



*Prepare to Procure*  
October 18, 2013

RIT Procurement Services  
475-2107

<http://www.rit.edu/fa/procurement/purchase@rit.edu>

### Sending Purchase Orders to the Supplier

Once a Purchase Order (PO) has been created by a buyer, standard practice is for the PO to be printed by PSO's administrative staff and mailed to the supplier via US mail. However, if you wish the PO to have any special handling such as faxing, e-mailing, not sending to the supplier, etc., please provide specific instructions in the requisition. Follow the steps below:

- After you have entered the details of your order into the Requisition, click on *Source Details*
- Enter the specific instructions in the *Note to Buyer* field

Num	Note to Buyer	Buyer	RFQ Required	Supplier Item	Document Type
1			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Destination Type: Expense  
Requester: Barber, Andrea  
Organization: Rochester Institute of Technolog  
Location: FMS  
Subinventory:   
Source: Supplier  
Supplier:   
Site:   
Contact:   
Phone:   
Buttons: Catalog... Distributions Approve...

**If you don't provide specific instructions, PSO will send a hard copy of the PO to the supplier via US mail.**

With the new functionality that permits requisitioners to print copies of their POs (see P to P [Purchase Order Copies](#)), if you intend to send the PO to the supplier yourself, please note "DO NOT SEND TO SUPPLIER" in the *Note to Buyer* field in the requisition. This will ensure that the supplier does not receive an additional PO which could cause a duplicate order to be placed.

If you have questions about sending purchase orders, contact Mary Jane Kosel, Sr. Staff Assistant, at 475-5885 or [mjkppa@rit.edu](mailto:mjkppa@rit.edu).