To create a basic Laser Lab purchase order,

1. From the Purchase Orders tab of the Purchase Order Selection window, double-click New Purchase Order.

The Assign a Vendor dialog box is displayed.

2. Select a vendor.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>you know the vendor name,</td>
<td>type the Vendor Name.</td>
</tr>
<tr>
<td>you don't know the vendor</td>
<td>1. Click [ ] next to Vendor Name.</td>
</tr>
<tr>
<td>name,</td>
<td>The Vendor Search dialog box is displayed.</td>
</tr>
</tbody>
</table>

If you don't know the vendor name, fill in the Vendor Name field.
2. Select **Vendor Name** or **Vendor Code** in **Where field**.

3. Type at least the first few characters to be located in **Begins with value**. This field is case-sensitive.

Use the percent symbol (%) as a wildcard character. For example, a search for %76 would return 76, 276, and 7893476.

4. Click **Search** and then double-click the vendor in the results list.

3. Select the primary corporation (09 University of Rochester, 01 Highland Hospital)
If... | Then...
---|---
you know the corporation code | type the **Corp Code** and click **OK**.
The Cover Sheet dialog box is displayed.

4. The system will assign the PO #. Update the Delivery Date, ship to address and discount (if any).

In the "Comments" Section, select Standard Notes" to insert the appropriate standard comments:
In the name field, type “LLE”, select Find

Highlight the correct note, and select “insert on PO”
Click OK

The Purchasing window is displayed
How to Create a Laser Lab PO in PMM

If you want to...

Then...

1. Double-click a blank line.

The Line Detail dialog box is displayed.

2. Click to select Non-Catalog?
3. Enter required order information.
   - If you want the system to automatically receive the item, click to select **Auto Receive Item**
   - Type the **Description** and **Qty** ordered.
   - Select the order unit of measure in **UM** and type the **List Price**.
   - If you want to specify a different discount for the line than the overall discount percentage on the Cover Sheet, type the **Discount $ or %**.

   **Note:** You must zero out the line percentage before you can type a dollar amount or zero out the dollar amount before you can type a percentage amount.

4. On the **PO Line** tab, enter any additional data that applies to the non-catalog item.
   - Select a **Deliver To** location (LAB FOR LASER ENERGETICS), (by using the drop down box or begin entering the deliver to address) **Corporation (09)**, **Cost Center** (I.E. 22528440), and **Expense Code** (subcode) i.e. 2160.
   - Type the **Vendor Catalog No**, select the **Mfr. Name**, and type the **Mfr. Catalog No**.

   **Note:** If the vendor catalog number matches a catalog item, the system suggests ordering the catalog item instead.
   - Type the **Requisition No** and requested **Delivery Date**.
   - Select a **Commodity** code (**Product Category Code**) LAB = 41120000

5. Click **Close**.

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**add a note to the line item,**

1. Select the line and click on the toolbar.

   The Line Notes dialog box is displayed.

2. Type notes to the vendor on the **PO Line** tab,

3. **Tip:** You can add **standard notes** by clicking **Std. Notes**, selecting a note, and clicking **Insert on PO**. Select and insert: “WB – PO Correspondence”. The Tax Exempt and PO Terms will automatically print on the order and do not need to be inserted.

4. Select “Close”.
6. Click on the toolbar if you want to change the method of submitting this PO to the vendor.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>send the PO electronically to an EDI-ready vendor,</td>
<td>EDI in Submit by and click OK.</td>
</tr>
<tr>
<td>send the PO via fax,</td>
<td>Fax in Submit by and click OK.</td>
</tr>
<tr>
<td>print a PO for mailing,</td>
<td>Mail in Submit by and click OK.</td>
</tr>
<tr>
<td>phone the order to the vendor,</td>
<td>Phone in Submit by and click OK.</td>
</tr>
</tbody>
</table>

7. Save or submit the PO.

<table>
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<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>send the PO to the vendor,</td>
<td>1. Click on the toolbar.</td>
</tr>
<tr>
<td>save the PO as a draft to be completed and submitted later,</td>
<td>Click on the toolbar.</td>
</tr>
</tbody>
</table>