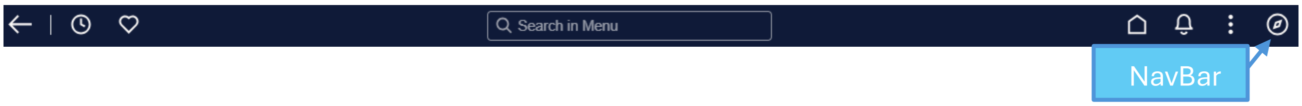
Creating a Purchase Order in Core-CT

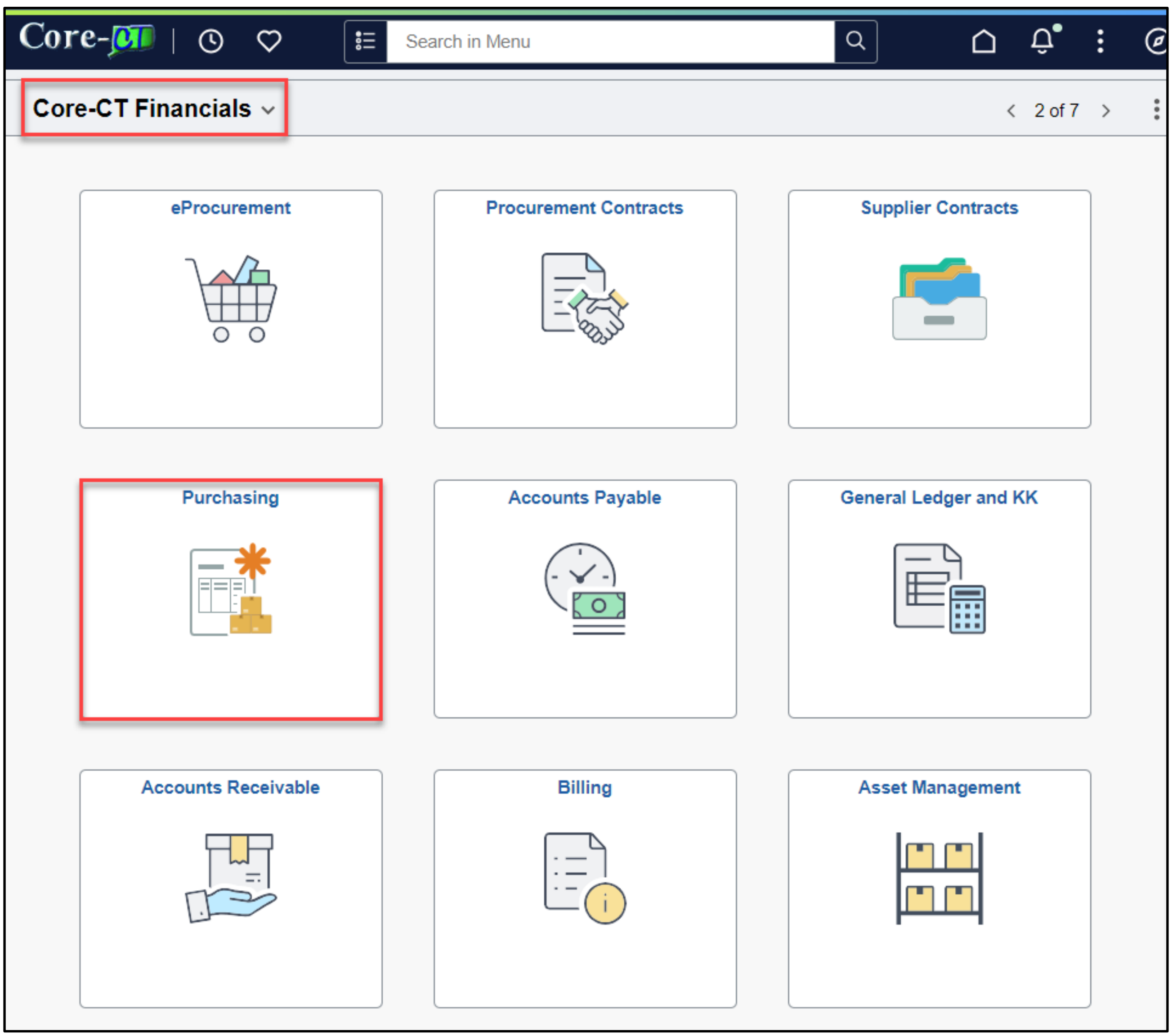
Navigation:

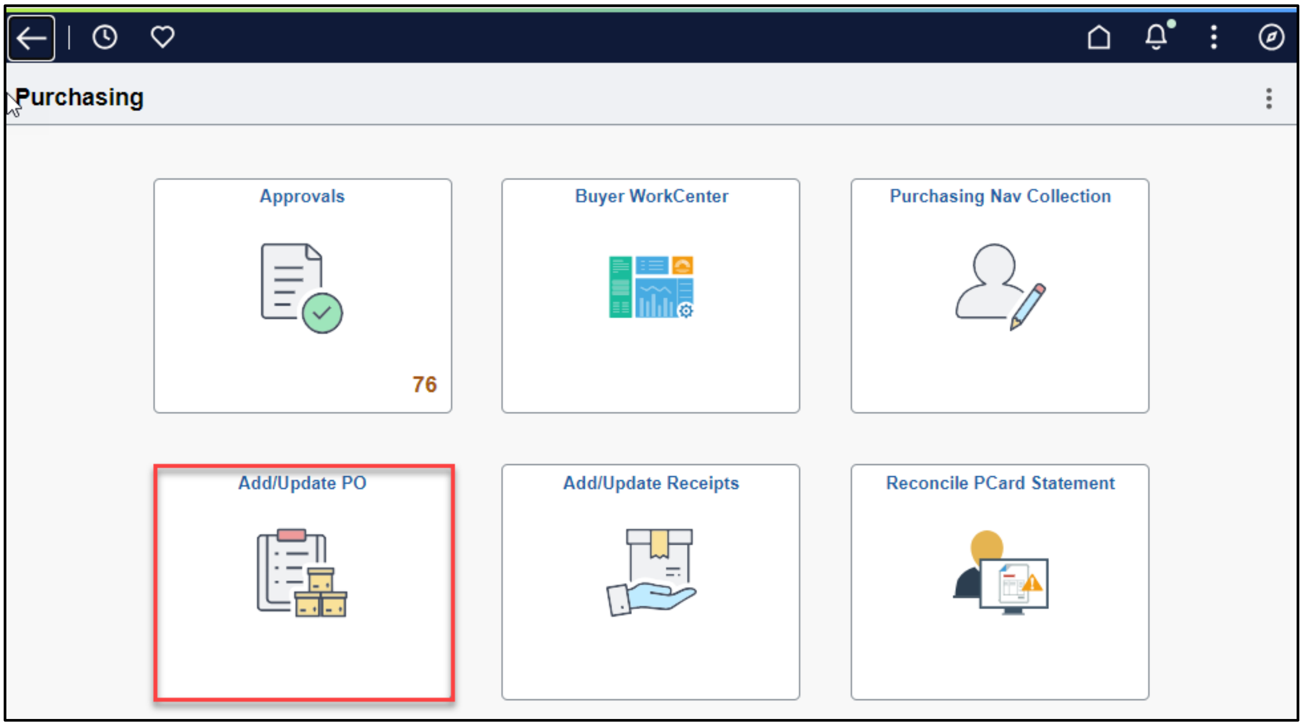
Navbar>Menu>Core-CT Financials > Purchasing> Purchase Orders>Add/Update PO



Or

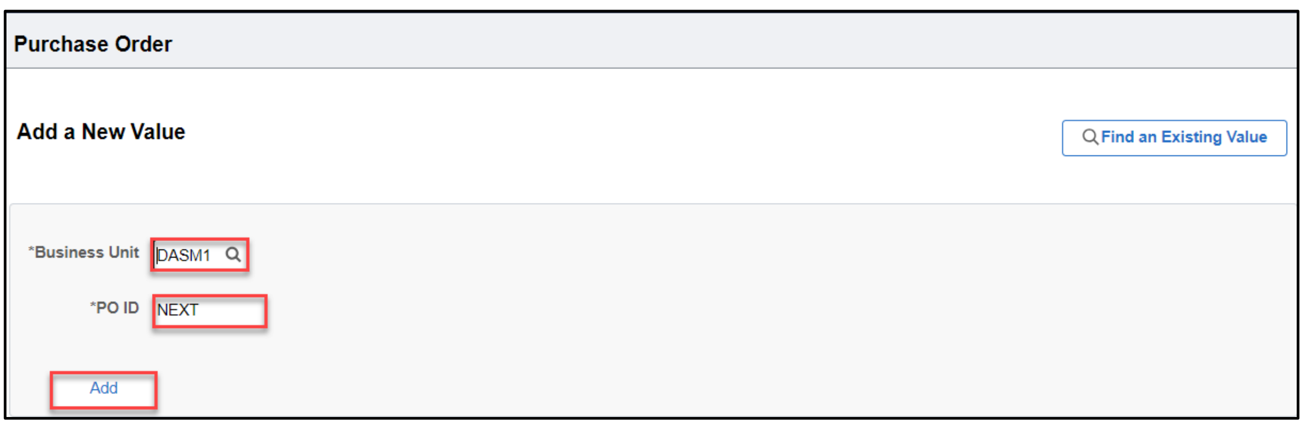
Core-CT Financials >Purchasing> Add/Update PO



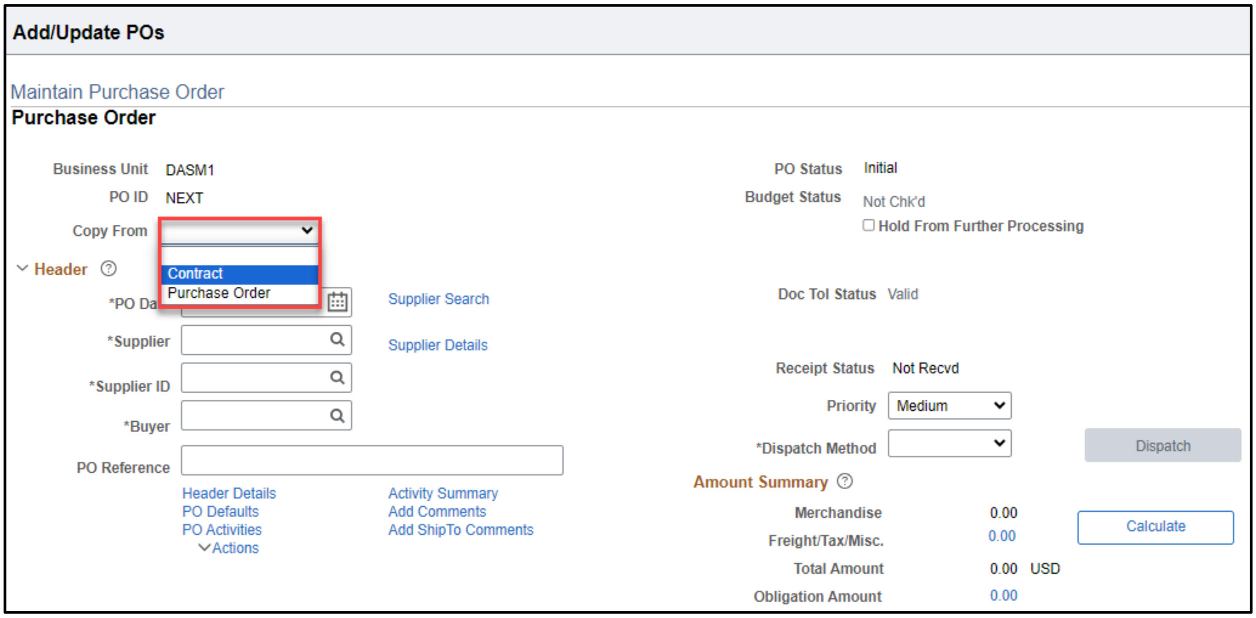


Your Business Unit should default in, and the **PO ID** field should contain the word **Next**

- Click the **Add** Button



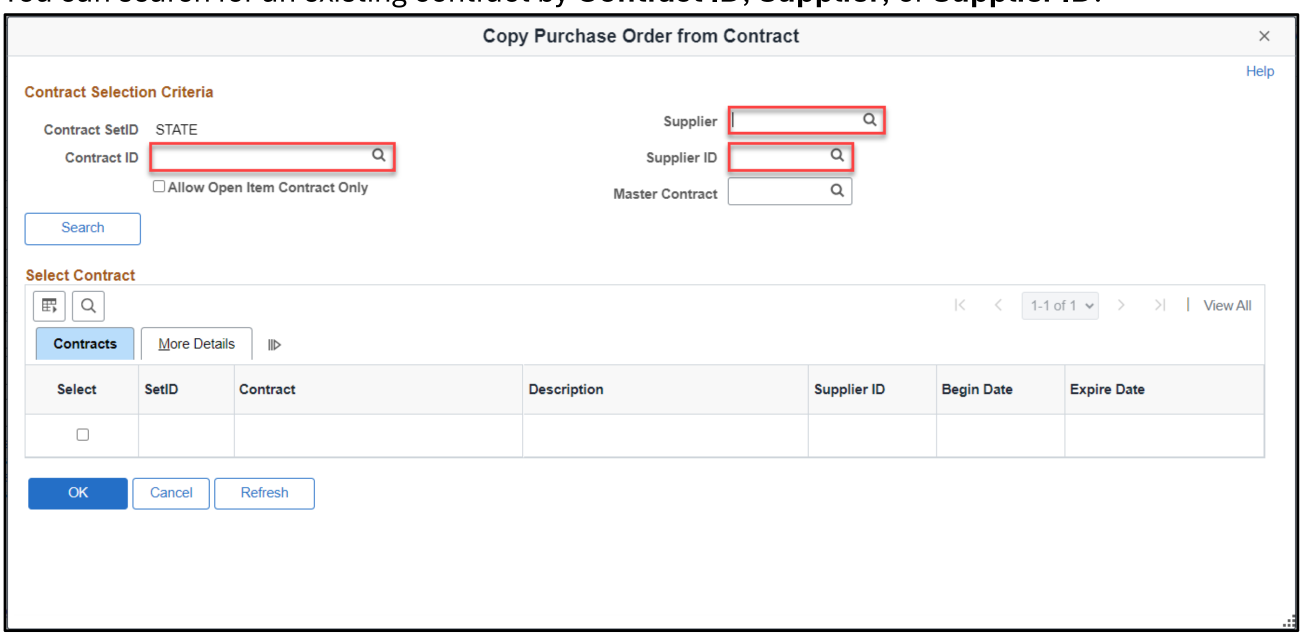
If you wish to create a PO by copying from a Contract or another Purchase Order, select the drop-down box at **Copy From.**



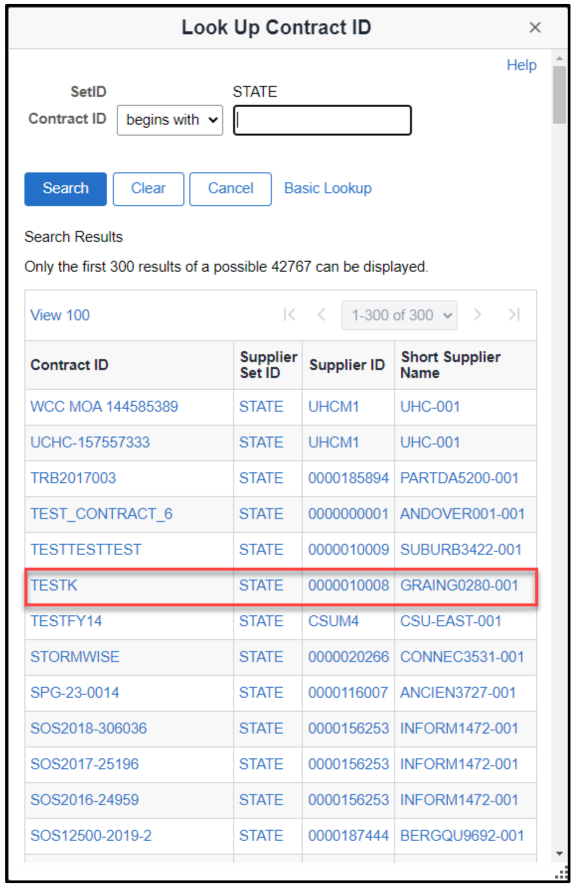
Choose what you wish to copy, you will be taken to the page where you can enter the specific PO number or Contract number you wish to copy.

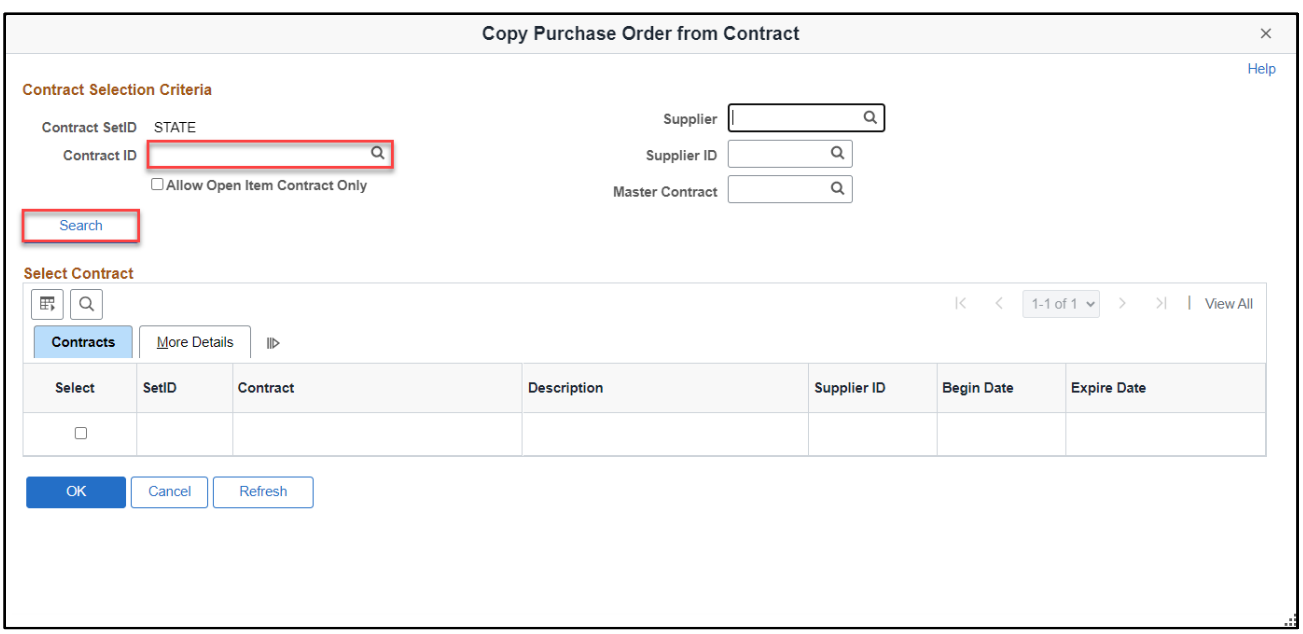
Copy from Contract

You can search for an existing contract by **Contract ID**, **Supplier**, or **Supplier ID**.



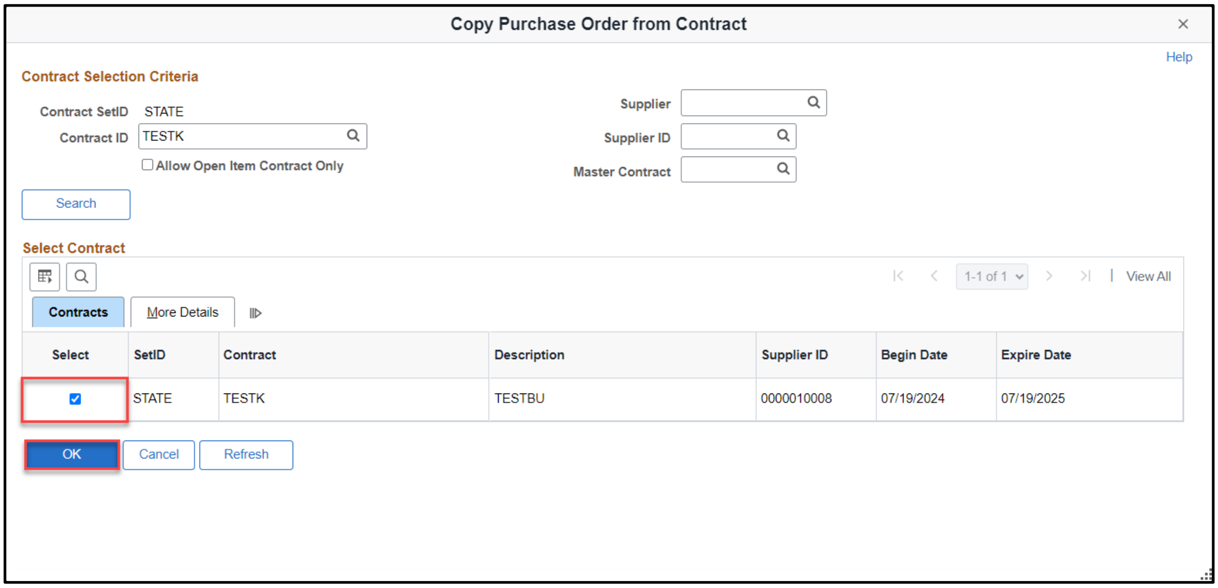
Use the search icon 🔍 to look for existing values. Once you have found the Contract you are looking for, click **on it.**



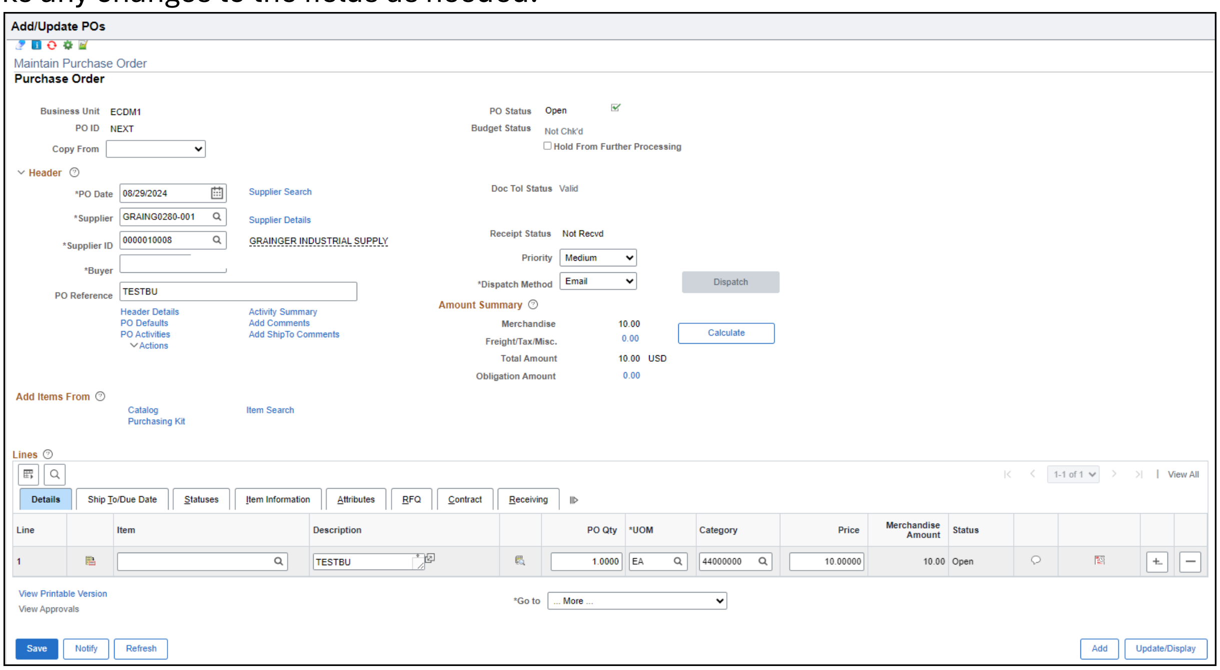


This will bring the contract information down to the Select Contract section.

- Check the box next to the contract, then click **OK**.



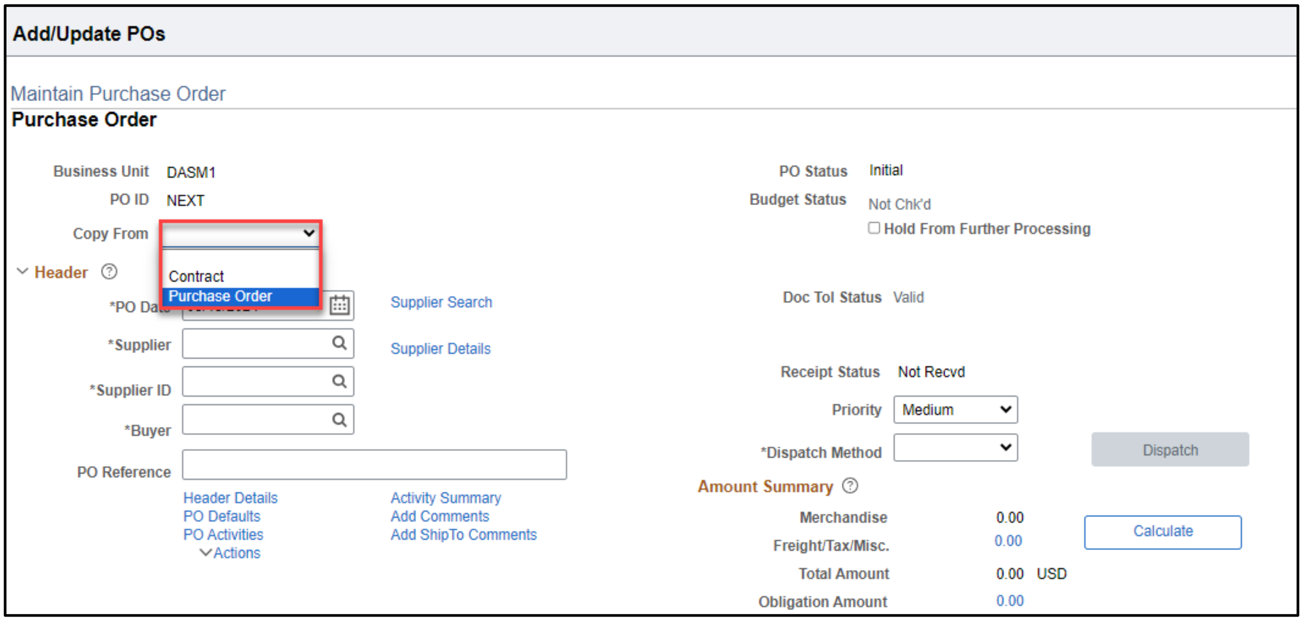
The information from the contract you selected has been copied over. Continue and make any changes to the fields as needed.



Creating a PO from a POC/N, PSC/N or SCS Contract:

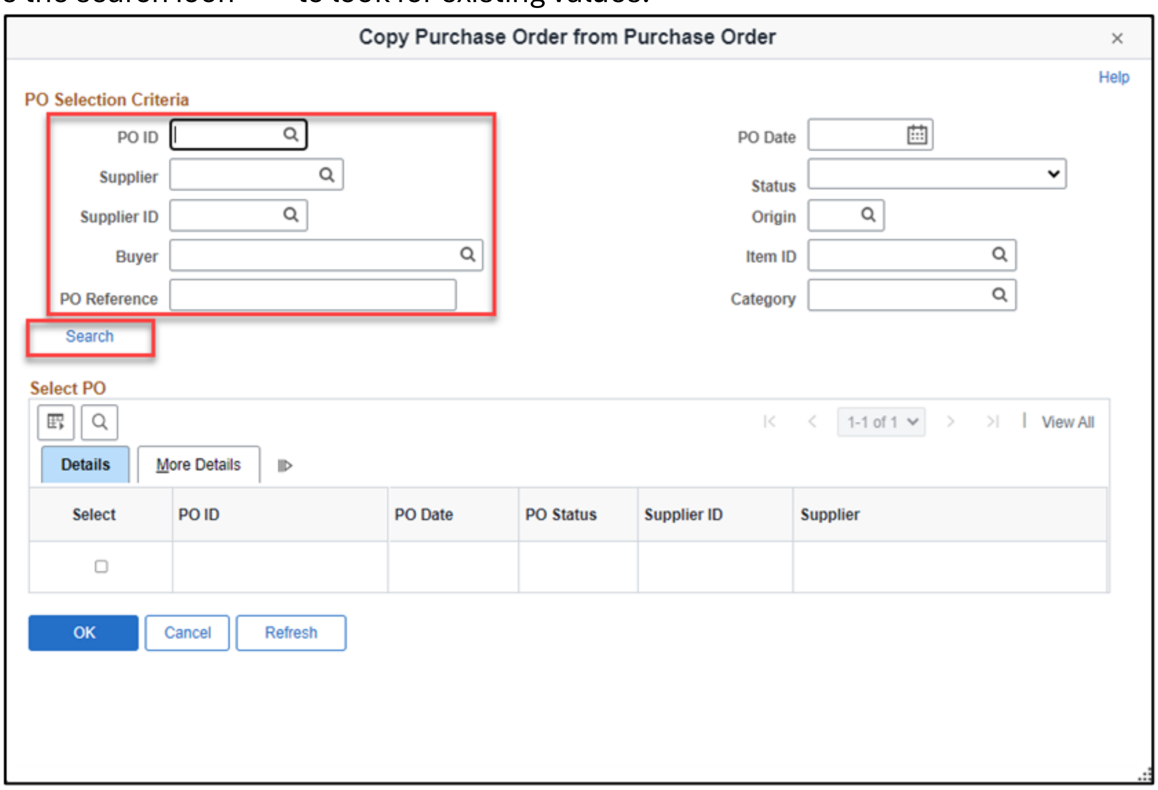
To create a PO from a POC/N, PSC/N or SCS contract, please ensure that the required information has been entered into the contract including line and distribution information, and that all information is correct. Use the Copy From drop down box located at the top of the page. Select Contract, enter the contract number and hit OK. This will copy all Contract information into the PO. Use the Header Details link to correct the PO Type. Add a Buyer for the PO. Complete the PO Obligation tab. On a PO copied from a contract, do not use the PO Defaults on the PO as it may overwrite the info carried over from the contract.

Copy from Purchase Order



You can search for an existing PO by PO ID, Supplier, Supplier ID, Buyer, etc.

Use the search icon 🔍 to look for existing values.



Look Up PO ID ×

Help

Business Unit DASM1

PO Number [begins with] [ ]

Search | Clear | Cancel | Basic Lookup

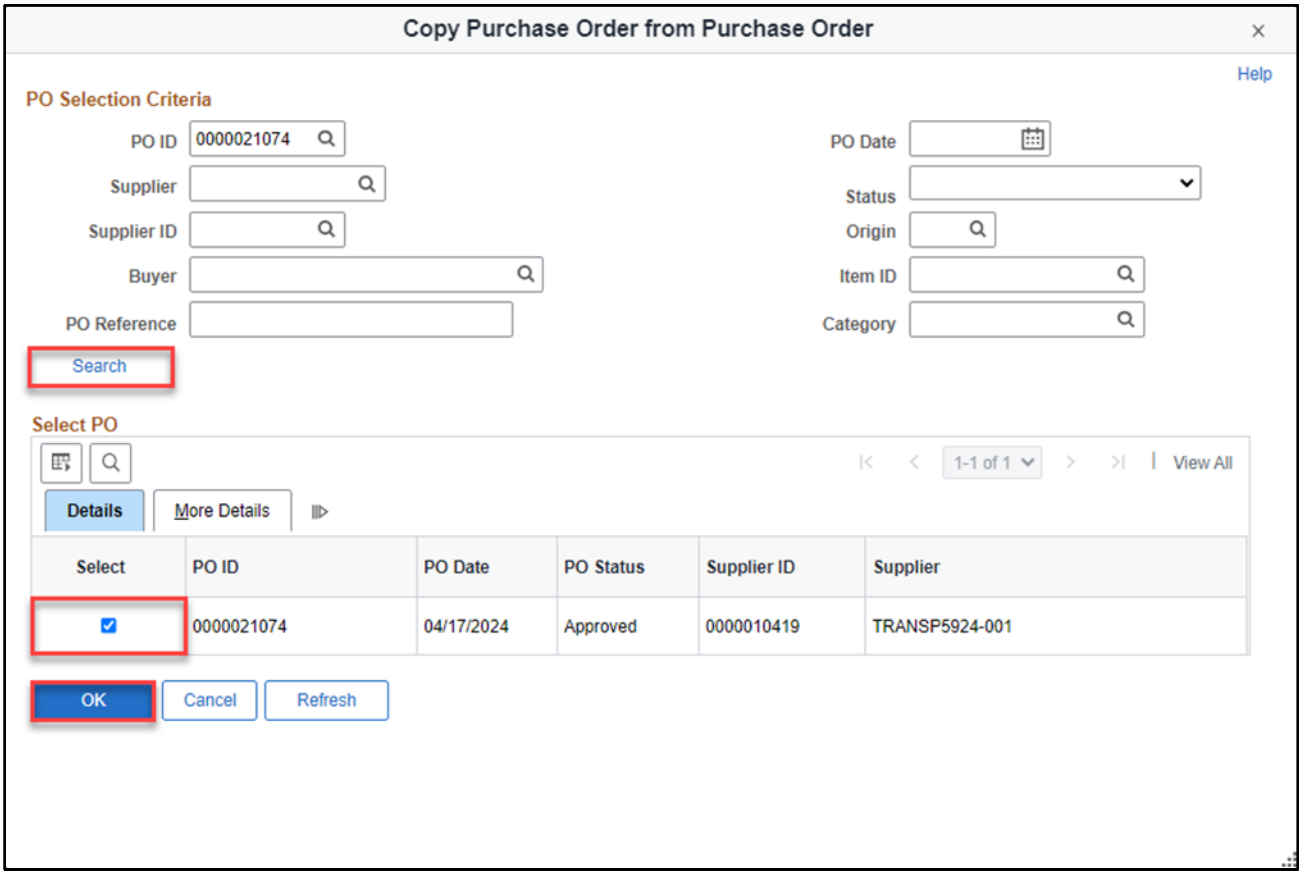
Search Results

Only the first 300 results of a possible 21044 can be displayed.

View 100 1-300 of 300

PO Number	PO Status	Short Supplier Name	Buyer	Purchase Order Reference
0000021082	Approved	WBMASO5641-001	004176	(blank)
0000021081	Approved	WBMASO5641-001	004176	(blank)
0000021080	Approved	WBMASO5641-001	004176	(blank)
0000021079	Approved	WBMASO5641-001	004176	(blank)
0000021078	Approved	SUBURB3422-001	004176	(blank)
0000021077	Approved	SUBURB3422-001	004176	(blank)
0000021076	Approved	SUBURB3422-001	004176	(blank)
0000021075	Approved	SUBURB3422-001	004176	(blank)
0000021074	Approved	TRANSP5924-001	004176	(blank)
0000021073	Approved	TRANSP5924-001	004176	(blank)
0000021072	Approved	WBMASO5641-001	004176	(blank)
0000021071	Approved	WBMASO5641-001	004176	(blank)
0000021070	Approved	ASHFORD003-001	004176	(blank)
0000021069	Approved	ASHFORD003-001	004176	(blank)
0000021068	Approved	ASHFORD003-001	004176	(blank)
0000021067	Approved	ASHFORD003-001	004176	(blank)
0000021066	Approved	SUBURB3422-001	SaczawaBri	(blank)
0000021065	Approved	SUBURB3422-001	SaczawaBri	(blank)
0000021064	Dispatched	SUBURB3422-001	SaczawaBri	(blank)

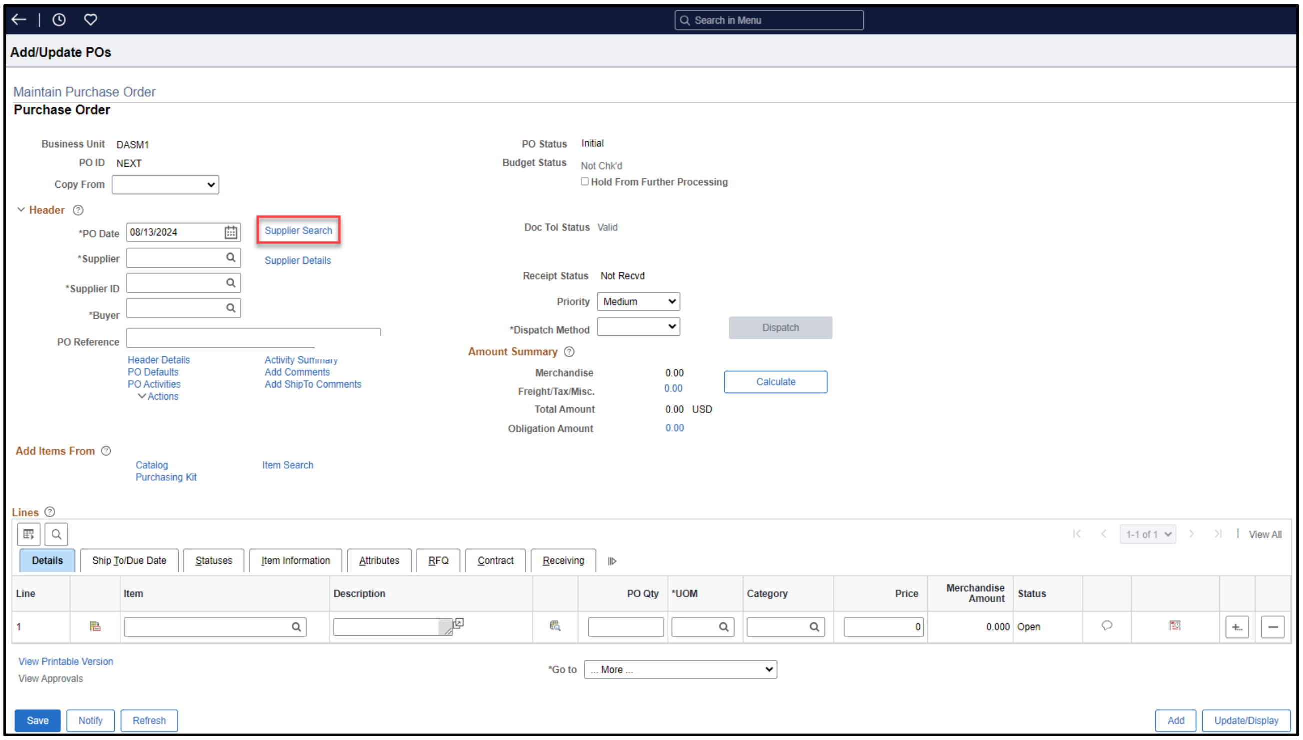
Once you have found the purchase order you are looking for, click **Search**.
This will bring the purchase order information down to the Select PO section. Check the box next to the PO ID, then click **OK**.



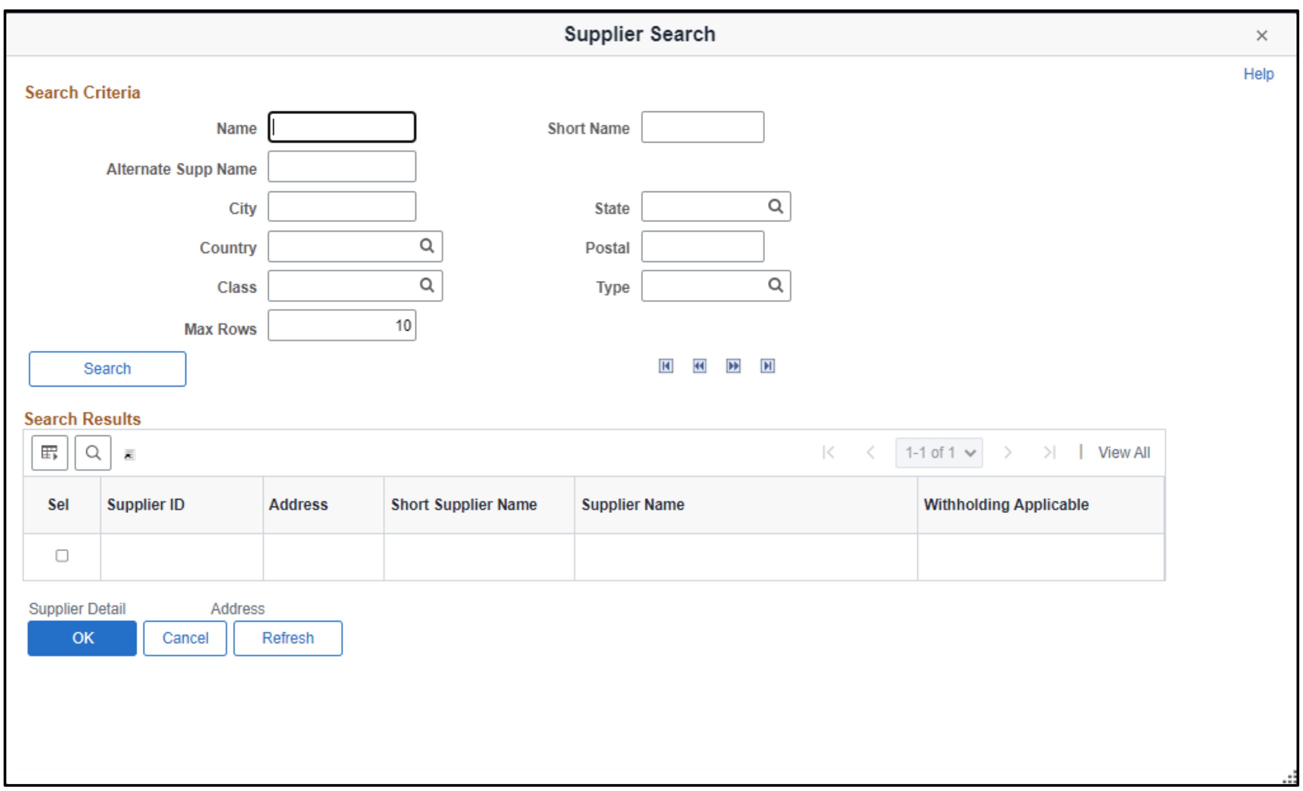
Adding a new Purchase Order:

The Supplier **ID** field is the 10-digit PeopleSoft generated ID number for the supplier.

If you do not know the Supplier ID number, the best way to search for the supplier is to utilize the **Supplier Search** link.

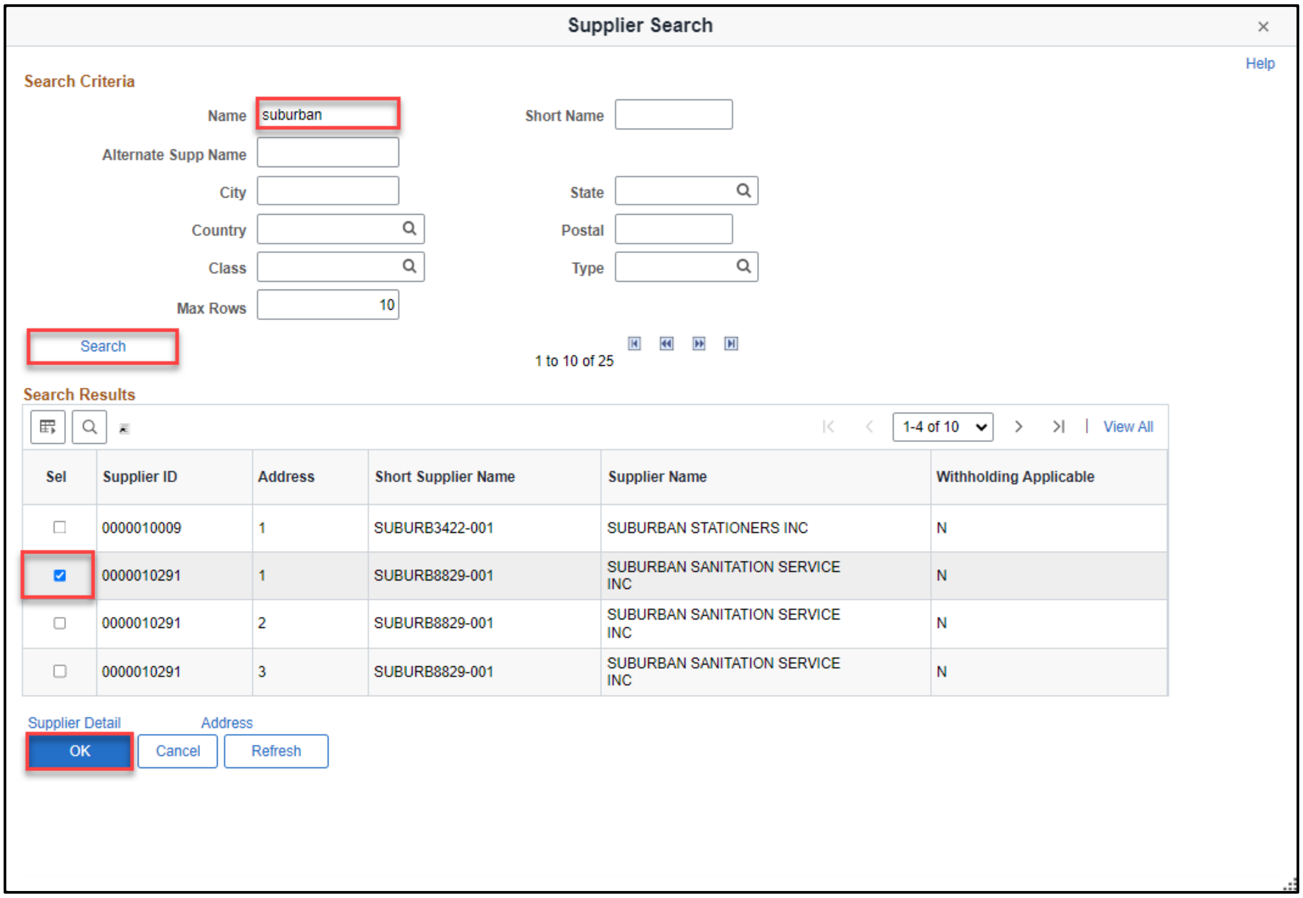


When you click on the link you will be brought to a search page for suppliers.

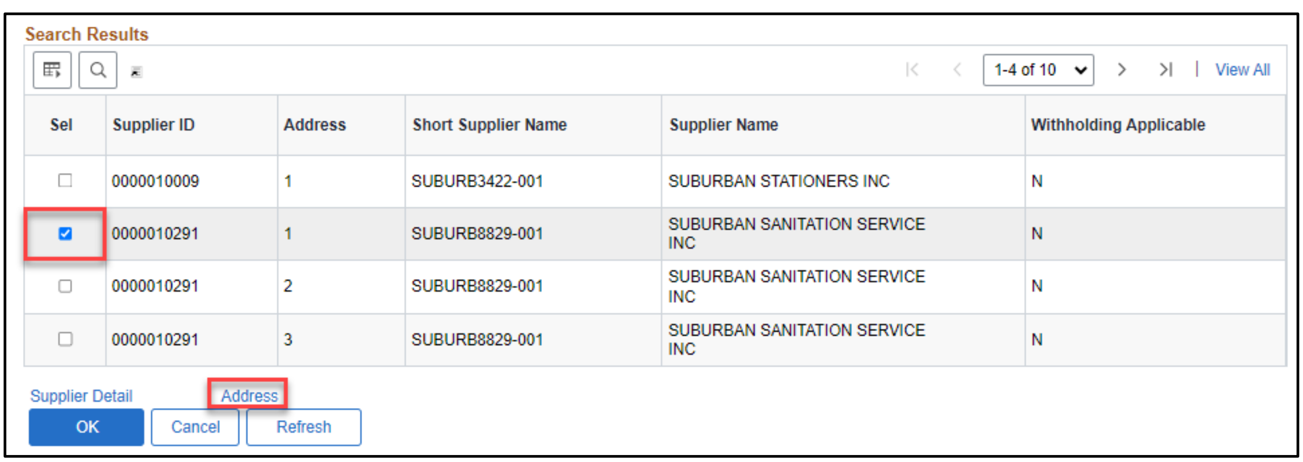


Type in all or part of the supplier's name that you are searching for, and any other information, that may narrow down your supplier search.

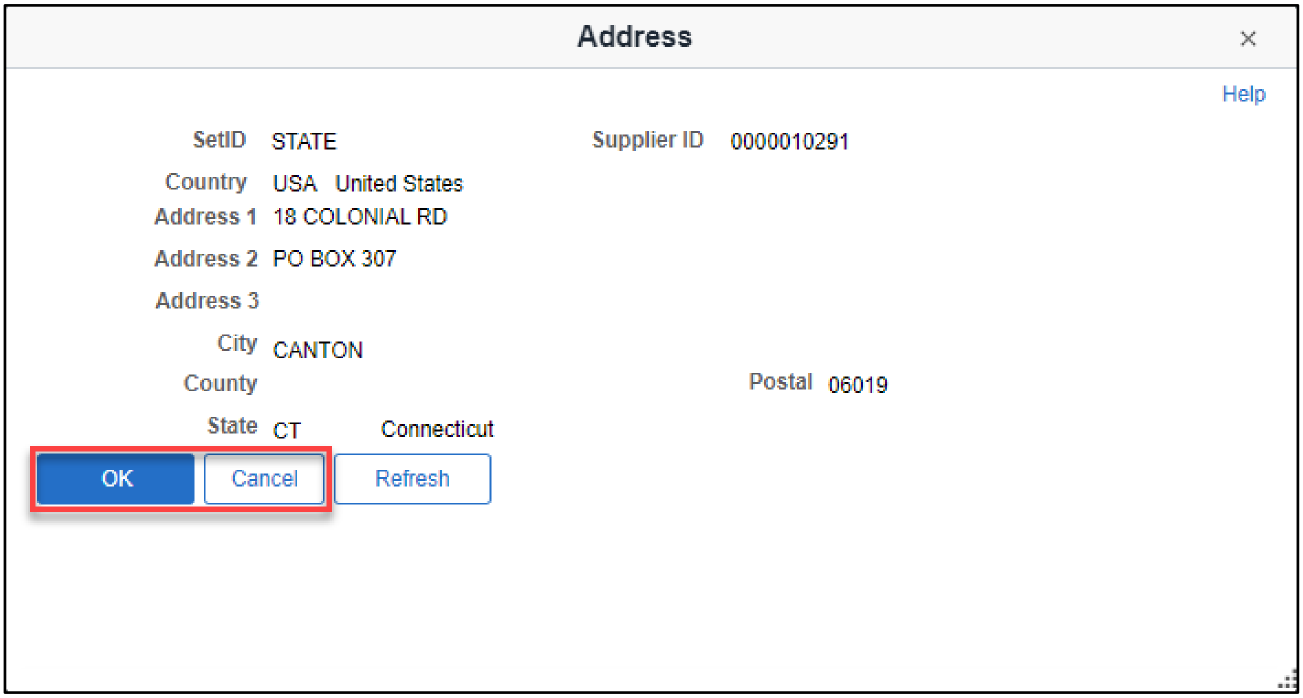
- Click **Search**. Results returned will show in the Search Results view.
- Place a checkmark in the box for the Supplier that you wish to choose.
- Click OK



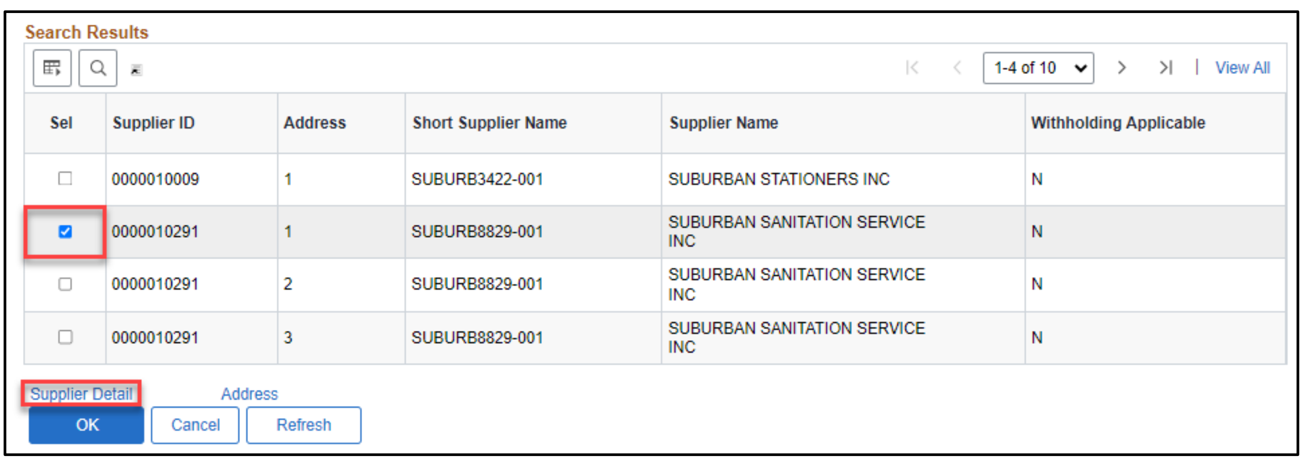
If you are unsure of which address is the ordering address, place a check in the Sel checkbox next to the supplier and click the **Address** link.



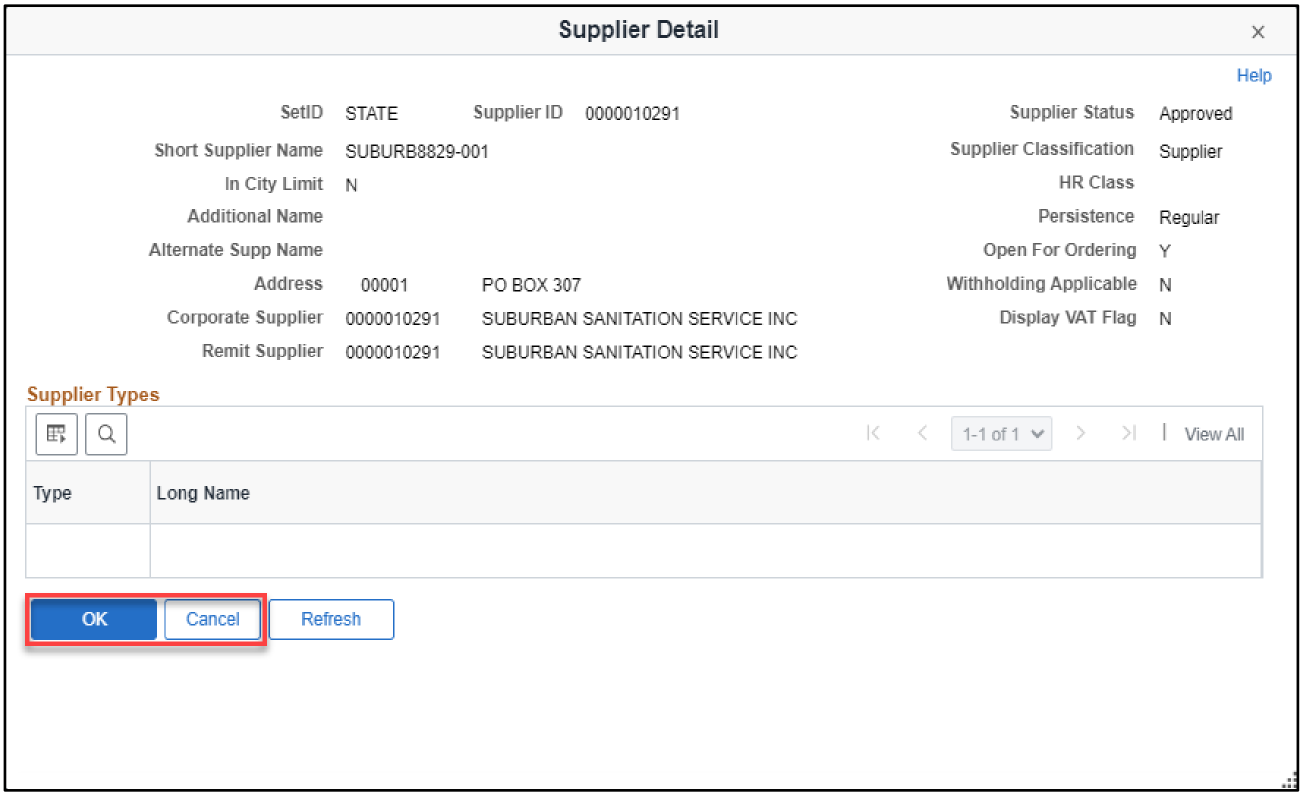
Click **OK** or **CANCEL** to return you to the previous screen.



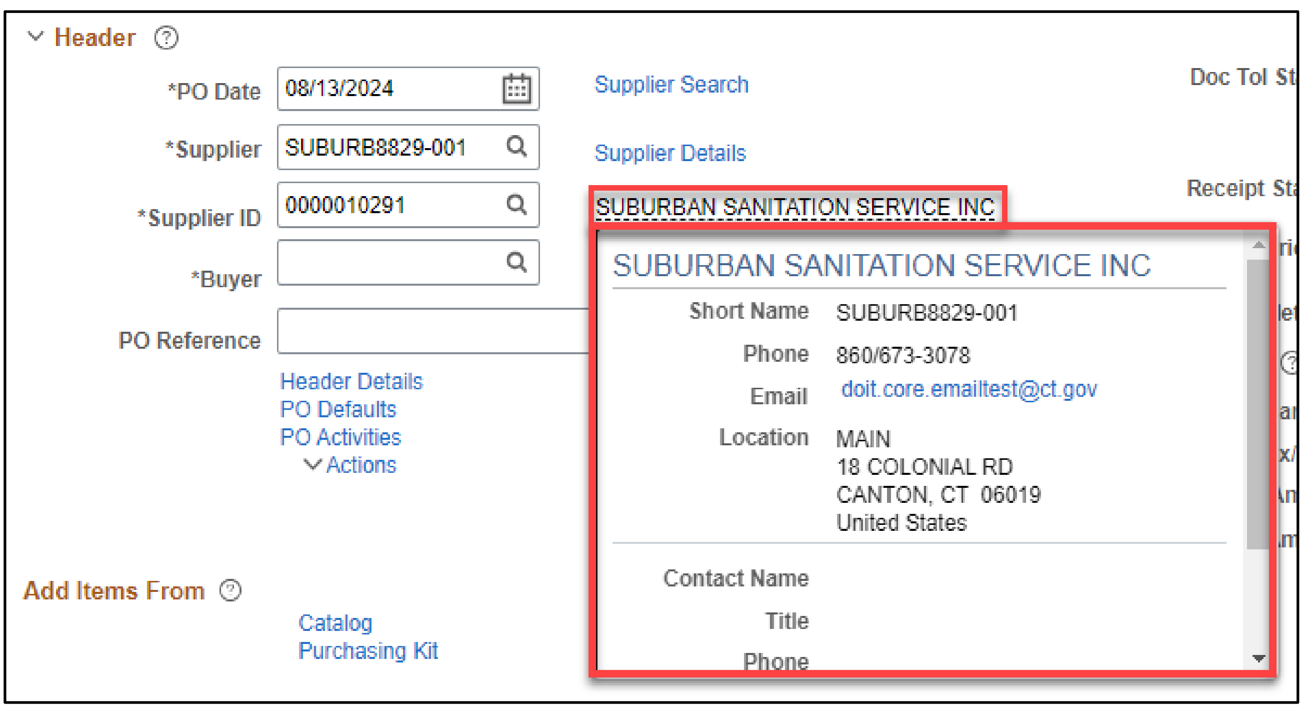
To view information about the supplier, place a check in the Sel checkbox next to the supplier and click **Supplier Details**.



- Click **OK** or **Cancel** to return you to the previous screen, so you can select the supplier for the Purchase Order. This will bring the supplier data onto the Main Page.



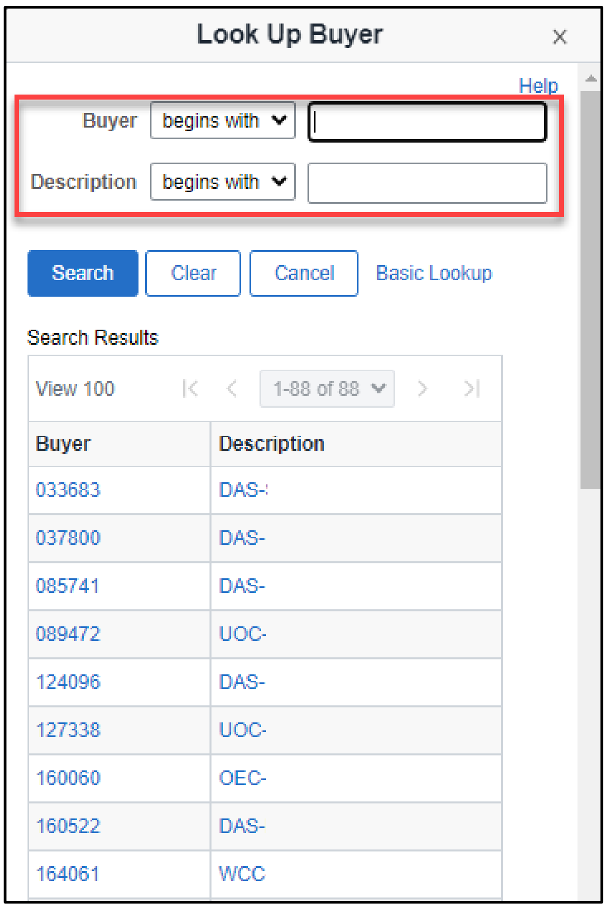
If you hover your cursor over the supplier's name, you can view basic information regarding that supplier.



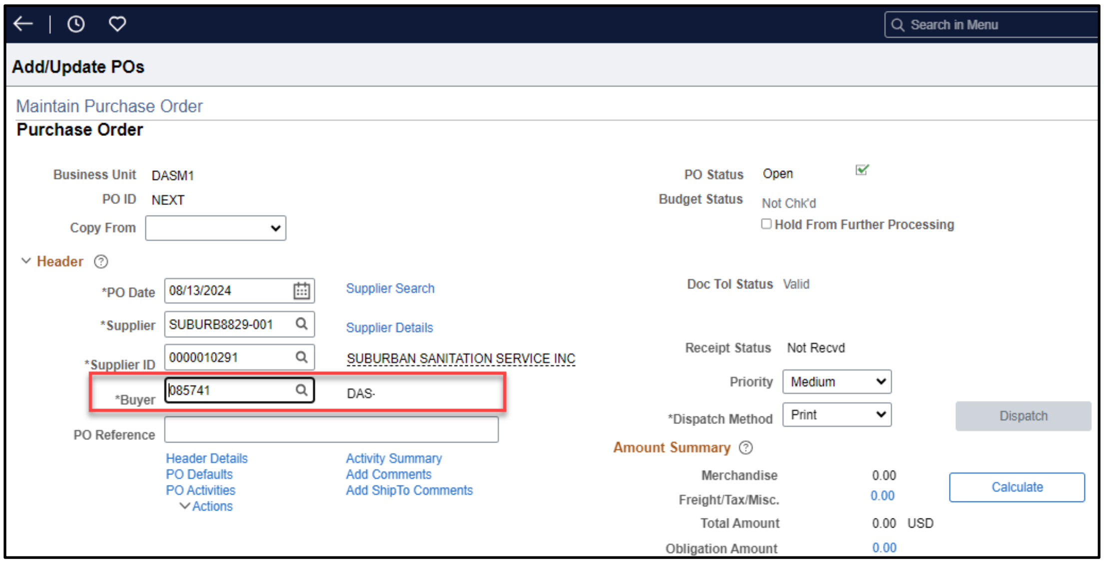
If the supplier does not exist in the Core-CT system, please contact the supplier and request them to complete the W9 Vendor form, which then gets sent to OSC to be a new supplier entered into Core-CT. Once the new supplier has been uploaded to Core-CT you can proceed with your new purchase order.

Buyer - If the Buyer information does not default in, click on the look up icon, then Description, change the drop down from begins with to contains and enter all or part of the buyer's last name. Then click Search

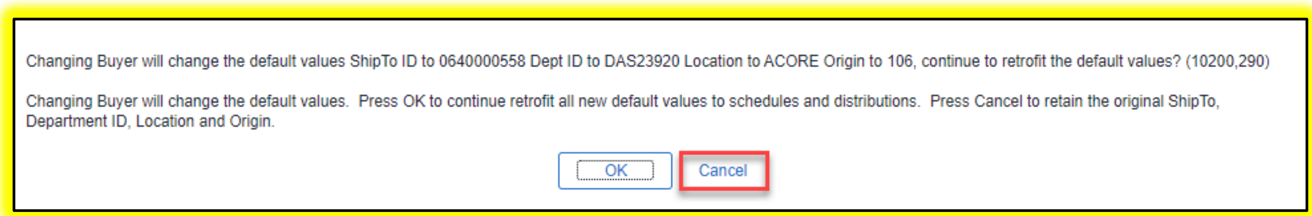
- ❖ *Some Core CT user ids are not the users name but their employee ID number.*



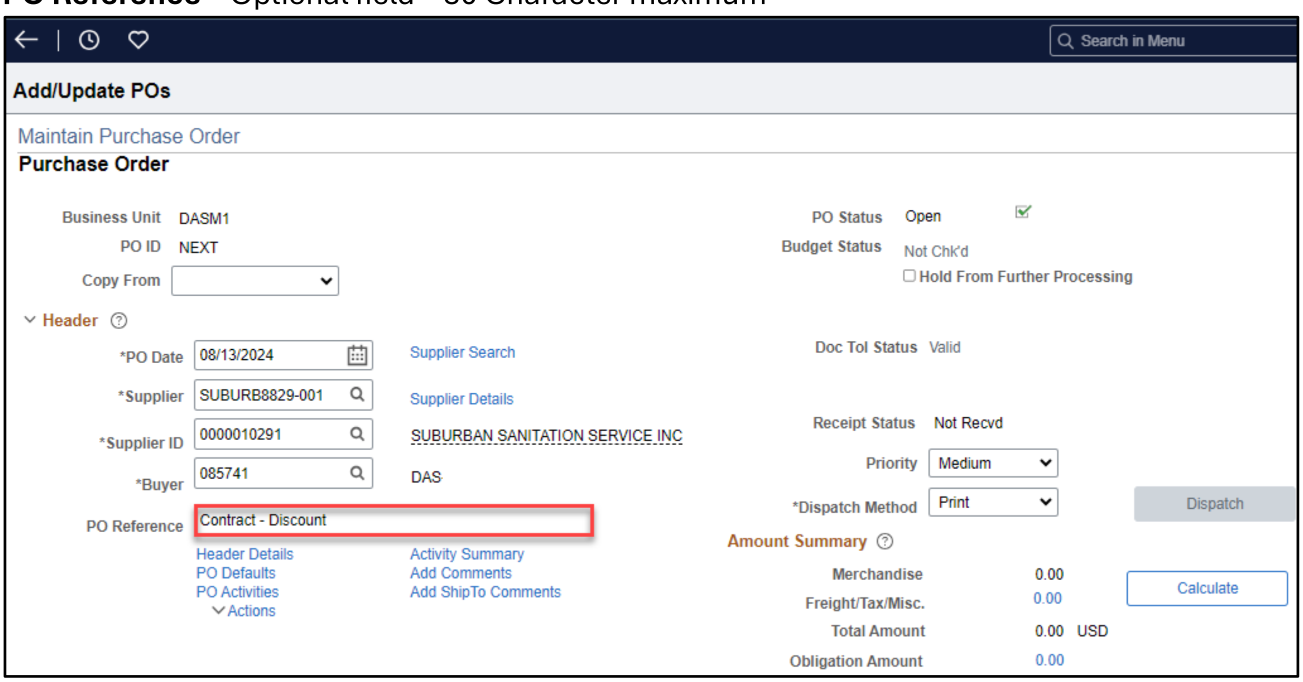
Select the **Buyer** in the Search Results by clicking on the Buyer's name, the Buyer information will be brought into the Purchase Order.



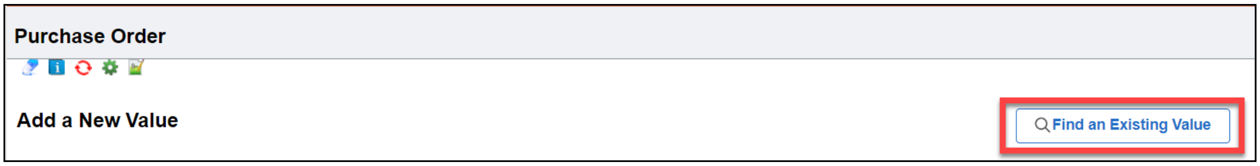
Note: *If you need to change the buyer on the PO, You will receive the message below.* ***Do Not Click OK****, this may change values in the distribution line. Instead****, always select Cancel****, the buyer's name will change, but the chartfields will remain the same.*



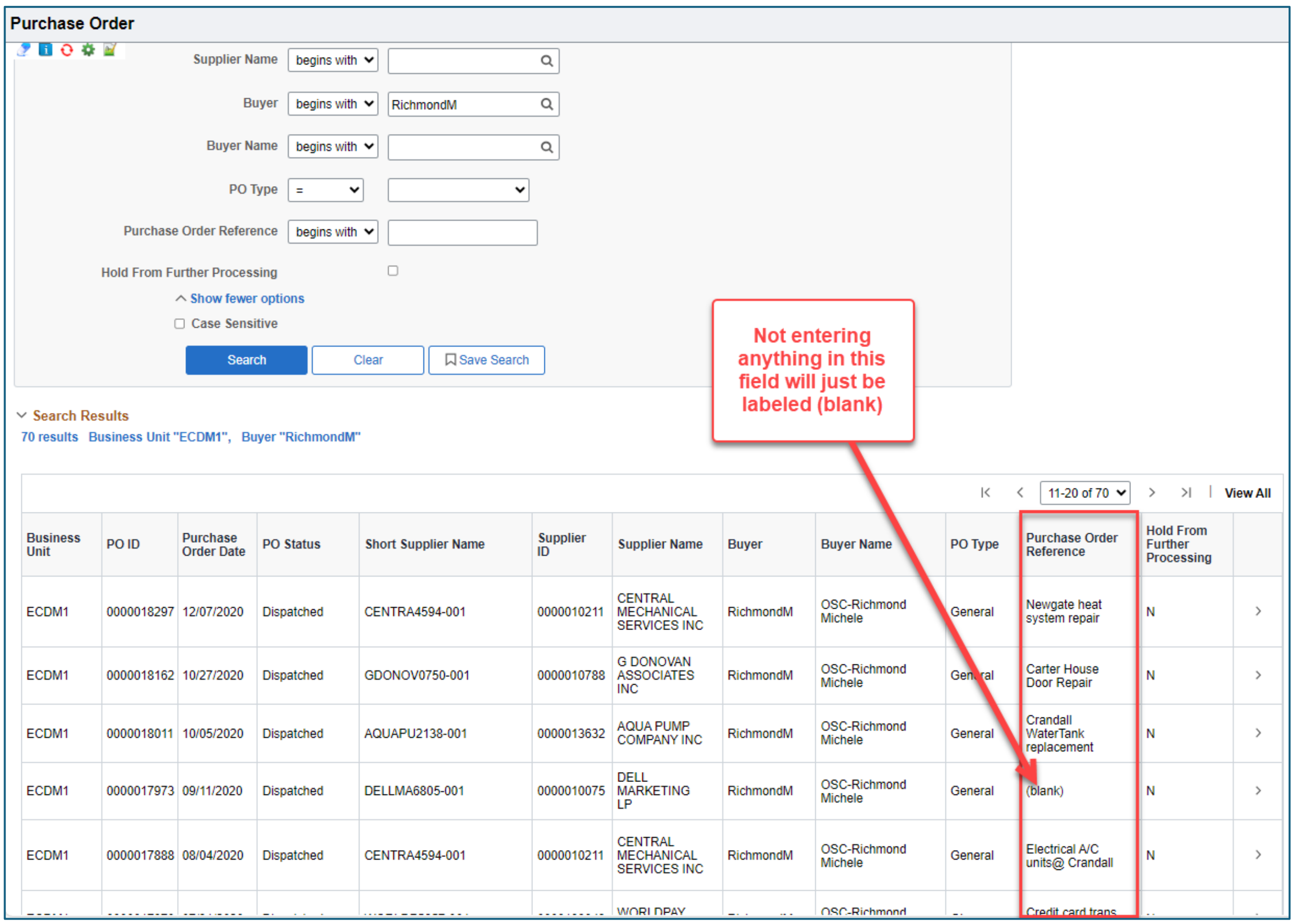
PO Reference – Optional field – 30 Character maximum



TIP: This section will be helpful in the future, when searching for an existing PO, the data put in the PO Reference will populate on the main search page.



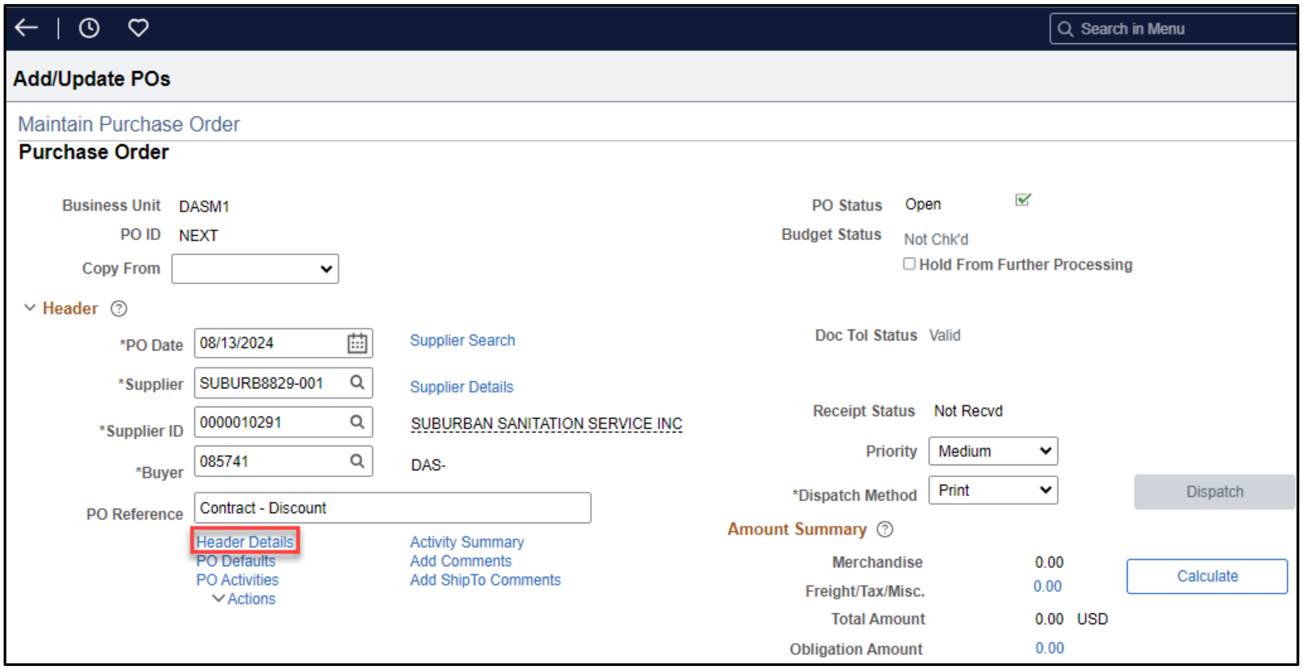
Enter any criteria to narrow down your search and Click enter. You will see the Purchase order reference, will simplify finding your PO.



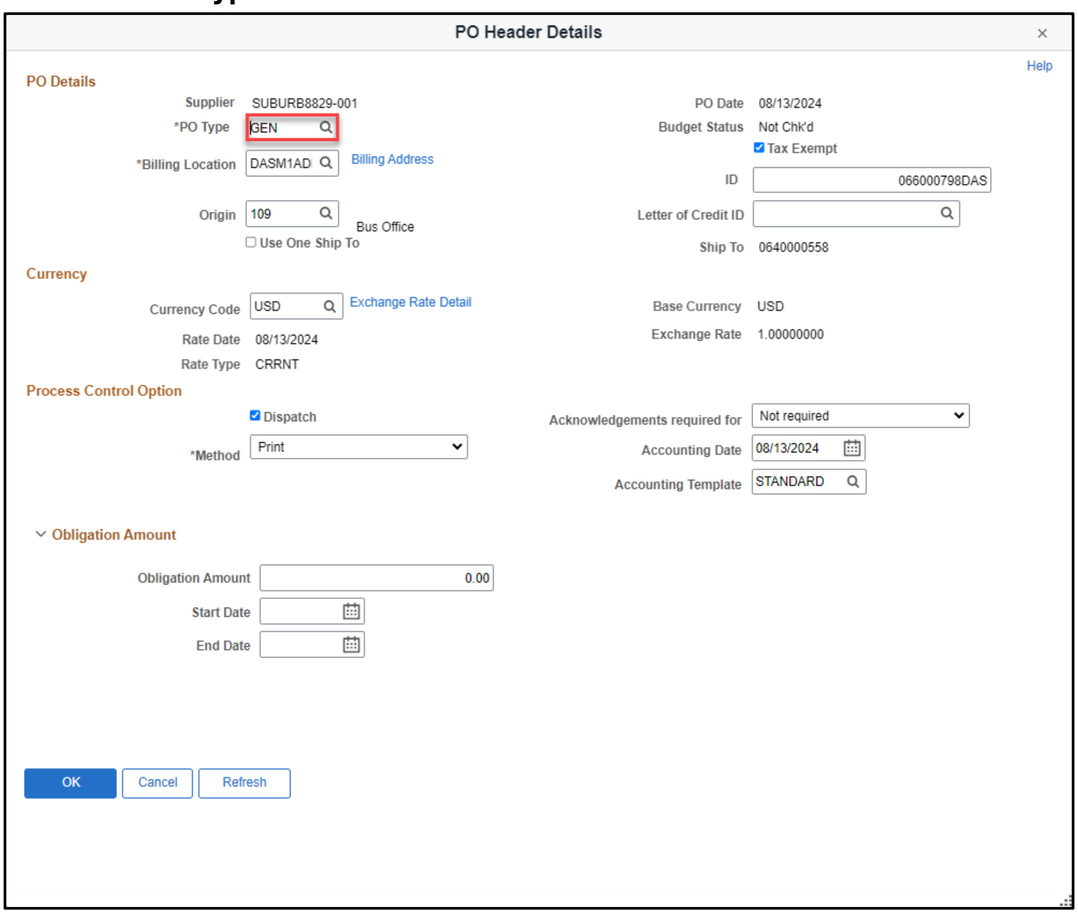
Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
ECDM1	0000018297	12/07/2020	Dispatched	CENTRA4594-001	0000010211	CENTRAL MECHANICAL SERVICES INC	RichmondM	OSC-Richmond Michele	General	Newgate heat system repair	N
ECDM1	0000018162	10/27/2020	Dispatched	GDONOV0750-001	0000010788	G DONOVAN ASSOCIATES INC	RichmondM	OSC-Richmond Michele	General	Carter House Door Repair	N
ECDM1	0000018011	10/05/2020	Dispatched	AQUAPU2138-001	0000013632	AQUA PUMP COMPANY INC	RichmondM	OSC-Richmond Michele	General	Crandall WaterTank replacement	N
ECDM1	0000017973	09/11/2020	Dispatched	DELLMA6805-001	0000010075	DELL MARKETING LP	RichmondM	OSC-Richmond Michele	General	(blank)	N
ECDM1	0000017888	08/04/2020	Dispatched	CENTRA4594-001	0000010211	CENTRAL MECHANICAL SERVICES INC	RichmondM	OSC-Richmond Michele	General	Electrical A/C units@ Crandall	N

Header Details:

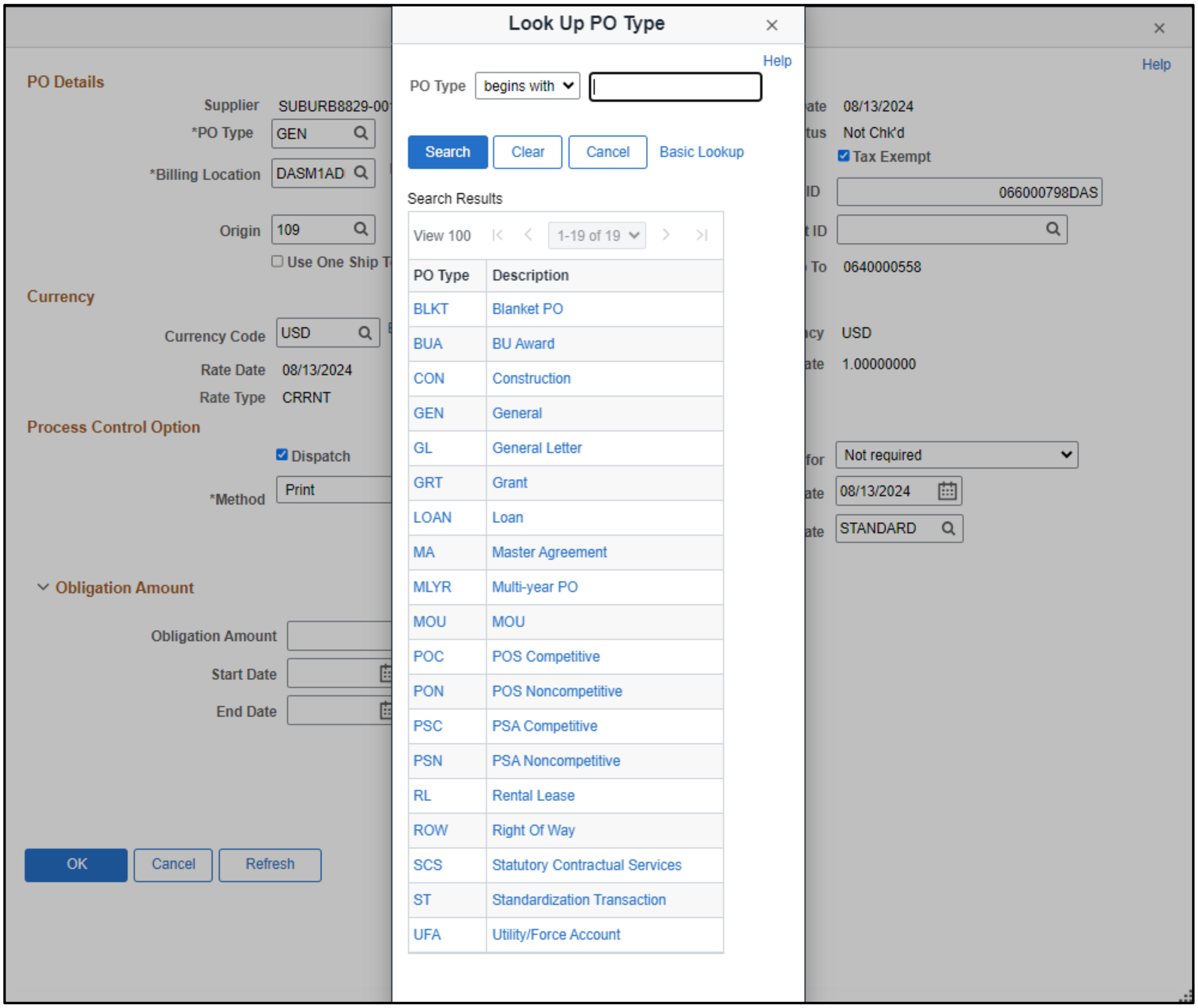
Click on the **Header Details** link.



Select the **PO Type**



You need to verify the correct **PO Type**. The default is General (GEN). Core-CT has a number of values in this field, and you need to ensure that you select the correct one for your purchase. Either type in the PO type or click the 🔍 icon.



BLKT: Blanket PO - This purchase order type could be used for Utility, Heating Oil, Gas or Postage type purchases, in addition to purchases under CT general statutes. If the purchase utilizes a CT General Statute, list the statute number in the line comments for audit purposes.

BUA: Business Unit – This purchase order type is for a contract that an agency establishes based on statutory purchasing authorities or when DAS delegates statutory purchasing authorities. It is restricted to an individual agency.

CON: Construction - This purchase order type should be used in conjunction with construction contracts.

GEN: (Default Value) General – This purchase order type can be used for Business Unit Awards, Statewide Contracts, GSA "General Service Awards" Federal Contracts, and CT General Statutory PO's. If the purchase utilizes a CT General Statute or a GSA contract, you should, in the line comments, list the statute number or the federal contract number for audit purposes.

GL: General Letter – Used when the CT Purchasing Authority is equivalent to:

GL71a	GL71b	GL71c	GL71d
GL71e	GL71f	GL71g	

GRT: Grant - This purchase order type should be used in conjunction with grant contracts.

LOAN: Loan - This purchase order type should be used in conjunction with loan contracts.

MA: Master Agreement – This purchase order is used for goods or services resulting from an RFP (Request for Proposal).

MLYR: Multi-Year - This PO type can be used for POs that an agency would like to use to cover multiple years, such as copier rentals.

MOU: Memorandum of Understanding - This purchase order type should be used in conjunction with a contract previously known as a Memorandum of Understanding or Memorandum of Agreement.

POC: POS Competitive - This value should be used by the Social Service Agencies for their Purchase of Services contracts *that were competitively bid*. (This replaces POS)

PON: POS Noncompetitive - This value should be used by the Social Service Agencies for their Purchase of Services contracts *that were not competitively bid*. (This replaces POS)

PSC: PSA Competitive - This value should be used by any agency for Personal Service Agreement contracts *that were competitively bid*. (This replaces PSA)

PSN: PSA Noncompetitive - This value should be used by any agency for Personal Service Agreement contracts *that were not competitively bid*. (This replaces PSA)

RL: Rental Lease - This purchase order type should be used in conjunction with Building Leases and Real Property.

ROW: Rights of Way - This purchase order type should be used in conjunction with Right of Way contracts.

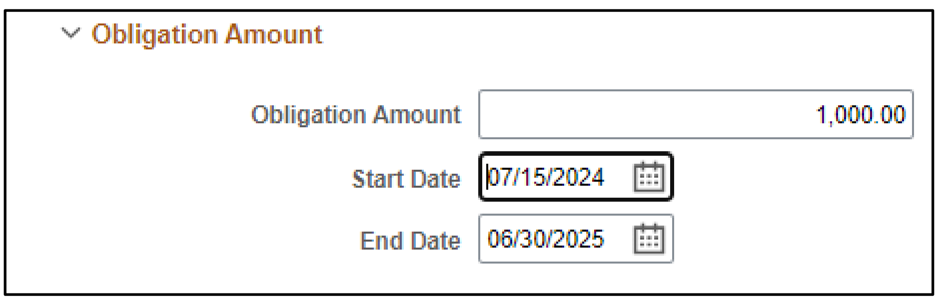
SCS: Statutory Contractual Services – This value should be used by DAS, DCS, and DOT only for their statutory contractual services contracts (OPM Statutory Ref 4D-2)

ST: Standardization Transaction – This is to be used when requesting the waiver of the bid or proposal requirement in accordance with CGS 4a-58. **Approval must be obtained by DAS before using this value.**

UFA: Utility Force Account – This is used by DOT only.

Important Note: Agencies that use POC/N, PSC/N and SCS contracts should create one purchase order for a given contract by copying that contract into the PO. OPM requires that that same PO be used for the entire life of the contract.

Go to the bottom of the page to the **PO Obligation** fields. These values will default in, if not manually entered when saving your PO. The start date will be the entered date (today's date), the End Date will be the last day of the Fiscal Year and the Total Obligation Amount will be the total amount of the PO.



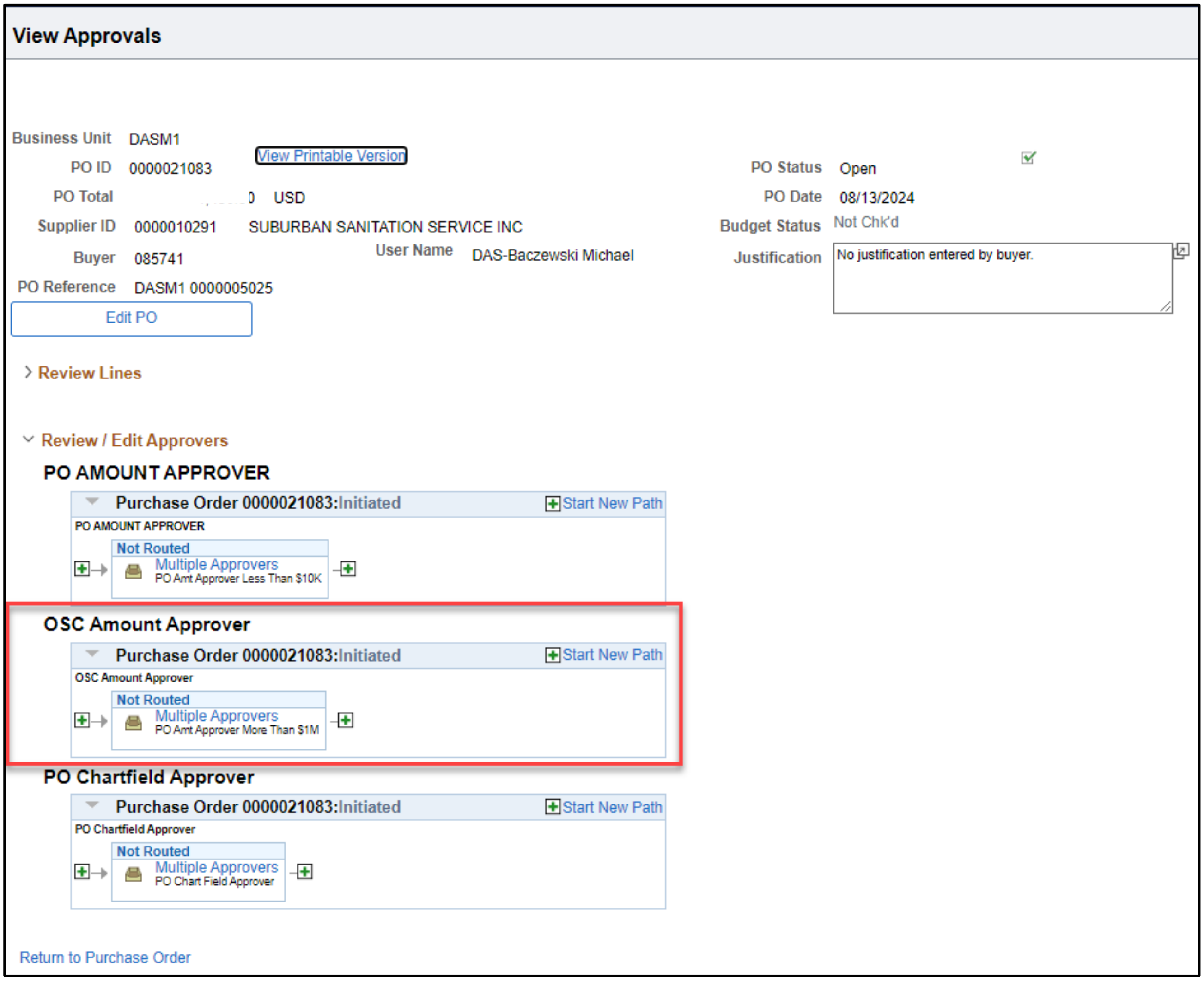
If this PO is associated with a contract, enter start and end dates that are the same as the terms of the contract.

If you are obligated to this supplier for $1000.00 and your PO amount is only $250.00 (ex. first quarter commitment), your Total Obligation Amount of $1000.00 must be entered.

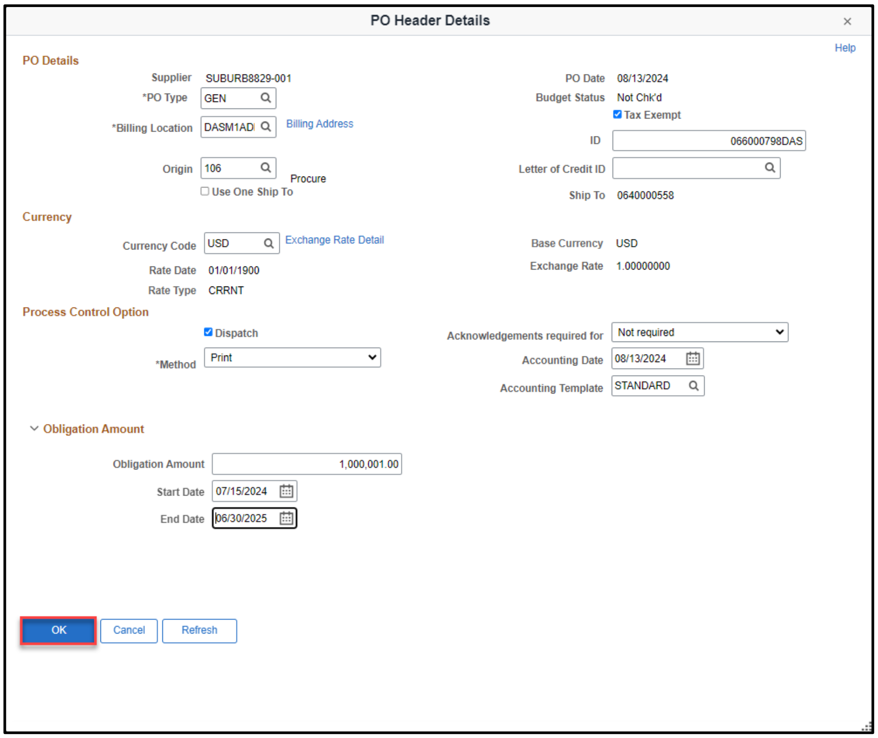
***Note**: Your Total Obligation Amount cannot be lower than the total PO Amount*.

Each time you change the dollar amount of your PO, whether it is a reduction or an increase of the amount, you must change your Total Obligation if your obligation to the supplier is also changing.

***PLEASE NOTE:** If your Obligation amount is $1M or higher your PO will be routed to be approved by an OSC Approver. Your PO will be Amount Approved by your agency and then routed to OSC before continuing onto the Agency PO Chartfield Approver.*



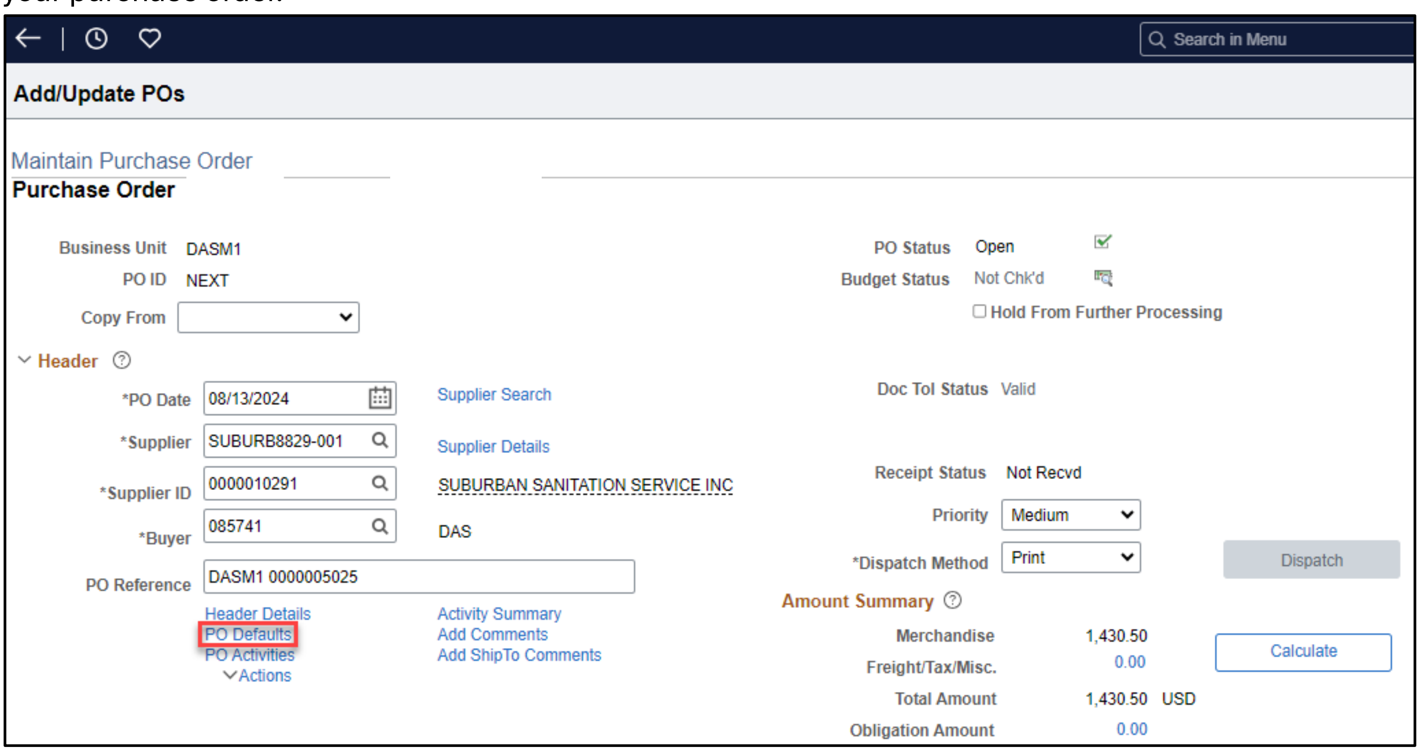
When you have completed the Header Details section click OK and you will be returned to the PO Main Page.



PO Defaults:

Click on the PO Defaults link.

Po Defaults is a great way to save time while creating a multi-line purchase order. The fields that you enter in the Po defaults will automatically default into all of your lines on your purchase order.



The Default option should be always be Override. Do not ever select Default.

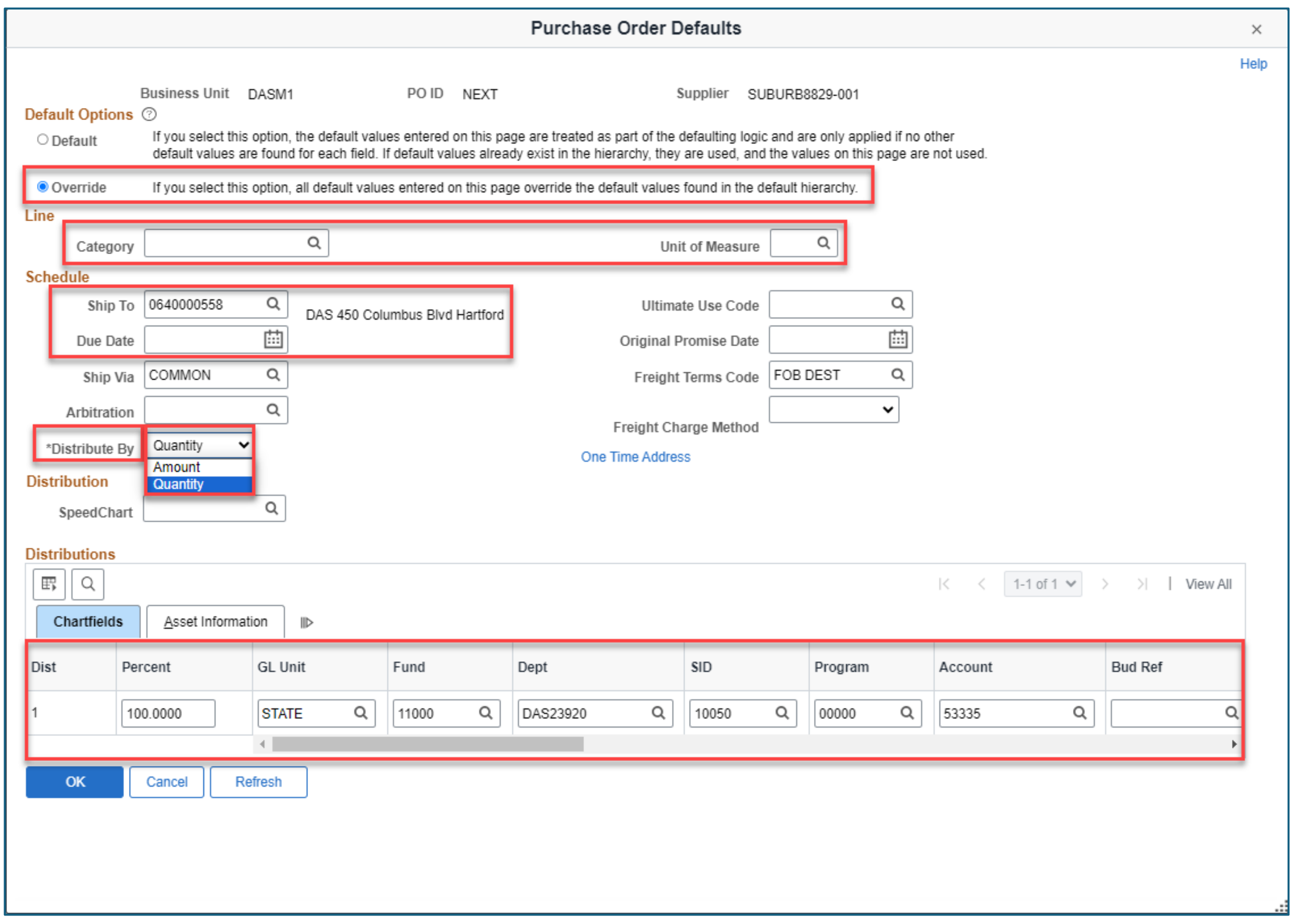
Do Not Enter PO Defaults if your PO was copied from a POC/N, PSC/N or SCS contract. The defaults will copy over from the contract distribution line.

-You can enter in a default **Category** and **Unit of Measure** under the Line heading.

-Enter your default **Ship To**, **Due Date**, and Distributions for this PO.

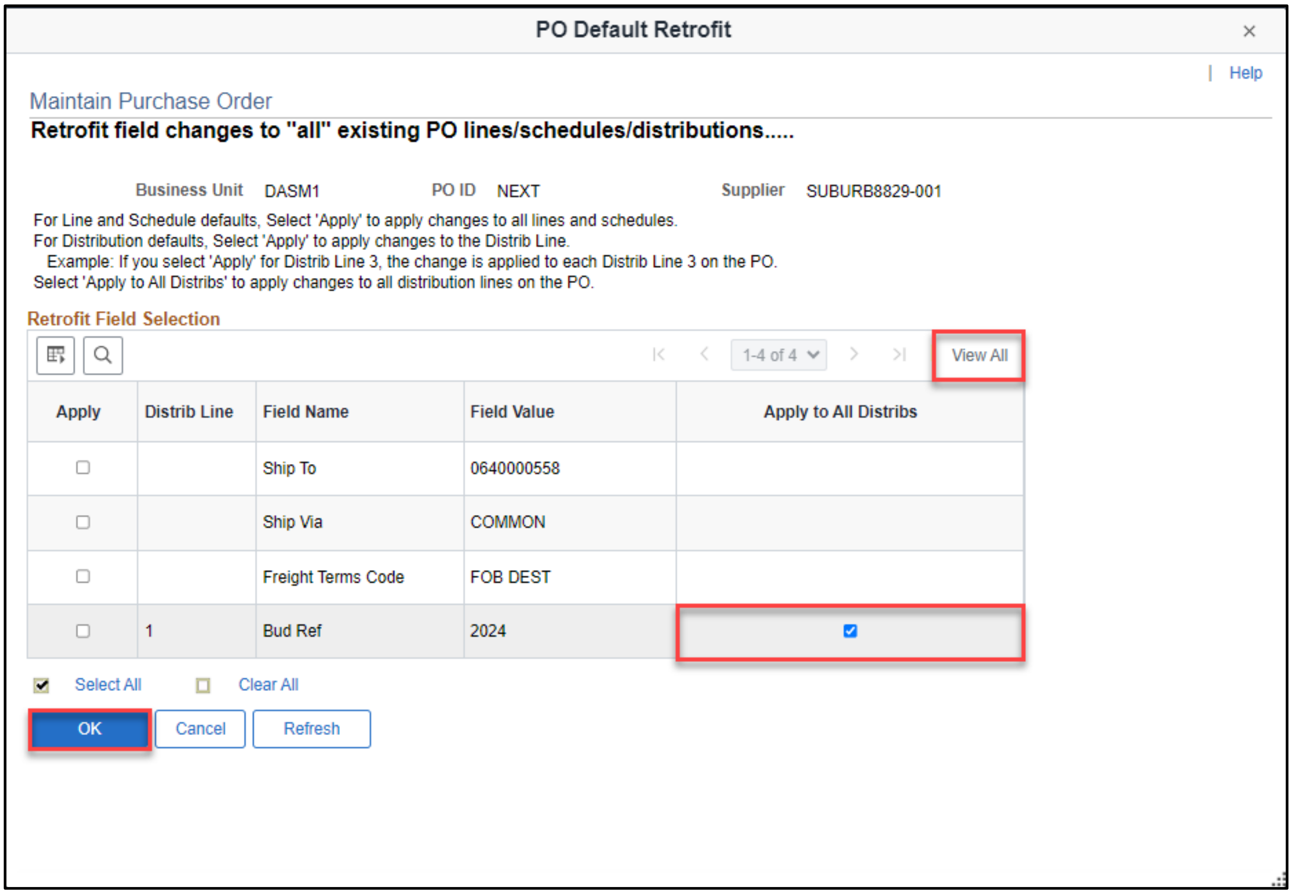
-If this is an amount only Purchase order, you can click the arrow in the **Distribute By:** field and choose Amount

Note: You will have the option to change any of this information at the line detail, if necessary.



If you add PO Defaults **after** PO Lines are created, you will receive the following message: Make the necessary selections for this PO.
If you wish to apply the coding to all distribution lines, you will need to check the box on the left under “Apply” and if applicable on the right to “Apply to All Distribution Lines”.

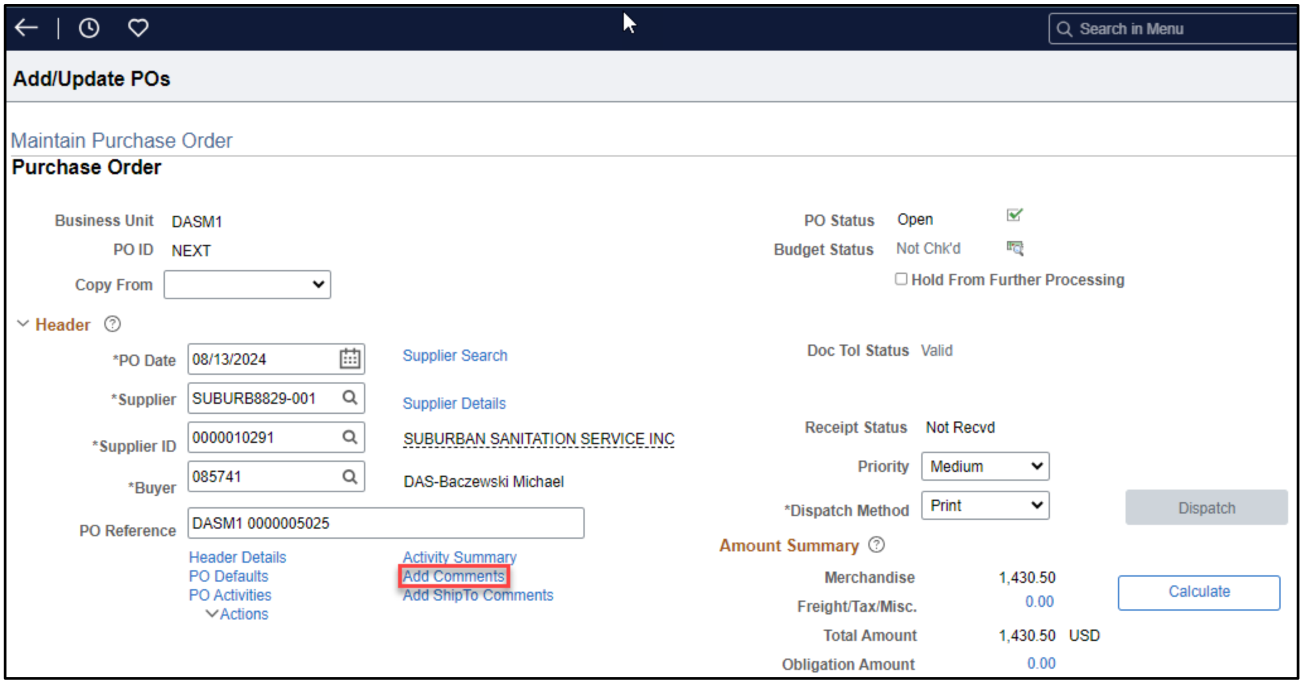
Note: Some Retrofits will be greater/less than others by business unit and Supplier. To see all lines, click View All *, then select which lines you want to update.*



Click OK when done.

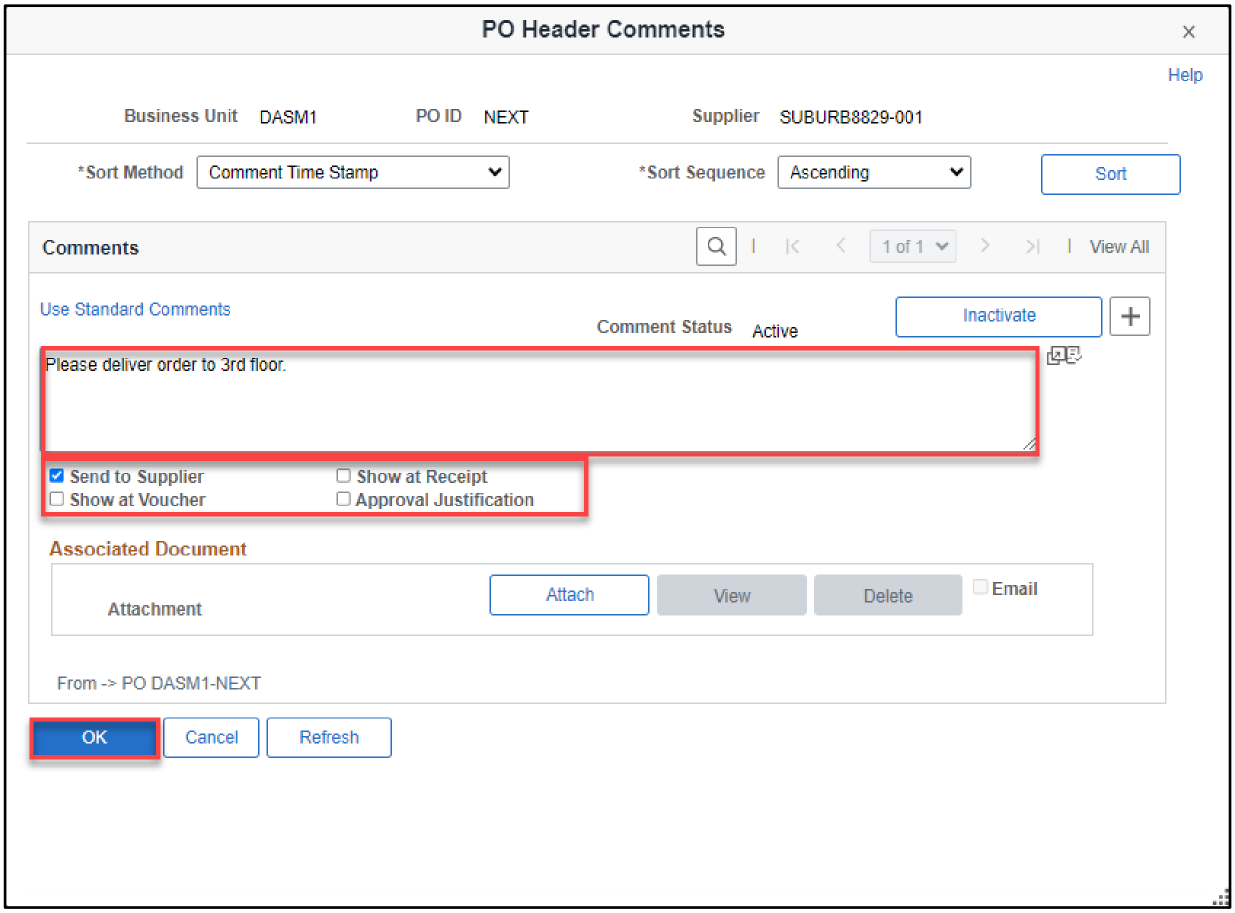
Entering Header Comments:

Select the Add Comments Link if you wish to enter Header Comments for this PO. Header comments are normally comments that apply to the entire PO.



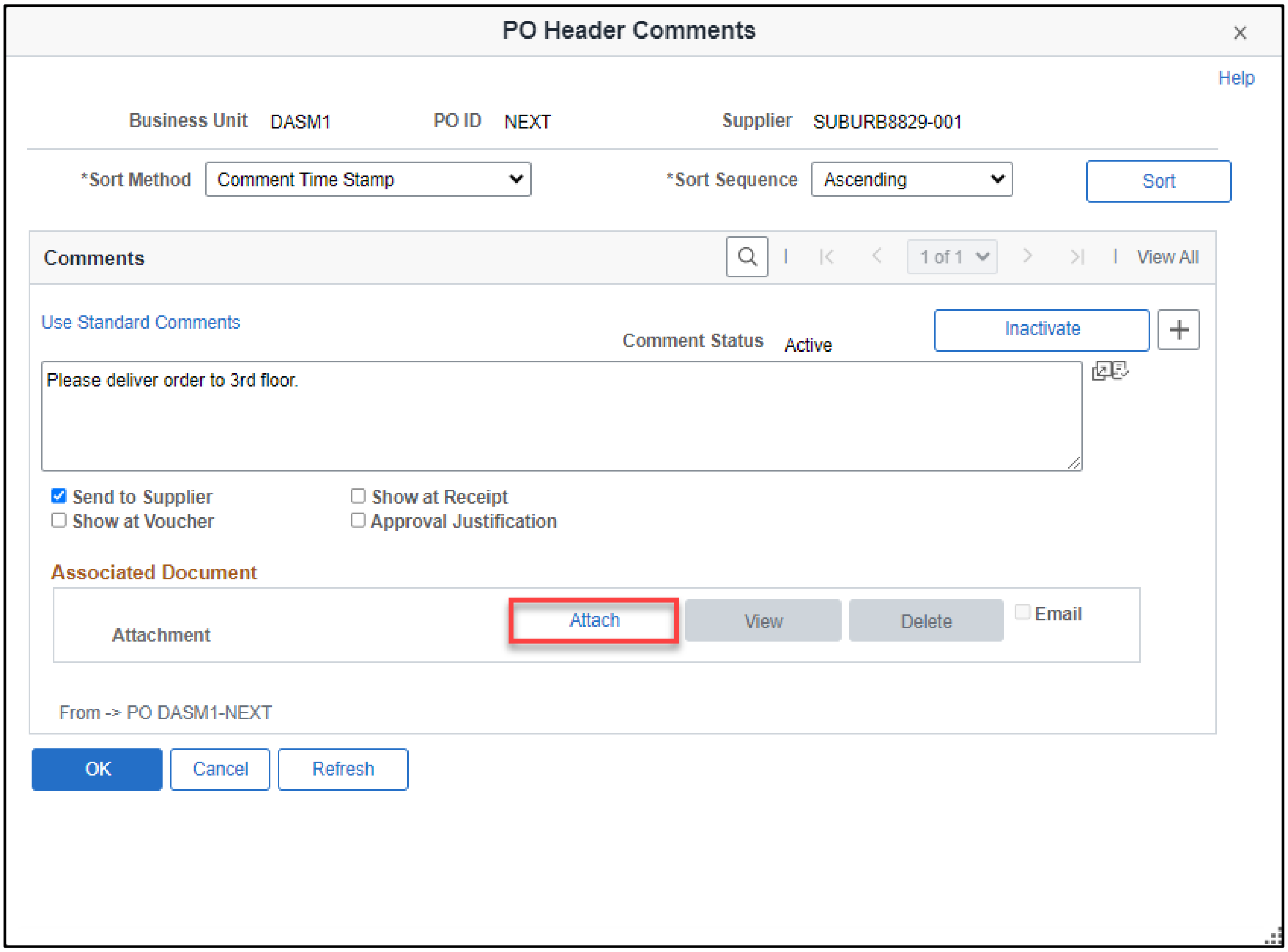
Add your comments and Select the appropriate action, such as **Send to Supplier**, **Show at Receipt**, **Show at Voucher**, or **Approval Justification**.

If you are not attaching a document then, click OK when you are done.

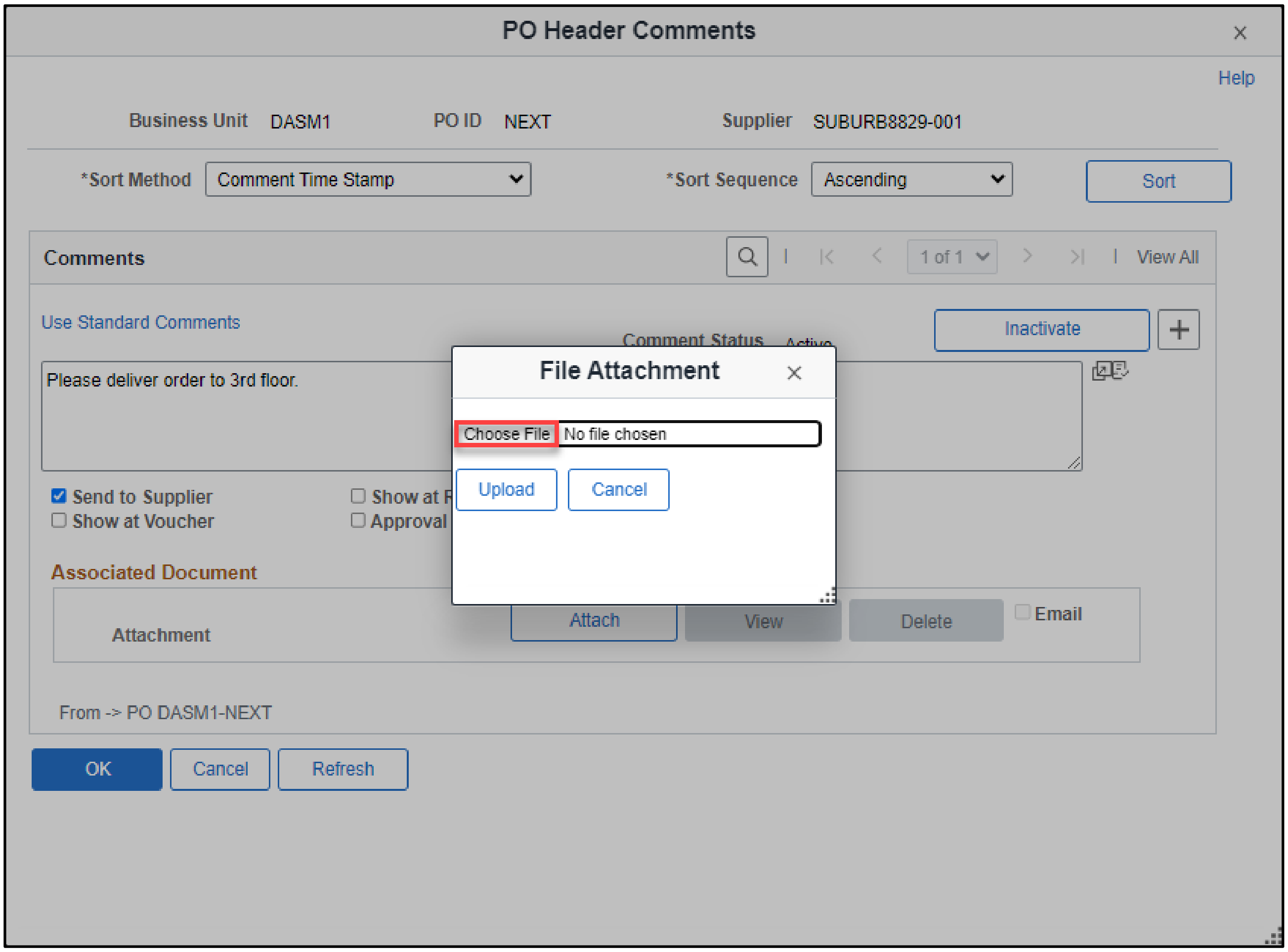


You may attach an associated document with the PO (i.e. quote, agreement, justification).

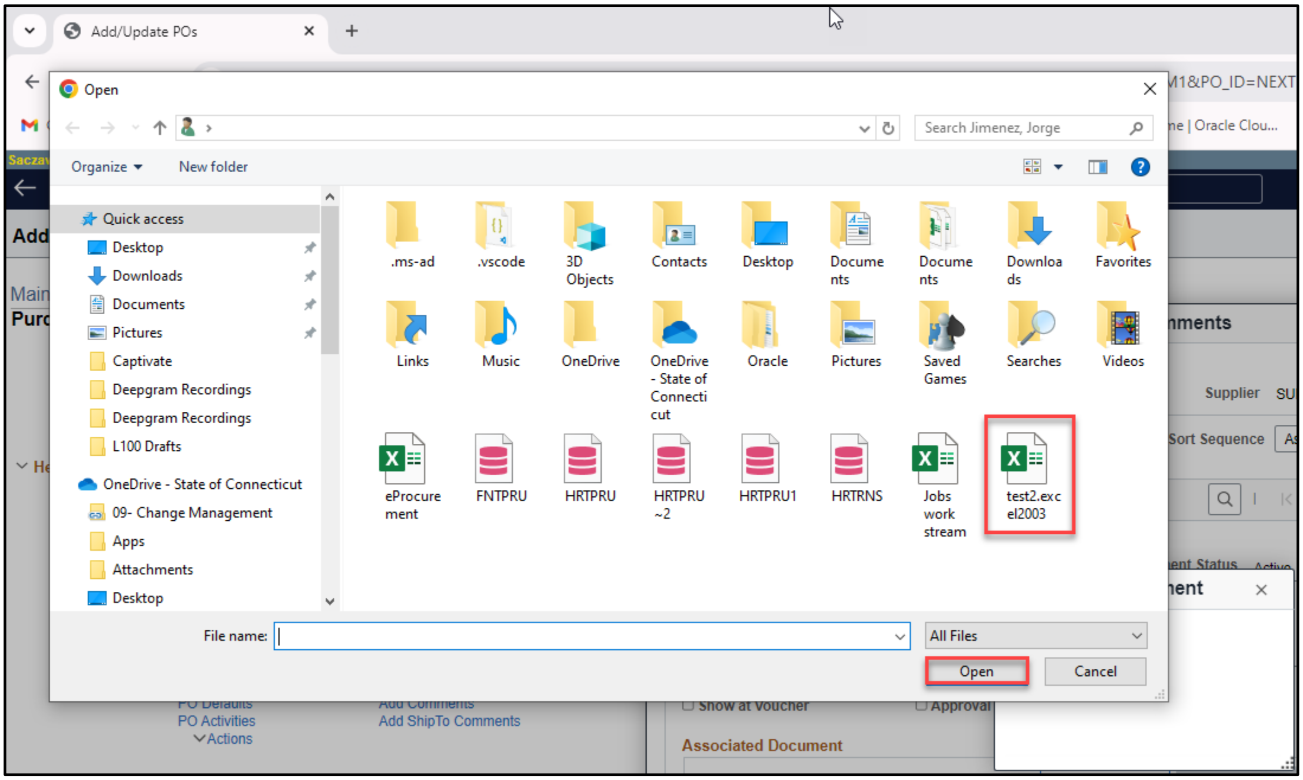
Click 



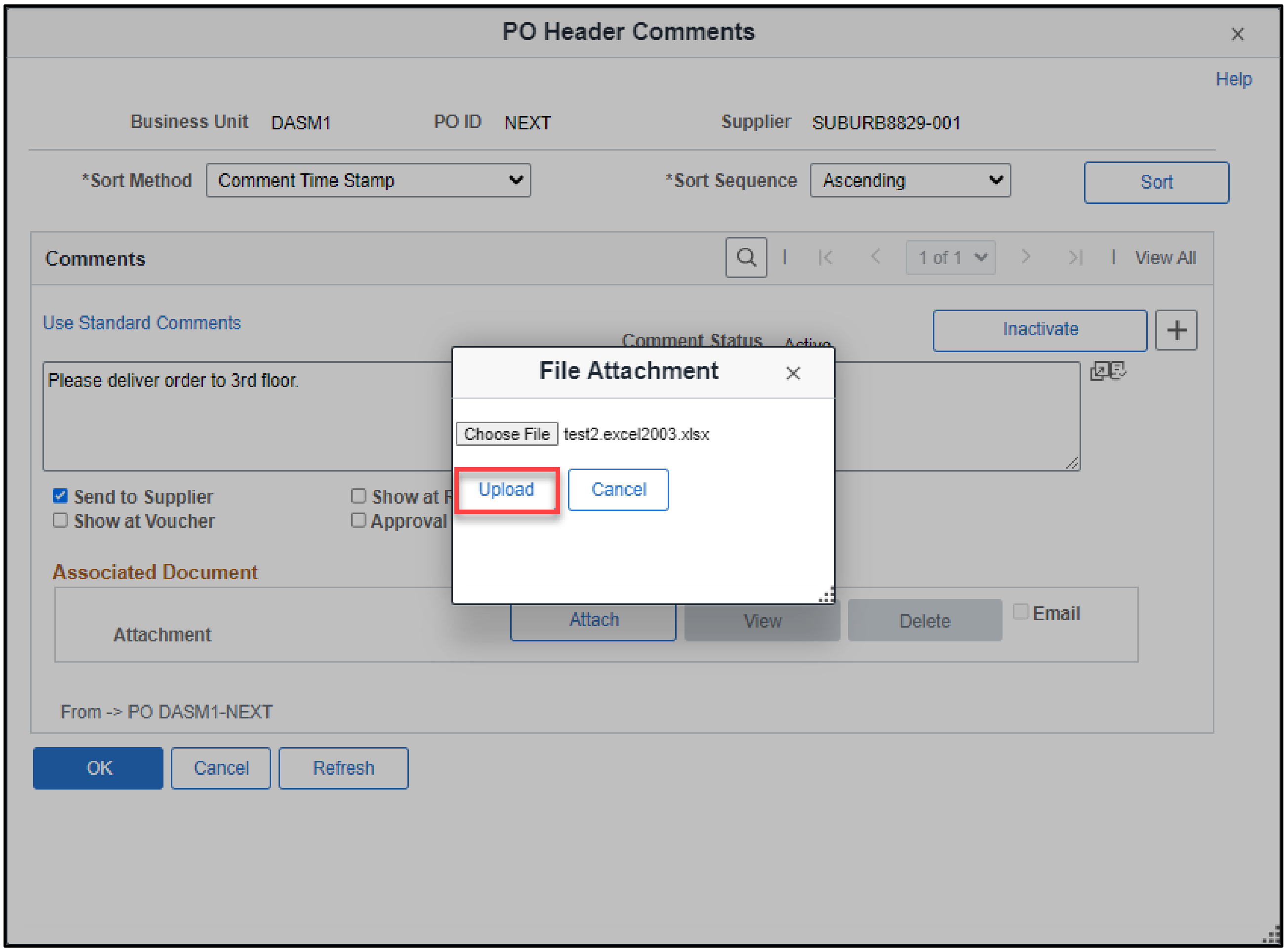
Click **Choose File** to search for document to attach.



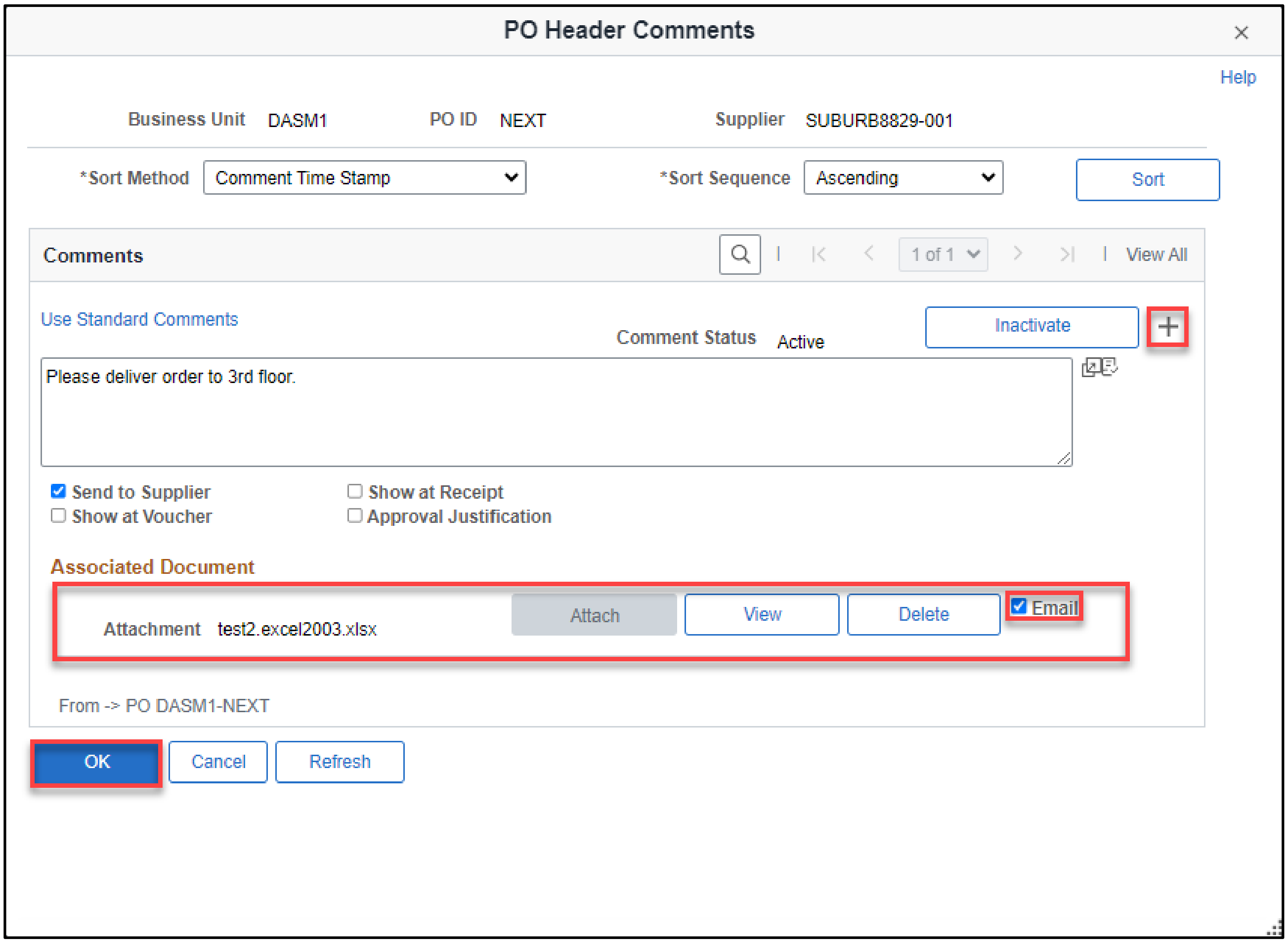
Select the Document and Click **Open.**



Click Upload



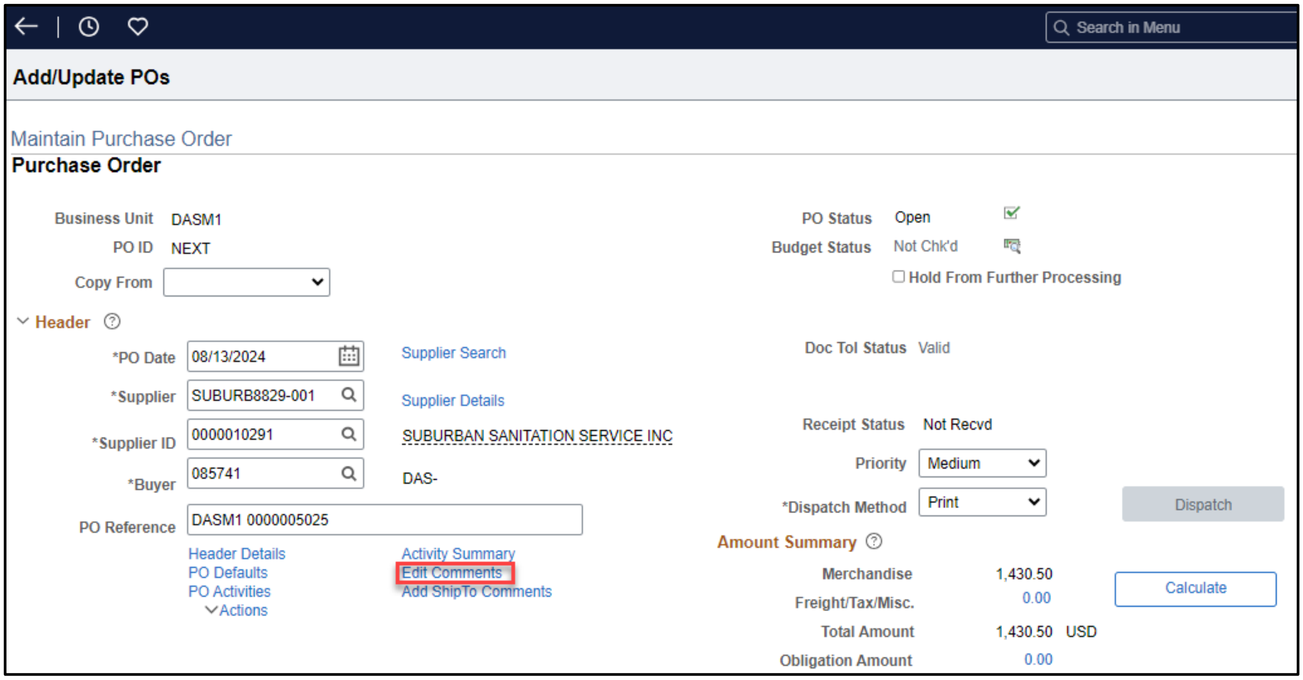
The file is listed as an attachment. If necessary, you can **View** or **Delete** it. If you have more than one attachment, click on the **+** sign and add another comment box to add your second attachment. **Remember one attachment per comment.** If your PO is Dispatched via Email, and you would like your attachment to be emailed to the supplier then you are required to check **Email**.



Note: *If you want to email the attachment along with the purchase order, don't forget you must check the Email Box to the right!*

Click OK when you are done. You will be returned to the Main Page.

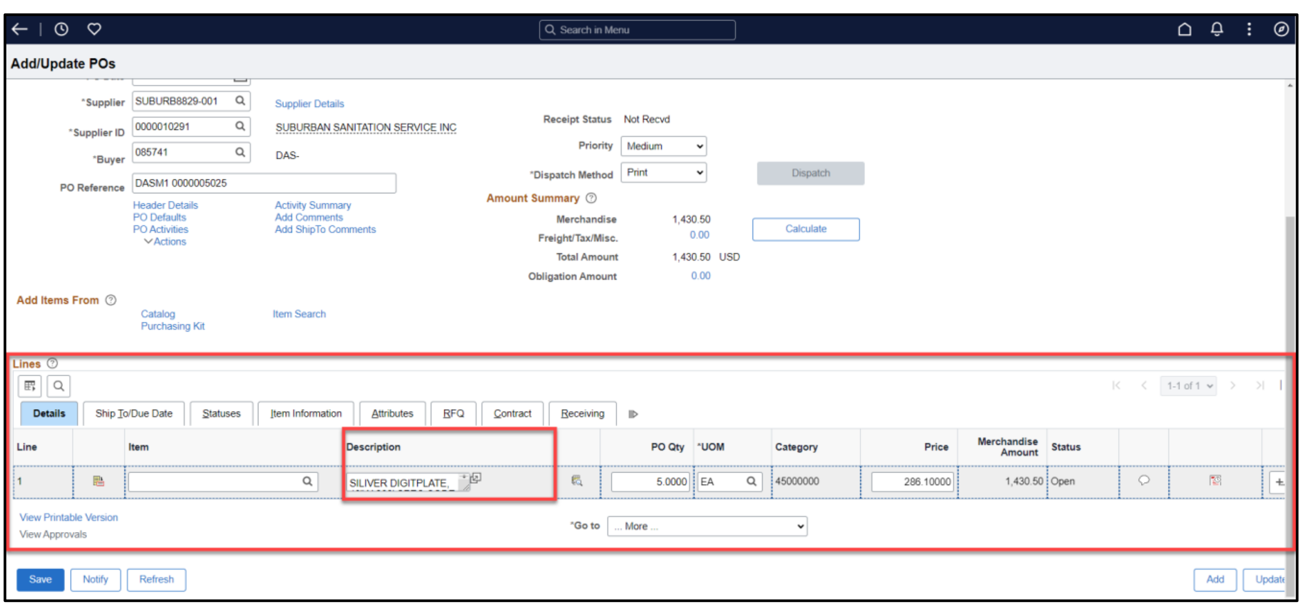
The link will now show as **Edit Comments** on the header page, if you have added a comment.



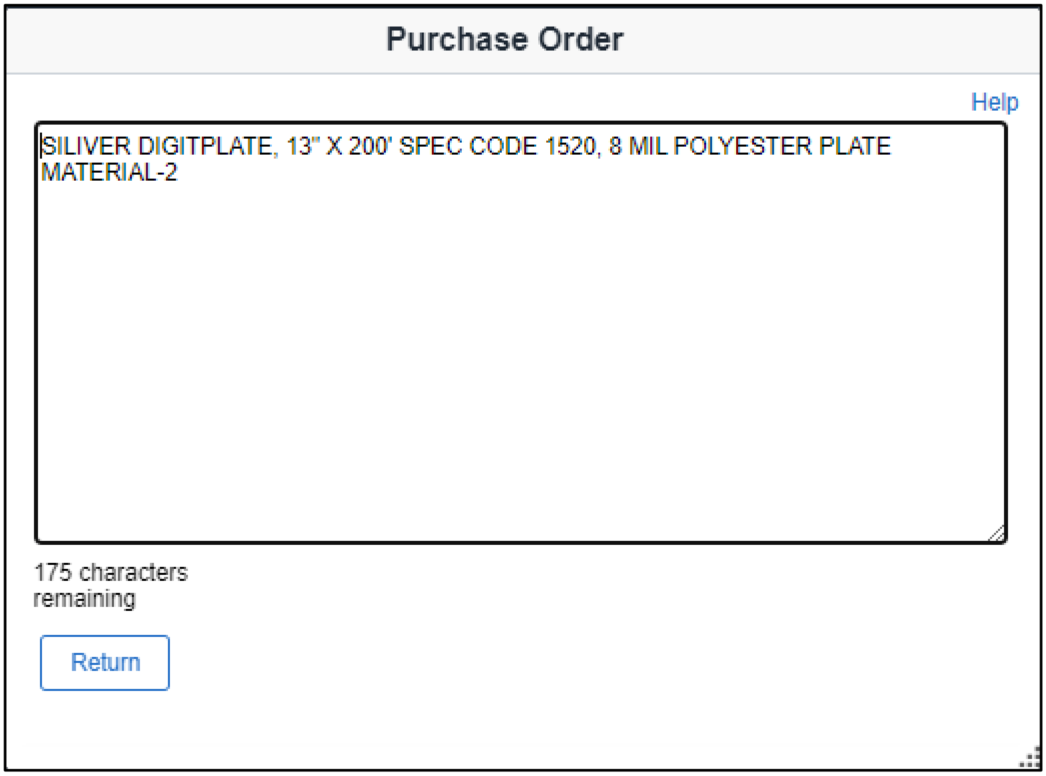
Enter information on the Line:

Enter this information on the line before clicking into the line details.

***Note:** If the item is an Asset do **NOT** use Commas (,) in the description. It will cause problems during the Physical Inventory Process.*

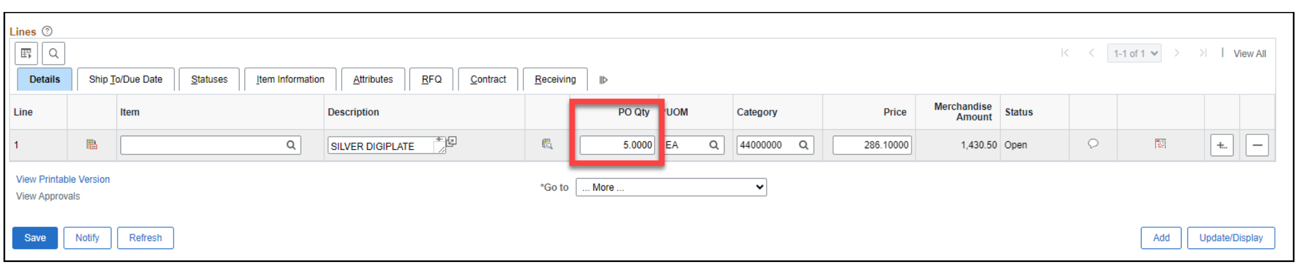


Enter the **Description** for the goods/services. If your description exceeds 19 characters you can click on to open an expanded view window.

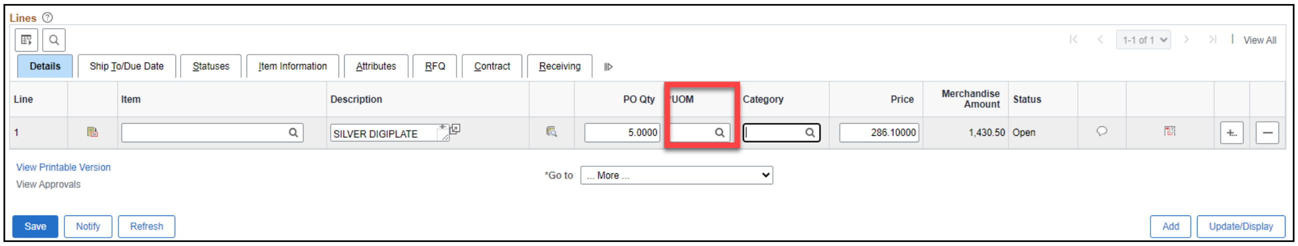


Click **Return** to close the expanded view window.

Enter the **Quantity** ordered.

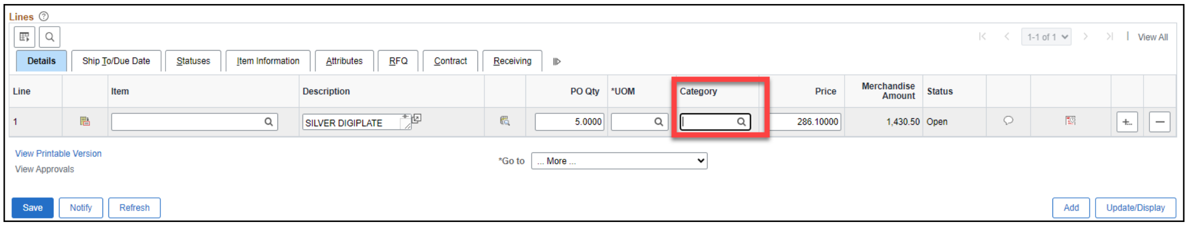


Enter the **UOM** (unit of measure). If you are unsure of the unit of measure, click the search icon. If you have entered a UOM default in the PO Defaults, you can skip this step.



Click on the unit of measure to return to the main page.

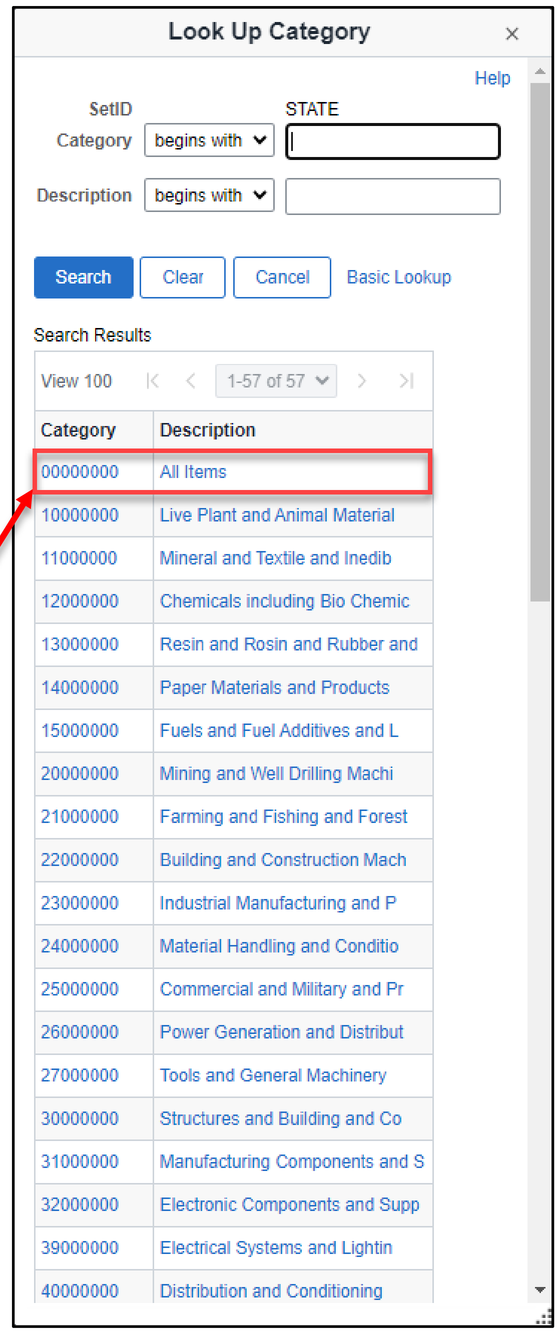
Enter the **Category.**
If **Category** code is unknown, Click the Search icon.



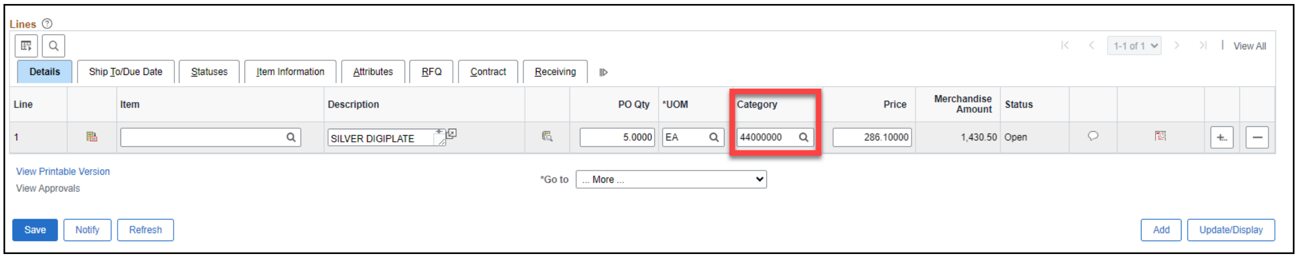
If you have entered a **Category** in the **PO Defaults**, you can skip this step.

Choosing a **Category** will activate the allowable tolerances as well as update the distribution with a default account code.

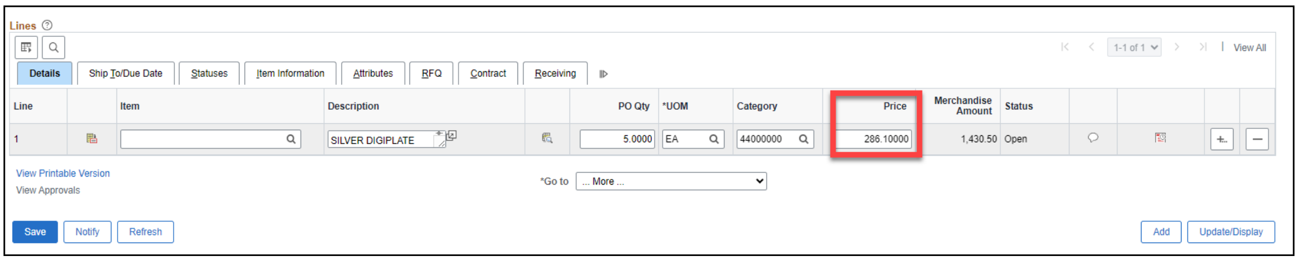
Use if the Category 000000000 or CT_UNSPCC is unacceptable on any contract or PO.
This value was included for users if they did not know the correct category, and it is the responsibility of the users/approvers to apply the correct category code.



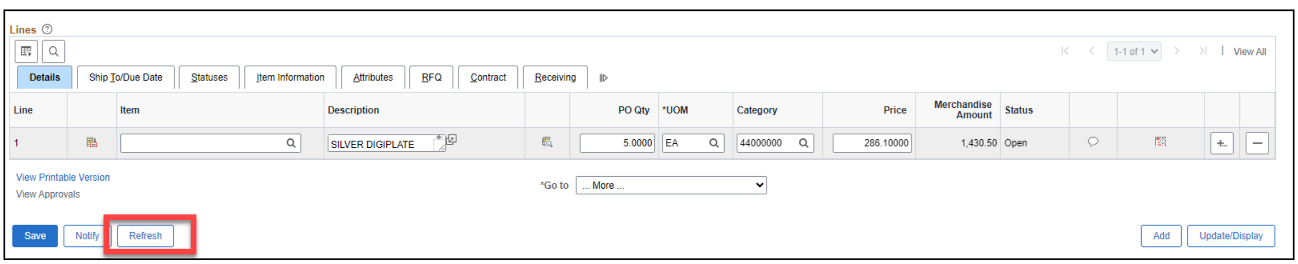
Click on the category to return to the Add/Update POs page.



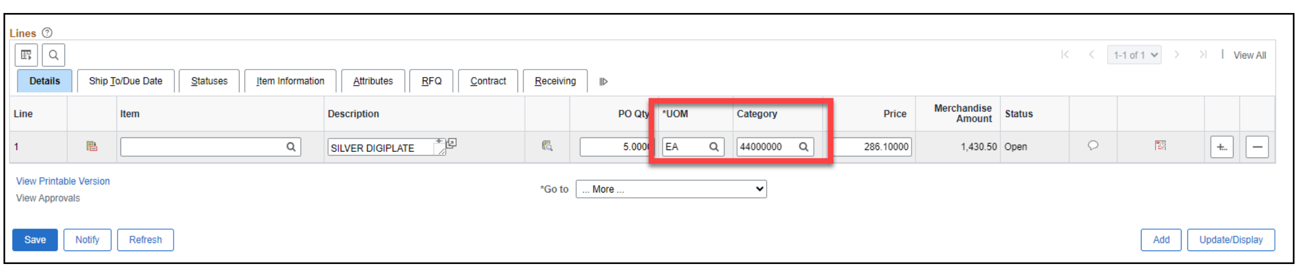
Enter the **Price**.



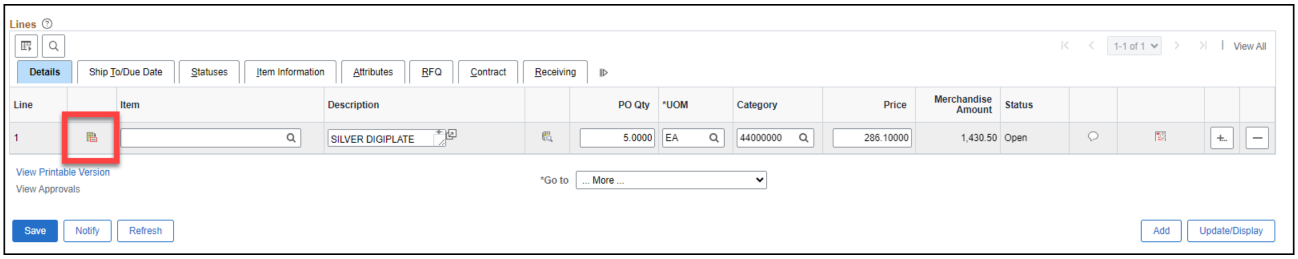
If you have entered in a default category and UOM, enter in the price and press the Enter key or click Refresh to pull in the default values.



The UOM and Category field update with the default values.

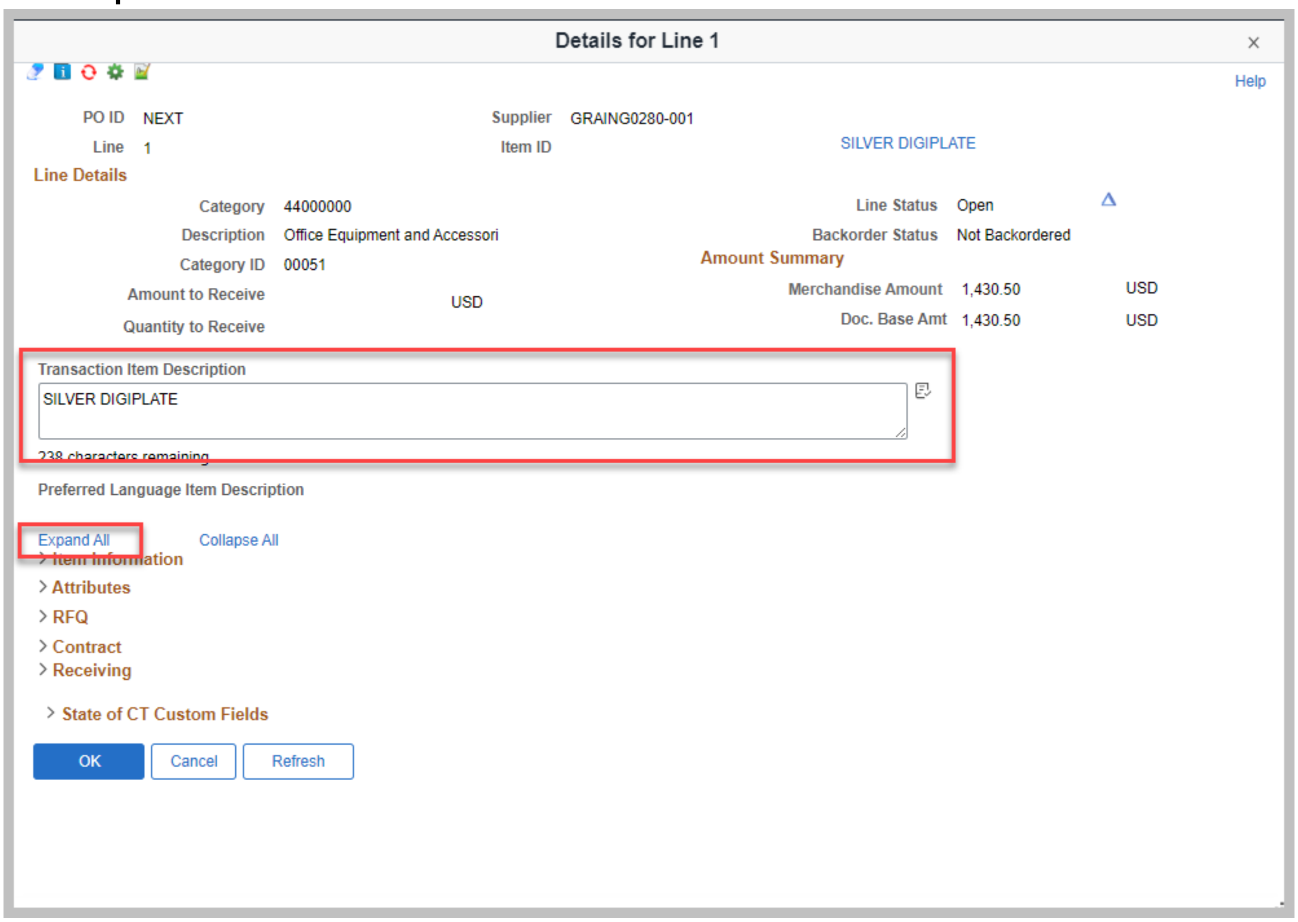


Click on the **Line Details Icon** located to the left of the line of the PO that you want to work on. This will open the details for this line.



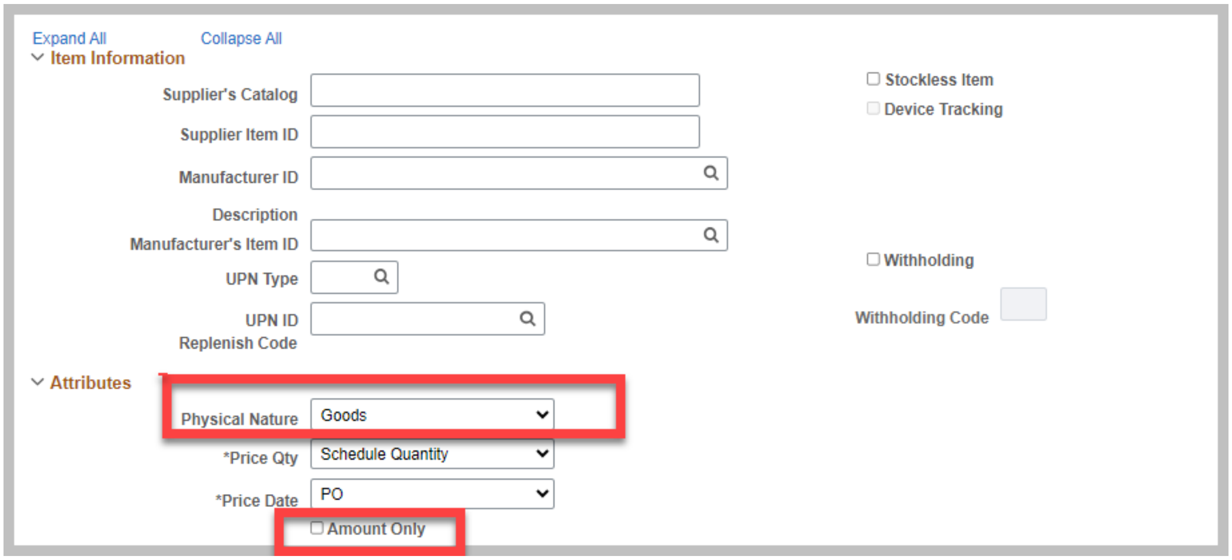
Note: You can view the full item description here as well.

Click **Expand All** link to access all line detail information.

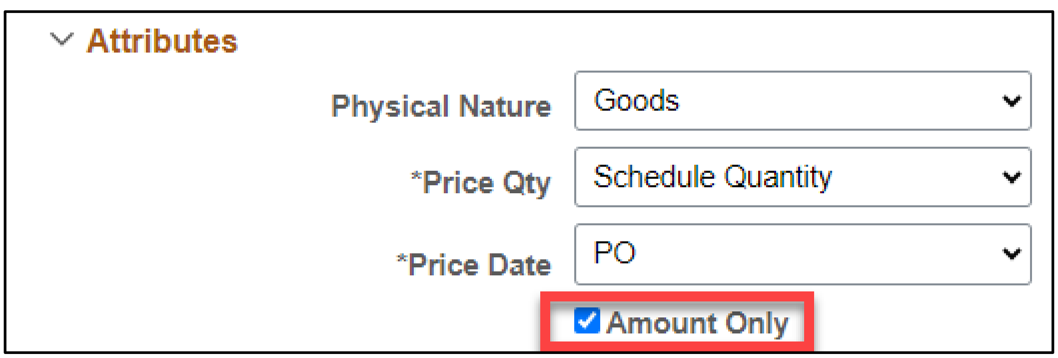


The following fields should be updated:

Physical Nature should be verified, options are Goods or Services. The Default Value is Goods. The value of Goods is based on the category and should be changed **after** the category is selected if necessary.
The **Amount Only** checkbox should be selected if this to be an Amount Only PO.



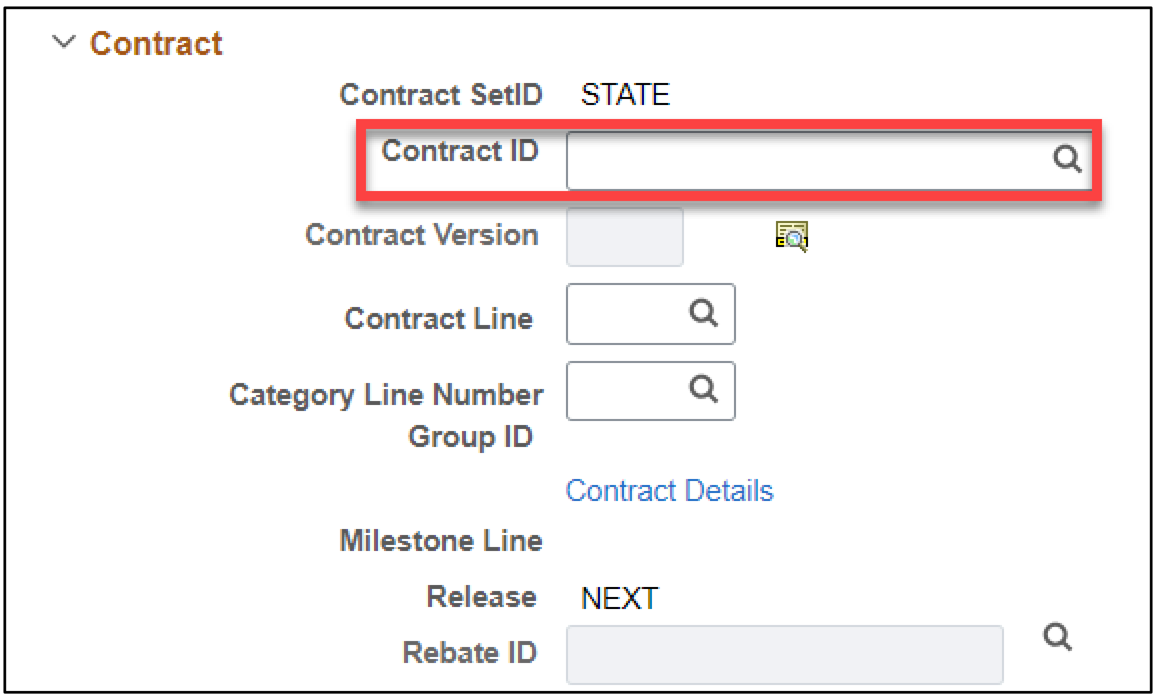
Note: If this checkbox is selected, the distributions must also be distributed by Amount, not Quantity.



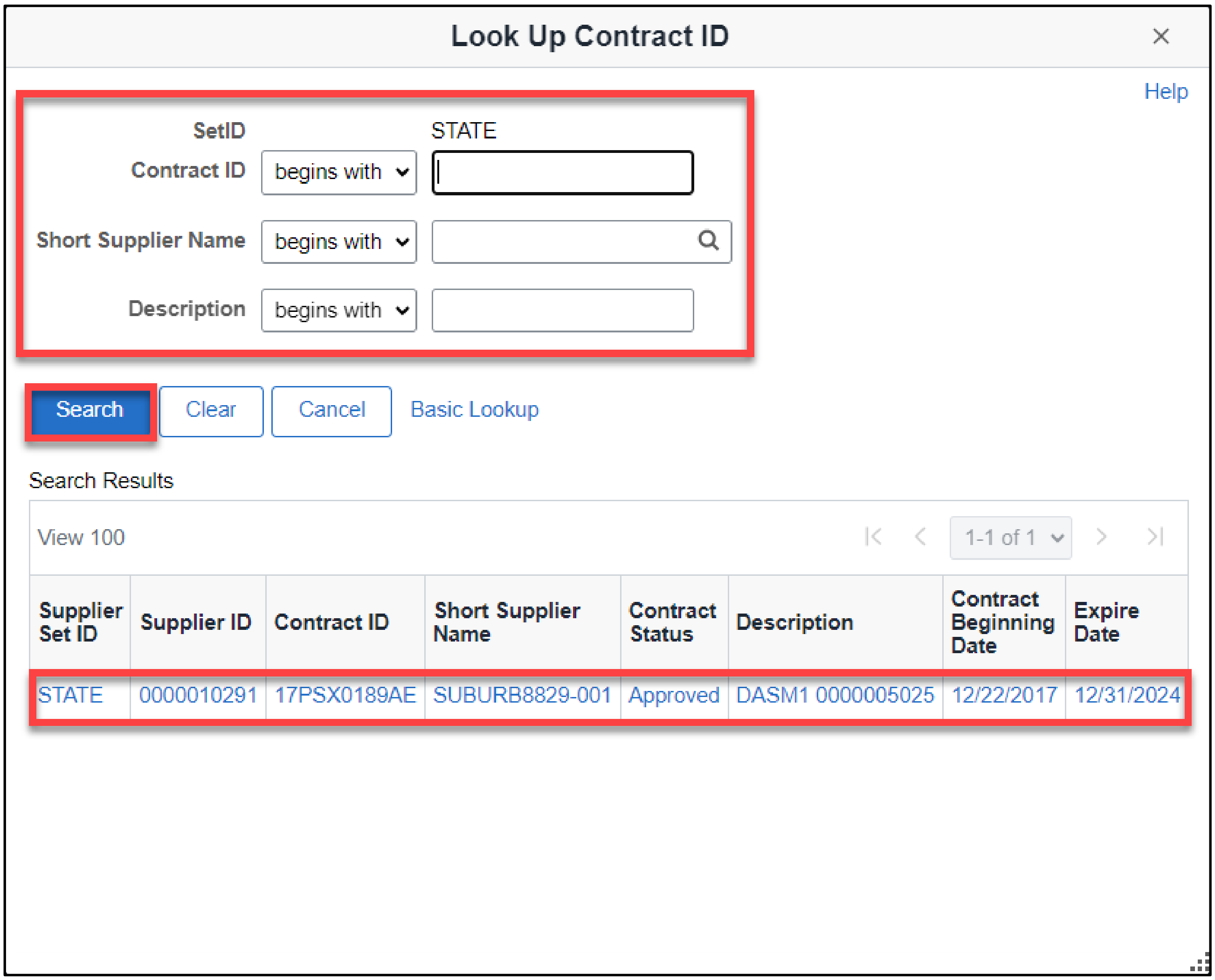
Withholding Checkbox: The default withholding will automatically populate from the Supplier Profile, however if the withholding selection differs from the default, you are required to update this section. If withholding payment, check the Withholding box. If not a withholding payment, leave the Withholding box unchecked.

Withholding Code Box: Do not enter anything into the Withholding Code Box. The Withholding Code Box should always remain blank.

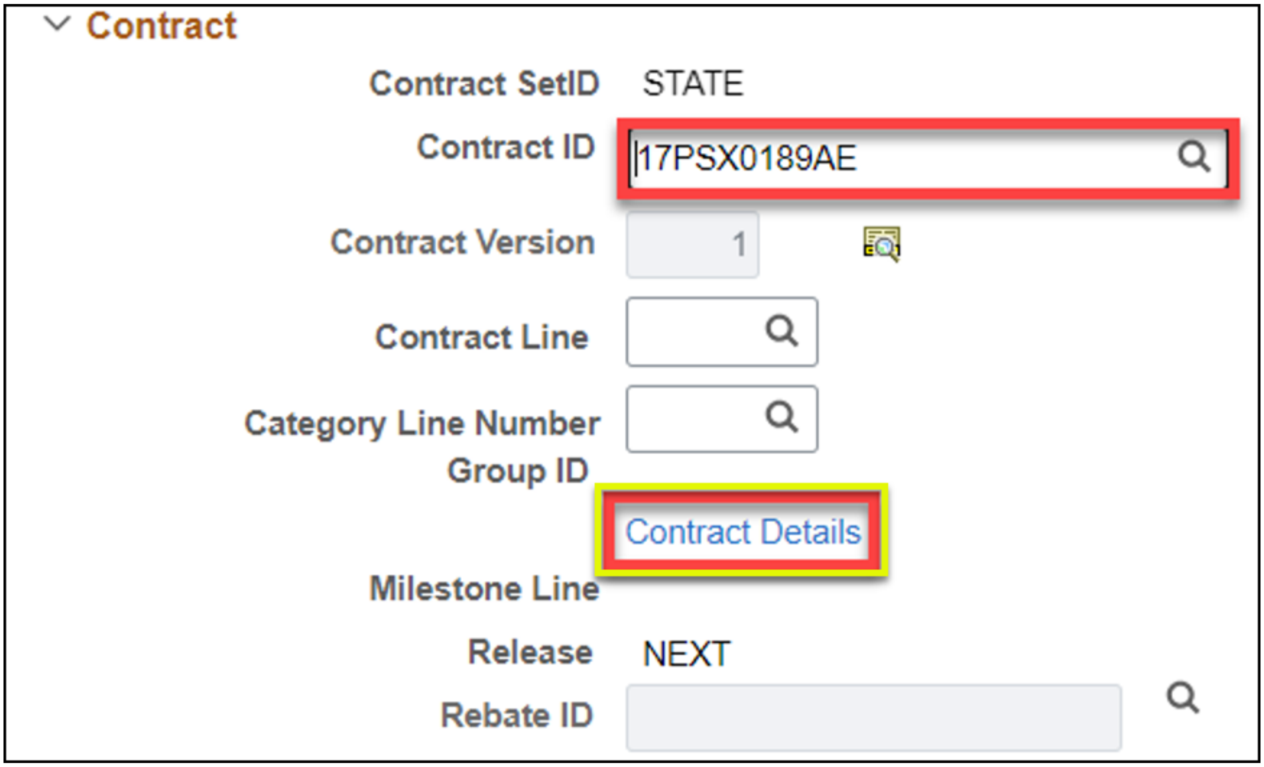
Contract ID: Contract ID is a required field when the Purchasing Authority is GEN / Contract. Type in the Contract ID or use the look up icon to select the appropriate contract for this purchase.



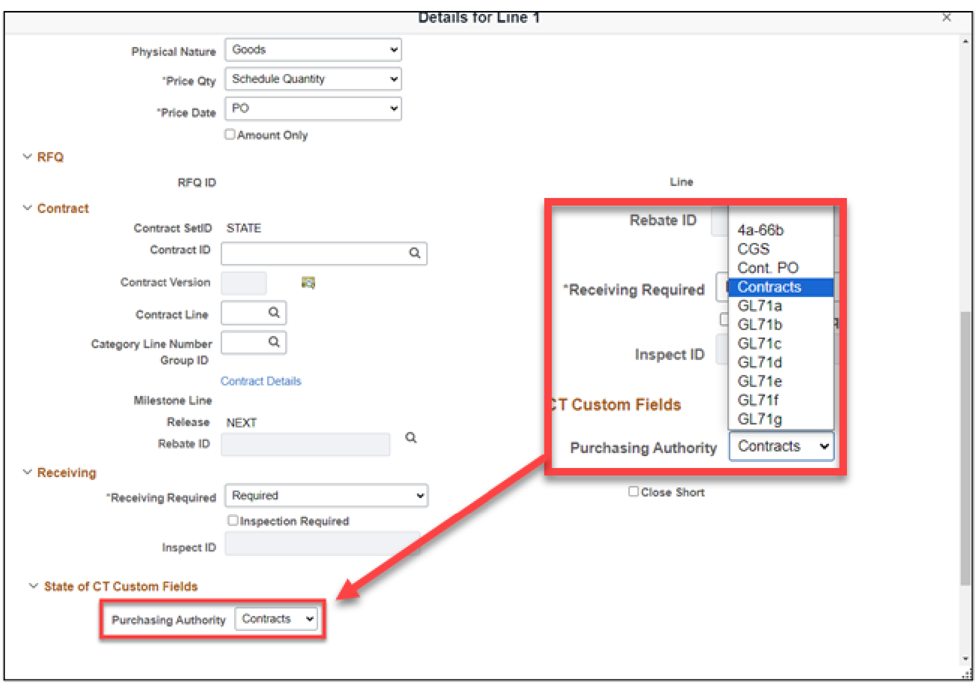
Enter in the search criteria and click Search to view a list of possible contracts.
Click on the contract to return to the details page.



Tip: If you need information about the contract you have selected, you can click on the Contract Details link. This link will open a new window, where you can review the entire Contract, without closing out of the purchase order. You can close that Contract window when you are finished reviewing and be brought right back to completing your purchase order.



Select the **Purchasing Authority**:
Click on the appropriate Purchasing Authority.



The current values in the drop-down list are:

4a-66b: Connecticut General Statute allowing the purchase from Federal GSA contract. **Prior approval must be obtained from DAS. In the line comments the GSA contract number must be input.**

CGS (Connecticut General Statute): **When this value is selected users are advised to list the appropriate statute in the line comments field.** This authority is used with the PO Type GEN or BLKT.

Cont PO (Continuous Purchase Order): To be used for online purchase orders that are continuous and the contract has expired, but a purchase order was already in place. Be sure to reference the Contract ID in the Description and/or Header Comments. This would be used with PO Types GEN or MLYR.

Contracts: (Default Value): When this value is selected, users must also fill in the appropriate contract number in the **Contract ID** field. The PO Type can be: CON, GEN, GRT, LOAN, MLYR, MOU, PSA, POS, RL, POC/N, PSC/N, ROW, SCS, UFA, MA or ST. **NOTE: You may combine GL and Contracts purchasing authorities within one purchase order – the PO Type would be GEN.**

Refer to the DAS website for limitations using GL Purchasing Authority. https://portal.ct.gov/-/media/DAS/Procurement-Services/Contracting/GL71-current.pdf

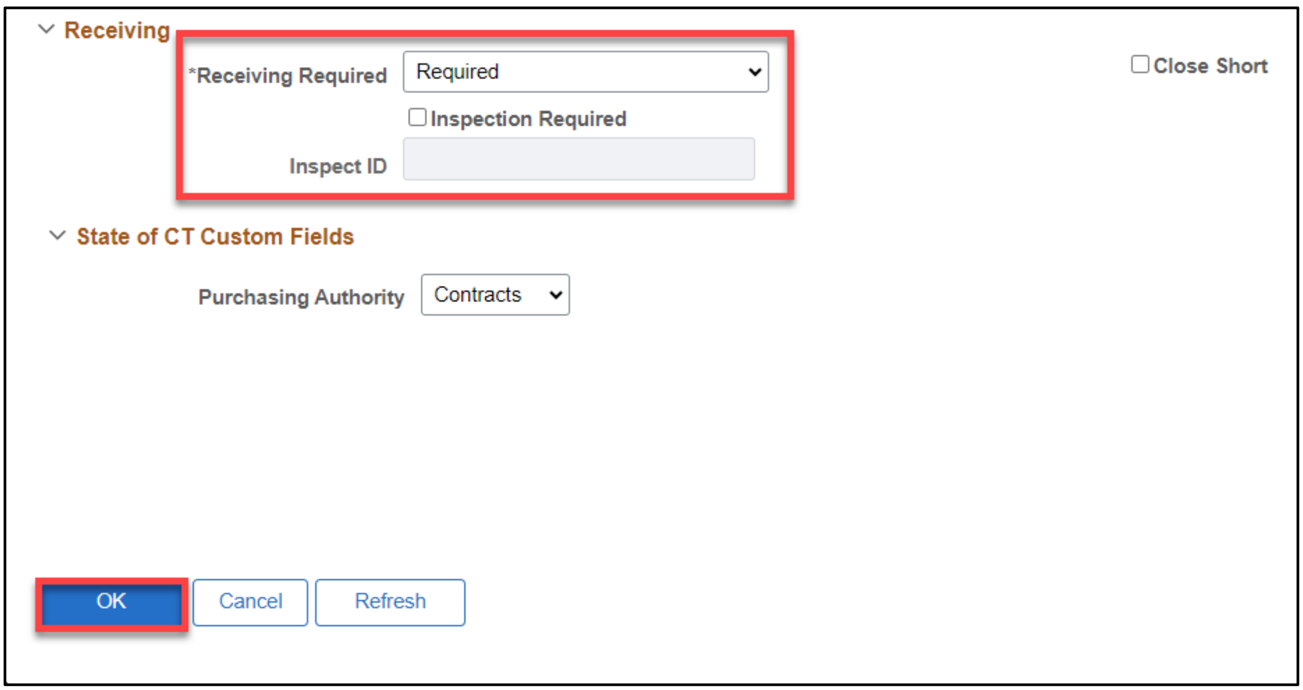
GL71a: General Letter 71a,). (Refer to the DAS Website for GL Purchasing)
GL71b: General Letter 71b, (Refer to the DAS Website for GL Purchasing)
GL71c: General Letter 71c, (Refer to the DAS Website for GL Purchasing)
GL71d: General Letter 71d, (Non-competitive purchases for specific purchases)
GL71e: General Letter 71e, (Emergency repairs/purchases costing up (Refer to the DAS Website for GL Purchasing)
GL71f: General Letter 71f, (Purchase transactions among State agencies)
GL71g: General Letter 71g, (Purchases from US Govt, Federal Agency, State Agency or political sub-division)

If your purchasing authority is Contract, the contract selected on Line 1 will populate ALL lines of the PO upon clicking save. If you need to change this value to another contract ID on one or more lines, you will need to go to the specific line of the PO and update the Line Details page for that specific line item.
EXAMPLE: You have a 4 line PO. Two lines are for one contract, and two are for another. All four lines will default to the Contract ID entered in the line details of line 1 when you save. You must select the line details link and enter the correct Contract ID for any lines that are different than the Contract ID specified on Line 1 before you click save.

If you have combined lines with Contracts and GL on the same PO, the contract ID field for lines using GL must be blank.

Contract Line: If the contract referenced in the Contract ID field is a fixed item contract with contract lines (POC Comp or Non-Comp; PSC Comp or Non-Comp; or SCS), the contract line field on the PO **must** contain the associated line number from the contract. If the PO is copied from a contract, the appropriate line number will auto-populate.

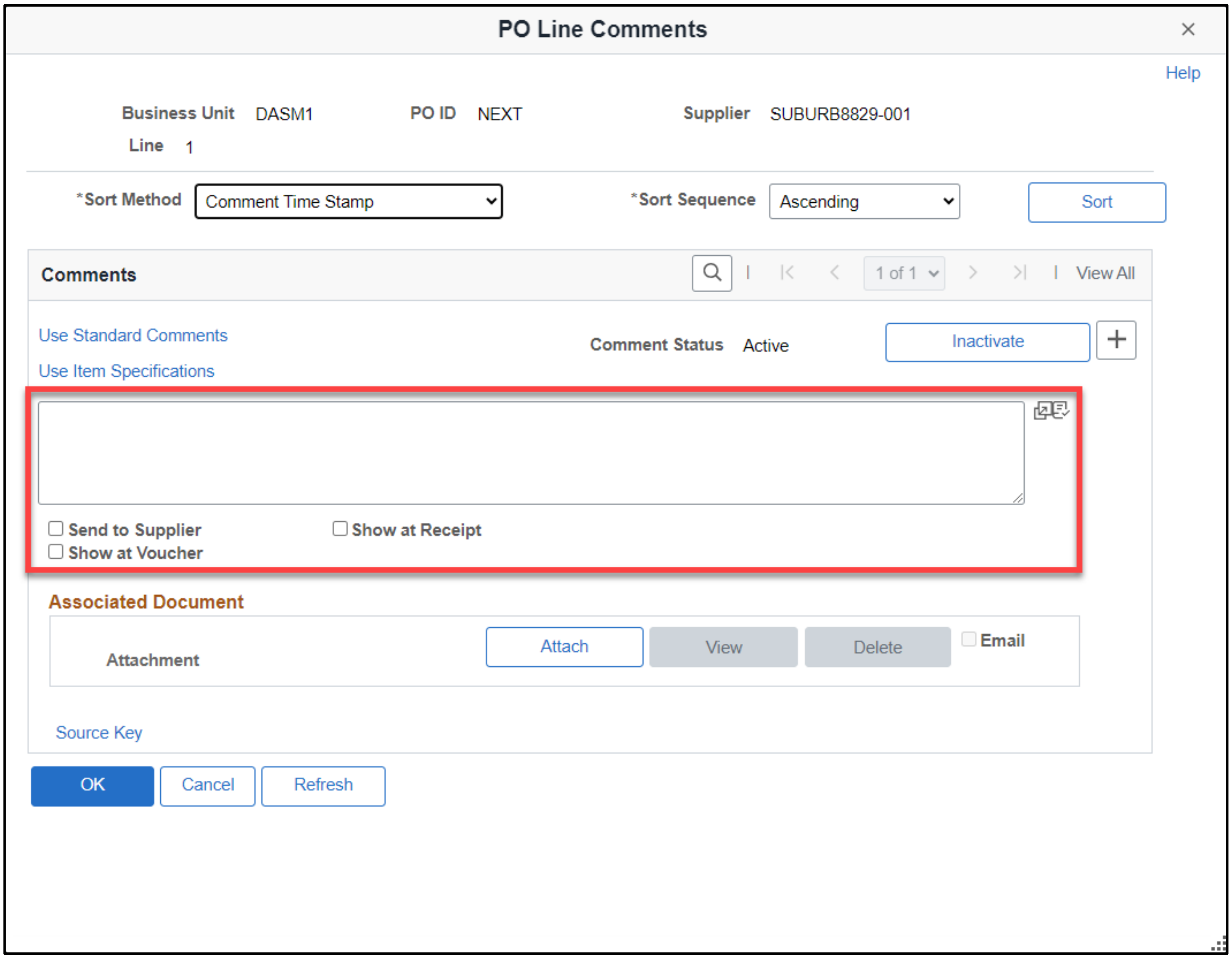
Receiving Required: Receiving required is mandatory on all purchase orders.
Inspection Required: The default value is un-checked. If the purchase is for a commodity that requires inspection of the product you need to place a check in this checkbox. This will require the goods to be inspected as part of the receiving process and will force a 4 way match requirement (PO > Receipt > Inspection > Voucher must all match).
Click OK when done.



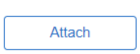
You will be returned to the **Add/Update POs** page.

If you need to add **Line Comments** click on the white conversation bubble .
This comment is for this specific line, where the Header comment section mentioned above, was to comment on the entire PO.

Add your comments and click the appropriate action, such as **Send to Supplier**, **Show at Receipt**, or **Show at Voucher**.

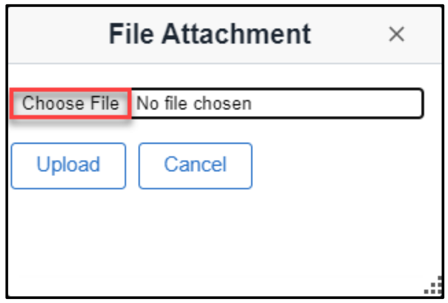


If necessary, you may attach an associated document with this line item (i.e. quote).

Click 

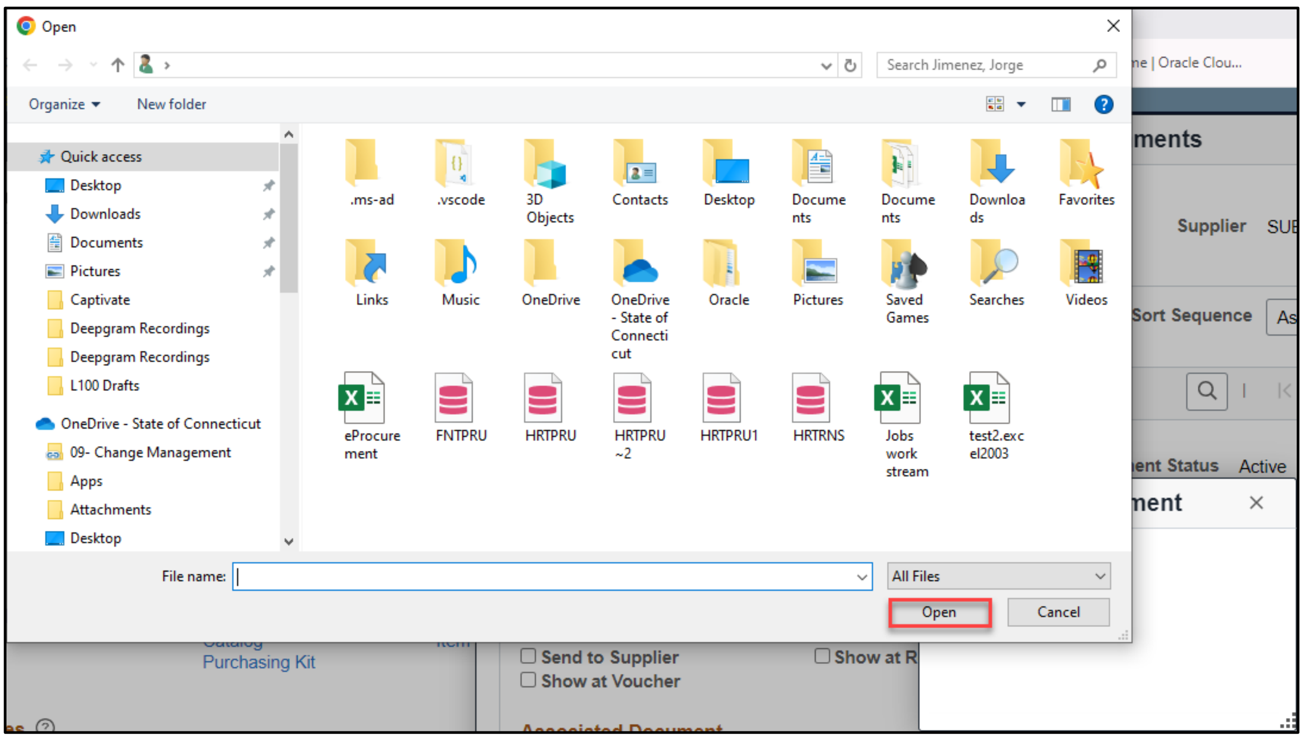
.

Click Choose File.

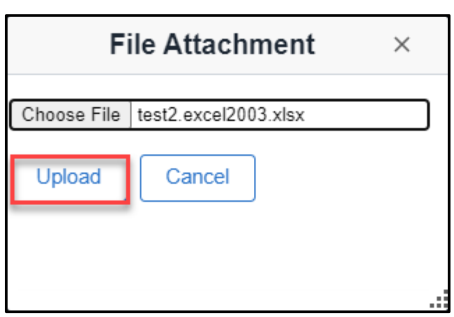


Search for the document you wish to attach.

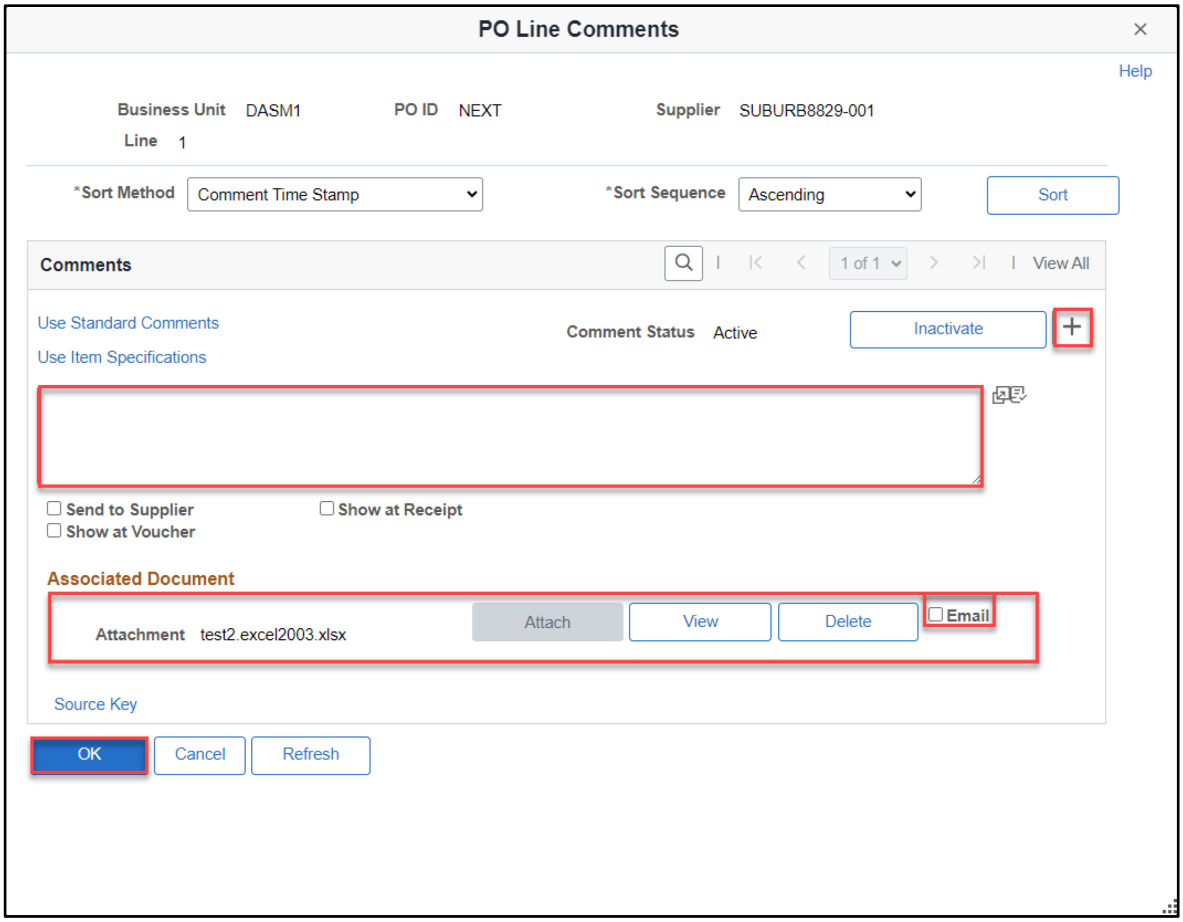
Click Open.



Click Upload.



The file is listed as an attachment. If necessary, you can view or delete it. If more than one attachment please add an additional comment by using the **+** sign. Each attachment requires a separated comment.



It is unacceptable to attach a listing of items that you would like to purchase to the PO, and in the description line on the PO state, "See attached list", when sending to a supplier.

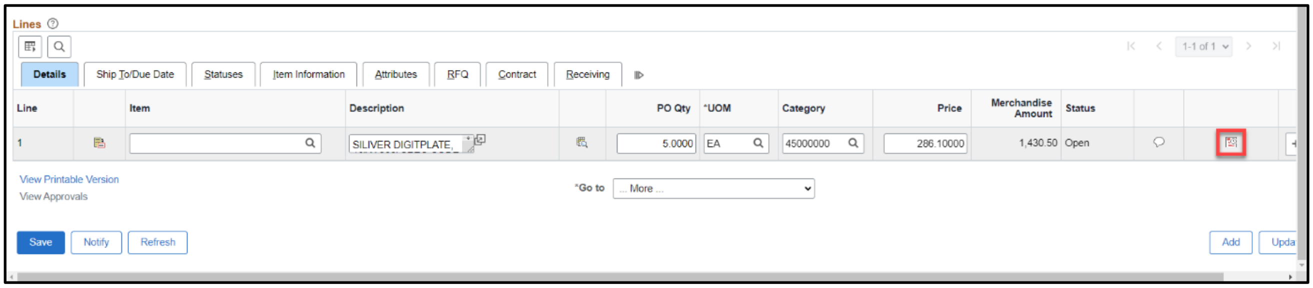
Note: If you want to email the attachment along with the purchase order, you must check the Email Box to the right!

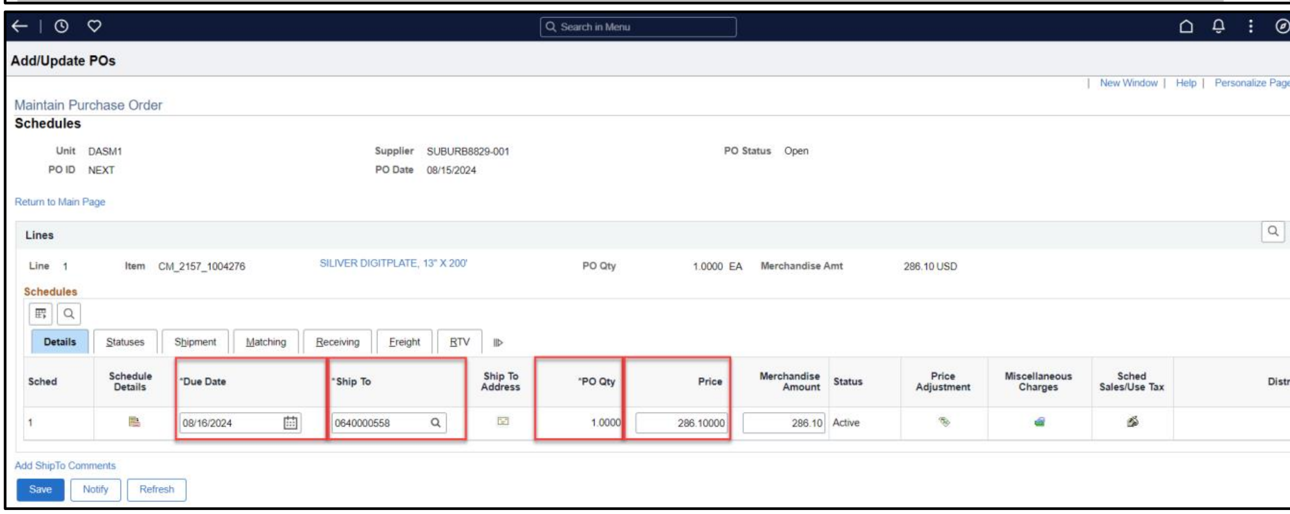
Click OK when you are done.   You will be returned to the Main Page.

The conversation bubble will have lines in it, if you have added a comment.

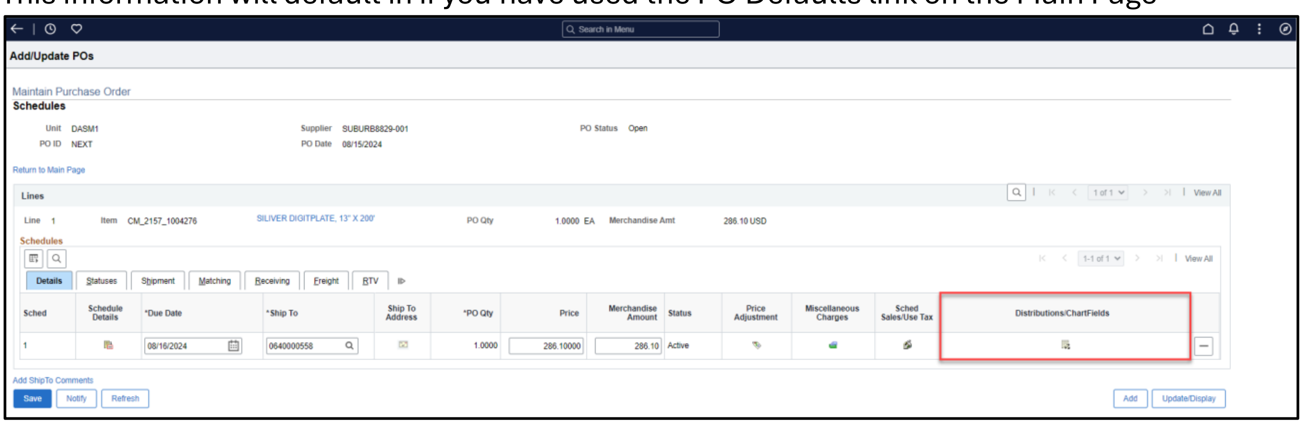
Click on the **Schedule Icon** located to the right of the Line Comments Icon .

Information will default onto the Schedule Page based on the buyer; the date the PO was entered and PO line information, even if PO Defaults are not used. These fields may also default based on your entries in the PO Defaults. You can alter the **Due Date, Ship To, PO Quantity** and **Price** information for each line item.

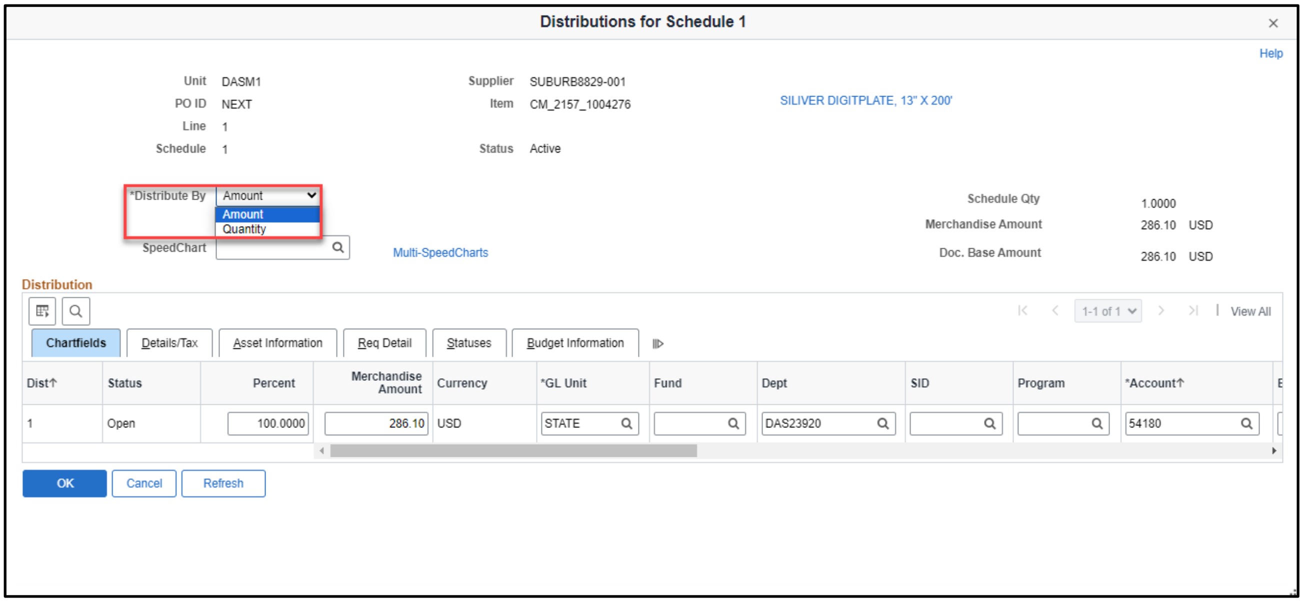




Click on the **Distributions/Chartfields Icon** to enter/view the chartfield information. This information will default in if you have used the PO Defaults link on the Main Page

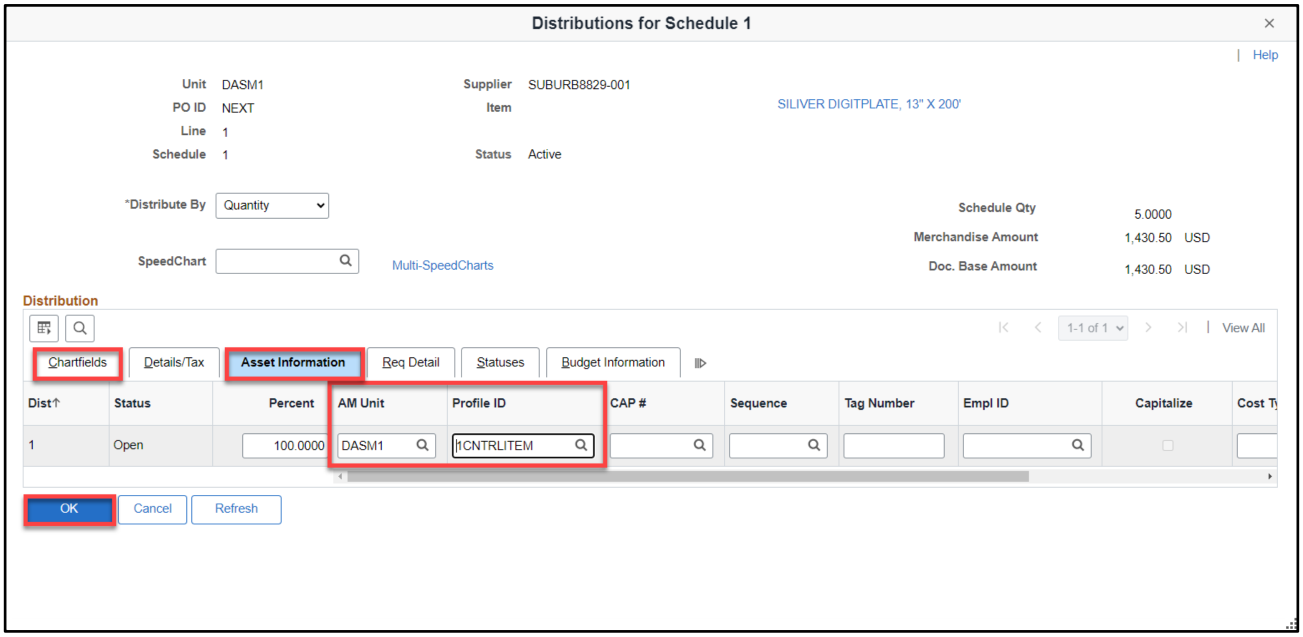


As a reminder, **you must select Amount in the Distribute by: field if you are creating an Amount Only purchase order**. Remember that the Default Value for this field is Quantity and must be changed to Amount, if necessary. If you changed it to Amount in the PO defaults it will carry over to the Distribute By field on the Distribution line.



Warning on the Account code: If the category on the line is changed after the account code distribution is entered, it will update the account code back to the category default code.

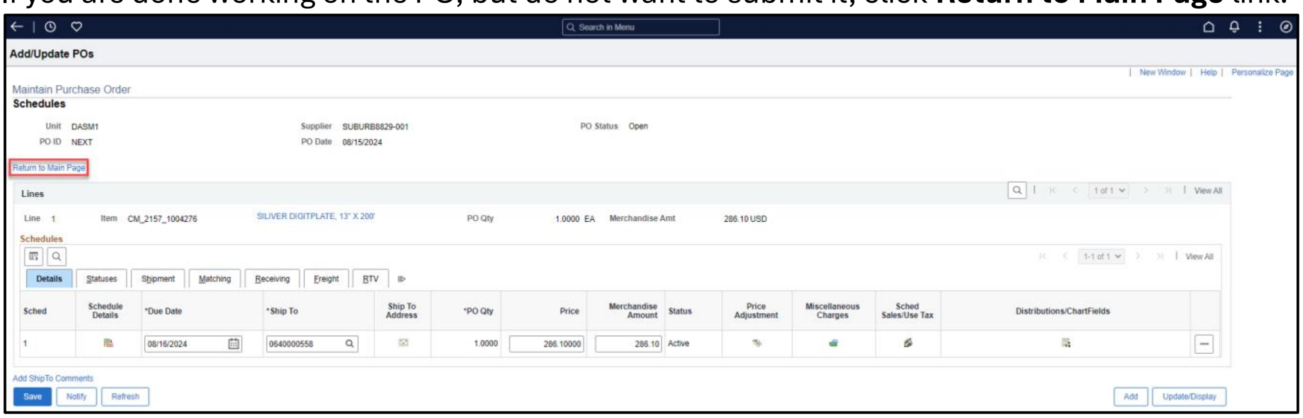
If the item, you are purchasing is an Asset click on the **Asset Information** link, and select your **A**sset **M**anagement **Unit** and Asset **Profile ID**.
After inputting your **Asset Information**, Click OK.
You will be returned to the Schedules Page.



* Note: Do not check the Capitalize box for Assets. *

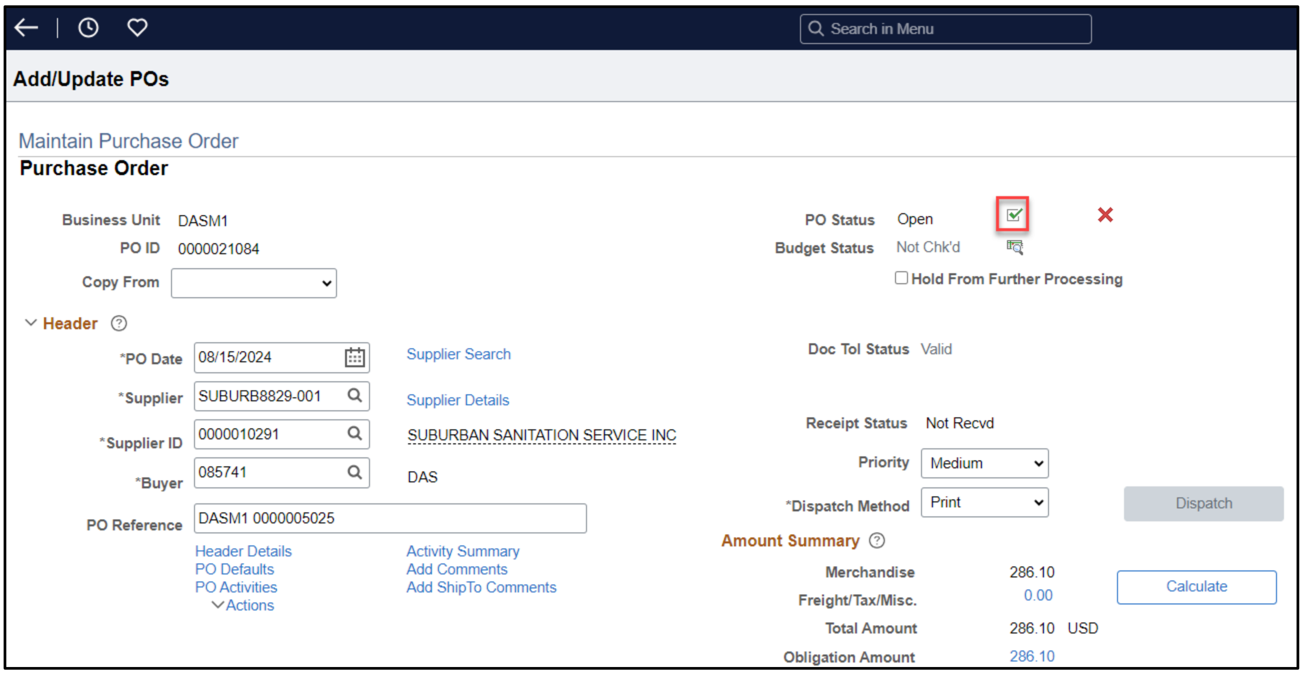
For more information on Assets, please view the Asset management Job Aids.
https://www.core-ct.state.ct.us/financials/asset/Default.htm

If you are done working on the PO, but do not want to submit it, click **Return to Main Page** link.

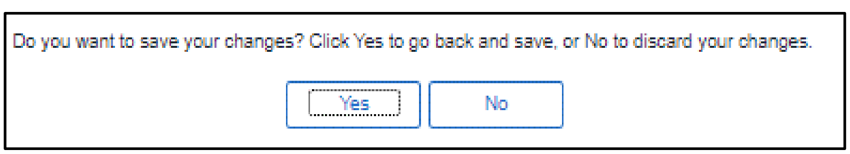


If you are done working on the PO, but do not want to submit it, Click Save. This will assign the PO a number and keep it in open status. You may go back at any time to this PO to finish your work.

- If you are finished with the PO, <u>Click</u> on the Green Check Mark in the upper right-hand corner of the PO. This will submit the PO and send the PO into the workflow process for approval.

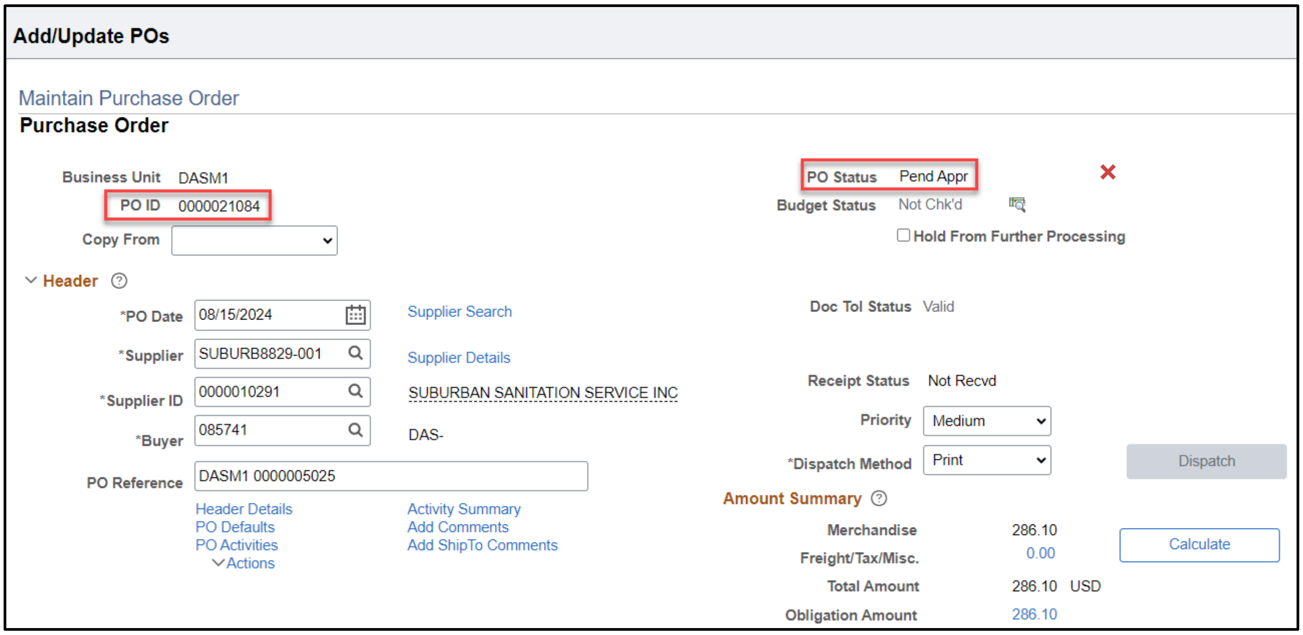


If you have not saved the PO previously, you will receive the following message before it submits for approval:

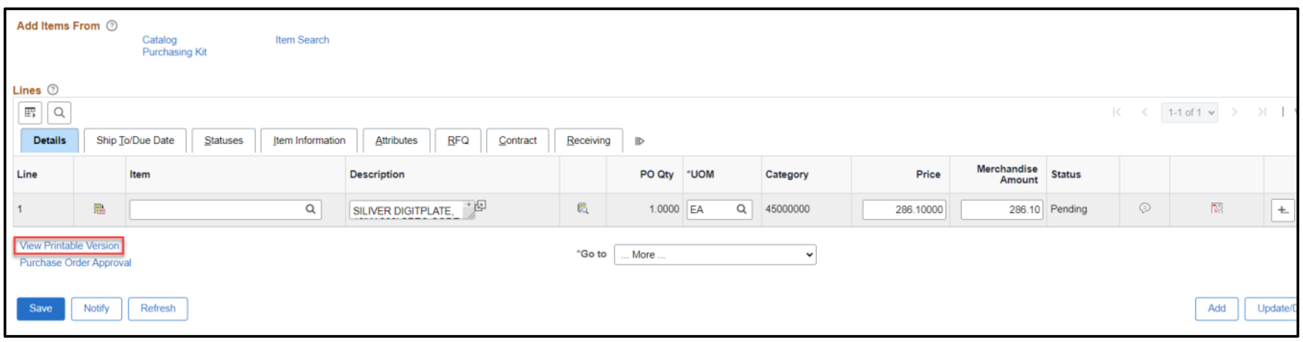


Click Yes.

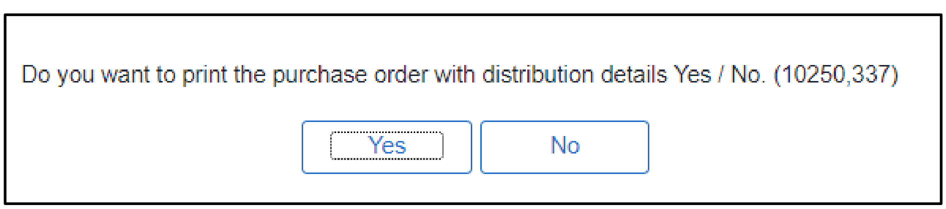
The **PO ID** will be assigned (if it has not been previously saved) and the **PO Status** will show as Pend Appr.



If you would like to see a screenshot of the purchase order, Click **View Printable Version**.



Once you click on the link; a pop up window will open asking if you would like to print the distribution details. If you say yes, you will see the purchase order viewable screen with the distribution details. If you say NO, it will not have the distribution details. This page will be for your viewing only. This is not a dispatched PO, or the version of the purchase order that goes to the vendor. Please see other job aid to Dispatch a purchase order.



A new window will open with a PDF version a viewable version of the Purchase Order.

Purchase Order **Page:** 1 of 1

Dept of Administrative Svcs
Accounts Payable
450 Columbus Blvd
Hartford CT 06103
United States

Pending Approval/Approved		Dispatch Via Print
Purchase Order DASM1-0000021084	**Date** 08-15-2024	**Revision**
Payment Terms Due Now	**Freight Terms** FOB Destination, Frt Prepaid	**Ship Via** Common Carrier
Buyer DAS-I	**Phone/ Email** doit.core.emailtest@ct.gov	**Currency**

Supplier: 0000010291
SUBURBAN SANITATION SERVICE INC
PO BOX 307
CANTON CT 06019
United States

Ship To: 450 Columbus Blvd
Hartford CT 06103
United States

Attention: Not Specified

Bill To: Accounts Payable
450 Columbus Blvd
Hartford CT 06103
United States

Tax Exempt? Y **Tax Exempt ID:** 066000798DAS **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	SILIVER DIGITPLATE, 13" X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2	MITSUBISHI	1.00	EA	286.10	286.10	08/16/2024

DIST: **1**

Chartfields

Status	Percentage	PO Qty	Amount
Open	100.0000	1.0000	286.100

GLUnit	Account	Fund	Dept	Program	Class
STATE	54060	11000	DAS23920	00000	12155

PCBusUnit	Project
NONPC	DAS_NONPROJECT

Details/Tax

BaseAmt	BaseCurrency	Currency	Location	Consigned
286.100	USD	USD	ACORE	N

Asset Information

AM-Unit	Profile-ID	Sequence	Capitalize
DASM1	1SITEIMPRO	0	N

Schedule Total 286.10

Contract ID: 17PSX0189AE Contract Line: 0 Release: 184 Category Line: 0

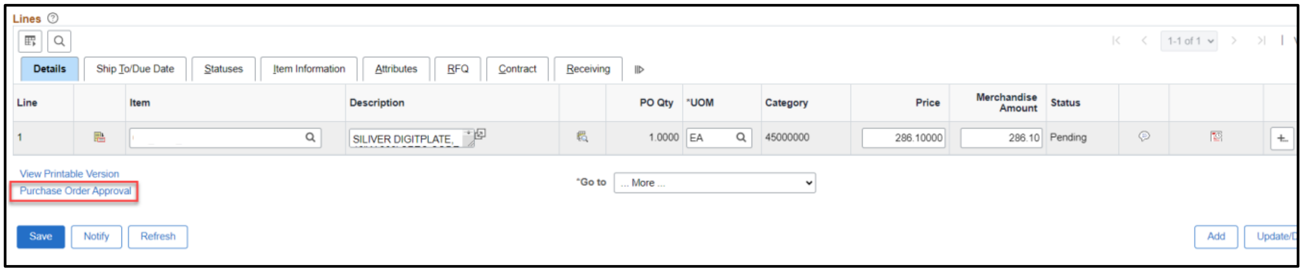
Item Total 286.10
CM_2157_1004276

Total PO Amount 286.10

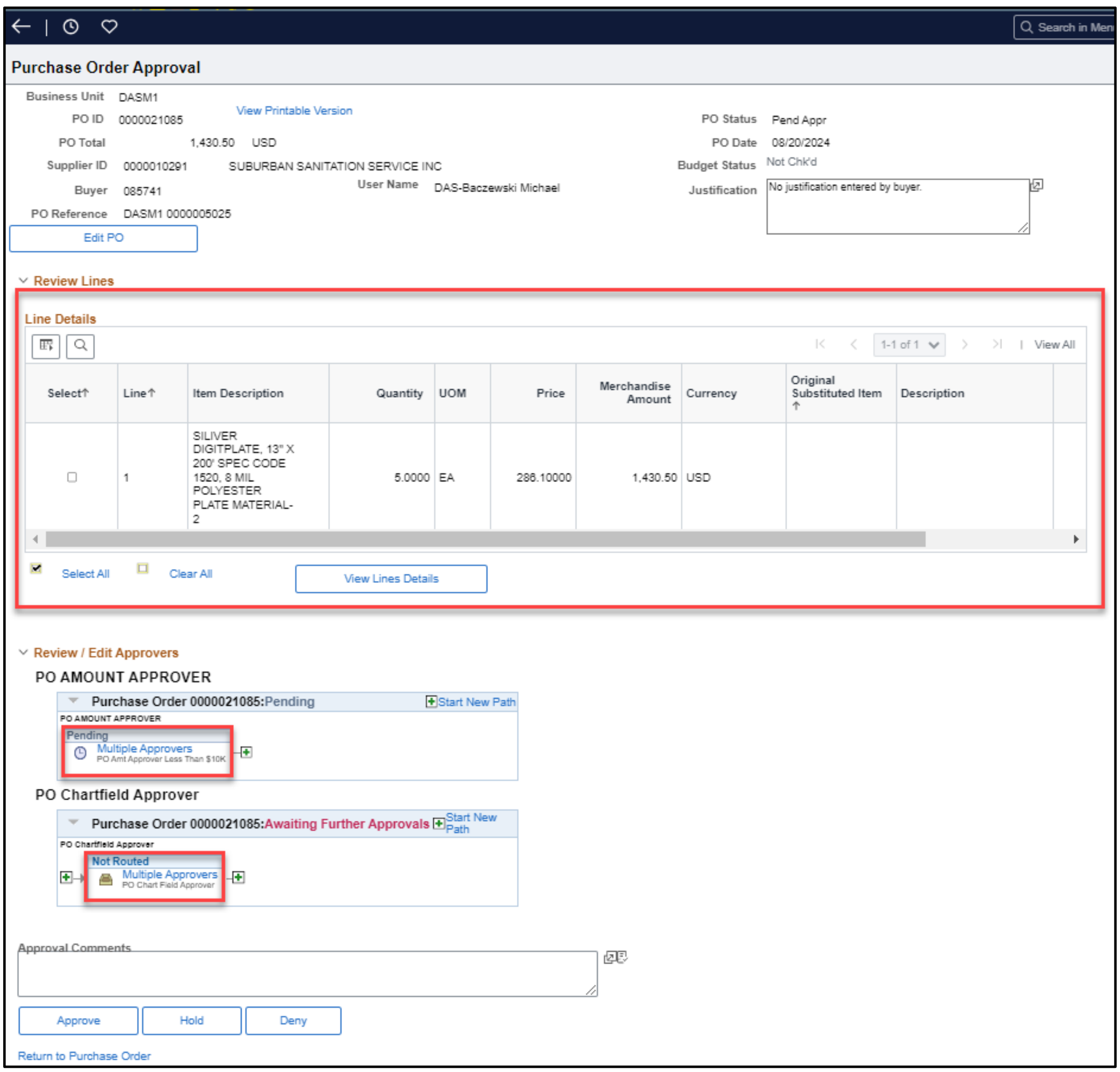
The Total Obligation 286.10
For time period 08/15/2024 to 06/30/2025

NOTE*: In this sample, the distribution details were included.*

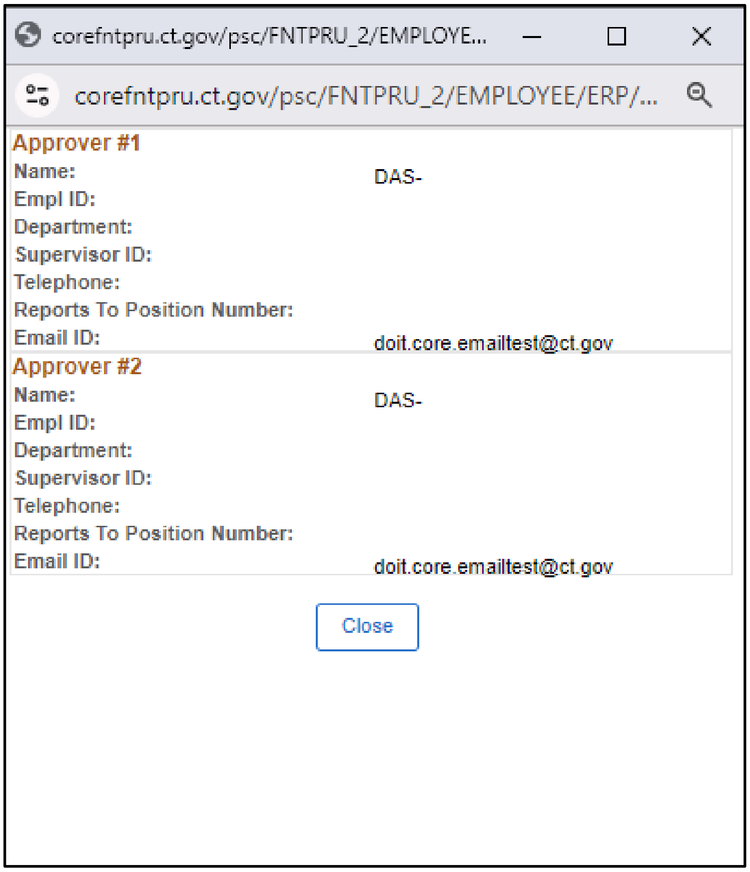
You also have the options to view the approval chain for this order. Click **Purchase Order Approval**.



To view the approval group that can approve this PO for this buyer, click **Multiple Approvers**. This will open a window with all the approvers allowed for this type of approval.



At anytime during the order process, a buyer or an approver can view the approval list to see who can approve, or who has approved an order.
Click **Close** to close the window.



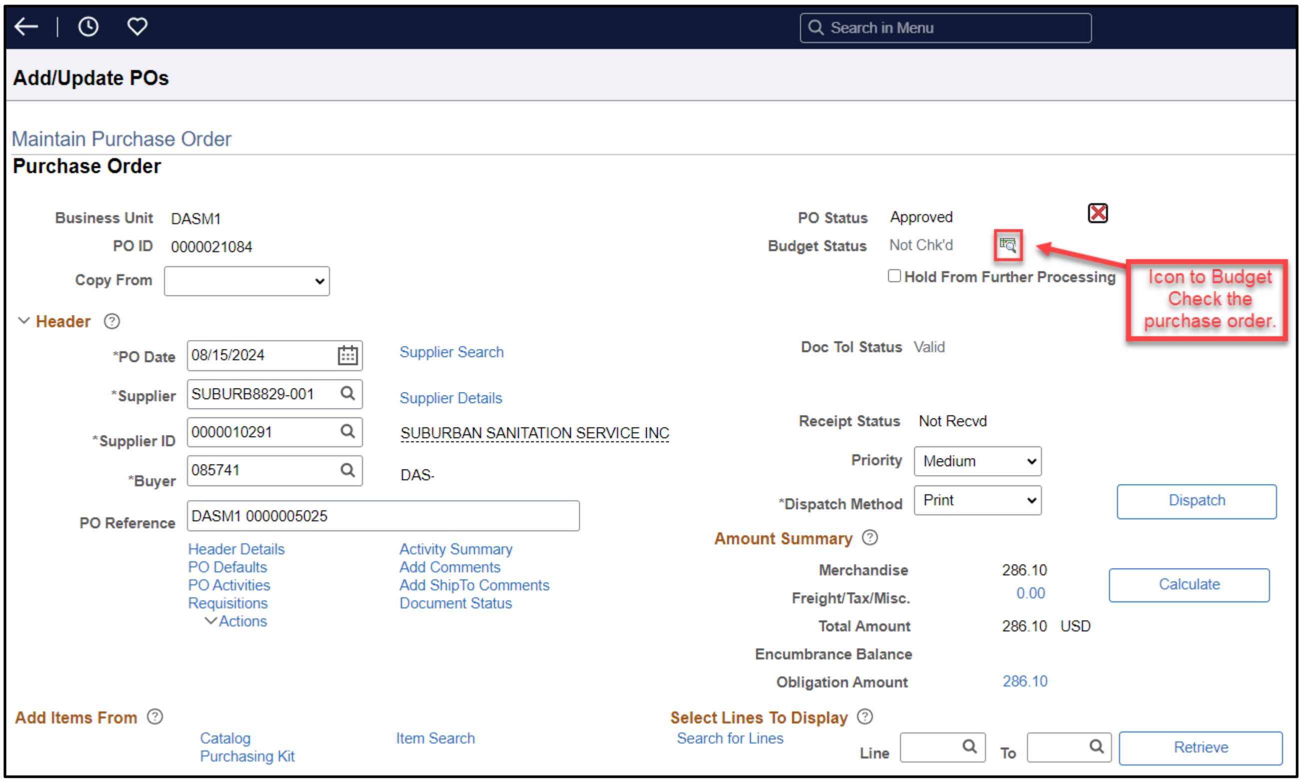
Purchase Order Approvals

- Please see the separate job aid on Purchase order Approver
- Please see the separate job aid on Approvals and How to Adhoc an Approver/Reviewer into Workflow for more information on these topics.

Budget Checking the PO

Once a Purchase Order has attained the PO Status of Approved, it will be available for inclusion in the next scheduled batch Budget Check. Budget check is scheduled to run at approximately 10am, 12pm, 2pm and overnight. If you are not able to wait for the purchase order to budget check with the Batch, an agency user can budget check right on the PO header. There is a Budget check Icon.

- Please see the separate job aid on Budget check from PO Header



Upon successful completion of the Budget Checking process, the Budget Status field on the PO header page will indicate Approved/Valid. The PO will now be available for inclusion in the next scheduled batch PO Dispatch (unless the "Hold From Further Processing" checkbox has been checked). POs are dispatched via Email and EDX during the Batch Process at (10am, 12 Noon, 2PM and overnight). Agencies are responsible to Dispatch their own Print POs.

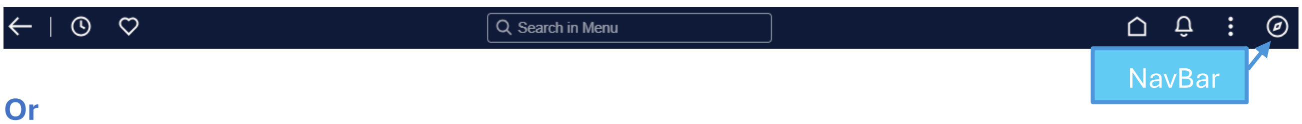
Once the Budget Check process completes and the Budget Status field on your PO indicates Error, it is the responsibility of the **buyer** to make the necessary changes to PO to correct the error as soon as possible. A PO with a status of Error is not available for dispatch.

Encumbrance

Once a purchase order has been approved and budget checked, the encumbrance amount will be available to view on the purchase order.

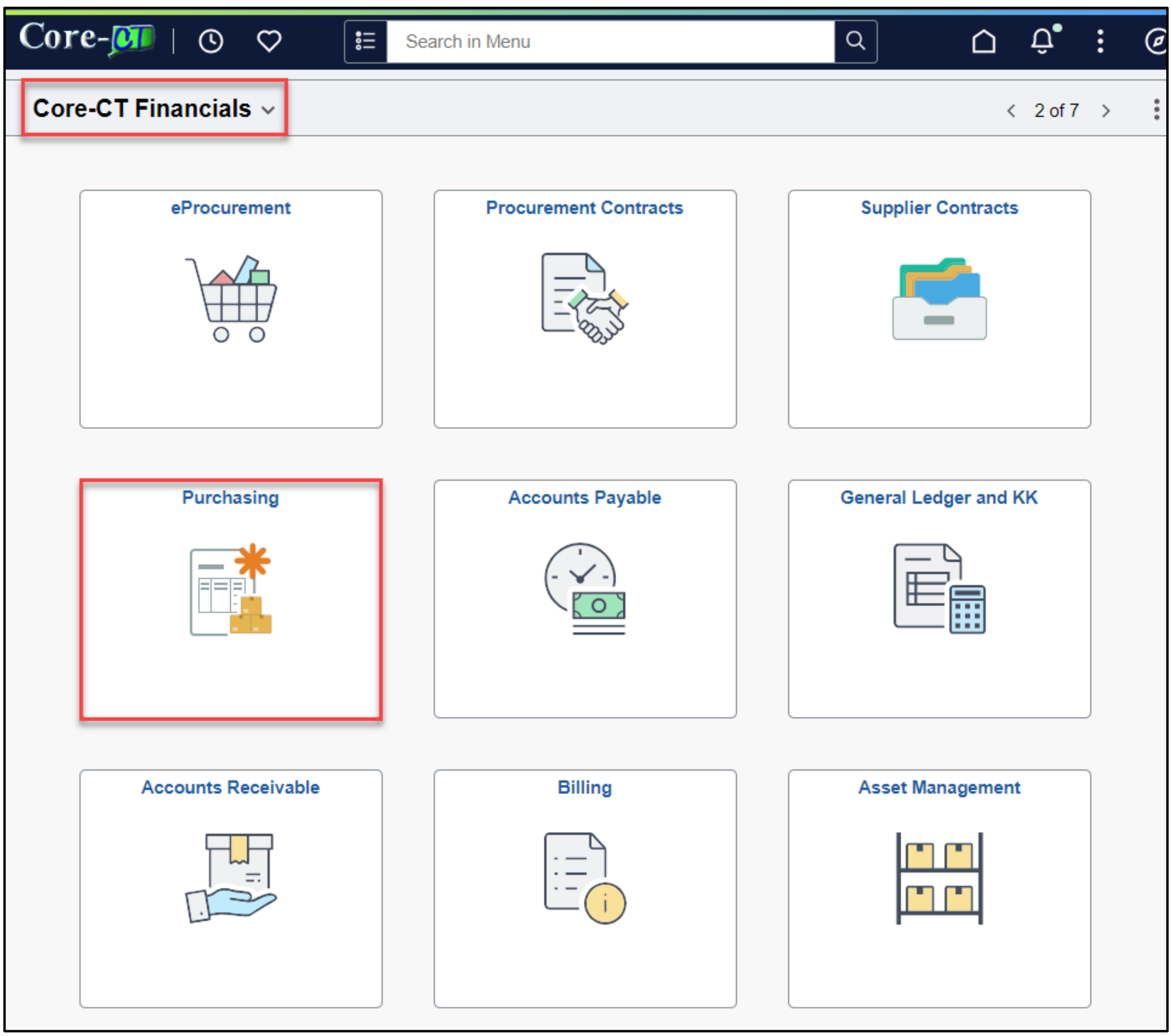
Once a Purchase Order has been successfully Budget Checked and Dispatched, the encumbrance will be available for Receipt and Vouchering.

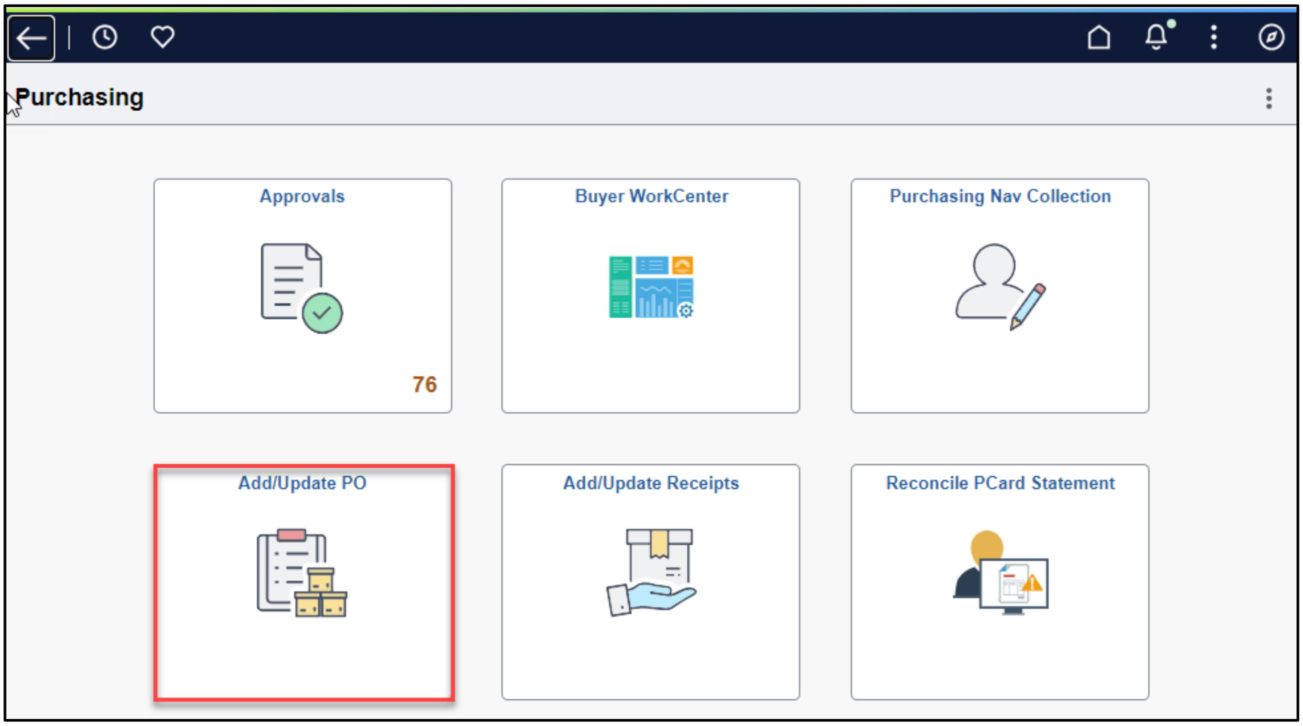
Navbar>Menu>Core-CT Financials > Purchasing> Purchase Orders>Add/Update PO



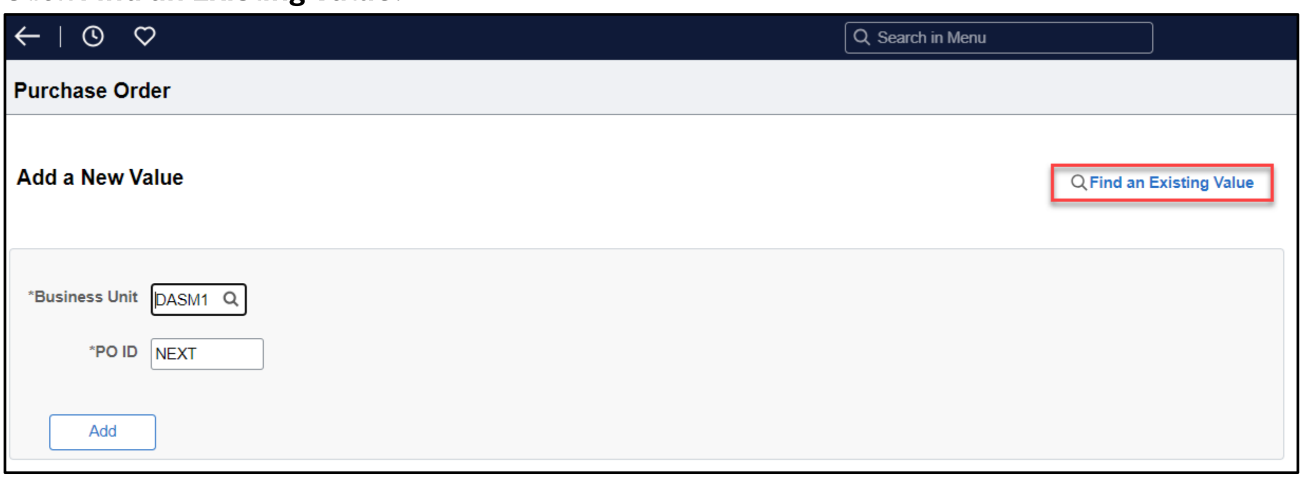
Or

Core-CT Financials >Purchasing> Add/Update PO

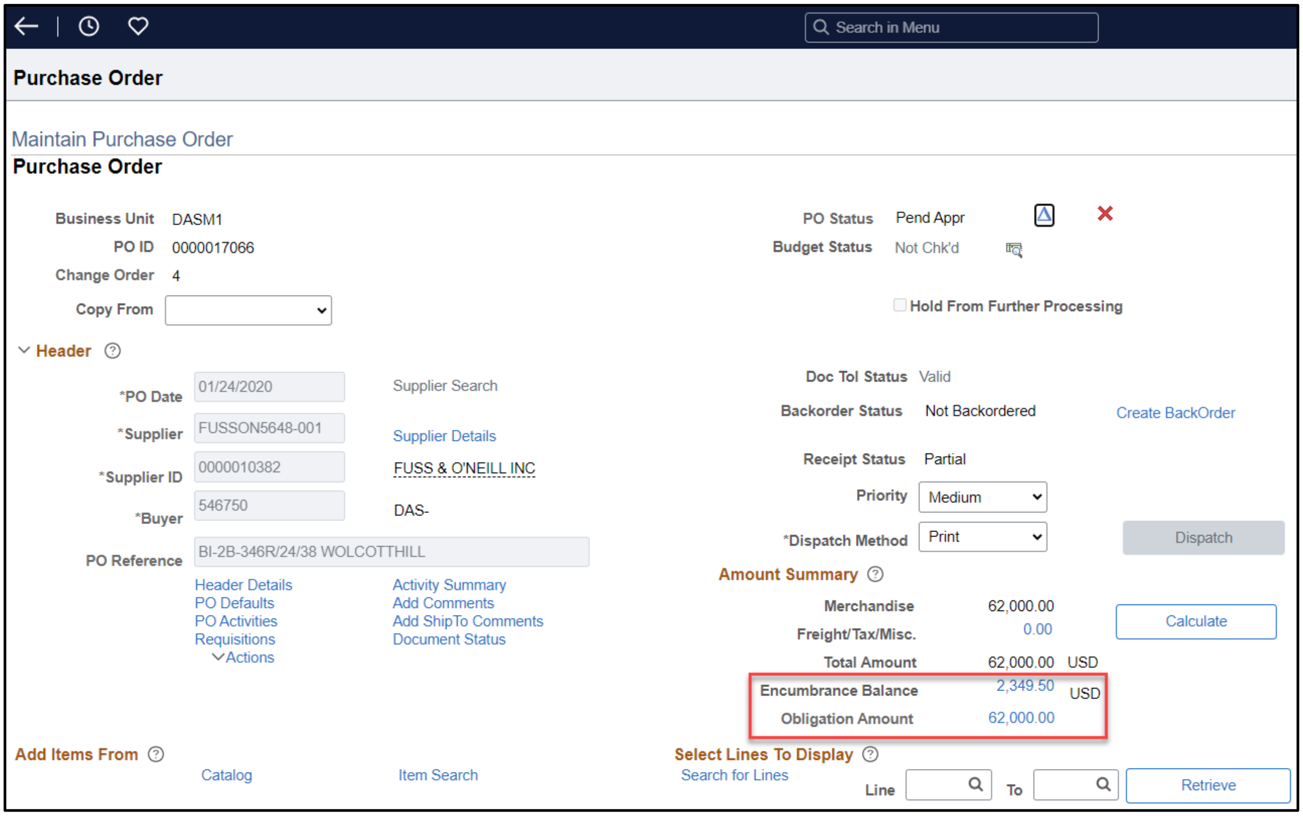




Click **Find an Existing Value**.

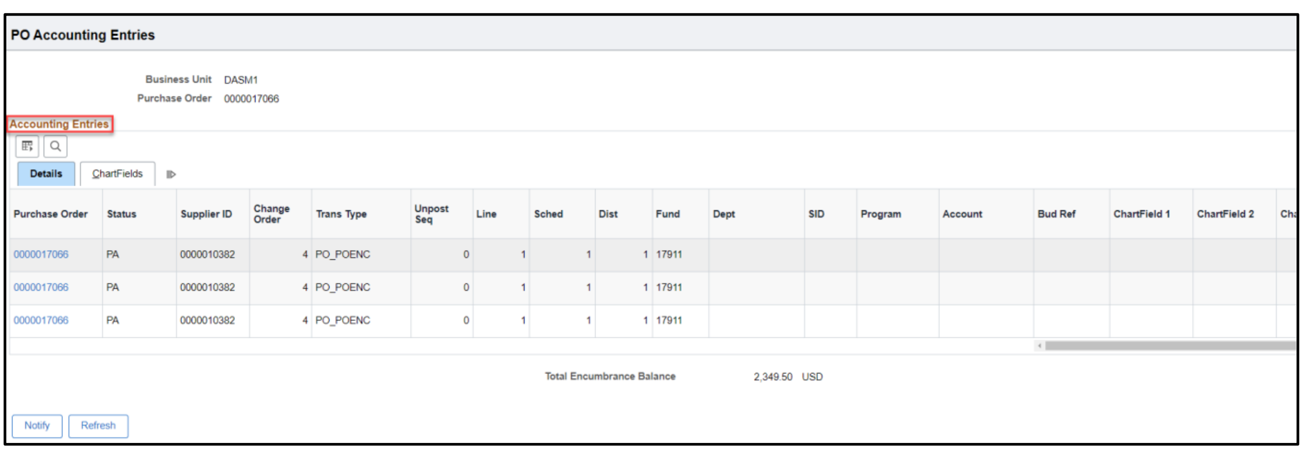


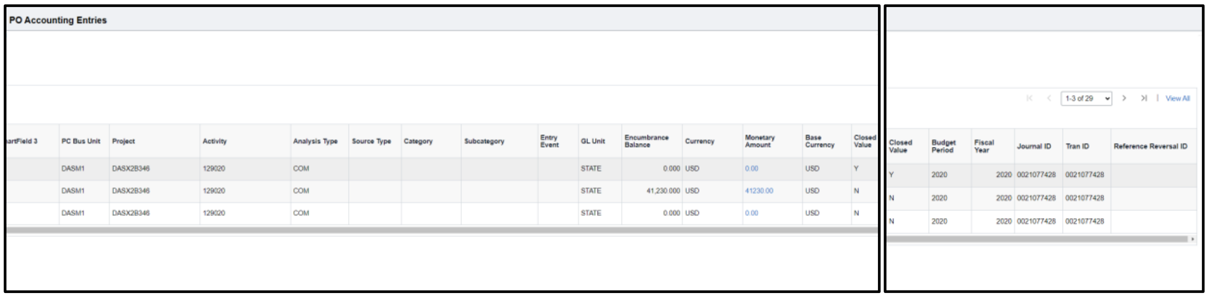
The purchase order will open. Under the Account Summary, there will be an Encumbrance line. Click on the value to see the PO Accounting Entries Page.



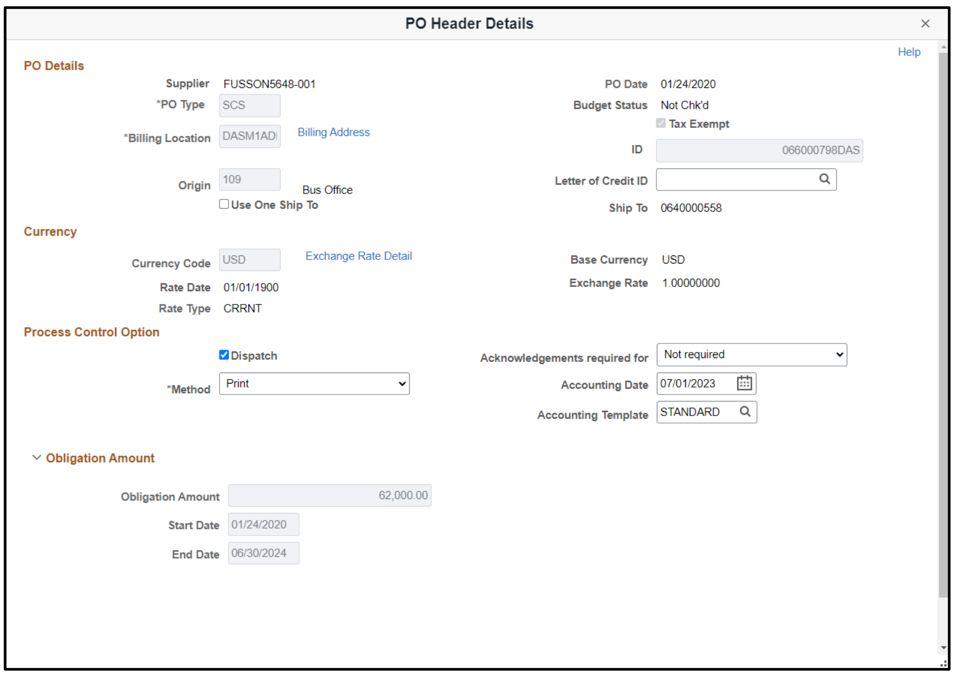
Scroll through and click on the various links to view detailed accounting information.

Clicking on the **$2,349.50** in the Encumbrance Balance field will display the PO Accounting Entries.





Clicking on the **$62,000.00** in Obligation Amount field will take you to the Header Details to update the Obligation dates or Amount.



Close the window when you are done to return to the purchase order.

End of Procedure.