

PO Entry: Entering Standard Terms & Shipments

In this learning cycle, you will learn how to enter **Terms** and **Shipments** information for a Standard Purchase Order. Specifically, you will learn how to:

- Select Freight, Carrier and FOB values from a list of pre-defined options.
 - Enter optional Supplier and/or Receiver notes.
 - Determine the Match Approval Level and the Receipt Routing.
- Login in to AIS Production.
 - From your AIS Personal Home Page Main Menu, select the Responsibility:
 - **SIU PO Department Buyer**
 - Then select **Purchase Orders > Purchase Orders**.
 - In the process of entering a Standard Purchase Order, you will enter information in the Header Region, then the Lines and then you are ready to enter the Terms and Shipments information.

Terms and Conditions Window

- From the SIU Purchase Order window, click the **Terms** button at the bottom.
- The **Terms and Conditions** window appears.
 - SIU PO Department Buyers will use this window to enter payment terms for the PO.
 - The bottom region, Agreement Controls, is not a part of the PO Entry process for this responsibility.
- In the Terms region, there are four fields to be populated.
 - Payment – this defaults to **Net 30**, the standard for SIU. However, you can use the LOV to select other Payment Terms, if needed.
 - Freight – The standard for SIU is **Paid**; use the LOV to select it.
 - Carrier – The standard Carrier for SIU is **Best Way**. Instead of invoking the LOV, you can just enter the first few characters for this standard in the field and press Tab. You could use the LOV to select a different Carrier, if needed.
 - FOB – A gain, an LOV is available for this field. The most common FOB option is Destination. However, the SIU option has the same description. Either choice is acceptable.
- After completing all of the fields, click **OK** to close this window. Entries for the Terms region are now complete.
- Next, PO Department Buyers can enter any necessary information in the Supplier Note and/ or Receiver Note fields. Entry is optional.
- When it is necessary to enter a note, just click in the field and enter appropriate text. The Supplier Note and Receiver Note fields are free form.
- The Terms and Conditions are now complete; exit the window to return to the main SIU Purchase Orders window.

Shipments

- Click the **Shipments** button.
- Much of the information displayed has defaulted from other regions on the SIU Purchase Order form.
- If you set Preferences before entering the order, then the **Org** field will be populated.
- However, if Preferences were NOT set, the Org field defaults to "XXX".
- The default MUST BE CHANGED to a choice in the LOV.
- Click the **More** tab.
- The More Tabbed Region is used to set the **Match Approval Level**.
- SIU uses 3-Way and 2-Way Match Approval Levels.

- A **3-Way Match Approval Level** means that Accounts Payable must have a PO, an Invoice and a Receipt that "match" before they can pay the Invoice.
- Receipt of the goods would have to be entered by Central Receiving or by the Department Buyer, depending on the Receiving Controls (Receipt Routing) selected. We'll be covering that next.
- A **2-Way Match Approval Level** means that only the PO and the Invoice need to "match" before AP can pay the invoice. A Receipt is not entered into the system.
- You can use the chart below to determine the Match Approval Level and Receipt Routing (Receiving Controls).

| PO Type | Receipt Routing | Match Type | PO | Scheduled Release | Receipt | Invoice |
|----------|-----------------------------|------------|----|-------------------|--------------------|---------|
| Standard | Standard Receipt | 2 - Way | X | | | X |
| Standard | Direct Delivery | 2 - Way | X | | | X |
| Standard | Standard Receipt | 3 - Way | X | | X thru Central Rec | X |
| Standard | Direct Delivery | 3 - Way | X | | X by Dept Receiver | X |
| Planned | Direct Delivery | 2 - Way | X | X | | X |
| Planned | Direct Delivery | 3 - Way | X | X | X by Dept Receiver | X |
| Blanket | Not being used at this time | | | | | |
| Contract | Not being used at this time | | | | | |

- You can change the Match Approval Level using the field's Down Arrow.
- If the Match Approval Level is changed to 2-Way, then the Receipt Close Tolerance (%) must also be changed to 100%. Delete the 0 and type in 100.
- Once you have reviewed/made changes in the More Region, the next step is to set Receiving Controls.

Receiving Controls

- From the Shipments window, click the **Receiving Controls** button to open the respective window. You will use this window to specify acceptable receiving conditions.
- This Receiving Controls window contains three regions.
 - **Receipt Date** - always accept the defaults.
 - **Over Receipt Tolerance** - always accept the defaults.
 - **Miscellaneous** - This region has three fields.
 - Allow Substitute Receipts* checkbox - not used by SIU.
 - Receipt Routing* - Options are: Direct Delivery, Inspection Required, None and Standard Receipt.
 - Enforce Ship To* - always accept the default of "Warning".
- The only field that is subject to change on the Receiving Controls window is *Receipt Routing*.
- To change the Receipt Routing, click in the field and invoke the LOV. The options are:
 - **Standard Receipt** (default) – accept this option if you want goods to be delivered through Central Receiving.
 - **Direct Delivery** – **select this option if you want goods to be delivered directly to the user Department.**
 - **None and Inspection Required** – these options are not used at SIU.
- When changes are complete, click OK to exit this window and return to the Shipments window.
- The Terms and Conditions and Receiving Control information has been entered for this Shipment.
- This learning cycle is now complete. The next learning cycle will show you how to enter the PO Distributions.