

## PO Number Specification

DATE (yyymmdd)	TYPE	INCREMENT	LOCATION	USER	EQUIPMENT ID (optional)
220304	T	1	1	02	00000
220304	T	2	1	02	00000
220307	P	1	1	03	45864
220307	E	1	2	01	00000
220307	T	1	1	01	00000

PO NUMBER
220304T1-10100000
220304T2-10100000
220307P1-10345684
220307E1-20100000
220307T1-10100000

ORDER TYPE ID	ORDER TYPE
G	GENERAL
P	PARTS
S	SUPPLIES
T	TONER
E	EQUIPMENT

INCREMENT	DESCRIPTION
1	First order for order type for day
2	Second order for order type for day
3	Third order for order type for day

LOCATION ID	LOCATION NAME
1	Hilton Head
2	Savannah

USER ID	USER NAME
01	Mike
02	Joseph
03	Lizz
04	Alex

Using this method simplifies our parts receive and distribution process. With it, we know exactly when something was ordered, who it was ordered for, and which customer it is going to.

This is structured for additional ease while sorting by PO Number in the ERP (E-Automate).

If sorted by PO Number, the dates will be in order and then sorted by order type and ordered by increment.

Increment only exists as one user may place multiple toner or equipment orders in a single day. Increase it by one per order type.

You can also query the PO number to filter by order type. For example, if you wanted to pull all toner orders, you would search for PO numbers that contain the letter T.

You could also do this if you wanted to track orders for an individual. For example, to find all of Lizz's orders, one would search for "-102" ("102" without the "-" would bring up Jan 2<sup>nd</sup> for all years).