# 3. PO Vendor

**This Chapter**   The options available from the Purchase Order Menu are covered in this chapter.

## 3.1 How To Work With PO Vendors

The following shows you how to get to the Work With Members display.

**Getting There**

**Signing On**   Sign on, and you will see the User Application Menu, as shown in Figure 1.

**Figure 1**

**User → Application Menu**

```
ZZMENUR    DISPLAY                                          1/02/98 08:00:00
                            User Application Menu
User Id YOU
Your Name
Type options, press Enter.
1=Select Menu Option  2=Change Current Application Company

? Application Description                    Company.
  AP         Accounts Payable                YOURCO
  AR         Accounts Receivable             YOURCO
  CM         Contact management              YOURCO
  GL         General Ledger                  YOURCO
  IC         Inventory Control               YOURCO
  IT         Incident (project) Tracking     OTHERCO
  OE         Order Entry                     YOURCO
  PO         Purchase Orders                 YOURCO
  UU         Union Information System        OTHERCO
  ZZ         Run Time                        YOURCO

F3=Exit
```

**The Applications**   Here is a display of the applications you have been given to work with.
- In this display, YOURCO is short for Your Company, and OTHERCO is short for Other Company.
- The Other Company would be one that your company owns or is affiliated with.
- In Figure 1, option number 1 lets you select an application.

**Selecting An Application**

We are going to work with the Purchase Order application. Tab across then down to PO, key in a *1*, as shown in Figure 2, and press **Enter**.

- If you tab too far by mistake, use the ↑ to take you back up.

**Figure 2**

```
ZZMENUR    DISPLAY            .............................................
                             :            Run Application Menu           :
User Id YOU                  : YOURCO      Your Company                   :
Your Name                    : PO          Purchase Order                 :
Type options, press Enter.   : Select Menu options using '1'             :
1=Select Menu Option  2=Chang : ?   Menu Description                     :
                             : _   Work with PO Vendor                   :
?      Application           : _   Work with Purchase Orders             :
_ AP   Accounts Payable      : _   Work With PO Item Master              :
_ AR   Accounts Receivable   : _   PO Setup                              :
_ CM   Contact Management    : _   Common Menu Functions                 :
_ GL   General Ledger        :                                           :
_ IC   Inventory Control     :                                           :
_ IT   Incident (project) Trac :                                         :
_ OE   Order Entry           :                                           :
1 PO   Purchase Orders       :                                           :
_ UU   Union Information Syste :                                         :
1 → _ ZZ   Run Time          :                                           :
                             :                                           :
                             : F3=Exit   F17=Change Current Company      :
                             :                                           :
                             :                                           :
F3=Exit                      :...........................................:
```

*Here's the new panel*

**General Ledger**

A panel appears on the right, partially covering the previous display.

Although you are now working with one of the applications, you can still see your user ID and your choice of options on the left.

- This information is useful for troubleshooting.

**Selected**

Tab down and key in a *1* beside Work With PO Vendor, as shown in Figure 3.

**Figure 3**

```
ZZMENUR    DISPLAY            .............................................
                             :            Run Application Menu           :
User Id YOU                  : YOURCO      Your Company                   :
Your Name                    : PO          Purchase Order                 :
Type options, press Enter.   : Select Menu options using '1'             :
1=Select Menu Option  2=Chang : ?   Menu Description                     :
                             : 1   Work with PO Vendor                   :
1 → ?      Application       : _   Work with Purchase Orders             :
_ AP   Accounts Payable      : _   Work With PO Item Master              :
_ AR   Accounts Receivable   : _   PO Setup                              :
_ CM   Contact Management    : _   Common Menu Functions                 :
_ GL   General Ledger        :                                           :
_ IC   Inventory Control     :                                           :
_ IT   Incident (project) Trac :                                         :
_ OE   Order Entry           :                                           :
1 PO   Purchase Orders       :                                           :
_ UU   Union Information Syste :                                         :
_ ZZ   Run Time              :                                           :
                             :                                           :
                             : F3=Exit   F17=Change Current Company      :
                             :                                           :
                             :                                           :
F3=Exit                      :...........................................:
```

*You're working with this panel*

KDI

**PO Vendor**  Press **Enter**, and your display will look like Figure 4.

**Figure 4**

```
 POYRDFR    DISPLAY                                         1/02/98 08:00:00
                                  Work with PO Vendor
   Vendor  Vendor Name                       Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor  Vendor Name                     Phone Number Terms Vendor     Notes
   Number                                               Code  Preference
       21 A & M NON-FERROUS METALS LTD.  555-5511     N30    A
       31 ATLAS ALLOYS                   555-5512     N30    A
      387 WESTBURNE SUPPLY (B.C.)        555-5513     N30




 F3=Exit    F6=Add    F21=Print List
```

Work With → 
PO Vendor

*Search Fields* →

*Options* →

*Function Keys* →

**Work With PO Vendor**

The Work with PO Vendor display fills up your entire screen.

**Search Fields**

At the top, there are fields to help you find Vendors quickly.

**The Options**

The Options are explained throughout this chapter.

**Vendors List**

In the lower half, there is a selection of Vendors sorted in Address Number order.

**Function Keys**

Along the bottom, there is a list of the Function keys and what they do.

**Start Here**

Most of the sections in this chapter begin at the Work With PO Vendors display. Think of this display as Start Here for all of the functions available to you in this part of the Purchase Order module.

* Knowing this starting point, will be useful to you in the future, if you ever need to look back at this book to refresh your skills.

## 3.2 How To Add PO Vendors

Figure 1 shows the Work with PO Vendor display.

**Start Here**

**Figure 1**

**Work with →**
**PO Vendor**

```
 POYRDFR   DISPLAY                                         1/02/98  08:00:00
                               Work with PO Vendor
   Vendor   Vendor Name                     Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                     Phone Number Terms Vendor     Notes
   Number                                                 Code  Preference
        21 A & M NON-FERROUS METALS LTD.   555-5511   N30   A
        31 ATLAS ALLOYS                    555-5512   N30   A
       387 WESTBURNE SUPPLY (B.C.)         555-5513   N30







 F3=Exit   F6=Add   F21=Print List
```

**F6 =** *Add* →

**The Task**

We are going to add a new purchase order vendor to the PO Vendor list.
- In Figure 1, **F6** lets you add PO Vendors.

**Adding**

Press **F6**, and your display will look like Figure 2.

**Figure 2**

**Select →**
**Address**
*Search Fields →*

```
 POYRDF .............................................................. 0:00
        :                        Select Address                       :
   Vend :    Address   Name                        Phone Number        :
        :    Number                                                    :
        :    _____  _____  _____        :
 Type o :                                                              :
 2=Chan :  Type options, press Enter.                                  :
 ? Vend :  1=Select   5=Display   9=Notes                              : es
   Numb :  ?  Number    Name                        Phone Number       :
        :  _  0000411  "A" MISCELLANEOUS            .                  :
        :  _  0000413  "C" MISCELLANEOUS            .                  :
        :  _  0000414  "D" MISCELLANEOUS            .                  :
        :  _  0000415  "E" MISCELLANEOUS            .                  :
        :  _  0000417  "G" MISCELLANEOUS            .                  :
        :  _  0000418  "H" MISCELLANEOUS            .                  :
        :  _  0000419  "I" MISCELLANEOUS            .                  :
        :  _  0000420  "J" MISCELLANEOUS            .              + :
        :                                                              :
        :  F3=Exit   F6=Add                                            :
        :                                                              :
*Function Keys →*                                                      :
        :..............................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Your Choices**

Figure 2 shows the Select Address panel.
This is a link to the Contact Management module.
- **F6** lets you add new Addresses.
- We will use the search fields to find an existing Address.

**Searching**  Key *AB* in to the Name search field, as shown in Figure 3.

**Figure 3**

```
 POYRDF ......................................................................... 0:00
        :                        Select Address                          :
  Vend  :     Address  Name                           Phone Number        :
        :     Number                                                      :
        :     _____ AB_____  _____        :
 Type o :                                                                 :
 2=Chan :  Type options, press Enter.                                     :
 ? Vend :  1=Select   5=Display   9=Notes                               : es
  Numb  :  ?  Number   Name                           Phone Number        :
        :  _  0000411  "A" MISCELLANEOUS              .                   :
        :  _  0000413  "C" MISCELLANEOUS              .                   :
        :  _  0000414  "D" MISCELLANEOUS              .                   :
        :  _  0000415  "E" MISCELLANEOUS              .                   :
        :  _  0000417  "G" MISCELLANEOUS              .                   :
        :  _  0000418  "H" MISCELLANEOUS              .                   :
        :  _  0000419  "I" MISCELLANEOUS              .                   :
        :  _  0000420  "J" MISCELLANEOUS              .              + :
        :                                                                 :
        :  F3=Exit   F6=Add                                               :
        :                                                                 :
        :                                                                 :
        :.................................................................:
  F3=Exit   F6=Add    F21=Print List
```

*AB →*

*You're working with this panel*

**Found**  Press **Enter**, and your display will look like Figure 4.

**Figure 4**

```
 POYRDFR    .....................................................................
        :                        Select Address                          :
  Vendor :     Address  Name                           Phone Number       :
        :     Number                                                      :
        :     _____ AB_____  _____        :
 Type optio :                                                             :
 2=Change  :  Type options, press Enter.                                  :
 ? Vendor  :  1=Select   5=Display   9=Notes                              :
  Number   :  ?  Number   Name                           Phone Number     :
     21   :  _  0003371  ABC MARITIME AG               412-555-5551       :
     31   :  _  0000457  ABERDEEN DYNAMICS             412-555-5552       :
    387   :  _  0002500  ABIMAR                        *                  :
        :  _  0000023  ABS AMERICAS                  412-555-5553       :
        :  _  0000004  ACCURATE RUBBER PRODUCTS LTD. 412-555-5554       :
        :  _  0000458  ACF GREW INC.                 412-555-5555       :
        :  _  0000005  ACKLANDS-GRAINGER INC         412-555-5556       :
        :  _  0002074  ACTIVATION                    412 555-5557   + :
        :                                                                 :
        :  F3=Exit   F6=Add                                               :
        :                                                                 :
        :                                                                 :
        :.................................................................:
  F3=Exit   F6=Add    F21=Print List
```

*Found →*

*You're working with this panel*

**Your Choices**  Figure 4 shows the Select Address panel displaying the search item.
- We will now turn this Address into a PO Vendor.

**Selecting**    Tab down to ABS Americas, and key a *1*, as shown in Figure 5.

**Figure 5**

```
POYRDFR   .........................................................................
          :                          Select Address                              :
  Vendor  :     Address  Name                                Phone Number         :
          :     Number                                                            :
          :     _____ AB_____  _____              :
Type optio :                                                                      :
2=Change  :   Type options, press Enter.                                          :
? Vendor  :   1=Select   5=Display   9=Notes                                      :
  Number  :   ?  Number    Name                               Phone Number        :
      21  :   _  0003371   ABC MARITIME AG                     412-555-5551     :  :
      31  :   _  0000457   ABERDEEN DYNAMICS                   412-555-5552        :
     387  :   _  0002500   ABIMAR                              *                   :
          :   1  0000023   ABS AMERICAS                        412-555-5553        :
          :   _  0000004   ACCURATE RUBBER PRODUCTS LTD.       412-555-5554        :
          :   _  0000458   ACF GREW INC.                       412-555-5555        :
          :   _  0000005   ACKLANDS-GRAINGER INC               412-555-5556        :
          :   _  0002074   ACTIVATION                          412-555-5557   +  :
          :                                                                       :
          :   F3=Exit   F6=Add                                                    :
          :                                                                       :
          :                                                                       :
          :.......................................................................:
 F3=Exit   F6=Add   F21=Print List
```

1 →

*You're working with this panel*

**Selected**    Press **Enter**, and your display will look like Figure 6.

**Figure 6**

Add PO Vendor →

Quality →
Contact

F4=*Prompt* →

```
POYRDF .................................................................. 00:00
       ......................................................................
       :                          Add PO Vendor                            :
       :                                                                    :
       : Address Number .  _____23                                        :
   T :                            Phone Number                              :
   2 : AP Vendor Number   _____23                                         :
   ? :                                                                      :
       : Quality Contact   ___                                             :
       : Sales Contact  .  ___                                             :
       :                                                                    :
       : Shipping Code  .  _____                                          :
       : Shipping Notes .  _____        :
       :                                                                    :
       : Terms Code . . .  N30_                                            :
       : MSDS Required ?   _                                              :
       : Vendor Preference _____                                         :
       :                                                                    :
       : F3=Exit   F4=Prompt                                               :
       :                                                                    :
       :                                                                    :
       :....................................................................:
 F3=Exit   F6=Add   F21=Print List
```

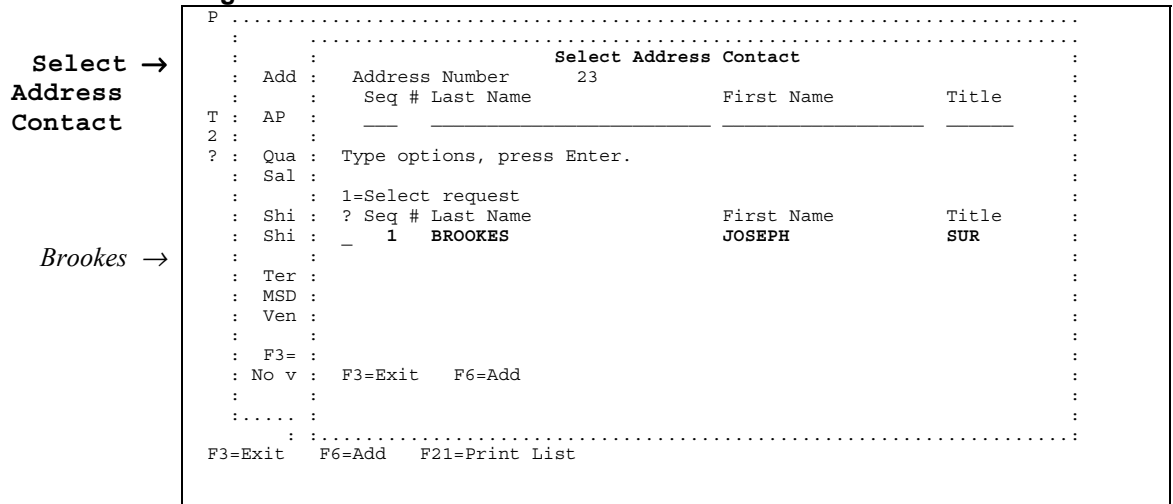*You're working with this panel*

**Your Choices**    Figure 6 shows the Add PO Vendor panel.
- This Address can only be made into a PO Vendor if it has been setup in your system as an PO Vendor.
- First, we will fill in the Quality Contact field.
- **F4** lets you prompt this field.

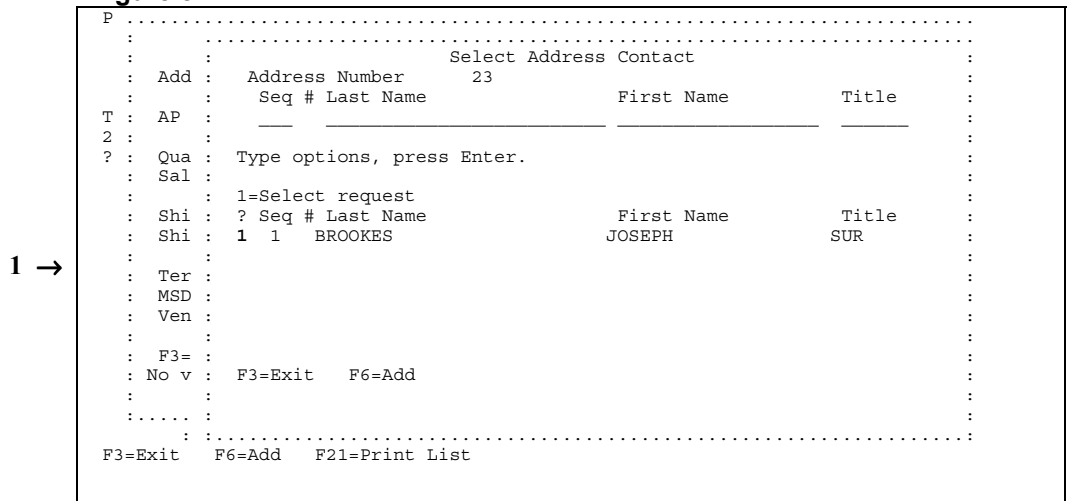**Prompting**      Tab down to Quality Contact, and press **F4**. Your display will look like Figure 7.

**Figure 7**

Select → 
Address
Contact

*Brookes* →

```
 P .....................................................................
   :       :.............................................................
   :       :                     Select Address Contact                :
   : Add :    Address Number     23                                     :
   :       :       Seq # Last Name                First Name      Title  :
 T : AP  :       ___  _____  _____  _____   :
 2 :     :                                                                :
 ? : Qua :  Type options, press Enter.                                    :
   : Sal :                                                                :
   :      : 1=Select request                                             :
   : Shi : ? Seq # Last Name                First Name      Title         :
   : Shi : _   1   BROOKES                  JOSEPH          SUR           :
   :     :                                                                :
   : Ter :                                                                :
   : MSD :                                                                :
   : Ven :                                                                :
   :     :                                                                :
   : F3= :                                                                :
   : No v :  F3=Exit    F6=Add                                            :
   :     :                                                                :
   :..... :                                                               :
      : :...............................................................:
  F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**The Result**      Figure 7 shows the Select Address Contact.

**Figure 8**

```
 P .....................................................................
   :       :.............................................................
   :       :                     Select Address Contact                :
   : Add :    Address Number     23                                     :
   :       :       Seq # Last Name                First Name      Title  :
 T : AP  :       ___  _____  _____  _____   :
 2 :     :                                                                :
 ? : Qua :  Type options, press Enter.                                    :
   : Sal :                                                                :
   :      : 1=Select request                                             :
   : Shi : ? Seq # Last Name                First Name      Title         :
   : Shi : 1   1   BROOKES                  JOSEPH          SUR           :
   :     :                                                                :
   : Ter :                                                                :
   : MSD :                                                                :
   : Ven :                                                                :
   :     :                                                                :
   : F3= :                                                                :
   : No v :  F3=Exit    F6=Add                                            :
   :     :                                                                :
   :..... :                                                               :
      : :...............................................................:
  F3=Exit   F6=Add   F21=Print List
```

1 →

*You're working with this panel*

**Your Choices**      Here is a display of contacts given to you.
• Option 1 lets you select.
• Tab down to Brookes, and key in a *1*, as shown in Figure 8.

**Filled**

Press **Enter**, and your display will look like Figure 9.

**Figure 9**

Add PO Vendor →

Sales Contact →

F4=*Prompt* →

```
P ...................................................................................
:                              Add PO Vendor                                       :
:                                                                                  :
:  Address Number .      23 ABS AMERICAS                                           :
:                                   Phone Number  412-555-5553                     :
T : AP Vendor Number      23                                                       :
2 :                                                                                :
:  Quality Contact     1 BROOKES                    JOSEPH                          :
:  Sales Contact   .                                                               :
:                                                                                  :
:  Shipping Code   .                                                               :
:  Shipping Notes .                                                                :
:                                                                                  :
:  Terms Code . . .   N30    Net 30 Days                                           :
:  MSDS Required ?                                                                 :
:  Vendor Preference                                                               :
:                                                                                  :
:  F3=Exit    F4=Prompt                                                            :
:                                                                                  :
:                                                                                  :
:..................................................................................:
          :.........................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Your Choices**

Figure 9 shows the Add PO Vendor panel.
- The Quality Contact field has been filled.
- Next, we will fill in the Sales Contact field.
- **F4** lets you prompt this field.

**Prompting**

Tab down to Sales Contact, and press **F4**. Your display will look like Figure 10.

**Figure 10**

Select →
Address
Contact

*Brookes* →

```
P ...................................................................................
:     :............................................................................:
:     :                        Select Address Contact                            :
: Add :   Address Number     23                                                  :
:     :     Seq # Last Name                 First Name         Title             :
T : AP :                                                                          :
2 :     :                                                                          :
: Qua :  Type options, press Enter.                                               :
: Sal :                                                                           :
:     :  1=Select request                                                         :
: Shi :  ? Seq # Last Name                 First Name         Title               :
: Shi :    1   BROOKES                     JOSEPH             SUR                  :
:     :                                                                           :
: Ter :                                                                           :
: MSD :                                                                           :
: Ven :                                                                           :
:     :                                                                           :
: F3= :                                                                           :
: No v :  F3=Exit    F6=Add                                                       :
:     :                                                                           :
:..... :                                                                          :
          :.........................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Selecting**     Tab down to Brookes, and key in a *1*, as shown in Figure 11.

**Figure 11**

```
P ......................................................................
:      :...................................................................:
:      :                        Select Address Contact                   :
: Add  :  Address Number      23                                         :
:      :    Seq # Last Name                 First Name        Title      :
T : AP  :    ___  _____  _____  _____       :
2 :      :                                                                :
? : Qua  :  Type options, press Enter.                                    :
:  Sal  :                                                                :
:      :    1=Select request                                            :
:  Shi  :  ? Seq # Last Name                First Name        Title      :
:  Shi  :  1  1   BROOKES                   JOSEPH            SUR         :
1 →   :      :                                                                :
:  Ter  :                                                                :
:  MSD  :                                                                :
:  Ven  :                                                                :
:      :                                                                :
:  F3=  :                                                                :
: No v  :  F3=Exit   F6=Add                                              :
:      :                                                                :
:..... :                                                                :
:  : :...................................................................:
F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Filled**     Press **Enter**, and your display will look like Figure 12.

**Figure 12**

Add PO Vendor →
```
P ......................................................................
:                             Add PO Vendor                            :
:                                                                      :
:  Address Number .       23 ABS AMERICAS                              :
:                            Phone Number  412-555-5553                :
T : AP Vendor Number      23                                          :
2 :                                                                    :
:  Quality Contact     1 BROOKES                   JOSEPH              :
:  Sales Contact  .    1 BROOKES                   JOSEPH              :
:                                                                      :
:  Shipping Code  .                                                    :
Shipping Code →  :  Shipping Notes .                                  :
:                                                                      :
:  Terms Code . . .   N30    Net 30 Days                               :
:  MSDS Required ?                                                     :
:  Vendor Preference                                                   :
:                                                                      :
:  F3=Exit   F4=Prompt                                                 :
:                                                                      :
F4=Prompt →  :                                                         :
:....................................................................:
:...................................................................:
F3=Exit    F6=Add   F21=Print List
```

*You're working with this panel*

**Your Choices**     Figure 12 shows the Add PO Vendor panel.
- The Sales Contact field has been filled.
- Next, we will fill in the Shipping Code field.
- **F4** lets you prompt this field.

**Prompting**          Tab down to Shipping Code, and press **F4**. Your display will look like
                       Figure 13.

**Figure 13**

```
 P .................... : ......................................................
Select →     :                    :                    Select Shipping Method          :
Shipping     :                    :       Shipping Description                          :
Method       : Address Number .   :       Code                                          :
             :                    :                                                     :
          T : AP Vendor Number    :                                                     :
1= Select → 2 :                   :  1=Select request                                   :
             : Quality Contact    :  ? Shipping Description                             :
             : Sales Contact .    :    Code                                             :
             :                    :    *        Onsite / Pickup                         :
             : Shipping Code .  :    ACM-C    Associated Cargo-Collect                   :
             : Shipping Notes . :    AIR      Air Freight company below                 :
             :                    :    AIR-C    AIR FREIGHT COLLECT                      :
             : Terms Code . . . :    AIR-P    Air freight Prepaid                        :
             : MSDS Required ?  :    BUR-1    Burlington Air Overnight                   :
             : Vendor Preference :    BUR-2    Burlington Air 2nd Day                    :
             :                    :    BUS-C    Bus Collect                          + :
             : F3=Exit   F4=Promp :                                                     :
             : No value selected. :  F3=Exit                                            :
             :                    :                                                     :
             :.................. :                                                      :
                    :.......... :......................................................:
          F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Your Choices**       Figure 13 shows the Select Shipping Method panel.
                       • Select a Shipping Method.
                       • We will select AIR P.

**Selecting**          Tab down to AIR P, and key in a *1*, as shown in Figure 14.

**Figure 14**

```
 P .................... : ......................................................
             :                    :                 Select Shipping Method             :
             :                    :       Shipping Description                          :
             : Address Number .   :       Code                                          :
             :                    :                                                     :
          T : AP Vendor Number    :                                                     :
          2 :                     :  1=Select request                                   :
             : Quality Contact    :  ? Shipping Description                             :
             : Sales Contact .    :    Code                                             :
             :                    :    *        Onsite / Pickup                         :
             : Shipping Code .  :    ACM-C    Associated Cargo-Collect                   :
             : Shipping Notes . :    AIR      Air Freight company below                 :
             :                    :    AIR-C    AIR FREIGHT COLLECT                      :
             : Terms Code . . . :  1 AIR-P    Air freight Prepaid                        :
             : MSDS Required ?  :    BUR-1    Burlington Air Overnight                   :
       1 →  : Vendor Preference :    BUR-2    Burlington Air 2nd Day                     :
             :                    :    BUS-C    Bus Collect                          + :
             : F3=Exit   F4=Promp :                                                     :
             : No value selected. :  F3=Exit                                            :
             :                    :                                                     :
             :.................. :                                                      :
                    :.......... :......................................................:
          F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**KDI**

**Filled**     Press **Enter**, and your display will look like Figure 15.

**Figure 15**

Add PO Vendor →

```
P ..........................................................................
 :                          Add PO Vendor                                  :
 :                                                                          :
 : Address Number .      23 ABS AMERICAS                                    :
 :                          Phone Number  412-555-5553                      :
T : AP Vendor Number      23                                                :
2 :                                                                          :
 : Quality Contact     1 BROOKES                  JOSEPH                    :
 : Sales Contact  .    1 BROOKES                  JOSEPH                    :
 :                                                                          :
 : Shipping Code  .  AIR-P  Air freight Prepaid                            :
 : Shipping Notes .                                                         :
 :                                                                          :
 : Terms Code . . .  N30    Net 30 Days                                     :
 : MSDS Required ?                                                          :
 : Vendor Preference                                                        :
 :                                                                          :
 : F3=Exit   F4=Prompt                                                      :
 :                                                                          :
 :..........................................................................:
       :..........................................................................:
 F3=Exit   F6=Add   F21=Print List
```

Shipping
Notes →

*You're working with this panel*

**Your Choices**   Figure 15 shows the Add PO Vendor panel.
- Next, we will fill in the Shipping Notes field.
- Prompt **F4** is not valid for this field.
- Tab down to Shipping Notes, and manually key in any necessary notes.

**Figure 16**

```
P ..........................................................................
 :                          Add PO Vendor                                  :
 :                                                                          :
 : Address Number .      23 ABS AMERICAS                                    :
 :                          Phone Number  412-555-5553                      :
T : AP Vendor Number      23                                                :
2 :                                                                          :
 : Quality Contact     1 BROOKES                  JOSEPH                    :
 : Sales Contact  .    1 BROOKES                  JOSEPH                    :
 :                                                                          :
 : Shipping Code  .  AIR-P  Air freight Prepaid                            :
 : Shipping Notes . Any necessary notes                                    :
 :                                                                          :
 : Terms Code . . .  N30    Net 30 Days                                     :
 : MSDS Required ?                                                          :
 : Vendor Preference                                                        :
 :                                                                          :
 : F3=Exit   F4=Prompt                                                      :
 :                                                                          :
 :..........................................................................:
       :..........................................................................:
 F3=Exit   F6=Add   F21=Print List
```

*Filled* →

Terms Code →

*You're working with this panel*

**Your Choices**   Figure 16 displays the Add PO Vendor panel.
- Shipping Notes has been filled.
- Next, we will fill in the Terms Code field.
- **F4** lets you prompt this field.

**Prompting**

Tab down to Terms Code, and press **F4**, your display will look like Figure 17.

**Figure 17**

Select →
AR Terms

1= Select →

```
P ..........  ..............................................................
 :          :                    Select AR Terms                       :
 :          :    Terms  Description                      Terms  days    :
 :  Address :    Code                                    Type           :
 :          :    N30                                                    :
T :  AP Vendo :                                                         :
2 :          :    1=Select request                                     :
? :  Quality :  ? Terms  Description                      Terms  days    :
 :  Sales Co :    Code                                    Type           :
 :          :    N30     Net 30 Days                     D       30     :
 :  Shipping :    N60     Net 60 Days                     D       60     :
 :  Shipping :                                                          :
 :          :                                                          :
 :  Terms Co :                                                         :
 :  MSDS Req :                                                         :
 :  Vendor P :                                                         :
 :          :    F3=Exit                                               :
 :  F3=Exit  :                                                         :
 : No value  :                                                         :
 :          :..............................................................:
 :..............................................................:
       :..............................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Your Choices**

Figure 18 shows Select AR Terms panel.
- Option 1 lets you select a code.

**Selecting**

Tab down to N30, and type a *1*, as shown in Figure 18.

**Figure 18**

1 →

```
P ..........  ..............................................................
 :          :                    Select AR Terms                       :
 :          :    Terms  Description                      Terms  days    :
 :  Address :    Code                                    Type           :
 :          :    N30                                                    :
T :  AP Vendo :                                                         :
2 :          :    1=Select request                                     :
? :  Quality :  ? Terms  Description                      Terms  days    :
 :  Sales Co :    Code                                    Type           :
 :          :  1 N30     Net 30 Days                     D       30     :
 :  Shipping :    N60     Net 60 Days                     D       60     :
 :  Shipping :                                                          :
 :          :                                                          :
 :  Terms Co :                                                         :
 :  MSDS Req :                                                         :
 :  Vendor P :                                                         :
 :          :    F3=Exit                                               :
 :  F3=Exit  :                                                         :
 : No value  :                                                         :
 :          :..............................................................:
 :..............................................................:
       :..............................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**KDI**

**Filled**

Press **Enter**, and your display will look like Figure 19.

**Figure 19**

Add PO Vendor →

MSDS Required →

```
P ...........................................................................
  :                             Add PO Vendor                                :
  :                                                                           :
  : Address Number .       23 ABS AMERICAS                                    :
  :                           Phone Number  412-555-5553                      :
T : AP Vendor Number       23                                                 :
2 :                                                                           :
? : Quality Contact     1 BROOKES                  JOSEPH                      :
  : Sales Contact  .    1 BROOKES                  JOSEPH                      :
  :                                                                           :
  : Shipping Code  .   AIR-P  Air freight Prepaid                             :
  : Shipping Notes .   Any necessary notes                                    :
  :                                                                           :
  : Terms Code . . .   N30    Net 30 Days                                     :
  : MSDS Required ?                                                           :
  : Vendor Preference                                                         :
  :                                                                           :
  : F3=Exit   F4=Prompt                                                       :
  :                                                                           :
  :                                                                           :
  :...........................................................................:
      :.....................................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Your Choices**

Figure 20 shows the Add PO Vendor panel.
- Terms Code has been filled.
- Next, we will fill in the MSDS Required field.
- **F4** lets you prompt this field.

**Prompting**

Press **F4**, and your display will look like Figure 20.

**Figure 20**

drop-box →

```
P ...........................................................................
  :                             Add PO Vendor                                :
  :                                                                           :
  : Address Number .       23 ABS AMERICAS                                    :
  :                           Phone Number  412-555-5553                      :
T : AP Vendor Number       23                                                 :
2 :                                                                           :
? : Quality Contact     1 BROOKES                  JOSEPH                      :
  : Sales Contact  .    1 BROOKES                  JOSEPH                      :
  :                                                                           :
  : Shipping Code  .   AIR-P  Air freight Prepaid                             :
  : Shipping Notes .   Any necessary notes                                    :
  :                                                                           :
  : Terms Code . . .   N30    Net 30 Days                                     :
  : MSDS Required ?    ..............................                         :
  : Vendor Preference  :  1. Yes (MSDS Required)    :                        :
  :                    :  2. No (MSDS Not Required) :                        :
  : F3=Exit   F4=Promp :............................:                        :
  :                                                                           :
  :                                                                           :
  :...........................................................................:
      :.....................................................................:
 F3=Exit   F6=Add   F21=Print List
```

**Your Choices**

Figure 20 shows a drop-box with two options.
- We will choose the Yes option.

**Selecting**     Tab down to Yes, and key in a *1*, as shown in Figure 21.

**Figure 21**

```
 P ................................................................................
 :                            Add PO Vendor                                     :
 :                                                                              :
 : Address Number .       23 ABS AMERICAS                                       :
 :                                 Phone Number  412-555-5553                   :
 T : AP Vendor Number       23                                                  :
 2 :                                                                            :
 ? : Quality Contact     1 BROOKES                    JOSEPH                    :
 : Sales Contact  .    1 BROOKES                    JOSEPH                      :
 :                                                                              :
 : Shipping Code  .   AIR-P  Air freight Prepaid                               :
 : Shipping Notes .   Any necessary notes                                      :
 :                                                                              :
 : Terms Code . . .   N30    Net 30 Days                                       :
 : MSDS Required ?    ..............................                           :
 : Vendor Preference : 1 1. Yes (MSDS Required)    :                           :
 :                   :    2. No (MSDS Not Required) :                          :
 1 →     : F3=Exit   F4=Promp :..............................:                 :
 :                                                                              :
 :                                                                              :
 :..............................................................................:
       :........................................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this drop-box*

**Filled**     Press **Enter**, and your display will look like Figure 22.

**Figure 22**

```
 P ................................................................................
 :                            Add PO Vendor                                     :
 :                                                                              :
 : Address Number .       23 ABS AMERICAS                                       :
 :                                 Phone Number  412-555-5553                   :
 T : AP Vendor Number       23                                                  :
 2 :                                                                            :
 ? : Quality Contact     1 BROOKES                    JOSEPH                    :
 : Sales Contact  .    1 BROOKES                    JOSEPH                      :
 :                                                                              :
 : Shipping Code  .   AIR-P  Air freight Prepaid                               :
 : Shipping Notes .   Any necessary notes                                      :
 :                                                                              :
 : Terms Code . . .   N30    Net 30 Days                                       :
 : MSDS Required ?    Y                                                        :
 : Vendor Preference                                                           :
 Y →    :                                                                      :
 : F3=Exit   F4=Prompt                                                         :
 :                                                                              :
 :                                                                              :
 :..............................................................................:
       :........................................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Your Choices**     Figure 22 displays Add PO Vendor panel.
- MSDS Required field has been filled.
- The Vendor Preference field is optional.

**Processing** Press **Enter** to bring up the CONFIRM: Y prompt, as shown in Figure 23.

**Figure 23**

```
P ..........................................................................
:                              Add PO Vendor                              :
:                                                                         :
: Address Number .       23 ABS AMERICAS                                  :
:                                   Phone Number  412-555-5553            :
T : AP Vendor Number       23                                            :
2 :                                                                       :
? : Quality Contact     1 BROOKES                 JOSEPH                  :
: Sales Contact  .    1 BROOKES                 JOSEPH                    :
:                                                                         :
: Shipping Code  .   AIR-P  Air freight Prepaid                          :
: Shipping Notes .   Any necessary notes                                 :
:                                                                         :
: Terms Code . . .   N30    Net 30 Days                                  :
: MSDS Required ?    Y                                                    :
: Vendor Preference                                                      :
:                                                                         :
: F3=Exit    F4=Prompt                                                   :
:                                                   ..................... :
:                                                 :  CONFIRM: Y (Y/N) : :
:.................................................:                 : :
      :.................................................:.....................:
F3=Exit   F6=Add   F21=Print List
```

CONFIRM : Y →

**Confirming** You will be asked to confirm your request.

**Confirming Tips** The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

**Returning** Press **Enter** to return to the Work with PO Vendors display.

**Figure 24**

```
POYRDFR   DISPLAY                                    1/02/98 08:00:00
                          Work with PO Vendor
 Vendor   Vendor Name                    Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor  Vendor Name                   Phone Number Terms Vendor    Notes
   Number                                             Code  Preference
      21 A & M NON-FERROUS METALS LTD.  555-5511      N30   A
      23 ABS AMERICAS                   412-555-5553  N30   A
      31 ATLAS ALLOYS                   555-5512      N30   A
     387 WESTBURNE SUPPLY (B.C.)        555-5513      N30




 F3=Exit    F6=Add   F21=Print List
```

Work with → PO Vendors

*ABS Americas has been added* →

**The Result** You have successfully added a new PO Vendor.

**You Are Done** This completes Section 3.2, How To Add PO Vendors

# 3.3 Printing A PO Vendor List

**Start Here**

Figure 1 displays the Work with PO Vendor display.

**Figure 1**

**Work with →**
**PO Vendors**

```
 POYRDFR    DISPLAY                                        1/02/98 08:00:00
                               Work with PO Vendor
   Vendor   Vendor Name                   Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                   Phone Number Terms Vendor     Notes
   Number                                              Code  Preference
       21 A & M NON-FERROUS METALS LTD.  555-5511      N30   A
       23 ABS AMERICAS                   412-555-5553 N30   A
       31 ATLAS ALLOYS                   555-5512      N30   A
      387 WESTBURNE SUPPLY (B.C.)        555-5513      N30







 F3=Exit   F6=Add   F21=Print List
```

**F21=*Print List* →**

**The Task**

We are going to print a list of Purchase Order Vendors.

- In Figure 1, **F21** lets you print the purchase order vendor list.

**Print List**

Press **F21**, and your display will look like Figure 2.

**Figure 2**

```
 POYRDFR    DISPLAY                                        1/02/98 08:00:00
                               Work with PO Vendor
   Vendor   Vendor Name                   Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                   Phone Number Terms Vendor     Notes
   Number                                              Code  Preference
       21 A & M NON-FERROUS METALS LTD.  555-5511      N30   A
       23 ABS AMERICAS                   412-555-5553 N30
       31 ATLAS ALLOYS                   555-5512      N30   A
      387 WESTBURNE SUPPLY (B.C.)        555-5513      N30







 F3=Exit   F6=Add   F21=Print List
 Processing Print List
```

*Processing →*

**Processing**

The Processing Print List message appears in the bottom left.

**Completed**      In a few seconds, the Completed Printing List message appears, as shown in Figure 3.

**Figure 3**

```
 POYRDFR    DISPLAY                                              1/02/98 08:00:00
                                  Work with PO Vendor
   Vendor   Vendor Name                      Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                     Phone Number Terms Vendor      Notes
   Number                                                      Code  Preference
       21 A & M NON-FERROUS METALS LTD.  555-5511      N30   A
       23 ABS AMERICAS                   412-555-5553 N30   A
       31 ATLAS ALLOYS                   555-5512      N30   A
      387 WESTBURNE SUPPLY (B.C.)        555-5513      N30






 F3=Exit   F6=Add   F21=Print List
 Completed Print List
```

*Completed →*

**Printed**       The printing is done.

**The Result**      You have successfully printed a Purchase Order Vendor list.

**You Are Done**      This completes Section 3.3, Printing The PO Vendor List.

# 3.4 How To Display A PO Vendor Address

Figure 1 shows the Work with PO Vendor display.

**Start Here**

**Figure 1**

**Work with** →
**PO Vendors**

**5** = *Display* →

```
POYRDFR    DISPLAY                                         1/02/98 08:00:00
                               Work with PO Vendor
  Vendor   Vendor Name                     Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                     Phone Number Terms Vendor      Notes
   Number                                                      Code  Preference
       21 A & M NON-FERROUS METALS LTD.  555-5511      N30    A
       23 ABS AMERICAS                   412-555-5553 N30
       31 ATLAS ALLOYS                   555-5512      N30    A
      387 WESTBURNE SUPPLY (B.C.)        555-5513      N30






 F3=Exit    F6=Add    F21=Print List
```

**The Task**

We are going to display a Purchase Order Vendor address.

- In Figure 1, option 5 lets us display.
- We will be displaying the PO Vendor we created in Chapter 3.2.

**Displaying**

Tab down to ABS AMERICAS, and key in a *5*, as shown in Figure 2.

**Figure 2**

**5** →

```
POYRDFR    DISPLAY                                         1/02/98 08:00:00
                               Work with PO Vendor
  Vendor   Vendor Name                     Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                     Phone Number Terms Vendor      Notes
   Number                                                      Code  Preference
       21 A & M NON-FERROUS METALS LTD.  555-5511      N30    A
 5     23 ABS AMERICAS                   412-555-5553 N30
       31 ATLAS ALLOYS                   555-5512      N30    A
      387 WESTBURNE SUPPLY (B.C.)        555-5513      N30






 F3=Exit    F6=Add    F21=Print List
```

**Filled**   Press **Enter**, and your display will look like Figure 3.

**Figure 3**

Display → Address

```
POYR ....................................................................... 0:00
   :                        Display Address                        :
Ve :  Address Number . :  0000023                                  :
   :                                                                :
   :  Name . . . . . . :  ABS AMERICAS                              :
Type :  Address Line 1 . :  P.O. BOX 844                            :
2=Ch :  Address Line 2 . :                                          :
? Ve :  Address Line 3 . :                                          : es
  Nu :  City . . . . . . :  WINNIPEG                                :
   :  Country Code . . :  CAN   Canada                              :
5  :  Region code  . . :  MB    Manitoba                            :
   :  Postal Code  . . :  R3C 2R6                                   :
   :                                                                :
   :  Phone Number . . :  412-555-5553                              :
   :  Fax number . . . :  0                                         :
   :                                                                :
   :  Address Source Code  BASE   Base Customer                     :
   :  Address Status Code  ACTIVE Active                            :
   :                                                                :
   :  F3=Exit                                                       :
   :                                                                :
   :                                                                :
F3=E :..................................................................:
```

F3 = *Exit* →

*You're working with this panel*

**Returning**   Press **F3** to return to the Work with PO Vendor display.

**Figure 4**

Work with → PO Vendors

```
POYRDFR   DISPLAY                                    1/02/98 08:00:00
                        Work with PO Vendor
  Vendor  Vendor Name                   Phone Number


Type options, press Enter.
2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
? Vendor  Vendor Name                 Phone Number Terms Vendor     Notes
  Number                                            Code  Preference
      21 A & M NON-FERROUS METALS LTD. 555-5511    N30   A
      23 ABS AMERICAS                  412-555-5553 N30
      31 ATLAS ALLOYS                  555-5512    N30   A
     387 WESTBURNE SUPPLY (B.C.)       555-5513    N30




 F3=Exit   F6=Add   F21=Print List
```

**The Result**   You have successfully displayed a Purchase Order Vendor address.

**You Are Done**   This completes Section 3.4, How To Display A PO Vendor Address.

## 3.5 How To Work With PO Vendor Details

**Start Here**

Figure 1 shows the Work with PO Vendor display.

**Figure 1**

**Work with →**
**PO Vendors**

**8** = *Details* →

```
POYRDFR    DISPLAY                                          1/02/98 08:00:00
                             Work with PO Vendor
  Vendor   Vendor Name                     Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                    Phone Number Terms Vendor     Notes
   Number                                                     Code  Preference
        21 A & M NON-FERROUS METALS LTD.   555-5511     N30   A
        23 ABS AMERICAS                    412-555-5553 N30
        31 ATLAS ALLOYS                    555-5512     N30   A
       387 WESTBURNE SUPPLY (B.C.)         555-5513     N30






 F3=Exit    F6=Add   F21=Print List
```

**The Task**

We are going to work with Purchase Order details.

- In Figure 1, option 8 lets us bring up the Work with Vendor Orders panel.

**Selecting**

Tab down to ABS AMERICAS, and key in an *8*, as shown in Figure 2.

**Figure 2**

**8 →**

```
POYRDFR    DISPLAY                                          1/02/98 08:00:00
                             Work with PO Vendor
  Vendor   Vendor Name                     Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                    Phone Number Terms Vendor     Notes
   Number                                                     Code  Preference
        21 A & M NON-FERROUS METALS LTD.   555-5511     N30   A
 8      23 ABS AMERICAS                    412-555-5553 N30
        31 ATLAS ALLOYS                    555-5512     N30   A
       387 WESTBURNE SUPPLY (B.C.)         555-5513     N30






 F3=Exit    F6=Add   F21=Print List
```

**Filled**　　　　　　　　　Press **Enter**, and your display will look like Figure 3.

**Figure 3**

*Work With →*
*Vendor Orders*
*Search Fields →*

*Options →*

```
POBIDFR    DISPLAY                                          1/02/98 08:00:00
                             Work with Vendor Orders
                         PO Number  Status  Date    Required
Vendor Number       23

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details








F3=Exit   F6=Add   F17=Subset   F21=Print List
No data to display.
```

*Function Keys →*

**Your Choices**

Figure 3 shows the Work with Vendor Orders display.
- The highlighted options and functions are explained in the following 5 Subsections.
- The remaining options and functions are explained thoroughly in Chapter 4, Purchase Orders.

**A New Starting Point**

This display will act as the Starting Point for the next 5 Subsections.

### 3.5.1 How To Add Details To A Vendor PO

**Start Here**

Figure 1 shows the Work with Vendor Orders display.

**Figure 1**

**Work with →**
**Vendor Orders**

```
POBIDFR   DISPLAY                                        1/02/98 08:00:00
                          Work with Vendor Orders
                     PO Number  Status  Date    Required
Vendor Number    23

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details








 F3=Exit   F6=Add   F17=Subset   F21=Print List
.
```

**F6 = *Add* →**

**The Task**

We are going to add details to a Vendor PO.
- In Figure 1, **F6** lets you add.

**Adding**

Press the **F6** key, and your display will look like Figure 2.

**Figure 2**

**Add Vendor PO →**

```
POGDPVR    ENTER                                         1/02/98 08:00:00
                              Add VendorPO

Vendor Address Number .      23   ABS AMERICAS
Account (Buyer) Code  .   KD
Description . . . . . .

Order Status Code . . .
Order Date  . . . . . .    50698
Date Required . . . . .

Ship to Warehouse . . .   F
Shipping Code . . . . .   CALL

Terms Code  . . . . . .   N30
Currency Code . . . . .




 F3=Exit    F4=Prompt
                                                                    +
```

**Your Choices**

Figure 2 shows the Add Vendor PO display.
- First, we will fill in the description field.

**Description**     Tab down to Description, and manually key in the description.

**Figure 3**

```
POGDPVR    ENTER                                              1/02/98 08:00:00
                                   Add VendorPO

 Vendor Address Number .      23   ABS AMERICAS
 Account (Buyer) Code  .   KD
 Description . . . . . .   This is your description

 Order Status Code . . .
 Order Date  . . . . . .      50698
 Date Required . . . . .

 Ship to Warehouse . . .   F
 Shipping Code . . . . .   CALL

 Terms Code  . . . . . .   N30
 Currency Code . . . . .




 F3=Exit    F4=Prompt
```

*Filled →*

Order →
Status Code

**Your Choices**     Figure 3 shows the Add Vendor PO display.
- Description field has been filled.
- Next, we will fill in the Order Status Code field.
- **F4** lets us prompt.

**Prompting**     Tab down to Order Status Code , and press **F4**, your display will look like Figure 4.

**Figure 4**

```
POGDPVR    ENTER                                              1/02/98 08:00:00
                          ...............................................
                          :              Select PO Status                :
 Vendor Address Number .  :    Order   Description                        :
 Account (Buyer) Code  .  :    Status                                     :
 Description . . . . . .  :                                               :
                          :                                               :
 Order Status Code . . .  :  1=Select                                     :
 Order Date  . . . . . .  :  ? Status  Description                        :
 Date Required . . . . .  :    CLOSED  Closed                             :
                          :    OPEN    Open PO                            :
 Ship to Warehouse . . .  :    QUOTE   Out for Quotation                  :
 Shipping Code . . . . .  :                                               :
                          :                                               :
 Terms Code  . . . . . .  :                                               :
 Currency Code . . . . .  :                                               :
                          :                                               :
                          :                                               :
                          :  F3=Exit                                      :
                          :                                               :
                          :                                               :
                          :...............................................:
 F3=Exit    F4=Prompt
 No value selected.
```

Select PO →
Status

1 = *Select* →

*You're working with this panel*

**Your Choices**     Figure 4 shows the Select PO Status panel.
- Option 1 lets you select a status code.

KDI

**Selecting**   Tab down to OPEN, and key in a *1*, as shown in Figure 5.

**Figure 5**
```
POGDPVR    ENTER                                              1/02/98 08:00:00
                         ...................................................
                         :                  Select PO Status               :
Vendor Address Number .  :    Order    Description                          :
Account (Buyer) Code  .  :    Status                                        :
Description . . . . . .  :                                                  :
                         :                                                  :
Order Status Code . . .  :  1=Select                                        :
Order Date  . . . . . .  :  ? Status   Description                          :
Date Required . . . . .  :    CLOSED   Closed                               :
                         :  1 OPEN     Open PO                              :
Ship to Warehouse . . .  :    QUOTE    Out for Quotation                    :
Shipping Code . . . . .  :                                                  :
                         :                                                  :
Terms Code  . . . . . .  :                                                  :
Currency Code . . . . .  :                                                  :
                         :                                                  :
                         :                                                  :
                         :  F3=Exit                                         :
                         :                                                  :
                         :                                                  :
                         :..................................................:
F3=Exit   F4=Prompt
No value selected.
```

1 →

*You're working with this panel*

**Filled**   Press **Enter**, and your display will look like Figure 6.

**Figure 6**
```
POGDPVR    ENTER                                              1/02/98 08:00:00
                              Add VendorPO

Vendor Address Number .      23   ABS AMERICAS
Account (Buyer) Code  .  KD
Description . . . . . .  This is your description

Order Status Code . . .  OPEN
Order Date  . . . . . .   50698
Date Required . . . . .

Ship to Warehouse . . .  F
Shipping Code . . . . .  CALL

Terms Code  . . . . . .  N30
Currency Code . . . . .




F3=Exit   F4=Prompt
```
Date Required →

**Your Choices**   Figure 6 shows the Add Vendor PO panel.
- Order Status field has been filled.
- Next, we will fill in the Date Required field.
- **F4** prompt is not valid for this field.

**Date Required**          Tab down to Date Required, and manually key in a date.

**Figure 7**

```
POGDPVR    ENTER                                              1/02/98 08:00:00
                                     Add VendorPO

 Vendor Address Number .      23   ABS AMERICAS
 Account (Buyer) Code  .   KD
 Description . . . . . .   This is your description

 Order Status Code . . .   OPEN
 Order Date  . . . . . .    50698
 Date Required . . . . .    60198

 Ship to Warehouse . . .   F
 Shipping Code . . . . .   CALL

 Terms Code  . . . . . .   N30
 Currency Code . . . . .
```
Currency Code →
```



 F3=Exit    F4=Prompt
 Value required.
```

**Your Choices**     Figure 7 shows the Add Vendor PO display.
- Date Required has been filled.
- Next, we will fill in the Currency Code field.
- **F4** prompts this field.

**Prompting**        Tab down to Currency Code, and press **F4**, your display will look like Figure 8.

**Figure 8**

```
POGDPVR    ENTER   ..............................................................
                          :              Select GL Currency               :
```
**Select GL →**
**Currency**
```
                          :      Currency Description                      :
 Vendor Address Num :     Code                                             :
 Account (Buyer) Co :                                                      :
 Description . . .  :                                                      :
                          :   1=Select request                            :
```
**1 = Select →**
```
 Order Status Code  : ? Currency Description                               :
 Order Date  . . .  :   Code                                               :
 Date Required . .  :   CAN       Canadian Dollar                          :
                          :   NGL       Dutch (Holland) Guilders           :
 Ship to Warehouse  :   USD       US Dollar                                :
 Shipping Code . .  :                                                      :
                          :                                                :
 Terms Code  . . .  :                                                      :
 Currency Code . .  :                                                      :
                          :  F3=Exit                                       :
                          :                                                :
                          :                                                :
                          :..............................................:

 F3=Exit    F4=Prompt
 Value required.
```

*You're working with this panel*

**Your Choices**     Figure 8 shows the Select GL Currency panel.
- Option 1 lets you select a currency code.

KDI

**Selecting**      Tab down to CAN, and key in a *1*, as shown in Figure 9.

**Figure 9**

```
 POGDPVR    ENTER  .....................................................
                   :                    Select GL Currency             :
                   :    Currency Description                            :
 Vendor Address Num :    Code                                           :
 Account (Buyer) Co :                                                   :
 Description . . .  :                                                   :
                   :    1=Select request                               :
 Order Status Code  :  ? Currency Description                           :
 Order Date  . . .  :    Code                                           :
 Date Required . .  :  1 CAN      Canadian Dollar                       :
                   :    NGL      Dutch (Holland) Guilders               :
  1 →              :    USD      US Dollar                              :
 Ship to Warehouse  :                                                   :
 Shipping Code . .  :                                                   :
                   :                                                    :
 Terms Code  . . .  :                                                   :
 Currency Code . .  :                                                   :
                   :  F3=Exit                                           :
                   :                                                    :
                   :                                                    :
                   :....................................................:


 F3=Exit   F4=Prompt
 Value required.
```

*You're working with this panel*

**Filled**      Press **Enter**, and your display will look like Figure 10.

**Figure 10**

Add Vendor PO →
```
 POGDPVR    ENTER                                      1/02/98 08:00:00
                                 Add VendorPO

 Vendor Address Number .      23  ABS AMERICAS
 Account (Buyer) Code  .   KD
 Description . . . . . .   This is your description

 Order Status Code . . .   OPEN
 Order Date  . . . . . .    50698
 Date Required . . . . .    60198

 Ship to Warehouse . . .   F
 Shipping Code . . . . .   CALL

 Terms Code  . . . . . .   N30
 Currency Code . . . . .   CAN




 F3=Exit   F4=Prompt
```

**Processing**        Press **Enter**, to bring up the CONFIRM: Y prompt, as shown in Figure 11.

**Figure 11**

```
 POGDPVR    ENTER                                              1/02/98 08:00:00
                                   Add VendorPO

 Vendor Address Number .      23   ABS AMERICAS
 Account (Buyer) Code  .    KD
 Description . . . . . .    This is your description

 Order Status Code . . .    OPEN
 Order Date  . . . . . .     50698
 Date Required . . . . .     60198

 Ship to Warehouse . . .    F
 Shipping Code . . . . .    CALL

 Terms Code  . . . . . .    N30
 Currency Code . . . . .    CAN




 F3=Exit    F4=Prompt
                                                          CONFIRM: Y (Y/N)
```

CONFIRM : Y →

**Confirming**      You will be asked to confirm your request.

**Confirming Tips**   The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

**Returning**       Press **Enter** to return to the Work with Vendor Orders display.

**Figure 12**

```
 POBIDFR    DISPLAY                                            1/02/98 08:00:00
                            Work with Vendor Orders
                     PO Number  Status  Date     Required
 Vendor Number      23

 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign 8=Details
 ? PO       Shipping Account Terms Order  Order    Date      Description
   Number   Code     Manager Code  Status Date     Required
      30 CALL                 N30   OPEN    5/22/98  6/01/98 This is your descrip






 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

Work with → Vendor Orders

*New Order* →

**The Result**     You have successfully added a detail to a Vendor Purchase Order.

**You Are Done**   This completes Subsection 3.5.1, How To Add Details To A Vendor PO.

### 3.5.2 How To Display PO Header Details

Figure 1 shows the  Work with Vendors Orders display.

**Start Here**

**Figure 1**

**Work with →**
**Vendor Orders**

**5** =*Display* →

```
POBIDFR    DISPLAY                                        1/02/98 08:00:00
                          Work with Vendor Orders
                      PO Number  Status  Date    Required
Vendor Number     23

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign 8=Details
? PO       Shipping Account Terms Order  Order    Date      Description
  Number   Code    Manager Code  Status Date     Required
       40 CALL              N30   OPEN    5/14/98  6/01/98 This is your descrip




















  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**The Task**

We are going to display a PO Header Detail.
In Figure 1, Option 5 lets you display.

**Displaying**

Tab down to Number 40, and key in a *5*, as shown in Figure 2.

**Figure 2**

**5** →

```
POBIDFR    DISPLAY                                        1/02/98 08:00:00
                           Work with Vendor Orders
                       PO Number  Status  Date    Required
 Vendor Number     23

 Type options, press Enter.
 2=Change   3=Copy    4=Delete    5=Display   6=Print PO   7=Reassign  8=Details
 ? PO       Shipping Account Terms Order  Order    Date      Description
   Number   Code     Manager Code  Status Date     Required
 5     40 CALL              N30    OPEN    5/14/98  6/01/98 This is your descrip















  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**KDI**

**Filled**                    Press **Enter**, and your display will look like Figure 3.

**Figure 3**

```
 POBIDFR    DISPLAY                                       1/02/98 08:00:00
                            Work with Vendor Orders
                        PO Number  Status  Date    Required
 Vendor Number      23
          .................................................................
 Type  :                        Display PO Header Details                :
 2=Cha :                                                                 :
 ? PO  :  PO Number . . . . . . :        40                              :
  Num  :  Warehouse Code  . . . :   F      Finished Goods Warehouse      :
 5     :  Vendor Number . . . . :        23                              :
       :  Account Manager Code  :                                        :
       :                                                                 :
       :  Terms Code  . . . . . :   N30    Net 30 Days                   :
       :  Order Status Code . . :   OPEN   Open PO                       :
       :  Order Date  . . . . . :    5/14/98                             :
       :  Date Required . . . . :    6/01/98                             :
       :  Description . . . . . :   This is your description             :
       :  Shipping Code . . . . :   CALL   Call for pickup               :
       :                                                                 :
       :                                                                 :
       :  F3=Exit                                                        :
       :                                                                 :
 F3=Ex :                                                                 :
       :.................................................................:
```

*You're working with this panel*

**Display PO →**
**Header**
**Details**

**Your Choices**           Figure 3 shows the Work with Vendor Order panel.
- This is a static display, no changes can be made.
- **F3** lets you exit.

**Returning**              Press **F3** to return to Work with Vendor Orders panel.

**Figure 4**

```
 POBIDFR    DISPLAY                                       1/02/98 08:00:00
                          Work with Vendor Orders
                        PO Number  Status  Date    Required
 Vendor Number      23

 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   6=Print PO  7=Reassign  8=Details
 ? PO       Shipping Account Terms Order  Order    Date      Description
   Number   Code    Manager  Code  Status Date     Required
       40 CALL               N30   OPEN   5/14/98  6/01/98 This is your descrip




 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**Work with →**
**Vendor Orders**

**The Result**             You have successfully displayed PO Header Details.

**Your Are Done**          This completes Subsection 3.5.2, How To Display PO Header Details.

### 3.5.3 How To Reassign PO Details

**Start Here**

Figure 1 shows the Work with Vendor Orders display

**Figure 1**

**Work with →**
**Vendor Orders**

*7= Reassign →*

```
POBIDFR    DISPLAY                                          1/02/98 08:00:00
                            Work with Vendor Orders
                         PO Number  Status  Date    Required
Vendor Number      23

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details
? PO      Shipping Account Terms Order  Order     Date      Description
  Number  Code    Manager Code  Status Date      Required
      40 CALL             N30    OPEN   5/14/98  6/01/98 This is your descrip






F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**The Task**

We are going to Reassign a Vendor PO Detail.

- In Figure 1, Option 7 lets you reassign.

**Reassigning**

Tab down to Number 40, and key in a *7*, as shown in Figure 2.

**Figure 2**

7 →

```
POBIDFR    DISPLAY                                          1/02/98 08:00:00
                            Work with Vendor Orders
                         PO Number  Status  Date    Required
Vendor Number      23

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details
? PO      Shipping Account Terms Order  Order     Date      Description
  Number  Code    Manager Code  Status Date      Required
7     40 CALL             N30    OPEN   5/14/98  6/01/98 This is your descrip






F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**KDI**

**Filled**               Press **Enter**, and your display will look like Figure 3

**Figure 3**

```
 POBIDFR    DISPLAY                                           1/02/98 08:00:00
                            Work with Vendor Orders
                      PO Number  Status  Date    Required
 Vendor Number      23
 ...............................................................................
 Typ :                         Reassign Purchase Order                         :
 2=C :                                                                         :
 ? P :  PO Number . . . . . . :        40                                      :
  N  :  Warehouse Code  . . . :   F      Finished Goods Warehouse              :
 7   :  Vendor Address Number .       23                                       :
     :  Account Manager Code  .                                                :
     :  Terms Code  . . . . . .    N30    Net 30 Days                          :
     :                                                                         :
     :  Order Status Code . . :   OPEN   Open PO                               :
     :  Order Date  . . . . . :    5/14/98                                     :
     :  Date Required . . . . :    6/01/98                                     :
     :  Description . . . . . :    This is your description                    :
     :                                                                         :
     :  Shipping Code . . . . :   CALL   Call for pickup                       :
     :                                                                         :
     :  F3=Exit   F4=Prompt                                                    :
     :                                                                         :
 F3= :                                                                         :
     :.........................................................................:
```

*You're working with this panel*

**Your Choices**    Figure 3 shows the Reassign Purchase Order panel.

- To continue, we will need to fill in the Account Manager Code.
- **F4** prompts this field.

**Prompting**       Tab down to Account Manager Code, and press **F4**, your display will look like Figure 4.

**Figure 4**

```
 POBIDFR    DISPLAY     .........................................................
                       :                      Select Buyer                     :
                PO N :    Buyer Description                                     :
 Vendor Number     23 :                                                        :
 ..................... :                                                        :
 Typ :                :  1=Select                                              :
 2=C :                :  ? Buyer Description                                   :
 ? P :  PO Number . . . . . :    DT     Dennis Turnbull                        :
  N  :  Warehouse Code  . . :    KD     Kurt Dreger                            :
 7   :  Vendor Address Numbe :    TK     Tom Kobelt                            :
     :  Account Manager Code :                                                 :
     :  Terms Code  . . . . . :                                                :
     :                        :                                                :
     :  Order Status Code . :                                                  :
     :  Order Date  . . . . :                                                  :
     :  Date Required . . . :                                                  :
     :  Description . . . . :                                                  :
     :                        :                                                :
     :  Shipping Code . . . : F3=Exit                                          :
     :                        :                                                :
     :  F3=Exit   F4=Prompt  :                                                 :
     : No value selected.    :.................................................:
 F3= :                                                                         :
```

*You're working with this panel*

**Your Choices**    Figure 4 shows the Select Buyer panel.

- Option 1 lets you select a buyer.

**Selecting**    Tab down to DT, and type a *1*, as shown in Figure 5.

**Figure 5**

```
 POBIDFR   DISPLAY     ..................................................
                      :                        Select Buyer             :
               PO N :   Buyer Description                                :
 Vendor Number     23 :                                                  :
 ....................... :                                               :
 Typ :                 : 1=Select                                        :
 2=C :                 : ? Buyer Description                             :
 ? P :  PO Number . . . . . : 1 DT    Dennis Turnbull                    :
   N :  Warehouse Code  . . :   KD    Kurt Dreger                        :
 7   :  Vendor Address Numbe :   TK    Tom Kobelt                        :
     :  Account Manager Code :                                           :
     :  Terms Code  . . . . :                                            :
     :                       :                                           :
     :  Order Status Code .  :                                           :
     :  Order Date  . . . .  :                                           :
     :  Date Required . . .  :                                           :
     :  Description . . . .  :                                           :
     :                       :                                           :
     :  Shipping Code . . .  : F3=Exit                                   :
     :                       :                                           :
     :  F3=Exit   F4=Prompt  :                                           :
     : No value selected.    :..................................................:
  F3= :                                                                  :
```
1 →

*You're working with this panel*

**Filled**    Press **Enter**, and your display will look like Figure 6

**Figure 6**

```
 POBIDFR   DISPLAY                                      1/02/98 08:00:00
                        Work with Vendor Orders
                  PO Number  Status  Date    Required
 Vendor Number     23
 ............................................................................
 Typ :                        Reassign Purchase Order                    :
 2=C :                                                                   :
 ? P :  PO Number . . . . . . :        30                                :
   N :  Warehouse Code  . . . :   F      Finished Goods Warehouse        :
 7   :  Vendor Address Number .        23                                :
     :  Account Manager Code .    DT                                     :
     :  Terms Code  . . . . . .   N30    Net 30 Days                     :
     :                                                                   :
     :  Order Status Code . . :   OPEN   Open PO                         :
     :  Order Date . . . . . :    6/01/98                                :
     :  Date Required . . . . :    6/01/98                               :
     :  Description . . . . . :    This is your description              :
     :                                                                   :
     :  Shipping Code . . . . :    AIR-P  Air freight Prepaid            :
     :                                                                   :
     :  F3=Exit   F4=Prompt                                              :
     :                                                                   :
  F3= :                                                                  :
     :............................................................................:
```
Reassign →
Purchase
Order

*You're working with this panel*

**Processing**  Press **Enter** to bring up the CONFIRM: Y prompt, as shown in Figure 7.

**Figure 7**

```
 POBIDFR   DISPLAY                                             1/02/98 08:00:00
                           Work with Vendor Orders
                       PO Number  Status  Date    Required
 Vendor Number      23
  ..............................................................................
 Typ :                      Reassign Purchase Order                            :
 2=C :                                                                         :
 ? P :  PO Number . . . . . . :        30                                      :
  N  :  Warehouse Code  . . . :   F     Finished Goods Warehouse               :
 7   :  Vendor Address Number .        23                                      :
     :  Account Manager Code  .   DT                                           :
     :  Terms Code  . . . . . .   N30    Net 30 Days                           :
     :                                                                         :
     :  Order Status Code . . :   OPEN   Open PO                               :
     :  Order Date  . . . . . :   6/01/98                                      :
     :  Date Required . . . . :   6/01/98                                      :
     :  Description . . . . . :   This is your description                     :
     :                                                                         :
     :  Shipping Code . . . . :   AIR-P  Air freight P .....................:  :
     :                                               :  CONFIRM: Y (Y/N) :  :
     :  F3=Exit   F4=Prompt                           :                  :  :
CONFIRM: Y →   :                                          :..................:  :
 F3= :                                                                         :
     :.........................................................................:
```

**Confirming**  You will be asked to confirm your request.

**Confirming Tips**  The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

**Returning**  Press **Enter** to return to the Work with Vendor Orders display.

**Figure 8**

```
 POBIDFR   DISPLAY                                             1/02/98 08:00:00
                           Work with Vendor Orders
                       PO Number  Status  Date    Required
 Vendor Number      23

 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details
 ? PO       Shipping Account Terms Order  Order    Date     Description
   Number   Code    Manager Code  Status Date     Required
        40 CALL               N30   OPEN   5/14/98  6/01/98 This is your descrip









 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**The Result**  You have successfully reassigned a purchase order detail.

**You Are Done**  This completes Subsection 3.5.3, How To Reassign PO Details.

### 3.5.4 How To Edit PO Header Details

Figure 1 shows the Work with Vendor Orders display.

**Start Here**

**Figure 1**

**Work with →**
**Vendor Orders**

**2 = *Change* →**

```
POBIDFR   DISPLAY                                        1/02/98 08:00:00
                          Work with Vendor Orders
                    PO Number  Status  Date    Required
Vendor Number      23

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details
? PO       Shipping Account Terms Order  Order    Date      Description
  Number   Code    Manager Code  Status Date      Required
      40 CALL               N30    OPEN   5/14/98  6/01/98 This is your descrip












  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**The Task**

We are going to bring up the Edit PO Header panel.

- In Figure 1, option 2 lets you make changes.

**Changing**

Tab down to the item we created in the last subsection, and key in a *2*, as shown in Figure 2.

**Figure 2**

**2 →**

```
POBIDFR   DISPLAY                                        1/02/98 08:00:00
                          Work with Vendor Orders
                    PO Number  Status  Date    Required
Vendor Number      23

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details
? PO       Shipping Account Terms Order  Order    Date      Description
  Number   Code    Manager Code  Status Date      Required
2     40 CALL               N30    OPEN   5/14/98  6/01/98 This is your descrip












  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**Filled**

Press **Enter**, and your display will look like Figure 3.

**Figure 3**

```
 POBIDFR   DISPLAY                                          1/02/98 08:00:00
                              Work with Vendor Orders
                           PO Number  Status  Date    Required
 Vendor Number      23
           .......................................................................
 Typ :                               Edit PO Header                           :
 2=C :                                                                         :
 ? P :  PO Number . . . . . . :         40                                    :
   N :  Warehouse Code  . . . .   F      Finished Goods Warehouse             :
 2   :  Vendor Address Number .        23                                     :
     :  Account Manager Code  .   DT                                          :
     :  Terms Code  . . . . . .   N30    Net 30 Days                          :
     :  Order Status Code . . .   OPEN   Open PO                              :
     :  Order Date  . . . . . .   51498                                       :
     :  Date Required . . . . .   60198                                       :
     :  Description . . . . . .   This is your description                    :
     :                                                                        :
     :  Shipping Code . . . . .   CALL   Call for pickup                      :
     :                                                                        :
     :                                                                        :
     :  F3=Exit   F4=Prompt                                                   :
 F3= :                                                                        :
     :.......................................................................:
```

**Edit PO Headers** →

*Functions Keys* →

**Your Choices**

Figure 3 shows the Edit PO Header panel.
- Use this panel to make desired changes.
- Press **F4** to prompt.
- **F3** lets you exit without making changes.

**Exiting**

Press **F3** to return to the Work with Vendor Orders display.

**Figure 4**

```
 POBIDFR   DISPLAY                                          1/02/98 08:00:00
                              Work with Vendor Orders
                           PO Number  Status  Date    Required
 Vendor Number      23

 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details
 ? PO      Shipping Account Terms Order  Order    Date      Description
   Number  Code     Manager Code  Status Date     Required
       30 AIR-P             N30   OPEN   6/18/98  7/18/98 This is you descript










 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

**Work with Vendor Orders** →

**The Result**

You have successfully brought up the panel that lets you make changes to a purchase order header detail.

**You Are Done**

This completes section 3.5.4, How To Edit PO Header Details.

### 3.5.5 How To Return To The Work With PO Vendors Display

Figure 1 show the Work with Vendor Orders display.

**Start Here**

**Figure 1**

**Work with →**
**Vendor Orders**

```
POBIDFR   DISPLAY                                        1/02/98 08:00:00
                          Work with Vendor Orders
                    PO Number  Status  Date    Required
Vendor Number     23

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   6=Print PO   7=Reassign  8=Details
? PO       Shipping Account Terms Order  Order    Date      Description
  Number   Code     Manager Code  Status Date     Required










 F3=Exit   F6=Add   F17=Subset   F21=Print List

```

**F3** = *Exit* →

**The Task**

We are going to return to Work with PO Vendors.

- In Figure 1,**F3** lets you exit.

**Exiting**

Press **F3** to return to the Work with PO Vendors display.

**Figure 2**

**Work With →**
**PO Vendors**

```
POYRDFR   DISPLAY                                        1/02/98 08:00:00
                            Work with PO Vendor
  Vendor   Vendor Name                    Phone Number


Type options, press Enter.
2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
? Vendor   Vendor Name                   Phone Number Terms Vendor     Notes
  Number                                              Code  Preference
     21 A & M NON-FERROUS METALS LTD.  555-3311     N30   A
     23 ABS AMERICAS                   412-555-5553 N30
     31 ATLAS ALLOYS                   555-5512     N30   A
    387 WESTBURNE SUPPLY (B.C.)        555-5513     N30







 F3=Exit   F6=Add   F21=Print List

```

**The Result**

You have successfully returned to Work with PO Vendors.

**You Are Done**

This completes Subsection 3.5.5, How To Return To The Work With PO Vendors Display, and Section 3.5, How To Work With PO Vendor Details.

**KDI**

# 3.6 How To Make Changes To A Vendor PO

**Start Here**

Figure 1 shows the Work with PO Vendor display.

**Figure 1**

```
POYRDFR    DISPLAY                                            1/02/98 08:00:00
                               Work with PO Vendor
   Vendor   Vendor Name                       Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                       Phone Number Terms Vendor      Notes
   Number                                                         Code  Preference
         21 A & M NON-FERROUS METALS LTD.  555-3311      N30     A
         23 ABS AMERICAS                   412-555-5553 N30
         31 ATLAS ALLOYS                   555-5512      N30     A
        387 WESTBURNE SUPPLY (B.C.)        555-5513      N30







 F3=Exit    F6=Add    F21=Print List
```

Work with → 
PO Vendors

2 = Change →

**The Task**

We are going to bring up the display that lets us make changes to a vendor purchase order.

- Option 2 lets you make the changes.

**Changing**

Tab down to ABS Americas, and key in a **2**, as shown in Figure 2.

**Figure 2**

```
POYRDFR    DISPLAY                                            1/02/98 08:00:00
                               Work with PO Vendor
   Vendor   Vendor Name                       Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                       Phone Number Terms Vendor      Notes
   Number                                                         Code  Preference
         21 A & M NON-FERROUS METALS LTD.  555-5511      N30     A
 2       23 ABS AMERICAS                   412-555-5553 N30
         31 ATLAS ALLOYS                   555-5512      N30     A
        387 WESTBURNE SUPPLY (B.C.)        555-5513      N30







 F3=Exit    F6=Add    F21=Print List
```

2 →

KDI

**Filled**

Press **Enter**, and your display will look like Figure 3.

**Figure 3**

Edit PO →
Vendor
Details

```
: ...........................................................................:
: .                        Edit PO Vendor Details                           :
: .                                                                         :
: . Type changes, press Enter.                                             :
: .                                                                         :
: . Vendor Number  . . :        23 ABS AMERICAS                            :
: . Phone Number . . . :  412-555-5553                                     :
: . Pay to Address Number      23                                          :
: . Quality Contact  . .     1 BROOKES              JOSEPH                  :
: . Sales Contact  . . .     1 BROOKES              JOSEPH                  :
: .                                                                         :
: . Shipping Code  . . .   AIR-P                                           :
```
Shipping Code →
```
: . Shipping Notes . . .                                                    :
: .                                                                         :
: . Terms Code . . . . .   N30                                             :
: . MSDS Required ?  . .   Y                                               :
: . Vendor Preference  .                                                    :
: .                                                                         :
: . F3=Exit   F4=Prompt                                                     :
: .                                                                         :
: .                                                                         :
: .........................................................................:
 F3=Exit   F6=Add   F21=Print List
```

**Your Choices**

Figure 3 shows the Edit PO Vendor display.
- For an example we are going to make a change to the Shipping Code field.
- **F4** to prompts this field.
- **F3** lets you exit without making changes.

**Prompting**

Tab down to Shipping Code, and press **F4**, your display will look like Figure 4.

**Figure 4**

Select →
Shipping
Method

1 = *Select* →

```
: .. .................................  :                 Select Shipping Method          :
: .                                 :  Shipping Description                           :
: . Type changes, press  :  Code                                                     :
: .                      :  AIR-P                                                    :
: . Vendor Number  . . : :                                                           :
: . Phone Number . . . : :  1=Select request                                         :
: . Pay to Address Numbe : ?  Shipping Description                                    :
: . Quality Contact  . . :  Code                                                     :
: . Sales Contact  . . . :  AIR-P   Air freight Prepaid                              :
: .                      :  BUR-1   Burlington Air Overnight                         :
: . Shipping Code  . . . :  BUR-2   Burlington Air 2nd Day                           :
: . Shipping Notes . . . :  BUS-C   Bus Collect                                      :
: .                      :  CALL    Call for pickup                                  :
: . Terms Code . . . . . :  CAN-C   Canadian Freightways Collect                     :
: . MSDS Required ?  . . :  CON-C   Concord Collect                                  :
: . Vendor Preference  . :  CON-P   Concord - Prepay                       +         :
: .                      :                                                           :
: . F3=Exit   F4=Prompt  :  F3=Exit                                                  :
: .                      :                                                           :
: .                      :                                                           :
: ...................... : ..........................................................:
 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

KDI

**Selecting**     Tab down to CALL, and key in a *1*, as shown in Figure 5.

**Figure 5**

```
..... ................. ..............................................
:               :                Select Shipping Method        :
:               :          Shipping Description                 :
: Type changes, press :   Code                                  :
:               :          AIR-P                                :
: Vendor Number  . . : :                                        :
: Phone Number . . . : :  1=Select request                      :
: Pay to Address Numbe :  ? Shipping Description                :
: Quality Contact  . . :    Code                                :
: Sales Contact  . . . :    AIR-P   Air freight Prepaid          :
:               :          BUR-1   Burlington Air Overnight      :
: Shipping Code  . . . :    BUR-2   Burlington Air 2nd Day        :
: Shipping Notes . . . :    BUS-C   Bus Collect                  :
:               :        1 CALL    Call for pickup               :
: Terms Code . . . . . :    CAN-C   Canadian Freightways Collect :
: MSDS Required ?  . . :    CON-C   Concord Collect               :
: Vendor Preference  . :    CON-P   Concord - Prepay          + :
:               :                                                :
: F3=Exit   F4=Prompt  :  F3=Exit                                :
:               :                                                :
:               :                                                :
:...................... :.........................................:
 F3=Exit   F6=Add   F21=Print List
```
1 →

*You're working with this panel*

**Filled**     Press **Enter**, and your display will look like figure 6.

**Figure 6**

Edit PO → 
Vendor
Details
```
.... ........................................................
:                   Edit PO Vendor Details                  :
:                                                            :
: Type changes, press Enter.                                 :
:                                                            :
: Vendor Number  . . :      23 ABS AMERICAS                  :
: Phone Number . . . :  412-555-5553                         :
: Pay to Address Number     23                               :
: Quality Contact  . .    1 BROOKES          JOSEPH          :
: Sales Contact  . . .    1 BROOKES          JOSEPH          :
:                                                            :
: Shipping Code  . . .  CALL                                 :
: Shipping Notes . . .                                       :
:                                                            :
: Terms Code . . . . .  N30                                  :
: MSDS Required ?  . .  Y                                     :
: Vendor Preference  .                                       :
:                                                            :
: F3=Exit   F4=Prompt                                        :
:                                                            :
:                                                            :
:............................................................:
 F3=Exit   F6=Add   F21=Print List
```
*Call* →

**Your Choices**     Figure 6 shows the Edit PO Vendor Details display.
- Shipping Code field had been changed to CALL.
- If needed you can make changes to the other fields.
- **F4** lets you prompt.

**Processing**    Press **Enter** to bring up the CONFIRM: Y prompt, as shown in Figure 7.

**Figure 7**

```
.... ..............................................................................
:                         Edit PO Vendor Details                               :
:                                                                              :
:  Type changes, press Enter.                                                  :
:                                                                              :
:  Vendor Number  . . :        23 ABS AMERICAS                                 :
:  Phone Number . . . :   412-555-5553                                         :
:  Pay to Address Number       23                                              :
:  Quality Contact  . .     1 BROOKES              JOSEPH                       :
:  Sales Contact  . . .     1 BROOKES              JOSEPH                       :
:                                                                              :
:  Shipping Code  . . .   CALL                                                 :
:  Shipping Notes . . .                                                        :
:                                                                              :
:  Terms Code . . . . .   N30                                                  :
:  MSDS Required ?  . .   Y                                                     :
:  Vendor Preference  .                                                        :
:                                                                              :
:  F3=Exit   F4=Prompt                                                         :
:                                                        ....................  :
:                                                    :  CONFIRM: Y (Y/N)  : :
:..................................................  :                    : :
 F3=Exit   F6=Add   F21=Print List                  :....................:
```

CONFIRM : Y →

**Confirming**    You will be asked to confirm your request.

**Confirming Tips**    The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

**Returning**    Press **Enter** to return to the Work with PO Vendors display.

**Figure 8**

Work With →
PO Vendors

```
 POYRDFR   DISPLAY                                          1/02/98 08:00:00
                          Work with PO Vendor
   Vendor  Vendor Name                    Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                   Phone Number Terms Vendor     Notes
   Number                                              Code  Preference
      21 A & M NON-FERROUS METALS LTD.  272-2422     N30   A
      23 ABS AMERICAS                   713-873-0700 N30   NONE
      31 ATLAS ALLOYS                   534-8999     N30   A
     387 WESTBURNE SUPPLY (B.C.)        298-7500     N30




 F3=Exit   F6=Add   F21=Print List
```

**The Result**    You have successfully made changes to a Vendor PO.

**You Are Done**    This completed Section 3.6., How To Make Changes To A Vendor PO.

## 3.7 How To Delete PO Vendors

Figure 1 shows the Work With PO Vendors display.

**Start Here**

**Figure 1**

**Work With** →
**PO Vendors**

**4** = *Delete* →

```
POYRDFR    DISPLAY                                      1/02/98 08:00:00
                              Work with PO Vendor
   Vendor   Vendor Name                    Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                  Phone Number Terms Vendor    Notes
   Number                                                   Code  Preference
        21 A & M NON-FERROUS METALS LTD.  272-2422     N30   A
        23 ABS AMERICAS                   713-873-0700 N30   NONE
        31 ATLAS ALLOYS                   534-8999     N30   A
       387 WESTBURNE SUPPLY (B.C.)        298-7500     N30




 F3=Exit    F6=Add    F21=Print List
```

**The Task**

We are going to Delete PO Vendor.

- In Figure 1, option 4 lets you delete.

**Deleting**

Tab down to ABS Americas, and key in a *4*, as shown in Figure 2.

**Figure 2**

```
POYRDFR    DISPLAY                                      1/02/98 08:00:00
                              Work with PO Vendor
   Vendor   Vendor Name                    Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                  Phone Number Terms Vendor    Notes
   Number                                                   Code  Preference
        21 A & M NON-FERROUS METALS LTD.  555-5511     N30   A
 4      23 ABS AMERICAS                   412-555-5553 N30   NONE
       31 ATLAS ALLOYS                    555-5512     N30   A
      387 WESTBURNE SUPPLY (B.C.)         555-5513     N30




 F3=Exit    F6=Add    F21=Print List
```

**4** →

**Filled**        Press **Enter**, and your display will look like Figure 3.

**Figure 3**

Delete Vendor →
```
...... .....................................................................
:                              Delete Vendor                               :
:                                                                           :
:  Press Enter to Confirm Deletion                                          :
:                                                                           :
:  Address Number :        23 ABS AMERICAS                                  :
:                             Phone Number  412-555-5553                    :
:  AP Vendor Number        23 ABS AMERICAS                                  :
:                                                                           :
:  Quality Contact       1                                                  :
:  Sales Contact   :     1                                                  :
:                                                                           :
:  Shipping Code   :   AIR-P                                                :
:  Shipping Notes :    Any necessary notes                                  :
:                                                                           :
:  Terms Code . . :    N30                                                  :
:                                                                           :
:  F3=Exit                                                                  :
:                                                                           :
```
F3 = *Exit* →
```
:...........................................................................:

 F3=Exit   F6=Add   F21=Print List
```

*You're working with this panel*

**Your Choices**     Figure 3 shows the Delete Vendor panel.

- **F3** lets you exit without deleting.
- **Enter** lets you proceed.

**Processing**    Press **Enter** to bring up the CONFIRM: Y prompt, as shown in Figure 4.

**Figure 4**

```
.. . ........................................................................
:                              Delete Vendor                               :
:                                                                           :
:  Press Enter to Confirm Deletion                                          :
:                                                                           :
:  Address Number :        23 ABS AMERICAS                                  :
:                             Phone Number  412-555-5553                    :
:  AP Vendor Number        23 ABS AMERICAS                                  :
:                                                                           :
:  Quality Contact       1 BROOKES                JOSEPH                    :
:  Sales Contact   :     1 BROOKES                JOSEPH                    :
:                                                                           :
:  Shipping Code   :   AIR-P  Air freight Prepaid                           :
:  Shipping Notes :    Any necessary notes                                  :
:                                                                           :
:  Terms Code . . :    N30    Net 30 Days                                   :
:                                                                           :
:  F3=Exit                                                                  :
:                                                     ....................  :
:                                                  :  CONFIRM: Y (Y/N) : :
:..................................................  :            : :
```
CONFIRM : Y →
```
                                                     :...................:
 F3=Exit   F6=Add   F21=Print List
```

**Confirming**        You will be asked to confirm your request.

**Confirmation Tips**
- The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without deleting, press **N** then **F3**.

**Returning**   Press **Enter** to return to the Work with PO Vendors display.

**Figure 5**

**Work with →**
**PO Vendors**

*ABS Americas*
*is gone →*

```
POYRDFR    DISPLAY                                         1/02/98 08:00:00
                               Work with PO Vendor
  Vendor   Vendor Name                      Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                    Phone Number Terms Vendor      Notes
   Number                                                Code  Preference
        21 A & M NON-FERROUS METALS LTD.   555-5511      N30   A
        31 ATLAS ALLOYS                    555-5512      N30   A
       387 WESTBURNE SUPPLY (B.C.)         555-5513      N30




 F3=Exit    F6=Add    F21=Print List
```

**The Result**   You have successfully deleted ABS Americas using option 4.

**You Are Done**   This completes Section 3.7, How To Delete PO Vendors.

# 3.8 How To Return To The PO Menu

Figure 1 shows the Work with PO Vendors display.

**Start Here**

**Figure 1**

**Work with →**
**PO Vendors**

```
POYRDFR    DISPLAY                                        1/02/98 08:00:00
                              Work with PO Vendor
   Vendor   Vendor Name                    Phone Number


 Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Diary History   8=Details   9=Notes
 ? Vendor   Vendor Name                    Phone Number Terms Vendor    Notes
   Number                                                Code  Preference
        21 A & M NON-FERROUS METALS LTD.   555-5511      N30   A
        31 ATLAS ALLOYS                    555-5512      N30   A
       387 WESTBURNE SUPPLY (B.C.)         555-5513      N30







 F3=Exit   F6=Add   F21=Print List
```

**F3** = *Exit* →

**The Task**

We are going to return to the Purchase Order menu.

- In Figure 1, **F3** lets you exit.

**Exiting**

Press **F3** to return to the Purchase Order Menu.

**Figure 2**

**Purchase →**
**Order Menu**

```
ZZMENUR    DISPLAY      ................................................
                        :            Run Application Menu             :
 User Id YOU            : KOBELT    Test  Manufacturing Co. Ltd.       :
 Your Name              : PO        Purchase Order                     :
 Type options, press Enter. : Select Menu options using '1'            :
 1=Select Menu Option  2=Chang : ?  Menu Description                   :
                        :          Work with PO Vendor                 :
 ?    Application       :          Work with Purchase Orders           :
 1 PO  Purchase Orders  :          Work With PO Item Master            :
                        :          PO Setup                            :
                        :          Common Menu Functions               :
                        :                                              :
                        :                                              :
                        :                                              :
                        :                                              :
                        :                                              :
                        :                                              :
                        :                                              :
                        : F3=Exit   F17=Change Current Company         :
                        :                                              :
                        :                                              :
 F3=Exit                :..............................................:
```

**The Result**

You have successfully returned to the Purchase Order Menu.

**You Are Done**

This completes Section 3.8, How To Return To The Purchase Order Menu, and Chapter 3, Purchase Order Vendors.