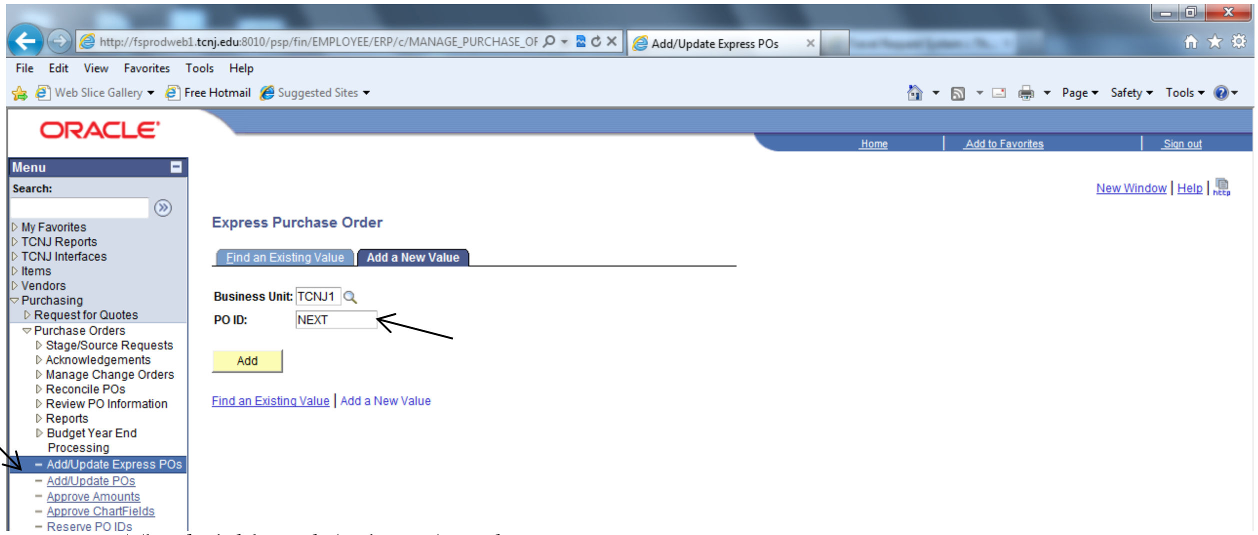
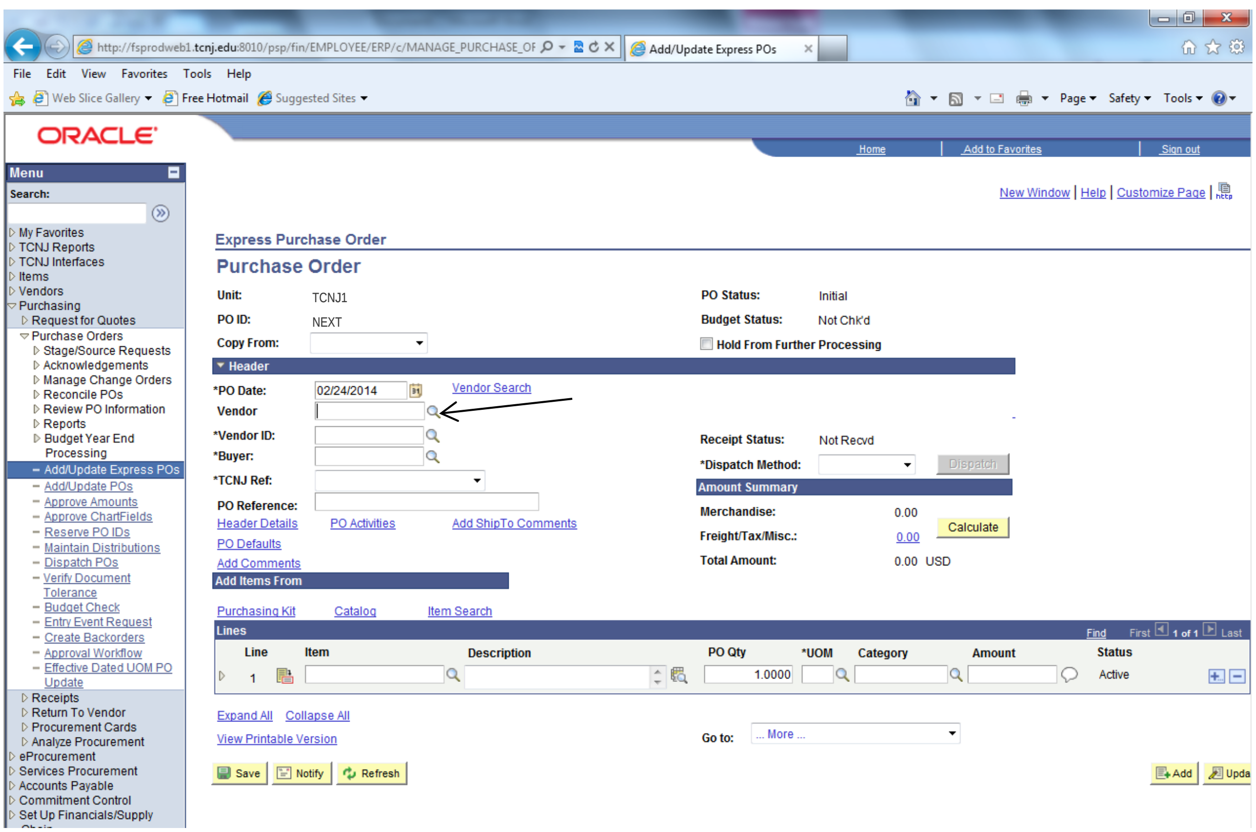
1. Log into MAPS

2. Using the Menu on the Left, choose Purchasing → Purchase Orders → Add/Update Express POs

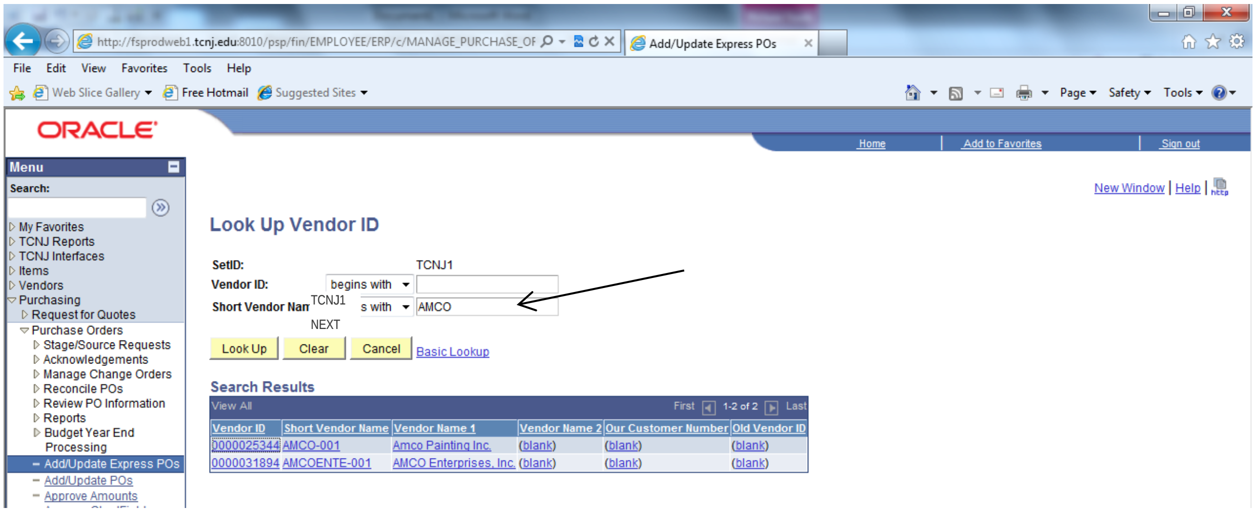


- The dark blue tab is the active tab.

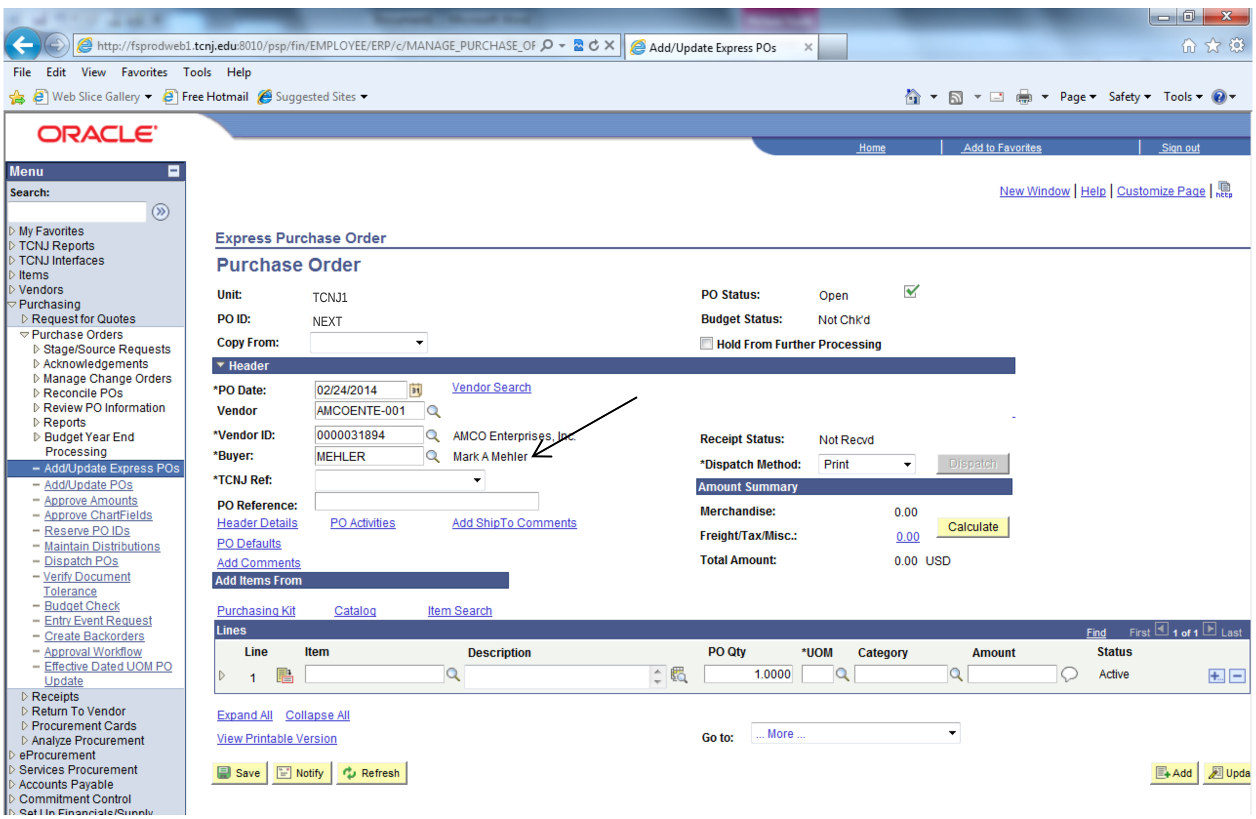
3. MAPS will default to Business Unit: TCNJ1 & PO ID: NEXT. The system will auto-generate a 10 digit PO number.



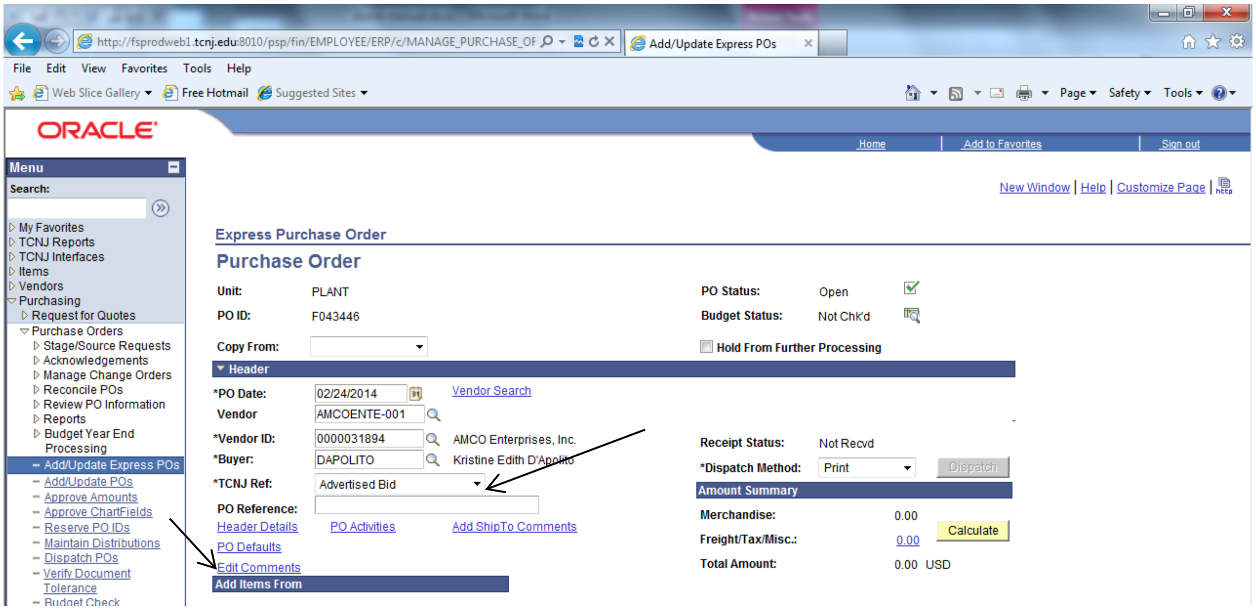
4. Search for the vendor using the magnify glass next to Vendor.



5. Search for the vendor name by entering the first 4 letters of the company name or the last name of an individual in the Short Vendor Name field. Note: If you can not locate the vendor, please contact Purchasing.



The Buyer field should already be populated with MEHLER.

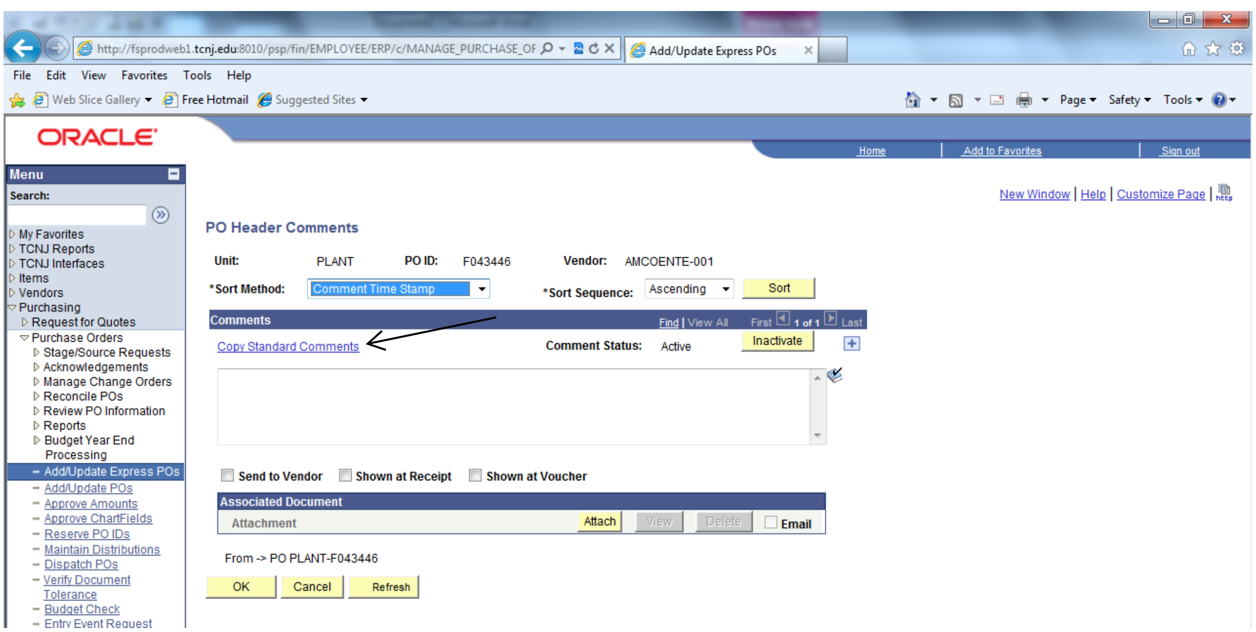


6. Choose a PO justification from the TCNJ Ref dropdown. i.e. Competitive Quotes, Waiver Under Threshold (sole source).

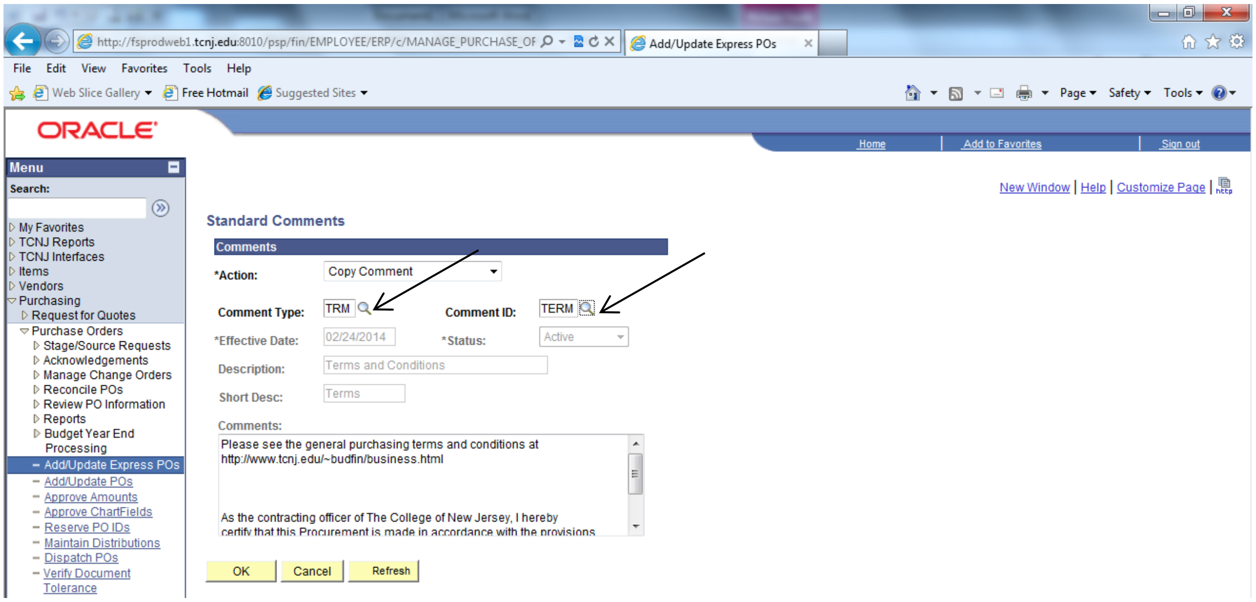
7. Enter a short description of the purchase in PO Reference.

8. Click the Add Comments link to attach any backup material and TCNJ's purchasing Terms & Conditions.

You will now be on this screen.

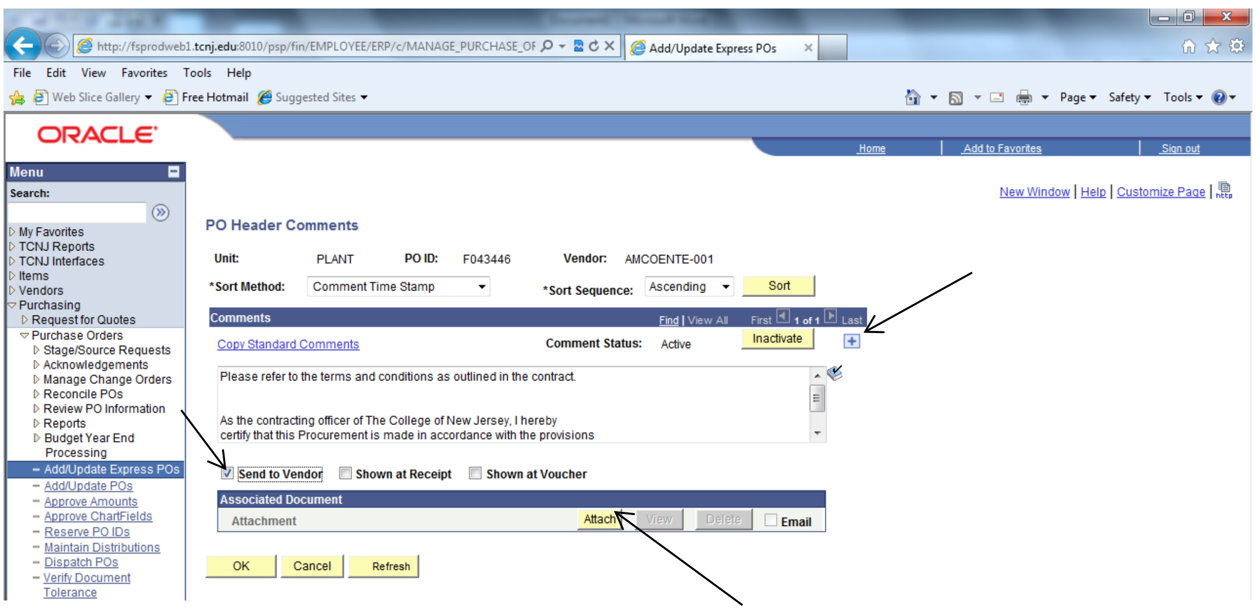


9. Click the Copy Standard Comments link to add the Terms & Conditions.



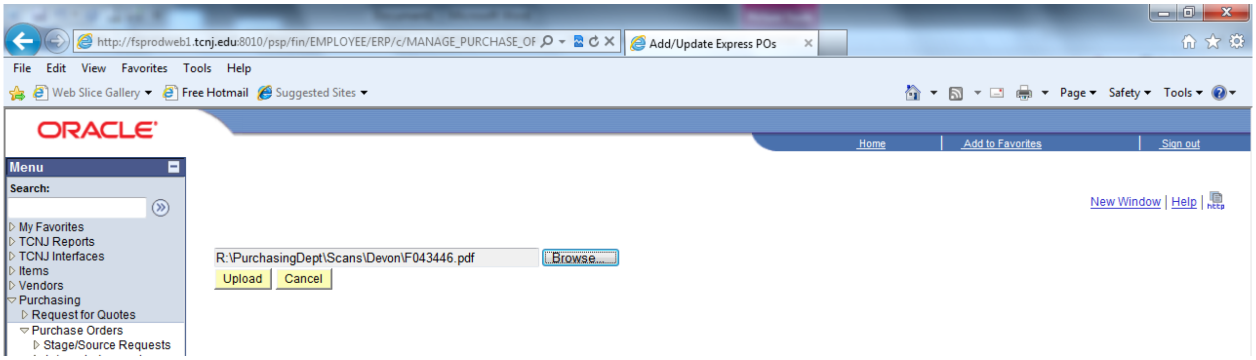
10. Enter **TRM** in the Comment Type field. Enter **TERM** in the Comment ID field.

11. Press OK to return to the Comment Screen.

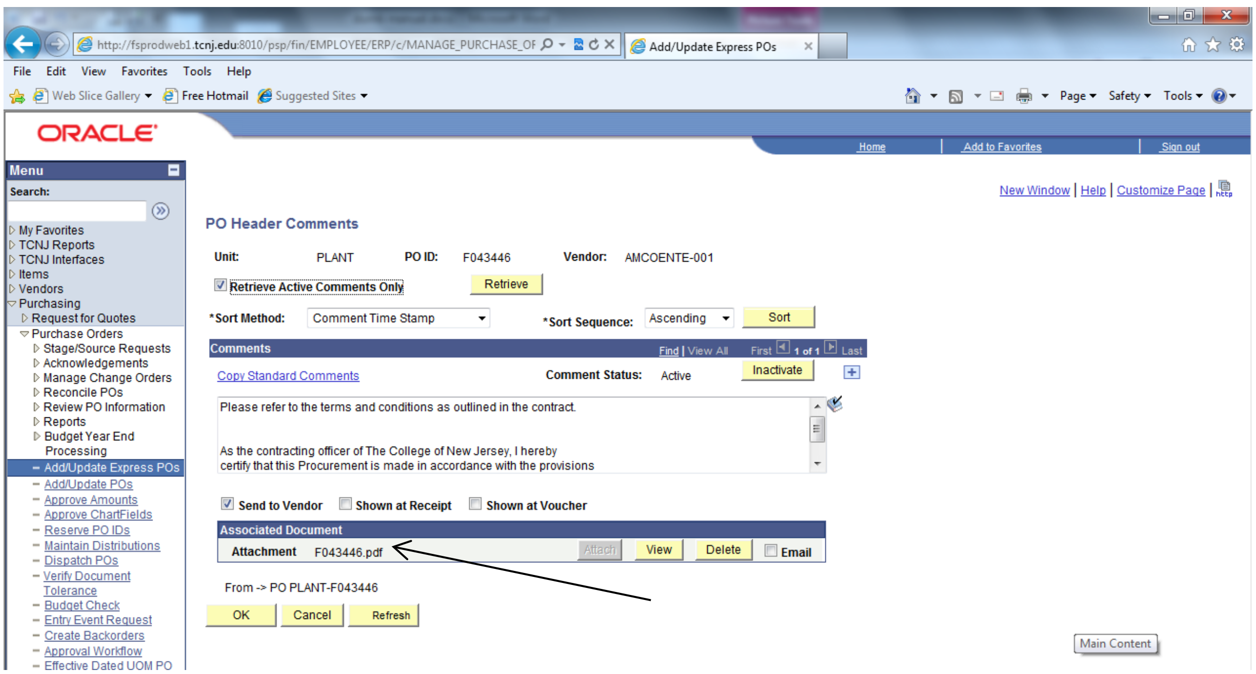


12. Check the Send to Vendor box. This will make sure the Terms print on the PO.

13. Click Attach to attach all pertaining backup.
    If you need to attach multiple files, click the + sign to get another comment screen. One attachment per comment screen.

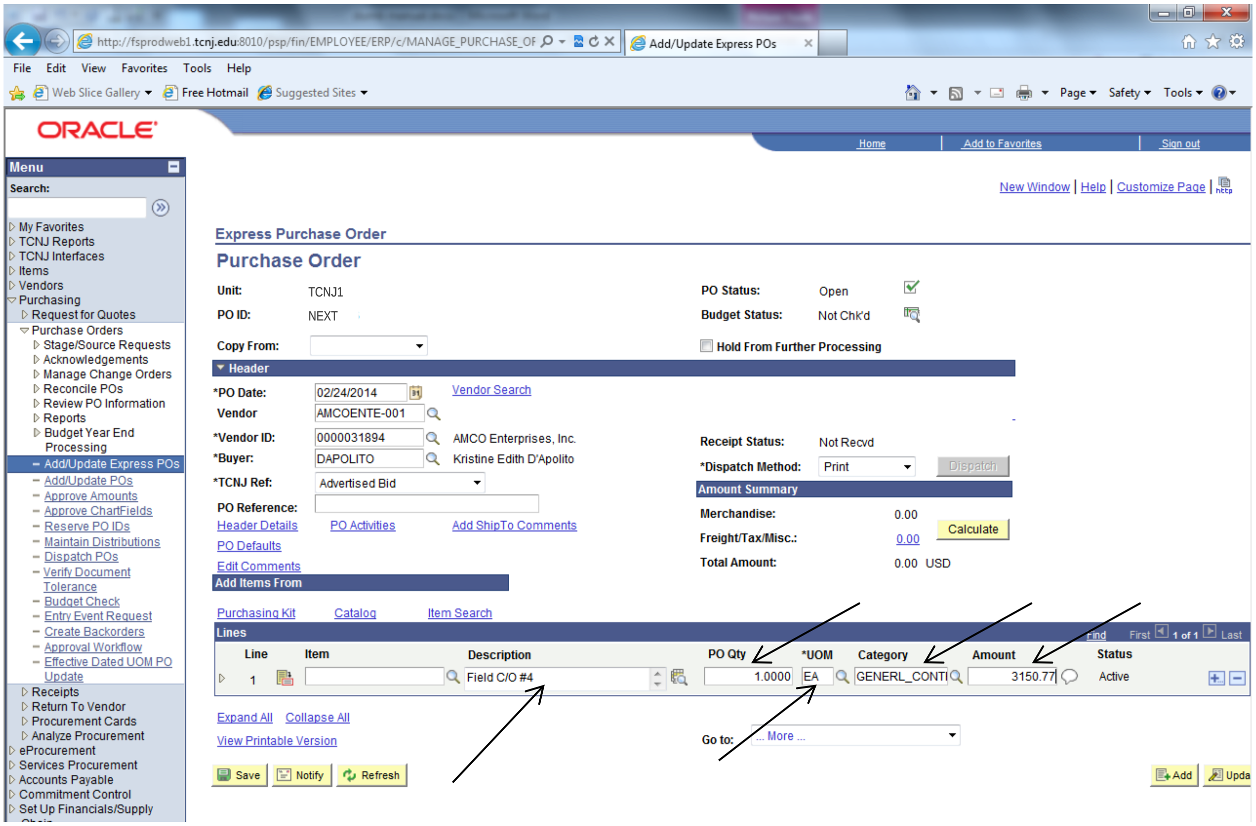


14. Browse for your backup document & click Upload.



Your file will now be listed next to Attachment.

15. Click OK to return to the main PO screen.

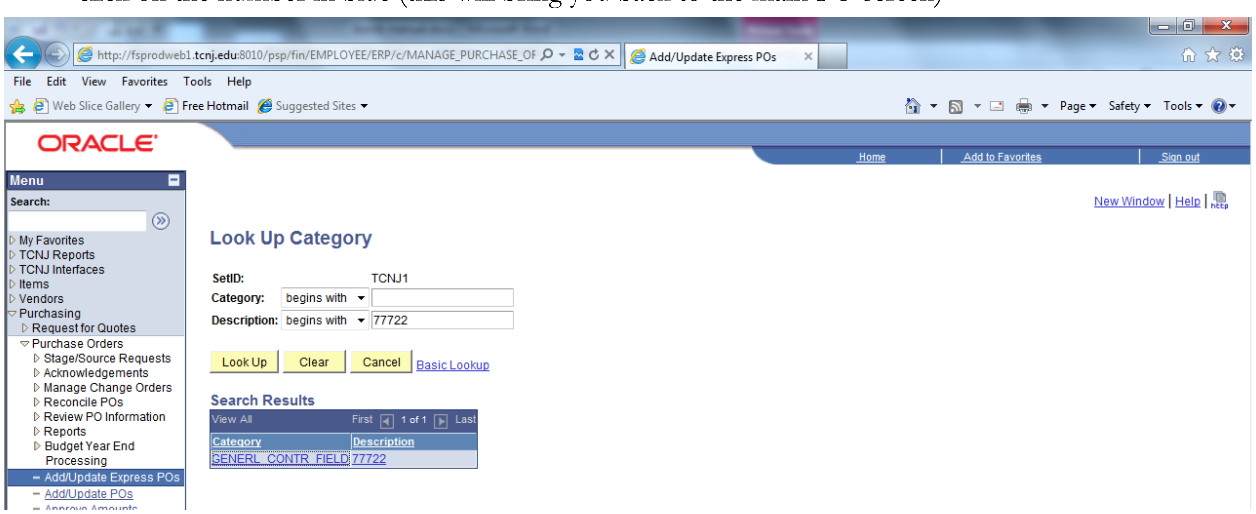


16. Enter a more detailed description of the purchase in the field marked Description. If you are ordering multiples of the same item, the quantity is noted here.

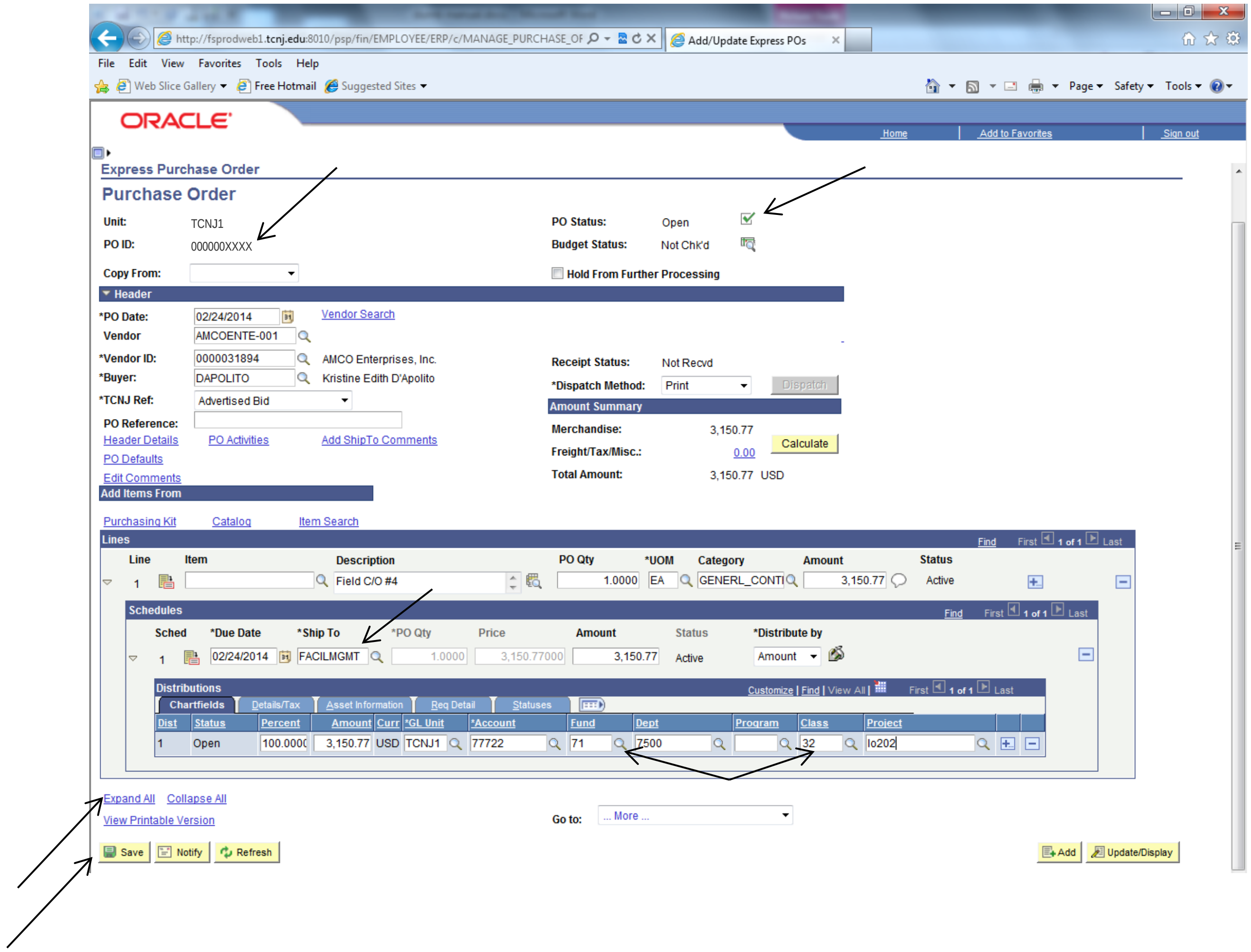
17. PO Qty always = **1**

18. UOM = **EA**

19. Click the magnify glass next to Category to search for the Account number in your Chartfields.
Search for the Account # by entering the 5 digits in the Description field & click Look Up. Then click on the number in blue (this will bring you back to the main PO screen)



20. Enter the full amount of the PO in the Amount field. Do not enter $ or commas.

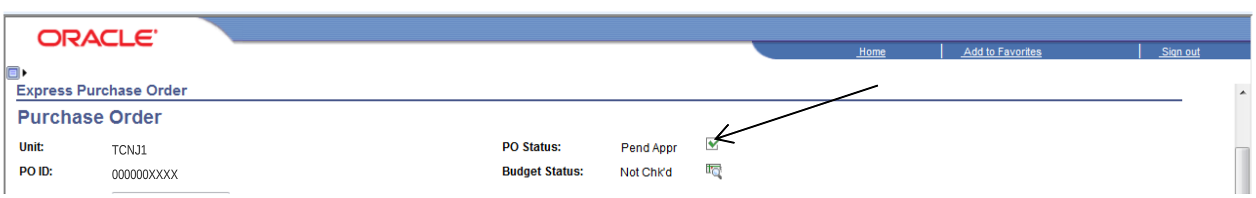


21. Click the Expand All button to view Schedules & Distributions.

22. Your Department name should auto-populate the Ship To field. If it isn't there click the magnify glass & search for it.

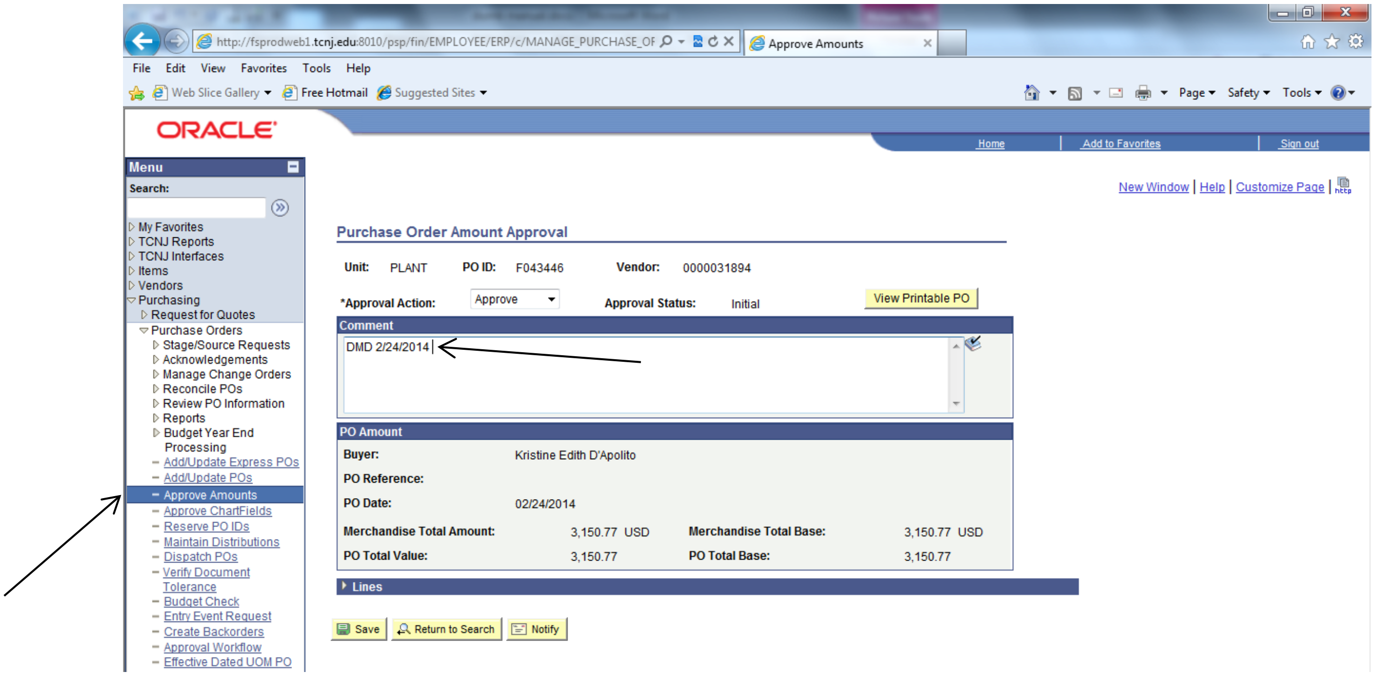
23. Fill in the rest of your Chartfields in the appropriate fields (Fund, Class, Dept, etc.)

24. Press the Save button.
You will now have a PO # next to PO ID at the top left of the screen.



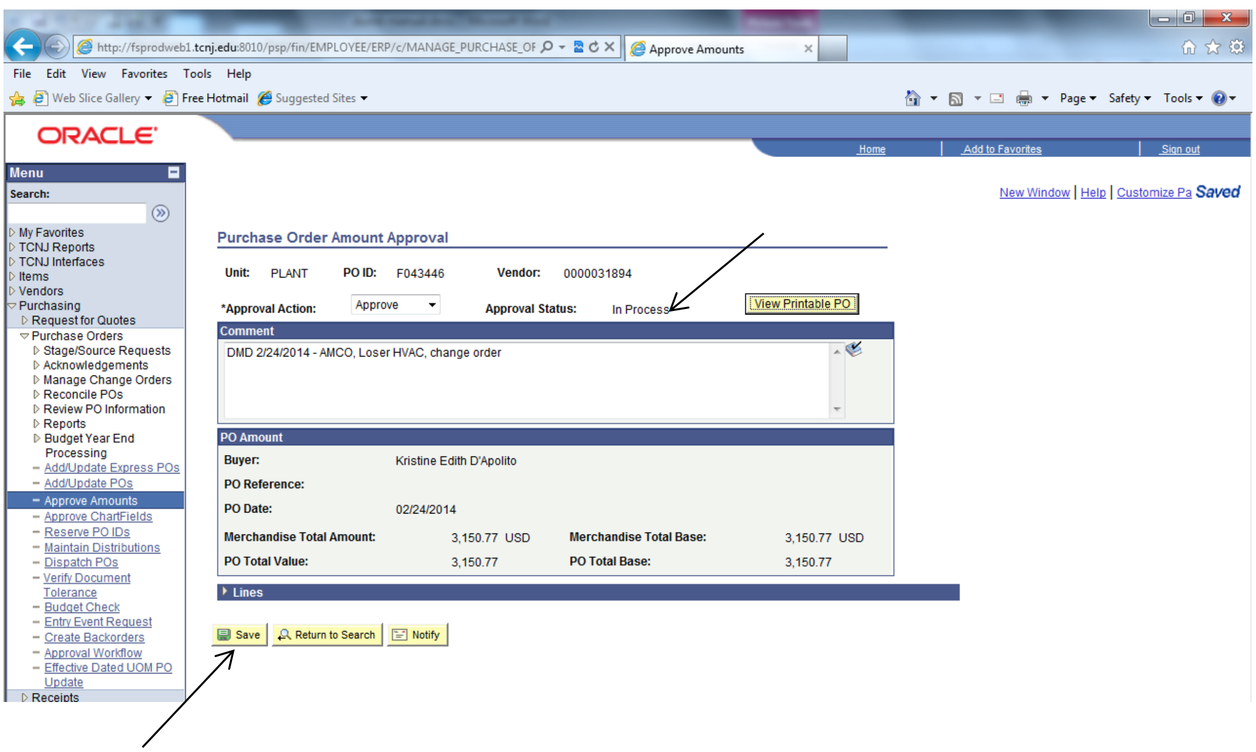
25. Click the **green check** at the top right next to PO Status.
This will change the status from Open to Pend Appr.

26. Press the Save button again.



27. Using the Menu on the Left, click Approve Amounts.

28. Enter your initials & today's date in the comment box.



29. Click Save **1** time.

The approval status will change from Initial to In Process.

This save pushes the PO to the next person for approval.

30. Inform your Supervisor to go into their MAPS Worklist & approve your PO.