

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.