To create a basic **Radiation Safety** purchase order,

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

   ![Purchase Order Selection](image1.png)

   The Assign a Vendor dialog box is displayed.

   ![Assign a Vendor](image2.png)

   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 <strong>Vendor Name</strong>.</td>
</tr>
<tr>
<td>you don’t know the vendor name,</td>
<td>1. Click next to <strong>Vendor Name</strong>. The Vendor Search dialog box is displayed.</td>
</tr>
</tbody>
</table>
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)

<table>
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</table>
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 “RADIATION”, select Find

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

The Purchasing window is displayed

Note: The PO Comments field should be used to enter any data that was previously entered in the Receive Notes field in ESI.
### How to Create a Radiation Safety PO in PMM

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>add a non-catalog item,</td>
<td>1. Double-click a blank line.</td>
</tr>
</tbody>
</table>

The Line Detail dialog box is displayed.

![Line Detail dialog box](image-url)
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 (**SH RADIATION SAFETY RM G-8842**), (by using the drop down box or begin entering the deliver to address) **Corporation (09)**, **Cost Center (I.E. 10349423)**, and **Expense Code (subcode) i.e. 2992**.
   - 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**) **BRACHYTHERAPY SUPPLIES = 42202100**

5. Click **Close**.

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### add a note to the line item,

1. Select the line and click **笔记** 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** The Tax Exempt and PO Terms will automatically print on the order and do not need to be inserted.
4. Select “Close”. 

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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>
<thead>
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<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>