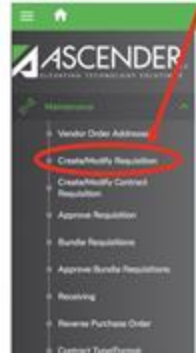


Purchase Order Instructions



1. When you log into Ascender, click on **Purchasing** from the left-hand menu.



2. From the **Maintenance** drop-down menu, select **Create/Modify Requisition**.



3. Click on **Add - Clear All**

4. Start typing the **Vendor** name and it will pop up. If you are using a credit card, the vendor is Comdata, not the store/company.

5. Add **shipping** location and **Campus/Dept** by typing Hawley and you will be able to select from the drop-down.

6. Type in the **reason** for your purchase (ex. Instructional supplies, girls' basketball, etc.).

7. Fill in the **description** of what you are purchasing: **quantity, unit, and price**.

8. If you need to add another line, click **add**, and repeat step 7.

9. **Refresh totals** to make sure everything is calculated.

10. Click **Save** and then **Submit**. When prompted select **YES** to print your requisition summary. **THIS IS NOT AN APPROVED PURCHASE ORDER YET!!** It is just for your records. You will receive an email when your requisition is approved you will need to go in and print your purchase order.

Modify Requisition

Save **Delete**

Requisition Nbr: **Retrieve** **Directory**

Add - Clear All **Add - Clear Vendor** **Add - Clear Detail** **Vendor Notes**

Requisition Number: Originator: 000908 - MI

Date Request: Date Required:

Sort Key/Vendor Name: Shipping Addr:

If you need to attach a document to your purchase order, click **SAVE** BEFORE submitting and the Documents button will appear.

Directory

Detail **Vendor Notes** **Comments** **Uniform Acct Distr** **Print** **Documents** **Submit**

Originator: 000908 - MIRANDA LIAN COX Requestor: 000908 - MIRANDA LIAN COX Order Ear:

Date Required: Reason: Reference Nbr:

Shipping Addr: Bid Category:

Campus/Dept: Bid Nbr:

Weight Amt Confirm Only: ☐ Attachments:

Document Options

Document List

Application: PURCHASING Folder: Requisition

Delete	Type	Description	Upload Date/Time	Upload User
No matching records found				

Document Upload

Select File to Upload: **Choose File** No file chosen

Select Type:

Description:

Upload File

Close

Click **Documents** and then **Upload File**.

Inform Acct Distr **Print** **Documents** **Submit**

Requestor: 000908 - MIRANDA LIAN COX Order For: Requisition

Reason: PUNCHING DUMMY Reference Nbr:

Bid Category:

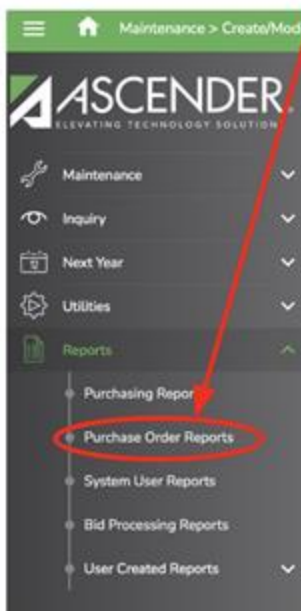
Bid Nbr:

Freight Cost: 0.00 [Distr Freight Amt](#) Confirm Only: ☐ Attachments: ☐ Requisition

After uploading your document, be sure to click **SUBMIT**.

Printing Instructions

You will receive an email once your PO has been approved. Mitzi will print a copy for the business office. If you would like a copy for your records, follow the instructions below.



1. In **Purchasing**, select **Purchase Order Reports** from the **Reports** drop-down.

2. Select **Print Purchase Orders**.

Set your parameters like the photo. They will stay set after you set them the first time.

3. Put in your **requisition number** (not PO number) as the starting and ending number.

4. Click **Preview** at the top.

Purchase Order Reports

REQ1300 - Report Purchase Orders

Parameter Description	Value
Select Current Year (C) or Next Year (N)	C
Print on pre-printed purchase order form? (Y/N)	N
Sort by Purchase Order (P), Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	P
Select Contract (C), Non-Contract (N), or Blank for ALL	
Select Request Purchase Order(s), or Blank for ALL	
Print Confirmation only (C), Matable POs (M), or Blank for ALL	
Include Account Code Ledger on District Copy? (Y/N)	Y
Shipping Address Line 1 using Contact (C) or Organization (O)	C
Include Requestor's Name in Shipping Address? (Y/N)	N
Include Requisition Comments? (Y/N)	N
Include Bid Category? (Y/N)	N
Include Item Nbr? (Y/N)	Y
Select Receiving Address(es), or Blank for ALL	
Select Vendor(s), or Blank for ALL	
Select Bid Category(s), or Blank for ALL	
From Required Date (MMDDYYYY), or Blank for ALL	
To Required Date (MMDDYYYY), or Blank for ALL	
From PO Date (MMDDYYYY), or Blank for ALL	
To PO Date (MMDDYYYY), or Blank for ALL	
Print starting from specific requisition number (000000)	170877
Print ending at a specific requisition number (000000)	170882

If you can not find your PO with this report, try REQ1450 (above this report).