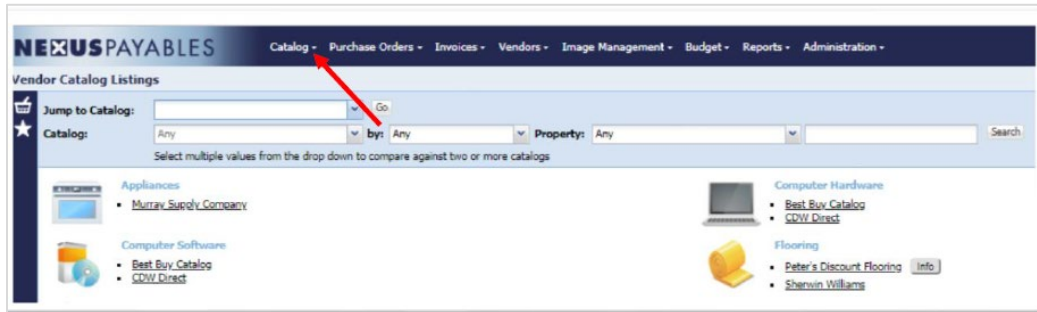### Viewing a Catalog:

Non-Integrated Vendor Catalog displays the listing of items that were uploaded from the vendor. The user selects items from the catalog and the items are added automatically to a PO in NP. The PO can then be routed for approval and the order is automatically placed once the final user approves it.

Information Page displays an information page about the services the vendor offers and provides information on how to contact them for a quote. Purchase Orders for these vendors will need to be entered into NP manually, routed for approval, and forwarded to the vendor.

Vendor Site Link provides a link to order directly from the vendor's website. Items selected during the shopping process are not pulled into NP and automatically added to a PO. Users must create a PO in NP, manually enter the items to be ordered, and submit the PO for approval before submitting their order online.
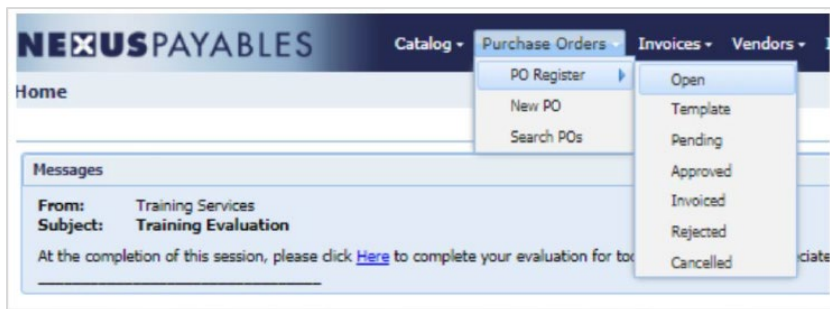

Integrated Nexus Catalog (Punch Out Catalogs)

Links the user to the vendor's online catalog that is integrated with the NP Nexus Catalog module. The user selects items from the vendor's website and the items are pulled into NP and automatically added to a PO in NP. The PO can then be routed for approval and the order is automatically placed once the final user approves it.

NEXUS

Purchase Order:

1. Open tab POs that only have a vendor, property, and line-item field completed.
2. These have not been processed or submitted for approval.
3. Rejected tab: POs that were sent back by the approver to the originator of the PO.
4. Template tab: Saved POs that can be re-used on a regular basis.
5. Pending tab: POs pending the approval of one or more users.
6. Approved tab: POs that have been approved (Released) by all users triggered by workflow.
7. These are now ready for final review and to be converted to or linked to an Invoice.
8. Invoiced tab: POs that have been converted to or linked to an Invoice.
9. Cancelled tab: POs that have been marked cancelled.
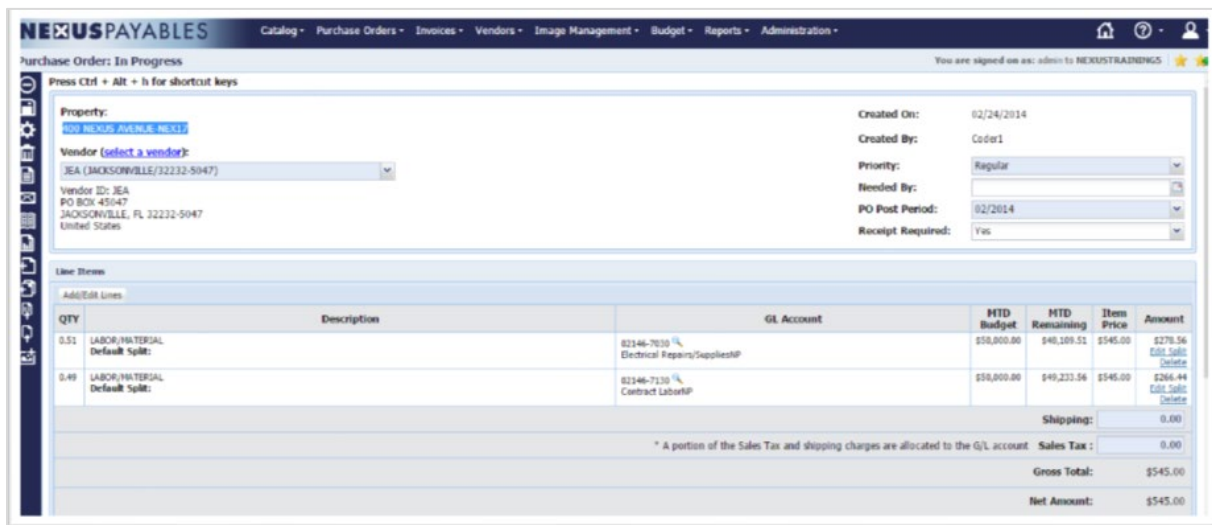
Creating a Purchase Order:

1. From the Menu Bar mouse over 'Purchase Order' and select 'New PO' (The screen will refresh and open with a blank PO).
2. The following information will need to be entered:
   a. Select a property from the property drop down list.
   b. Select 'Vendor' from the vendor favorite drop-down list.
3. Click 'Add/Edit Lines' Enter the Quantity Enter the line-item Description.
4. Enter the Unit Price. Confirm that the default GL is correct, or select a new GL.
5. Click 'Save' or 'Add Line' to add additional rows. Click 'Ready'.

Purchase Order – Using Receiving (If Applicable)

To add Receiving, complete the following steps:
1. Open a PO in the 'Approved' status. Select 'Receipt Required' (if not set as default)
2. Click the 'Mark Items as Received' icon to start the receiving process (If user right has been granted).
3. The PO to Receipt Conversion Page will open to select received items. Enter the Quantity received.
4. Update the Unit Price if applicable. Enter Tax and Shipping, if applicable.
5. Click 'Save' and then 'Process Receipt' to complete the conversion.

Purchase Order Split

Split Purchase Orders between multiple properties and/or GL accounts.
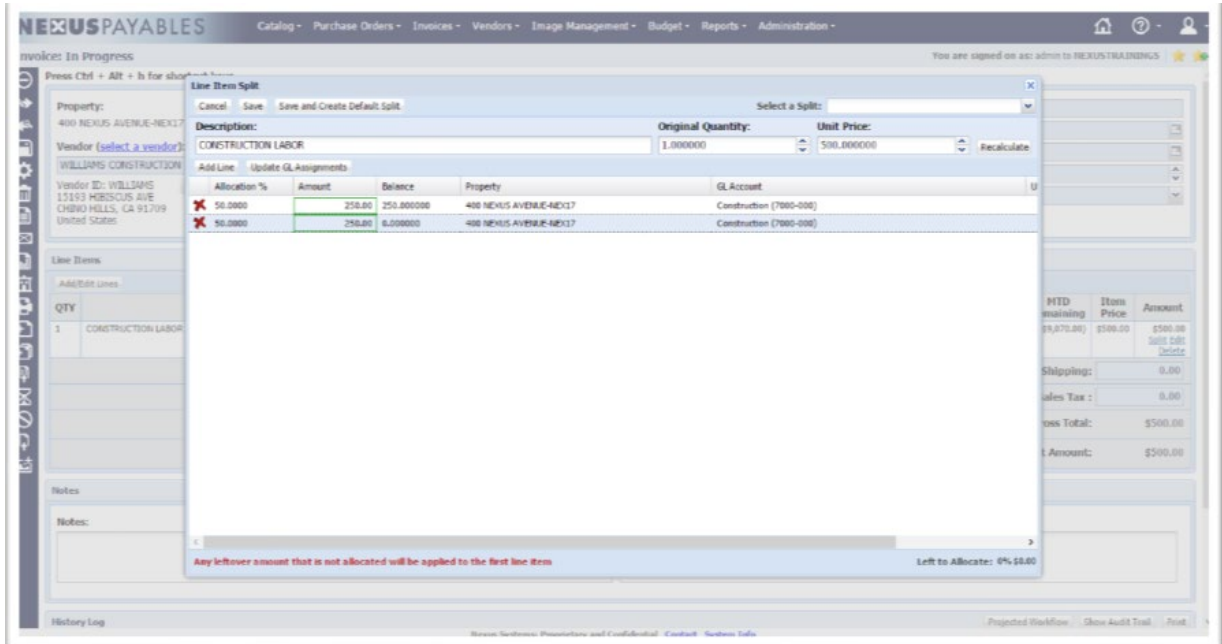
Once you have created your Purchase Order with a quantity, description, and item amount.
1. Click 'Save' and select the 'Split' link under the amount column.
2. Complete the following steps to apply the split to the Purchase order:
    a. Click located above the allocation percentage column of the split box to add additional lines.
    b. Click 'Add Line' 50.
3. Enter the Percentage by which you are splitting.
4. Click 'Save' to apply the split to the purchase order or click 'Save as Default Split'.
5. Choosing 'Save as Default Split' applies the split to the purchase order and will also save the split for future use.

Purchase Order Search

You will have the ability to look up purchase orders and their status, which is helpful for auditing and reporting purposes.

Complete the following steps to research a Purchase Order:
1. From the Menu Bar, mouse over Purchase Order. Click 'Search POs'.
2. Enter the available search information.
3. Click 'Enter' to process the search.