

PROCESSING A DIRECT PURCHASE ORDER (DPO)

Direct Purchase Orders (formally known as delivery orders) are encumbrance releases off a Blanket Purchase Order (BPO).

DETERMINE IF A COMMODITY IS ON A BPO

- From the ADPICS Main Menu (PCHL0000), press **F11** to access the **Commodity Table Inquiry**.
- Enter the name of the Commodity that you want to request.
- Press **Enter** to inquire on that commodity name.
- The columns on the left display whether or not a commodity is in inventory, on a Blanket, and if any specs exist.
- Mark your commodity with an "S" and press **F11-View BPO**.
- Enter a valid range of expiration dates for the BPO you want to view and press **Enter**.
- Mark your BPO with an "S" and press **F2-Select**.
- Verify the commodity you are purchasing is on the BPO.
- Link back to the Main Menu by pressing **Home**, enter **0000** and press **F9**.

INPUT ACTIVITY DIRECT PURCHASE ORDER WRITING HEADER (2360)

- From the ADPICS Main Menu (PCHL0000), press **F2** to access the **Procurement Transaction Menu**.
- Press **F4** to view the **Direct Purchase Order Writing (2360) screen**.
- The following fields contain default values to minimize the amount of required data entry:

Dept.	Intf Type
Purchasing Type	Action Ind (N)
Deliver to Name	Deliver to Address
Dist. Method (S)	

Note: Default values can be overridden by typing in another valid value.

- Options for Doc Type are:

DP - Standard DPO	DA - Capital DPO
DC - Catalog DP	DM - Medical Supplies DPO
DG - Grant DPO	DE - Medical Equipment DPO
- Options for the **Distribution Method** field are: "S" (Single) is used to assign a single accounting line (Index and Subobject) to all of the commodity lines on the direct purchase order. If the distribution method is "M" (Multiple), a separate accounting line is assigned to each of the commodity lines on the direct purchase order. If the distribution method is "P" (Percentage), a single accounting line is distributed on a percentage basis to across a maximum of 3 commodity lines on the direct purchase order.
- The following fields are required fields for data entry:

Match Type	Address Code
Blanket PO ID	Delivery Date
Accounting Information	Dist. Method (if you want to change it)
- Enter a **Match Type Code (3W)** - Three-Way Match for goods or **AB** - Progress Payment for services). The match type is determined by the Buyer and is referenced on the BPO.
- Enter the **BPO ID**.
- Enter the **Delivery Date** in MMDDYY format.
- Enter your valid **accounting information** including the Index and Subobject.
- Press **F10-Save** the header and assign a document ID.

INPUT ACTIVITY
DIRECT PURCHASE ORDER DETAIL ENTRY (2365)

- The system should now display the **Direct Purchase Order Detail Entry (2365)**. The system should have also assigned a Purchase Order ID.
- The following fields contain default values:

PO ID (system generated)
Line No. (commodity line No.)
- Press **F2-Select** to select a commodity from the BPO.
- Enter an "S" next to the commodity that you want to purchase.
- Press **F6-Return**.

- Enter the **Quantity**. The system should default the Unit Cost based on the BPO.
- Enter a **Specification** if necessary.
- Press **F10-Save**.
- The system automatically brings you to line no. **002** for the second commodity. If you want to add another commodity to the DPO, follow the same directions as above.
- Press **Pause/Break** when complete.
- All of the Blanket information comes forward and you have to post the document.
- Post this Purchase Order by placing a "P" in the **Action Ind.** field.
- Press **F10-Save**.
- The document will then go through Approval Processing.

POST AND INQUIRY

If there is no approval path established the document would automatically post. However, if there is an approval path set up, the document will go into Approval Processing and appear in the mailbox of the first person in the path.

- The following screens should be used to view a document in approvals:

PCHL9220	Document Authorization Tracking – Active
PCHL9230	Document Authorization Tracking - Archive
- The following screens should be used for inquiry after posting:

PCHL2440	PO/Contracts by Vendor
PCHL2450	Purchase Orders by Commodity
PCHL2150	Purchase Order Document View
PCHL5110	Commodity Utilization
PCHL5115	Commodity Utilization by Department
PCHL2455	Purchase Order by Department
PCHL2490	Purchase Order by Commodity/Order by Vendor
PCHL8900	Purchase Order Change Order Inquiry