

**PURCHASING USER MANUAL ..... 1**  
**PO NUMBERS AND PO APPROVAL PROCESSES ..... 1**

# PURCHASING USER MANUAL

## PO NUMBERS AND PO APPROVAL PROCESSES

Your administrator will determine if a PO Approver is required, who the PO Approvers are, if PO Departments are used, and whether PO numbers are assigned automatically or manually entered. The following tables indicate when purchase order numbers are assigned, and when purchase orders are approved and ordered according to these conditions.

### PO APPROVER REQUIRED

Purchaser is:	PO Approver	PO Approver	Not a PO Approver	Not a PO Approver
PO Numbers are:	Automatically assigned	Manually entered	Automatically assigned	Manually entered
Steps:	Select Department (if applicable), etc.			
	Select requisition items	Enter PO Number	Select requisition items	Enter PO Number
	Save	Select requisition items	Save	Select requisition items
	Approve (PO number is assigned)	Save	Complete (PO number is assigned)	Complete
	Ordered	Approve		
	Ordered			

### PO APPROVER NOT REQUIRED

PO Numbers are:	Automatically assigned	Manually entered
Steps:	Select Department (if applicable), etc.	Select Department (if applicable), etc.
	Select requisition items	Enter PO Number
	Save	Select requisition items
	Ordered (PO number is assigned)	Save
		Ordered