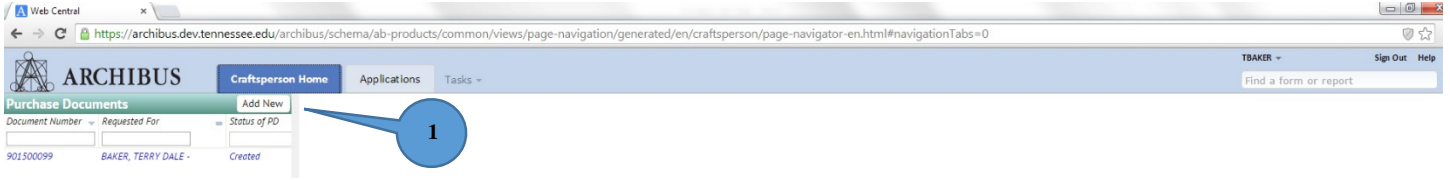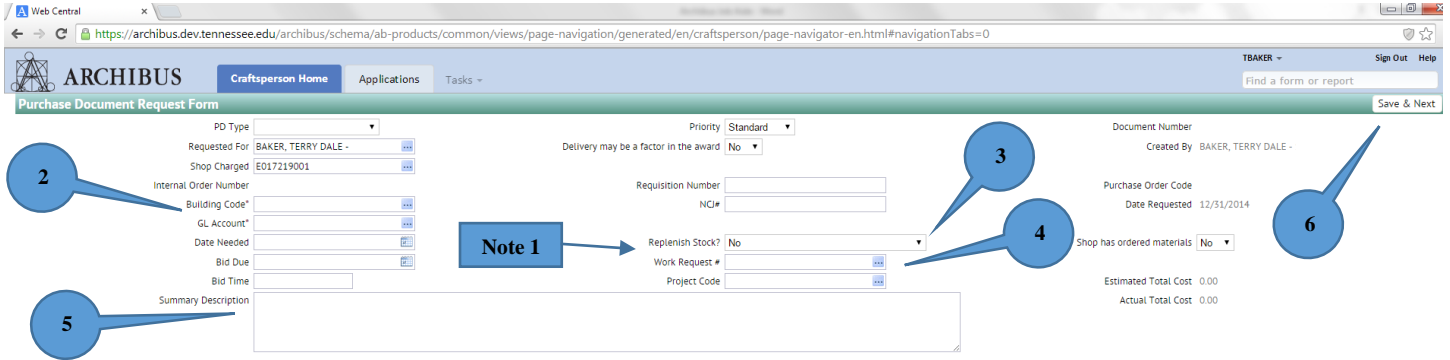# SUBMITTING A PURCHASE DOCUMENT
(PD Add / Edit under Purchase Documents on Employee Home Page)

1. Click "Add New."

2. Select "Building Code" and "GL Account." Use 436100 for Maintenance and Repair orders. Use 439100 for Operating Supplies orders.

Note: Enter other items as needed per your specific PD.

3. If replenishing stock, select which warehouse or stock.

4. If associated with a Work Request, select those using the ellipses button. When entering a work request number, the building number will auto populate.

Note 1: Enter replenish stock information or work request number, but not both.

5. Enter summary description (very basic description having 10 words or less) of items.
6. Click "Save & Next."

SUBMITTING A PURCHASE DOCUMENT CONTINUED

7. Click "Add Item" to add the item to be purchased. Fill in item description on new window. Enter "N/A" if you do not have a part number.

8. Click "Add Vendor" to add a vendor for the item to be purchased. Fill in vendor info on new window.

9. If needed, add any Specifications / Buyer Instructions / Notes.

10. Click "Submit." You may also click the adjacent "Save" button if you need to gather information for the PD. The PD will not be submitted for approval until the "Submit" button is clicked.

Note: After submission, PD routing for approval is automatic.

Note 1: Clicking the arrow will allow you to select and upload electronic files to the PD.