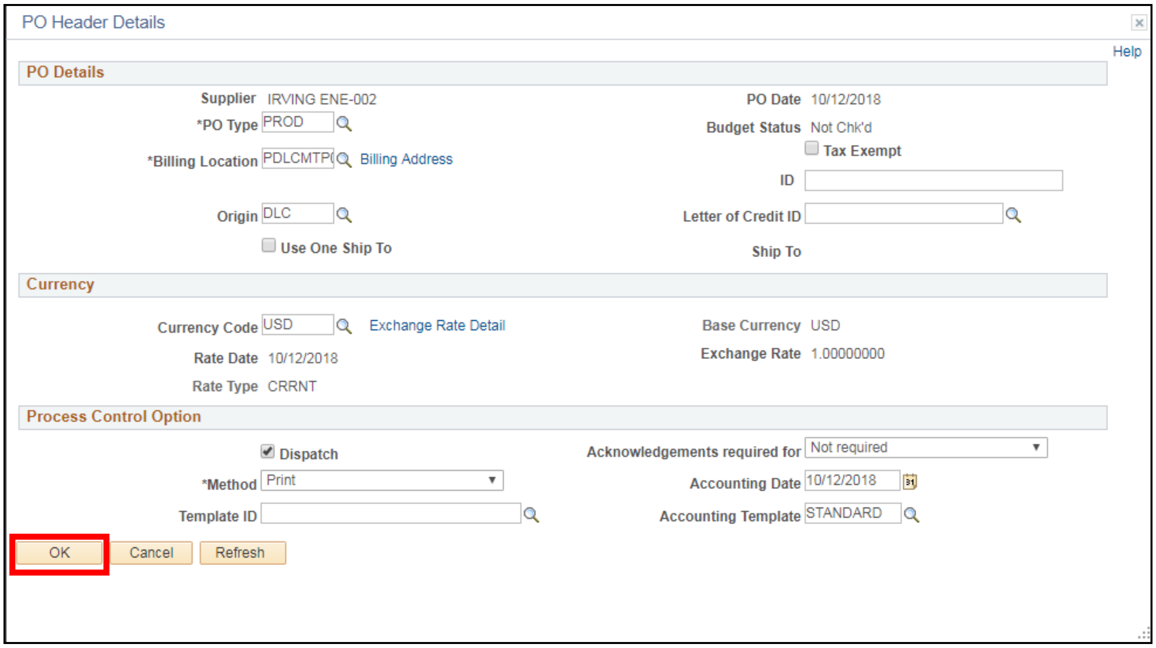
1. **Business Unit -** Accept default or enter a valid Business Unit
2. **PO ID -** Leave as **NEXT**
3. Click **Add**

The **Express Purchase Order** page displays:



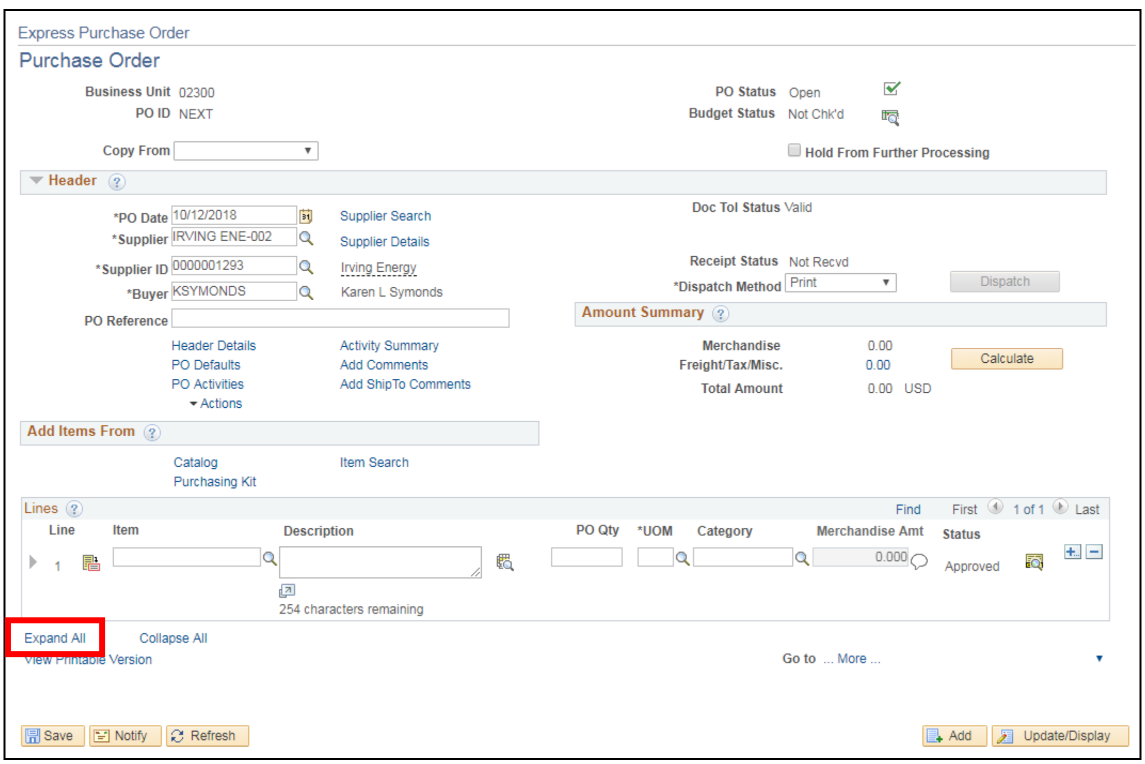
4. **Supplier ID -** Enter the **Supplier ID** (be sure to include the leading zeros)
5. **Buyer -** Enter **Buyer ID**
6. Click **Refresh**
7. Click on the **Header Details** link

The **PO Header Details** page displays:



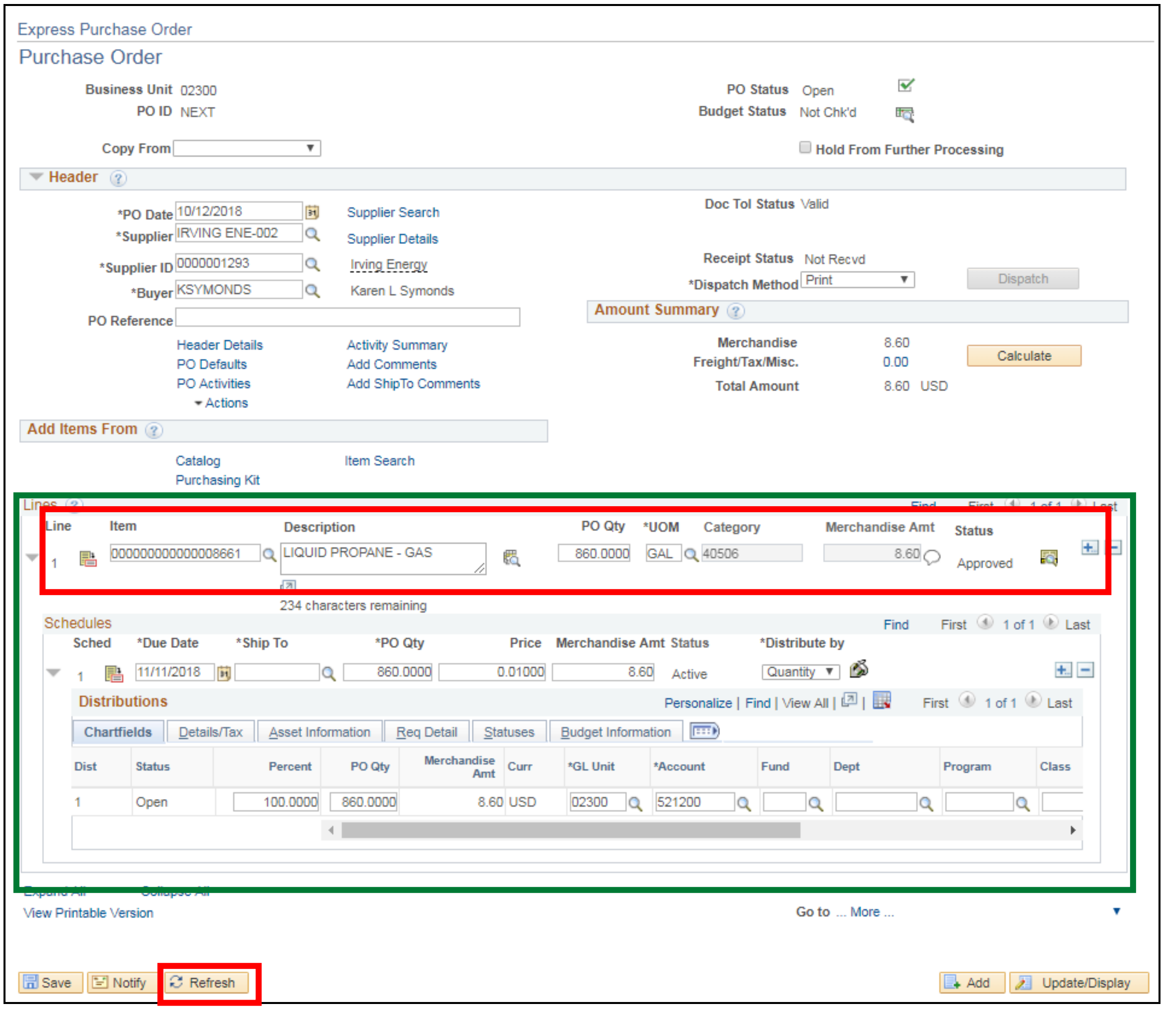
8. Enter the **PO Type** by clicking on the **Magnifying Glass**
9. Enter the **Origin** by clicking on the **Magnifying Glass**
10. Click **OK**

The **Express Purchase Order** page displays:



11. Click on the **Expand All** link

The **Schedule** & **Distribution** sections are expanded so that you can see them along with the PO Line information:

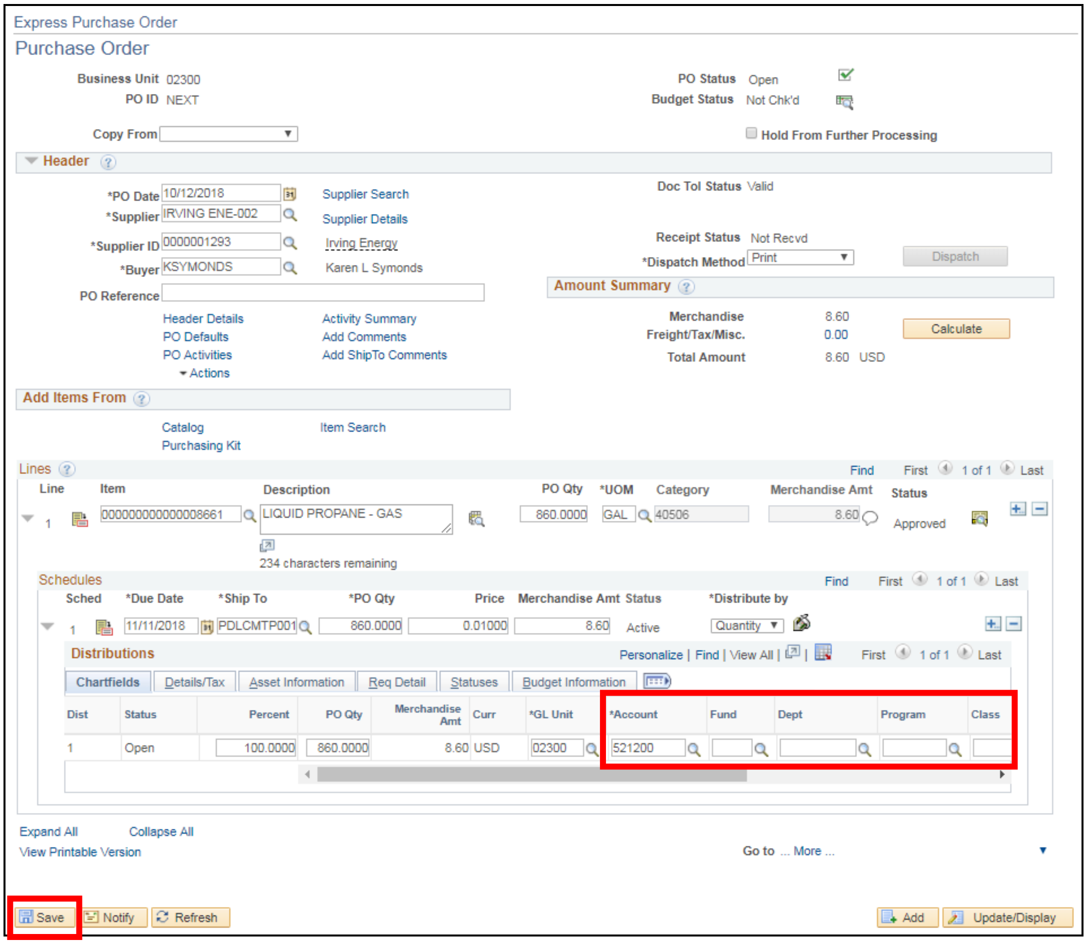


12. Enter the **PO Line** information (Item# - if applicable, Description, PO Qty, UOM, and Category)
13. Click **Refresh**

The **Due Date** defaults in as 30 days from the current date. **Account** number defaults in based on Category.

14. Enter the **Ship To** location and **Price**, **Distribute By** defaults to **Quantity** you can change this to **Amount** by clicking on the down arrow. If Quantity is selected, each distribution line is distributed by quantity. If Amount is selected each distribution line is distributed by amount.
15. Click **Refresh**

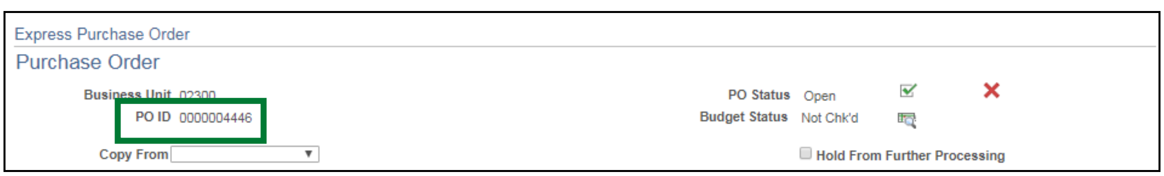
Amount populates in both the lines and schedule page:



16. Enter all appropriate **Chartfield** information

17. Click **Save**

The PO has been saved and assigned a PO ID number:



Note: If you expect to post multiple vouchers against the PO, please follow steps 49 through 52 in the [Enter a PO Against a Contract exercise](#).

Follow specific controls in place in your department for approval and budget checking.

A purchase order must be dispatched to be used in a voucher. The Dispatch process runs daily in overnight batch processing or you can manually dispatch purchase orders. Instructions on how to dispatch purchase orders manually can be found in the [Purchase Orders 102 manual](#).

Entering an Express Purchase Order is Complete

Create a Change Order for a PO

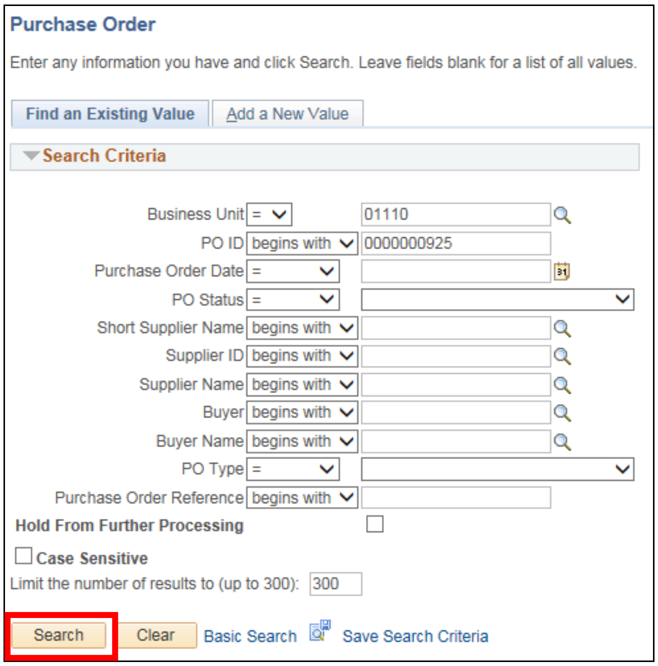
Situations when this function is used: To make any changes to the line information on a purchase order.

Note: If the PO is not in a Dispatched status the change order icon will not be available. It is recommended that the line, schedule, and distribution pages always be reviewed after making any changes to a PO.

WorkCenter Navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

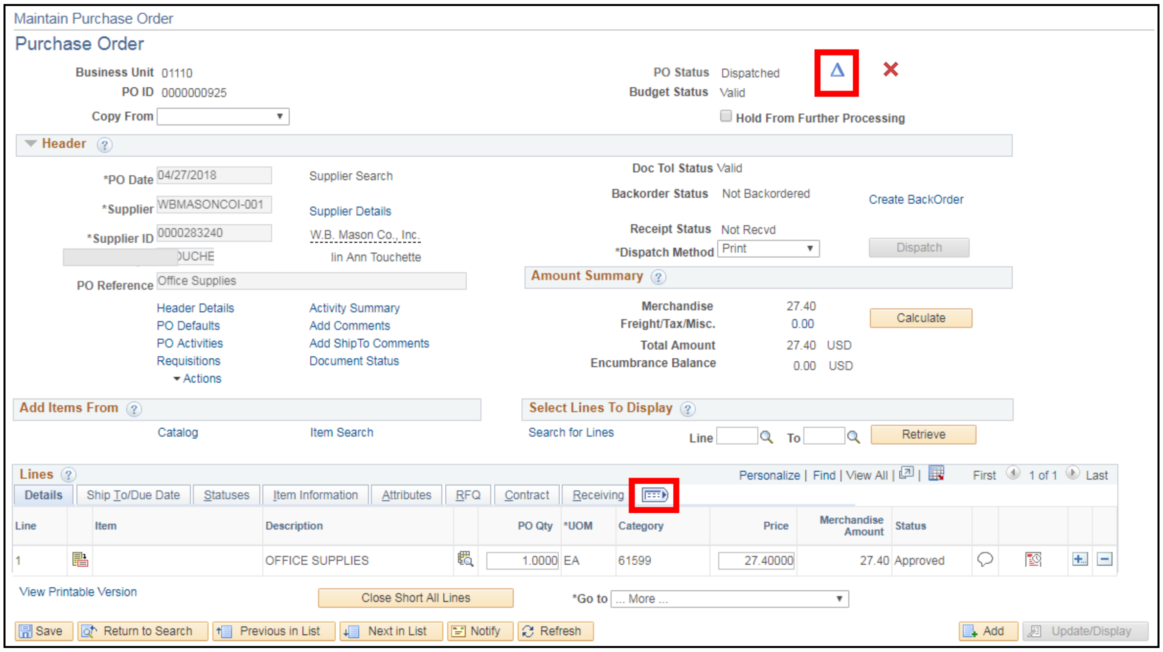
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab



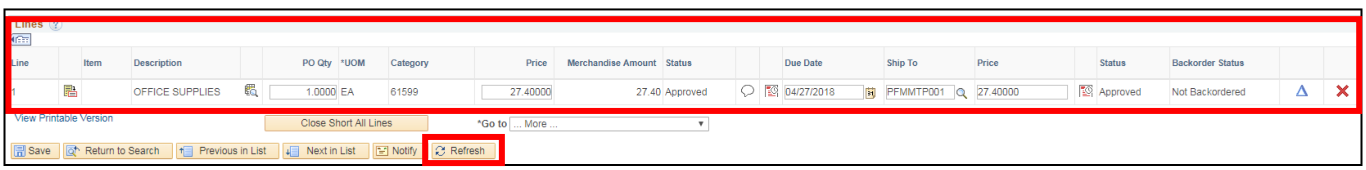
1. **Business Unit -** Accept default or enter a valid BU
2. **PO ID -** Enter the PO ID # - be sure to include the leading zero's
3. Click **Search**

The **Maintain Purchase Order** page displays:



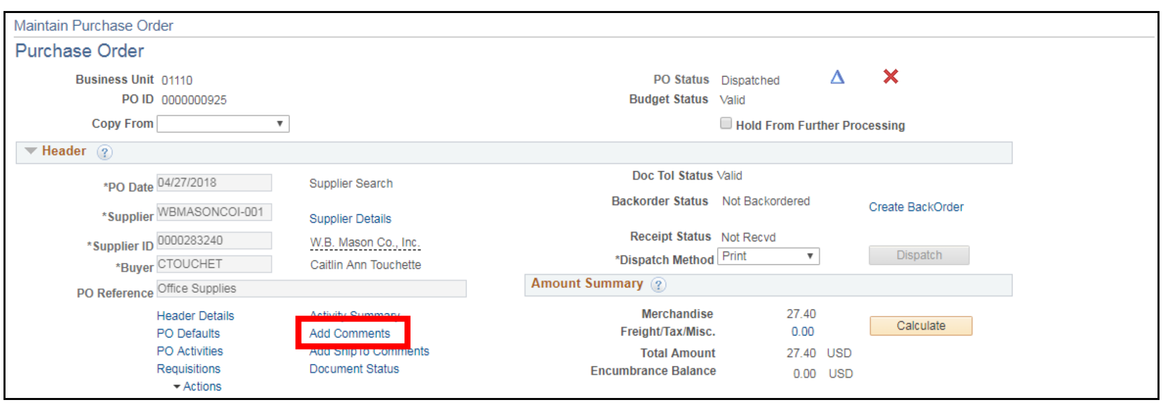
4. Click on the **Change Order** icon. This will allow changes to be made on all PO lines.

Note: When you use the Expand icon in the Lines section of the page, you will see more change order icons. These icon(s) can be used in place of the one at the top of the Maintain Purchase Order page. Using the one under Lines will only allow you to adjust Line 1 of a PO. If the PO has several lines this would have to be done for each line.



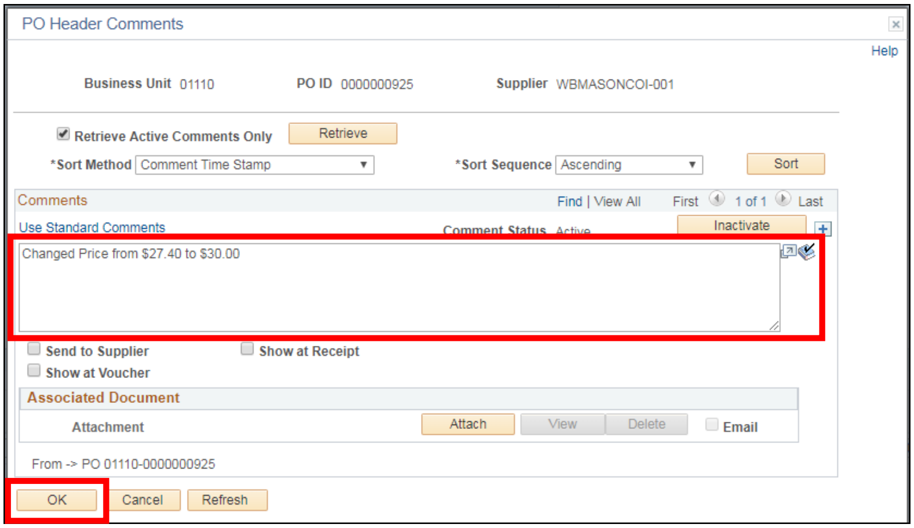
5. Make the necessary changes

6. Click **Refresh**



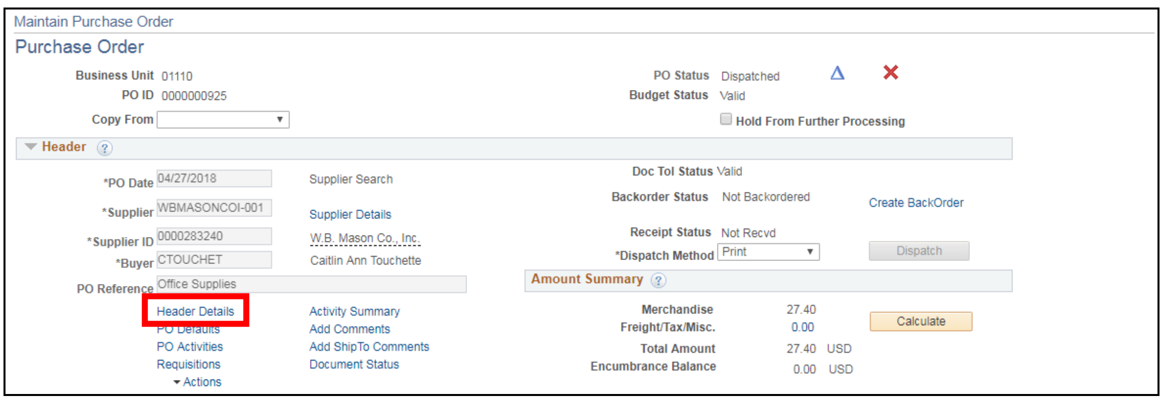
7. Click on the **Add Comments** link

The **PO Header Comments** page displays:

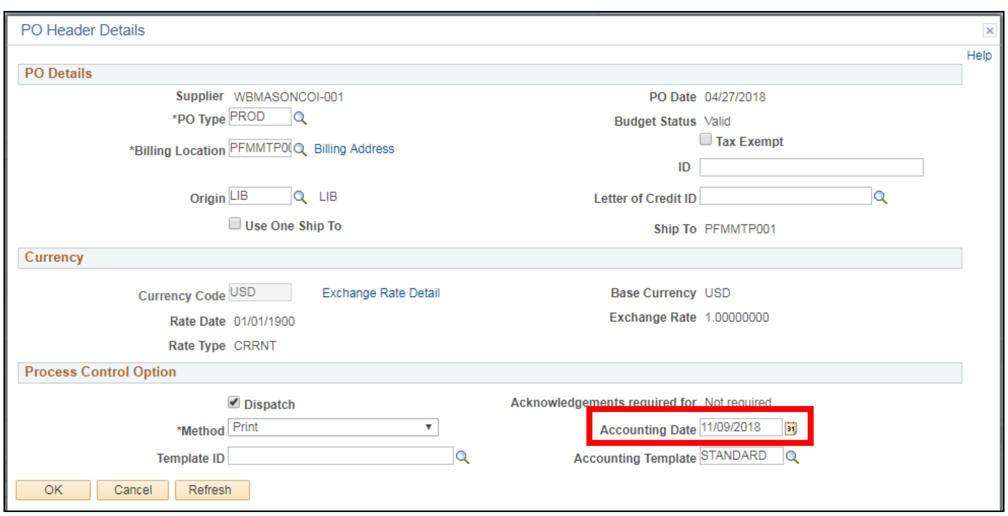


8. Enter comments referencing which change order number it was, what was changed, the date the change was made, and who completed the change order
9. Click **OK**

You are returned to the **Maintain Purchase Order** page:

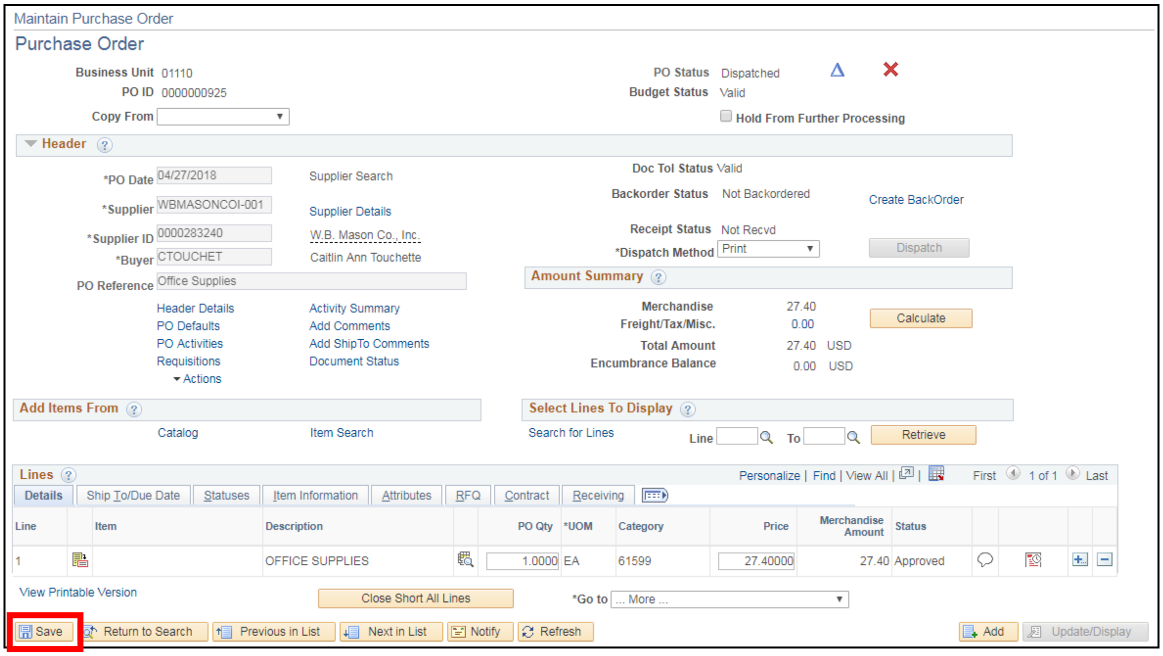


10. Click on the **Header Details** link



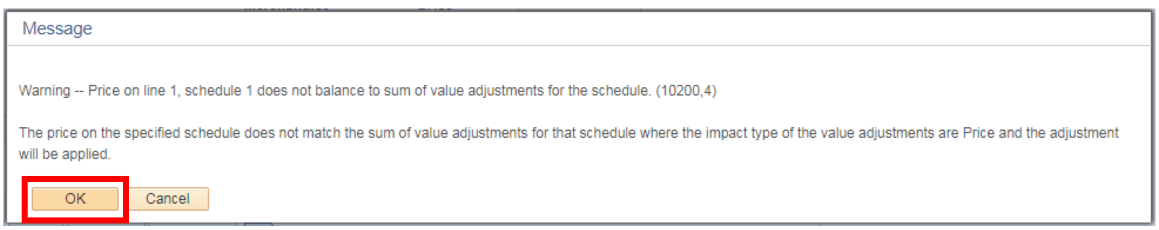
11. Change the **Accounting Date** field to the current date
12. Click **OK**

You are returned to the **Maintain Purchase Order** page:



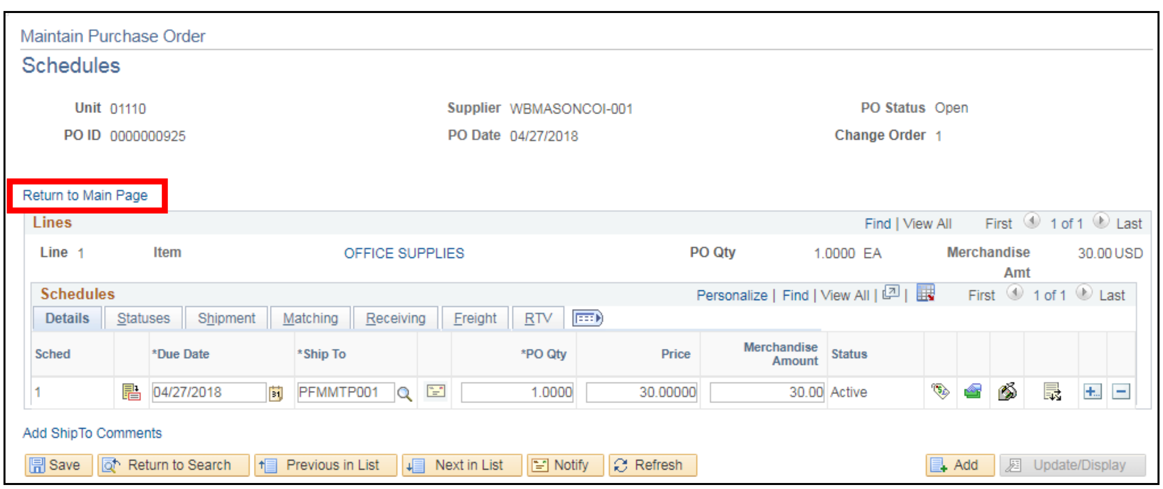
13. Click **Save** once all changes have been completed

The following **Message** *may* open: –



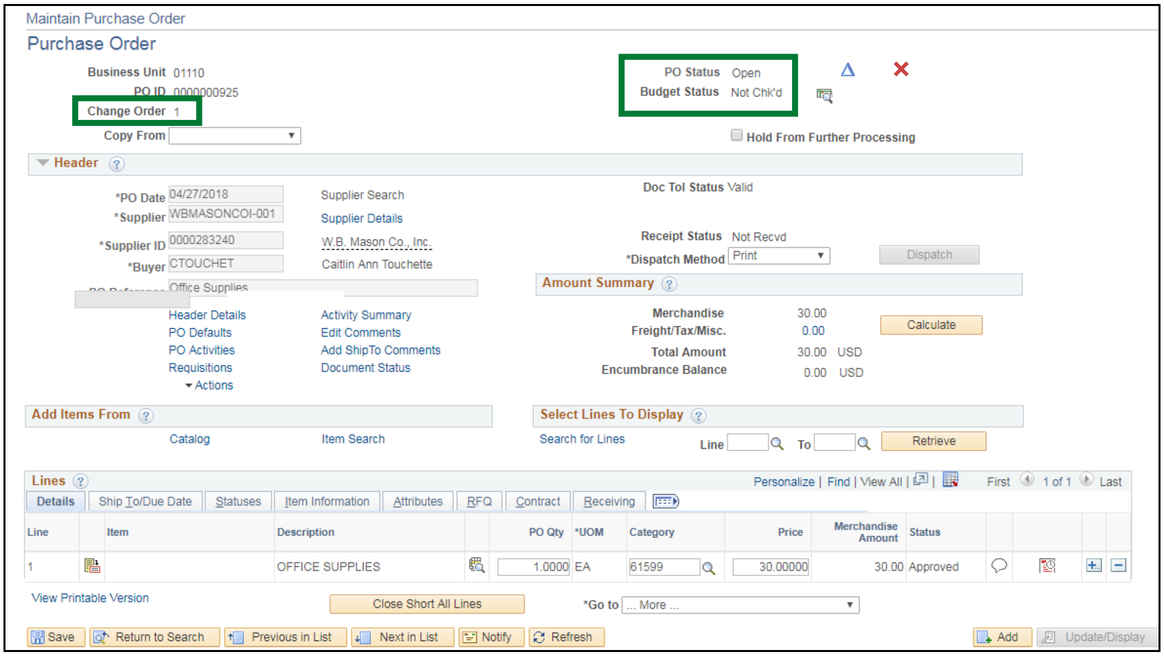
14. Click **OK**

The **Schedules** page will display with applicable changes to the PO:



15. Click on the **Return to Main Page** link

The **Maintain Purchase Order** page displays:



The **Change Order** field is now 1, the **PO Status** changed to Open, and the **Budget Status** is Not Chk'd.

Follow specific controls in place in your department for approval and budget checking.

A purchase order must be dispatched in order to be used in a voucher. The Dispatch process runs daily in overnight batch processing or you can manually dispatch purchase orders. Instructions on how to dispatch purchase orders manually can be found in the Purchase Orders 102 manual.

Creating a Change Order to a PO Line is Complete

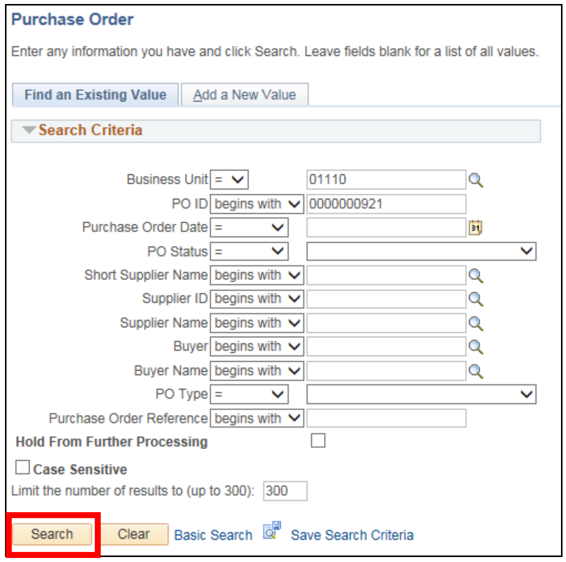
Create a Change to a PO - Schedule

Situations when this function is used: To make any changes to the Purchase Order Schedule area.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

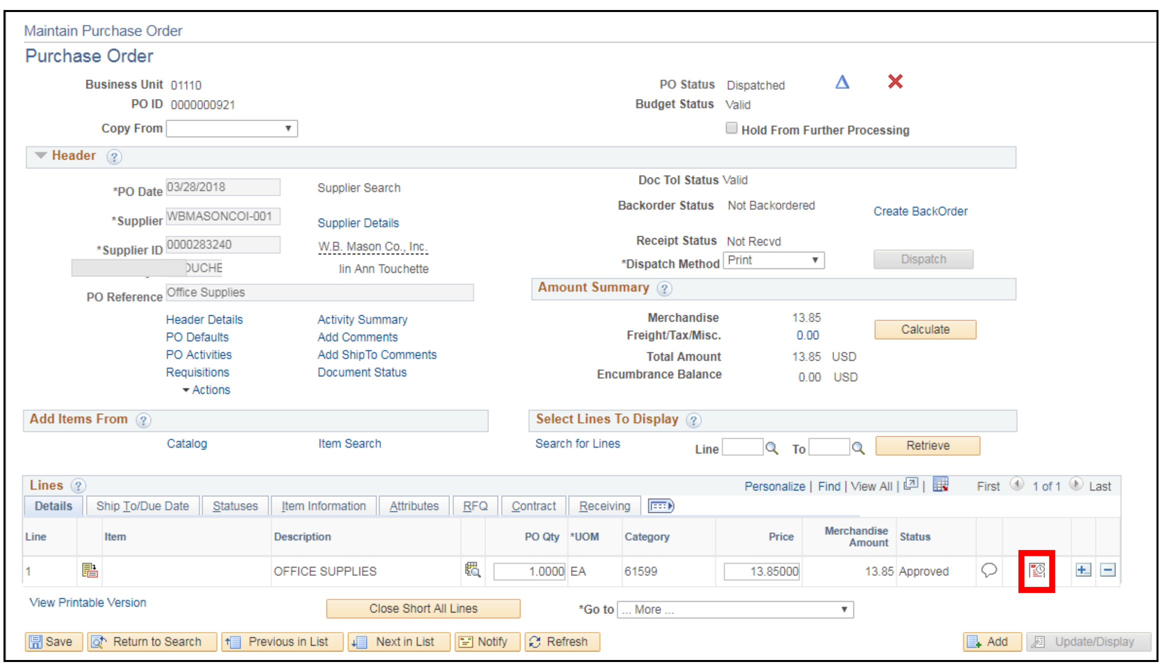
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:



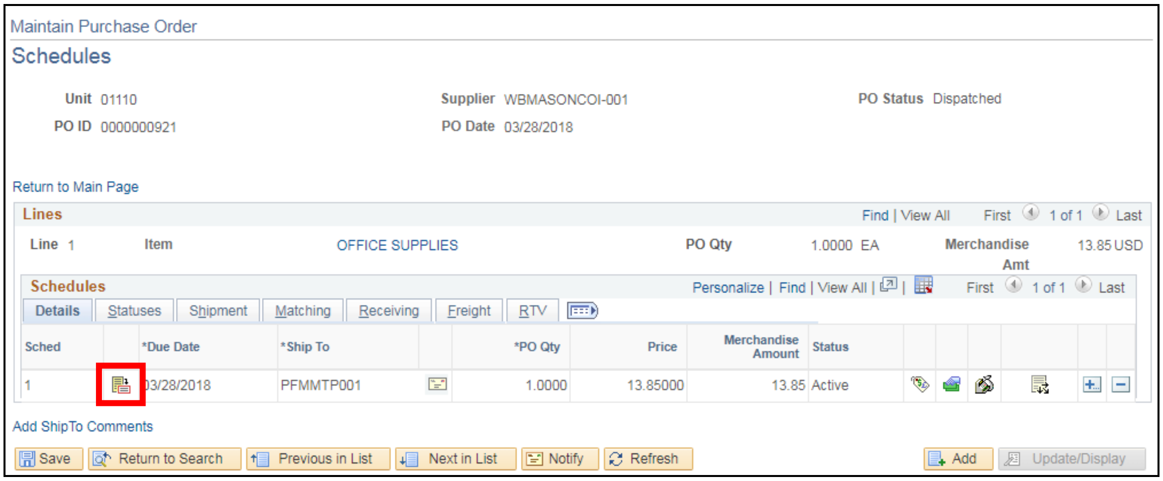
1. **Business Unit -** Accept default or enter a valid BU
2. **PO ID -** Enter a PO ID number
3. Click **Search**

The **Maintain Purchase Order** page displays:



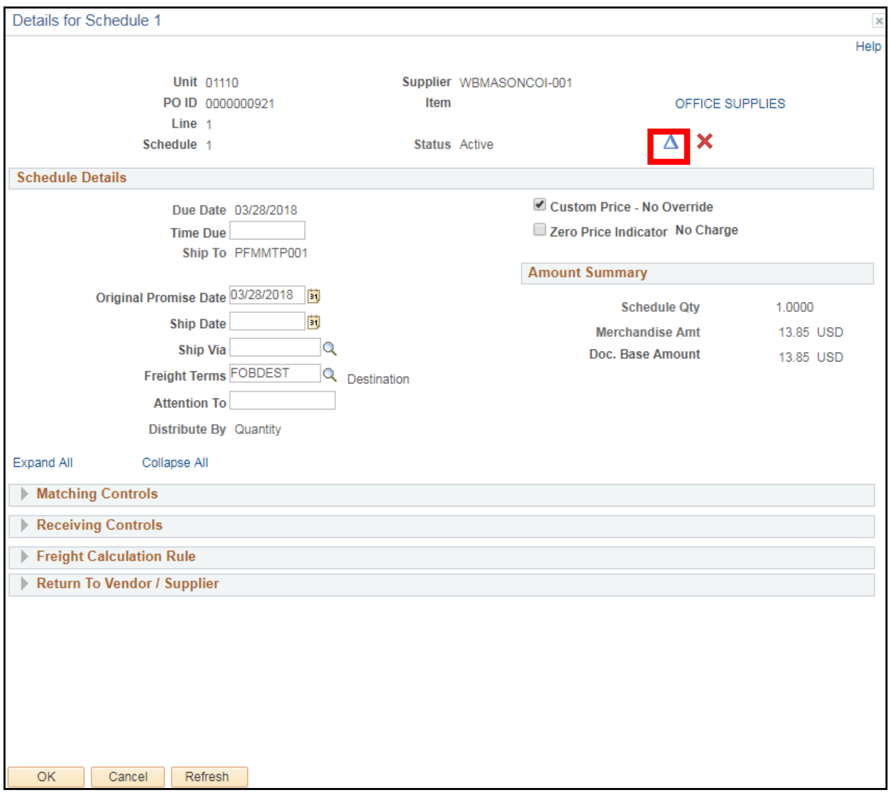
4. Click on the **Schedule** icon

The **Schedules** page displays:



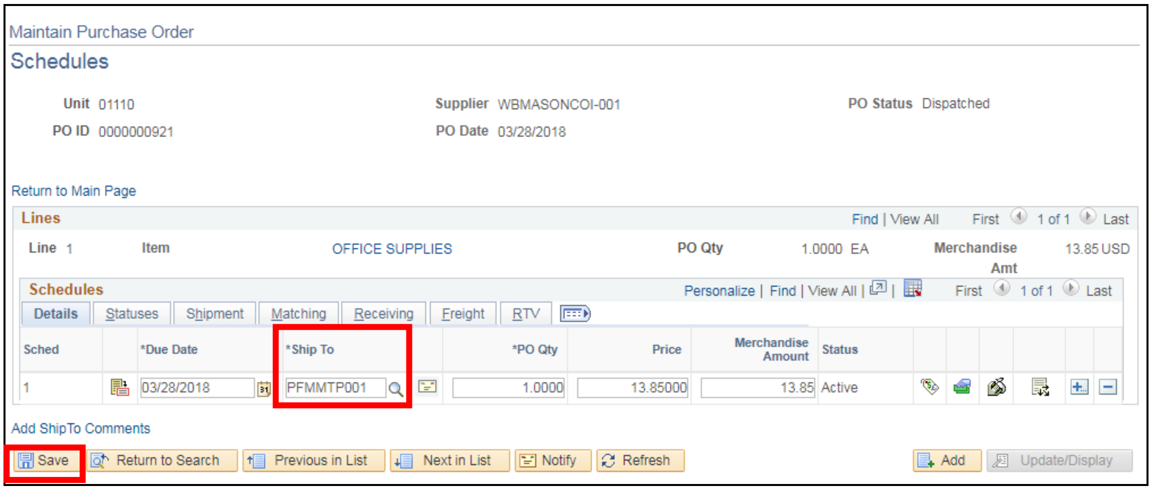
5. Click on the **Schedule Details** icon

The **Details for Schedule 1** page displays:



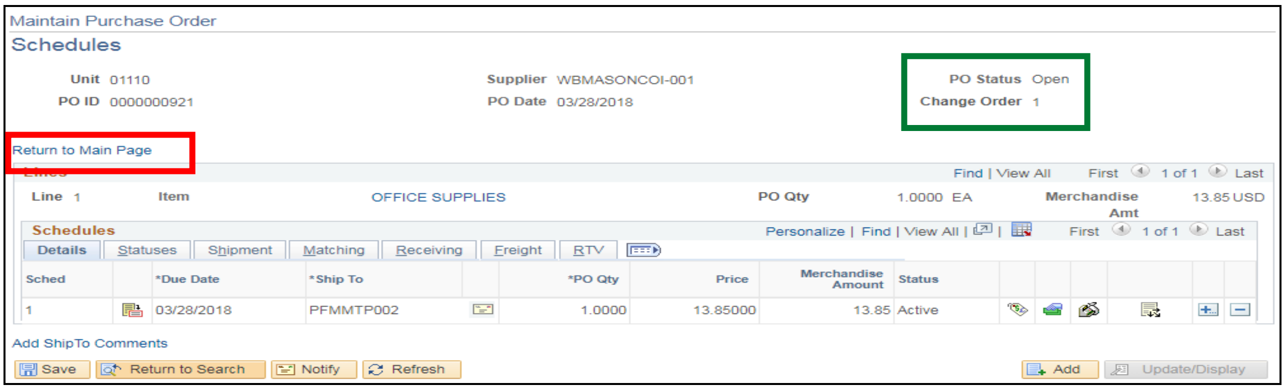
6. Click on the **Create Schedule Change** icon

Data fields are now open, you can make the needed changes – in this example the Ship To location will be changed:



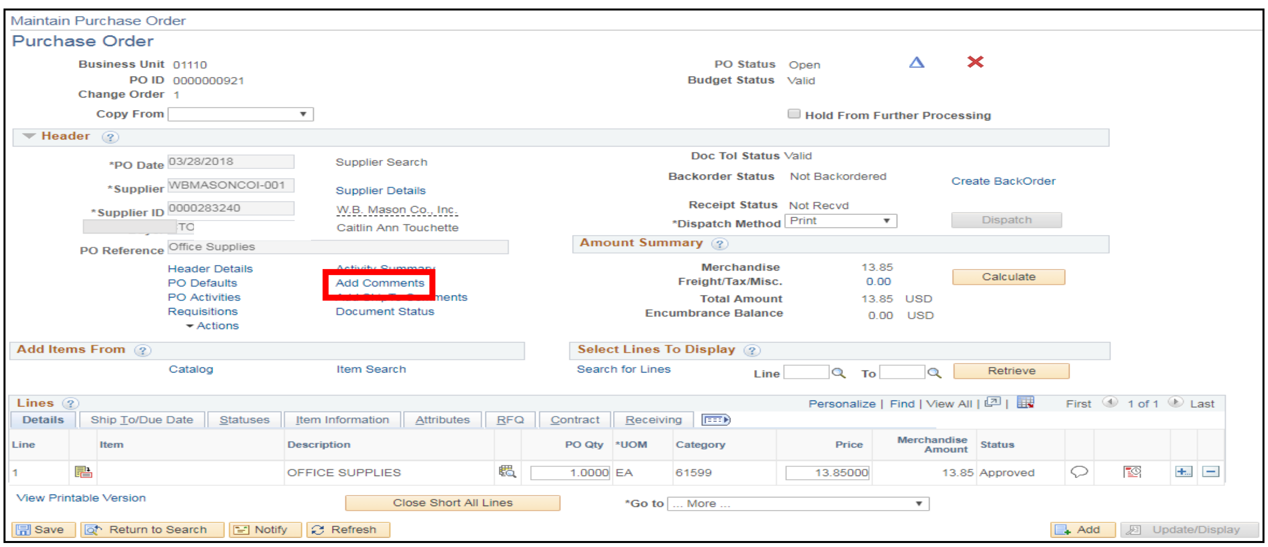
7. Change the **Ship To** location
8. Click **Save**

The **PO Status** has changed to **Open** and the **Change Order** is now **1**:



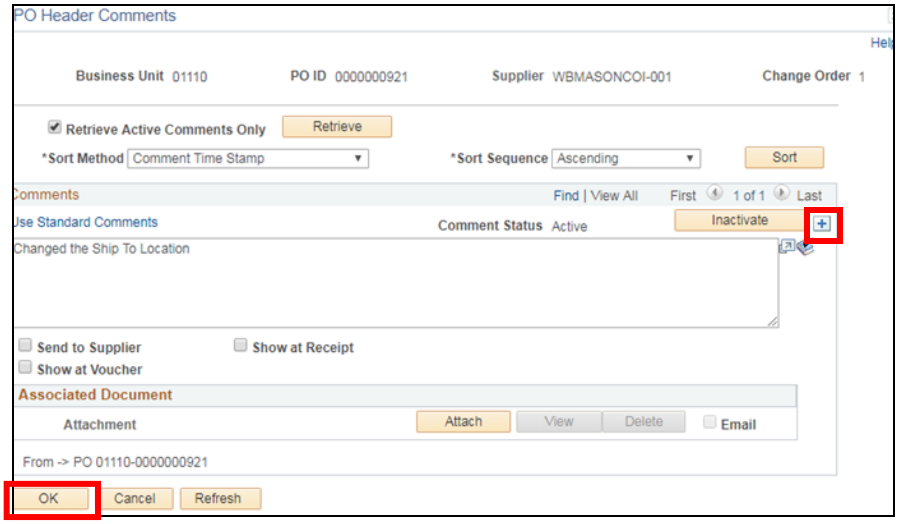
9. Click on the **Return to Main Page** link

You are returned to the **Maintain Purchase Order** page:



10. Click on the **Add Comments** link

The **PO Header Comments** page displays:

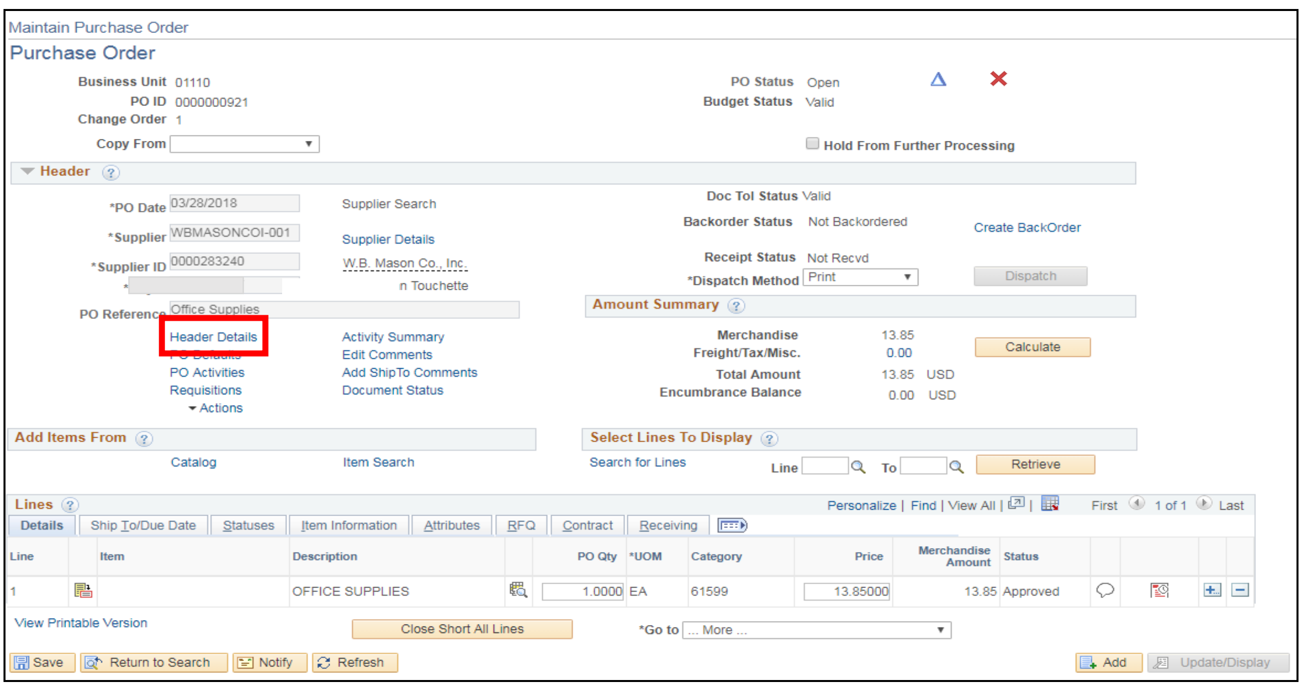


11. Click the **+** icon if you need to add a Comment

12. Enter information about the change (i.e. change order #, what was changed, date of the change, and who completed the change)

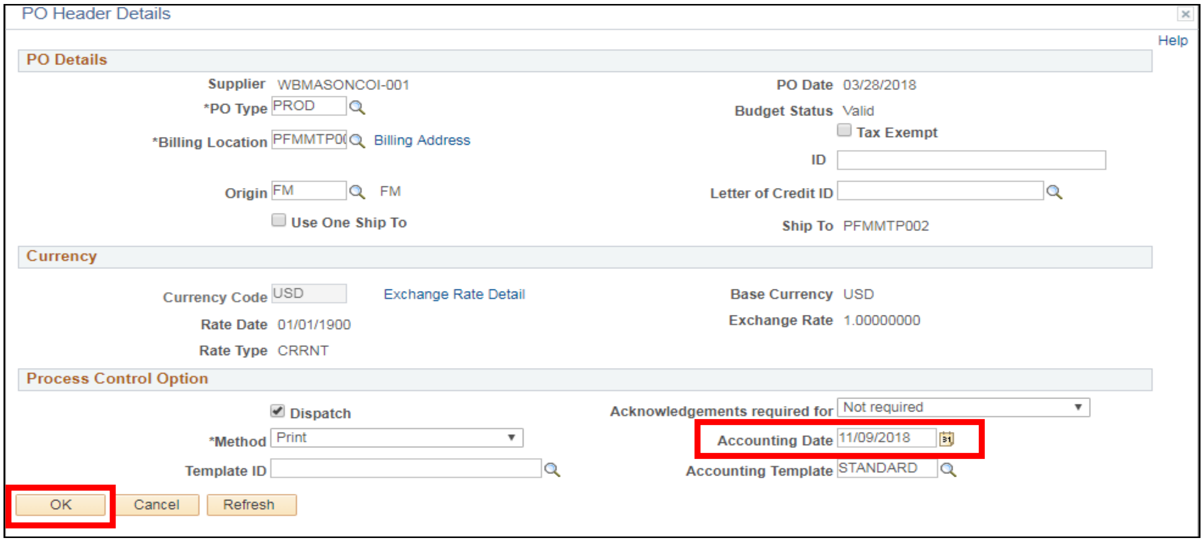
13. Click **OK**

The **Maintain Purchase Order** page displays:



14. Click on the **Header Details** link

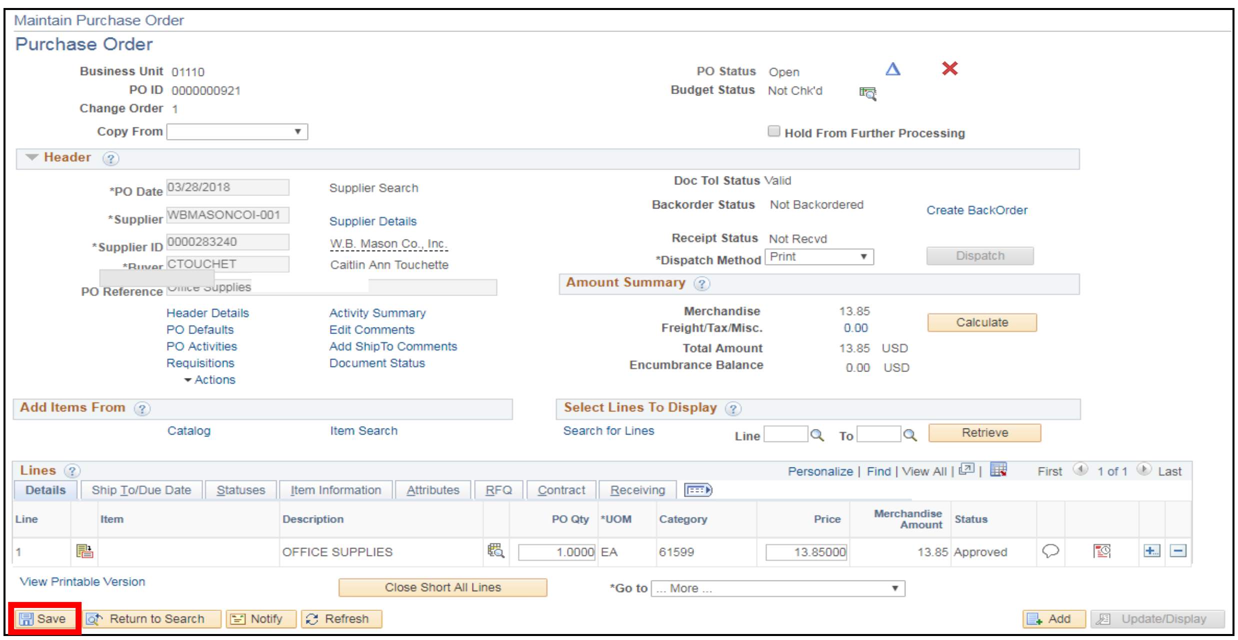
The **PO Header Details** page displays:



15. Update the **Accounting Date** to the current date

16. Click **OK**

The **Maintain Purchase Order** page displays:



17. Click **Save**

It is important that you follow specific controls in place in your department for approval and budget checking.

Once the PO has been approved, the page **must** be saved. The Dispatch button remains grayed out until the page has been saved, the PO must have a status of Dispatched to be used in a voucher.

The Dispatch process runs daily in overnight batch processing or you can manually dispatch purchase orders. Instructions on how to dispatch purchase orders manually can be found in the Purchase Orders 102 manual.

Creating a Change Order to a PO Schedule is Complete

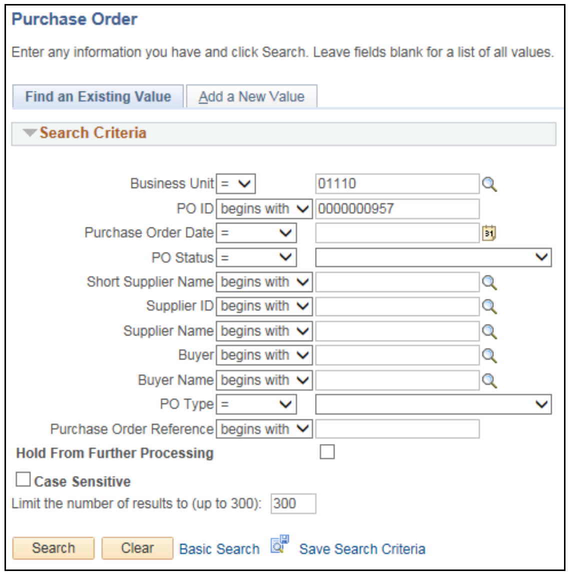
Create a Change to a PO - Distribution

Situations when this function is used: The Chartfield information on the PO is incorrect needs to be corrected.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

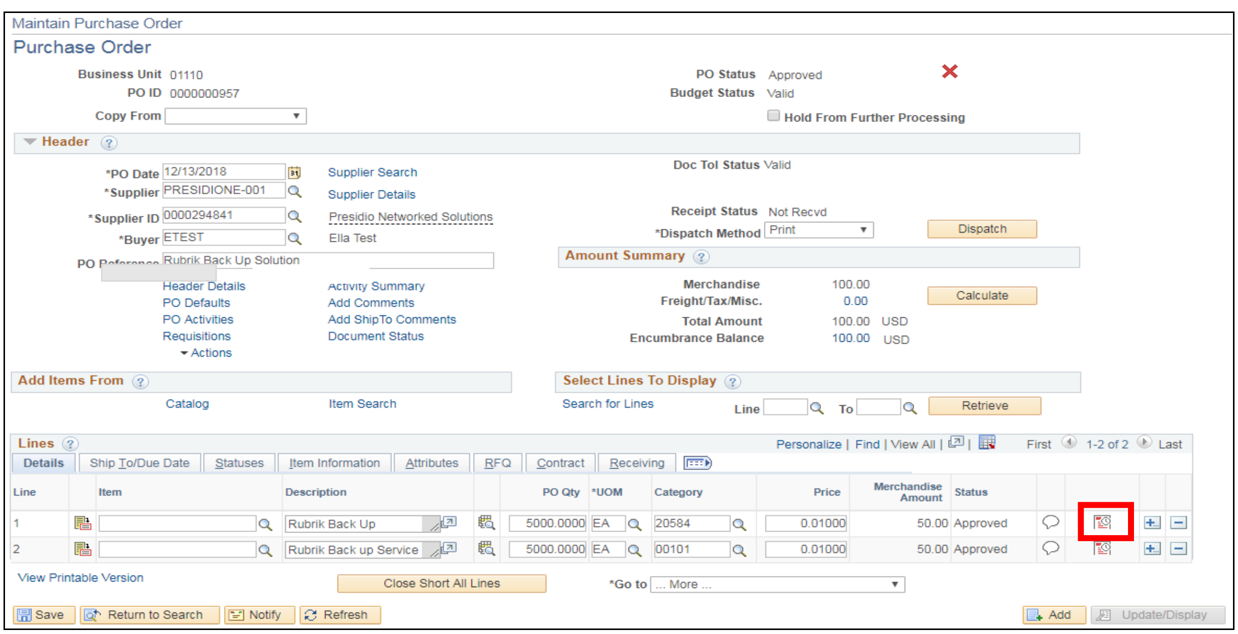
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:



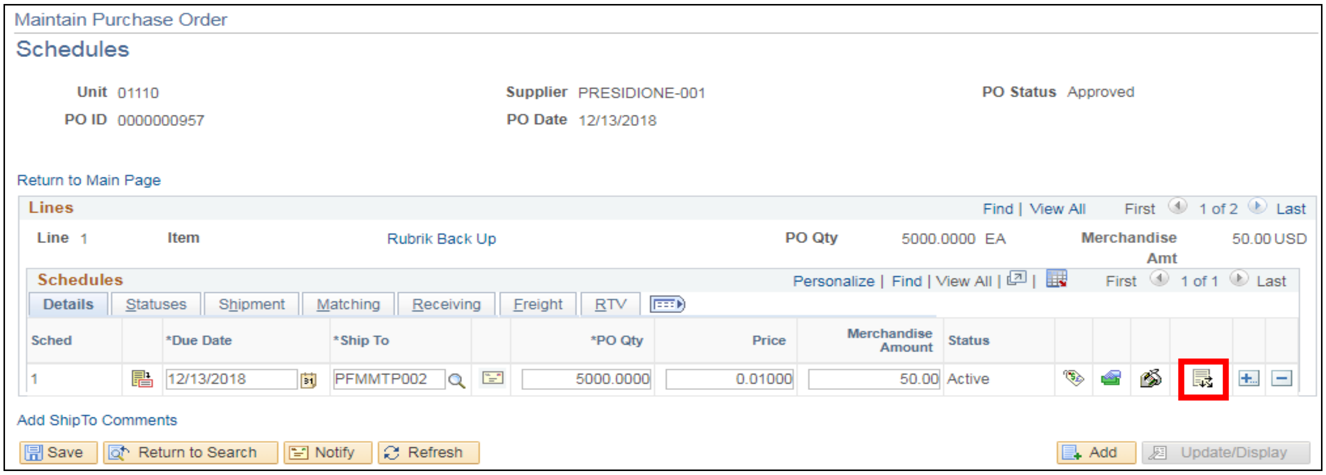
1. **Business Unit -** Accept default or enter a valid BU
2. **PO ID -** Enter a PO ID number
3. Click **Search**

The **Maintain Purchase Order** page displays:



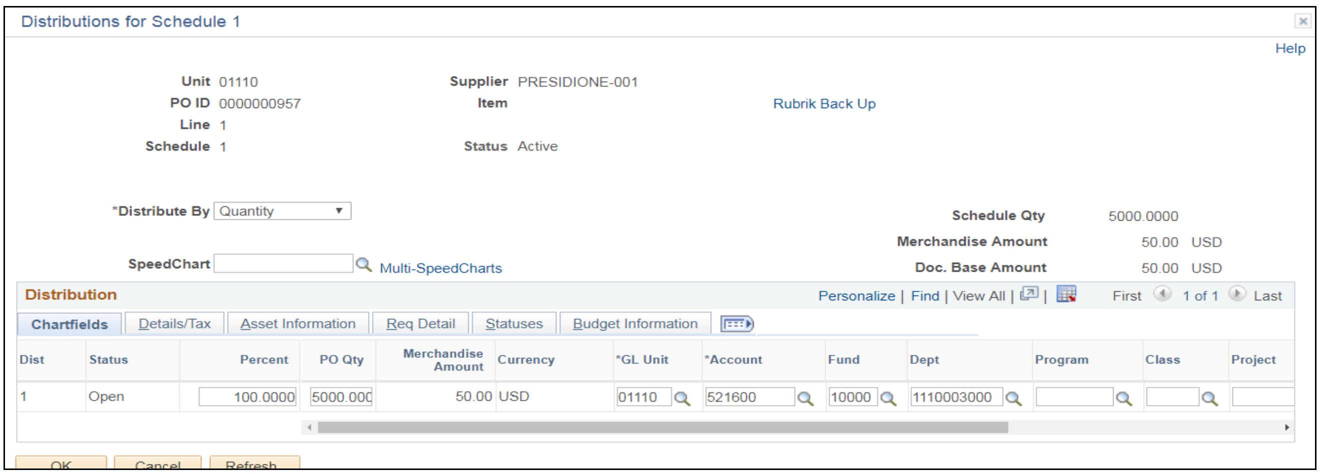
4. Click on the **Schedule** icon

The **Schedules** page displays:



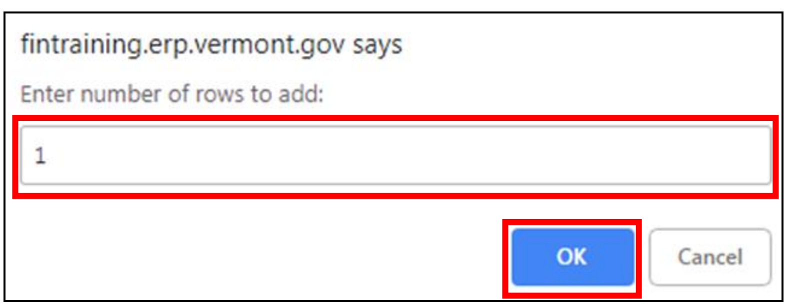
5. Click on the **Chartfield/Distributions** icon

The **Distribution for Schedule 1** page displays:



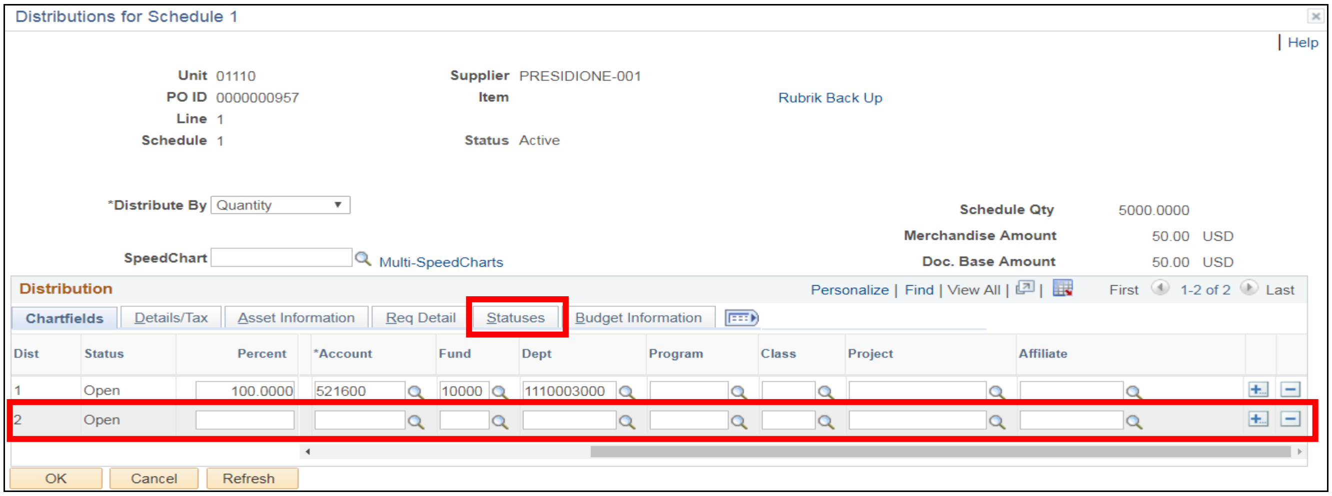
6. Click the **+** icon on the far right of the distribution to add additional rows

The following **Message** opens:



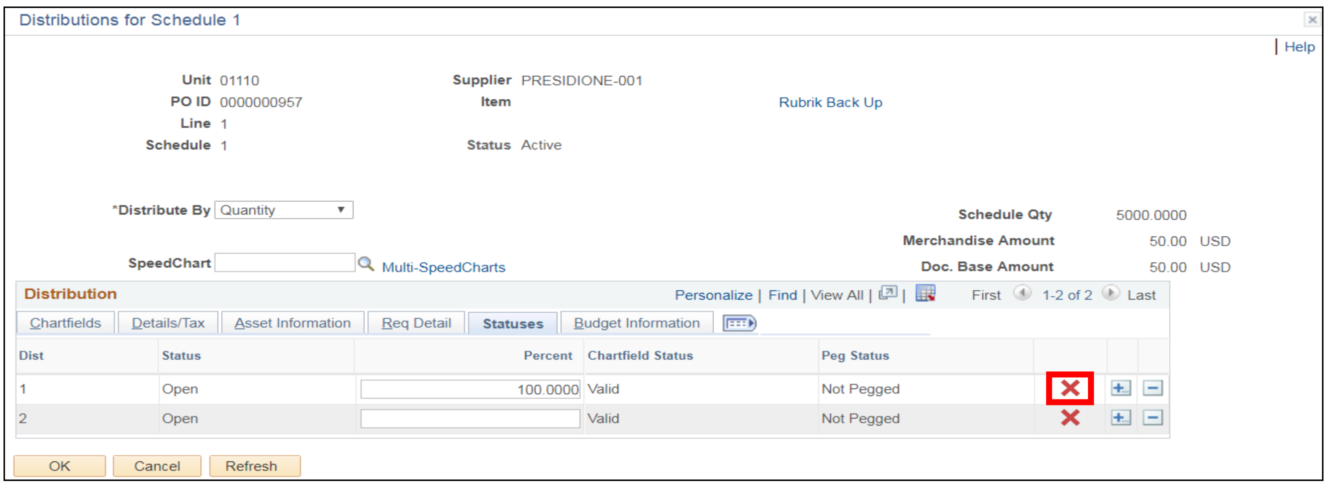
7. Enter the number of rows you wish to add
8. Click **OK**

A new line is added:



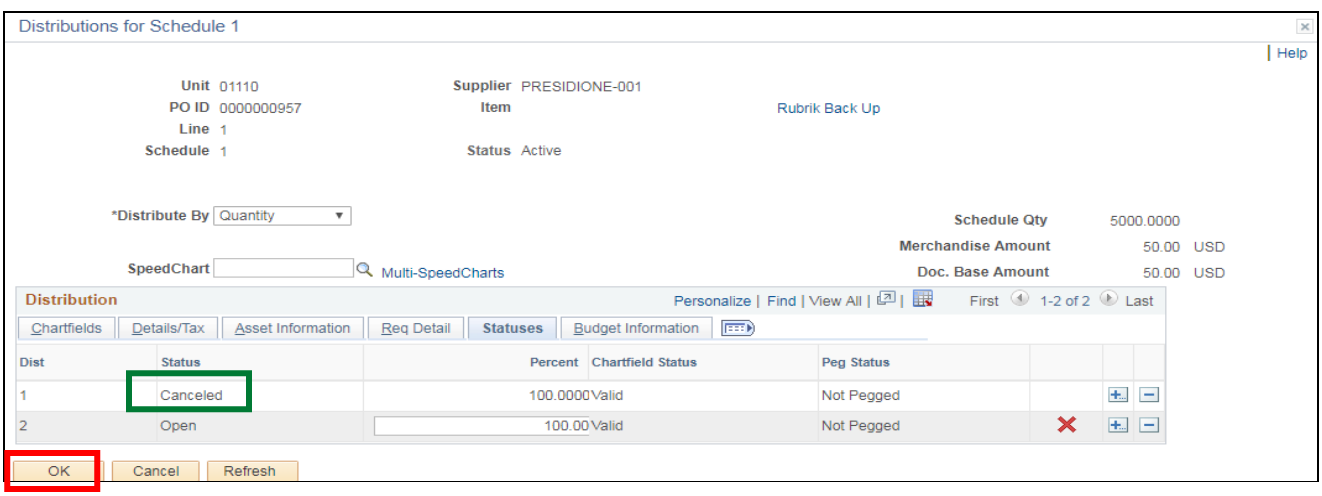
9. Enter the correct Chartfield information in the new distribution line

10. Click on the **Statuses** tab



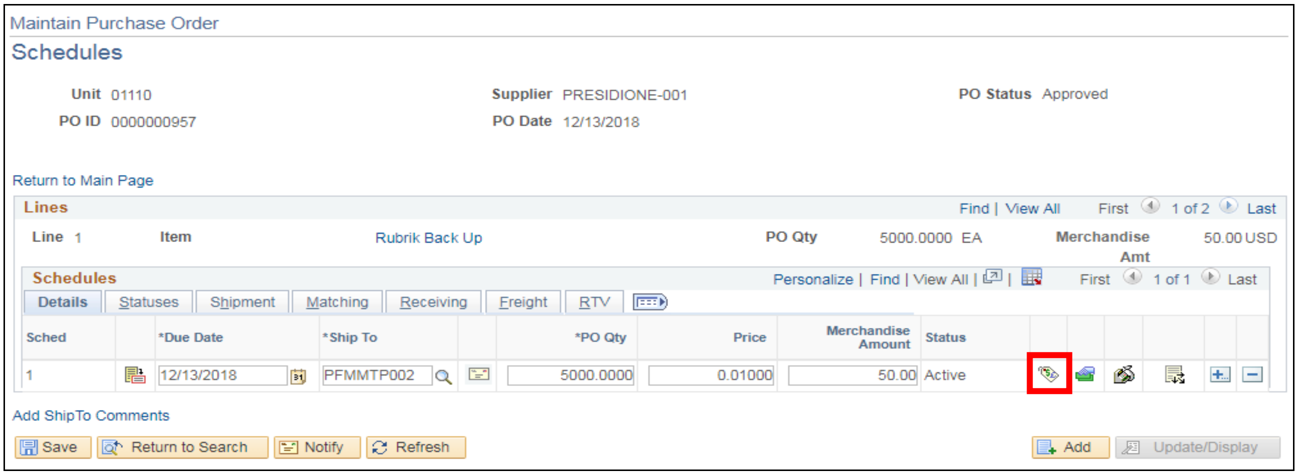
11. Click the Red **X** to cancel the original distribution line

The **Status** for Line 1 changes from Open to **Cancelled**:



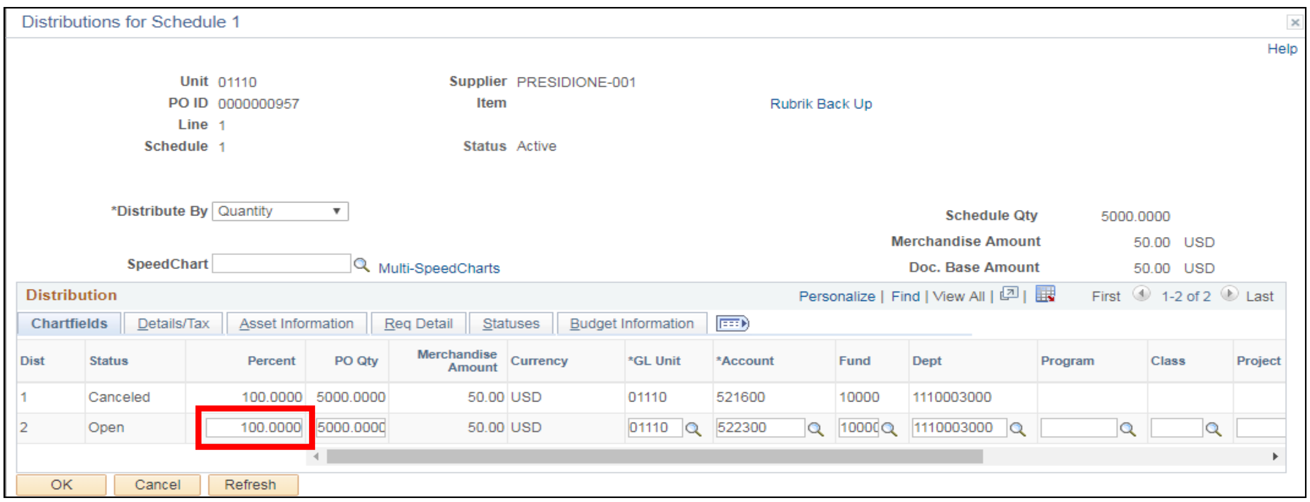
12. Click **OK**

The **Schedules** page displays:



13. Click on the **Distributions/Chartfields** icon

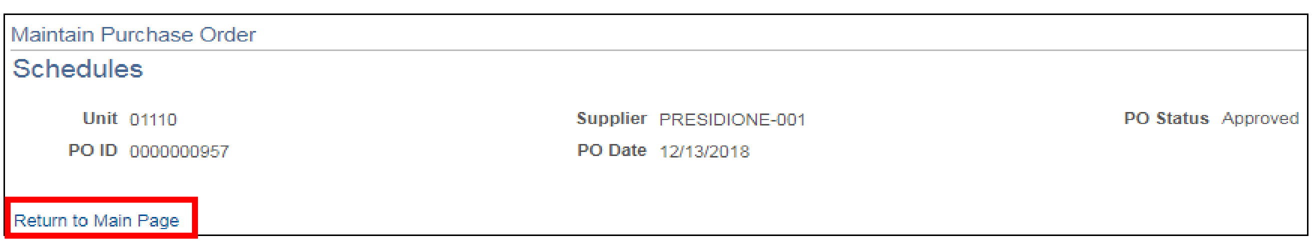
The **Distributions for Schedule 1** page displays:



14. If you haven't already, enter the percentage in the new distribution line, once you tab out of the field the amount will default in

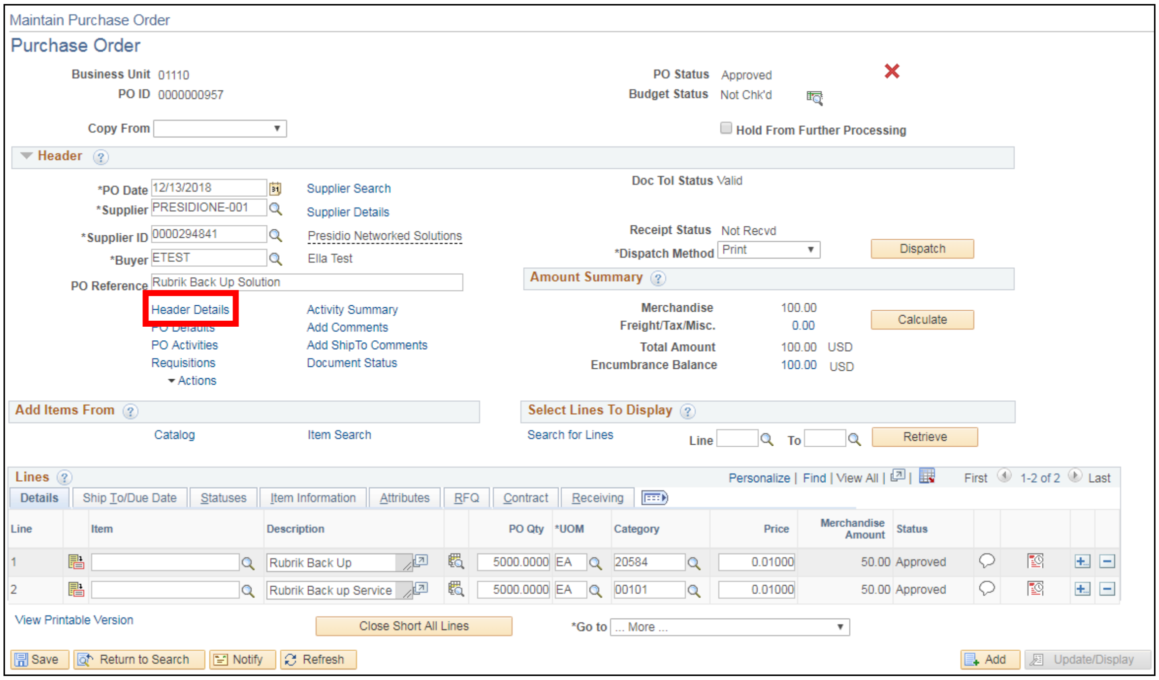
15. Click **OK**

The **Schedules** page displays:



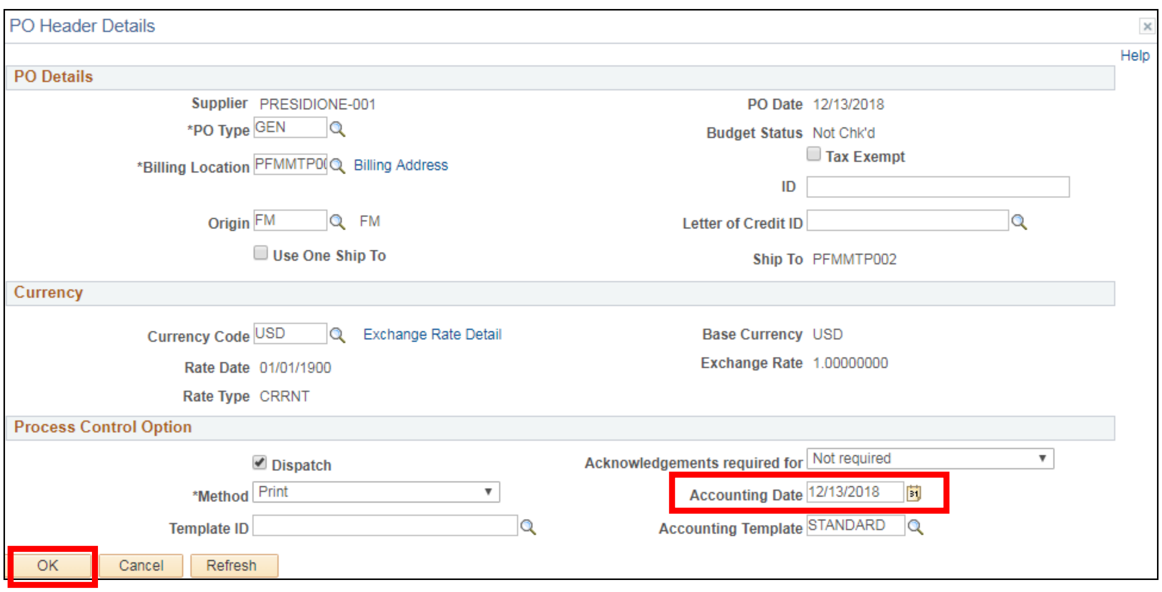
16. Click on the **Return to Main Page** link

The **Maintain Purchase Order** page displays:



17. Click on the **Header Details** link

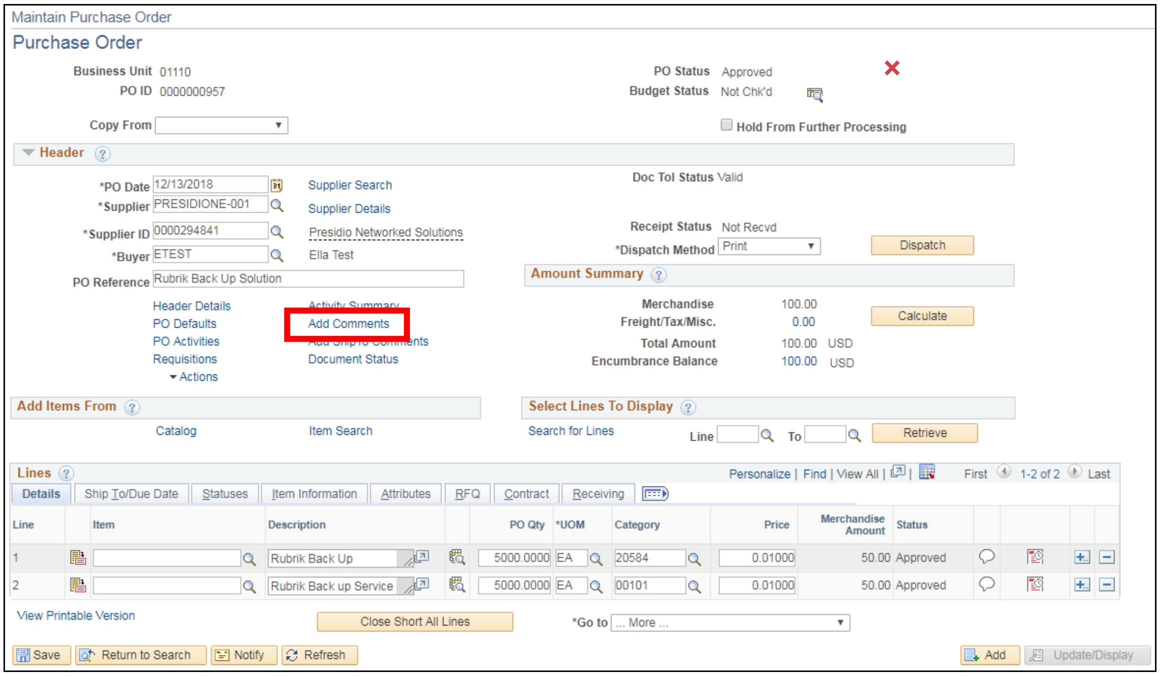
The **PO Header Details** page displays:



18. Change the accounting date to the current date, if it isn't already

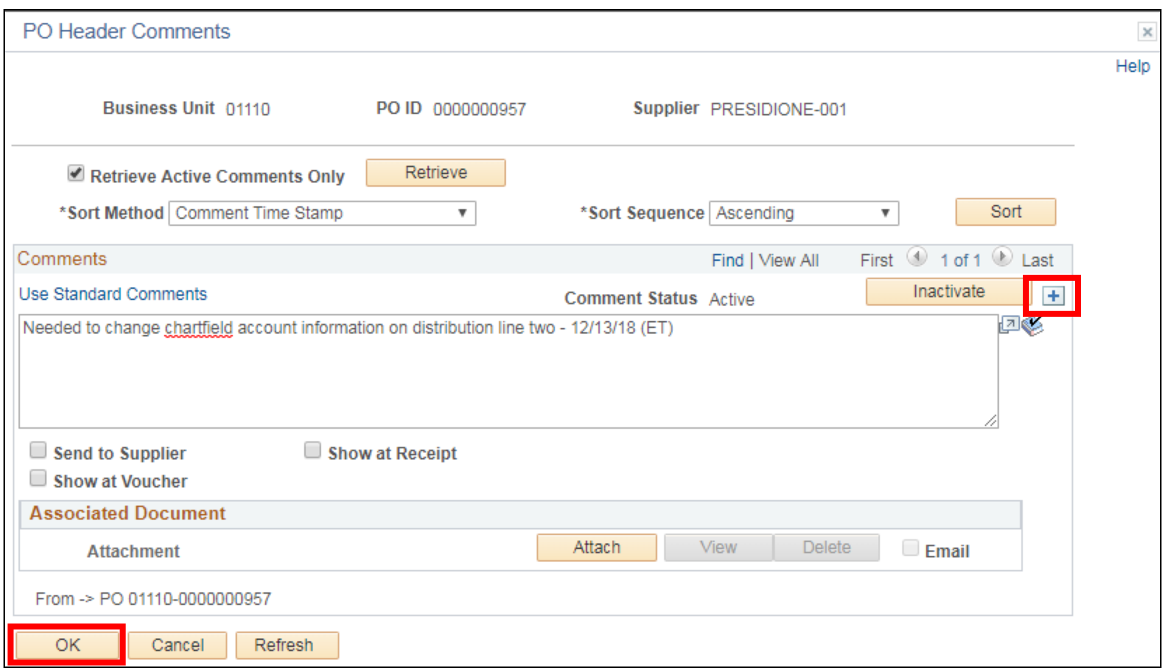
19. Click **OK**

You are brought back to the **Maintain Purchase Order** page:



20. Click on the **Add Comments** link

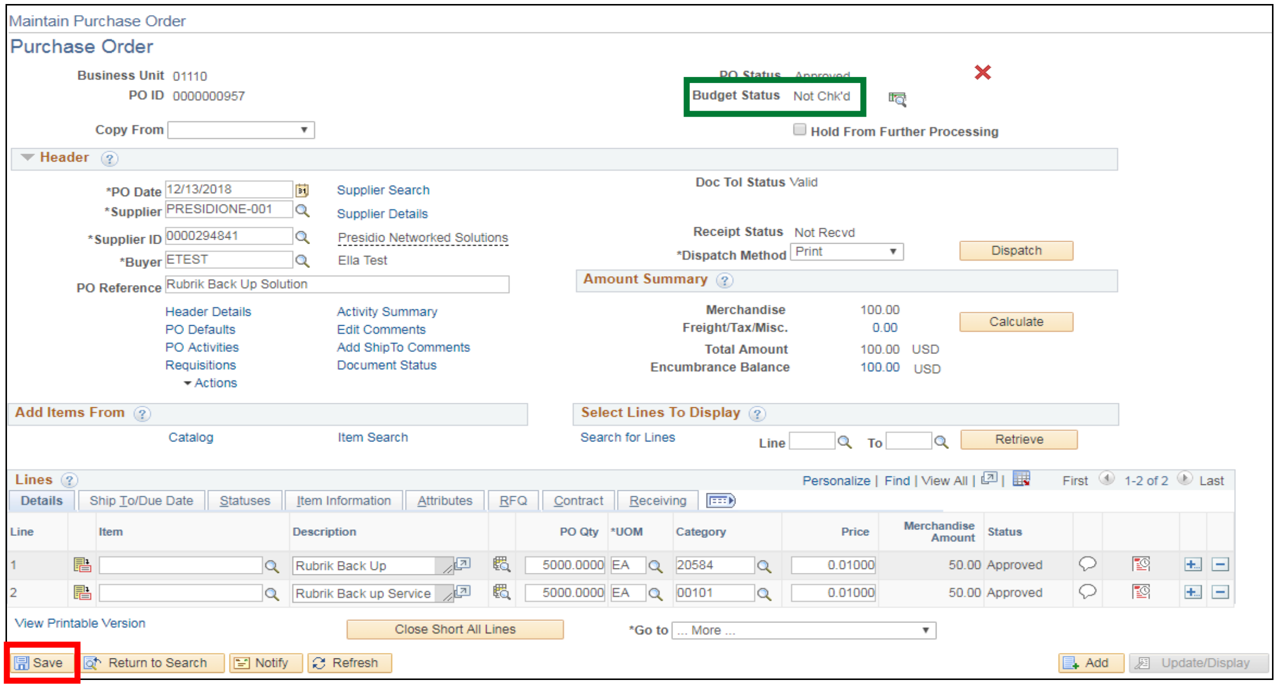
The **PO Header Comments** page displays:



21. Enter information about the change (i.e. change order number, what was changed, date of the change, and who completed the change.) If you need additional space, click the **+** icon and enter the information

22. Click **OK**

You are returned to the **Maintain Purchase Order** page:



23. Click **Save**

PO Budget Status has changed to **Not Chk'd**.

It is important that you follow specific controls in place in your department for budget checking.

Creating a Change Order to a PO Distribution is Complete

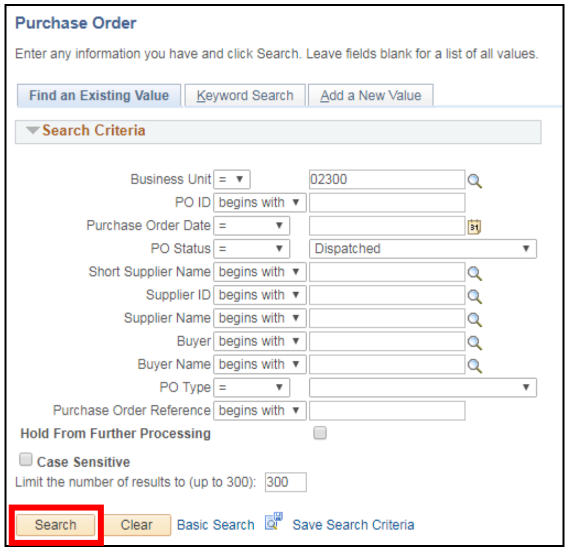
Print a Dispatched Purchase Order

Situations when this function is used: When you need to reprint a previously dispatched purchase order.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

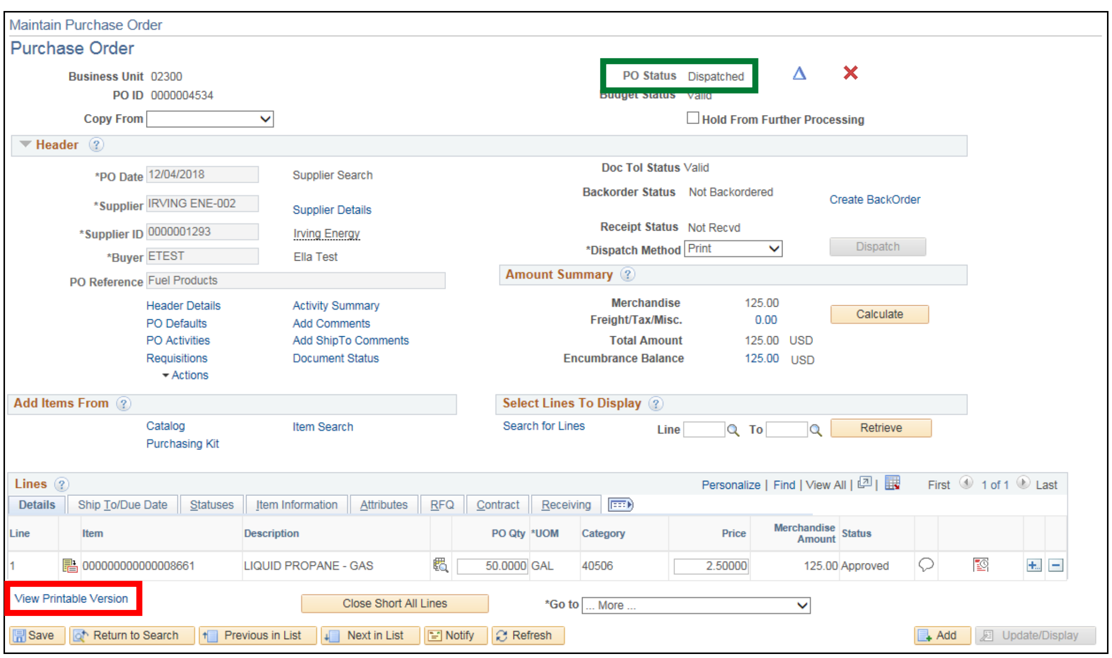
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:



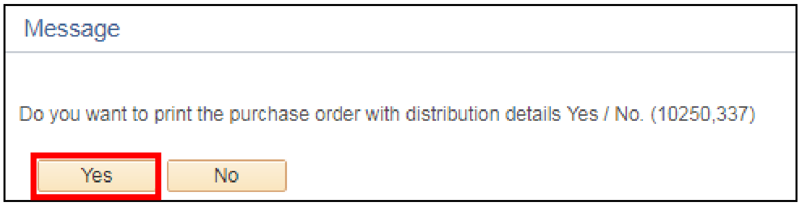
1. **Business Unit -** Accept default or enter a valid BU
2. **PO Status -** Set to **= Dispatched**
3. Click **Search**
4. Select PO to print

The **Maintain Purchase Order** page displays, PO Status = Dispatched:



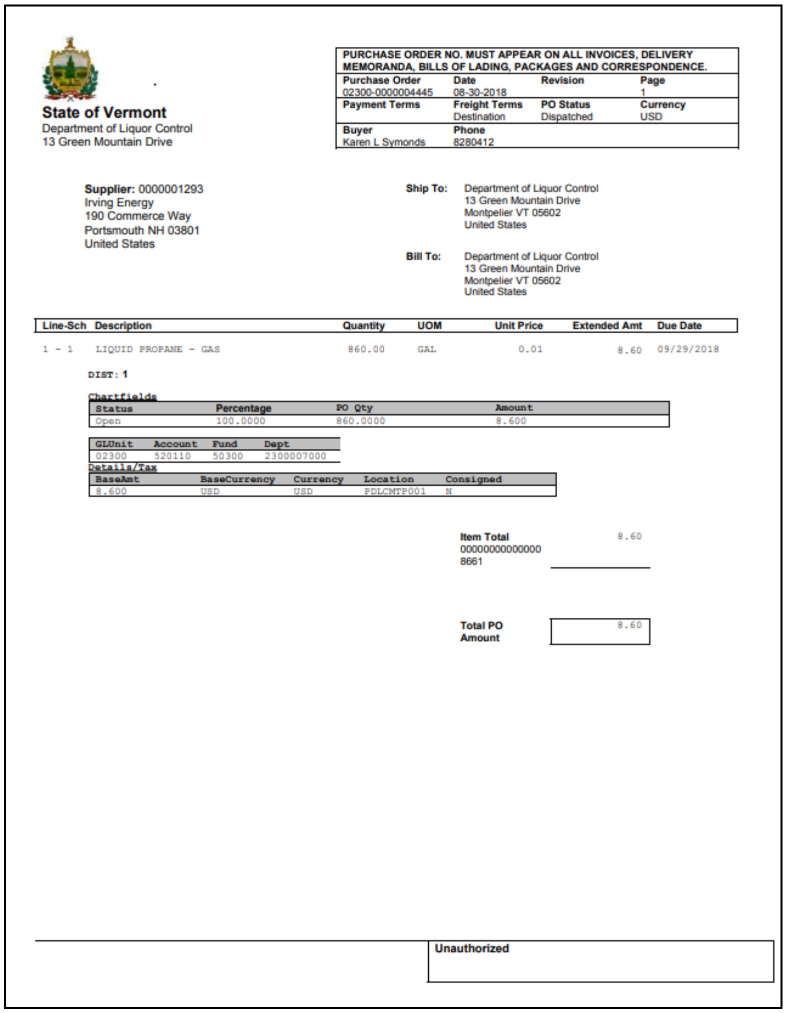
5. Click on the **View Printable Version** link

The following **Message** opens:



6. Click **Yes**

Purchase order page is created as a PDF document including UNAUTHORIZED being embedded into the document signature box.



State of Vermont
Department of Liquor Control
13 Green Mountain Drive

PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES, DELIVERY MEMORANDA, BILLS OF LADING, PACKAGES AND CORRESPONDENCE.			
Purchase Order	**Date**	**Revision**	**Page**
02300-0000004445	08-30-2018		1
Payment Terms	**Freight Terms**	**PO Status**	**Currency**
	Destination	Dispatched	USD
Buyer	**Phone**		
Karen L Symonds	8280412		

Supplier: 0000001293
Irving Energy
190 Commerce Way
Portsmouth NH 03801
United States

Ship To: Department of Liquor Control
13 Green Mountain Drive
Montpelier VT 05602
United States

Bill To: Department of Liquor Control
13 Green Mountain Drive
Montpelier VT 05602
United States

Line-Sch	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1 - 1	LIQUID PROPANE - GAS	860.00	GAL	0.01	8.60	09/29/2018

DIST: 1

Chartfields

Status	Percentage	PO Qty	Amount
Open	100.0000	860.0000	8.600

GLUnit	Account	Fund	Dept
02300	520110	50300	2300007000

Details/Tax

BaseAmt	BaseCurrency	Currency	Location	Consigned
8.600	USD	USD	PDLCMTP001	N

Item Total 8.60
00000000000000
8661

Total PO Amount 8.60

Unauthorized

Printing a Dispatched Purchase Order is Complete

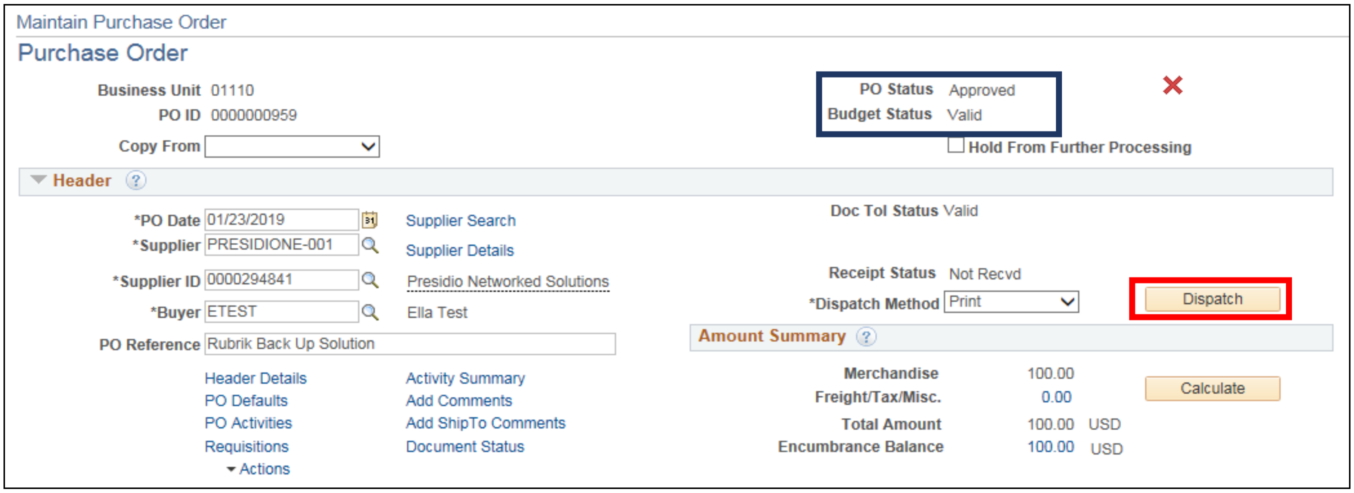
Print a Purchase Order for Authorized Signature

Situations when this function is used: You need to print a PO for authorized signature.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

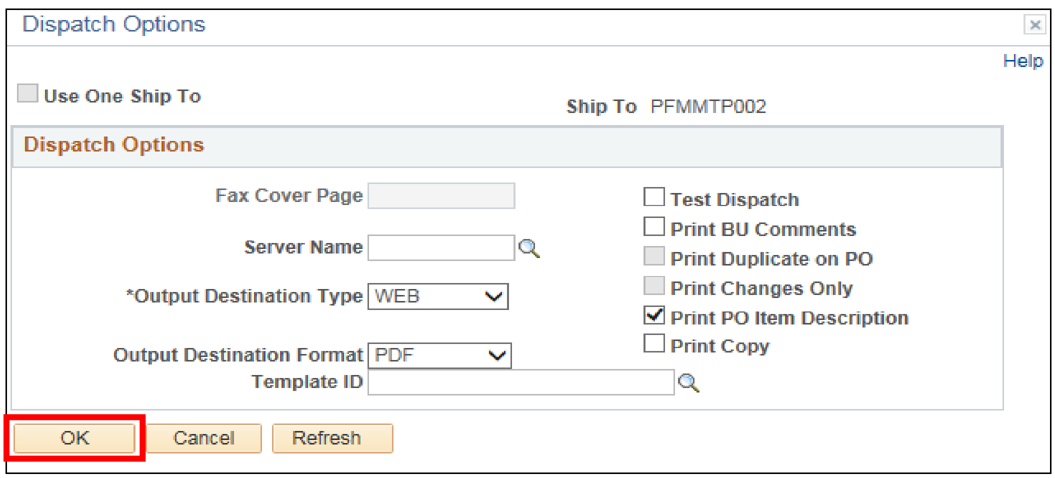
Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

Purchase Order needs to be in **Approved – PO Status** and **Valid – Budget Status**



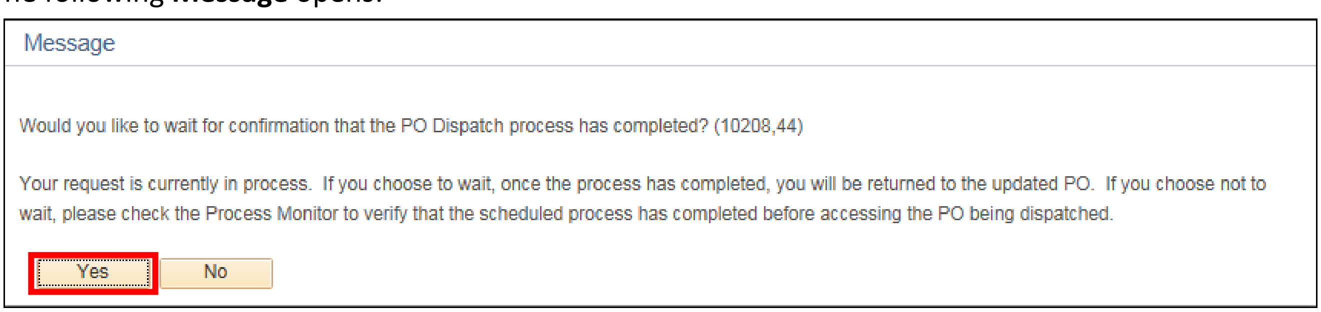
1. Click on **Dispatch**

The **Dispatch Options** page displays:



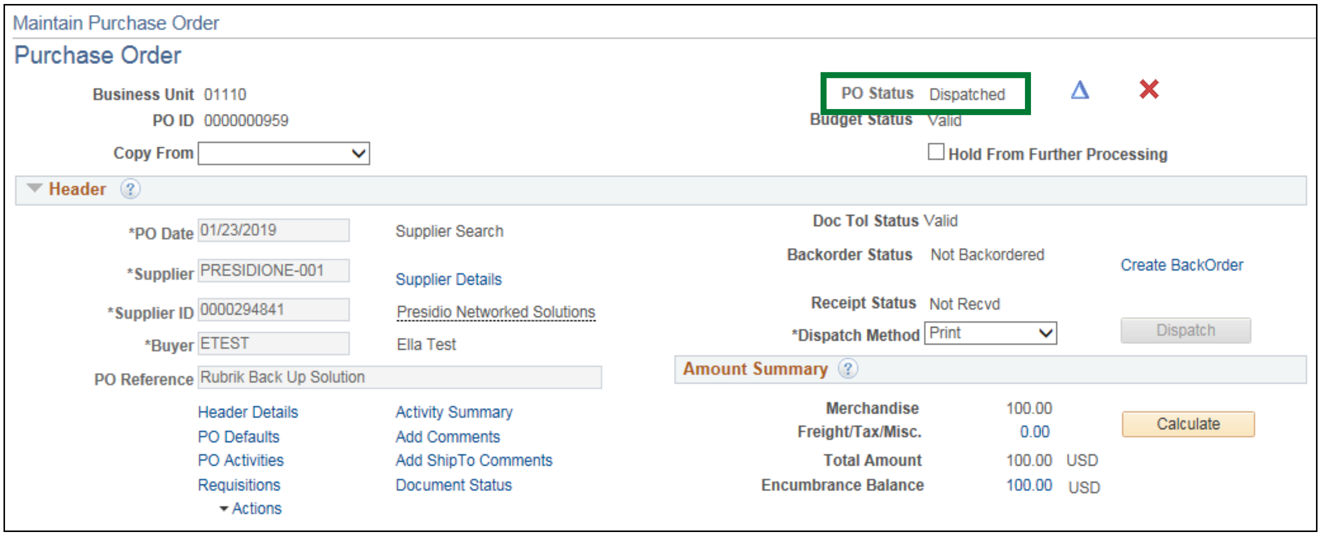
2. Click **OK**

The following **Message** opens:



3. Click **Yes**

You are returned to the **Maintain Purchase Order** page:



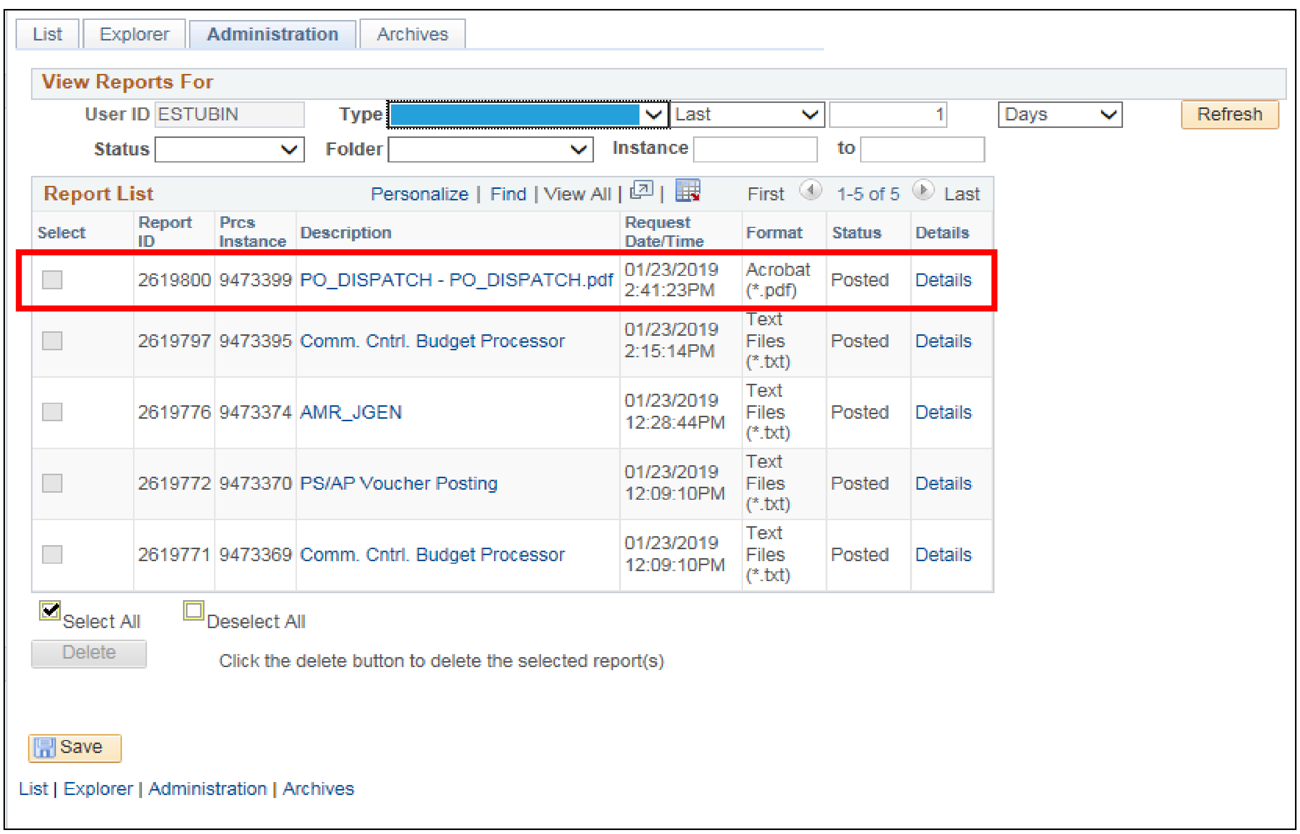
PO Status = Dispatched.

You will now need to Navigate to the Report Manager to print the Purchase Order.

WorkCenter Navigation: Purchasing WorkCenter > Reports/Queries Tab > Reports/Processes > Report Monitoring > Report Manager

Navigator Menu navigation: Reporting Tools > Report Manager

The **Report Manager** page displays, click on the **Administration** tab:



4. Click on the link in the Description box

The document will open in a new browser window:

State of Vermont
Finance and Management Department
Division of Financial Operations

PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES, DELIVERY MEMORANDA, BILLS OF LADING, PACKAGES AND CORRESPONDENCE.			
Purchase Order 01110-0000000959	**Date** 01-23-2019	**Revision**	**Page** 1
Payment Terms	**Freight Terms** Destination	**PO Status** Approved	**Currency** USD
Buyer Ella Test	**Phone**		

Supplier: 0000294841
Presidio Networked
Solutions
10 Sixth Rd
Woburn MA 01801
United States

Ship To: Finance and Management Department
Division of Financial Operations
109 State St 4th Flr
Montpelier VT 05609-5901
United States

Bill To: Finance and Management Department
Division of Financial Operations
109 State St 4th Flr
Montpelier VT 05609-5901
United States

Line-Sch	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1 - 1	Rubrik Back Up	5,000.00	EA	0.01	50.00	01/23/2019

Contract ID: 000000000000000000034576 Contract Line: 1

Item Total 50.00

Line-Sch	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
2 - 1	Rubrik Back up Service	5,000.00	EA	0.01	50.00	01/23/2019

Contract ID: 000000000000000000034576 Contract Line: 2

Item Total 50.00

Total PO Amount 100.00

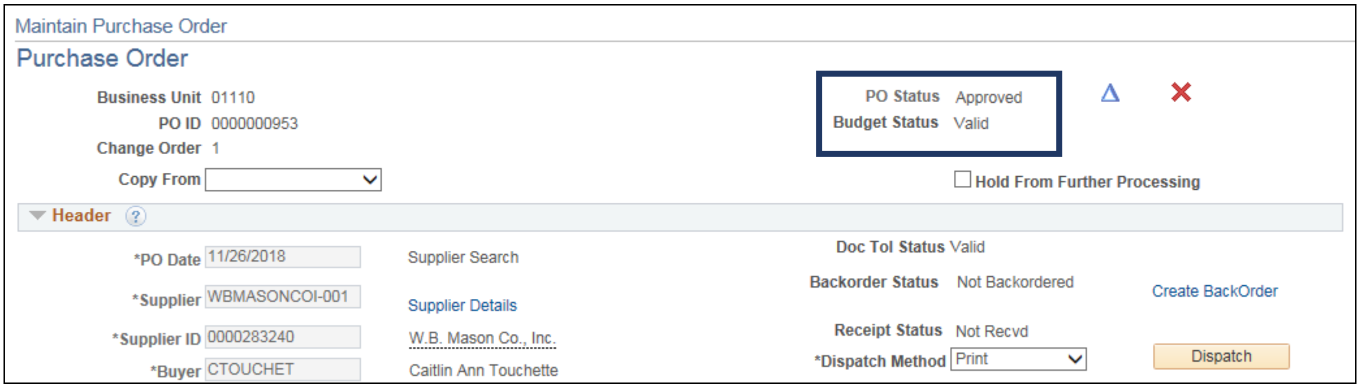
Authorized Signature **Date**

5. Click **Print**

Print a Purchase Order for Authorized Signature is Complete

Dispatch and Print a Purchase Order from the Run Control Process

Purchase Order needs to be in **Approved – PO Status** and **Valid – Budget Status:**

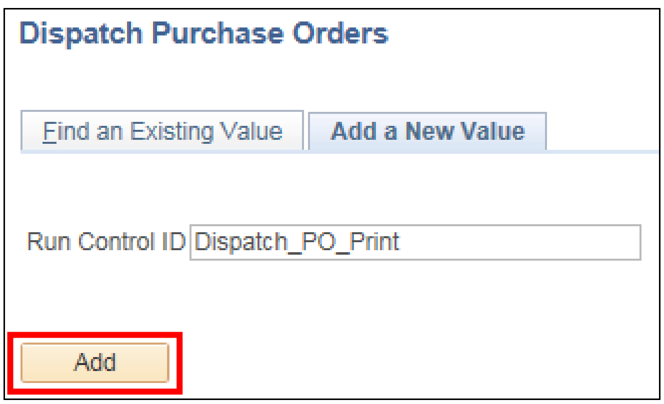


The Purchase Order will not be dispatched.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Dispatch Purchase Orders

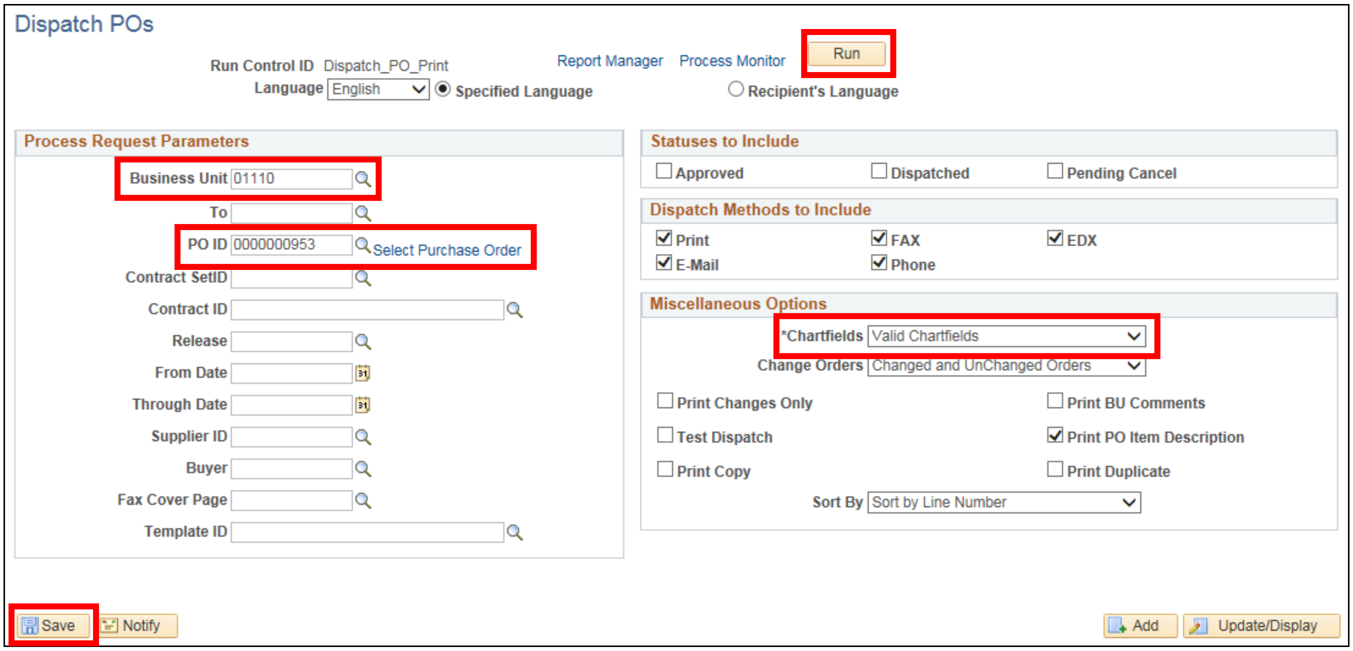
Navigator Menu navigation: Purchasing > Purchase Orders > Dispatch POs

The **Dispatch Purchase Orders** page displays, click on the **Add a New Value** tab:



1. **Run Control ID -** Enter a run control ID, Example: Dispatch_PO_Print
2. Click **Add**

The **Dispatch POs** page displays:



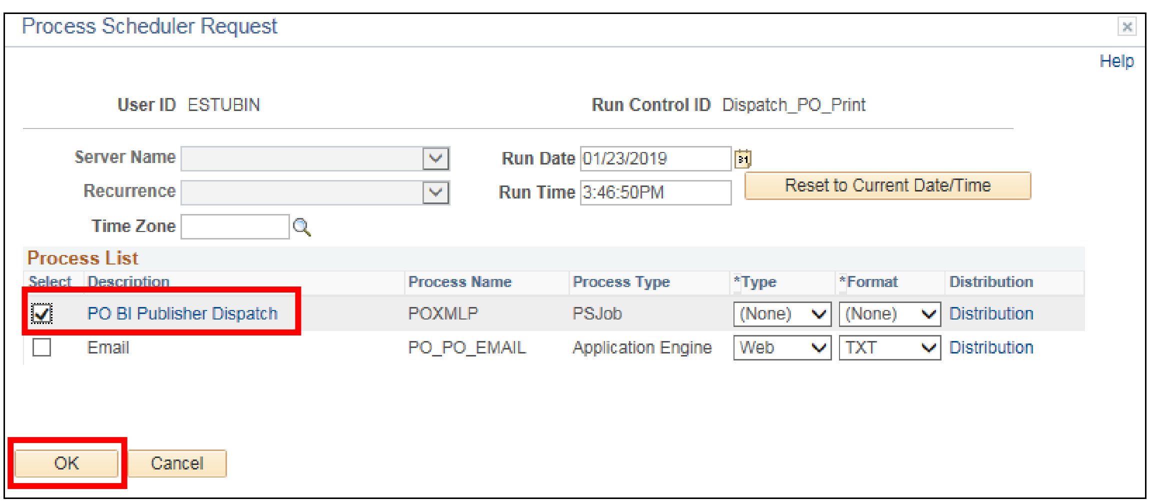
In the Process Request Parameters box

3. **Business Unit -** Enter a valid BU
4. **PO ID -** Enter a valid PO number (click the **Magnifying Glass** next to the PO ID field to select from a list of values)

In the Miscellaneous Options box

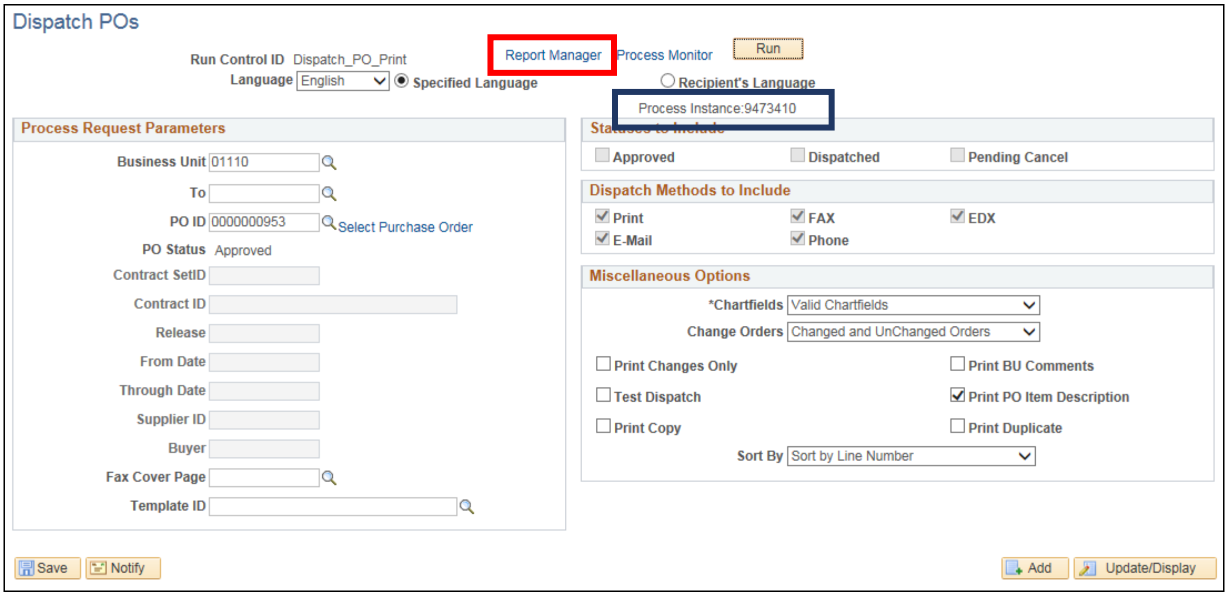
5. Change the value in the **Chartfields** box from **Valid Chartfields** to **Recycled AND Valid Chartfields**
6. Click **Save**
7. Click **Run**

The **Process Scheduler Request** window opens:



8. Select **PO BI Publisher Dispatch**
9. Click **OK**

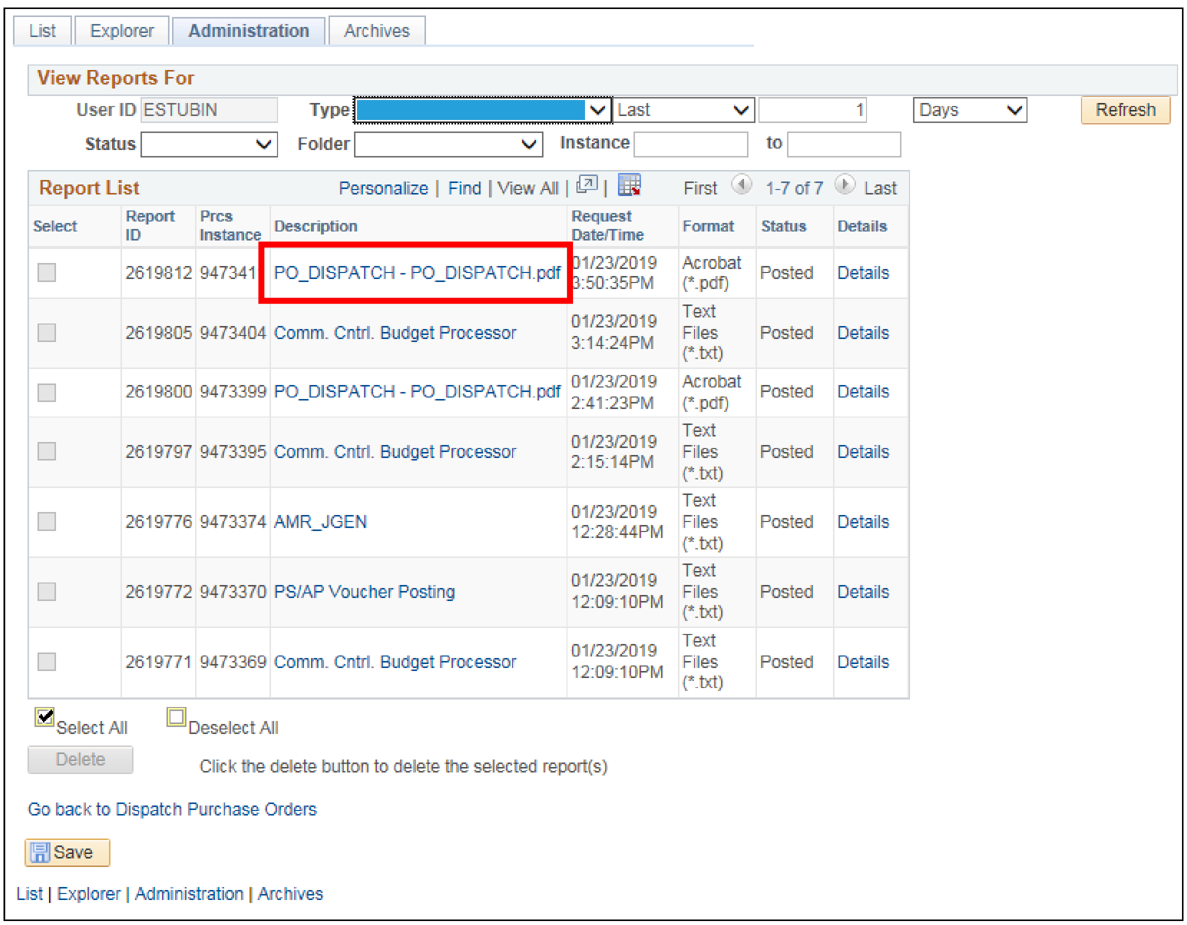
You are returned to the **Dispatch POs** page:



Process Instance is initiated

10. Click on the **Report Manager** link

The **Report Manager** page displays, click on the **Administration** link:



11. Click on the **link** in the Description box

The document will open in a new browser window:

State of Vermont
Finance and Management Department
Division of Financial Operations

PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES, DELIVERY MEMORANDA, BILLS OF LADING, PACKAGES AND CORRESPONDENCE.			
Purchase Order 01110-0000000953	**Date** 11-26-2018	**Revision** 1 - 2018-11-26	**Page** 1
Payment Terms	**Freight Terms** Destination	**PO Status** Approved	**Currency** USD
Buyer Caitlin Ann Touchette	**Phone** 828-1395		

Supplier: 0000283240
W.B. Mason Co., Inc.
68 Nesti Drive
South Burlington VT 05403
United States

Ship To: Finance and Management Department
Division of Budget Operations
109 State St
Montpelier VT 05609-0401
United States

Bill To: Finance and Management Department
Division of Financial Operations
109 State St 4th Flr
Montpelier VT 05609-5901
United States

Line-Sch	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1 - 1	OFFICE SUPPLIES	200.00	EA	0.01	2.00	12/26/2018

Item Total 2.00

Total PO Amount 2.00

Authorized Signature **Date**

12. Click **Print**

Dispatch and Print a Purchase Order from the Run Control Process is Complete

Reports & Queries

A complete listing of reports and queries available in VISION for the Purchasing module can be found in the Purchasing Reporting Manual.