3. Write requisition

It is easy to place a purchase order if you already have the necessary information about the group, project and supplier. The Application also allows the user to use more than one project number in the same purchase order with the same Supplier.

Picture F

Supplier and Payment

1. **Supplier** can be found by clicking on the blue key (it is link to your list of Suppliers) or the Supplier can be found by clicking on the relevant link in the list of Suppliers (it is possible to return to the purchase order by clicking on the small box-like icon in the left-hand corner of the webpage).

2. Write **Suppliers Contract**

3. For **SKI/KUs** place a check mark (for more information about Ski/KU, click on the appropriate link).

4. **IF YOU DO NOT USE THE SKI/KU**; you must type in why not.

5. **Ean nr.** Click on the blue Botton (remember to find the ean nr. which you have to use to place the order).
Goods

1. Enter the **number of goods**.
2. Type a **description of the goods** (Write so it will be possible to link the Purchase Order with invoice) Do not only write travel – write the city and date and persons, otherwise it will be difficult to link the invoices to purchases and we will have to call the Suppliers for this information.
3. **Type of goods** (click on the the blue button to find the Type of goods category).
4. **Price of goods** (what is the price in Danish Crowns if the price is in foreign value. Set is price in the description of the goods.)
5. **Bevilling**, click on the the blue butten and choose the project nr.).

If you wish to have notes about the Purchace Order, you can type this information in the little box.

Click on ‘Save’ when done and a picture of the Draft Purchase Order will be generated.
Purchase Order Number

To obtain the Purchase Order number, click on ‘ask for payment’ icon – the project manager will receive an email that the purchase order has been placed. If the Purchase Order needs to be modified or annulled, click on the ‘use as a draft’ icon.
**Purchase Order Date**

Click on the ‘order date’ button to set the date of the order. If the goods need to be cancelled before delivery, click on the ‘cancel order’ button.
Delivery, partial delivery or returning goods to Supplier.

If the goods have been delivered, click on the ‘note delivery’ button and the Purchase Order will be sent to Accounting.

If it is only a partial delivery, click on those goods which have yet to be delivered.

If one or more goods have to be returned to the Supplier, click on ‘Return to Supplier’ button.