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

### PO Types | Standard Formats

<table>
<thead>
<tr>
<th>PO Type</th>
<th>Description</th>
<th>Catalog #</th>
<th>Code = Catalog #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good/Product(s)</td>
<td>Noun, Modifier</td>
<td>Part #/Manufacturer #/SKU</td>
<td>N/A</td>
</tr>
<tr>
<td>Service(s)</td>
<td>SVC, Type</td>
<td>N/A</td>
<td>SVC</td>
</tr>
<tr>
<td>Good/Product(s) &amp; Service(s)</td>
<td>Line 1: Noun, Modifier Line 2: SVC, Type</td>
<td>Line 1: Part #/Manufacturer #/SKU Line 2: N/A</td>
<td>Line 1: N/A Line 2: SVC</td>
</tr>
</tbody>
</table>

**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.

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### Service(s) | Standard Format

- **Description:**
  - Unit of Measure:
  - Unit:
  - Description:
  - Catalog Number:
  - Taxable:
  - Expected Delivery:

### Good/Product(s) | Standard Format

- **Description:**
  - Unit of Measure:
  - Unit:
  - Description:
  - Catalog Number:
  - Taxable:
  - Expected Delivery:

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**Quantity:**
- Use selling UOM
- UOM Symbols handout
- Refer to the UOM Symbols handout

**Description:**
- Part 2: PURPOSE: Explanatory
- Part 3: Purpose Details
- Catalog Number:
- Part 9: Manufacturer #/SKU
- Unit Price:
- Billing must match the UOM for each line item based on the invoice/quote received from the supplier
- Generally services are not taxable however apply appropriate taxes based upon the purchase conditions.
- Ensure that labor/installation services are listed as separate line items and represented as NON-TAXABLE
- Expected Delivery:
- Expected delivery date of item(s)
**PHASE 1 | eBuy PO Standard Format Cheat Sheet: PO, Payment Types & Codes**

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**Payment Types**

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

**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.

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**eBuy & A/P Screen Shots**

**eBuy Entry**

- **PO:** ME199522
- **User:** ALapaxy2
- **Order Description:** MTB
- **Date Needed:** 07/01/2019
- **Order Terms:** 2% 10 Net 30
- **Vendor:** FISHER SCIENTIFIC COMPANY
- **Line Unit Price:** 66.25

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**AP View**

- **PO Description:** TURBIDIMETER KIT AND USING GMP
- **Sales Tax:** 7.75%
- **Unit Price:** 268.27

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