

Create Inbound Order GSA

This lesson teaches how to create an inbound GSA order. This is similar to the non-GSA orders, except that there are a few more fields to enter.

Creating A Purchase Order

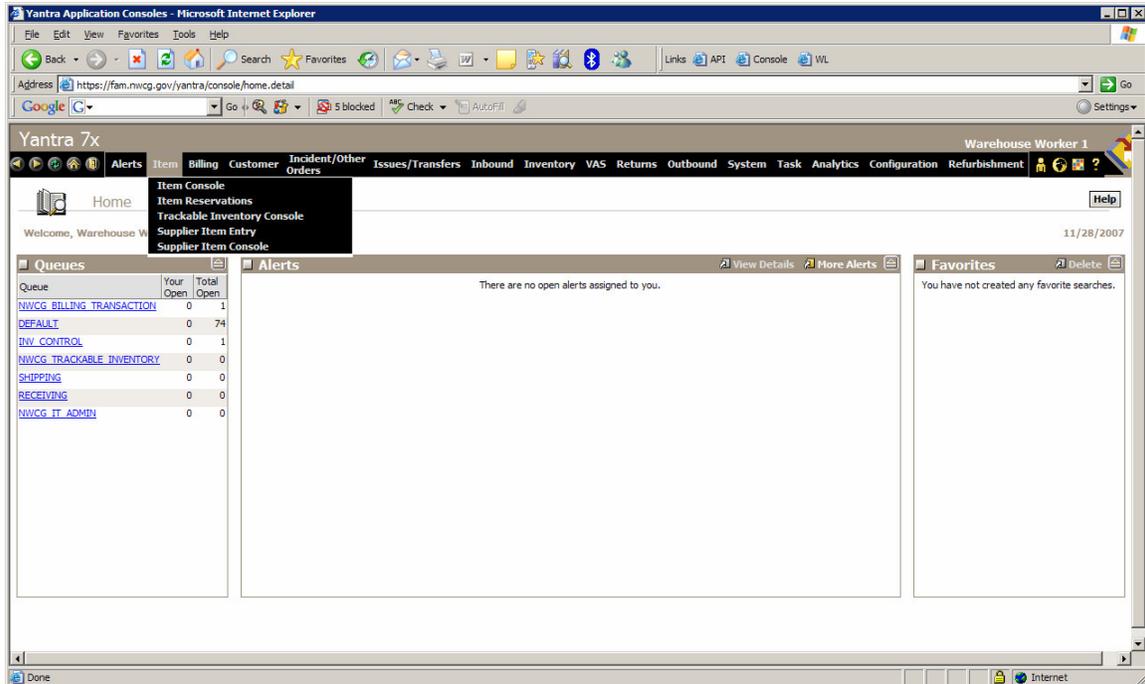
1. Select **Create Inbound Order** from the **Inbound** menu
2. Enter the **Seller ID** (e.g. **GSA**) and tab out of the field
3. Click **Create Order**
4. At the bottom of the form, click **New** to enter new order lines
5. Repeat the following steps for each line item
 - a. In the **Item ID** field enter or search for the **Item ID**
 - b. In the **Line Qty** field enter **quantity** of this item to be ordered
6. If this is a GSA order, **click the hyperlink** for FSS Details and fill in any appropriate fields
7. Click **Save** to save the draft order into the system
8. Click **Confirm** to confirm the order
9. **NOTE:** make a note of the order number for later reference

The Order is now in the System.

Create Supplier Item Entry

The Supplier Item Entry allows you to set up information for an item specific to a supplier, such as standard pack quantity, supplier unit cost and part number. From the application console:

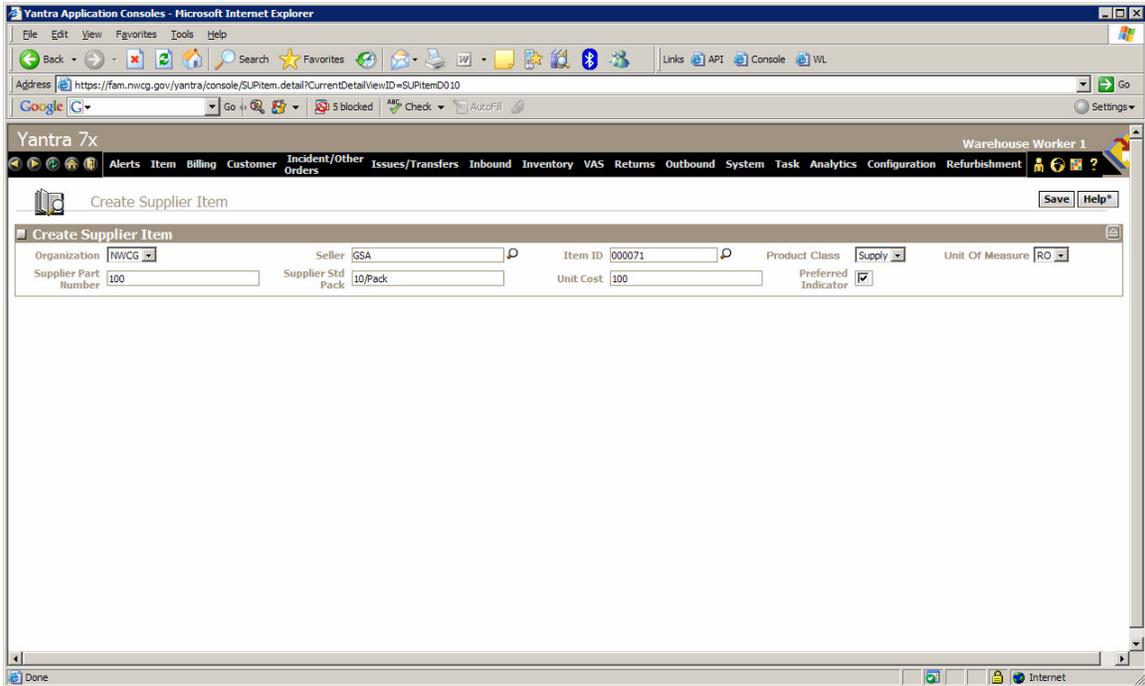
1. Select **Item -> Item Supplier Entry**



2. Enter the following information:

1. Organization = NWCG
2. Seller = GSA
3. Item ID = 000071
4. Product Class = Supply
5. Unit of Measure = RO
6. Supplier Part Number = 100
7. Supplier Standard Pack = 10/Pack
8. Unit Cost = 100
9. Preferred Indicator = checked

3. Press **Save**



NOTE: After pressing “Save” the user remains on the “Create Supplier Item” page.

