



**WILLIAM
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PURCHASING OFFICE
P.O. BOX 913 • WAYNE, NEW JERSEY 07474-0913
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WWW.WPUNJ.EDU

December 10, 2018

To: University Banner Users

From: Steve Sondey – Director of Purchasing

Subject: **Electronic Purchase Order and E-Mail Distribution**

In early November the Purchasing Office converted from to an electronic version purchase order with the terms and conditions included as the final page of each order. This was done to eliminate the paper copy and to pave the way for automatic distribution via e-mail.

Effective December 11, 2018 a new process for purchase order distribution will be implemented which will enable e-mailing of the purchase order in a pdf file to the vendor. The new process will also automatically e-mail a copy of the purchase order pdf to the requisitioner.

The requisitioner will have the option to have the purchase order sent to the vendor via e-mail or printed and mailed by the Purchasing Office.

To facilitate the distribution process and for your convenience please follow the instructions below when creating requisitions.

Purchase Order Distribution to Vendor

Send the Purchase Order via E-Mail – Enter the vendor's e-mail address in the vendor e-mail address field on the requisition. The purchase order will automatically be e-mailed to the vendor. (See below for a screen print.)

Send the Purchase Order via Standard Mail – Leave the vendor e-mail address field blank. Purchasing will print the PO and mail it to the vendor.

Do Not Send PO – Leave the vendor e-mail address field blank. Enter the letters *DNS* (stands for Do Not Send) in the document text print box of the requisition. The Purchasing Office will not send the purchase order.



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Purchase Order Distribution to Requisitioner

Each morning the requisitioner (the person listed as the Requestor on the requisition) will receive an e-mail with one batch pdf file attachment containing all of the purchase orders issued the previous day for their corresponding requisitions.

E-Mail Distribution Fields on the Requisition

WPUNJ WPCONNECT Portal x WPUNJ WPCONNECT Portal x +

← → C https://wpconnect.wpunj.edu/portal/template/render.cfm?u=https%3A%2F%2Fselfservice%2Ewpunj%2Eedu%2Fpls%2FPROD%2Fbwfkrqn%2EP_Reqs

Apps WPUNJ WPCONNECT Google Ramapo College of N Middlesex Regional Home - William Paterson Division of Purchase WB Mason - Login

You cannot save a document or leave it "In Process" in the middle of data entry. Once the document is started, it must be completed or all information will be lost.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after a code.

Use Template:

Transaction Date:

Delivery Date:

Vendor ID:

Address Type: Address Sequence:

Vendor Contact: Vendor E-mail:

Requestor Name:

Requestor E-mail:

Area Code: Phone Number: Extension:

Requestor Phone:

Requestor Fax:

Chart of Accounts: Organization:

Banner user who will receive a copy of each PO. These fields default with the requisitioner's name and e-mail address.