



Miami-Dade County

Create a PO for an Emergency/Hurricane Job Aid

Version 1.0

TABLE OF CONTENTS

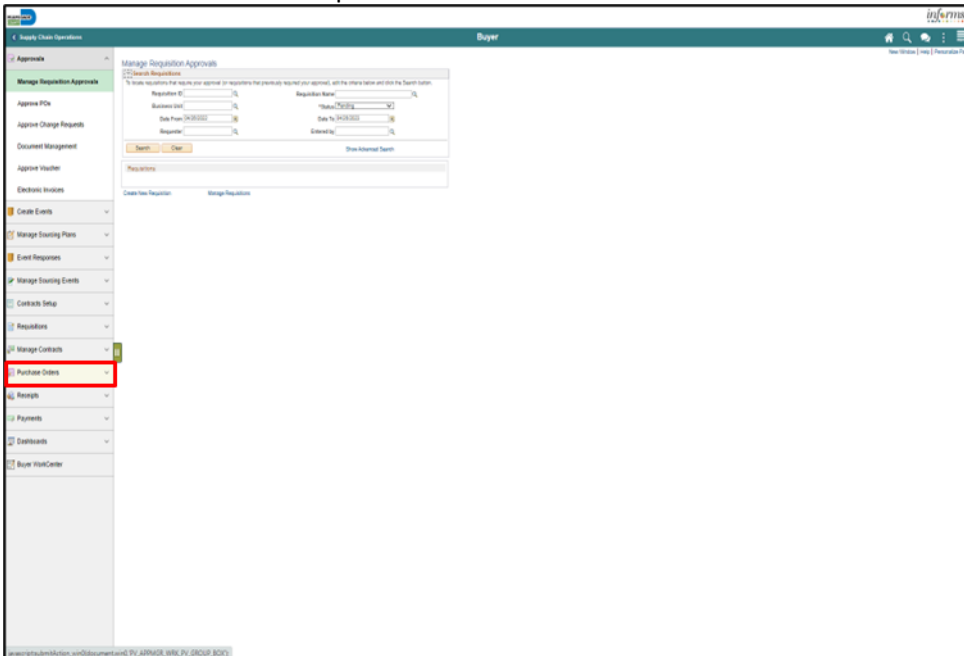
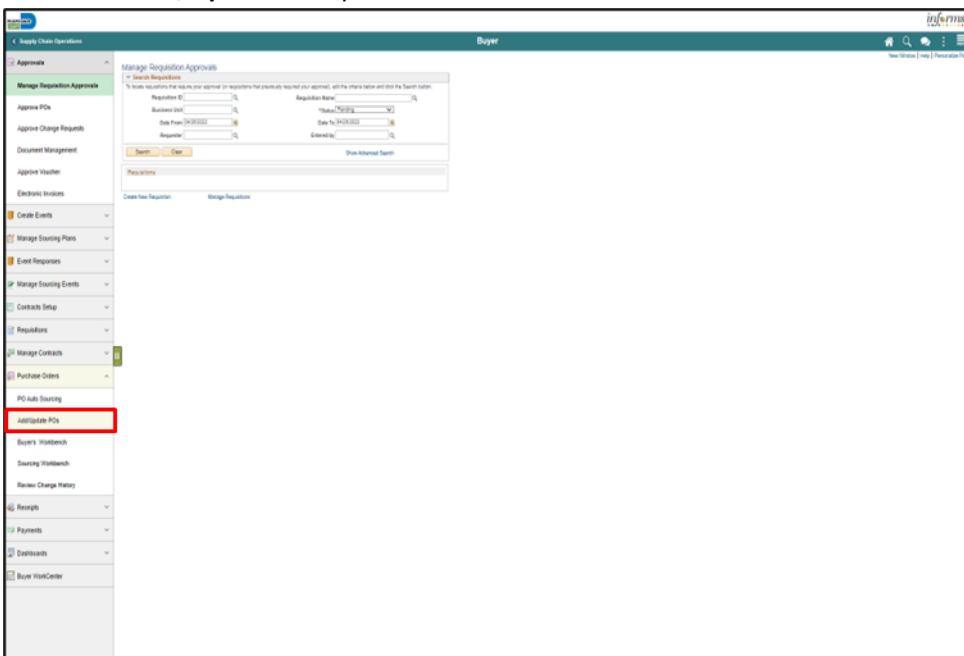
TABLE OF CONTENTS	2
PURPOSE	2
<i>Purpose</i>	<i>2</i>
CREATE A PO FOR AN EMERGENCY/HURRICANE	3

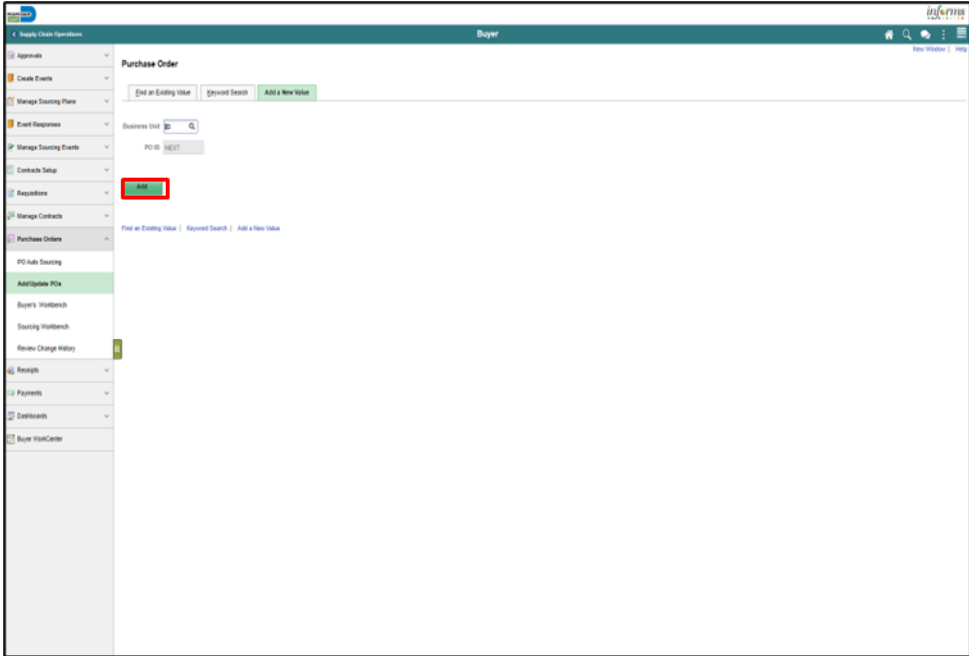
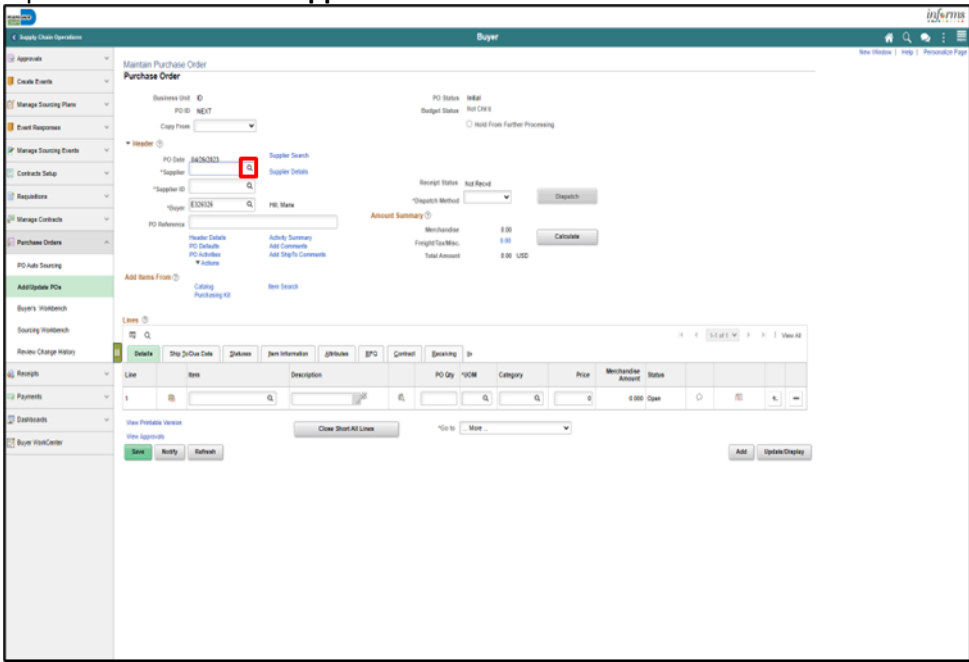
PURPOSE

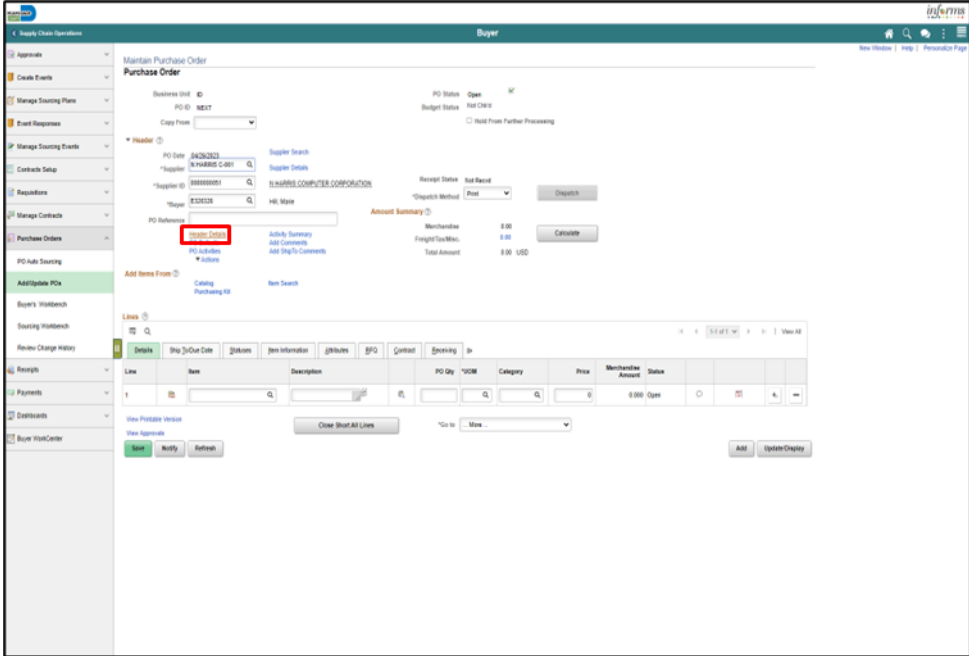
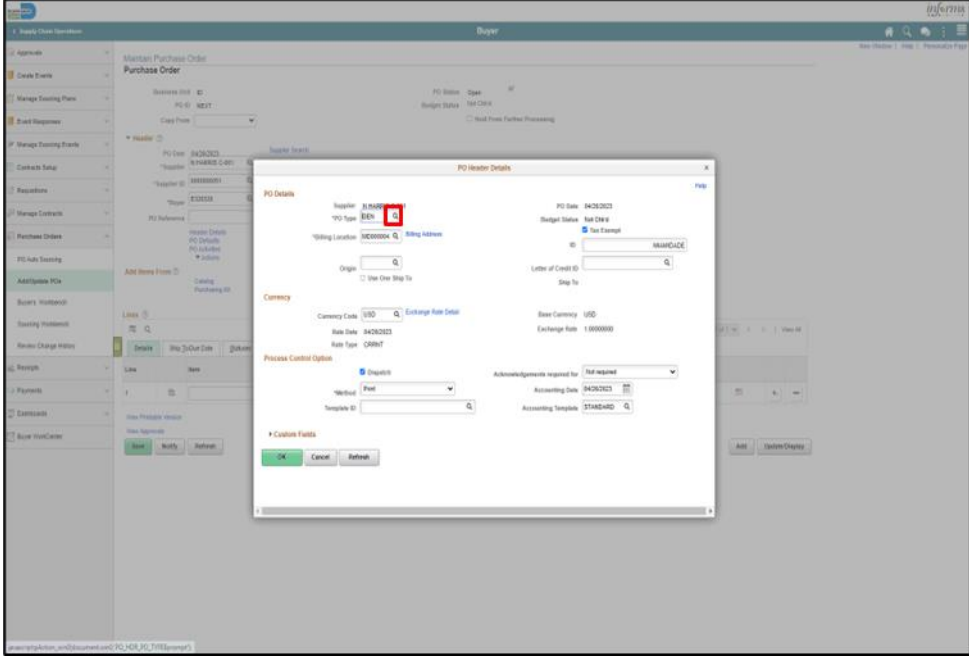
Purpose

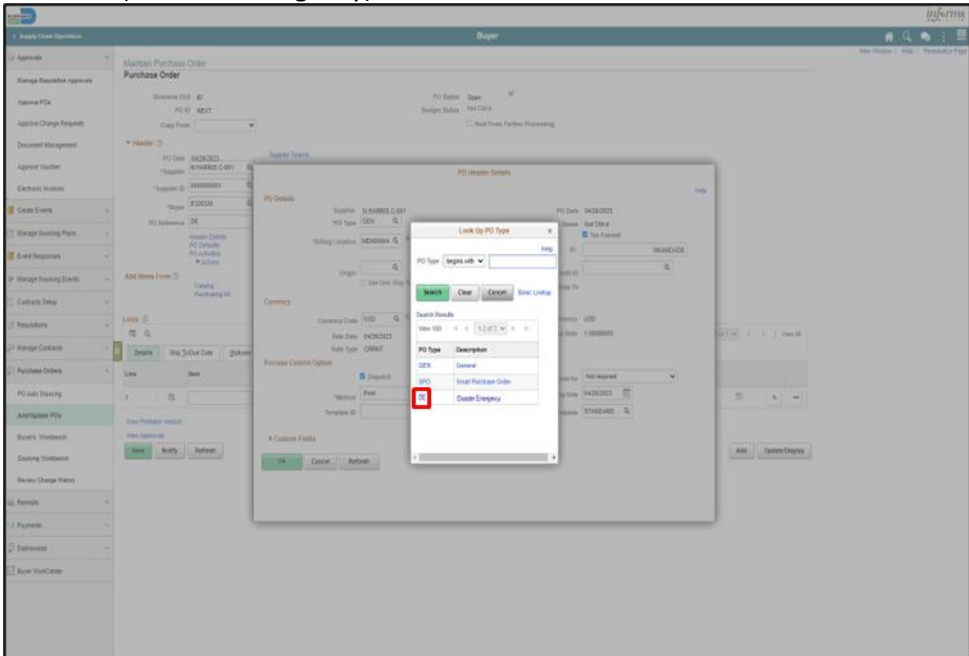
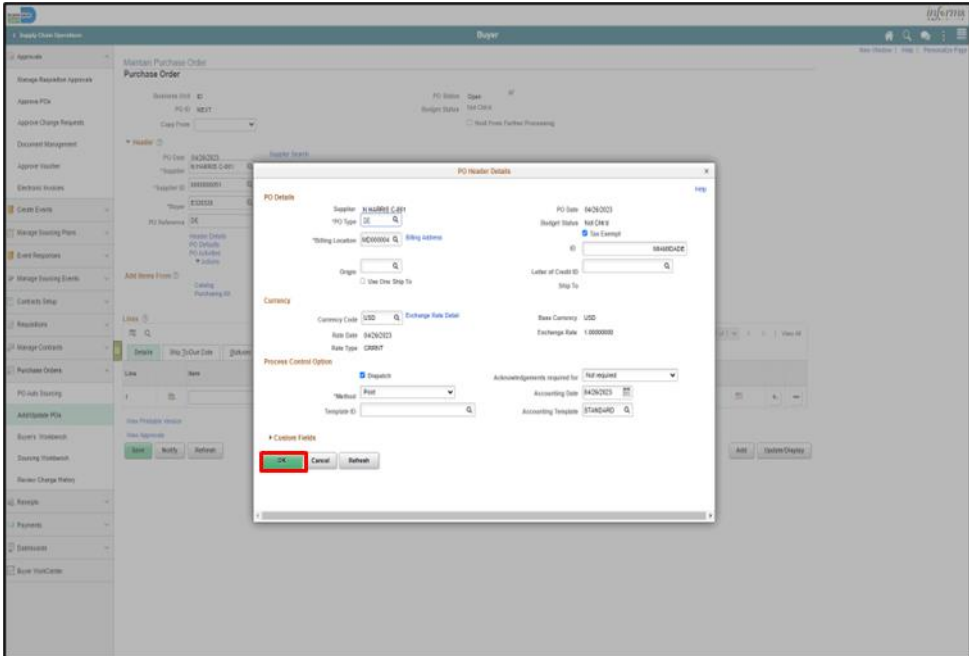
This document explains the key activities involved in creating a PO for emergency/hurricane purposes. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

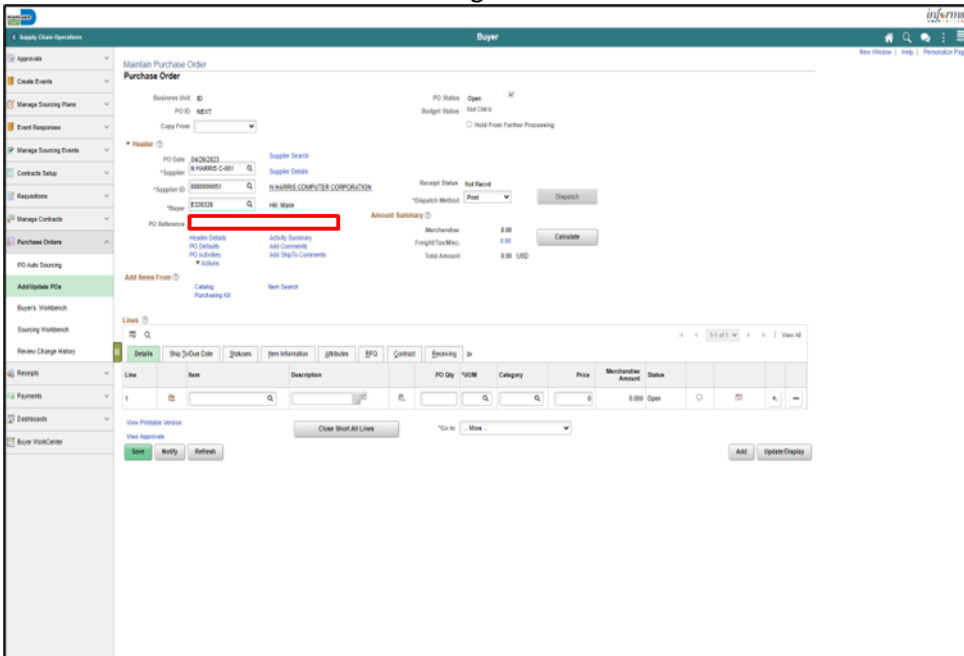
CREATE A PO FOR AN EMERGENCY/HURRICANE

Step	Action
1.	Navigate to Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer
2.	<p>Select the Purchase Orders pane.</p>  <p>The screenshot shows the Informa Buyer interface. On the left is a navigation pane with various options. The 'Purchase Orders' option is highlighted with a red rectangle. The main area displays the 'Manage Requisition Approvals' section with search filters and a list of requisitions.</p>
3.	<p>Select the Add/Update POs pane.</p>  <p>The screenshot shows the Informa Buyer interface. On the left is a navigation pane. The 'Add/Update POs' option is highlighted with a red rectangle. The main area displays the 'Manage Requisition Approvals' section with search filters and a list of requisitions.</p>

Step	Action
4.	<p>Select the Add button.</p> 
5.	<p>Input or search for the Supplier.</p> 

Step	Action
6.	<p>Select the Header Details link.</p> 
7.	<p>Search for the PO Type.</p> 

Step	Action
8.	<p>Select DE (Disaster Emergency).</p>  <p>The screenshot shows the 'Buyer' interface with a 'Purchase Order' form. A 'PO Header Details' dialog box is open, displaying various fields. The 'PO Type' is set to 'DE' (Disaster Emergency). The 'PO Number' is '84262023'. The 'PO Date' is '04/26/2023'. The 'PO Status' is 'Not DMV'. The 'PO Type' dropdown is highlighted with a red box, and the 'DE' option is selected.</p>
9.	<p>Select the OK button.</p>  <p>The screenshot shows the same 'Buyer' interface with the 'Purchase Order' form. The 'PO Header Details' dialog box is still open. The 'OK' button at the bottom left of the dialog box is highlighted with a red box.</p>

Step	Action
10.	<p>In the PO Reference field enter the assigned EPO number.</p>  <p>The screenshot shows the 'Maintain Purchase Order' form in the INFORMS Buyer interface. The 'PO Reference' field is highlighted with a red box. The form includes fields for Business Unit, PO ID, PO Date, Supplier, PO Number, and an Amount Summary table. The Amount Summary table shows Merchandise, Freight, and Total Amount.</p>
The remaining steps are that of a regular PO. Click here for the training guide for additional details.	