

Tutorial:

CREATE A SPOT PO FROM MRP SUGGESTED PO'S

Selecting and emailing suggested purchase orders manually to the vendor.

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Creating the spot PO

Using the **Create Spot PO's from Suggestion PO's [S2810]** screen provides planners a flexible solution for issuing purchase orders manually, based on MRP suggestions as an alternative to using vendor release.

Planners also have the option to edit the order quantity, due date and the purchase price, depending on their customers requirements.

For more information about setting up Vendor release [click here](#).

Planner	Part Number	Part Description	Lead	MRP Start Date	Default Vendor	MRP Qty	MRP Date	Order Vendor	Due Date	Order Qty	UM	Pur Price	Select	Clear
P-RAW-S	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/04/2017	EARLEMD	84.00	04/13/2017	EARLEMD	04/13/2017	0.00	FT	\$0.00		
P-RAW-S	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/17/2017	EARLEMD	84.00	04/26/2017	EARLEMD	04/26/2017	0.00	FT	\$0.00		
P-RAW-S	TB-2.375-1	2.375" OD X .625" W CAT SPEC 1E170	60	04/07/2017	EMJUS	20.00	07/05/2017	EMJUS	07/05/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2	.5 SQ A1018 CD (6829000822)	7	03/27/2017	METAL	12.00	04/05/2017	METAL	04/05/2017	0.00	FT	\$0.00	Select	Clear
P-RAW-S	BR--375-3	SRC 1045 3/8 DIA	14	04/06/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2	.5 SQ A1018 CD (6829000822)	7	04/18/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2	.5 SQ A1018 CD (6829000822)	7	06/14/2017	METAL	10.00	06/23/2017	METAL	06/23/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.75-1	3.750"OD X 2.625"ID, 1026	14	05/15/2017	National Tube Co	20.00	06/05/2017	National Tube Co	06/05/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.5-1	TUBE, 3.5"OD X 2.5"ID CD 1026 (6829000822)	7	05/29/2017	National Tube Co	20.00	06/07/2017	National Tube Co	06/07/2017	0.00	FT	\$0.00		
P-RAW	BRF-1.5X3.00	1.50 X 3.00 1018CD-MS-9(6829000822)	7	04/26/2017	RESMET	20.00	05/05/2017	RESMET	05/05/2017	0.00	FT	\$0.00		
P-RAW	BRF--375X1.00	.375 X 1.00 1018 CD (6829000822)	7	04/28/2017	RESMET	20.00	05/09/2017	RESMET	05/09/2017	0.00	FT	\$0.00		
P-RAW	BR-2-1	2.00"DIA, 1018 Cold Drawn Steel Spec	7	05/30/2017	RESMET	20.00	06/08/2017	RESMET	06/08/2017	0.00	FT	\$0.00		
P-RAW-S	CH-44W-C6X10.5	CHANNEL, C6X10.5 44W (1E0170), 20'	7	05/03/2017	SIMSTEEL	40.00	05/12/2017	SIMSTEEL	05/12/2017	0.00	FT	\$0.00		
P-RAW-S	BRF-2X188	.188 X 2.000 GR 44W HR	10	05/04/2017	SIMSTEEL	40.00	05/18/2017	SIMSTEEL	05/18/2017	0.00	FT	\$0.00		
P-RAW-S	BR-S DIA HR	.500 DIA 44W (6829002574)	21	04/26/2017	SIMSTEEL	72.00	05/26/2017	SIMSTEEL	05/26/2017	0.00	FT	\$0.00		

Order Qty (Vend UM): 0.0000 KG 0.2000 FT/ KG
Order Qty (Count UM): 0.0000 FT 1.0000 FT/FT

PURCHASE ORDERS TO BE CREATED			
Vendor	Part Count	Total Order Qty	Total Value

PURCHASE ORDERS CREATED				
Vendor	PO Number	PO PDF	Email	Email Status

Create Purchase Orders

Browse Edit Add Delete OK Cancel Print

Task 1: Filtering the list of purchase orders

1. To filter the list of MRP suggested PO's select one of the options from the **Planner** or **Vendor** drop down menu's.
2. To choose an alternative **MRP Start Date**, select the new date option from the calendar.
3. You Can also Run MRP from the screen if you require the latest calculated suggested PO's.

The screenshot shows the 'Create Spot Purchase Order' window. At the top, there are dropdown menus for 'Planner' and 'Vendor', both set to '<ALL>' and 'Select All Records'. A date picker for 'MRP Start Date' is set to '06/29/2017'. A calendar is open, showing the month of June 2017, with the 29th selected. A 'Run MRP' button is highlighted in orange. Below the calendar is a table of suggested purchase orders with columns for Planner, Part Num, Lead, MRP Start Date, Default Vendor, MRP Qty, MRP Date, Order Vendor, Due Date, Order Qty, UM, Pur Price, Select, and Clear. At the bottom, there are two summary tables: 'PURCHASE ORDERS TO BE CREATED' and 'PURCHASE ORDERS CREATED'. A 'Create Purchase Orders' button is located between these tables. The bottom of the window has a navigation bar with buttons for Browse, Edit, Add, Delete, OK, Cancel, and Print.

Planner	Part Num	Su	Mo	Tu	We	Th	Fr	Sa	Lead	MRP Start Date	Default Vendor	MRP Qty	MRP Date	Order Vendor	Due Date	Order Qty	UM	Pur Price	Select	Clear
P-RAW-S	BR--25-2							3	7	04/04/2017	EARLEMD	840.00	04/13/2017	EARLEMD	04/13/2017	0.00	FT	\$0.00		
P-RAW-S	BR--25-2							10	7	04/17/2017	EARLEMD	84.00	04/26/2017	EARLEMD	04/26/2017	0.00	FT	\$0.00		
P-RAW-S	TB-2.375-1	4	5	6	7	8	9	10	60	04/07/2017	EMJUS	20.00	07/05/2017	EMJUS	07/05/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2	11	12	13	14	15	16	17	7	03/27/2017	METAL	12.00	04/05/2017	METAL	04/05/2017	0.00	FT	\$0.00	Select	Clear
P-RAW-S	BR--375-3	18	19	20	21	22	23	24	14	04/06/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2	25	26	27	28	29	30		7	04/18/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2								7	06/14/2017	METAL	10.00	06/23/2017	METAL	06/23/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.75-1				3.750"OD X 2.625"ID, 1026				14	05/15/2017	National Tube Co	20.00	06/05/2017	National Tube Co	06/05/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.5-1				TUBE, 3.5"OD X 2.5"ID CD 1026 (6829000822)				7	05/29/2017	National Tube Co	20.00	06/07/2017	National Tube Co	06/07/2017	0.00	FT	\$0.00		
P-RAW	BRF-1.5X3.00				1.50 X 3.00 1018CD-MS-9(6829000822)				7	04/26/2017	RESMET	20.00	05/05/2017	RESMET	05/05/2017	0.00	FT	\$0.00		
P-RAW	BRF--375X1.00				.375 X 1.00 1018 CD (6829000822)				7	04/28/2017	RESMET	20.00	05/09/2017	RESMET	05/09/2017	0.00	FT	\$0.00		
P-RAW	BR-2-1				2.00"DIA, 1018 Cold Drawn Steel Spec				7	05/30/2017	RESMET	20.00	06/08/2017	RESMET	06/08/2017	0.00	FT	\$0.00		
P-RAW-S	CH-44W-C6X10.5				CHANNEL, C6X10.5 44W (1E0170), 20'				7	05/03/2017	SIMSTEEL	40.00	05/12/2017	SIMSTEEL	05/12/2017	0.00	FT	\$0.00		
P-RAW-S	BRF-2X.188				.188 X 2.000 GR 44W HR				10	05/04/2017	SIMSTEEL	40.00	05/18/2017	SIMSTEEL	05/18/2017	0.00	FT	\$0.00		
P-RAW-S	BR-S DIA HR				.500 DIA 44W (6829002574)				21	04/26/2017	SIMSTEEL	72.00	05/26/2017	SIMSTEEL	05/26/2017	0.00	FT	\$0.00		

Order Qty (Vend UM): 0.0000 KG 0.2000 FT/ KG
Order Qty (Count UM): 0.0000 FT 1.0000 FT/FT

PURCHASE ORDERS TO BE CREATED			
Vendor	Part Count	Total Order Qty	Total Value

PURCHASE ORDERS CREATED				
Vendor	PO Number	PO PDF	Email	Email Status

Create Purchase Orders

Browse Edit Add Delete OK Cancel Print

Task 2: Selecting the PO to create

1. Click the **Select** button on the item you wish to add to a purchase order from the list. (*The Order quantity will be suggested automatically*)
2. The **Purchase Orders to be Created** table summarize any PO's that will be created based on your item selections.

Create Spot Purchase Order

Planner: <ALL> Select All Records
Vendor: <ALL> Select All Records
MRP Start Date <=: 06/29/2017
Only Order Qty > 0: No

Run MRP
Reset Order Quantities

Planner	Part Number	Part Description	Lead	MRP Start Date	Default Vendor	MRP Qty	MRP Date	Order Vendor	Due Date	Order Qty	UM	Pur Price	Select	Clear
P-RAW-S	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/04/2017	EARLEM	840.00	04/13/2017	EARLEM	04/13/2017	0.00	FT	\$0.00		
P-RAW-S	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/17/2017	EARLEM	84.00	04/26/2017	EARLEM	04/26/2017	0.00	FT	\$0.00		
P-RAW-S	TB-2.375-1	2.375" OD X .625" W CAT SPEC 1E170	60	04/07/2017	EMJUS	20.00	07/05/2017	EMJUS	07/05/2017	0.00	FT	\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822)	7	03/27/2017	METAL	12.00	04/05/2017	METAL	04/05/2017	12.00	FT	\$11.25	Select	Clear
P-RAW-S	BR--375-3	SRC 1045 3/8 DIA	14	04/06/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822)	7	04/18/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822)	7	06/14/2017	METAL	10.00	06/23/2017	METAL	06/23/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.75-1	3.750"OD X 2.625"ID, 1026	14	05/15/2017	National Tube Co	20.00	06/05/2017	National Tube Co	06/05/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.5-1	TUBE, 3.5"OD X 2.5"ID CD 1026 (6829000822)	7	05/29/2017	National Tube Co	20.00	06/07/2017	National Tube Co	06/07/2017	0.00	FT	\$0.00		
P-RAW	BRF-1.5X3.00	1.50 X 3.00 1018CD-M5-9(6829000822)	7	04/26/2017	RESMET	20.00	05/05/2017	RESMET	05/05/2017	0.00	FT	\$0.00		
P-RAW	BRF--375X1.00	.375 X 1.00 1018 CD (6829000822)	7	04/28/2017	RESMET	20.00	05/09/2017	RESMET	05/09/2017	0.00	FT	\$0.00		
P-RAW	BR-2-1	2.00"DIA, 1018 Cold Drawn Steel Spec	7	05/30/2017	RESMET	20.00	06/08/2017	RESMET	06/08/2017	0.00	FT	\$0.00		
P-RAW-S	CH-44W-C6X10.5	CHANNEL, C6X10.5 44W (1E0170), 20'	7	05/03/2017	SIMSTEEL	40.00	05/12/2017	SIMSTEEL	05/12/2017	0.00	FT	\$0.00		
P-RAW-S	BRF-2X.188	.188 X 2.000 GR 44W HR	10	05/04/2017	SIMSTEEL	40.00	05/18/2017	SIMSTEEL	05/18/2017	0.00	FT	\$0.00		
P-RAW-S	BR--5 DIA HR	.500 DIA 44W (68290002574)	21	04/26/2017	SIMSTEEL	72.00	05/26/2017	SIMSTEEL	05/26/2017	0.00	FT	\$0.00		

Order Qty (Vend UM): 60.0000 KG
Order Qty (Count UM): 12.0000 FT

PURCHASE ORDERS TO BE CREATED			
Vendor	Part Count	Total Order Qty	Total Value
METAL	1	12.00	\$135.00

Create Purchase Orders

PURCHASE ORDERS CREATED				
Vendor	PO Number	PO PDF	Email	Email Status

Browse Edit Add Delete OK Cancel Print

Task 3: Editing the PO quantity and due date

1. If you need to change the **Order Quantity** or the **Due Date** click the **Edit** button in the bottom menu.
2. Enter the revised quantity in the **Order Qty** box.
3. If materials are usually ordered using any other unit of measurement, enter the quantity in the **Order Qty (Vend UM)** field. (*OnRamp will automatically convert the vendor unit of measurement to the STD UM quantity.*)
4. You can also edit the **Due Date** from the drop down Calendar.
5. Click **OK** when complete.

The screenshot shows the 'Create Spot Purchase Order' window with the following elements:

- 1**: The bottom menu bar containing 'Browse', 'Edit', 'Add', 'Delete', 'OK', 'Cancel', and 'Print' buttons.
- 2**: The 'Order Qty' field in the table, which is highlighted in green.
- 3**: The 'Order Qty (Vend UM)' field, which is highlighted in red.
- 4**: The calendar widget used for selecting the 'Due Date', which is highlighted in red.
- 5**: The 'OK' button in the bottom menu bar, which is highlighted in red.

Planner	Part Number	Part Description	Lead	MRP Start Date	Default Vendor	MRP Qty	MRP Date	Order Vendor	Due Date	Order Qty	UM	Pur Price	Select	Clear
P-RAW-5	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/04/2017	EARLEM0	840.00	04/13/2017	EARLEM0	04/13/2017	0.00	FT	\$0.00		
P-RAW-5	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/17/2017	EARLEM0	84.00	04/26/2017	EARLEM0	04/26/2017	0.00	FT	\$0.00		
P-RAW-5	TB-2.375-1	2.375" OD X .625" W CAT SPEC 1E170	60	04/07/2017	EMJUS	20.00	07/05/2017	EMJUS	07/05/2017	0.00	FT	\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822)	7	03/27/2017	METAL	12.00	04/05/2017	METAL	04/05/2017	30	FT	\$11.25	Select	Clear
P-RAW-5	BR--375-3	SRC 1045 3/8 DIA	14	04/06/2017	METAL	12.00	04/27/2017	METAL				\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822)	7	04/18/2017	METAL	12.00	04/27/2017	METAL				\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822)	7	06/14/2017	METAL	10.00	06/23/2017	METAL				\$0.00		
P-RAW-5	TB-3.75-1	3.750"OD X 2.625"ID, 1026	14	05/15/2017	National Tube Co	20.00	06/05/2017	National Tube Co				\$0.00		
P-RAW-5	TB-3.5-1	TUBE, 3.5"OD X 2.5"ID CD 1026 (6829000822)	7	05/29/2017	National Tube Co	20.00	06/07/2017	National Tube Co				\$0.00		
P-RAW	BRF-1.5X3.00	1.50 X 3.00 1018CD-M5-9(6829000822)	7	04/26/2017	RESMET	20.00	05/05/2017	RESMET				\$0.00		
P-RAW	BRF--375X1.00	.375 X 1.00 1018 CD (6829000822)	7	04/28/2017	RESMET	20.00	05/09/2017	RESMET				\$0.00		
P-RAW	BR-2-1	2.00"DIA, 1018 Cold Drawn Steel Spec	7	05/30/2017	RESMET	20.00	06/08/2017	RESMET				\$0.00		
P-RAW-5	CH-44W-C6X10.5	CHANNEL, C6X10.5 44W (1E0170), 20'	7	05/03/2017	SIMSTEEL	40.00	05/12/2017	SIMSTEEL				\$0.00		
P-RAW-5	BRF-2X188	.188 X 2.000 GR 44W HR	10	05/04/2017	SIMSTEEL	40.00	05/18/2017	SIMSTEEL				\$0.00		
P-RAW-5	BR--5 DIA HR	.500 DIA 44W (6829002574)	21	04/26/2017	SIMSTEEL	72.00	05/26/2017	SIMSTEEL				\$0.00		

PURCHASE ORDERS TO BE CREATED

Vendor	Part Count	Total Order Qty	Total Value
METAL	1	12.00	\$135.00

PURCHASE ORDERS CREATED

Vendor	PO Number	PO PDF	Email	Email Status
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Order Qty (Vend UM): 150.0000 KG 0.2000 FT/ KG
Order Qty (Count UM): 30.0000 FT 1.0000 FT/FT

Purchase orders to be created summary

1. Purchase orders selected for the same vendor or additional vendors will be grouped and summarized in the **Purchase Orders to be Created** table.
2. To reset the PO list if you need to revise your selection, click on the **Reset Order Quantities** button.

Create Spot Purchase Order

Create Spot POs From Suggested POs [S2810]

Planner: <ALL> Select All Records

Vendor: <ALL> Select All Records

MRP Start Date <=: 06/29/2017

Only Order Qty > 0: No

Run MRP

Reset Order Quantities

Planner	Part Number	Part Description	Lead	MRP Start Date	Default Vendor	MRP Qty	MRP Date	Order Vendor	Due Date	Order Qty	UM	Pur Price	Select	Clear
P-RAW-S	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/04/2017	EARLEMD	840.00	04/13/2017	EARLEMD	04/13/2017	0.00	FT	\$0.00		
P-RAW-S	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/17/2017	EARLEMD	84.00	04/26/2017	EARLEMD	04/26/2017	0.00	FT	\$0.00		
P-RAW-S	TB-2.375-1	2.375" OD X .625" W CAT SPEC 1E1700	60	04/07/2017	EMJUS	20.00	07/05/2017	EMJUS	07/05/2017	0.00	FT	\$0.00		
P-RAW	BRS--5-2	.5 SQ A1018 CD (6829000822)	7	03/27/2017	METAL	12.00	04/05/2017	METAL	04/05/2017	0.00	FT	\$0.00		
P-RAW-S	BR--375-3	SRC 1045 3/8 DIA	14	04/06/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BRS--5-2	.5 SQ A1018 CD (6829000822)	7	04/18/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BRS--5-2	.5 SQ A1018 CD (6829000822)	7	06/14/2017	METAL	10.00	06/23/2017	METAL	06/23/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.75-1	3.750"OD X 2.625"ID, 1026	14	05/15/2017	National Tube Co	20.00	06/05/2017	National Tube Co	06/05/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.5-1	TUBE, 3.5"OD X 2.5"ID CD 1026 (6829	7	05/29/2017	National Tub	20.00	06/07/2017	National Tub	06/07/2017	20.00	FT	\$22.00	Select	Clear
P-RAW	BRF-1.5X3.00	1.50 X 3.00 1018CD-MS-9(6829000822	7	04/26/2017	RESMET	20.00	05/05/2017	RESMET	05/05/2017	0.00	FT	\$0.00		
P-RAW	BRF--375X1.00	.375 X 1.00 1018 CD (6829000822)	7	04/28/2017	RESMET	20.00	05/09/2017	RESMET	05/09/2017	20.00	FT	\$1.75		
P-RAW	BR-2-1	2.00"DIA, 1018 Cold Drawn Steel Spec	7	05/30/2017	RESMET	20.00	06/08/2017	RESMET	06/08/2017	0.00	FT	\$0.00		
P-RAW-S	CH-44W-C6X10.5	CHANNEL, C6X10.5 44W (1E0170), 20"	7	05/03/2017	SIMSTEEL	40.00	05/12/2017	SIMSTEEL	05/12/2017	40.00	FT	\$7.00		
P-RAW-S	BRF-2X.188	.188 X 2.000 GR 44W HR	10	05/04/2017	SIMSTEEL	40.00	05/18/2017	SIMSTEEL	05/18/2017	0.00	FT	\$0.00		
P-RAW-S	BR--5 DIA HR	.500 DIA 44W (6829002574)	21	04/26/2017	SIMSTEEL	72.00	05/26/2017	SIMSTEEL	05/26/2017	0.00	FT	\$0.00		

Order Qty (Vend UM): 20.0000 FT 1.0000 FT / FT

Order Qty (Count UM): 20.0000 FT 1.0000 FT / FT

1

PURCHASE ORDERS TO BE CREATED			
Vendor	Part Count	Total Order Qty	Total Value
National Tube Canada	1	20.00	\$440.00
RESMET	1	20.00	\$35.00
SIMSTEEL	1	40.00	\$280.00

Create Purchase Orders

PURCHASE ORDERS CREATED				
Vendor	PO Number	PO PDF	Email	Email Status

Browse Edit Add Delete OK Cancel Print

Task 4: Creating the spot purchase order

1. When the list of PO's you wish to create is complete, click the **Create Purchase Orders** button.
2. OnRamp will display a system **Notification** when all the purchase orders have been successfully created.
3. Click **OK** to close the notification window and return to the main screen.

The screenshot shows the 'Create Spot Purchase Order' window in OnRamp. At the top, there are filters for Planner, Vendor, MRP Start Date, and Only Order Qty. Below this is a table of suggested POs with columns for Planner, Part Number, Part Description, Lead, MRP Start Date, Default Vendor, MRP Qty, MRP Date, Order Vendor, Date, Order Qty, UM, Pur Price, Select, and Clear. A red box labeled '1' highlights the 'Create Purchase Orders' button at the bottom. A notification window (2) is overlaid on the table, displaying a message: 'All Succeeded: National Tube Canada (PO Number:P1793), RESMET (PO Number:P1794), SIMSTEEL (PO Number:P1795)'. Below the message is an 'OK' button (3). At the bottom of the main window, there are buttons for Browse, Edit, Add, Delete, OK, Cancel, and Print.

Planner	Part Number	Part Description	Lead	MRP Start Date	Default Vendor	MRP Qty	MRP Date	Order Vendor	Date	Order Qty	UM	Pur Price	Select	Clear
P-RAW-S	BR-.25-2	1/4 ROUND BAR, 1018 CD							/2017	0.00	FT	\$0.00		
P-RAW-S	BR-.25-2	1/4 ROUND BAR, 1018 CD							/2017	0.00	FT	\$0.00		
P-RAW-S	TB-2.375-1	2.375" OD X .625" W CAT SPS							/2017	0.00	FT	\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822							/2017	0.00	FT	\$0.00		
P-RAW-S	BR-.375-3	SAC 1045 3/8 DIA							/2017	0.00	FT	\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822							/2017	0.00	FT	\$0.00		
P-RAW	BRS-5-2	.5 SQ A1018 CD (6829000822							/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.75-1	3.750"OD X 2.625"ID, 1026							/2017	0.00	FT	\$0.00		
P-RAW	BRF-1.5X3.00	1.50 X 3.00 1018CD-MS-9/68							/2017	0.00	FT	\$0.00	Select	Clear
P-RAW	BR-2-1	2.00"DIA, 1018 Cold Drawn S							/2017	0.00	FT	\$0.00		
P-RAW-S	BRF-2X.188	.188 X 2.000 GR 44W HR							/2017	0.00	FT	\$0.00		
P-RAW-S	BR-.5 DIA HR	.500 DIA 44W (6829002574)							/2017	0.00	FT	\$0.00		
P-RAW-S	BR-.5 DIA HR	.500 DIA 44W (6829002574)							/2017	0.00	FT	\$0.00		
P-RAW-S	BRF-3X1-1	1.000 X 3.000, A36(68290025							/2017	0.00	FT	\$0.00		
P-RAW-S	BR-.5 DIA HR	.500 DIA 44W (6829002574)							/2017	0.00	FT	\$0.00		

Vendor	Part Count	Total Order Qty	Total
National Tube Canada	P1793		
RESMET	P1794		
SIMSTEEL	P1795		

PO PDF	Email	Email Status
National-Tube-Canada		Not Sent
RESMET-P1794-PO.pdf		Not Sent
SIMSTEEL-P1795-PO.pdf		Not Sent

Task 5: Reviewing the purchase order PDF

1. Newly created purchase orders can be reviewed in the **Purchase Orders Created** table.
2. To review the PDF document, double click within the **PO PDF** field.
3. To send the finalized PO to the vendor, click the **Email** button. (When the email has been sent the **Email Status** field will show the time and date the email was sent.)

Create Spot Purchase Order

Planner: <ALL> Select All Records
Vendor: <ALL> Select All Records
MRP Start Date <= : 06/29/2017
Only Order Qty > 0: No

Run MRP
Reset Order Quantities

Planner	Part Number	Part Description	Lead	MRP Start Date	Default Vendor	MRP Qty	MRP Date	Order Vendor	Due Date	Order Qty	UM	Pur Price	Select	Clear
P-RAW-S	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/04/2017	EARLEMD	84.00	04/13/2017	EARLEMD	04/13/2017	0.00	FT	\$0.00		
P-RAW-S	BR--25-2	1/4 ROUND BAR, 1018 CD	7	04/17/2017	EARLEMD	84.00	04/26/2017	EARLEMD	04/26/2017	0.00	FT	\$0.00		
P-RAW-S	TB-2.375-1	2.375" OD X .625" W CAT SPEC 1E170	60	04/07/2017	EMJUS	20.00	07/05/2017	EMJUS	07/05/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2	.5 SQ A1018 CD (6829000822)	7	03/27/2017	METAL	12.00	04/05/2017	METAL	04/05/2017	0.00	FT	\$0.00		
P-RAW-S	BR--375-3	SRC 1045 3/8 DIA	14	04/06/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2	.5 SQ A1018 CD (6829000822)	7	04/18/2017	METAL	12.00	04/27/2017	METAL	04/27/2017	0.00	FT	\$0.00		
P-RAW	BR5-5-2	.5 SQ A1018 CD (6829000822)	7	06/14/2017	METAL	10.00	06/23/2017	METAL	06/23/2017	0.00	FT	\$0.00		
P-RAW-S	TB-3.75-1	3.750"OD X 2.625"ID, 1026	14	05/15/2017	National Tube Co	20.00	06/05/2017	National Tube Co	06/05/2017	0.00	FT	\$0.00		
P-RAW	BRF-1.5X3.00	1.50 X 3.00 1018CD-MS-9/6829000822	7	04/26/2017	RESMET	20.00	05/05/2017	RESMET	05/05/2017	0.00	FT	\$0.00	Select	Clear
P-RAW	BR-2-1	2.00"DIA, 1018 Cold Drawn Steel Spec	7	05/30/2017	RESMET	20.00	06/08/2017	RESMET	06/08/2017	0.00	FT	\$0.00		
P-RAW-S	BRF-2X.188	.188 X 2.000 GR 44W HR	10	05/04/2017	SIMSTEEL	40.00	05/18/2017	SIMSTEEL	05/18/2017	0.00	FT	\$0.00		
P-RAW-S	BR--S DIA HR	.500 DIA 44W (6829002574)	21	04/26/2017	SIMSTEEL	72.00	05/26/2017	SIMSTEEL	05/26/2017	0.00	FT	\$0.00		
P-RAW-S	BR--S DIA HR	.500 DIA 44W (6829002574)	21	04/27/2017	SIMSTEEL	10.00	05/29/2017	SIMSTEEL	05/29/2017	0.00	FT	\$0.00		
P-RAW-S	BRF-3X1-1	1.000 X 3.000, A36(6829002574)	5	05/30/2017	SIMSTEEL	20.00	06/06/2017	SIMSTEEL	06/06/2017	0.00	FT	\$0.00		
P-RAW-S	BR--S DIA HR	.500 DIA 44W (6829002574)	21	05/10/2017	SIMSTEEL	71.00	06/09/2017	SIMSTEEL	06/09/2017	0.00	FT	\$0.00		

Order Qty (Vend UM): 0.0000 FT
Order Qty (Count UM): 0.0000 FT

PURCHASE ORDERS TO BE CREATED

Vendor	Part Count	Total Order Qty	Total Value
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PURCHASE ORDERS CREATED

Vendor	PO Number	PO PDF	Email	Email Status
National Tube Canada	P1793	National-Tube-Canada	Email	Not Sent
RESMET	P1794	RESMET-P1794-PO.pdf		Not Sent
SIMSTEEL	P1795	SIMSTEEL-P1795-PO.pdf		Not Sent

Create Purchase Orders

Browse Edit Add Delete OK Cancel Print