ile Edit Options Blo	ock Item Record Query Dia Dia 1 🎓 🏹 🕅 💱 ry: Vendor FPAPURR 8.9	Tools Help		× × secondecesses contraction (* *)
Purchase Order: Order Date: Delivery Date: Commodity Total:	NEXT 09-MAR-2016	Blanket Order: Transaction Date: Comments: Accounting Total:	09-MAR-2016	Order Type: Regular In Suspense Document Text Document Level Accounting
Document Informatio Vendor: Address Type: Street Line 1: Street Line 2: Street Line 3: Contact:	n Requestor/Delivery I	nformation Vendor Informatio	City:	Balancing/Completion Vendor Hold Zip or Postal Code: Ea Code Phone Number Extension
Email: Discount: FOB Code: Tax Group: Class Code: Carrier: Currency:			Disbursing Agent	
Record: 1/1			JULE	WARE

To find the appropriate vendor, you need to click on the drop down arrow next to the **Vendor** space to find the correct vendor number.

Purchase Order E	크 🎒 🔽 🗃 🔐 🔛 🖬 http://www.sendor FPAPURR 8.9.1.2	🎘 🔁 📇 🖳 🗭 (PPRD)	'''' ''''' ' ' ' ' ' ' ' ' ' ' ' ' '	# (() \?	X	
Purchase Order: Order Date: Delivery Date: Commodity Total	NEXT 09-MAR-2016 III 23-MAR-2016 III :	Blanket Order: Transaction Date: Comments: Accounting Total:	09-MAR-2016		Order Type: In Suspense Document Tex	Regular V t
ocument Informat	ion Requestor/Delivery Inform	ation Vendor Informati	on Commodity/Accou	inting Balanci	ng/Completion	
Vendor: Address Type:	Addres Sequence	ce:		Vendor He	old	
Street Line 1:	[City: State or Province:	Zin	or Postal Code:	
Street Line 2:			Nation:	2.0		
Street Line 3:				Area Code	Phone Number	Extension
			Phone:			
			Fax:			
Contact:						
Contact: Email:						
Contact: Email: Discount:						
Contact: Email: Discount: FOB Code:						
Contact: Email: Discount: FOB Code: Tax Group:			Disbursing Agent			
Contact: Email: Discount: FOB Code: Tax Group: Class Code:			Disbursing Agent			
Contact: Email: Discount: FOB Code: Tax Group: Class Code: Carrier:			Disbursing Agent			

After you click on the arrow, an **Option List** window will open. Click on **Entity Name/ID Search (FTIIDEN):**

Purchase Order Ent	ry: Vendor FPAPURR 8.9.1.2((PPRD)				2
Purchase Order:	P0017602	Blanket Order:			Order Type:	Regular 🔻
Order Date:	09-MAR-2016 🎟	Transaction Date:	09-MAR-2016		In Suspense	
Delivery Date:	23-MAR-2016 🎹	Comments:			Document Text	
Commodity Total:		Accounting Total:				
					Document Leve	el Accounting
	1	Option List				
ocument Informatio	n Requestor/Delivery Infor	Entity Name/ID Searc	h (FTIIDEN)	ncing	g/Completion	
Vendor:		Vendor Maintenance	(FTMVEND)	Vendor Hol	d	
Address Type:	Address Seque					
Street Line 1:				Zip or	Postal Code:	
Street Line 2:						
Street Line 3:				Area Code	Phone Number	Extension
			Cancel			
Contact:						
Email:						
Discount:						
FOB Code:						
Tax Group:			Disbursing Agent			
Class Code:						
Carrier:						
Currency:						

When you get to the search screen, type the vendor name in the last name field. Make note:

- You <u>MUST</u> enclose the criteria with % signs. The % signs notifies the program to search for all vendors with that name.
- The search criteria is case sensitive.

<u>*</u> 2	Urac	cie Fusion Middleware Forms	Services: Ope	en > FPAP	окк - гпі	DEN [C	<u>1</u>					
ile Edit Options	Block Item Record Query	[ools Help										
		3 🕺 [💁 [🐣 [🔍 🕂 [19 19 1 4	[() [#	🖗 I 🕐 I	9	Х					
Entity Name/ID	Search FTIIDEN 8.4 (PPRD)				********							: ≚>
✓ Vendors	Grant Pe	rsonnel 🗌 Fina	ncial Manager	s			A	encies				
Terminated \	Vendors 🛛 Proposal	Personnel Tern	ninated Finand	cial Manag	jers							
ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	v	F	Α	G	Р	Туре	
				_	_	_	_		_	_	Ī	
<mark>%</mark>	Apple%											
							Н	Н	Н	Н		
				Н	Н		Н	Н	Н	Н		
				П	П	П	П	П	П	П		
						\Box	ŏ	Ŭ	Ŭ	Ĭ		12
							Ц	Ц	Ц			
				Н		Н	Н	Н	Н	Н		
				H		Н	Н	Н	Н	Н		
				П	П	П	П	П	П	П		
						\square	\Box	Ĭ	\Box	\square		
							Ц					
							Ц	Н	Н			
		L										
V - Vendors F	F - Financial Managers A - A	gencies G - Grant Personne	I P - Propos	al Person	nel							

After you type in the criteria, click on **Query** at the top, and select **Execute** from the drop down menu. All vendors will show with that specified criteria:

	Ora	acle Fusion Middleware Forms	Services: Op	en > FPAI	PURR - FTI	IDEN [Q]				-	
e Edit Optio	ons Block Item Record Query	Tools Help										
🛾 🖉 📔 I		🗟 🕺 🐴 📇 🔍 🔒	雪 掃 🤹	1 🕀 -	# 🕐		Х					
Entity Name,	/ID Search FTIIDEN 8	`										ک
Vendors	🗌 <mark>Grant</mark> P	ersonnel 🛛 🗌 Fina	ancial Manage	rs				gencies	;			
Terminate	ed Vendors 🛛 🗆 Proposa	I Personnel 🛛 🗌 Ter	minated Finan	cial Mana	gers			1				
ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	v	F	Α	G	Р	Type	
10	Lust Hume	i i se name		1110	1.10						.,,,,,	-
E01000472	Apple Computer			C		Y	N	N	N	N	LGCY	
V3633	Apple Computer			C	I	Y	Ν	N	N	N	LGCY	
E01413545	Apple Ridge Films			C		Y	Ν	Ν	N	N		
E01571568	Applebaum	Jessica		P		Y	Ν	N	N	N		
716088	Applebaum	Seth	м.	Р	I	Y	Ν	Ν	Ν	Ν	LGCY	
E01090280	Applebaum	Seth	м.	P		Y	Ν	N	Ν	Ν	LGCY	
E01042697	Applewhite	Nevin	Scott	Р		Y	Ν	N	N	N		
5521705	Applewhite	Nevin		Р	I	Y	Ν	Ν	Ν	Ν	APPL	
E01377996	Big Apple College Information Pro			C		Y	N	N	N	N		

Double click on the ID of the correct vendor:

Note: if you do not see the correct vendor, contact the Procurement Department.

Entity Name,	│日 ● ■ ■ 日 部 部 日 /ID Search FTIIDEN 8.4 (PPRD)		· [中 中 - 4				X					
Vendors	Grant P	ersonnel 🗌 Fir	nancial Manage	rs				jencies				
Terminate	ed Vendors 🛛 Proposa	l Personnel 🛛 Te	rminated Finan	cial Mana	gers			1				
	Last Name	First Name	Middle Name	Entity Ind	Change Ind	v	F	A	G	Р	Туре	(
E01000472	Apple Computer			С		Y	N	N	N	N	LGCY	
/3633	Apple Computer			С	I	Y	N	N	N	N	LGCY	j
E01413545	Apple Ridge Films			C		Y	N	N	N	N		11
01571568	Applebaum	Jessica		P	Π	Y	N	N	N	N		i I
716088	Applebaum	Seth	M.	P	I	Y	N	N	N	N	LGCY	i I
E01090280	Applebaum	Seth	M.	P	П	M	N	N	N	N	LGCY	í I
E01042697	Applewhite	Nevin	Scott	P	П	Y	N	N	N	N		í I
5521705	Applewhite	Nevin		P	Ī	Y	N	N	N	N	APPL	i I
E01377996	Big Apple College Information Pro											
				H		Н	Н	Н	Н	H		1
				Н		Н	Н	Н	Н	Н		
				H		Н	Н	Н	Н	Н		{
				Н		Н	Н	Н	Н	Н		
				Н	П	Н	Н	Н	Н	Н		{
				Н	Н	Н	Н	Н	Н	Н		ł
	L										L	1 0

Once the vendor is selected, you will be brought back to the **Vendor Information** screen. You will notice that the vendor information will be completed.

On this screen fill in the following information:

- Discount: This is always 30.
- **FOB**: This only will be filled if physical product will be shipped to Emerson otherwise **leave blank**. If a physical product is coming on to Emerson property, select the drop down key and select **02**.

Click on **NEXT BLOCK** to continue:

Eile Edit Options B	lock Item Record Query Tools	Help		
🔊 🖹 । 🔎 🌗	3 🖻 🗟 🎓 🏷 💱 📾 😣	🚯 📇 🖻 💽	雪 神 永 金 (🗁 🔞 🍚 🗙
Rurchase Order Er	ntry: Vendor FPAP	PRD)		<u>∠×</u>
Purchase Order:	P0017602	Didiliket Order.		Order Type: Regular 🔻
Order Date:	09-MAR-2016	Transaction Date:	09-MAR-2016	In Suspense
Delivery Date:	23-MAR-2016	Comments:		Document Text
Commodity Total	:	Accounting Total:		
				Document Level Accounting
Document Informati	ion Requestor/Delivery Informati	on 🖉 Vendor Informat	ion Commodity/Accou	inting Balancing/Completion
Vendor:	E01000472 Apple Computer			🗆 Vendor Hold
Address Type:	AP Address Sequence:	1 🛡		
			City:	Atlanta
Street Line 1:	Po Box 281877		State or Province:	GA Zip or Postal Code: 30384
Street Line 2:	Mailstop 198-Ee		Nation:	
Street Line 3:				Area Code Phone Number Extension
			Phone:	
Contact:	Kevin Black		Fax:	
Email:				
Discount:	30			
FOB Code:	02 -			
Tax Group:			Disbursing Agent	
Class Code:				
Carrier:			_	
Currency:				
Check to indicate Disb	ursing Agent.			
Record: 1/1		<osc></osc>		

You will now be on the **Commodity/Accounting** tab:

E Gdi Qutons Block Item Record Query Tools Belo Image: State Control Contro Control Control Content Control Control Control Control Control C	le Edit Options Block Item	Uracie	Fusion Middleware	Forms Services: Op	en > FPAPURR	- U X
Purchase Order: PO017602 Purchase Order: PO017602 Blanket Order: Order Trype: Requiser Order Trype: Requiser Order Trype: Purchase Order: Po017602 Blanket Order: Order Trype: Requiser Decument Level Accounting Item of U/M Tax Group Quantity Decument Commodity Ine Total:		Record Query Tools Hel	lp			
Purchase Order Entry: Commodity/Accounting FPAPURE 8.9.1.2 (PPRD) Image: Commodity/Accounting FPAPURE 8.9.1.2 (PPRD) Purchase Order: P0017602 Blanket Order: Image: Commodity/Accounting FPAPURE 8.9.1.2 (PPRD) Order Date: 09-MAR-2015 Image: Commodity/Accounting FPAPURE 8.9.1.2 (PPRD) Image: Commodity Pressure 7 Order Date: 09-MAR-2015 Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity Pressure 7 Delivery Date: 23-MAR-2016 Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Commodity Total: Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Commodity Total: Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Commodity Total: Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Commodity Description Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity Description Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Image: Commodity FPAPURE 8.9.1.2 (PPRD) Commodity Description Image:	a 🖉 🖹 🖊 🖨 💆	- 🎓 🍃 I 😵 📾 🔀 I 🤅	🔁 📇 🖻 🖬	□ □ □ ● □ ● □	🗁 🕲 🎴 X	
Purchase Order: P0017602 Blanket Order: Image: Common Commo	Purchase Order Entry: Comm	dity/Accounting FPAPURR	8.9.1.2 (PPRD)			i × ≥
Purchase Order: P0017502 Blanket Order: Image: Common Commo		_				
Order Date: 09-MAR-2016 Delivery Date: 23-MAR-2016 Delivery Date: 23-MAR-2016 Commodity Total: Image: Commodity Completion Item of V V V V Commodity Description Discount:<	Purchase Order: P001760	2	Blanket Order:		Order T	/pe: Regular v
Delivery Date: 23-MAR-2016 Commodity Total: Commodity Total: Commodity Total: V/M Tax Group Quantity U/M Tax: Description Additional: Commodity Text Tax: Commodity Total: Add Commodity Document Commodity Total: PoAPAL of Remaining Commodity Amount: NSF Override 96 USD NSF Suspense Extended: USD CoA Yr Index Fund Orgn Acct Prog Actv Loc Proj Discount: USD	Order Date: 09-MAR	2016	Transaction Date:	09-MAR-2016	In Sus	pense
Commodity Total: Commodity Total: coument Information V/M Tax Group Quantity U/M Tax Group Quantity Unit Price Item of V	Delivery Date: 23-MAR	2016	Comments:		Docum	nent Text
FOADPAL of Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion Item of Item Item of Item Item <th>Commodity Total:</th> <th></th> <th>Accounting Total:</th> <th></th> <th></th> <th></th>	Commodity Total:		Accounting Total:			
coument Information Requestor/Delivery Information Commodity/Accounting Balancing/Completion U/M Tax Group Quantity Unit Price Item of Item Oiscount: Commodity Description Additional: Item Item Text Tax: Item Commodity Text Tax: Item Text Commodity Line Total: Item Text Distribute					Docum	nent Level Accounting
Commodity/Accounting Balancing/Completion U/M Tax Group Quantity Unit Price Item of Image: Commodity Image: Commodity Image: Commodity Commodity Description Additional: Image: Commodity Image: Commodity V V V Commodity Tax: Image: Commodity Description Additional: V V Commodity Tax: Image: Commodity Description Add Commodity Image: Commodity Description Add Commodity Image: Commodity Description Commodity Image: Commodity Description Add Commodity Image: Commodity Description Commodity Image: Commodity Description Tax: Image: Commodity Image: Commodity Image: Commodity Image: Commodity Commodity Image: Commodity Image: Commodity Commodity Image: Commodity Image: Commodity Image: Commodity Image: Commodity <tr< th=""><th></th><th></th><th></th><th></th><th></th><th></th></tr<>						
U/M Tax Group Quantity Unit Price Item of 	Document Information Requ	stor/Delivery Information	Vendor Informatio	On Commodity/Acc	ounting Balancing/Completion	1
Item of Y Y X = Extended: Commodity Description Additional: Y Y Commodity Text Tax: Item Text Commodity Iter Tax: FOAPAL of Remaining Commodity Amount: NSF Override % USD FOAPAL of Remaining Commodity Amount: NSF Suspense Extended: FOAPAL of Remaining Commodity Amount: NSF Suspense Extended: COA Yr Index Fund Orgn Acct Prog Actv Locn Proj Discount: V V V V V V V V V Image: Second Se		U/M Tax C	Group Quan	itity Ur	it Price	
Commodity Description Additional: Y Y Additional: Additional: Tax: Item fext Commodity Text Add Commodity Document Commodity Total: Distribute Distribute	Item of			x	= Extended:	
Additional: Image: Commodity Text Image: Commodity Text Tax: Add Commodity Text Add Commodity Line Total: Add Commodity Document Commodity Inter Total: Distribute	Commodity	Description			Discount:	
Commodity Text Tax: Item rext Commodity Line Total: Add Commodity Document Commodity Total: Distribute Distribute FOAPAL of Remaining Commodity Amount: NSF Override % USD NSF Suspense Extended: V V V V V V V V O FOAPAL Line Total: Tax:	•	•			Additional	:
Item Text Commodity Line Total: Add Commodity Document Commodity Total: Distribute Distribute			Commodity	y Text	Tax:	
Add Commodity Document Commodity Total: Distribute Distribute FOAPAL of Remaining Commodity Amount: NSF Override % USD NSF Suspense Extended: V V V V V V V V O FOAPAL Line Total: FOAPAL Line Total:			Item Text		Commodity Line Tota	I:
FOAPAL of Remaining Commodity Amount: NSF Override % USD Image: Specific and the specif			Add Comm	odity Do	cument Commodity Total:	
FOAPAL of Remaining Commodity Amount: NSF Override % USD Image: NSF Suspense Extended: Image: NSF Suspense Extended: Image: NSF Suspense Image: NSF Sus			Distribute			
FOAPAL of Remaining Commodity Amount: INSF Override % USD Image: NSF Suspense Extended: Image: NSF Suspense Extended: Image: NSF Suspense Image: NSF Su						
NSF Suspense Extended:		Remaining Commodity /	Amount:		NSF Override	% USD
COA Yr Index Fund Orgn Acct Prog Activ Locn Proj Discount: Image: Color of the state of the sta	FUAPAL of		L		NSF Suspense Extended:	
V V V V V Additional:	FUAPAL of	d Oran Acct	Prog Acty	Locn Proj	Discount:	
I Tax:	COA Yr Index Fun		ACLV	Local Proj		
FOAPAL Line Total:	COA Yr Index Fun		v	v	Additional:	
	COA Yr Index Fun v v v		• •		Additional: Tax:	
Document Accounting Total:	COA Yr Index Fun v v v 1				Additional: Tax: FOAPAL Line Tota	
	COA Yr Index Fun v v v 1				Additional: Tax: FOAPAL Line Tota Document Accounting Total	
	COA Yr Index Fun V V V 1				Additional: Tax: FOAPAL Line Tota Document Accounting Total	
	COA Yr Index Fun V V V 1				Additional: Tax: FOAPAL Line Tota Document Accounting Total	
31 for listCount Query for vendor;Execute Query for Vendor by Comm.	COA Yr Index Fun V V V 1				Additional: Tax: FOAPAL Line Totz Document Accounting Total	

Fill in a short description in the **Description** space.

Click the drop down arrow under **Commodity** to select the commodity code for the product/service:

🔒 🔊 📋 [🏓 🖷]	🖻 🗟 i 🎓 🏠 i 💱) 📾 🛞 i 🗛 i 🐣	🔍 🕂 🗄	•≱∣∳∣⊕	🖞 🖗 🕲 👷 X	
Purchase Order Entry	: Commodity/Accountin	ng FPAPURR 8.9.1.2	(PPRD) 20202		000000000000000000000000000000000000000	× ≥ 36666666666666666666666666666
Purchase Order: Order Date:	P0017602	Blanket C Transacti	order: on Date:	♥ 09-MAR-2016	On I	der Type: Regular 🔻
Delivery Date:	23-MAR-2016	Comment	s:		_ [Document Text
Commodity Total:		Accountir	ng Total:			
						Document Level Accounting
Document Information	Requestor/Delivery I	Information Vendo	r Information	Commodity/Acc	ounting Balancing/Com	pletion
	U/М	Tax Group	Quantity	/ Un	it Price]
Item of	EA	•		x	= Exte	ended:
Commodity	Description	1			Disc	ount:
					Addi	itional:
AF	ple Computer		Commodity Te	ext	Tax:	Tatala
			Add Commodi	by Dov	Commodity Line	
			Distribute		ament commonly rota	•
						<i>N</i>
FOAPAL	Remaining C	commodity Amount:			ISF Override	
COA Ve Index	Fund Oran	Acct Drog	Actu	Loop Droj	Discour	at:
	Tuna Orgin				Additio	nal:
1					Tax:	
					FOAPAL Line	e Total:
					Document Accounting	Total:
]
				UL	EVV	466
LIST for list;Count Query fo	r vendor;Execute Query for	Vendor by Comm.				
Record: 1/1		<0SC>	·			

An Option List window will appear, click on Commodity Validation (FTVCOMM):

ile Edit Options Bloc	k Item Record Query	Tools Help	9 🕂	□ □ □ · · · · · · · · · · · · · · · · ·) 🗗 🕐 🧐	X	
Purchase Order Entry	: Commodity/Accounting	FPAPURR 8.9.1.2	(PPRD)				<u> </u>
Purchase Order:	P0017602	Blanket	Order:			Order Type:	Regular 💌
Order Date:	09-MAR-2016 🎹	Transac	tion Date:	09-MAR-2016		In Suspense	
Delivery Date:	23-MAR-2016 🎹	Commer	its:			Document Tex	t
Commodity Total:		Account	ng Total:				
				·		Document Lev	el Accounting
Document Information	Requestor/Delivery In	for Comm	أرقي المراجع المراجع			pletion	
	U/M		outy validad		lice		
Item of		Vendor P	roducts Valid	lation (FPVVPRD)		- Extended:	
		Vendor F	Products Que	ry (FPIVPRD)		Discount:	
Commodity	Description				_	Additional:	
						Tax:	
					Comm	IdX:	
		_			Comm	dity Line Total:	
		_			ent Commo	dity lotal:	
		_		Cancel			
		_					
FOAPAL of	Remaining Co	<u>Μήσαιτγ Απισαπτ.</u>			Uverride	%	USD
					NSF Suspense	Extended:	
COA Yr Index	Fund Orgn	Acct Prog	Actv	Locn Pro	j i	Discount:	
		• •				Additional: 🗌	
1						Tax:	
	ļļ		_	ļļ	FO	APAL Line Total:	
					Document A	counting Total:	

Double click on the Commodity Code from the list that best matches your purchase. If there are no commodities that match, select MISCELL for miscellaneous:

e Edit Options Block Item Reco	ord Query Tools Help						
a 🖉 📔 i 🖊 📢 🖻 i 🎓	🎦 🕄 🗐 😣 💁 📇 🖻	• 🗗		(k [+	🏶 i 🏚 i 🔞	[🝚 [X	
Commodity Validation FTVCOMM 8	3.0 (PPRD) 1000000000000000000000000000000000000						
Com	modity Code Description	U/M	Fixed Asset	Stoc	Start k Date	Termination Date	
C000	00001 Maintenance & Repair	SVC	N	N	05-DEC-2013	05-DEC-2013	(
CAM	CEQP Camera equipment - capital	EA	N	N	31-AUG-2012	31-AUG-2012	
CAM	EEQP Camera equipment non-capital	EA	N	N	31-AUG-2012	31-AUG-2012	
CAM	EQC Camera equipment capital > \$1	EA	N	N	29-AUG-2012		
CAM	EQN Camera equipment - non capita	EA	N	N	29-AUG-2012		
CAM	EQP Camera equipment non capital	EA	N	Ν	30-AUG-2012	31-AUG-2012	
CAM	RNT camera equipment rental	EA	N	Ν	04-SEP-2012		
CAPE	CAPITAL EQUIPMENT	EA	N	Ν	07-MAY-2008		
CAPF	CAPITAL EQUIPMENT >\$,1000	EA	Y	Ν	07-MAY-2008		
CAPO	GWN CAPS & GOWNS	EA	N	N	07-MAY-2008		
CARI	PET CARPET	FT	N	N	17-JUL-2015		
CARI	CARPENTRY SUPPLIES	EA	N	N	07-MAY-2008		
CLAE	BOR LABOR	svc	N	N	13-DEC-2013		
CLAS	SFR CLASSROOM FURNITURE	EA	N	N	07-MAY-2008		
CLAS	CLASSROOM SUPPLIES	EA	N	N	07-MAY-2008		
CME	QPS COMMUNICATION EQUIPMENT	B EA	N	N	07-MAY-2008		
СОМ	SUPP Computer support	EA	N	N	26-JUL-2012		
СОМ	EQP COMPUTER EQUIPMENT	EA	N	N	07-MAY-2008		
СОМ	FXA COMPUTER EQUIPMEMT >\$1,00	C EA	Y	N	07-MAY-2008		
СОМ	SSS COMPUTER SOTWARE	EA	N	Ν	07-MAY-2008		
COPI	ERS COPIER SUPPLIES	EA	Ν	Ν	07-MAY-2008		
COP	FAX COPIER / FAX REPAIRS	EA	N	Ν	07-MAY-2008		
CUS	CUSTODIAL CLEANING	EA	N	Ν	13-AUG-2013		
	IVII	D		Л		WF	-
ecord: 7/?	<0SC>						
	Hi Meg.						

After your selection, a window will pop up that asks if you want to replace the existing description. **Always** click "**No**".

File Edit Options Block Item	Record Query Tools H		品品「本「本」		
Purchase Order Entry: Comm	nodity/Accounting FPAPUR	R 8.9.1.2 (PPRD)			≚ X
Z	····//				
Purchase Order: P00176	02	Blanket Order:		Order Type:	Regular 🔻
Order Date: 09-MAR	-2016	Transaction Date:	09-MAR-2016	In Suspen	se
Delivery Date: 23-MAR	-2016	Comments:		Document	Text
Commodity Total:		Accounting Total:			
				✓ Document	Level Accounting
Document Information Requ	estor/Delivery Informatior	Vendor Information	Commodity/Accou	nting Balancing/Completion	
	U/M Tax	Group Quant	ity Unit	Price	
Item of	EA		x	= Extended:	
Commodity	Forms 300			66666666666 × Discount:	
•	•			Additional:	
COMEQP Apple Com	nputer	Do you want the the existing desc	commodity code descrij ription?	otion to replace Tax:	
			(Yes No	
			,		
	-				
FOAPAL of	Remaining Commodity	Amount:		F Override %	USD
			NS	F Suspense Extended:	
COA Yr Index Fun	d Orgn Acct	Prog Actv	Locn Proj	Discount:	
				Tax:	
				FOAPAL Line Total:	
				Document Accounting Total:	
LIST for list:Count Query for vendor	Execute Query for Vendor by C	omm.			
Record: 24/2		<0SC>			

On the top of the screen, select **Options**:

File Edit Options Blo	ck Item Rec	ord Ouerv	Tools He	D								
				🗈 (📇 ((२) +) [k [🚯 [🖈 [🕜 [🔍	X			
Purchase (er Entr	ry: Commodity	//Accounting	FPAPURR	8.9.1.2 (PPRD) 1999	000000000		*******	**********	× ≚ 200000000000000000000000000000000000		
Purchase der:	P0017602			Blanket O	rder:				Order Type:	Regular 🔻		
Order Date:	09-MAR-201	6 🛄		Transactio	on Date:	09-MAR-2	016 🎹		🗆 In Susper	In Suspense		
Delivery Date:	23-MAR-201	6 🛄		Comments	5:		Document			t Text		
Commodity Total:				Accountin	g Total:							
									Document	t Level Accounting		
Document Information	n Requesto	r/Delivery In	formation	Vendor	Informatio	n Comme	dity/Accou	unting Balanci	ing/Completion			
	¥	Original Co	ommodity [escription	FPAPURR	8.9.1.2 (PP	RD) 🗹 🗐 📕	Price				
Item of		COMPUTER EQ	UIPMENT						= Extended:			
Commodity	C	escription							Discount:			
		•		_					Additional:			
COMEQP	pple Compute				Commodity Text				Tax:			
					Item Text Commod				dity Line Total:			
					Add Commodity Document Commodity Total:							
					Distribute							
FOAPAL of Remaining Commodity Amount: NSF Override % USD									USD			
COA Yr Index	Fund	Oran	Acct	Prog	Actv	Locn	Proi		Discount:			
	T	T	T	T	T	T			Additional: 🗆			
1									Tax:			
								FOA	PAL Line Total:			
				Document Acco				ounting Total:				
									-			
						JU	/	EV	VAI	NE		
Enter commodity descript	tion	1	1	1 -000								
Record: 1/1				<080>								

When the drop down list appears, select **Document Text**.

The **Procurement Text Entry** screen will appear:

Oracle Fusion Middleware Forms Services: Open > FPAPURR - FOAPOXT -								
Eile Edit Options Block Iter	m Record Query Tools H	elp						
(🖬 🔊 🖹 । 🔎 🖨 🖻	1 🎓 🏹 🕄 📾 🛞	🔁 📇 🖻 🖬 🔁 🌆 🤄	∲ ⊕ @ ⊘ X					
Reproducement Text Entry FC	APOXT 8.4 (PPRD)			ĽX				
Text Type: Vendor: Commodity Description:	PO Code: E01000472 Apple Compute	P0017602	Change Sequence:	Item Number:				
Modify Clause:		Copy Commodity Text	Default Increment: 10					
	Text	Clause Number	Print Line					
				<u> </u>				
				2				
·				۲				
<u></u>								

On this screen, add the purchase details. Information that must be included are:

- Quote number (if available). If not available, you may omit it but adding the quote number greatly assists the vendor with processing the PO.
- The contact information: The Emerson requestor's e-mail address.
- The e-mail address of the individual who will be receiving the PO at the Vendor's office.
- The following statement: "PO # must be referenced on all invoices".
- The following statement "Send all invoices to accountspayable@emerson.edu".
- Your initials.

Each line in **Document Text**, has a print check box. If you want the line to be printed on the PO, click on the check box.

When all information has been typed in, click on the **SAVE** icon on top left hand side and then click on the "X" the top right hand side to close the form:

Procurement Text Entry FOA Text Type: Vendor: Commodity Description: Modify Clause:	PO Code: P001 E01000472 Apple Computer	- 「 陰 ● 「 控 加 「 (7604 ▼ py Commodity Text	Chang Defaul	e Sequence:	Item Number:	
	Text	Clause Number	Print	Line		
Quote #945				10		-
Contact: Julie_Gelfond@emers	on.edu		V	20		
PO # must be referenced on a	ll invoices		2	30		
All invoices must be sent to			2	40		
accountspayable@emerson.ed	u		2	50		
FL				60		
						2
						10
						•

Note: Document Text is used for details on PO. If you would like text for a specific line item, click on **Options** and select **Item Text**.