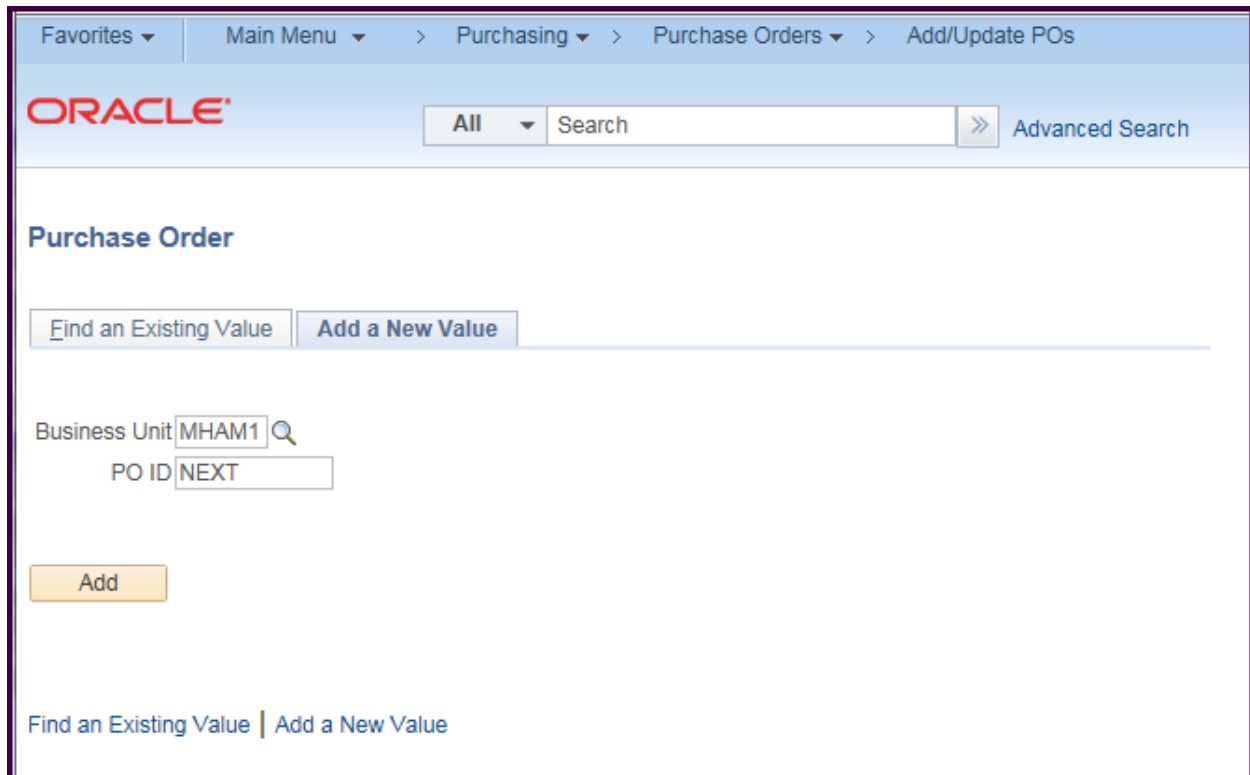


Using a P-Card on a Purchase Order

Navigation: Purchasing > Purchase Orders > Add/Update POs

Click Add



The screenshot shows the Oracle Purchasing interface for adding or updating a purchase order. The breadcrumb navigation at the top reads: Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update POs. The Oracle logo is on the left, and a search bar with a dropdown set to 'All' and a search button is on the right. Below the search bar, the page title is 'Purchase Order'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted. Below these buttons, there are input fields for 'Business Unit' (containing 'MHAM1') and 'PO ID' (containing 'NEXT'). A magnifying glass icon is next to the Business Unit field. At the bottom left, there is an orange 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

Using a P-Card on a Purchase Order

The maintain Purchase Order page will display.

Oracle
All Search Advanced Search

Maintain Purchase Order
Purchase Order

Business Unit MHAM1
PO ID NEXT
Copy From
PO Status Initial
Budget Status Not Chk'd
Hold From Further Processing

Header
*PO Date 08/22/2017 Supplier Search
*Supplier Supplier Details
*Supplier ID
*Buyer FabianoM MHA-Fabiano Mikako
PO Reference
Header Details Activity Summary
PO Defaults Add Comments
PO Activities Add ShipTo Comments
Actions

Doc Tol Status Valid
Receipt Status Not Recvd
*Dispatch Method Dispatch

Amount Summary
Merchandise 0.00 USD
Freight/Tax/Misc. 0.00 Calculate
Total Amount 0.00
Obligation Amount 0.00

Add Items From
Catalog Item Search
Purchasing Kit

Lines
Personalize Find View All 1 of 1 Last
Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving
Line Item Description PO Qty *UOM Category Price Merchandise Amount Status
1 0 0.000 Open
View Printable Version View Approvals *Go to More ...
Save Notify Refresh Add Update/Display

Enter a supplier ID or use the Supplier search hyperlink to find a supplier.

Using a P-Card on a Purchase Order

Once the supplier displays, click on the Supplier Details hyperlink

Oracle
 Favorites Main Menu Purchasing Purchase Orders Add/Update POs
 All Search Advanced Search

Maintain Purchase Order
Purchase Order

Business Unit MHAM1 PO Status Open
 PO ID NEXT Budget Status Not Chk'd
 Copy From Hold From Further Processing

Header

*PO Date 08/22/2017 Supplier Search
 *Supplier 061043422F-001 **Supplier Details**
 *Supplier ID 0000010009 SUBURBAN STATIONERS INC.
 *Buyer FabianoM MHA-Fabiano Mikako
 PO Reference

Doc Tol Status Valid
 Receipt Status Not Recvd
 *Dispatch Method (Invalid Value) Dispatch

Amount Summary

Merchandise	0.00	USD	
Freight/Tax/Misc.	0.00		Calculate
Total Amount	0.00		
Obligation Amount	0.00		

Header Details Activity Summary
 PO Defaults Add Comments
 PO Activities Add ShipTo Comments
 Actions

Add Items From

Catalog Item Search
 Purchasing Kit

Lines

Personalize Find View All First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	Open

View Printable Version *Go to ... More ...
 View Approvals
 Save Notify Refresh Add Update/Display

Using a P-Card on a Purchase Order

The Supplier Details page will display with the default location
(In this example – PUNCHOUT is the default)

PO Supplier Information x

Maintain Purchase Order Help

Supplier Details -- SUBURBAN STATIONERS INC

Business Unit MHAM1 PO ID NEXT Supplier 061043422F-001

*Location

Supplier Information

Terms Due Immediately - No Discount

*Address

Contact

Salesperson

Basis Date Type

Supplier Details Message

Country USA United States Prefix

Address 1 693 HIGH ST Fax 0347505186034750

Address 2 Prefix

Address 3 Phone 860/347-0299

City MIDDLETOWN

County Postal 06457

State CT Connecticut

Click on the Magnifying glass to the right of the location.

Using a P-Card on a Purchase Order

All active locations will display

Look Up Location
✕

[Help](#)

Supplier SetID STATE

Supplier ID 0000010009

Supplier Location

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ⏪ 1-5 of 5 ⏩ Last

Supplier Location	Description
MAIN	ORDER & REMIT-CHECKS
MAIN-ACH	ORDER & REMIT-ACH
PCARDOPTIN	ACCEPTS P-CARD REQ/PO
PCARDPOS	POS PCARD Reconciliation Only
PUNCHOUT	WEB PUNCHOUT REQS

Location	Use
Main	Regular Purchase Order Payment will be issued Check
Mach-ACH	Regular Purchase Order Payment will be issued by ACH Payment
PCARDOPTIN	The Supplier accepts Requisitions or Purchase Orders using P-Card
PCARDPOS	The Suppler does not accept Requisitions or Purchase Orders using P-Card but will allow p-cards in their physical location. This is used for reconciliation purposes only so the default dispatch method will update to PRINT.
PUNCHOUT	The supplier accepts punch out orders – Currently only Suburban Stationers and Staples.
PCARD	Used only for JP Morgan Blanket POs (Default)

If the supplier does accept p-cards but the location does not display, please complete a vendor request form and OSC/APD will update the supplier.

NOTE: Depending on the Supplier, the available locations may vary.

Using a P-Card on a Purchase Order

Select the location then click okay.

The screenshot shows the Oracle Purchasing 'Maintain Purchase Order' page. The 'Business Unit' is MHAM1 and the 'PO ID' is NEXT. The 'PO Status' is Open and 'Budget Status' is Not Chk'd. The 'Supplier' is SUBURBAN STATIONERS INC. The 'Buyer' is FabianoM. The 'Use Procurement Card' link is highlighted with a red box in the 'Actions' menu. The 'Amount Summary' shows a Total Amount of 0.00 USD. The 'Lines' table below shows one line item with a Merchandise Amount of 0.00 and Status of Open.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1						0	0.000	Open

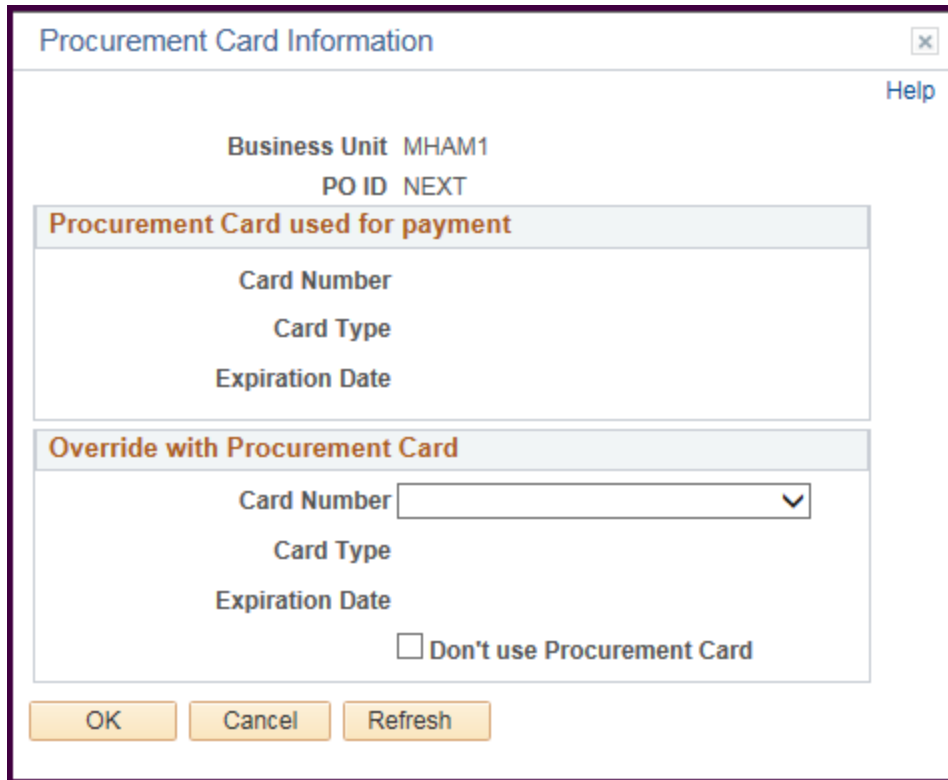
The Use Procurement Card link will display.

NOTE: If the Buyer is not a proxy for any p-card, the link will not display.

Click the Use Procurement Card Link

Using a P-Card on a Purchase Order

The Procurement Card Information page will display



The screenshot shows a dialog box titled "Procurement Card Information" with a close button (X) in the top right corner. Below the title bar is a "Help" link. The main content area displays the following information:

- Business Unit MHAM1
- PO ID NEXT

There are two main sections for card selection:

- Procurement Card used for payment:** This section contains three fields: "Card Number", "Card Type", and "Expiration Date".
- Override with Procurement Card:** This section contains three fields: "Card Number" (with a dropdown arrow), "Card Type", and "Expiration Date". Below these fields is a checkbox labeled "Don't use Procurement Card".

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Refresh".

Click the arrow and select a p-card from the available list.

Click OK

Using a P-Card on a Purchase Order

A check box will show next to the link once the card has been selected.

The screenshot shows the Oracle Purchasing 'Maintain Purchase Order' page. The PO ID is NEXT. The PO Status is Open. The Budget Status is Not Chk'd. The PO Date is 08/23/2017. The Supplier is SUBURBAN STATIONERS INC. The Buyer is FabianoM. The PO Reference is empty. The 'Use Procurement Card' checkbox is checked. The Amount Summary shows Merchandise 0.00 USD, Freight/Tax/Misc. 0.00, Total Amount 0.00, and Obligation Amount 0.00.

Continue with processing the PO as normal