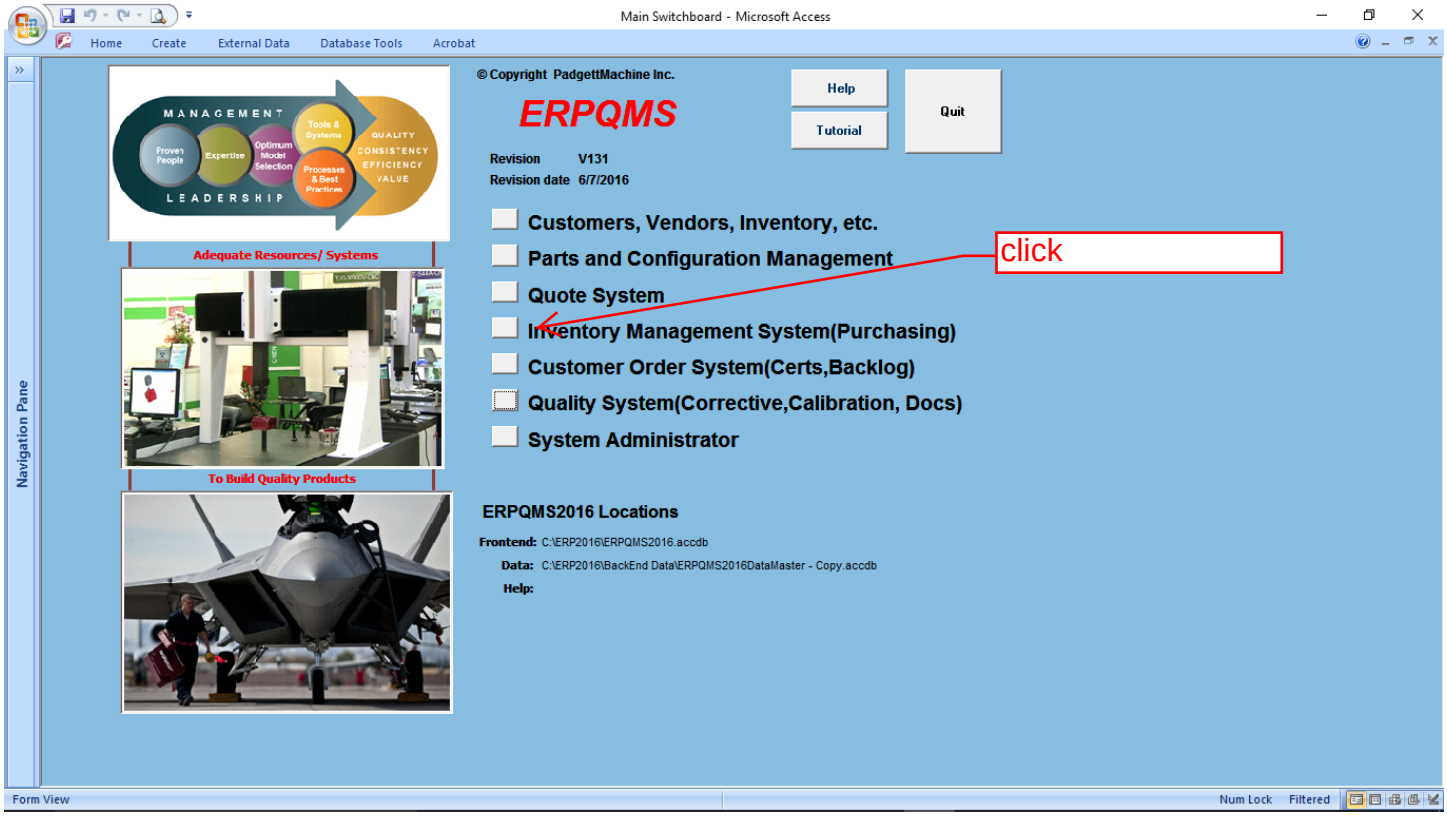
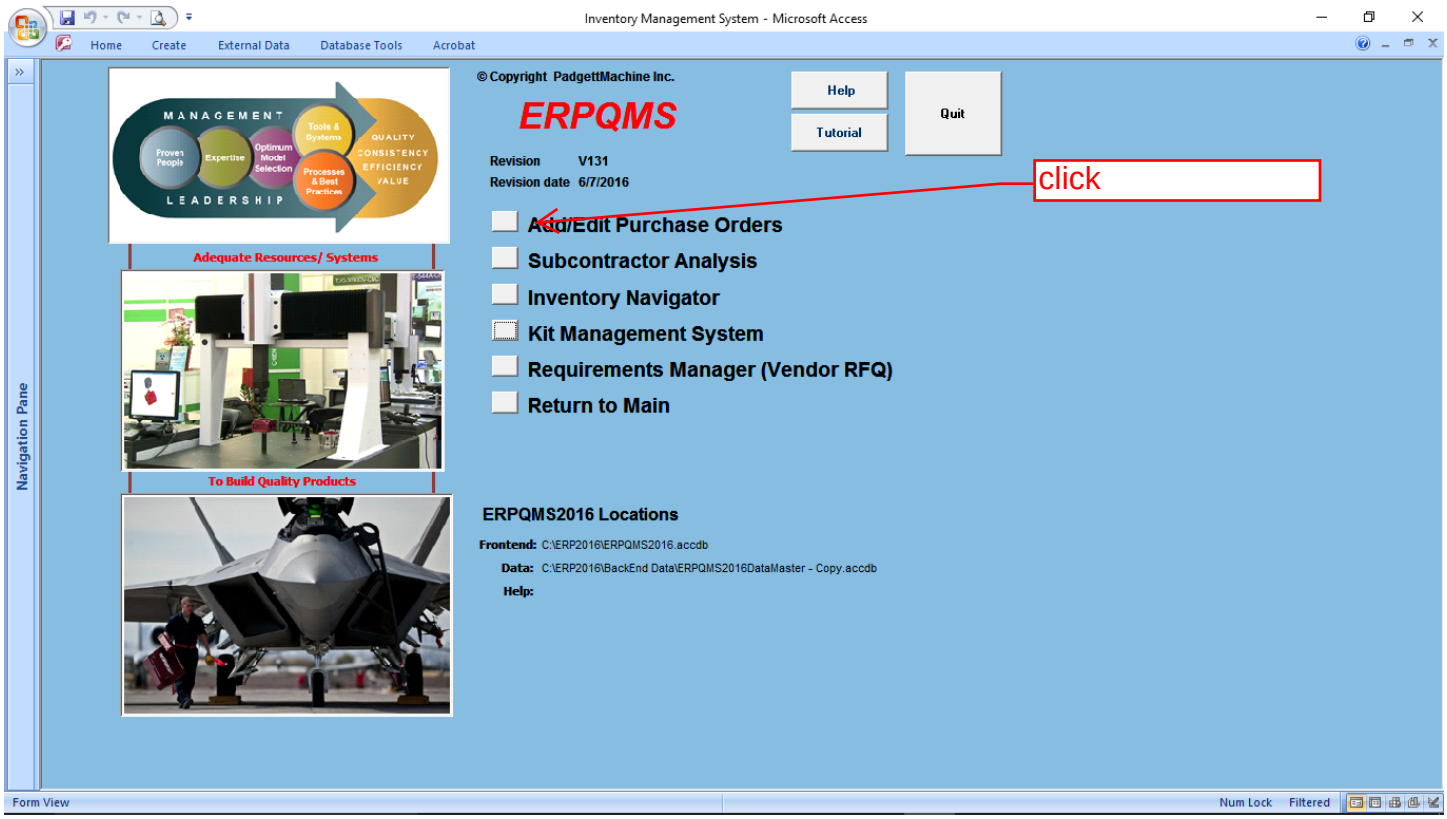
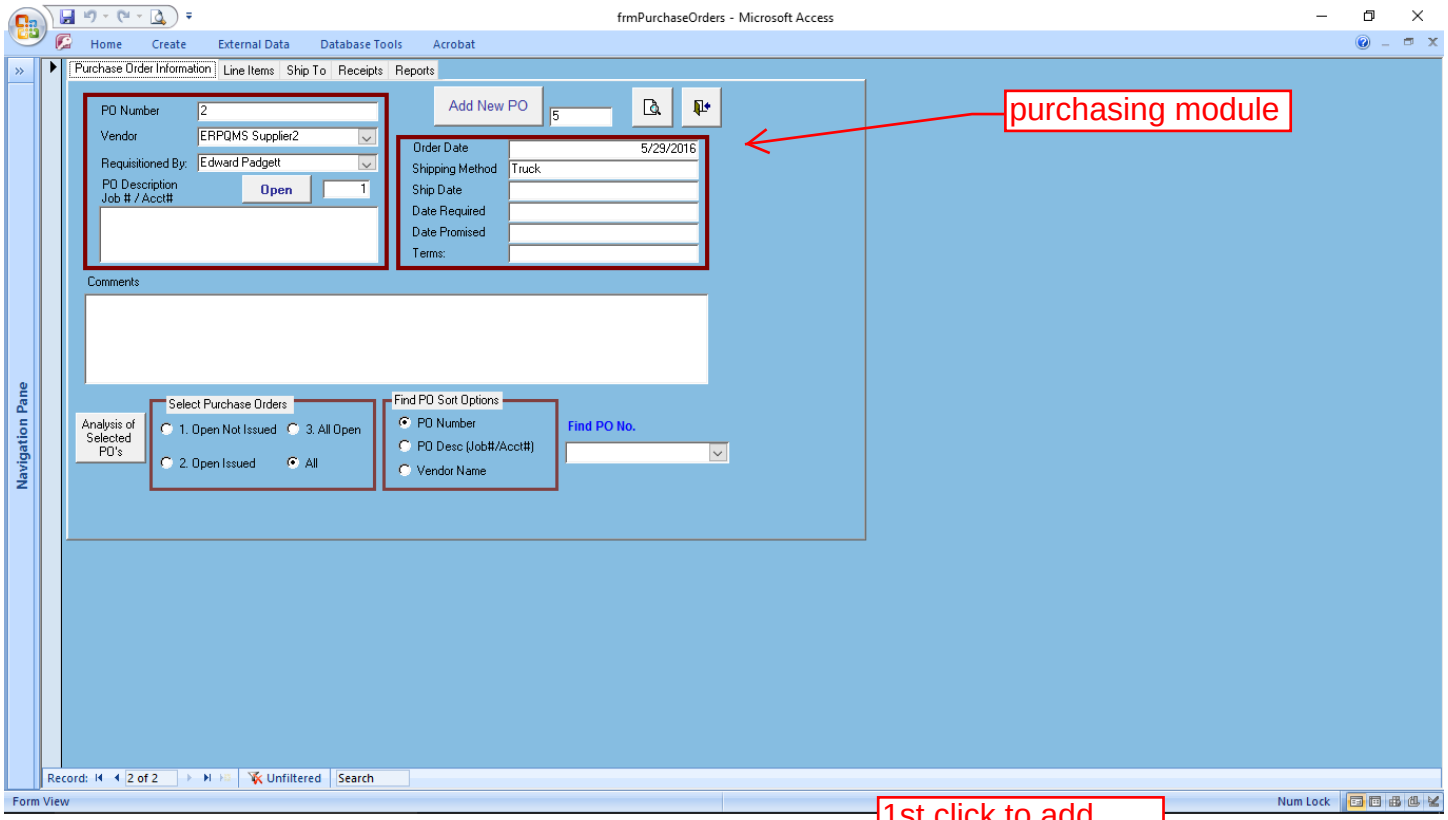
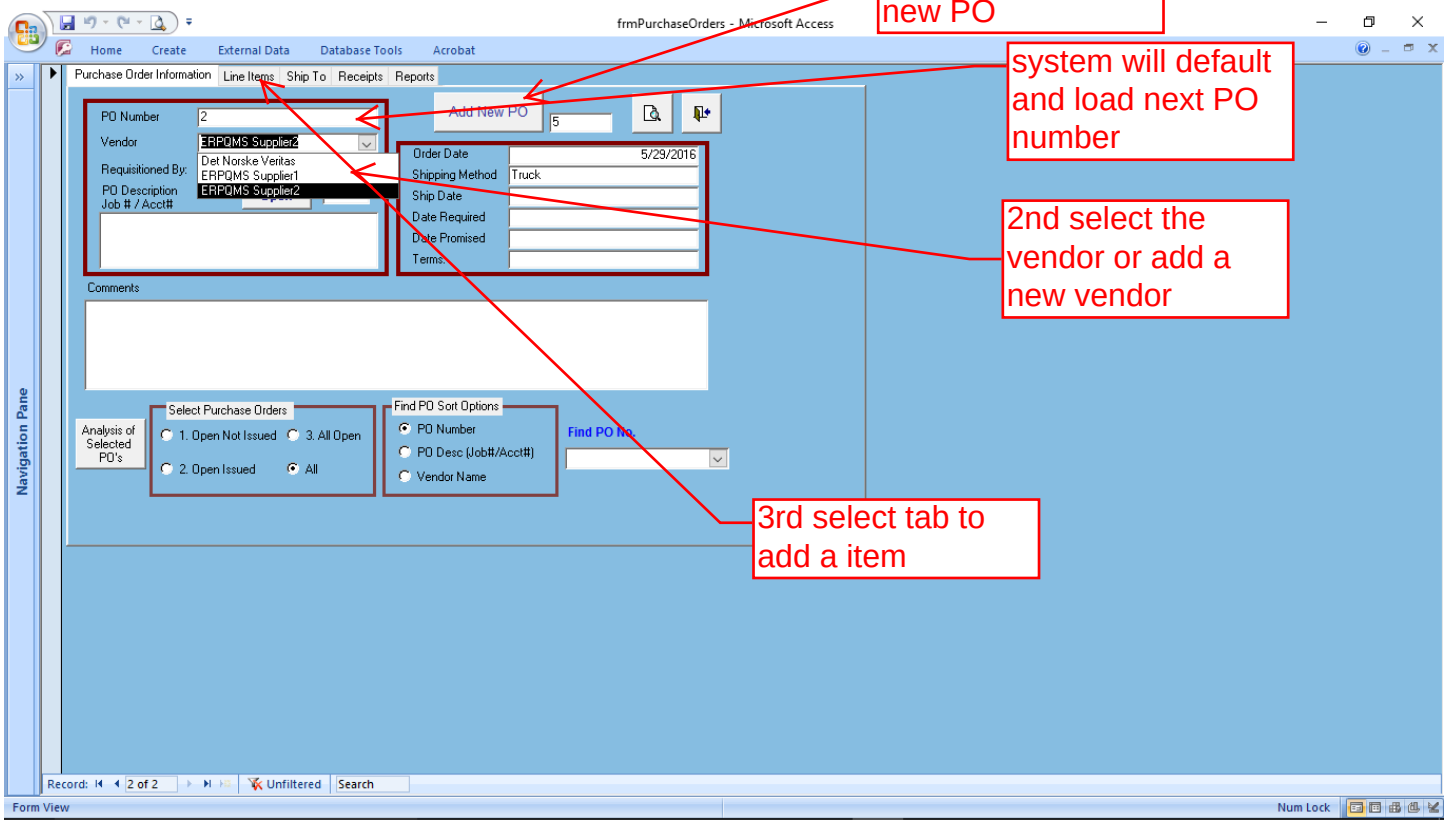
How To Develop a Purchase Order for Material or Outside Processing






frmPurchaseOrders - Microsoft Access
Home
Create
External Data
Database Tools
Acrobat
Purchase Order Information
Line Items
Ship To
Receipts
Reports
PO Number
2
Vendor
ERPQMS Supplier2
Requisitioned By:
Edward Padgett
PO Description
Job # / Acct#
Open
1
Add New PO
5
Order Date
5/29/2016
Shipping Method
Truck
Ship Date
Date Required
Date Promised
Terms:
Comments
Select Purchase Orders
1. Open Not Issued
3. All Open
2. Open Issued
All
Analysis of Selected PO's
Find PO Sort Options
PO Number
PO Desc (Job#/Acct#)
Vendor Name
Find PO No.
Navigation Pane
Record: 2 of 2
Unfiltered
Search
Form View
Num Lock
purchasing module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Det Norske Veritas
ERPQMS Supplier1
ERPQMS Supplier2
Requisitioned By:
PO Description
Job # / Acct#
Add New PO
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Order Date
5/29/2016
Shipping Method
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Date Required
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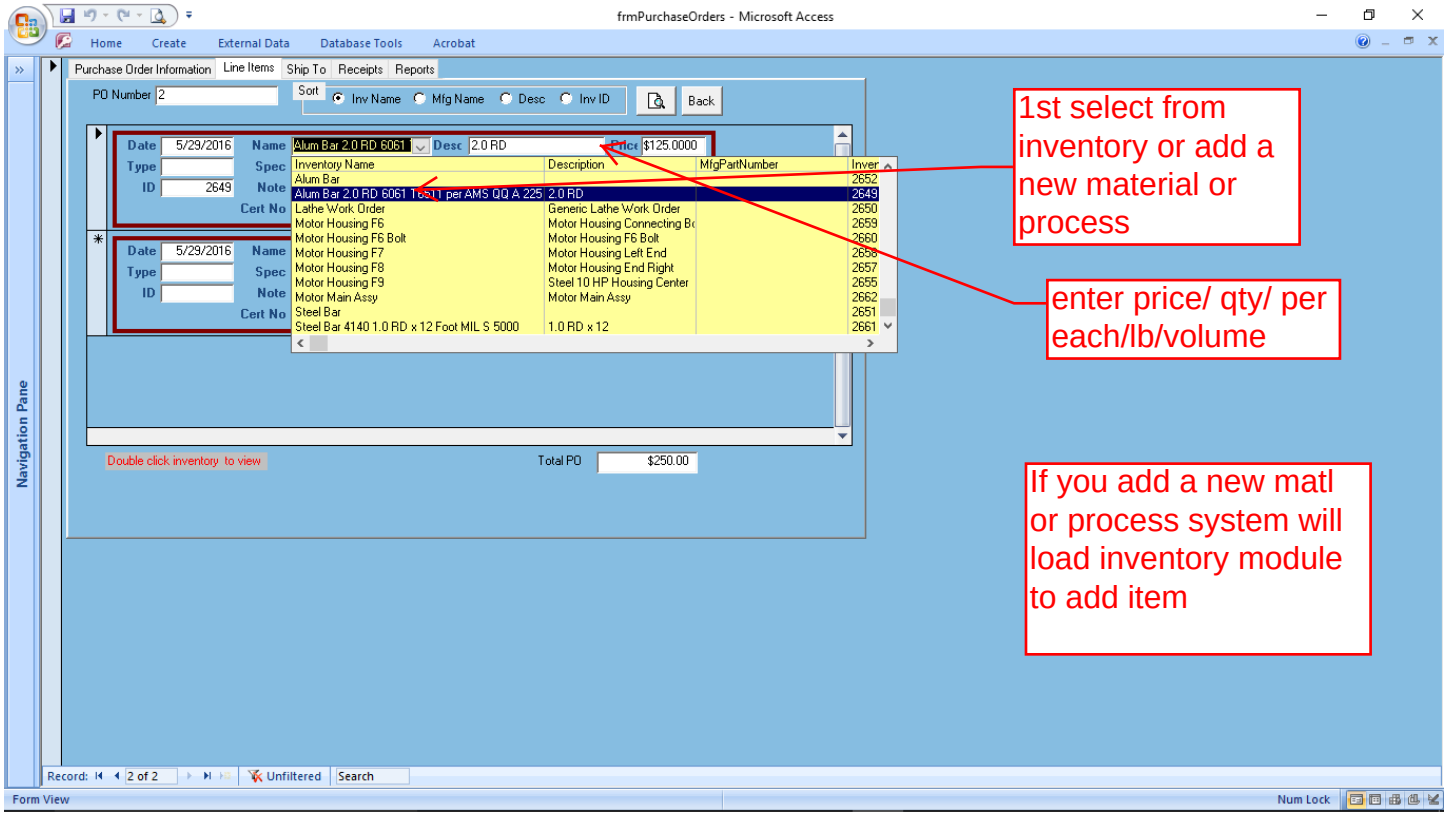
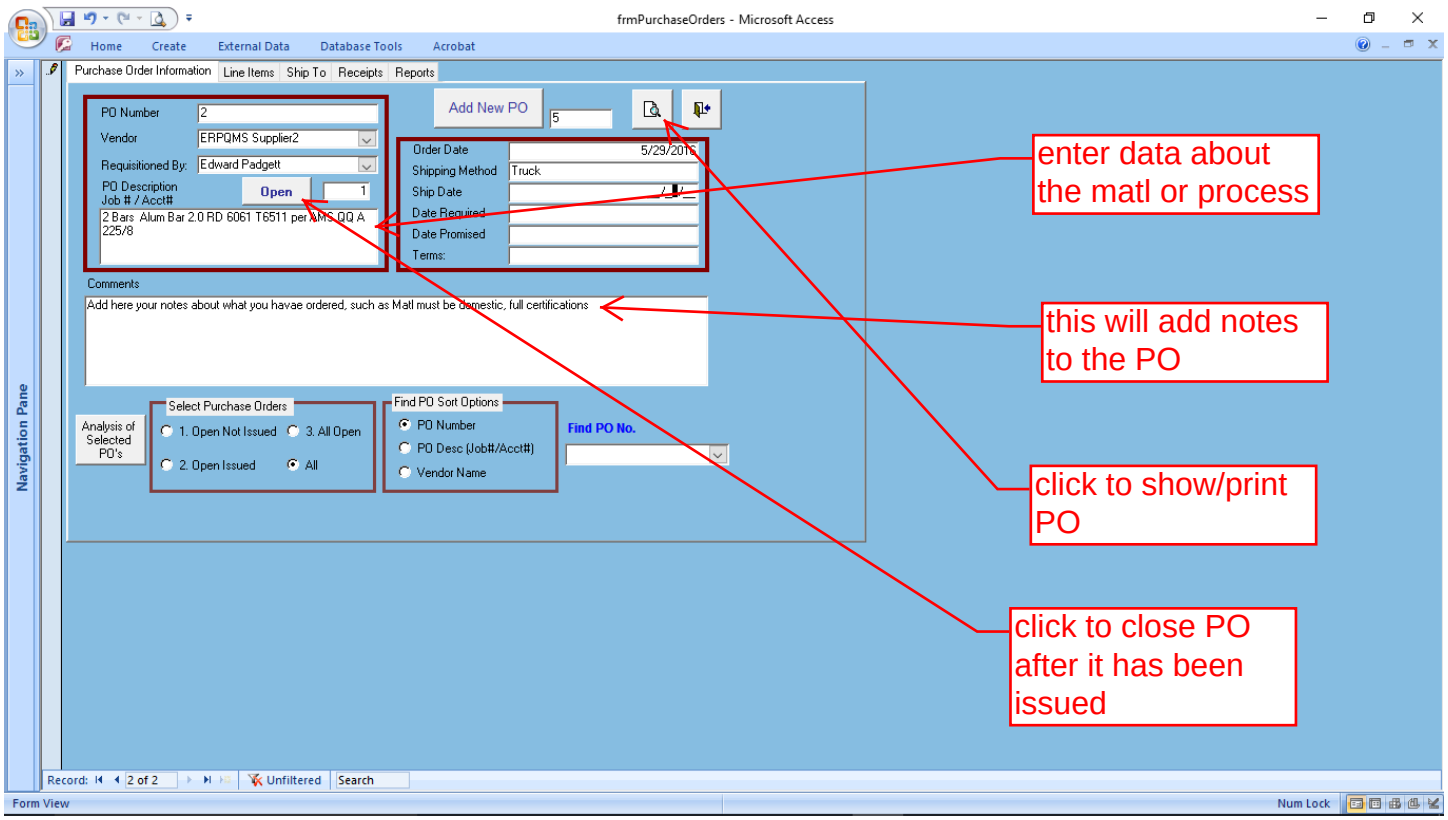
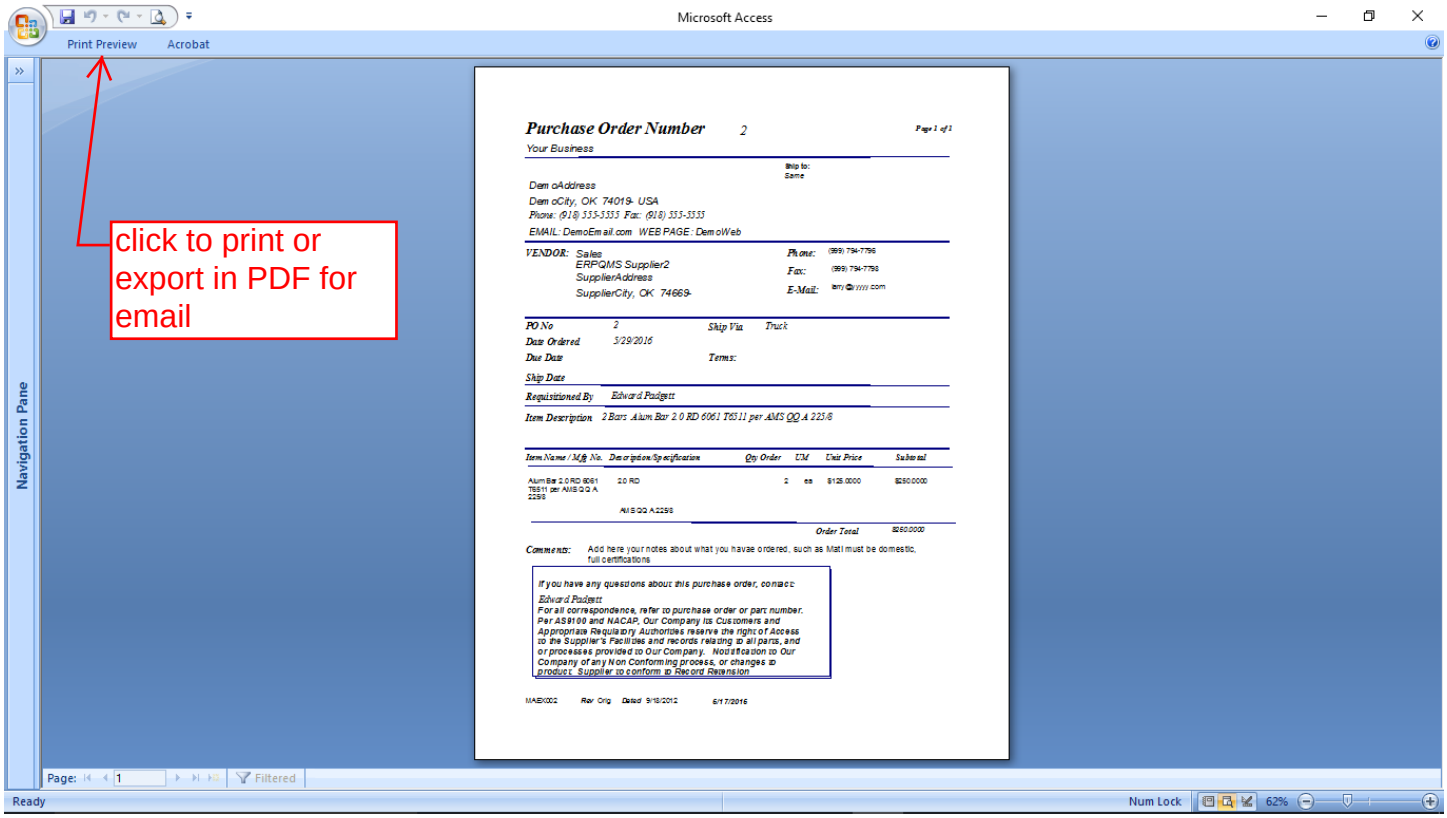
Select Purchase Orders
1. Open Not Issued
3. All Open
2. Open Issued
All
Analysis of Selected PO's
Find PO Sort Options
PO Number
PO Desc (Job#/Acct#)
Vendor Name
Find PO No.
Navigation Pane
Record: 2 of 2
Unfiltered
Search
Form View
Num Lock
1st click to add new PO
system will default and load next PO number
2nd select the vendor or add a new vendor
3rd select tab to add a item


frmPurchaseOrders - Microsoft Access
Purchase Order Information
Line Items
Ship To
Receipts
Reports
PO Number 2
Sort
Inv Name
Mfg Name
Desc
Inv ID
Back
Date 5/29/2016
Type
ID 2649
Name Alum Bar 2.0 RD 6061
Desc 2.0 RD
Price $125.0000
Spec
Note
Cert No
Inventory Name
Description
MfgPartNumber
Alum Bar 2652
Alum Bar 2.0 RD 6061 T6511 per AMS QQ A 225 2.0 RD 2649
Lathe Work Order Generic Lathe Work Order 2650
Motor Housing F6 Motor Housing Connecting Bo 2659
Motor Housing F6 Bolt Motor Housing F6 Bolt 2660
Motor Housing F7 Motor Housing Left End 2658
Motor Housing F8 Motor Housing End Right 2657
Motor Housing F9 Steel 10 HP Housing Center 2655
Motor Main Assy Motor Main Assy 2662
Steel Bar 2651
Steel Bar 4140 1.0 RD x 12 Foot MIL S 5000 1.0 RD x 12 2661
Double click inventory to view
Total PO $250.00
Navigation Pane
Record: 2 of 2
Unfiltered
Search
Form View
Num Lock
1st select from inventory or add a new material or process
enter price/ qty/ per each/lb/volume
If you add a new matl or process system will load inventory module to add item


frmPurchaseOrders - Microsoft Access
Purchase Order Information
Line Items
Ship To
Receipts
Reports
PO Number 2
Vendor ERPQMS Supplier2
Requisitioned By: Edward Padgett
PO Description
Job # / Acct#
Open
1
2 Bars Alum Bar 2.0 RD 6061 T6511 per AMS QQ A 225/8
Add New PO
5
Order Date 5/29/2016
Shipping Method Truck
Ship Date
Date Required
Date Promised
Terms:
Comments
Add here your notes about what you havae ordered, such as Matl must be domestic, full certifications
Analysis of Selected PO's
Select Purchase Orders
1. Open Not Issued
3. All Open
2. Open Issued
All
Find PO Sort Options
PO Number
PO Desc (Job#/Acct#)
Vendor Name
Find PO No.
Navigation Pane
Record: 2 of 2
Unfiltered
Search
Form View
Num Lock
enter data about the matl or process
this will add notes to the PO
click to show/print PO
click to close PO after it has been issued


Microsoft Access
Print Preview
Acrobat
Navigation Pane
click to print or export in PDF for email
Purchase Order Number 2
Your Business
Ship to: Same
DemoAddress
DemoCity, OK 74019- USA
Phone: (918) 555-5555 Fax: (918) 555-5555
EMAIL: DemoEmail.com WEB PAGE: DemoWeb
VENDOR: Sales
ERPQMS Supplier2
SupplierAddress
SupplierCity, OK 74669-
Phone: (999) 794-7796
Fax: (999) 794-7798
E-Mail:
PO No 2
Ship Via Truck
Date Ordered 5/29/2016
Due Date
Terms:
Ship Date
Requisitioned By Edward Padgett
Item Description 2 Bars Alum Bar 2.0 RD 6061 T6511 per AMS QQ A 225/8
Item Name / Mfg No. Description/Specification Qty Order UM Unit Price Subtotal
Alum Bar 2.0 RD 6061 T6511 per AMS QQ A 225/8 2.0 RD 2 ea $125.0000 $250.0000
AMS QQ A 225/8
Order Total $250.0000
Comments: Add here your notes about what you havae ordered, such as Mat'l must be domestic, full certifications
If you have any questions about this purchase order, contact:
Edward Padgett
For all correspondence, refer to purchase order or part number.
Per AS9100 and NACAP, Our Company its Customers and Appropriate Regulatory Authorities reserve the right of Access to the Supplier's Facilities and records relating to all parts, and or processes provided to Our Company. Notification to Our Company of any Non Conforming process, or changes to product, Supplier to conform to Record Retension
MAEX002 Rev Orig Dated 9/15/2012 6/17/2016
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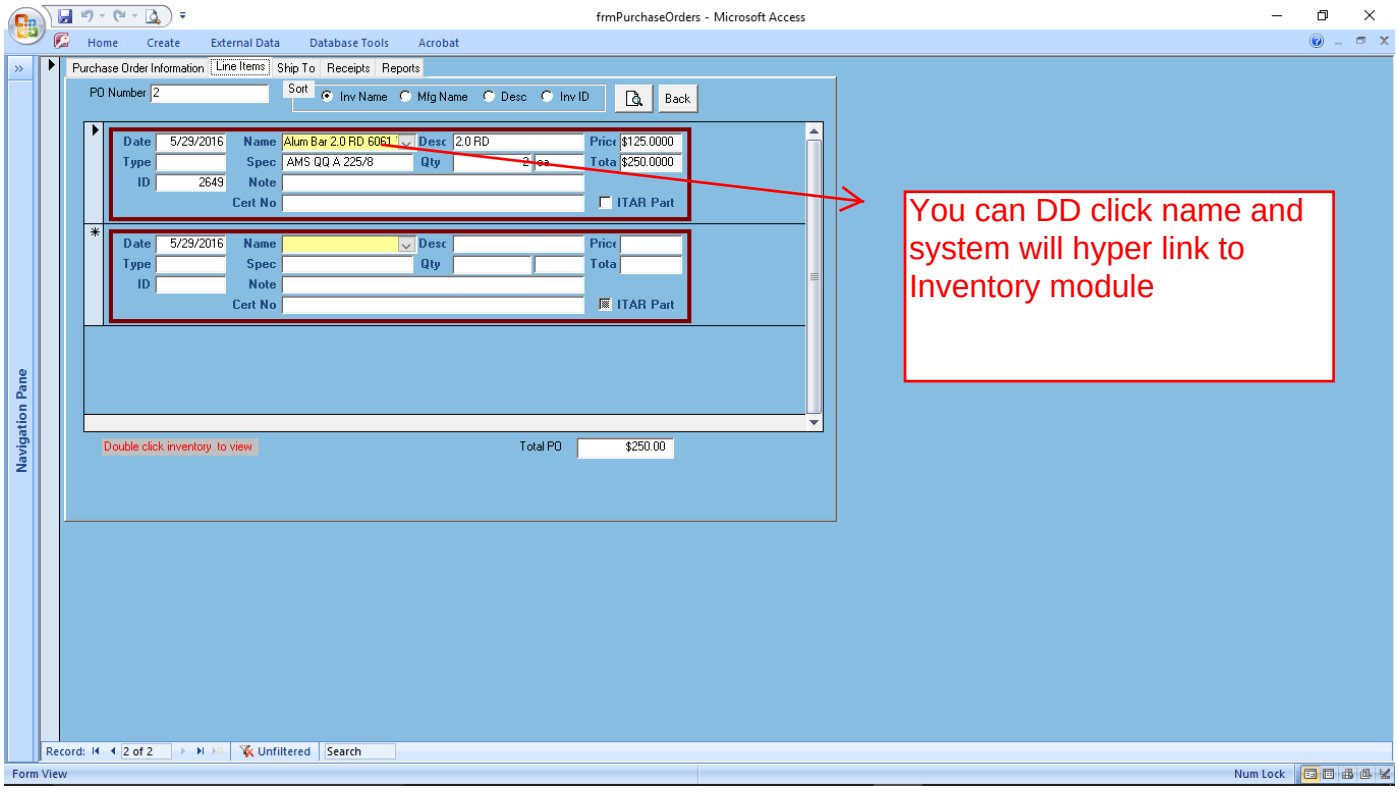
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Desc
Inv ID
Back
Date 5/29/2016
Name Alum Bar 2.0 RD 6061
Desc 2.0 RD
Price $125.0000
Type
Spec AMS QQ A 225/8
Qty 2 ea
Tota $250.0000
ID 2649
Note
Cert No
ITAR Part
Double click inventory to view
Total PO $250.00
You can DD click name and system will hyper link to Inventory module
Record: 2 of 2
Unfiltered
Search
Form View
Num Lock