

Purchase Request

To create a purchase request, select menu option *Purchase Request Entry* (XPUR.410R) from your menu and press **Enter**. On the screen that displays, type **A** at the action bar. Type the vendor number at the Vendor field and press **Enter**. **Note well:** The PO Document ID and Limit to User fields cannot be changed.

7/12/02	FY 02	TYLER INDEPENDENT SCHOOL DISTRICT	09:16:49	TAYLORDC1
TXCUSTOM		Purchase Request Entry	Ref: XPUR.410.01	

A Vendor: 18431 REQ #: PO Document ID: PO
 Add
 Change Limit to User ID: DHT
 Delete
 Lookup
 Index Index: 1
 End

1 = P/O's By Requisition Number
 2 = Purchase Orders by Vendor Number
 3 = Approved Purchase Orders By Number: _____
 4 = Blanket Purchase Orders by Number: _____
 5 = Blanket Purchase Orders by REQ #
 6 = Vendors By Name: FLATT STATIONER
 7 = Vendors By Number.
 8 = All Purchase Orders by User ID
 9 = All Purchase Orders by Ship To Location: _____

On the screen that displays, type the required information.

7/12/02	FY 02	TYLER INDEPENDENT SCHOOL DISTRICT	09:21:27	TAYLORDC1
TXCUSTOM		Purchase Request Entry	Ref: XPUR.410.11	

PO REQ #: 5
 Vendor: 18431 SHIP TO: 954
 FLATT STATIONER TYLER ISD DISTRIBUTION CENTER
 P O BOX 1013 1327 WEST EIGHTH STREET
 MEXIA, TX 76667 TYLER, TX 75701
 Attention:
 P/O Date: 7/12/02 JUDY RICHTER
 Date Required: 0/00/00 Bid#/Quote#: _____
 Blanket Amount: \$ _____

Charge Account Code:
 Default trade discount: _____ % Tax rate: _____ %
 School/Dept: Requested By: _____
 P/O freight: \$ _____

MESSAGE: 1. _____ 2. _____ 3.
 Invoice Message:

Shipping Terms: FOB DESTINATION Payment Terms:
 Internal Note: _____
 Mode: Add F3=Exit **F4=Index** F5=Reset F6=Comments Cancel? N

On the header page, complete each field as needed.

- ❖ Ship to field: Type the code for the location to receive the product. If you need a list of codes, note that the Ship To field is highlighted. Position the cursor to the Ship to field and press **F4**. Select the correct ship to code from the list that displays.
- ❖ Date Required: Type the date you need to product or service.

