Purchase Order Pages

The following screenshots are provided to supplement the ASSIST step-by-step procedures to create a purchase order in the Financial System. Be sure to sign up for the Purchasing Experience course to gain access to the training database and practice with the pages to “experience” the process. The facilitator can also assist you with your specific questions.
## PO Header Details Page

**Header Details**

- **Vendor:**
- **PO Date:** 07/01/2011
- **Budget Status:** Not Chkd
- **PO Type:** GEN
- **PO Ref:**
- **Billing Location:** 360-2010
- **Billing Address Origin:**
- **Tax Exempt ID:** EXEMPT
- **Letter of Credit ID:**

### Currency

- **Currency Code:** USD
- **Exchange Rate:** 1.00000000
- **Rate Date:** 07/01/2011
- **Base Currency:** USD

### Process Control Option

- **Hold from Further Processing:**
- **Acctg Date:** 07/01/2011
- **Dispatch:**
- **Method:**
- **Accounting Template:** STANDARD

### Contract Info

- **Contract Type:**

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## Vendor Details Page

**Vendor Details -- CLARA L BROWN INTERIORS**

- **Unit:** UNIV
- **PO:** NEXT
- **Location:** COLUMBUS
- **Terms:** 30D, Net 30 Days
- **Base Dd Type:** Inv Date
- **Address:** 111 W NATIONWIDE BLVD STE D-9
- **Contact:**
- **Salesperson:**

### Details

- **Country:** USA, United States
- **Address 1:** 111 W NATIONWIDE BLVD STE D-9
- **Address 2:**
- **Address 3:**
- **City:** COLUMBUS
- **County:**
- **Postal:** 43215-2547
- **State:** OH, Ohio

### Prefix:

- **Phone:**
- **Fax:**