

**Standard Operating Procedures for:**  
Creating Purchase Order (Company & Location)

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Please contact AgWorks Support for any clarification needed  
at (309) 623-4604, opt. 2 or [support@agworks.net](mailto:support@agworks.net).

**Revisions:**

Date	Author	Description
7/20/2012	Katie Bergthold	Creation of document.

**Summary/Overview:**

The following guide is to assist the user through the creation of Purchase Order. A Purchase Order is product request to Distributor.

**Warning/Notice:**

This document assumes PO Manager is disabled.

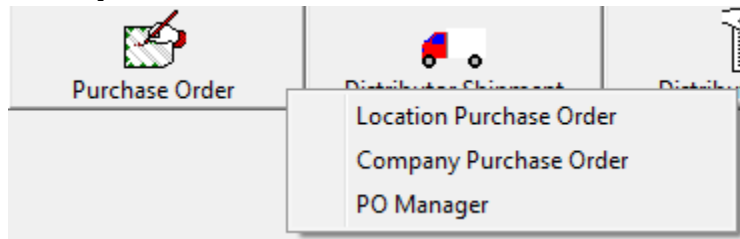
**Definitions:**

- **Company Purchase Order:** also known as Company PO, document created available company-wide when product ordered from a Distributor. Only the home location can create a Company Purchase Order.
- **Location Purchase Order:** also known as Location PO document created available to specified location when product ordered from a Distributor.

**Procedures:**

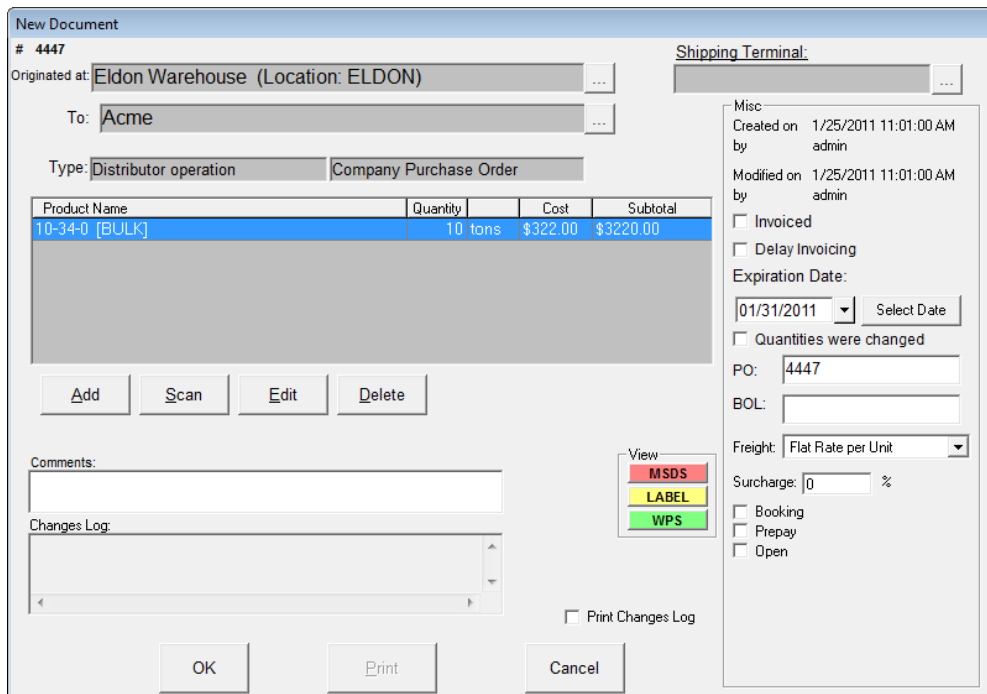
1. Within Delivery Doc create a Purchase Order, in example created Company Purchase Order (there are two ways to choose the Purchase Order option)

- Select quick button Purchase Order



- OR
- Navigate to Sales/Deliveries> Add New to select Distributor operation then select desired type of Purchase Order.

2. A Company Purchase Order is a Purchase Order that can *only* be created by the HOME location, and will be available to all locations.



Product Name	Quantity	Cost	Subtotal
10-34-0 [BULK]	10 tons	\$322.00	\$3220.00

- i. Select a Distributor
- ii. Select a Product
- iii. Enter the Quantity, Base Cost, Freight, and other necessary details.
- iv. Enter the Expiration Date

3. Select OK to close and complete this task.