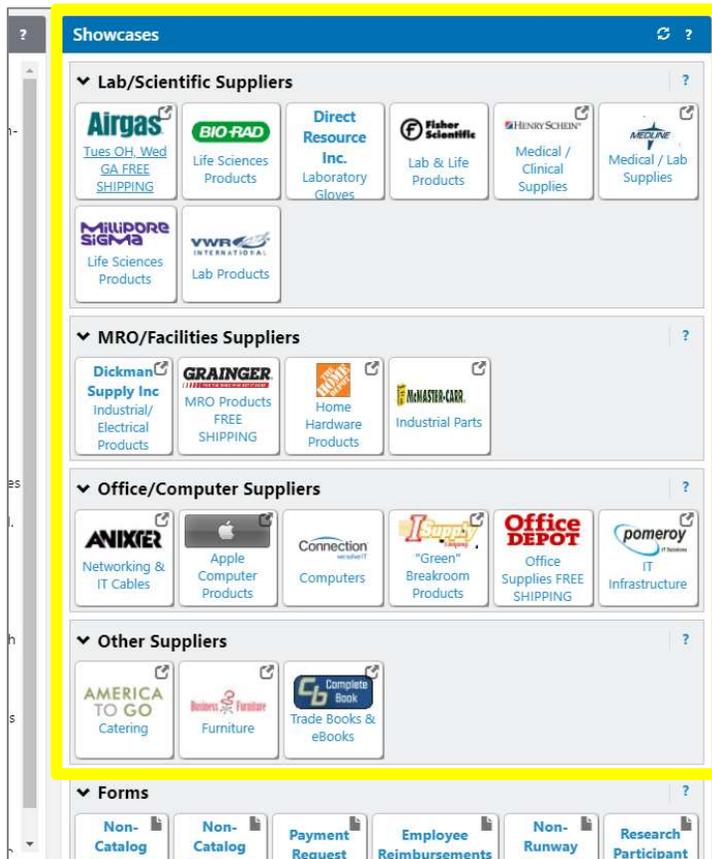


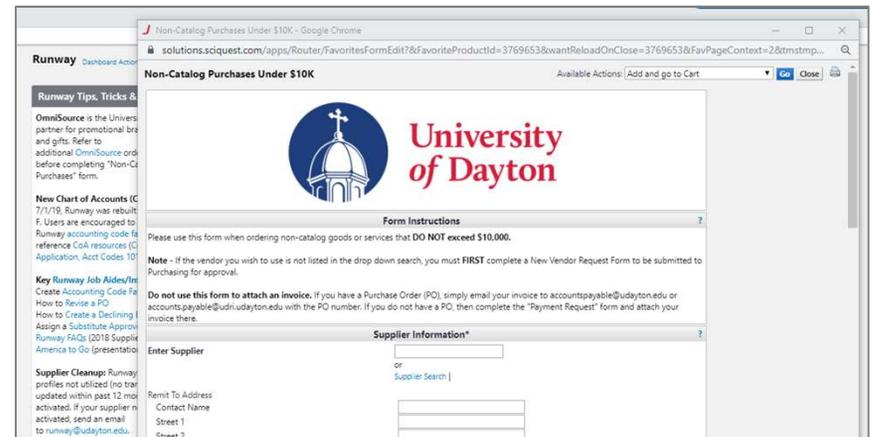
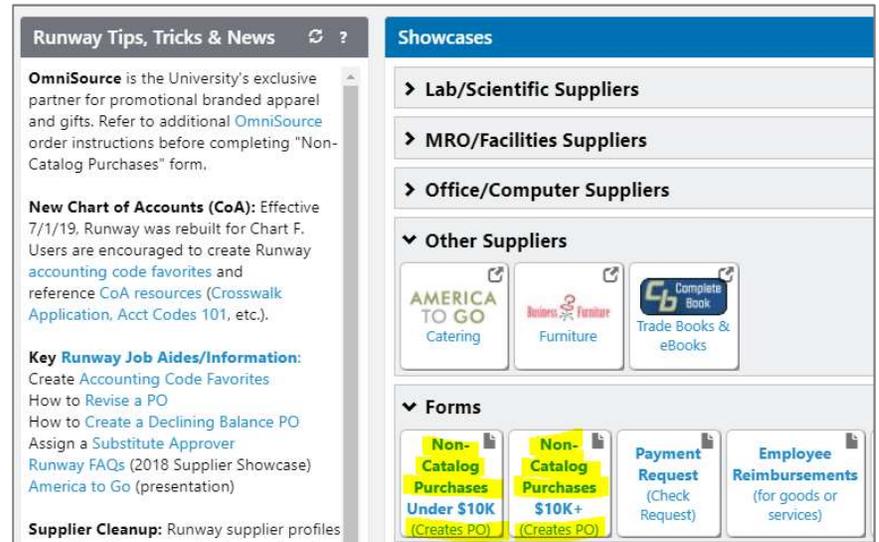
NOTE: A Runway Purchase Order (PO) is a document issued to a supplier to initiate a request for goods or services, or to confirm an order by including the supplier's quote. The PO is systematically created after the Runway Purchase Requisition (PR) is approved and completed. The PR is created when Runway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

How to Create a Purchase Order

1. **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.



1. **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.)



- 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.)

Do not use this form to attach an invoice. If you have a Purchase Order (PO), simply email your invoice to accounts payable@udayton.edu or accounts.payable@udri.udayton.edu with the PO number. If you do not have a PO, then complete the "Payment Request" form and attach your invoice there.

Supplier Information*

Enter Supplier:

- Brian's Business LLC
- Page, Brian
- Request New Supplier

Remit To Address
Contact Name

- 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.

University Business Purpose*

Please use this area to provide a **VALID** business purpose for your purchase.

Blinker fluid and winter tire air change due 10/14

950 characters remaining [expand](#) | [clear](#)

Attachments for Justification

Please attach all quotes and any other supplemental information that is relevant to this purchase.

[Internal Attachments \(Not Sent to Supplier\)](#)

[Add Attachments](#)

[Preferred Supplier Quote \(Sent to Supplier on Purchase Order\)](#)

[Add Attachments](#)

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

Supplier Information*

Supplier: Brian's Business LLC [more info...](#)
[select different supplier](#)

Fulfillment Address: **Fulfillment Center 1: (preferred)**
226 Somewhere
Dayton, OH 45459 US
[select different fulfillment center](#)

Supplier Phone: +1 937-229-2517

Distribution

The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Email (HTML Body):
Remit To Address:

- 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.

Non-Catalog Purchases Under \$10K - Google Chrome

usertest.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=161165&wantReloadOnClose=161165&FavPageContext=2&tmst

Non-Catalog Purchases Under \$10K Available Actions: [Add and go to Cart](#) [Go](#)

- Add and go to Cart
- Add to Cart and Return
- Add to Cart

- 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.)

Products and/or Services*

Part #/Desc	Unit Price	Quantity
#4587 - Blinker Fluid	15	7
#8964 - Left-handed spanner	50	2

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Shopping Cart for Brian Page

1 Item(s) for a total of **100.00 USD**

[Proceed to Checkout](#) or [Assign Cart](#)

Is a UDRI qualified supplier required (ref ISO 9001:2015 clause 8.4; ISO/IEC 17025:2005 clause 4.5)?

Cart Name: 2019-09-17 bpage1 01

Supplier / Line Item Details

Brian's Business LLC [more info...](#)

Fulfillment Center 1: [edit](#)
226 Somewhere, Dayton, OH 45459 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Description - test			100.00	1	100.00 USD

- 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.

Assign Cart: User Search

Selected Assignee: -

Assign Cart To: [Search for an assignee](#)

Note To Assignee:

- 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.)

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | General | Accounting Codes | Supplier Info | S&H

General

Cart Name: 2019-09-16 alangenderfer1 01

PO/Invoice Owner: Angela Langenderfer

PR Submitter: Angela Langenderfer

PO Clauses: [edit clauses...](#)

Inv Invoicing Instructions

General

Cart Name: 2019-09-16 alangenderfer1 01

PO/Invoice Owner: Angela Langenderfer [Select a different user...](#)

PR Submitter: Angela Langenderfer

ACO Codes:

Work Order Number:

Accounting Date: mm/dd/yyyy

- 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.

Supplier Info | S&H

General | **Addresses**

9-09-16 alangenderfer1 01

ela Langenderfer

ela Langenderfer

Bill To

Accounts Payable
University of Dayton
300 College Park
Dayton, OH 45469-7023
United States

Ship To

Attn: Angela Langenderfer
+4 ZIP:
Central Receiving
1529 Brown St
Dayton, OH 45469-0001
United States

- 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”.)

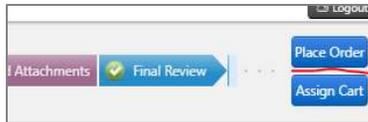
Requisition | PR Approvals | PO Preview | Comments | Attachments (1) | History

Summary | General | Accounting Codes | Supplier Info | S&H

Accounting Codes

Chart: F | Enter Fund: New Chart F | Fund: no value | Organization: no value | Account: no value | Program: no value | Activity: no value | Location: no value | Government Contract #: no value

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.



Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 2766053

Requisition Submitted

Next Steps
You can view or print this at: [Requisition 2766053](#), or via the [Document Search](#) page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

Requisition Summary

Requisition number	2766053 Quick View
Requisition status	Pending
Cart name	2019-09-18 alangenderfer1 01
Requisition date	9/18/2019
Requisition total	10,600.00 USD

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.

Requisition Summary | PR Approvals | Comments | Attachments | History

Supplier / Line Item Details

Brian's Business LLC

Contract	no value
PO Number	P1902662
Quote number	no value

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.

Status | Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Invoices | Comments | Attachments (1) | **History**

Click to filter history ?

Results Per Page: 20 | Records found: 9

Line No	Revision No.	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
original		9/20/2019 7:40 AM	System		PO Approvals completed				
original		9/20/2019 7:40 AM	System		Received PO dispatched status from an external system				
original	9/20/2019	7:39 AM	System		PO Sent via HTML body email				chris@universityvafer.com
original		9/20/2019 7:39 AM	System		PO Revision Finalized				
original		9/20/2019 7:39 AM	System		Received PO posted status from an external system				
original		9/20/2019 7:39 AM	System		PO modified	PO/Reference No.	98828147	P1918368	
original		9/20/2019 7:39 AM	System		PO modified	External PO Ref #:	empty	P1918368	
original		9/20/2019 7:34 AM	System	Create Banner PO	PO note added				Purchase order document h and is being processed.
original	9/20/2019	7:34 AM	System		PO created (via System)				

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 accountspayable@udayton.edu with the PO number so AP can apply the invoice for payment against the PO.

Status | Purchase Order | Revisions | PO Approvals | Shipments | Receipts | **Invoices** | Comments | Attachments | History

Invoicing Summary

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
83703362	69924901	9/16/2019	9/16/2019	Invoice	Payable	305.99 USD	
						Total	305.99 USD

Invoice Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty / UOM Ordered	Extended Price	Invoice Qty / Cost	Status
1	Part #/Desc - Digi-Key Part Number 1428-1130-ND, Manufacturer Part Number DK-20648, TDK InvenSense, DEVELOPMENT BOARD FOR ICM-20648		99.00 USD	3	297.00 USD	3 / 297.00 USD	Net Invoiced

Requisition | **PR Approvals** | PO Preview | Comments | Attachments | History

Show skipped steps

Orientation: Horizontal

Submitted Brian Page 9/10/2019 11:43 AM

Permission to use fund: Completed ✓ System

Sourcing Request/Doc Check: Approved ✓ Brian Page

Level 1 Approver: Approved ✓ Brian Page

Level 2 Approver: Approved ✓ Brian Page

Create PO: Active