

HOW TO ADD PURCHASE ORDERS & ITEMS TO A SHIPPING ITEM



Adding Purchase Order numbers and items to your shipment

Add Purchase Orders (PO) to shipments by selecting from an inbound list of PO submitted electronically by your client or quickly add them manually. Quickly add or modify PO Items in a few easy steps.

NOTE: The following guide is only applicable to select MyToll users who have access to extended Purchase Order functionality; And subject to services enabled in their profile and those enabled on the billing account number used for the shipment.

**ENABLE PO
FUNCTIONALITY**

**ADD PURCHASE
ORDER(S)**

**ADD PURCHASE
ORDER ITEMS**

ENABLE PO FUNCTIONALITY

To enable the PO function when CREATING A SHIPMENT.

1. Enter an eligible *ACCOUNT NUMBER*
2. Enter your *SUPPLIER CODE*

NOTE: This field is only available if the PO-functionality is enabled on the billing ACCOUNT

ADD PURCHASE ORDER(S)

Subject to the services enabled, you can do one of the following:

- (i) ONLY add PO manually
- (ii) ONLY select from inbound PO
- (iii) Both adding manually and selecting from inbound PO

3. Click on the *ADD PURCHASE ORDER &* type the *PO NUMBER*
4. *TICK* to select the *PO* to add
5. Click *OK* to confirm

Repeat steps above as required.

NOTE: A maximum of 56 PO or 5000 POI, or whichever comes first, can be added to a shipment.

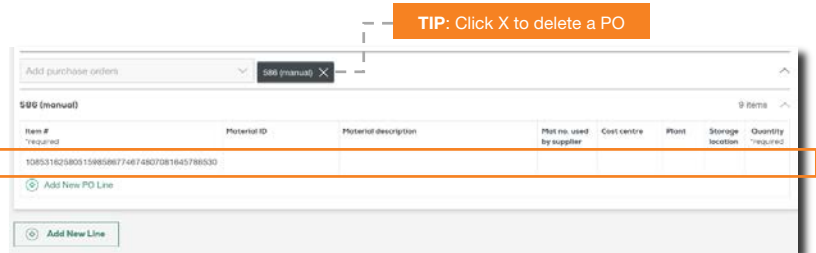
ADD PURCHASE ORDER ITEMS TO MANUAL PO

6. Click **ADD NEW PO LINE** button available for manual POs

7. Update the following fields:

- Item # (mandatory)
- Material ID
- Material Description
- Material no. used by supplier
- Cost centre
- Plant
- Storage location
- Quantity (mandatory)

Repeat steps above as required



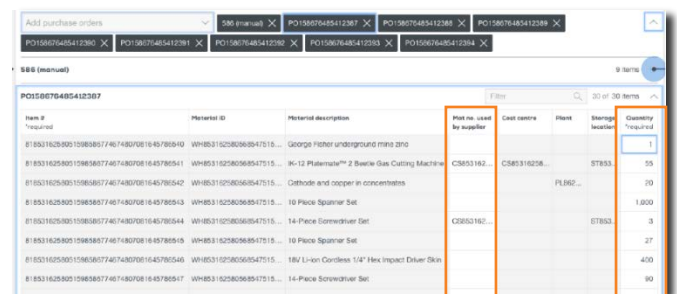
MODIFY PURCHASE ORDER ITEMS ON INBOUND PO

8. Update the following fields:

- Material no. used by supplier
- Quantity (mandatory)

Repeat steps above as required

TIP: Set the quantity to 0 to remove the PO from the shipment



PRINTING PURCHASE ORDER DOCUMENT

After completing other mandatory details of the shipment, you can proceed to PRINT & CLOSE the shipment. Refer to quick reference guide *"How to create shipment and book pick up"* for more details.

NOTE: A supplementary PURCHASE ORDER document containing the list of POs included in the shipment will be generated when printing labels.

9. Using a laser printer to print labels:

- When PRINT button is clicked, PO document will be printed automatically (A4)
- When PDF download button is clicked, PO document will be downloaded as a PDF file

10. Using a thermal printer to print labels:

- When PRINT button is clicked, PO document will open in a new browser tab which you can print using another printer.



RECOMMENDATION:

Quick Reference Guide - *"How to create shipment and book pick up"*

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