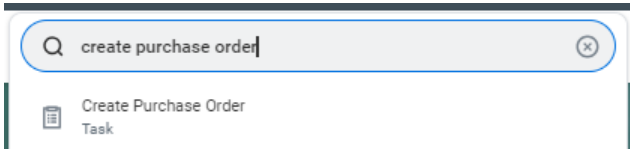


Audience / Role	Buyer
Description	This job aid provides instructions to create a Purchase Order (PO). A purchase order (PO) is from a buyer to a supplier for procuring goods and/or services.
Before You Start	Have a list of items/services you are purchasing

Create Purchase Order (PO)

1	In the Search bar, enter Create Purchase Order. In the search results, select the Create Purchase Order task. 
2	Under Create Purchase Order, complete the fields for this task. All required fields are indicated with a red asterisk. Enter the following into the fields: • Company – enter Kern County. • Supplier – required field. • Currency – defaults to USD (based on Supplier profile). • Purchase Order Type – Optional; select Purchase Order type. • Document Date – defaults to today's date.
3	Once a Supplier is selected, select either Create Blank Purchase Order, Copy Details from Existing Purchase Order, or Create from Supplier Contract. Your selection determines what information displays on the new purchase order. Required fields should automatically populate. • Select Create Blank Purchase Order if you are not referencing a previously created or issued purchase order. • Select Copy Details from Existing Purchase Order if you are referencing details of a similar and previously created purchase order. • Select Create from Supplier Contract if you are referencing a previously created Supplier Contract. Note: use only for the following contract types: Supplier Blanket Agreement (PA), Department Agreement (WAF), Regular – Board Approved (WAF). Select OK.
4	Under Create Purchase Order, under the Summary section, enter the following: • Freight Amount and Other Charges – Optional; Populating these fields in the header will automatically populate these costs to the lines. The lines will require a spend category that's eligible for allocation of freight and other charges to at least 1 line. (This is set up on the Maintain Spend Categories task)

5	Under the Terms and Taxes section, enter the following: • Payment Terms, Default Payment Type – These will default from the Supplier or Supplier Contract. This Should be immediate. • Due Date – Select the due date for the order fulfillment. • Shipping Terms, Shipping Methods, Shipping Instructions – Defaults shipping information. The source of the default information will be selected in this order: Order-From Connection, Supplier, Company, Tenant • Supplier Contract – Defaults if selected on previous page.
6	Under the Contact Information section, enter the following: • Issue Option – Will populate if an issue option was set up. • Bill-to Contact/Bill-To Contact Detail – change this to the Requestor or appropriate contact. • Bill-To Address – update this to the appropriate department location. • Ship-to Contact – change this to the Requestor or appropriate contact. • Ship-to Contact Detail – change this to the Requestor or appropriate contact. • Ship-To Address – update this to the appropriate department location. • Memo – Enter information to be included on the purchase order, such as County Contact (name, phone &/or email), Supplier Contact (name, phone &/or email), special or applicable Terms and Conditions that apply, and any special delivery or handling instructions that apply to the whole order. • Internal Memo – Enter any notes for internal purposes. These will not appear on the purchase order.
7	On the Goods Lines or Service Lines tab, select the add button (+) to add details line or lines. Select the minus button (-) to delete line or lines. Enter the following for Goods Lines: • Item – Not currently utilized. • Item Description –Provide detailed description of the item, reference product number or quote number/date. • Spend Category – Enter an appropriate spend category. • Supplier Item Identifier – • Tax – select applicable tax rate • Quantity – Enter quantity. • Unit of Measure – Enter UOM (do not use Amount) • Unit Cost – Enter Unit Cost. • Due Date – Optional, Enter Due Date for line item. • Memo – enter details specific to that line item; this will print on PO. • Location – Optional, Enter appropriate Location if applicable. • Project Task – Optional, Enter appropriate Project Task if applicable. • Grant – Optional, Enter appropriate Grant if applicable. • Cost Center – Enter appropriate Cost Center. • Additional Worktags – Enter additional worktags if necessary, Activity and Fund are required and should default based on previous selections.

8	On the Goods Lines or Service Lines tab, select the add button (+) to add details line or lines. Select the minus button (-) to delete line or lines. Enter the following for Service Lines: • Item – N/A • Description –Provide detailed description of the Services to be provided, reference Supplier quote number/date. • Spend Category – Enter an appropriate spend category. • Tax – Enter expected sales tax amount for the transaction. • Amount – Enter \$ amount of the service. • Due Date – Optional, Enter Due Date for line item. • Start Date – Enter start date for Service Lines • End Date – Enter end date for Service Lines. This is used to report PO expiration date. • Retention box – Optional. Check box for POs that should withhold retention. • Prepaid box – Optional, use for Prepaid POs. • Memo – enter details specific to that line item; this will print on PO. • Location – Optional, Enter appropriate Location if applicable. • Project Task – Optional, Enter appropriate Project Task if applicable. • Grant – Optional, Enter appropriate Grant if applicable. • Cost Center – Enter appropriate Cost Center. • Additional Worktags – Enter additional worktags if necessary, Activity and Fund are required and should default based on previous selections.						
9	For Tax, enter the expected Sales Tax for goods. <table><tr><th>Tax</th><th>Tax Recoverability</th><th>Tax Option</th></tr><tr><td> Tax Applicability × Taxable ... Tax Code × Kern County Full Use Tax (8.25%) ... </td><td> California Use Tax: California Department of Tax and Fee Administration (CDTF A) (6.25%) × Nonrecoverable + Allocate ... Kern County Use Tax: zzzDNU - Kern County Tax Assessor (2%) × Nonrecoverable + Allocate ... </td><td> California Use Tax: California Department of Tax and Fee Administration (CDTF A) (6.25%) Calculate Tax Due to Supplier ▼ Kern County Use Tax: zzzDNU - Kern County Tax Assessor (2%) Calculate Tax Due to Supplier ▼ </td></tr></table>	Tax	Tax Recoverability	Tax Option	Tax Applicability × Taxable ... Tax Code × Kern County Full Use Tax (8.25%) ...	California Use Tax: California Department of Tax and Fee Administration (CDTF A) (6.25%) × Nonrecoverable + Allocate ... Kern County Use Tax: zzzDNU - Kern County Tax Assessor (2%) × Nonrecoverable + Allocate ...	California Use Tax: California Department of Tax and Fee Administration (CDTF A) (6.25%) Calculate Tax Due to Supplier ▼ Kern County Use Tax: zzzDNU - Kern County Tax Assessor (2%) Calculate Tax Due to Supplier ▼
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10	Enter the following for Retention Terms: • Percent to Retain – Enter percentage to be retained. • Estimated Retention Release Date – Optional, Date in which retention release would take place. • 3rd Party Retention – Check box if this applies. • Memo – Can include message if inclined.						
11	Enter the following for Prepaid Details: • Has Prepaid Line(s) – Select this checkbox if purchase order includes prepaid lines.						

	• Prepaid Amortization Type – types to choose from include: ○ Manual ○ Receipt ○ Schedule • Expected Amortization Date – If prepaid amortization type is selected, this field requires a date. • Use Prepaid Spend Account Posting Rules for Receipt Accruals – If prepaid amortization type is selected, checkbox appears.
12	Under the Attachments tab, add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
13	Select Submit.

What Happens Next?

- The purchase order is created and routed for review and approval as listed below:
 - Check budget by Budget manager
 - Review by purchase order buyer
 - Approval by procurement operations lead
- Issue Purchase Order

Related Reports

- Find Purchase Orders

Related Job Aids

- Issue Purchase Order (PO)
- Create Change Order on Issued Purchase Order (PO)