



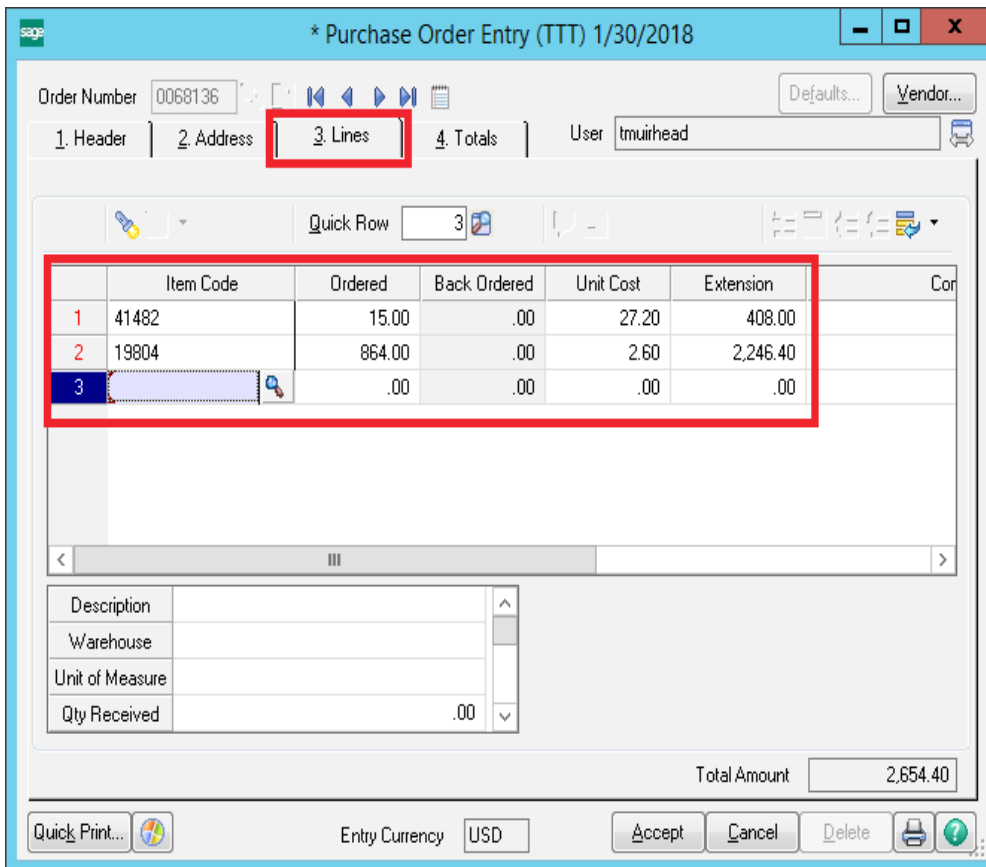
## Purchase Order



- 1 Hit the “Next” button.
- 2 Select Standard order. (if doing drop ship or credit card purchase, skip to page 5.)
- 3 Enter the Vendor Number. If you don’t know it, you can look it up with the magnifying glass.
- 4 Enter the ship to, ship via (how the product is actually being delivered)\*, FOB, and Warehouse.

\* If the trucking company/ship via isn’t in the list, email schain@crosscountryris.com to have them add it.

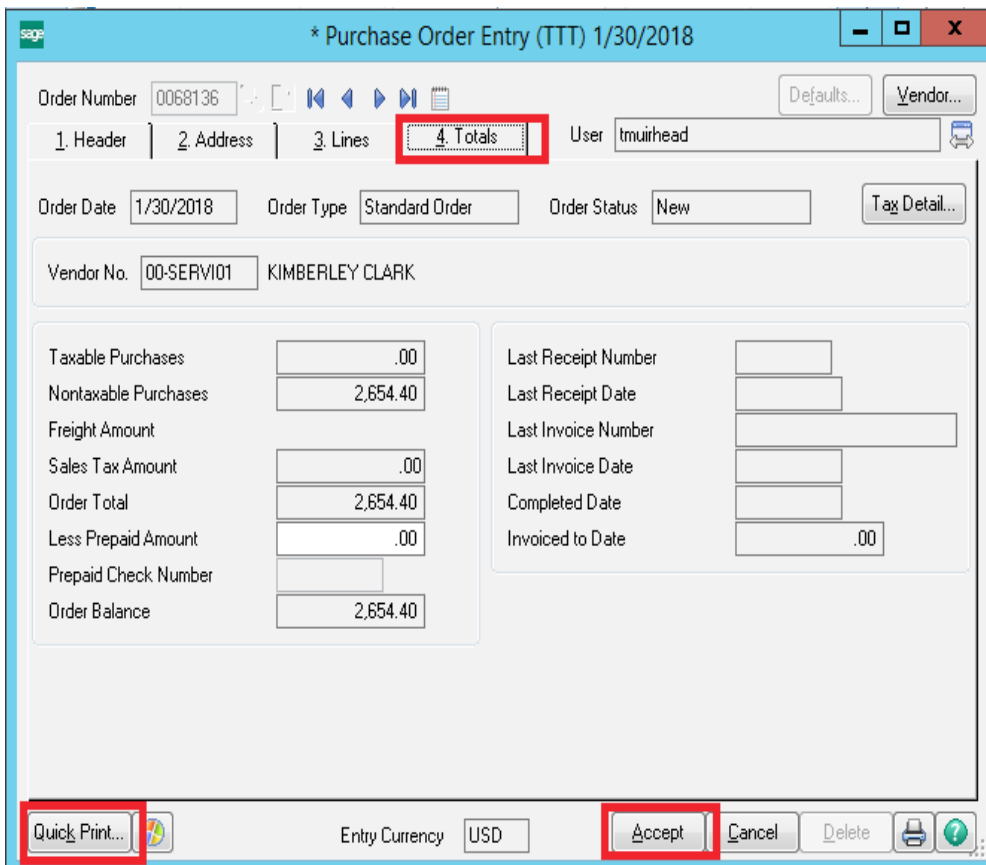
- 5 Click the Address Tab.
- 6 The Purchase Address populates from the vendor’s info in A/P.
- 7 Enter the Ship To Address.



8 Enter the items being ordered. If you don't know the item code, use the search button.

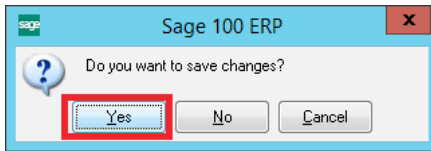
9 Enter the quantity being ordered.

10 Enter the unit cost and verify the extension is correct.

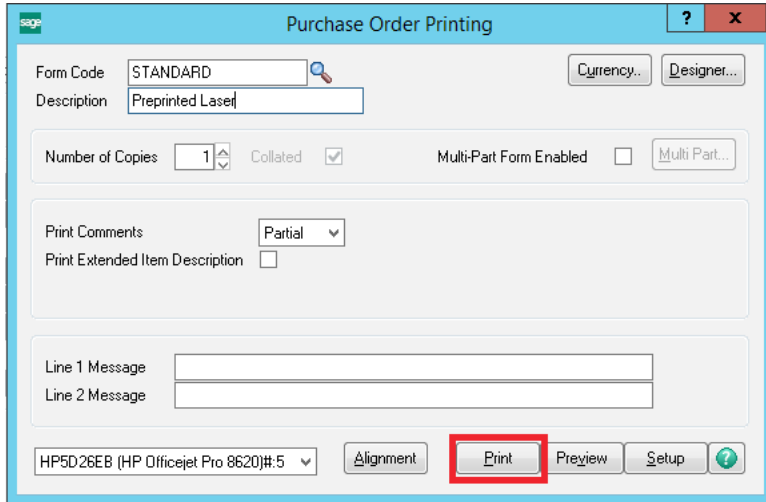


11 Go to the Totals tab.

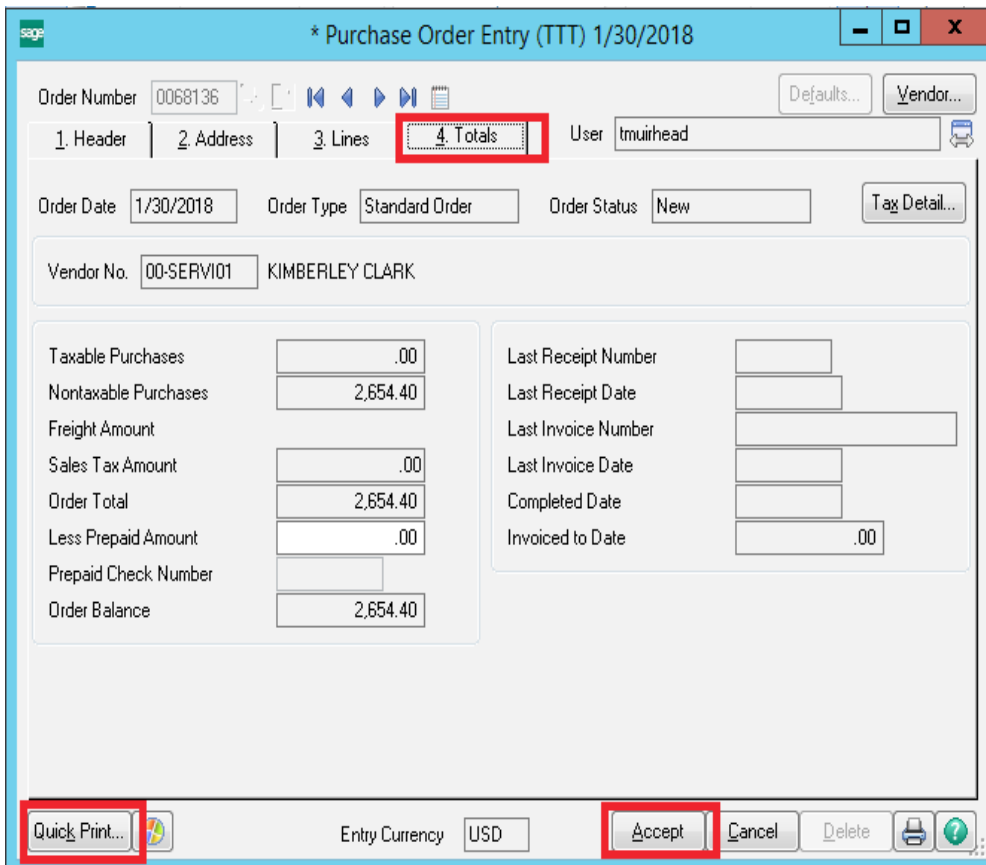
12 To print the purchase order, click Quick print on the bottom left of the window.



13 Click Yes to save changes.



14 Click print to print a hard copy of the purchase order or click preview to save and email a digital copy.



15 Click Accept to close the Purchase Order window.

\* Purchase Order Entry (TTT) 3/17/2019

Order Number 0096961 | User tmuirhead

1. Header | 2. Address | 3. Lines | 4. Totals

Date 3/17/2019 | Type Drop Ship | Sales Order S414886

Vendor No. | Customer No. CROSS01

Transfer Freight PO Repair Order

Order Status New | Required Date 3/17/2019

1099 Form None | 1099 Box

Sales Tax Schedule | Use Tax

Purchase Address | Ship-To Address WC06 CROSSFIRE LLC | Terms Code | Ship Via WC/WHSE006 FOB ORIGIN | Warehouse 006 Pecos TX

Confirm To | E-mail | Telephone | Ext | Currency | Fax | Batch Fax | Comment | On Hold | Print Order

Quick Print... | Entry Currency | Accept | Cancel | Delete

3 After selecting Drop Ship there will be a box to the right, enter the sales order number the item(s) are being ordered for.

\* Purchase Order Entry (TTT) 3/17/2019

Order Number 0096961 | User tmuirhead

1. Header | 2. Address | 3. Lines | 4. Totals

Date 3/17/2019 | Type Drop Ship | Sales Order S414886

Vendor No. 00-DENSO DENSO NORTH AMERICA | Customer No. CROSS01

Transfer Freight PO Repair Order

Order Status New | Required Date 3/17/2019

1099 Form None | 1099 Box

Sales Tax Schedule RESALE | Use Tax

Purchase Address | Ship-To Address WC06 CROSSFIRE LLC | Terms Code 01 Net 30 | Ship Via WC/WHSE006 FOB ORIGIN | Warehouse 006 Pecos TX

Confirm To | E-mail | Telephone (281) 821-3355 | Ext | Currency | Fax (281) 821-0304 | Batch Fax | Credit Card? NO | Comment SEND TO CUSTOMER SO# S414886 | On Hold | Print Order

Quick Print... | Entry Currency USD | Accept | Cancel | Delete

4 Enter the Vendor Number. If you don't know it, you can look it up with the magnifying glass.

✳ If purchasing with a credit card, select Comdata as the vendor and make sure to enter the business the items were purchased at in the comment line and select "YES" that it was a credit card purchase.

5 The Ship To, Ship Via, and Warehouse will populate from the sales order info that pulls over, verify that it is correct.

\* Purchase Order Entry (TTT) 3/17/2019

Order Number 0096961

1. Header | 2. Address | 3. Lines | 4. Totals | User tmuirhead

Vendor No. 00-DENSO DENSO NORTH AMERICA

**Purchase Address**

Location

Name DENSO NORTH AMERICA

Address 9747 WHITHORN DR

ZIP Code 77095

City Houston State TX

Country USA

Telephone (281) 821-3355 Ext

Fax (281) 821-0304

**Ship-To Address**

Ship To WCO6

Name CROSSFIRE LLC

Address 1951 OIL MILL RD

ZIP Code 79772

City PECOS State TX

Country USA United States

Quick Print... Entry Currency USD Accept Cancel Delete

6 On the Address tab the Purchase Address populates from the vendor's info in A/P.

7 The Ship To will populate from the info on the sales order, verify that it is correct.

\* Purchase Order Entry (TTT) 3/17/2019

Order Number 0096961

1. Header | 2. Address | 3. Lines | 4. Totals | User tmuirhead

Quick Row 2

Item Code	Ordered	Back Ordered	Unit Cost	Extension	Serial Number
1 7200-75L	300.00	.00	1,515.18	454,554.00	
	.00	.00	.00	.00	

Description Warehouse Unit of Measure Qty Received .00

Total Amount 454,554.00

Quick Print... Entry Currency USD Accept Cancel Delete

8 On the Lines tab the items that are being ordered from the vendor will populate from the sales order, verify the quantity ordered and price are correct.

\* Purchase Order Entry (TTT) 3/17/2019

Order Number 0096961

1. Header | 2. Address | 3. Lines | 4. Totals | User tmuirhead

Order Date 3/17/2019 Order Type Drop Ship Order Status New

Vendor No. 00-DENSO DENSO NORTH AMERICA

Taxable Purchases	.00	Last Receipt Number	
Nontaxable Purchases	454,554.00	Last Receipt Date	
Freight Amount		Last Invoice Number	
Sales Tax Amount	.00	Last Invoice Date	
Order Total	454,554.00	Completed Date	
Less Prepaid Amount	.00	Invoiced to Date	.00
Prepaid Check Number			
Order Balance	454,554.00		

Quick Print... Accept Cancel Delete

Entry Currency USD

9 Go to the Totals tab.

10 To print the purchase order, click Quick print on the bottom left of the window.

Sage 100 ERP

Do you want to save changes?

Yes No Cancel

11 Click Yes to save changes.

Purchase Order Printing

Form Code STANDARD

Description Preprinted Laser

Number of Copies 1 Collated  Multi-Part Form Enabled

Print Comments Partial

Print Extended Item Description

Line 1 Message

Line 2 Message

HP5D26EB (HP Officejet Pro 8620)#:5

Alignment Print Preview Setup

12 Click print to print a hard copy of the purchase order or click preview to save and email a digital copy.

Sage \* Purchase Order Entry (TTT) 3/17/2019

Order Number 0096961

1. Header | 2. Address | 3. Lines | 4. Totals

User tmuirhead

Order Date 3/17/2019 Order Type Drop Ship Order Status New

Vendor No. 00-DENSO DENSO NORTH AMERICA

Taxable Purchases	.00	Last Receipt Number	
Nontaxable Purchases	454,554.00	Last Receipt Date	
Freight Amount		Last Invoice Number	
Sales Tax Amount	.00	Last Invoice Date	
Order Total	454,554.00	Completed Date	
Less Prepaid Amount	.00	Invoiced to Date	.00
Prepaid Check Number			
Order Balance	454,554.00		

Quick Print... Entry Currency USD Accept Cancel Delete

13 Click Accept to close the Purchase Order window.