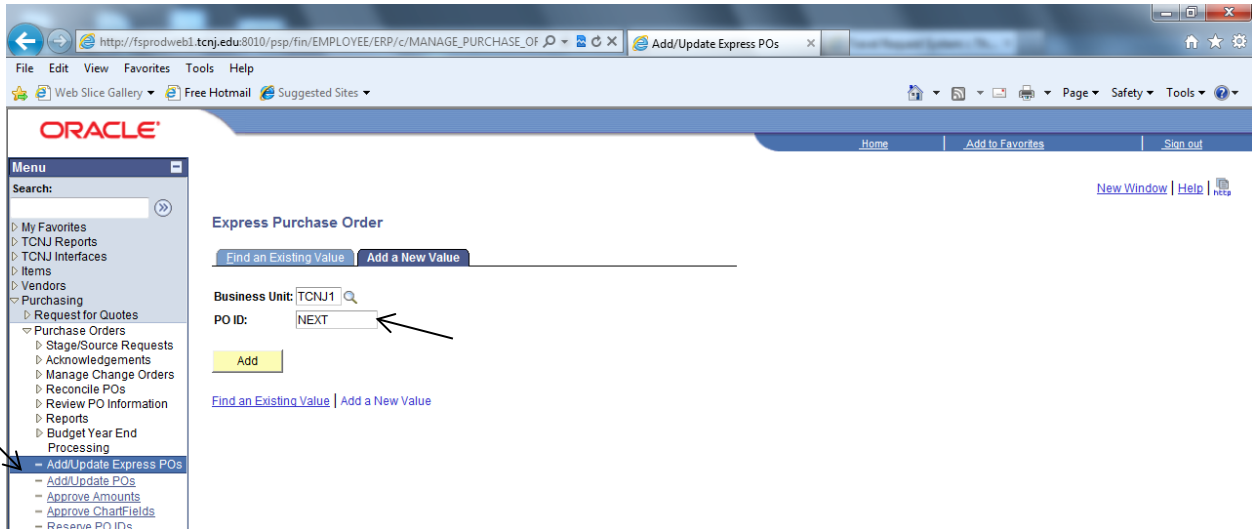


Entering a Purchase Order in MAPS

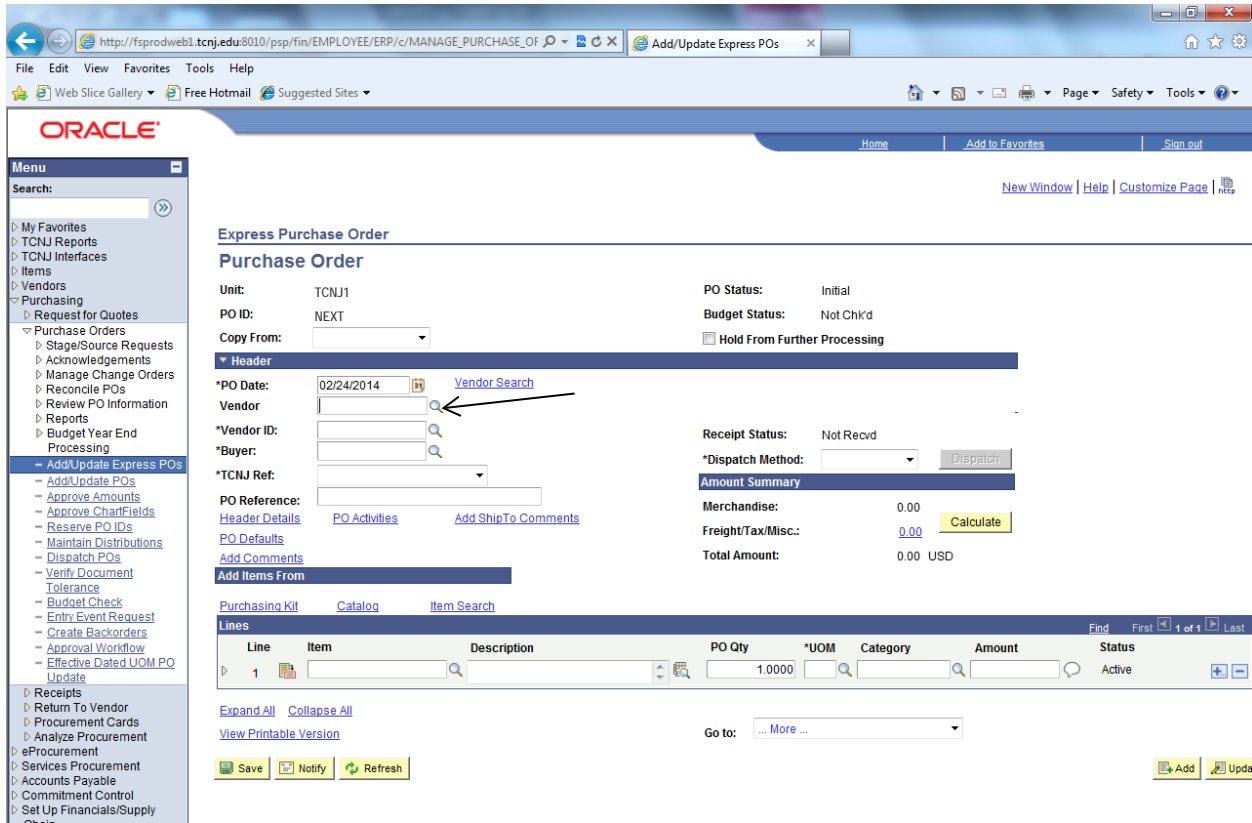
1. Log into MAPS

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 magnifying glass next to Vendor.

Entering a Purchase Order in MAPS

Look Up Vendor ID

SetID: TCNJ1
Vendor ID: begins with []
Short Vendor Name: TCNJ1 s with AMCO [] ←
NEXT

Look Up Clear Cancel Basic Lookup

Search Results

Vendor ID	Short Vendor Name	Vendor Name 1	Vendor Name 2	Our Customer Number	Old Vendor ID
0000025344	AMCO-001	Amco Paintline Inc.	(blank)	(blank)	(blank)
0000031894	AMCOENTE-001	AMCO Enterprises, Inc.	(blank)	(blank)	(blank)

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.

Express Purchase Order

Purchase Order

Unit: TCNJ1
PO ID: NEXT
Copy From: []
PO Status: Open ✓
Budget Status: Not Chk'd
Hold From Further Processing:

Header

*PO Date: 02/24/2014 [] Vendor Search
Vendor: AMCOENTE-001 []
*Vendor ID: 0000031894 [] AMCO Enterprises, Inc.
*Buyer: MEHLER [] Mark A Mehler ←
*TCNJ Ref: []

Receipt Status: Not Recvd
*Dispatch Method: Print [] Dispatch

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 0.00 USD

Lines

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1			1.0000				Active

Go to: More ...

Save Notify Refresh Add Update

The Buyer field should already be populated with MEHLER.

Entering a Purchase Order in MAPS

Express Purchase Order

Purchase Order

Unit: PLANT PO Status: Open
PO ID: F043446 Budget Status: Not Chk'd

Copy From: [Dropdown]

Header

*PO Date: 02/24/2014 Vendor Search
Vendor: AMCOENTE-001
*Vendor ID: 000031894 AMCO Enterprises, Inc.
*Buyer: DAPOLITO Kristine Edith D'Agostino

*TCNJ Ref: Advertised Bid
PO Reference: [Text Field]
PO Activities Add ShipTo Comments

Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 0.00 USD

[Add Comments](#)

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.

PO Header Comments

Unit: PLANT PO ID: F043446 Vendor: AMCOENTE-001

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last
[Copy Standard Comments](#) Comment Status: Active Inactivate +

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment Attach View Delete Email

From -> PO PLANT-F043446

OK Cancel Refresh

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

Entering a Purchase Order in MAPS

Standard Comments

Comments

*Action: Copy Comment

Comment Type: TRM Comment ID: TERM

*Effective Date: 02/24/2014 *Status: Active

Description: Terms and Conditions

Short Desc: Terms

Comments:

Please see the general purchasing terms and conditions at
http://www.tcnj.edu/~budfin/business.html

As the contracting officer of The College of New Jersey, I hereby
certify that this Procurement is made in accordance with the provisions

OK Cancel Refresh

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

11. Press OK to return to the Comment Screen.

PO Header Comments

Unit: PLANT PO ID: F043446 Vendor: AMCOENTE-001

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments

Copy Standard Comments Comment Status: Active Inactivate +

Please refer to the terms and conditions as outlined in the contract.

As the contracting officer of The College of New Jersey, I hereby
certify that this Procurement is made in accordance with the provisions

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment Attach View Delete Email

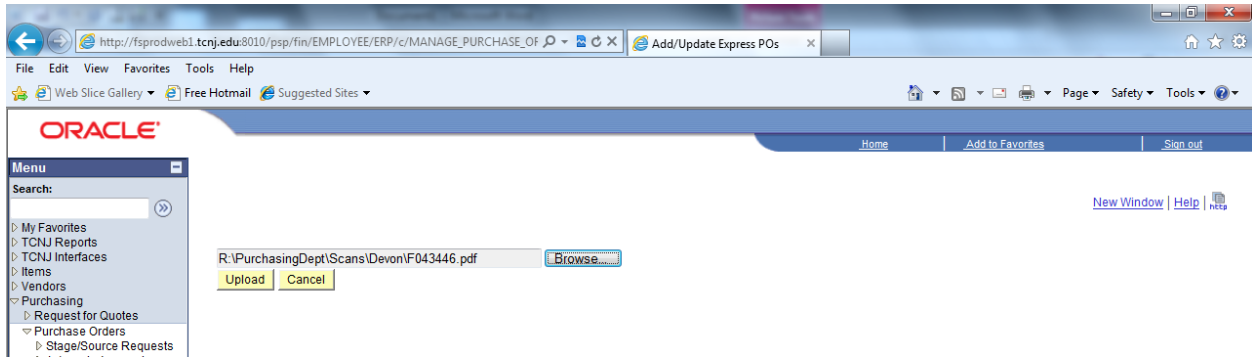
OK Cancel Refresh

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

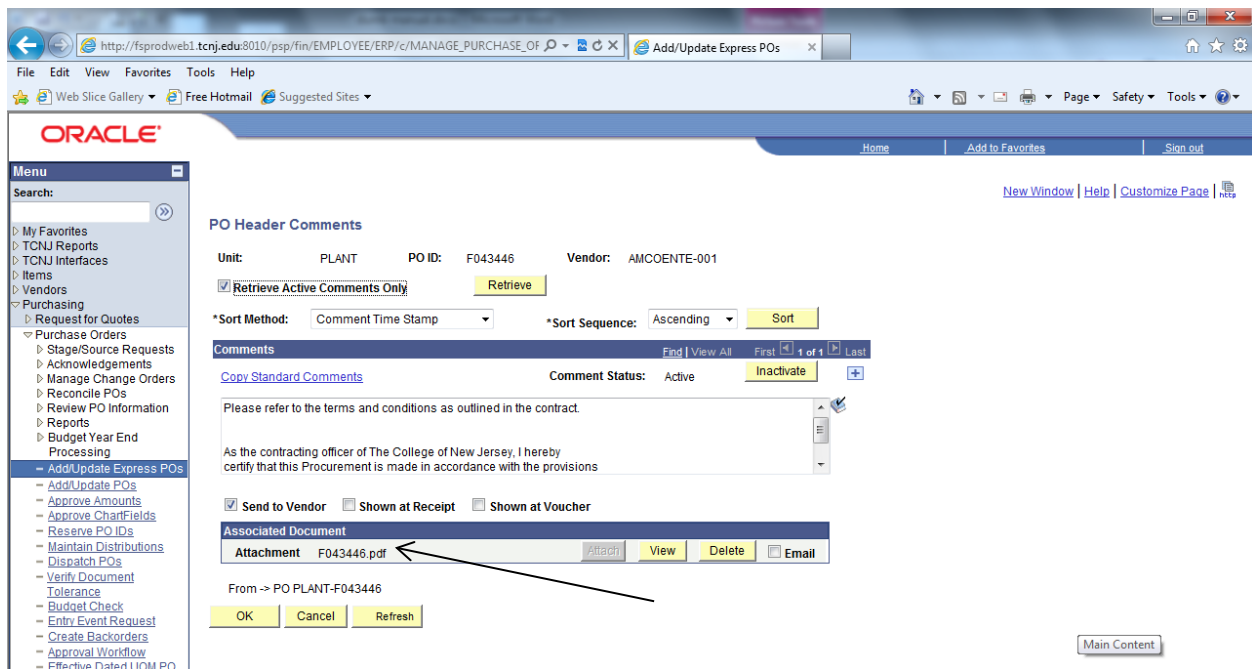
13. Click Attach to attach all pertaining backup.

If you need to attach multiple files, click the + sign to get another comment screen. One attachment per comment screen.

Entering a Purchase Order in MAPS



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.

Entering a Purchase Order in MAPS

Express Purchase Order

Purchase Order

Unit: TCNJ1
 PO ID: NEXT
 PO Status: Open
 Budget Status: Not Chk'd

Copy From: [Dropdown]
 Hold From Further Processing: [Checkbox]

Header

*PO Date: 02/24/2014
 Vendor: AMCOENTE-001
 *Vendor ID: 0000031894 (AMCO Enterprises, Inc.)
 *Buyer: DAPOLITO (Kristine Edith D'Apolito)
 *TCNJ Ref: Advertised Bid

Receipt Status: Not Recvd
 *Dispatch Method: Print

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		Field C/O #4	1.0000	EA	GENERL_CONTI	3150.77	Active

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)

Look Up Category

SetID: TCNJ1
 Category: begins with [Field]
 Description: begins with 77722

Look Up Clear Cancel Basic Lookup

Search Results

Category	Description
GENERAL CONTR FIELD	77722

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

Entering a Purchase Order in MAPS

The screenshot shows the Oracle Express Purchase Order form. At the top, the PO Status is 'Open' with a green checkmark icon. The PO ID is 00000XXXX. The Vendor is AMCOENTE-001. The PO Date is 02/24/2014. The PO Reference is Field C/O #4. The Amount Summary shows a Total Amount of 3,150.77 USD. The Schedules table shows one schedule with a Ship To field set to FACILMGMT. The Distributions table shows one distribution with Fund 71, Dept 7500, and Class 32. The Save button is highlighted with a red arrow.

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.

The screenshot shows the Oracle Express Purchase Order form after saving. The PO Status is now 'Pend Appr' with a green checkmark icon. The PO ID is 00000XXXX. The PO Reference is Field C/O #4. The Amount Summary shows a Total Amount of 3,150.77 USD. The Schedules table shows one schedule with a Ship To field set to FACILMGMT. The Distributions table shows one distribution with Fund 71, Dept 7500, and Class 32. The Save button is highlighted with a red arrow.

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.

Entering a Purchase Order in MAPS

Purchase Order Amount Approval

Unit: PLANT PO ID: F043446 Vendor: 0000031894

*Approval Action: Approve Approval Status: Initial [View Printable PO](#)

Comment
DMD 2/24/2014

PO Amount

Buyer:	Kristine Edith D'Apolito		
PO Reference:			
PO Date:	02/24/2014		
Merchandise Total Amount:	3,150.77 USD	Merchandise Total Base:	3,150.77 USD
PO Total Value:	3,150.77	PO Total Base:	3,150.77

[Save](#) [Return to Search](#) [Notify](#)

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

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

Purchase Order Amount Approval

Unit: PLANT PO ID: F043446 Vendor: 0000031894

*Approval Action: Approve Approval Status: In Process [View Printable PO](#)

Comment
DMD 2/24/2014 - AMCO, Loser HVAC, change order

PO Amount

Buyer:	Kristine Edith D'Apolito		
PO Reference:			
PO Date:	02/24/2014		
Merchandise Total Amount:	3,150.77 USD	Merchandise Total Base:	3,150.77 USD
PO Total Value:	3,150.77	PO Total Base:	3,150.77

[Save](#) [Return to Search](#) [Notify](#)

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.