

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT ORDERS TO BE FAXED

ch - LiveSystem

PR: H99999 PO:

**Vendor** **ShipTo** **Details** **Req. Codes**

V00114650 Addr: P1 WAREHOUSE Addr: SF  
HON CO FORT HAYS STATE UNIVERSITY  
ATTN GOVERNMENT SALES 600 PARK ST  
MUSCATINE IA 52766 HAYS KS 67601

Confirm:   
Account:   
Bid #   
Contract # 05755 PO Type: P Terms:   
End Use: P TOEFFER   
Buyer:

Req Codes   
 ☐ FN ☐ ☐ ☐ ☐   
 ☐ ☐ ☐ RF ☐

**Items**

Item Nur	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended Am
0001	4	EA	HON SENSIBLE GUEST CHAIR #6008 FABRIC	107.25	6110512035- 537100	429.00
0002	4	EA	HON STEEL SERIES GUEST CHAIR #4003 FAB	70.20	6110512035- 537100	280.80
0003	0			0.00	-	0.00

**Notes**

AUTHORIZED DEALER: THOMPSON CRAWLEY

PURCHASED FOR OFFICE USE

**Print After**

The Ship To Tab should be WAREHOUSE when an order is to be shipped to FHSU.

Req Codes "FN" in Box 2 and "RR" in Box 9 will automatically fill in. When RR is filled in, a Receiving Copy must be processed before payment can be made.

End Use should list the person who the order will be delivered to.

Only 30 characters in the Description will print on reports and can be seen by Accounts Payable. Type the most descriptive words first.

All additional information that needs to be communicated to Purchasing or is needed by the auditor and/or the vendor should be typed in the Print After Notes.

## Polices:

- All orders need to be faxed by Purchasing.
- Other than Purchasing, only the budget authority needs to approve these PRs!
- The order will be delivered to the department's delivery address. Once the order is received, the IFAS Receiving Copy is completed.

## Receiving Copy:

- A Receiving Copy is required for all items that have Warehouse in the Ship To tab. If multiple departments are charged on one PR, each department must receive its portion of the PR separately.
- Select the folders PO, UP, RC or type in the Mask "POUPRC" in the Command box. Type in PO # and hit Enter to extract PO information. Complete the Receiving Copy by typing in the quantity in the Qty Accepted field as the items are received, including shipping and handling. Hit Save to receive message "Record Accepted". Occasionally the message "Location is Required" will appear. Go to the Location field and choose lookup for either Code Description or Code Value to search for the building where the merchandise will be permanently stored. This data will be used in the future for inventory purposes.
- Do NOT use the "Complete" box on POUPRC.

Record 1 of 1

PO Number: Date Received: 06/18/201

Carrier:   
 Freight:   
 Packing:   
 Save

Vendor:   
 End Use:   
 Ship To:

**Items** **Remarks**

PO Item	Units	Qty Ordered	Qty Accepted	Qty Rejected	Received To Date