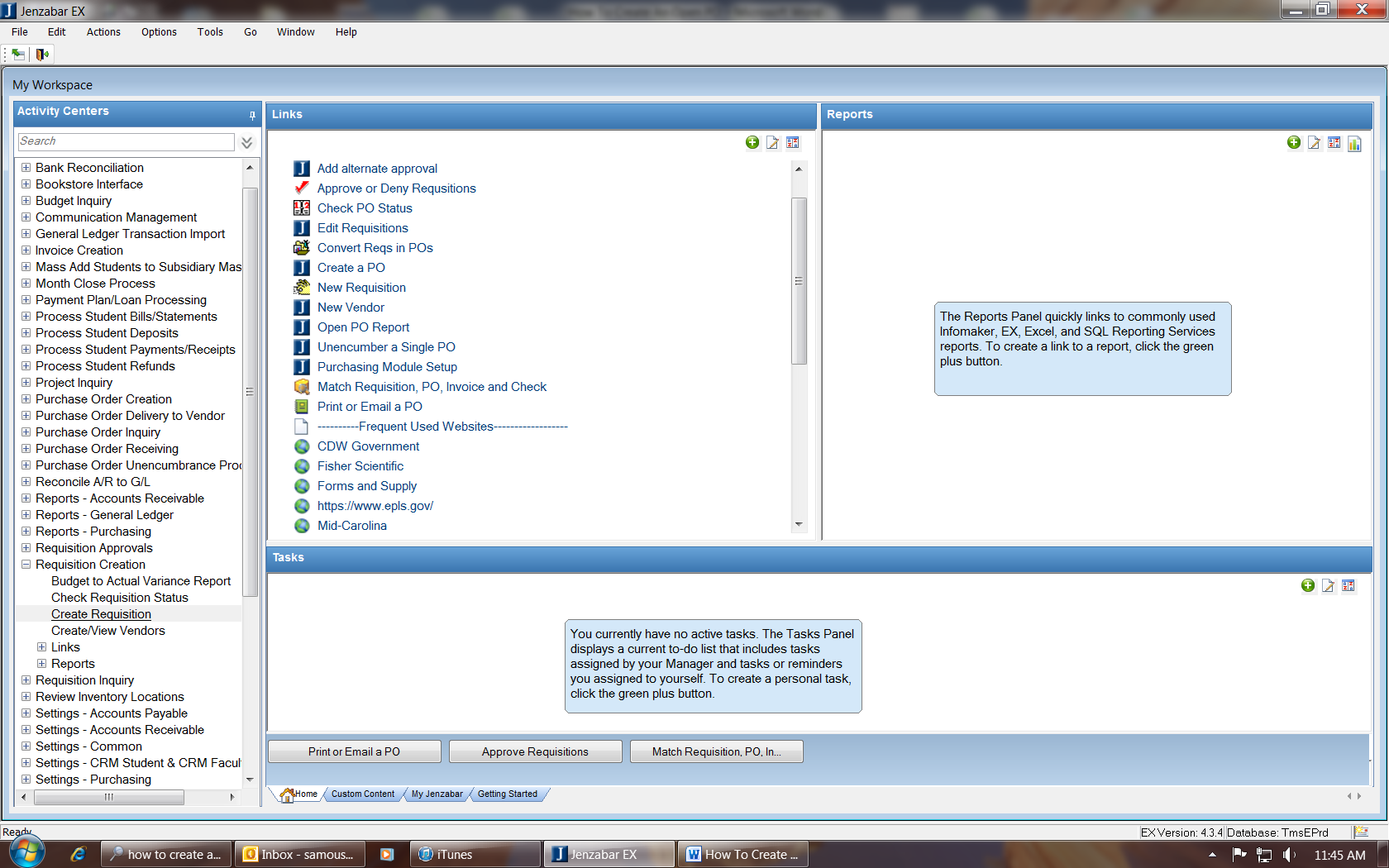
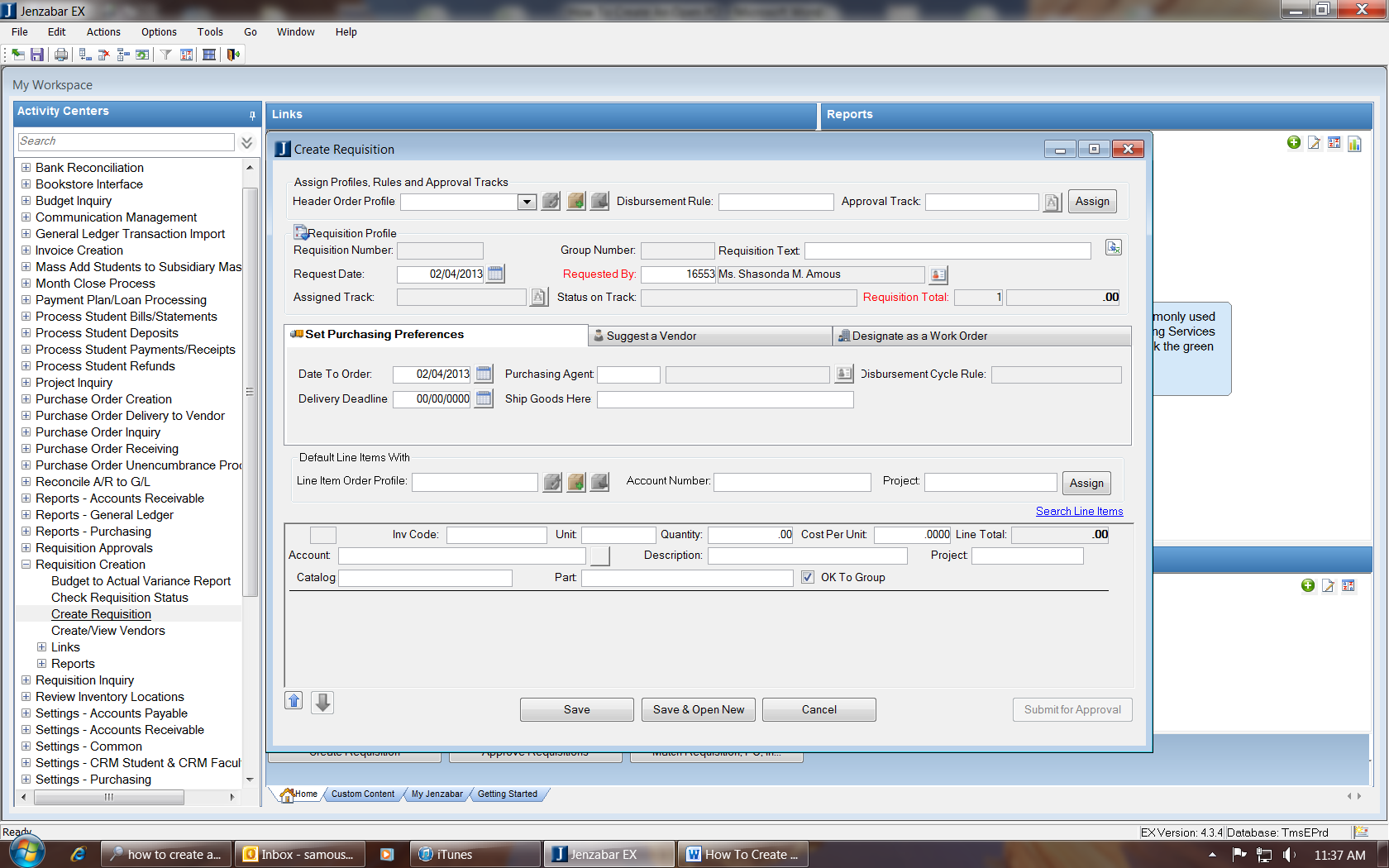
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| **How To Create An Open PO**  **Jenzabar EX**  **Version 4.6.3** |



**Figure 1 - Click on “Requisition Creation” listed under the Activity Centers.**

Figure 2 - Select “Create Requisition” listed under the create requisition option under your activity centers. The “create requisition” box should display at this point.



Please be sure to **assign** your approval track ID once it’s been selected.

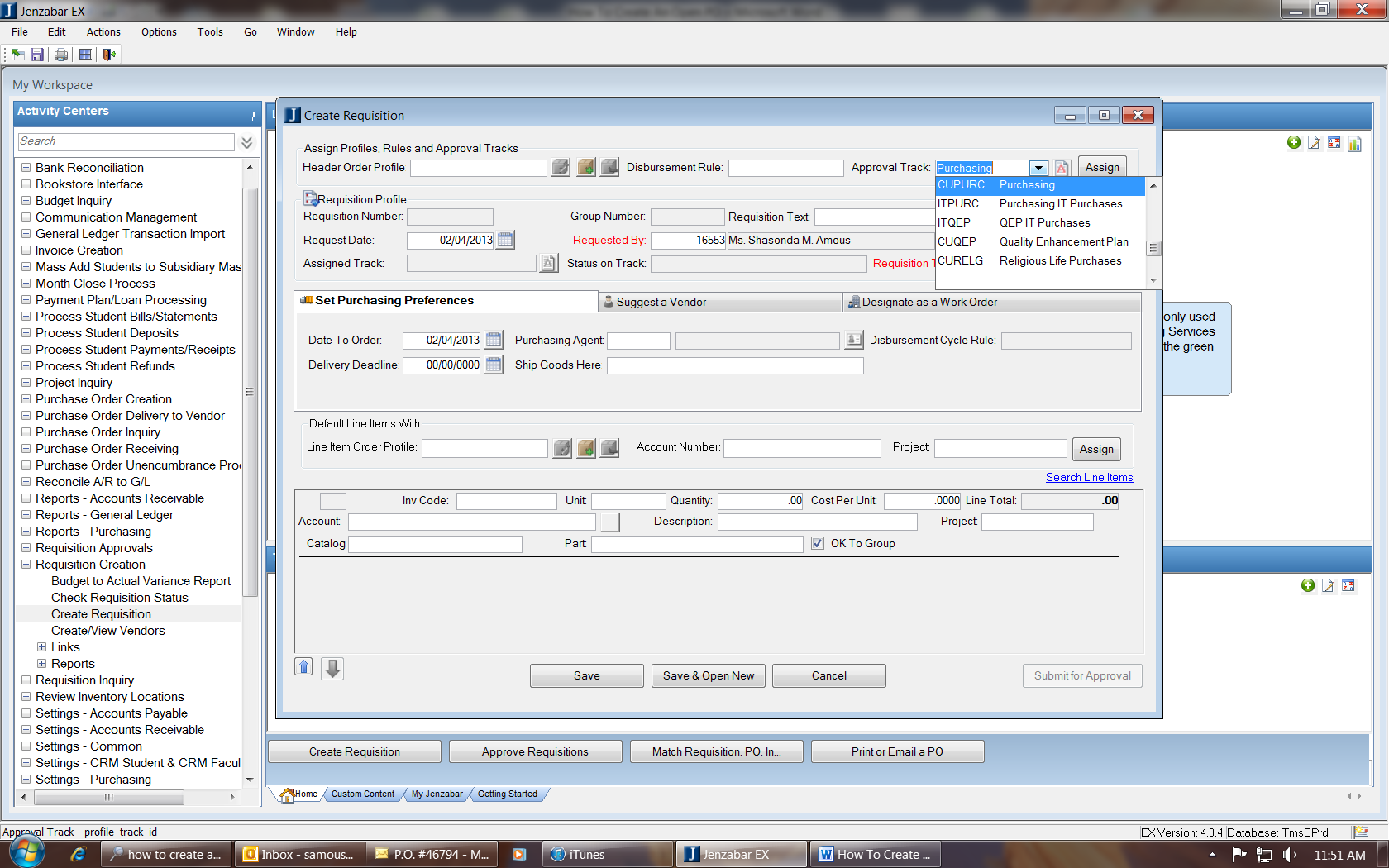
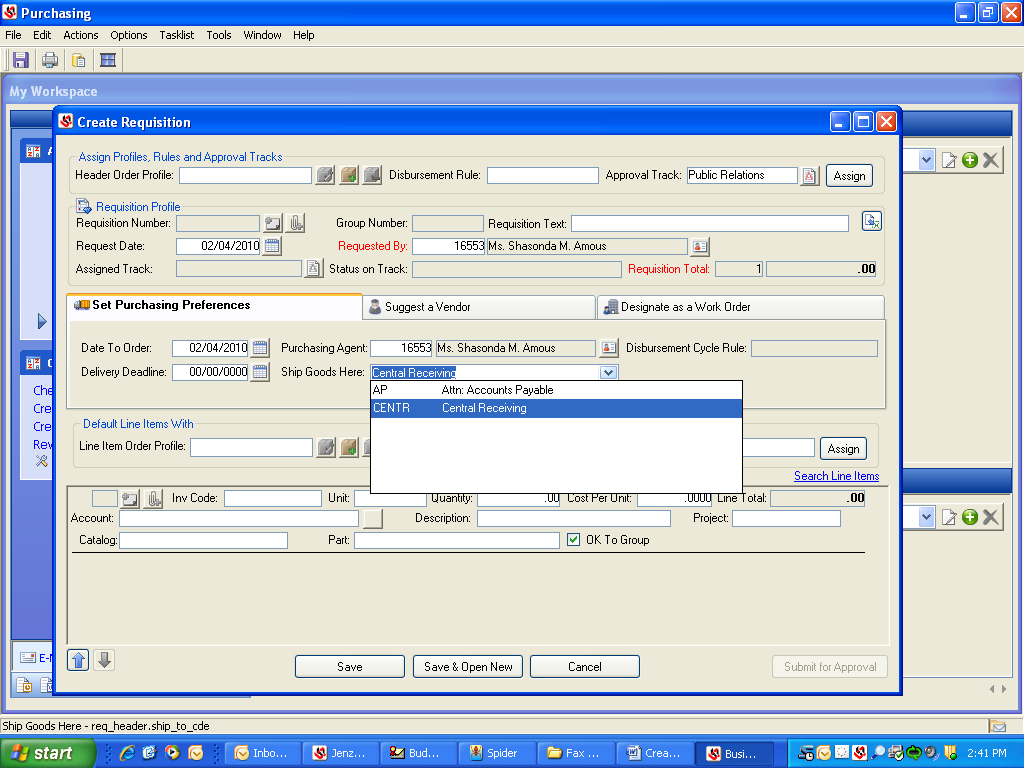
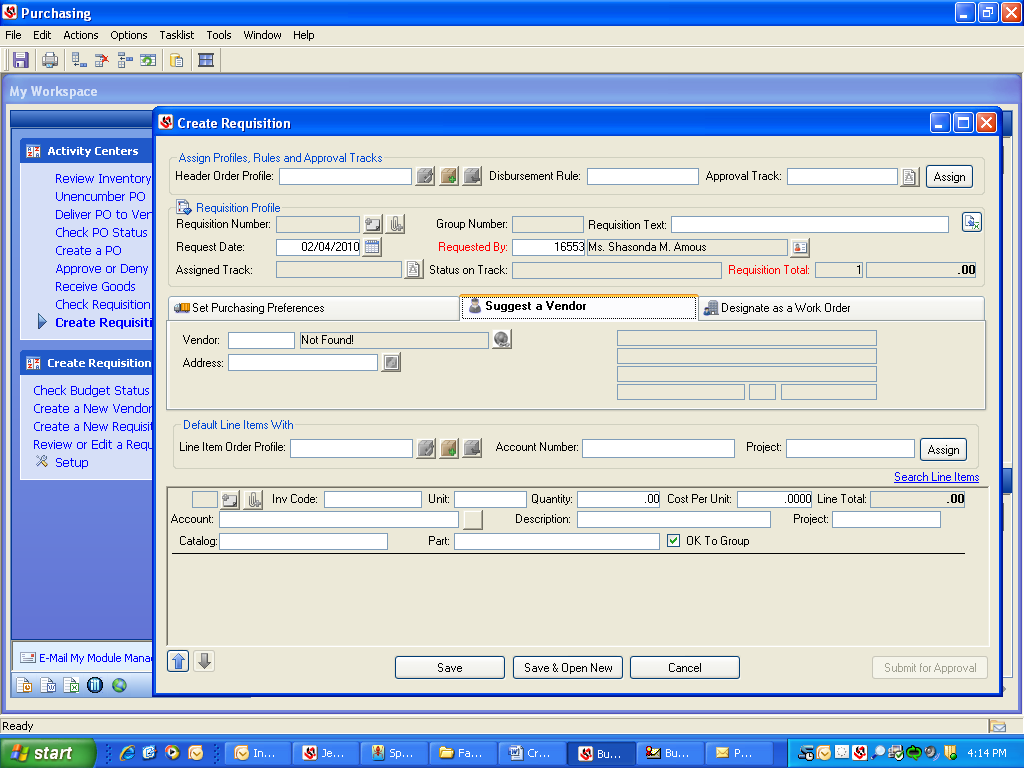


Figure 3 – Select an approval track ID.

Figure 4 – Set your Purchasing Preferences.

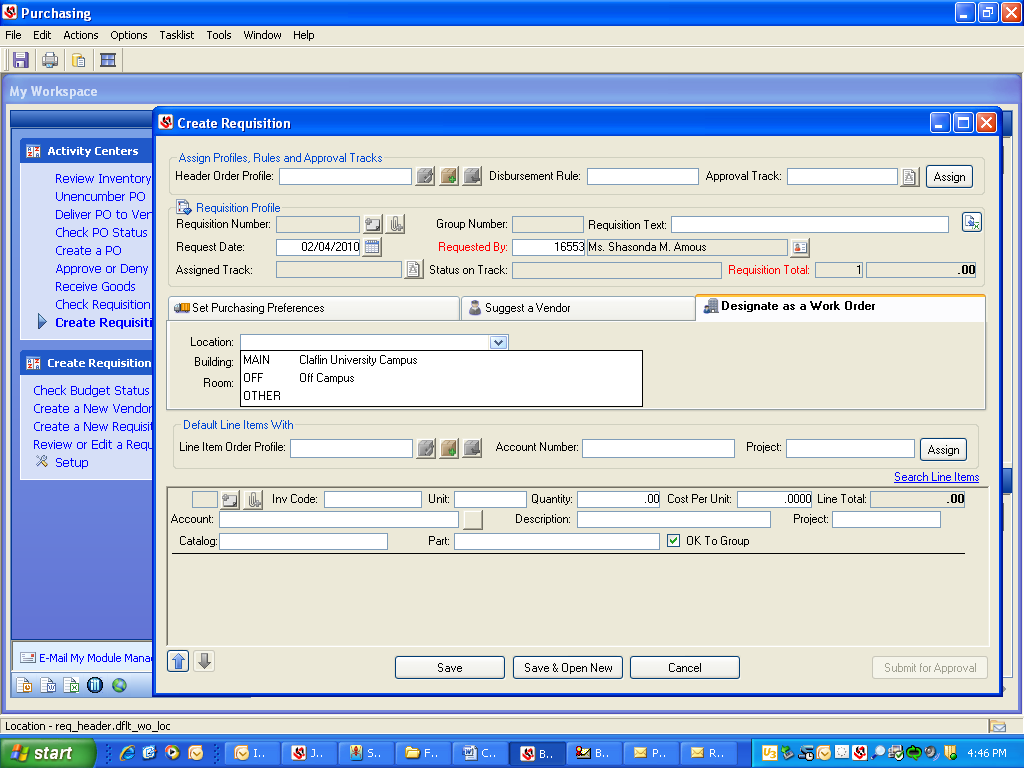
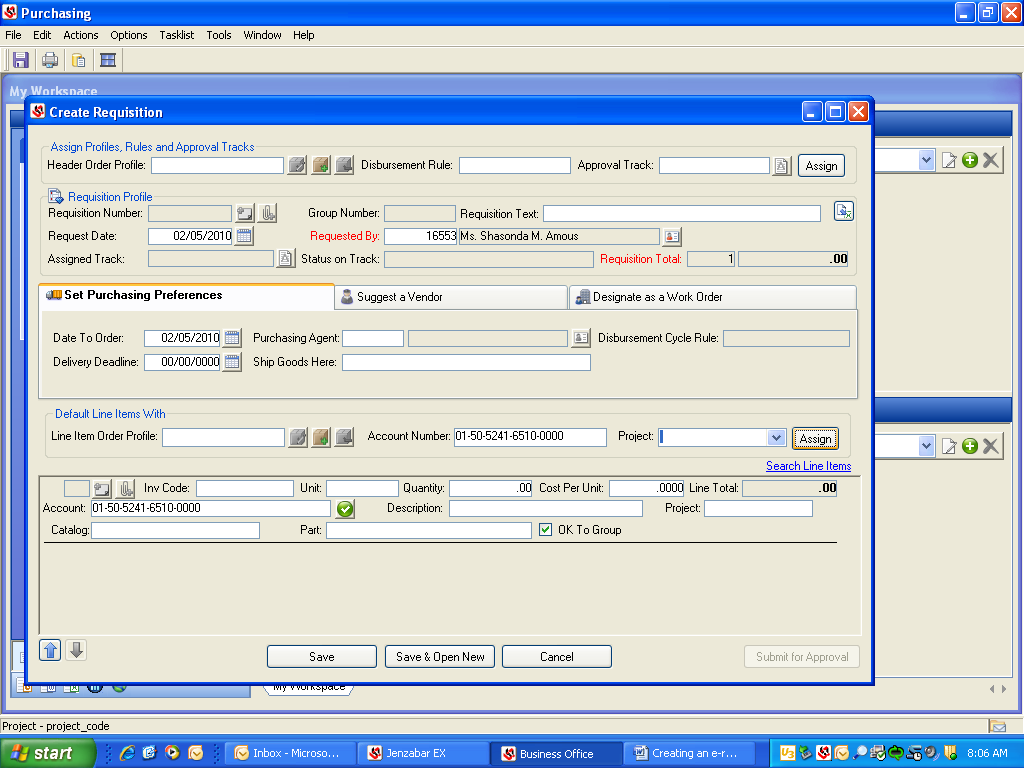


1. Select the Purchasing Agent ID.
2. Select the ship to address.



If you do not know the vendor number, you can do an advanced search to find the vendor.

Figure 5 – Suggest a vendor.



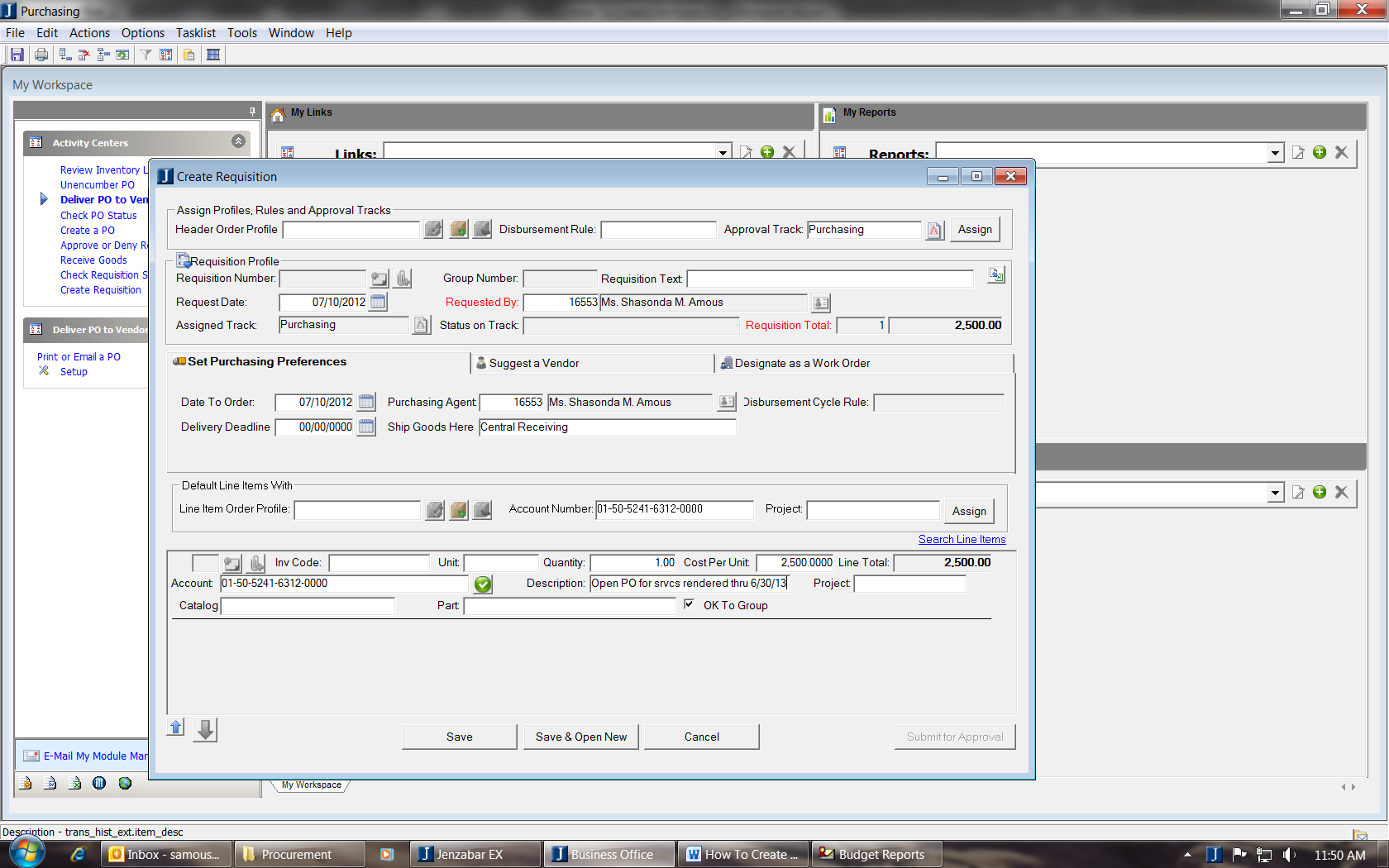
Optional

Once you assign your acct. number it will default on all your lines.

Figure 7 - Insert account number.

Be sure to assign your account number.

Figure 6 – Designate as a Work Order



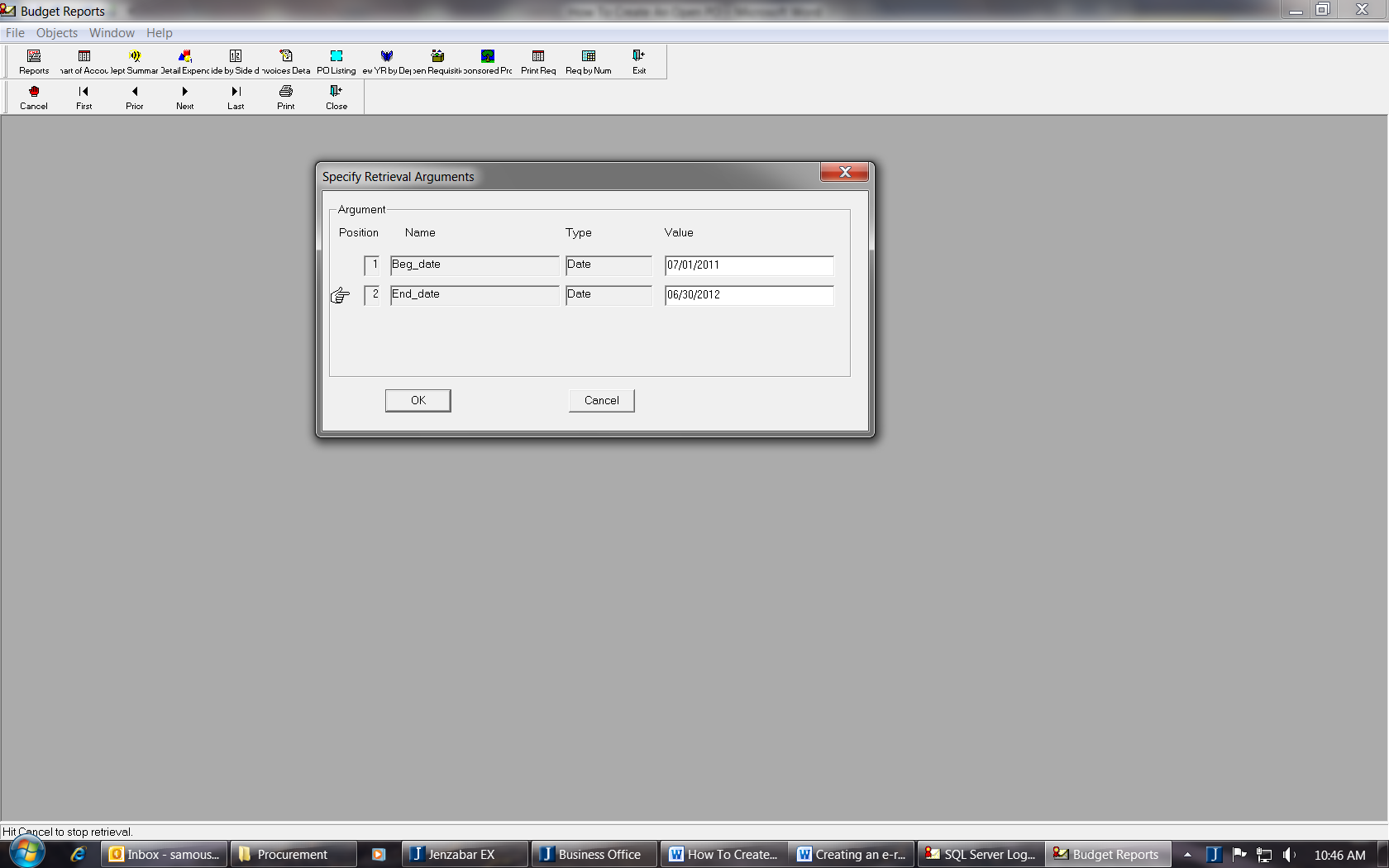
**The cost per unit will be the amount you anticipate spending for the FY 2012-2013.**

**To ensure an open amount please leave the quantity at 1.**

Figure 8 – Insert quantity, cost and description.

**Your description should reference that an “Open PO” and provide the services to be rendered, along with the effective dates.**

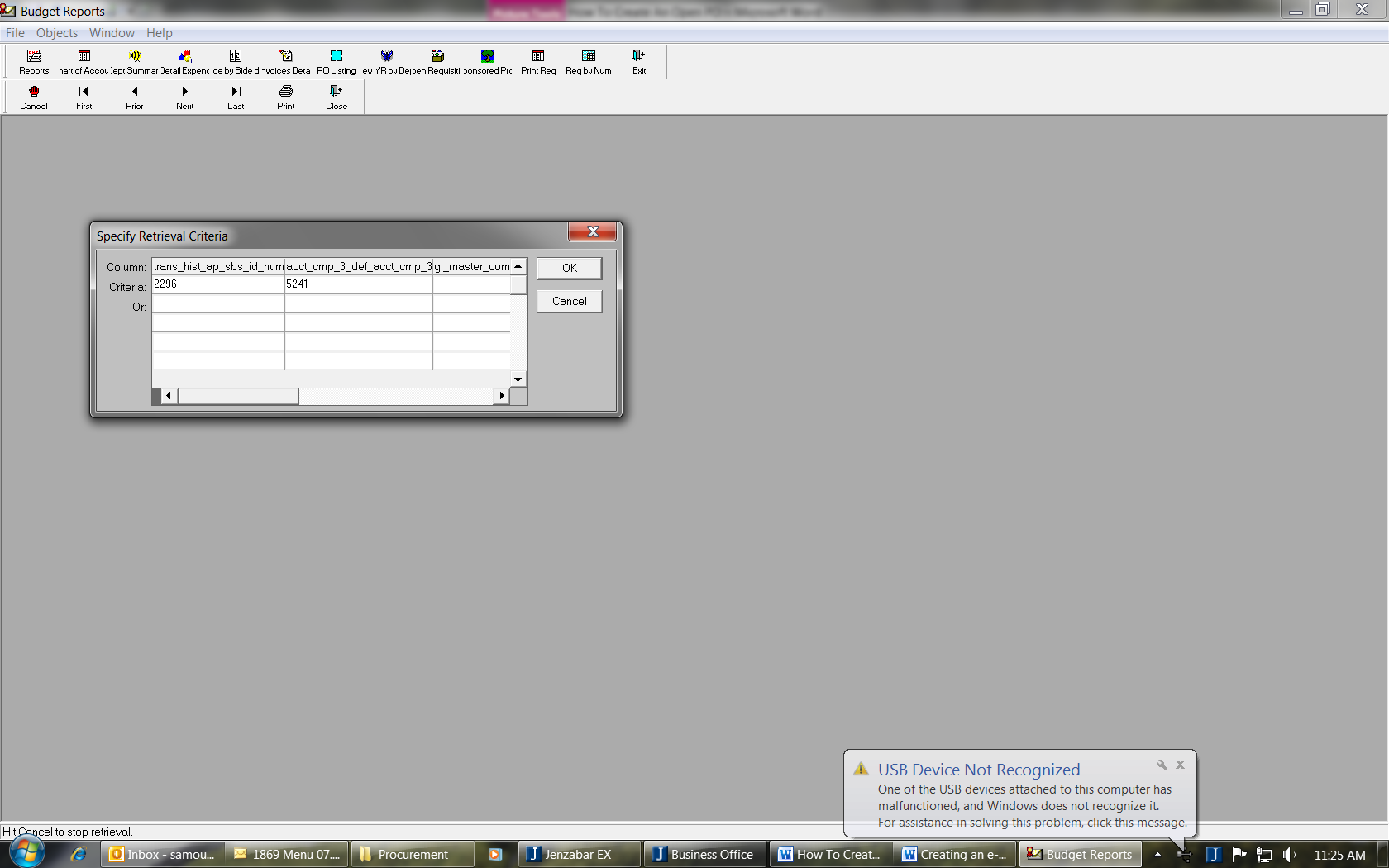
**Additional information**

If you are not sure how much to submit your open request for, you can log into budget reports and go to the detailed expenditures tab and pull your totals from the previous fiscal year.

**Figure 9 – Detail expenditures report.**

**Enter 07/01/2011 as the begin date**

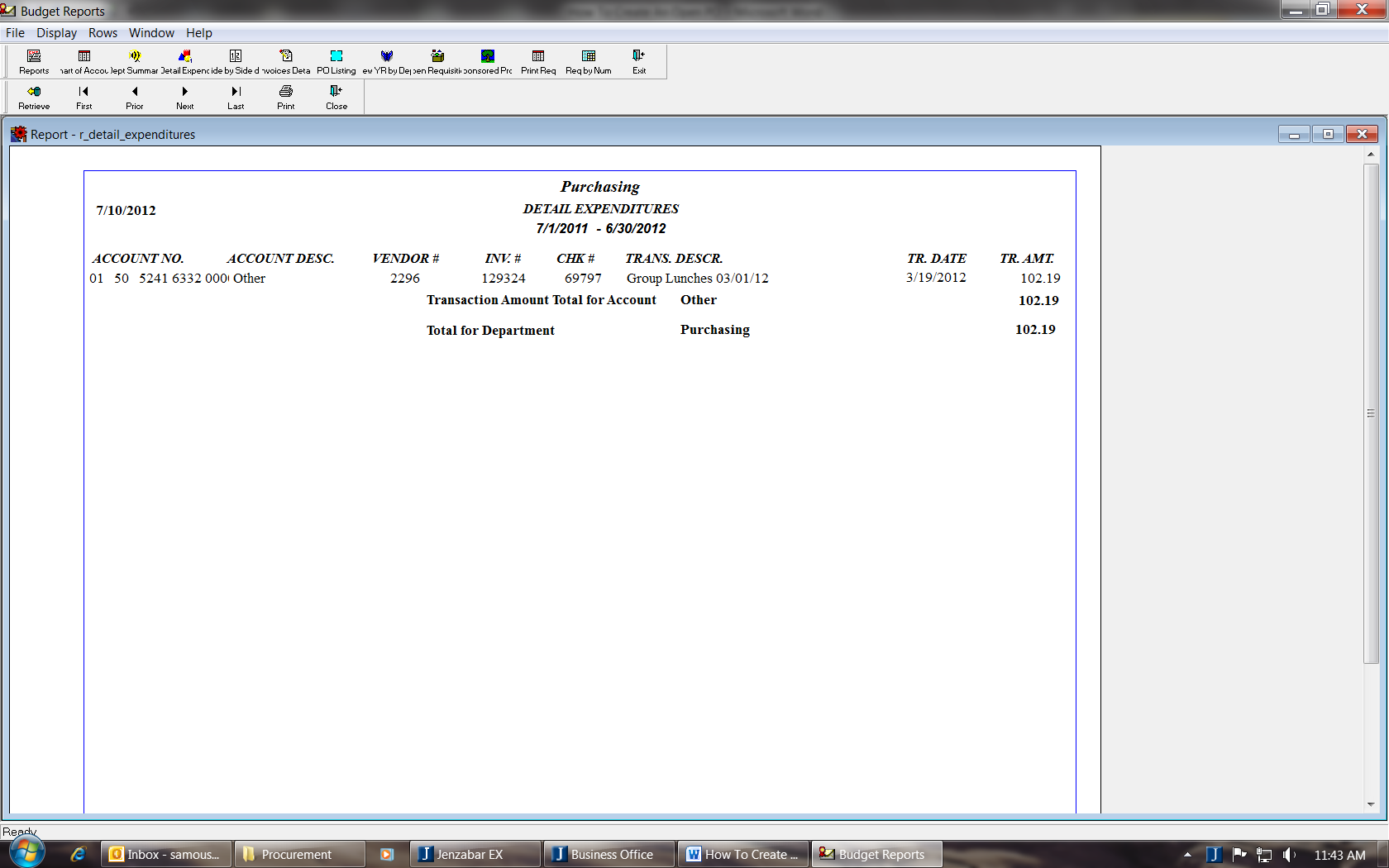
**Enter 06/30/2012 as the end date**

**Figure 10. – Enter the vendor name and department number.**

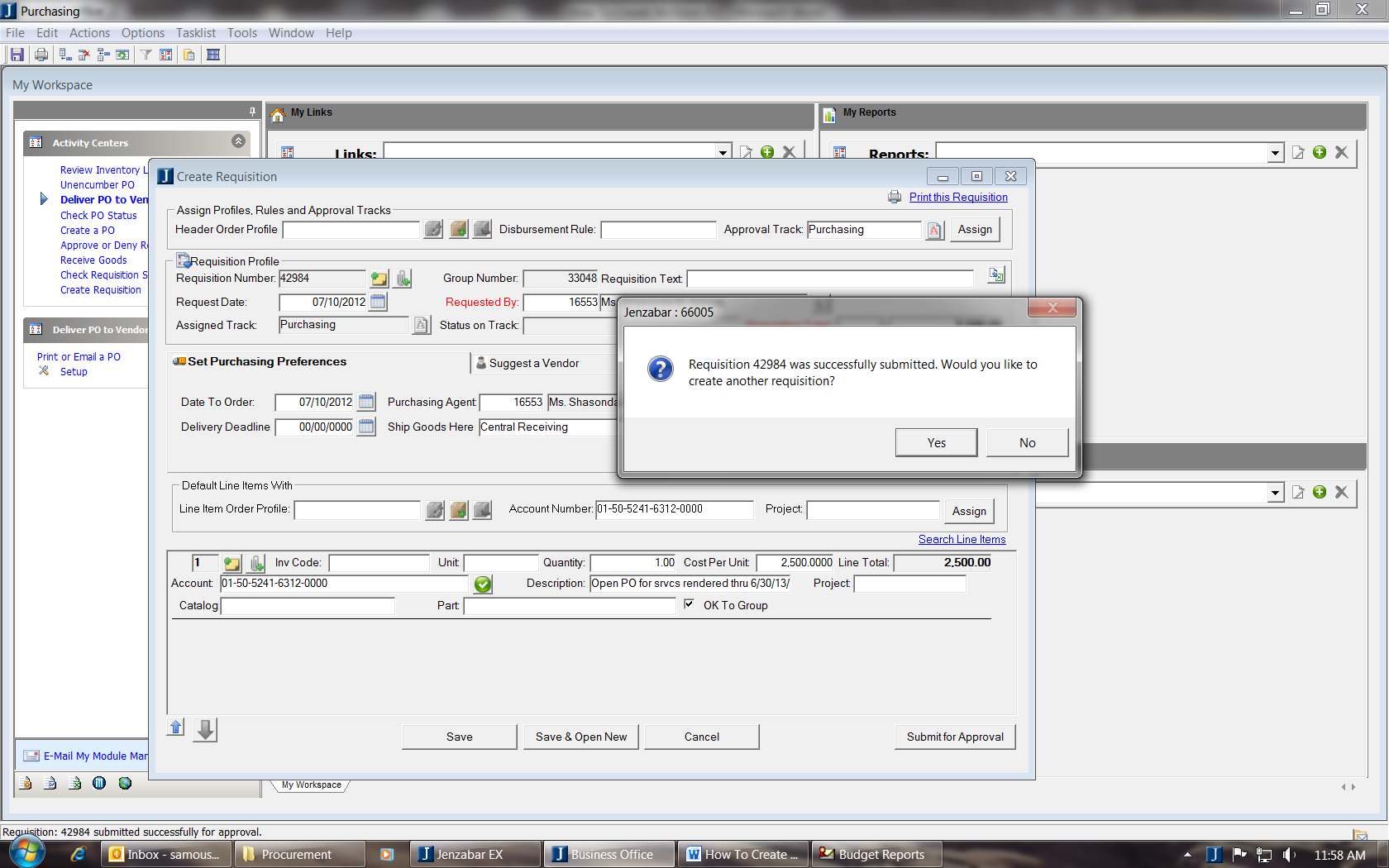
**Enter the vendor number under trans\_hist\_ap\_sbs\_id\_num**

**Enter your department number under acct\_cmp\_3\_def\_acct\_cmp\_3**

**Click OK**

 **Figure 11 - Your totals will appear from last year.**

**Figure 12 - Save and submit your requisition.**

**The PO will be created by the purchasing department once your e-requisition has gone through the approval process.**

**If additional assistance is needed, please contact**

**Mr. Asaduzzaman Pavel**

**TBA/Senior Procurement Specialist**

**535-5486**

[apavel@claflin.edu](mailto:apavel@claflin.edu)

**Or**

**Mrs. Priscilla Cleveland**

**Junior Procurement Specialist**

**535-5215**

[**pcleveland@claflin.edu**](mailto:pcleveland@claflin.edu)