

# Purchase Request Quick Check Guide

The screenshot shows the BusinessPlus Purchase Requests (POUPPR) form. The form includes fields for PR Number, PO Number, Status, Security Code, Approval Code, Requested By, Date Requested, PO Total, Vendor ID, Vendor Name, Vendor Addr Code, Phone Cd, Confirm, Bid Number, End Use, Discount Terms, Requisition Codes (Req Code 1-8), and PO Type. The form is annotated with several callout boxes:

- PR Number:** A callout box points to the PR Number field with the text: "In May or June when entering orders for next year, make sure the seed and date match."
- PO Total:** A callout box points to the PO Total field with the text: "Does your total make sense?"
- Vendor ID:** A callout box points to the Vendor ID field with the text: "If vendor is TBA, is the vendor info in the Notes field?"
- Details Section:** A callout box points to the Bid Number field with the text: "Should there be a Bid or Contract #? Catalog Discount, Grainger..."
- Requisition Codes:** A callout box points to the Req Code 1 dropdown with the text: "Did you use the proper req. codes? One of the following must be in Req. Code 1 on every PR - EV, DM, FX"
- Req Code 8:** A callout box points to the Req Code 8 dropdown with the text: "Use 'DA' req. code if there is a document attached."

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The screenshot shows the BusinessPlus web application interface for Purchase Requests (POUPPR). The browser address bar shows the URL: `bplus.yourcharlotteschools.net/screens/ui/uiscreeens/Purchasing/POUPPR`. The page title is "Purchase Requests (POUPPR)".

Key fields and sections visible include:

- Item Information:** Item Number (0001), Vendor Item No, Product Code, Quantity (0.00), Units, Unit Price (0.00000), Extended Amt (0.00), and Catalog Number.
- Item Description:** A text area for describing the item.
- Account Section:** Includes "Add Account" and "Switch to: Amount" buttons.
- Discounts:** Fields for Pct Discount (0.00), Discount (0.00), Charge Code, Tax Code, Tax Amt (0.00), and Tax Code 2.
- Notes Section:** A large text area for adding notes, with sub-sections for "PR Notes", "Print Before", and "Print After".

Four callout boxes provide specific instructions:

- Start all descriptions with a noun and check for spelling errors. Use ALL CAPS** (points to the Item Description field).
- There cannot be any negative line items. Discounts must be entered in one of the discount fields.** (points to the Discount and Pct Discount fields).
- Do you need to give any special information or instructions about your order? Use "NT" Req. Codes.** (points to the Notes section).
- An arrow points from the "Notes" section to the "Extended Amt" field, indicating that discounts should be entered there.

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Account Percent

ORG KEY FUNC OBJ ... 100 Delete

Pct Discount  Discount  Charge Code  Charge Amt

Tax Code  Tax Code 2  Tax Amt 2

Duty Code  Duty Code 2  Join Code  Warehouse

Fixed Asset?  Brand Code

Requested By  Required D

Close  Delete  Print Item?

Ship To ID

Association Co 

Code	Description
Not Selected	
NONASSET	Non-Asset

Assoc Code  Code Value

**Does the coding make Sense?**

**If the order is for computers, laptops, ipads or other tablets, select NONASSET in the Association Code box. You will have to select the correct line on the item screen before clicking the Association Codes Tab. These items should be shipped to the warehouse. Check "Ship To".**