# Exercise 1

# Create a Standard Purchase Order

## Exercise 1:  Create a Standard PO

1.  Log into SRM.

2.  Click **Purchasing** folder across the top of the screen.

3.  Click **Purchasing** in the blue menu bar on the left-hand side.

4.  Scroll to the bottom of the blue menu bar, click **Perform Sourcing.**

5.  Use drop-down menu of the Delivery Date Range field to select **In 90 days** (Using the Delivery Date Range is the suggested method to locate a broader range of Shopping Carts/Requisitions).

6.  Click yellow **Search** button to display approved Shopping Carts/Requisitions/Item Numbers.

7.  Highlight the line of the Requisition you want to source by clicking the grey box parallel to the Requisition/Item Number.

8.  Click **Next**.

**9.** Click **Create Draft**.  Using the drop-down, select **Purchase Order** (this automatically takes you to step 3).
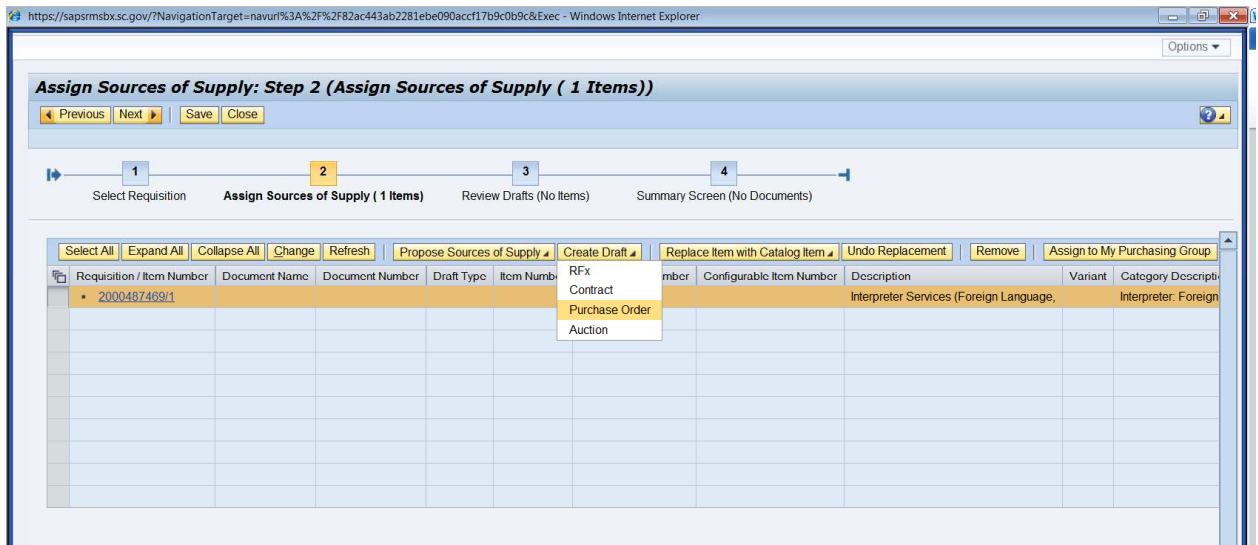


**10.** In **Draft Name** field, change the name to PO Exercise 1.  In the **Transaction Type** field, use the drop down menu to select **ZSTD SCEIS Standard PO**.  Click **Process Selected Drafts.**  NOTE:  Once the Transaction Type has been selected it <u>cannot</u> be changed.   If the PO type needs to be changed after creation, the PO must be deleted and a new PO issued.
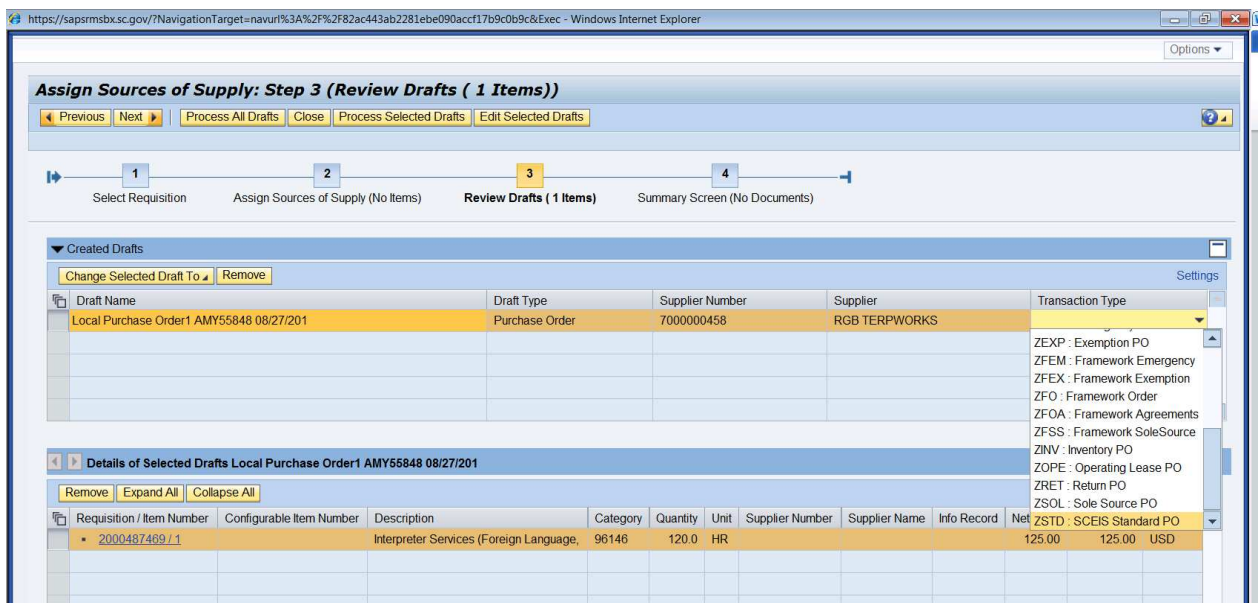
**11.** You have just created a Standard PO. The PO number will appear at the top of the screen. Click **Refresh** to update your Status to **Ordered.**
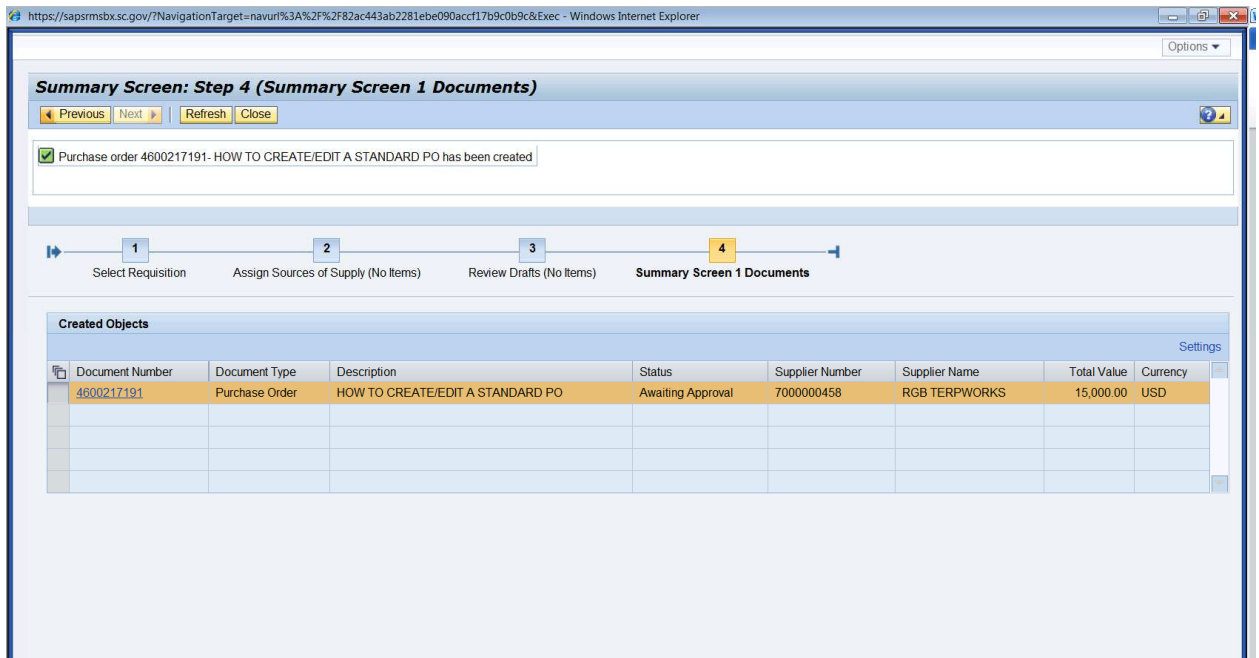


# State Standard PO Created: _____

**12.** Click **Close.**