

ENTERING A DPS PURCHASE ORDER

TEXT ORIENTED. USE ARROW AND ENTER KEYS – NO MOUSE

1. Click on Putty Telnet-Chuck to open Poise
2. Type username and password
3. At “\$” sign, type DPS and press enter.
4. Arrow to “REQ” and press enter
5. Press F7 to enter new purchase order requisition. Must have available funds in account to enter a PO.
6. Request type is: “RR” - purchase requisition, “TR” - travel advance or “BR” - budget change.
7. Type “RR” and press enter
8. Vendor: type first 4 letters of vendor name EX. Iowa for Iowa Office Supply and Press enter. A list of vendors that begin with Iowa will appear. Arrow down to the vendor you want and press enter key. If it’s a new vendor, type 11111 & add note with vendor information, include fax #.
9. Key in a vendor contact if you have one. If not leave it blank. Leave the vendor fax blank also because we already have that in the system. Just press enter.
10. Date needs 6 digits (031006) for March 10, 2006-no dashes or slashes. Press enter
11. Key in one of the following codes at the message code: Push “Control L” to get options.
 - 1 Mail
 - 2 Return P.O. to Originator
 - 3 Fax
 - 4 Send Check with P.O. (You must also turn in a Blue Direct Payment form or a signed Invoice)
 - 5 Telephone the order in.

This code informs the purchasing department what they need to do with the PO.

12. Requested: type your name
13. Ship to: type either your name or person you are ordering for, press enter.
14. Building: type full name of your building i.e. Dixon Eilers, & press enter.
15. Ship to city: Press Control / L & select code for your location.
16. Via: can be mail, UPS, truck, etc. or leave blank, press enter key.
17. **You are now ready to enter your requisition items. Press F7 key to add items.**
18. Enter requested information and press enter key after each entry. Do not put dashes or spaces in account number. To display your account numbers, enter F9. Please give as much information as you can in the description line. Enter part numbers in the appropriate section, if you have them.
19. **If you are entering more than one item, press F7 key again to enter the next item.**
20. When you have finished entering all items, press **F10 key to exit back to the \$**. This action sends it to your approver and then to the purchasing department for processing. At \$ sign, type LO for log out.

Business Office (712)-749-2212