



PHASE 1 | eBuy PO Standard Format Cheat Sheet: PO, Payment Types & Codes




PO Types | Standard Formats




PO Type	Description	Catalog #	Code = Catalog #
Good/Product(s)	Noun, Modifier	Part #/Manufacturer #/SKU	N/A
Service(s)	SVC, Type	N/A	SVC
Good/Product(s) & Service(s)	<i>Line 1:</i> Noun, Modifier <i>Line 2:</i> SVC, Type	<i>Line 1:</i> Part #/Manufacturer #/SKU <i>Line 2:</i> N/A	<i>Line 1:</i> N/A <i>Line 2:</i> SVC


NOTE: No longer add \$0.00 lines for purchase details; all comments should be added in the Description underneath the PURPOSE of the good/service.



8/5/19



Service(s) | Standard Format



Quantity:

Unit of Measure:

Description:

SVC, Type
PURPOSE: Explanation
Purchase Details

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery:

[Save & Add Next](#) [Save](#) [Close](#)

Quantity:

- For Non-Progressive Payments : 1

Unit of Measure:

- Lot
- Hour

Description:

- Part 1:*
 - SVC, Temp
 - SVC, Security
 - SVC, Legal
 - SVC, Install
 - SVC, Maint
 - SVC, Prof...
- Part 2:* PURPOSE: Explanation
- Part 3:* Purchase Details

Catalog Number:

- SVC

Unit Price:


- \$USD **MUST** match the UOM for each line item based on the invoice/quote received from the supplier

Taxable:


- Generally service(s) are not taxable however apply appropriate taxes based upon the purchase conditions. Ensure that labor/installation services are featured as separate line items and represented as **NON-TAXABLE**

Expected Delivery:

- Expected completion of service(s) rendered



Good/Product(s) | Standard Format



Quantity:

Unit of Measure:

Description:

Noun, Modifier
PURPOSE: Use/Application
Purchase Details

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery:

[Save & Add Next](#) [Save](#) [Close](#)

Quantity:

- Use selling UOM

Unit of Measure:

- Refer to the UOM Symbols handout

Description:

- Part 1:* Noun, Modifier
- Part 2:* PURPOSE: Explanation
- Part 3:* Purchase Details

Catalog Number:

- Part #/Manufacturer #/SKU

Unit Price:

- \$USD **MUST** match the UOM for each line item based on the invoice/quote received from the supplier

Taxable:

- Generally all good(s) are taxable; research good(s) may be permitted to reduced sales tax terms if applicable

Expected Delivery:

- Expected delivery date of item(s)

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Payment Type	Definition	Instruction
Progressive	Partial payments made at different stages of work (or delivery), instead of making one full payment on completion	Catalog Number should indicate the payment increment Code: PYMT #1,2,3...
Multi-Year	A contract/agreement for the purchase of services for more than 1 year	Full duration of the agreement should be reflected in the PO Code: PYMT YR #1, 2, 3 ...
Material/Labor	<i>Material:</i> Components used to produce a product/render a service <i>Labor:</i> Human efforts utilized to create a product/service.	Material should be presented as a separate line from labor due to taxation Material: TAXABLE Labor: NON-TAXABLE
Deposit	Payment due prior to execution of order	Approval required AVOID AT ALL COST Code: DEP
Freight	Transport of goods by truck, train, ship, or aircraft	Any freight charge above \$250 requires separate line NON-TAXABLE
Shipping / Handling	A combination of shipping charges and labor for packing.	Shipping/Handling should be presented as a separate line TAXABLE
Taxation	Tax is based on the delivery location	If tax code is not available in eBuy then a separate line must be created for payment of tax. Code: TAX NOTE: Lines effected by the tax rate should be noted in the Description: Purchase Details of the tax line

Understanding Discounts

Payment Term:

- Payment Term (i.e. 2%/10 Net 30 days) is a Header entry and taken at the time the invoice is being processed for payment.
- It should **NOT** be calculated or reflected in the PO line item details.

Reduced/Negotiated Price/Cost:

- Enter line item discounted price on the PO (Calculate prior to your entry).
- DO NOT** enter a (-)negative line to offset discount purchase price.

eBuy & A/P Screen Shots

eBuy Entry

PO # ME10963174 Ctr# EDITH20190612143852 Status: OK to Pay

Requestor: ALAPA002 Transactor: EDITH
 User Contact: Alapa002 User Phone: 9518277583
 Order Description: MTB Quote Number:
 Date Needed (MM/DD/YYYY): 07/01/2019 Expected Delivery (MM/DD/YYYY)

Order Type: DAPO Acct Struct: DIV202 - SOM Research Division

Agreement: Lab-Supl.&Chem.-Primary (Fisher)
 Vendor: FISHER SCIENTIFIC COMPANY

Line	Qty	UOM	Catalog Number	Unit Price	Tax	Tot Amt	Expected Delivery	Action
1	1	Package	DF3114338	268.270		268.27		TAX

AP View

Invoice Lines

PO Line Item	Qty	Description	Catalog #	Unit Price	Tax Rate (%)	Unit	Unit Price	Tax Amt	Line Amt
1	1	M TUBERCULOS H37 RA 100MG 6PK	DF3114338	268.27000	8.75	PK	268.27000	\$23.47	268.27

REMINDER: AP's View Description is limited to 29 characters and that is why a Catalog # is very important