

One Council

Quick Reference Guide

SUPPLY CHAIN

Transmit Purchase Order



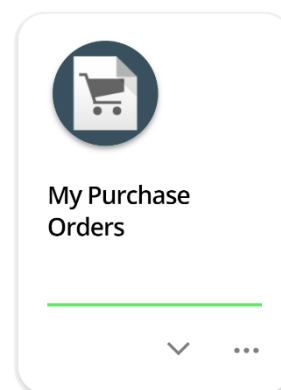
Need help? Ask for your friendly Change Champion

Overview

A purchase order is generated after a purchase requisition is approved. This quick reference guide provides details of how to transmit a purchase order to the supplier.

Launch My Purchase Orders

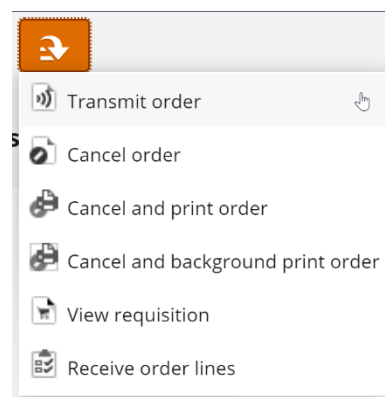
- ① Launch function:
 - Enterprise Search: **My Purchase Orders** or
 - Go to **My** tab
 - Select **My Purchase Orders**



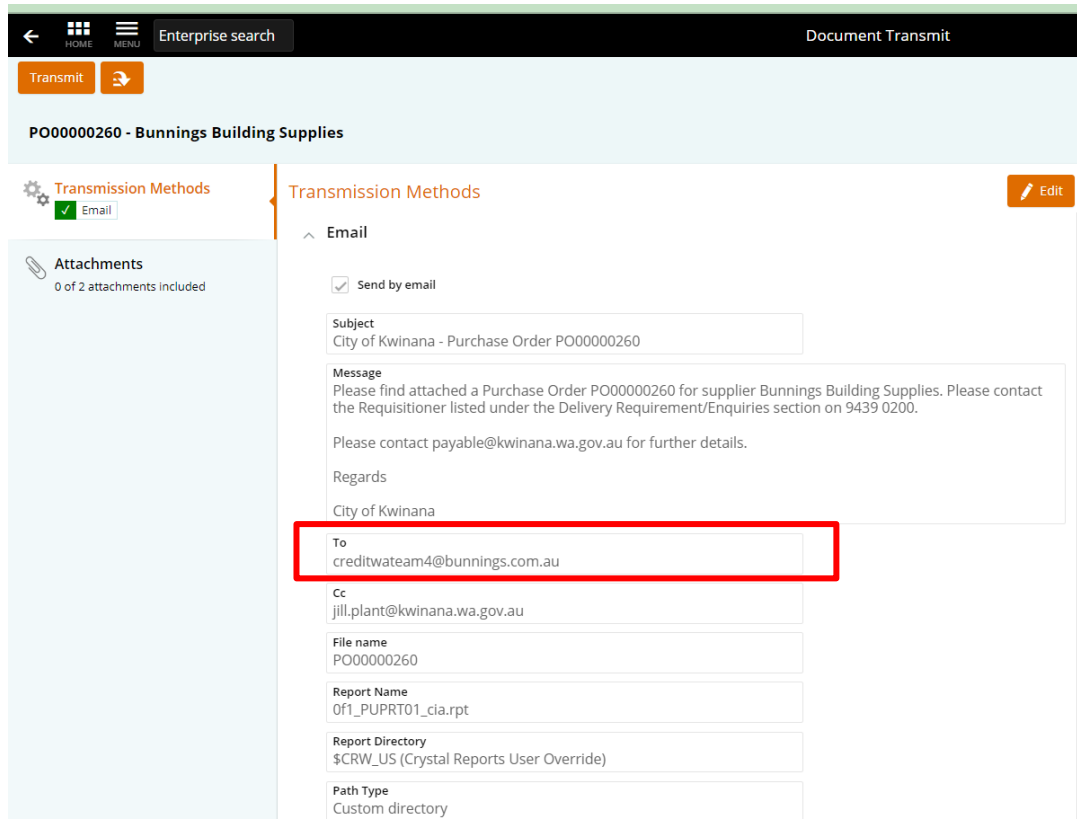
Transmit Order

- ① Search for and select the PO you wish to transmit and then click **View**

- ② Select the **action menu**, then select **Transmit Order**



③ The following screen will appear with a document preview of the purchase order



Enterprise search Document Transmit

Transmit

PO00000260 - Bunnings Building Supplies

Transmission Methods

Transmission Methods

Attachments

0 of 2 attachments included

Send by email

Subject

City of Kwinana - Purchase Order PO00000260

Message

Please find attached a Purchase Order PO00000260 for supplier Bunnings Building Supplies. Please contact the Requisitioner listed under the Delivery Requirement/Enquiries section on 9439 0200.

Please contact payable@kwinana.wa.gov.au for further details.

Regards

City of Kwinana

To

creditwateam4@bunnings.com.au

Cc

jill.plant@kwinana.wa.gov.au

File name

PO00000260

Report Name

Of1_PUPRT01_cia.rpt

Report Directory

\$CRW_US (Crystal Reports User Override)

Path Type

Custom directory

④ The transmission method defaults to email. This will send the PO direct to the supplier's email address. If you do not want the PO to go to the supplier, you will need to replace the supplier email address with your own

- Select **Edit**
- In the **To** field, type your own email address and click **Save**

⑤ Click **Transmit** to create the purchase order

An **information message** displays to confirm the job is submitted, shortly followed by a **transmission notification** with a link to the purchase order. Click the **link** to open the purchase order and save a local copy or print a hard copy if required.

