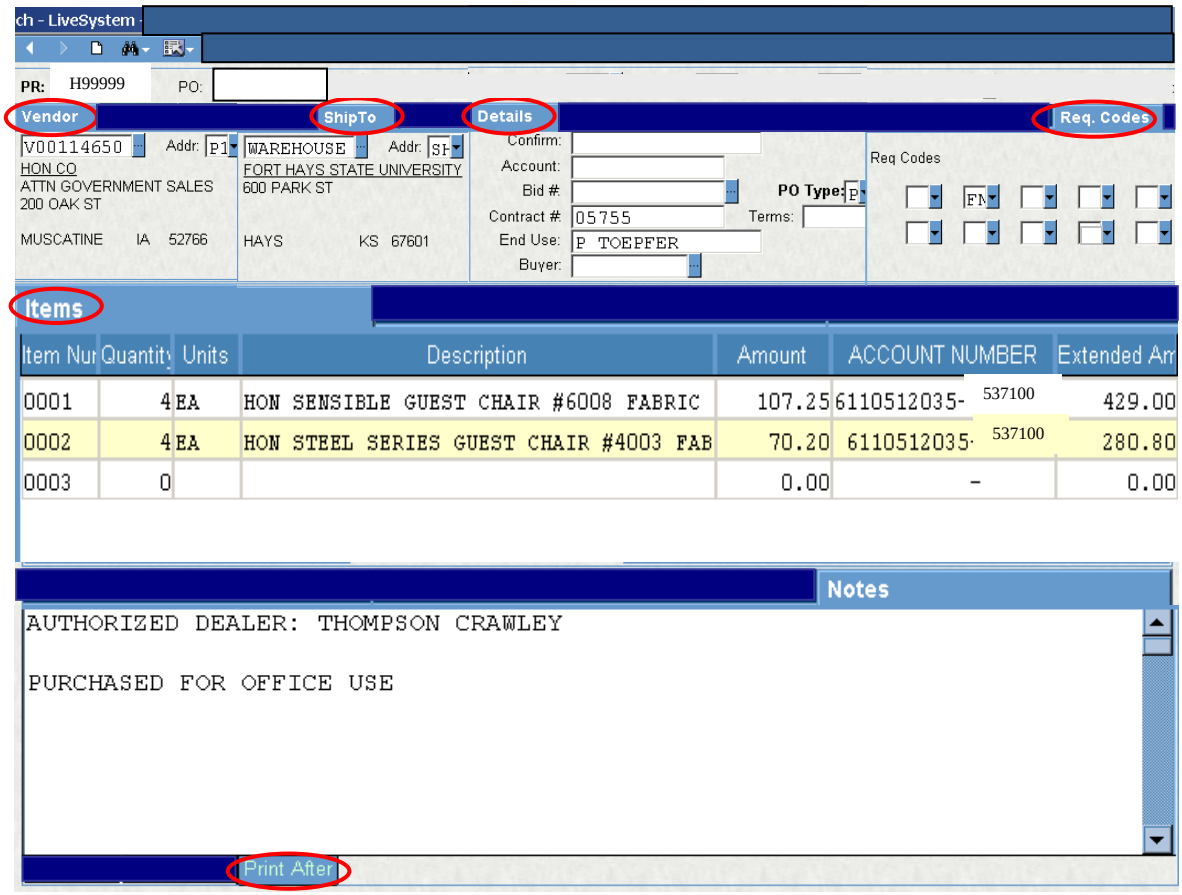
FORT HAYS STATE UNIVERSITY
STATE ACCOUNT
ORDERS TO BE FAXED



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

Req Code~~s~~ "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.~~

The Receiving Copy feature is no longer supported by IFAS 7.

Revised 06/17/2014