How to Create a Purchase Order

Option A: Goods available in a Runway catalog. Select a catalog icon within the Runway Showcases section, add your products in the “punch-out” catalog, and “check out” to return to Runway. This will populate your specific items in a Runway cart without the need to complete a form. Skip to step 7 to proceed with your shopping cart.

Option B: Runway catalogs do not offer the required goods/services. Open the appropriate Non-Catalog Purchases form on the Runway home shopping page under the “Forms” section. As applicable, use this form to attach a Supplier’s quote for specific goods or services (required for purchases over $10K and suggested for complex, smaller purchases). Do not use this form to attach an invoice. (This form initiates an order; supplier payments are initiated when AP enters the PO invoice against the specific PO.)

NOTE: A Runway Purchase Order (PO) is a document issued to a supplier to initiate a request for goods or services, or to confirm an order by including the supplier’s quote. The PO is systematically created after the Runway Purchase Requisition (PR) is approved and completed. The PR is created when Runway users submit a cart after completing the Non-Catalog Purchases form or selecting goods within a Runway punch-out catalog.

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2. Option B: Runway catalogs do not offer the required goods/services. Open the appropriate Non-Catalog Purchases form on the Runway home shopping page under the “Forms” section. As applicable, use this form to attach a Supplier’s quote for specific goods or services (required for purchases over $10K and suggested for complex, smaller purchases). Do not use this form to attach an invoice. (This form initiates an order; supplier payments are initiated when AP enters the PO invoice against the specific PO.)

**Runway Tips, Tricks & News**

- **OmniSource**: is the University’s exclusive partner for promotional branded apparel and gifts. Refer to additional OmniSource order instructions before completing “Non-Catalog Purchases” form.
- **New Chart of Accounts (CoA)**: Effective 7/1/19. Runway was rebuilt for Chart F. Users are encouraged to create Runway accounting code favorites and reference CoA resources (Crosswalk Application, Acct Codes 101, etc.).
- **Key Runway Job Aides/Information**: Create Accounting Code Favorites
- **How to Revise a PO**: How to Create a Declining Balance PO
- **Assign a Substitute Approver**: Runway FAQs (2018 Supplier Showcase) America to Go (presentation)

**Supplier Cleanup**: Runway supplier profiles

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**Showcases**

- **Lab/Scientific Suppliers**
  - Alqras
  - Direct Resource Inc. Laboratory Gloves
  - Lab & Life Products
  - Medical / Clinical Supplies
  - Medical / Lab Supplies

- **MRO/Facilities Suppliers**
  - Dickman Supply Inc Industrial/ Electrical Products
  - GRAINGER MRO Products FREE SHIPPING
  - Home Hardware Products
  - Industrial Parts

- **Office/Computer Suppliers**
  - ANIXER Networking & IT Cables
  - Apple Computer Products
  - “Green” Classroom Supplies
  - Office Supplies FREE SHIPPING
  - Office Supplies

- **Other Suppliers**
  - AMERICA TO GO Catering
  - Furniture
  - Trade books & eBooks

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**Runway Tips, Tricks & News**

- **Forms**
  - Non-Catalog Purchases Under $10K (G eBooks)
  - Non-Catalog Purchases $10K+ (Creates PO)

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**Supplier Information**

- **Runway Purchase Order (PO)**: Please use this form when entering non-cataloging goods or service that DO NOT exceed $1000.

  - Note: If the vendor you wish to use is not listed in the drop-down menu, you must first complete a Non-Safety Request Form to be submitted to the Office of Safety.

  - Do not use this form to attach an invoice. If you have a Runway Order, simply email your invoice to the appropriate contact with the PO number. If you do not have a PO, then complete the “Purchase Request Form” and attach your invoice there.
How to Create a Purchase Order (PO)

2. After opening the form, begin entering the Supplier name and select the specific Supplier from the drop down. (If your Supplier is not displayed within the drop down list, go to the Runway home shopping page and select “Request New Supplier” from the “Quick Links” section.)

3. Confirm that the fulfillment center and distribution e-mail address are correct. (Supplier quotes typically contain this information.)

4. Fill out the Part #/Desc sections with detailed information about the goods and/or services you would like the company to provide along with the quantity and unit price. (Note: A declining balance PO is created by entering “1” as the quantity and including the entire dollar amount as the “unit price” for that line item. Then, the supplier submits small dollar invoices against the PO line item and Invoice Owner approval is required for each.)

5. Complete the University Business Purpose section with justification for the order. The supplier’s quote and any additional documentation can be included in the Attachments section. Documentation for internal (University) review should be uploaded under Internal Attachments and additional documentation for the Supplier (i.e. supplier quote, calibration specs, etc.) should be uploaded under the Preferred Supplier Quote, which is distributed to the supplier with the PO.

6. Scroll back to the top of the Non-Catalog Purchases form and select “Add and Go to Cart” from the dropdown and click the Go button. Then the Cart – Draft Requisition page will open, which provides a summary of your order items.
7. Next, select “Proceed to Checkout” and add the required Shopping Cart information or “Assign Cart” to another user to complete. (The Ship To address and the complete FOAPAL are required.) To assign the cart to another user, select Assign Cart in the upper right-hand corner and use the Search for an assignee link on the pop-up to search for your designated Requester by name, username, or other search criteria. You may also include a note to the Assignee.

8. Additionally, the system default for the PO/Invoice Owner is the user who creates the original cart. If another user will be responsible for approving the invoices, then the PO/Invoice Owner should be changed before submitting the order. Go to Requisition>Summary and select Edit in the General section. Then, “Select a different user” and “save”. (Document visibility and invoice approval routing is based on PO/Invoice Owner.)

9. Next, use the Edit button in the Addresses > Ship To section to add the correct user to receive the goods and their associated +4 Zip for their campus location.

10. Finally, every order requires a complete FOAPAL (fund, org, account, program, activity, location). Go to the Accounting Codes section and select Edit, then Select from all values to search and select each value. (Additional FOAPAL guidance can be found at go.udayton.edu/coa under “Training Resources”.)
11. Finally, select the **Place Order** button in the top right of the screen to submit your order. A green confirmation screen will display a summary of the PR submitted, including a link to **View Approval Status** and the assigned requisition number. The Purchase Requisition (PR) will route according to the PR Approvals. Once all approvals are completed, Runway will systematically create the PO and distribute it to the Supplier.

12. The **PO number** is listed on the PR document under the **Requisition>Summary** section and can be selected to view the PO. (Initially, Runway assigns a placeholder number until all PR workflows are completed and Banner replaces this number with the actual "P" number, which is distributed to the Supplier.)

13. The **History** tab of the PO displays the date and time of system steps and PO updates, including the specific type (email, fax, cXML) of PO distribution.

14. The **Invoices** tab of the PO displays the applied invoices, payment status and line item status. If a user receives the PO invoice, simply scan and email to accounts payable@udayton.edu with the PO number so AP can apply the invoice for payment against the PO.