

(a) **Print** – the PO is created in a PDF file, which is sent to the Requisitioner via the worklist. The Requisitioner prints the PO, places it in an envelope and mails it to the vendor. The Requisitioner or the Approver can choose to have the PDF go to someone other than the Requisitioner. Prepaid orders (PO Type Prepaid) require special handling. For them, the PDF is sent to a designated staff member who will ensure that when the PO is mailed it is accompanied by a check.

(b) **FAX** – Currently this feature is not being used by the University.

(c) **E-mail** – This method should only be used when the person entering the requisition or purchase order knows that the vendor accepts POs by email. The staff member must verify that there is a valid e-mail address on the Address page of the vendor file that corresponds to the ordering address on the vendor Location being used for the order.

(d) **Phone** – When the dispatch method is Phone, the system assumes that you are calling in the order to the vendor and it does not send the order to the vendor. Use PO Type “Confirming Order” on the requisition. If the vendor requires a paper copy of the order in addition to your phone call, you should not use the dispatch method of Phone. Instead, in addition to phoning in the order, use Print dispatch, and use the PO Type of “Confirming Order.”

(e) **Electronic Data Exchange (EDX)** – electronic data exchange should only be used if the vendor is set up for it.