

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 05/08/2006
Author: Dean Castaldo	Title: Entering Manual PO's	

ADM-PROC-GEN-MAN-PO

Entering Manual Purchase Orders for GCC in Dynamics:

1. Transactions / Purchasing / PO Entry
2. PO#--Enter manual PO or choose computer generated PO
3. Buyer ID—Click hourglass—Choose your name
4. Date—Leave as today's date
5. Enter Vendor ID—Then click blue arrow
6. Enter Project Code—Click OK—Tab
7. Line Description—Enter description of item being purchased
8. U of M—unit of measure—each
9. Qty ordered—amount being ordered sample: 500 (pallets)
10. Unit cost—cost per unit—Tab
11. Site ID—Enter WVL
12. Highlight item description/Click blue arrow
13. This takes you to Purchasing Item Detail Entry
14. Check to be sure that purchases account has a code—if not enter 6090-10
15. Click on Ship to Address ID—click hourglass—choose ship to site—Save—x-out
16. Click printer—Save—Print

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 2 of 2	Revision : Date : 05/08/2006
Author: Dean Castaldo	Title: Entering Manual PO's	

ADM-PROC-GEN-MAN-PO

Receiving Purchase Orders in Dynamics

1. Transactions/Purchasing/Receiving's Transaction Entry
2. Tab down to Batch ID/Enter batch id—name batch—I use initials and date (EX: JAG050206)
then enter comment—description of batch—I enter batch name again.
3. Tab to Vendor ID—Pick vendor
4. Click Auto/Receive tab
5. Click inside square beside PO# listed that you want to receive.
6. Click Receive tab at top.
7. Click Save.
8. Do this for each vendor or PO that you have entered.
9. After you name the batch the first time, you don't have to name the batch again. If the batch ID doesn't show, do a look up and choose the same batch until you have posted the batch.

Posting The Batch

1. TRANSACTION > PURCHASING > PURCHASING BATCHES
2. Enter Batch ID or select with magnifying glass
3. Click POST
4. Print out the first report then cancel the rest.