• Purchase Orders for Services will appear in the following query once saved in SERVICE ORDERED-

Material Requests & Purchase Orders	<b>^</b>	Ø	8
7 Work Management ~ Purchase Request ~ ZONE A ACTION NEEDED			
0 Purchasing ~ Purchase Order ~ ZONE A BUDGET ADJ NEEDED	_		
27 Purchasing ~ Purchase Order ~ ZONE A - PO APPROVED TO SCHEDULE CONTRACTOR			

- When the contractor finishes the job to satisfaction, open the query
- Find the correct Purchase Order and open it

![](_page_0_Figure_5.jpeg)

-

• Look at the Line Item Type and set the appropriate status -

AiM = Purchase Or	der							SUP	ERVISOR Abou	it Logi
ction	A211907			Last Edited by	RICHARD LONGLE	r On 01/03/2019 04:24 PM	Status	SERVICE ORDERED		
ewFinder	ZONE A - CONTRACTED SERVICES						Туре	STANDARD PO		
nal								MAINTENANCE USE - FOR ONE-TI	ME PURCHASE OF \	ARIOUS
<u>n</u>							Placed Ry	947972		
-										
tra Description								AMBER CEGIELSKI		
signing information							PO Code	92977		
ent Emeli	Contractor	1741677617	Created	Jan 03, 2019			Currency	USD		
er Defined Fields							contrary.			
atus History		ALPHA BUILDING CORPORATION					Subtotal			\$2,860.00
elated Documents	Address Code 000	Review			Discount			\$0.00		
							Так			\$0.00
	Blanket Number		Needed	Jan 02, 2019	19		Chinaiaa			\$0.00
	Contact						supping			
			Expected				Markup Percent			\$0.00
	Terms					Total			\$2,860.00	
	Line Items									
Г	Line Type	Percription				Vendor Part	Inventory Part	Order Quantity UOM	Line Total	Status
D	1 NonStock	FABRICATE AND INSTALL 2 NEW WALL PANELS NEXT	TO ELEVATORS			NULL		1.0000 EA	\$2,860.00	Open
cord 2 of 27 Go				Previous	Next				Q	

- NonStock Change Status to SERVICE COMPLETE
- Catalog Change Status to SERVICE COMPLETE
- Service Change Status to PENDING INVOICE