

# Purchase Order Layout

**Purchase Order** 1 03869 Revision 0 3 7 of 11 Results < >

Status **Summary** Revisions 1 Confirmations Shipments Change Requests Receipts Invoices 1 Comments 1 Attachments History 2

General Information 4		Shipping Information 5		Billing 7	
PO No.	P2003869	<b>Ship To</b>		<b>Bill To</b>	
Revision No.	0	Contact Name	Alfredo Rangel	Accounts Payable	(574) 631-8274
Purchase Order Date	3/19/2021	Dept. Name	Procurement Services	notredame@easypass.com	(574) 631-6378
Banner SPRIDEN ID	901492292	CR1	Grace Hall	AP1	University of Notre Dame
Supplier Name	<a href="#">Kendall Electric Inc.</a>	709 Grace Hall	Building GRAC	725 Grace Hall	Notre Dame, IN 46556-5612
Address	4905 Lincolnway East	Notre Dame, IN 46556	United States	United States	
Phone	+1 574-259-0026	ShipTo Address Code	1086	BillTo Address Code	AP
Supplier Fax No.	+1 574-259-0109				
Total	44.81	<b>Requestor Information</b>		<b>Billing Options</b>	
PS Contact	no value	Name	Alfredo Rangel	Accounting Date Override	no value
Req Type	Standard Purchase Order <small>(Orders for one-time purchase of various items)</small>	Phone	+1 574-631-8216	Payment Terms	0, Net 30
Requisition Number	<a href="#">3211796</a> view   print	Email	arangel2@nd.edu		
Owner Department	Procurement Services (Procurement Services)				

Fixed Asset Review/University Inventory	
<b>Distribution Information</b>	<b>Supplier Information</b> 6
<b>Distribution Methods</b>	<b>Supplier Information</b>
The system will distribute purchase orders using the method(s) indicated below:	Contract no value
Manual	Note to Supplier no value
	Attachments for supplier <a href="#">Add</a>
	Shipping Instruction no value
	Contract/Quote No. no value
	Additional Notes or Clauses? <a href="#">Add</a>

**Completed**

Total (44.81 USD)	▼
Subtotal	44.81
	<b>44.81</b>

**Related Documents** ▼

[Requisitions: 3211796](#)

[Invoices: BY900030](#)

**What's next?** ▼

Workflow

Show skipped steps

**Submitted**  
3/19/2021 4:49 PM  
Alfredo Rangel

**Parallel Steps**  
Click to view

**Revise PO**  
Completed ...

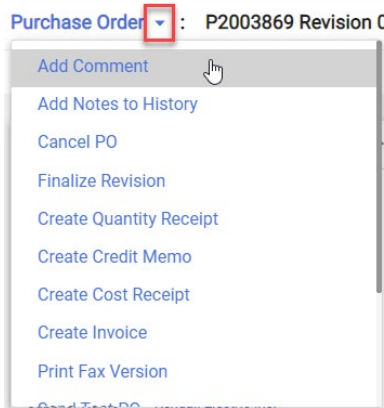
**Dispatch Purchase Order**  
Completed ...

**Parallel Steps**  
Click to view

**Completed**  
3/23/2021 11:05 AM

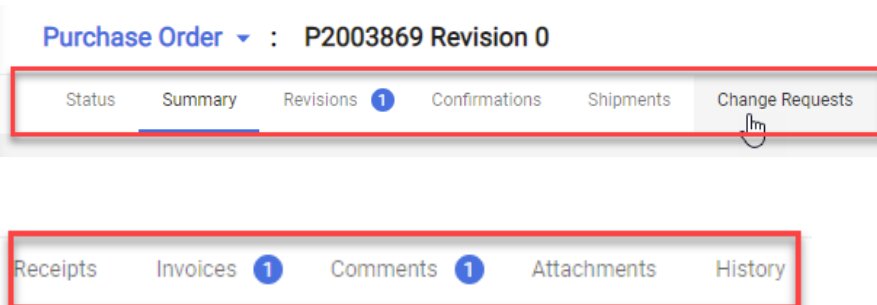
## 1. Purchase Order Options Drop Down

- All available Purchase Order options are displayed in this menu.



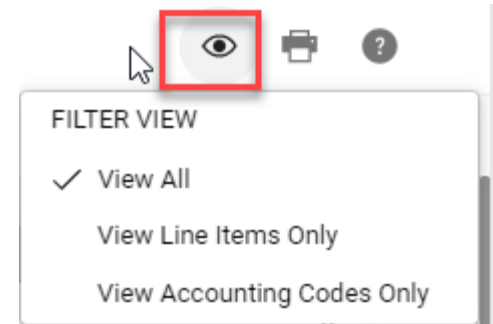
## 2. Tabs

- Several tabs are available below the Purchase Order Options Drop Down menu for additional information.



## 3. Filter View

- Filter view allows you to toggle between header and line item views.



## 4, 5 & 6. Edit, Actions, Expand/Collapse

- The pencil icon is used to edit a section. The Actions Icon (three dots) is used for section help or to hide optional fields. The Expand collapse (arrow) is used to expand or collapse a section.



## 7. Purchase Order Status

- This section shows the Purchase Order status and subtotal.

Completed	
Total (44.81 USD)	▼
Subtotal	44.81
	<hr/>
	44.81

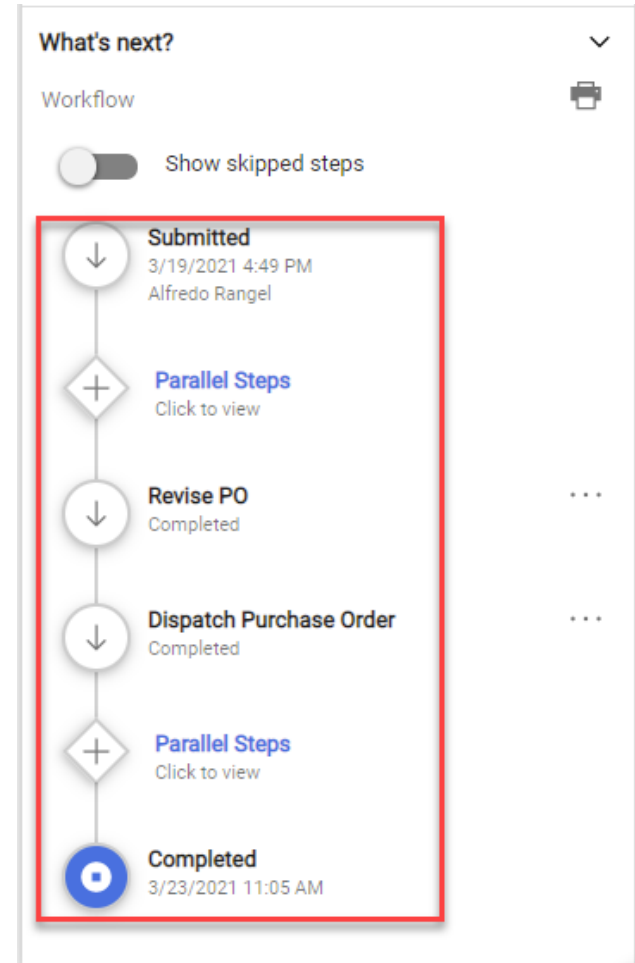
## 8. Related Documents

- This section has links to all related documents.

Related Documents	▼
<a href="#">Requisitions: 3211796</a>	
<a href="#">Invoices: BY900030</a>	

## 7. Purchase Order Workflow

- This section shows all workflow steps for this order.



# Purchase Order Layout






**Codes and FOAPAL** 10  



Chart	Fund	Organization	Account	Program	Activity	Location
1 Notre Dame	100000 Educational and General	56000 Procurement Services	7200  Supplies	70000 General Administration	<i>no value</i>	<i>no value</i>

Commodity Code: 10  
Office Supplies

Grant Review: No Grant Review

**1 Item** 12 

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 ✓	<a href="#">XLL2 KIL 3/4IN EXPL CONDUIT BODY 16180</a> <span>15</span>	41337	EA	44.806	Qty: 1 EA	<span>14</span>  <span>13</span>

**ITEM DETAILS**  11 

Contract:	<i>no value</i>	External Note	<i>no value</i>
Commodity Code	26 / MRO Parts, Supplies and Machinery	Attachments for supplier	<a href="#">Add</a>

# Purchase Order Layout

## 10 & 11. Edit Codes and FOAPAL or Item Details.

- The pencil icons allow you to edit the codes and FOAPAL section or the item details.

**Edit Line 1: Item Details** [X]

1 ✓ XLL2 KIL 3/4IN EXPL CONDUIT BODY 16180 4133 EA 44.806 Qty: 1 EA 44.81  
7

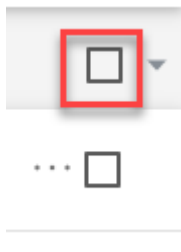
Contract: \_\_\_\_\_ External Note: \_\_\_\_\_  
1000 characters remaining expand | clear

Commodity Code: 26 - MRO Parts, Supplies and Mac... [v]

[Save] [Cancel]

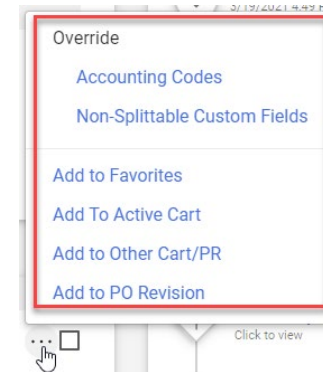
## 12 & 13. All Line Select & Single Line Select

- The open boxes are used to select all requisition lines or individual lines.



## 14. Line Actions Menu

- The line actions menu allows you to update certain line specific details or perform cart options.



## 15. Product Details

- The line item description link allows you to view the product details.

**XLL2 KIL 3/4IN EXPL CONDUIT BODY 16180** [X]

Kendall Electric  
XLL2 KIL 3/4IN EXPL CONDUIT BODY 16180

**Product Details** [v]

Part number	41337	Manufacturer Name	Hubbell
Manufacturer Part Number	XLL-2	Product size	
Packaging	EA	Supplier UOM	EA
Supplier Size		Buyer UOM	EA
Buyer Size		CAS Number	
UNSPSC	99-13-17-08	Lead Time	14
Supplier Part Auxiliary ID	KENcart:J443958118 6		

EA 44.806 USD