D365 PR-PO Process User Guide

This user guide covers the step-by-step purchase requisition (PR) and purchase order (PO) process in D365 for the from the **Systems** list under the **Quick Links** section of the **We Are PODS** intranet homepage.

Important

It is the responsibility of both the requester and approver to confirm the financial dimensions (department, business unit, location, project, etc.) are accurate at the time of the PR creation.

*For additional questions please refer to the **PODS Purchase Order Policy** or contact PODS Controller.*

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PODS

Requester

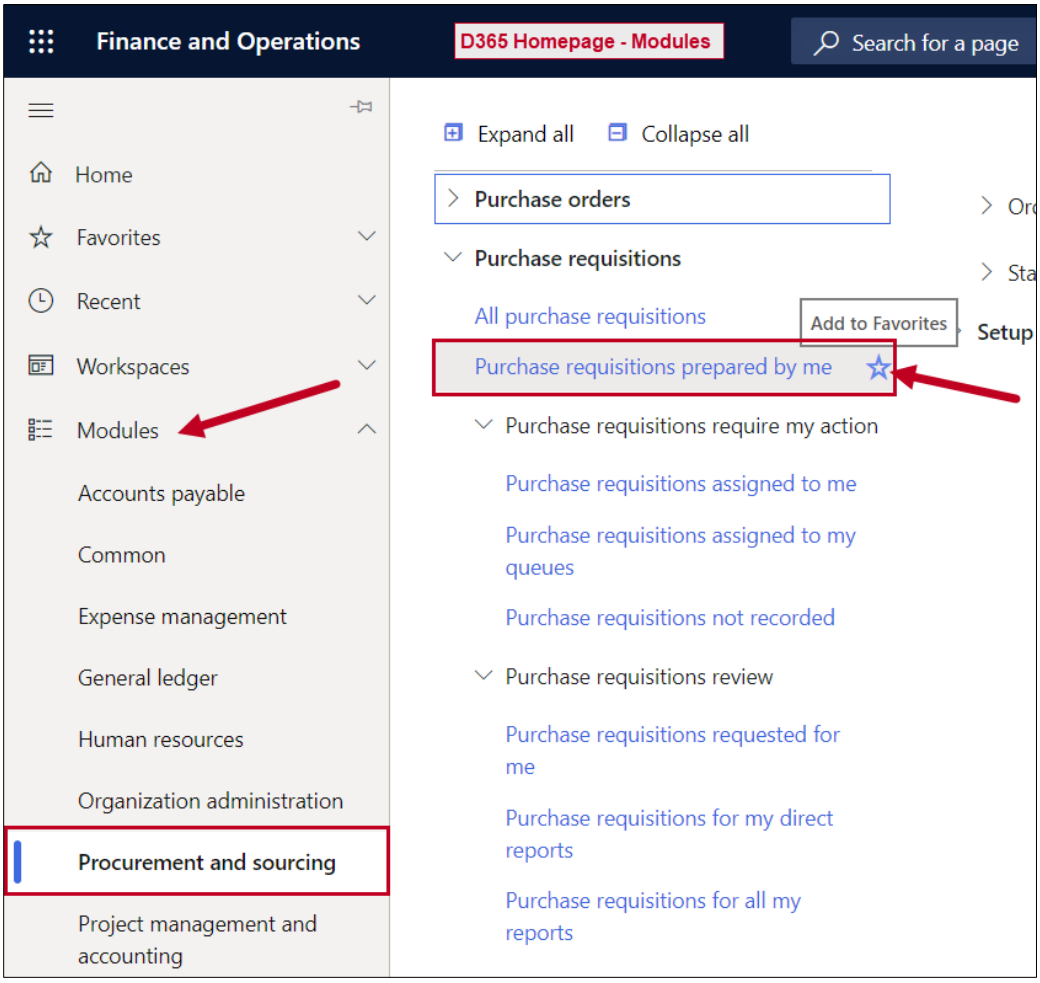
Access Purchase Requisitions link:

[Purchase requisitions assigned to me list]

OR

Access Purchase Requisitions (if link is unavailable) – Use this process to reach to PR-PO section of the D365 Dashboard

1. From the **Finance and Operations D365** homepage, **expand** the **Modules** menu
2. **Click** the **Procurement and sourcing** module from the list
3. **Expand** the **Purchase requisitions** section then **click** the **Purchase requisitions prepared by me** option to open the **Action Pane**



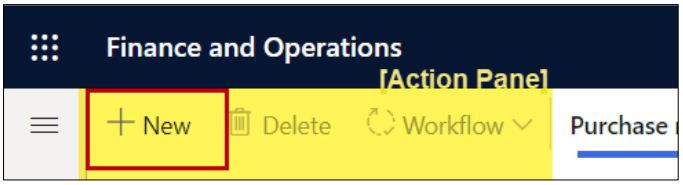
Tip: Click the star next to any of the options in the Procurement and sourcing menu to add them to the Favorites menu for easier access.

Create a Purchase Requisition - Use this process to create purchase requisitions for all goods and services

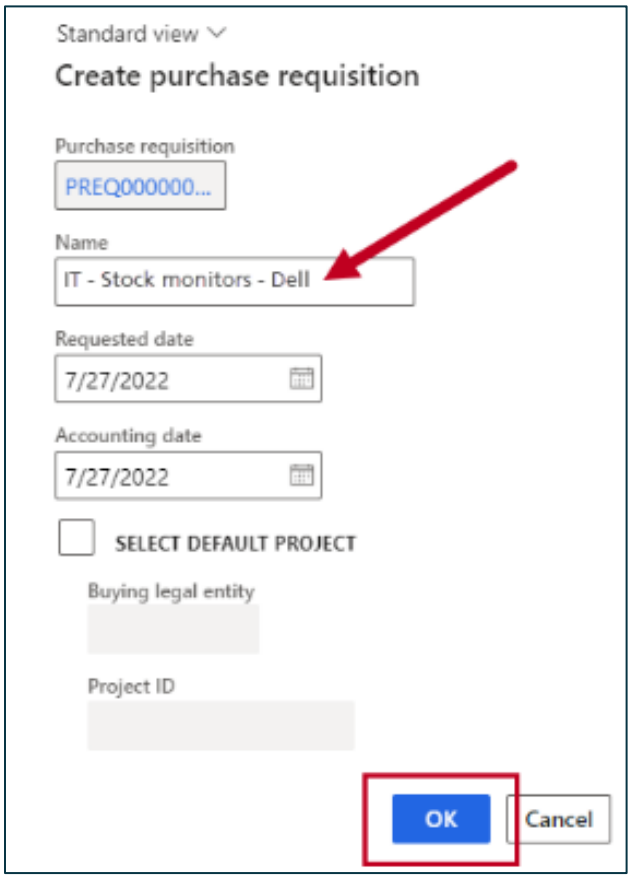
Important

- *First-time vendors MUST be added PRIOR to starting the PO process in D365*
- *Enter only one vendor per PR – goods and services may be entered in multiple lines on the same PR if all are provided*

1. **Navigate** to the **Purchase requisitions prepared by me** page under the **Purchase Requisitions** menu in the **Procurement and Sourcing** module
2. **Click New** in the top menu **[Action Pane]** to open the PR screen



3. **Input** the project name in the **Name** field and **click OK** to proceed

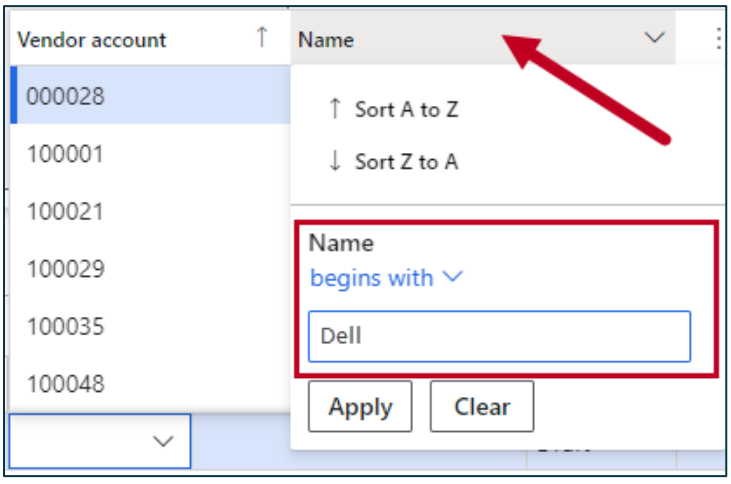


Tip: The PR name is used for tracking purposes and should match the established naming convention as follows:
Department name – Product type – Vendor name
- *Physical asset example: IT – Laptops - Dell*
- *SOW example: Marketing – Social media – T3 Media Agency*

4. **Click Add line** in the **Purchase requisition lines** section to open a new line and complete the following fields

Tip: Based on the requester, the system will auto fill several fields on the PR.

a. **Procurement category:** Select from dropdown (see the Category-GL Cheatsheet for a full listing)
b. **Product name:** Input product name/brief description of services
c. **Quantity:**
   - Professional Services and other non-itemized requests = Dollar amount to the nearest whole dollar
   - Products = Number of items being purchased
d. **Unit:** Select from drop down how product is priced. The most common unit = Bucket
e. **Unit Price:** Cost per unit selected
f. **Vendor account:** Select from dropdown – Click on the **Name** header in the open dropdown to sort vendors alphabetically or input the vendor name in the **begins with** field to narrow your search



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Important

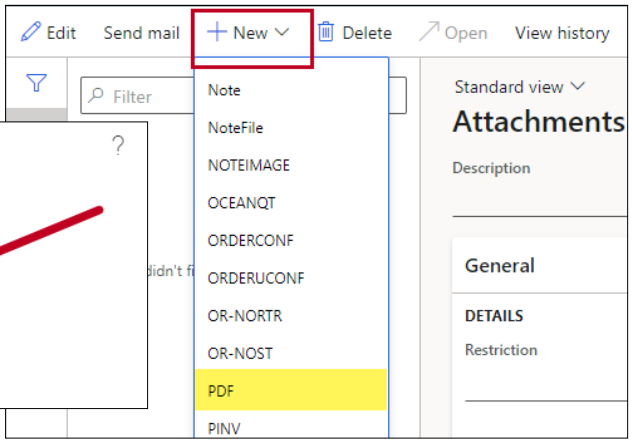
Prior to submitting a PR for approval

- *Every purchase requisition **must** have either a signed contract/SOW OR quote documentation attached*
- *Financial dimensions have been verified as correct (Dept and Project)*
- *Only one line item per category is included*

Attach Documentation - Use this process to attach documentation supporting the PR (signed contract/SOW or quote)



1. **Click** the **paperclip icon** in the upper left corner
2. **Click** the **New** button at the top of the **Attachments page** and select **PDF** from the dropdown menu
3. Use the **search text box** or the **Browse button** to find the appropriate document to attach

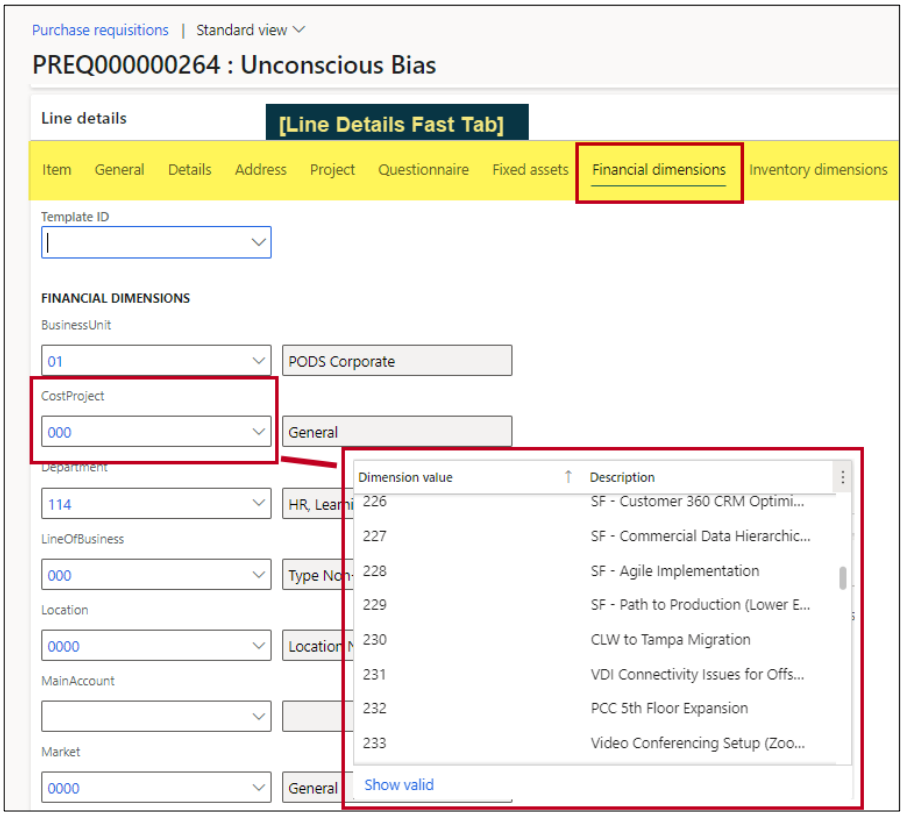


Updating Cost/Project Information – **This process is ONLY required for IT users. Any IT requests with an associated project must update the cost/project information to reflect the related project ID.**

All other users: The **Cost/Project** field should **not** be changed unless there is formal approval to purchase on behalf of another department.

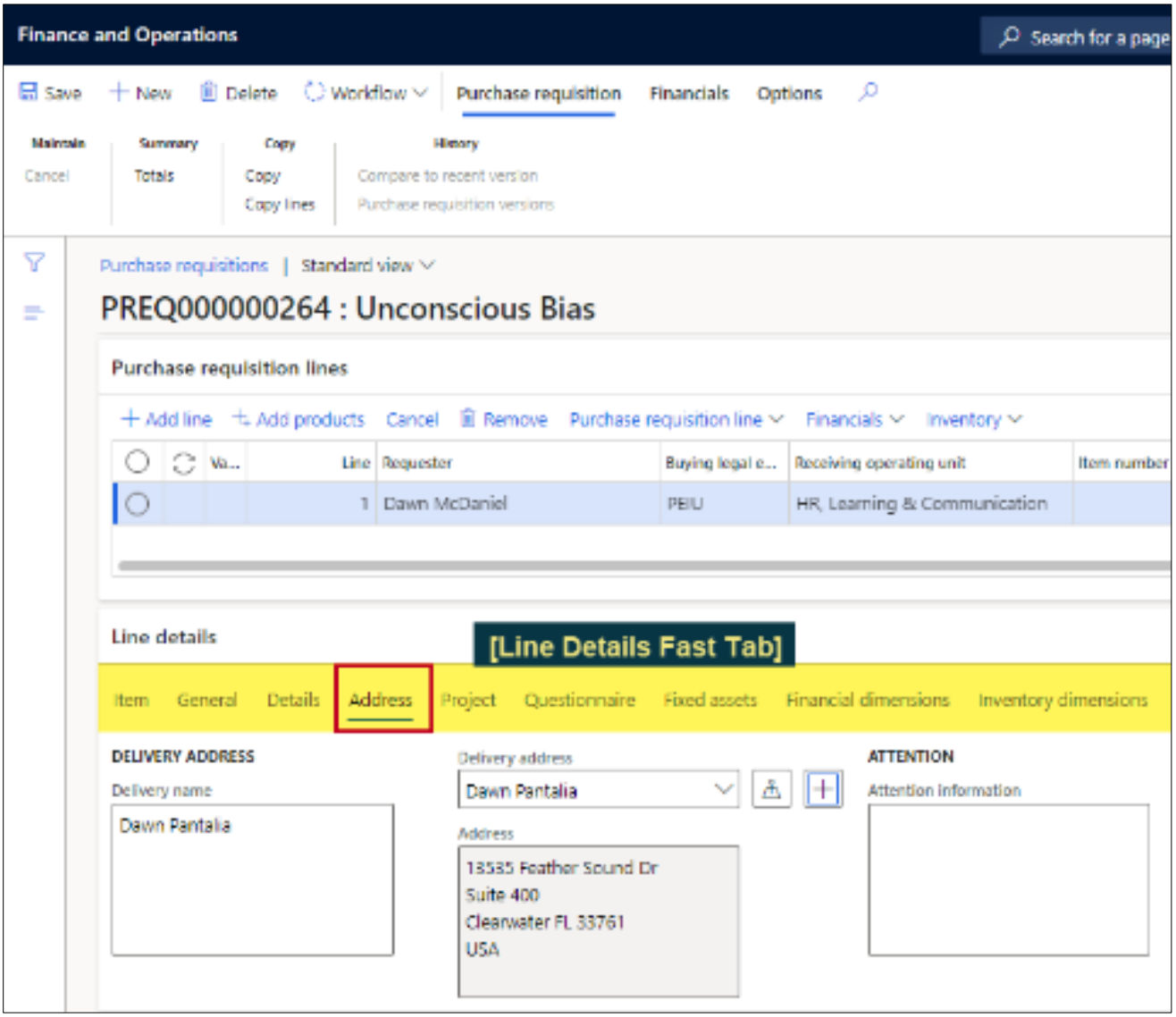
1. **Click** the **Financial Dimensions** tab on the **Line Details Fast Tab** to open the financial dimensions information
2. **Click** the down arrow in the **Cost/Project** field to open the drop-down menu.
3. **Select** the appropriate **Dimension value & Description** to update the **Cost/project** field

Tip: IT associated projects will have a project number starting with 2(XX), i.e. 224 OKTA Authentication Platform.
KLO requests remain as 000.



Add Delivery Address – Follow this process to review and update delivery addresses on PRs as necessary

1. **Navigate** to the **Line Details fast tab** section of the page (under the PR lines
2. **Click** on the **Address tab** in the **Line Details** to select the **Delivery Address**
   The default address associated with your role will prepopulate



Important

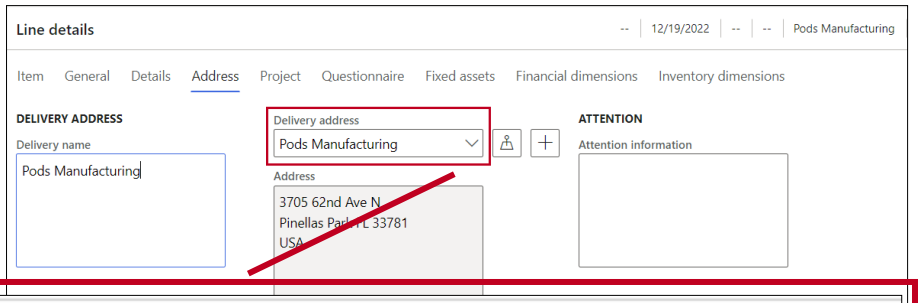
Once the Delivery Address has been populated, the Preparer will receive the following message ***The Delivery Address on the first line will be used for all items associated with this request. Please verify the delivery address on the first line.***

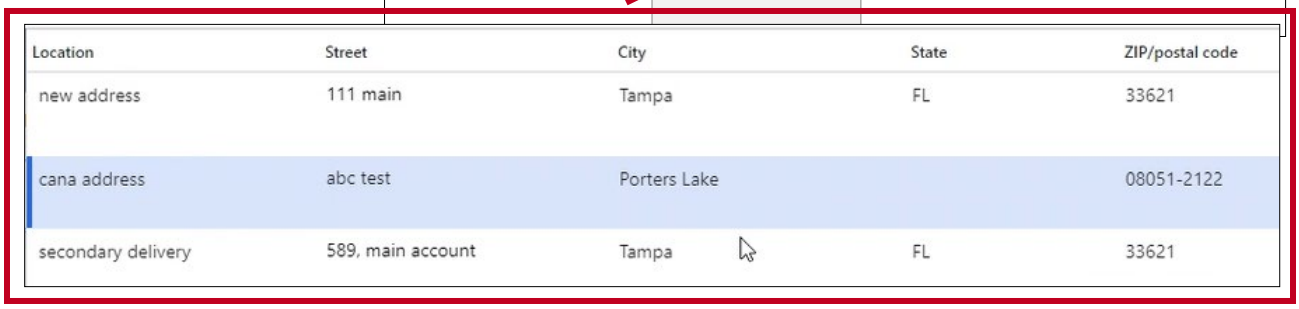
PRs with multiple vendors will be rejected by approvers.

Change the delivery address for ALL lines

A. *Select a delivery address from your personal address book*

1. Click the **Delivery address dropdown** to display a list of all addresses saved in your personal address book
2. Click the **desired address** to select and auto populate the Address field

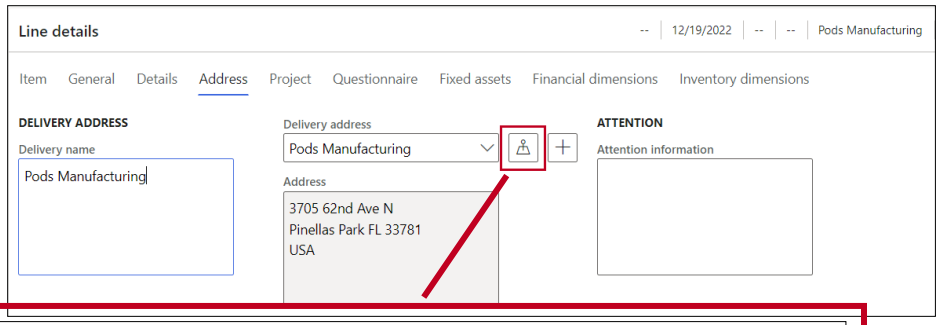


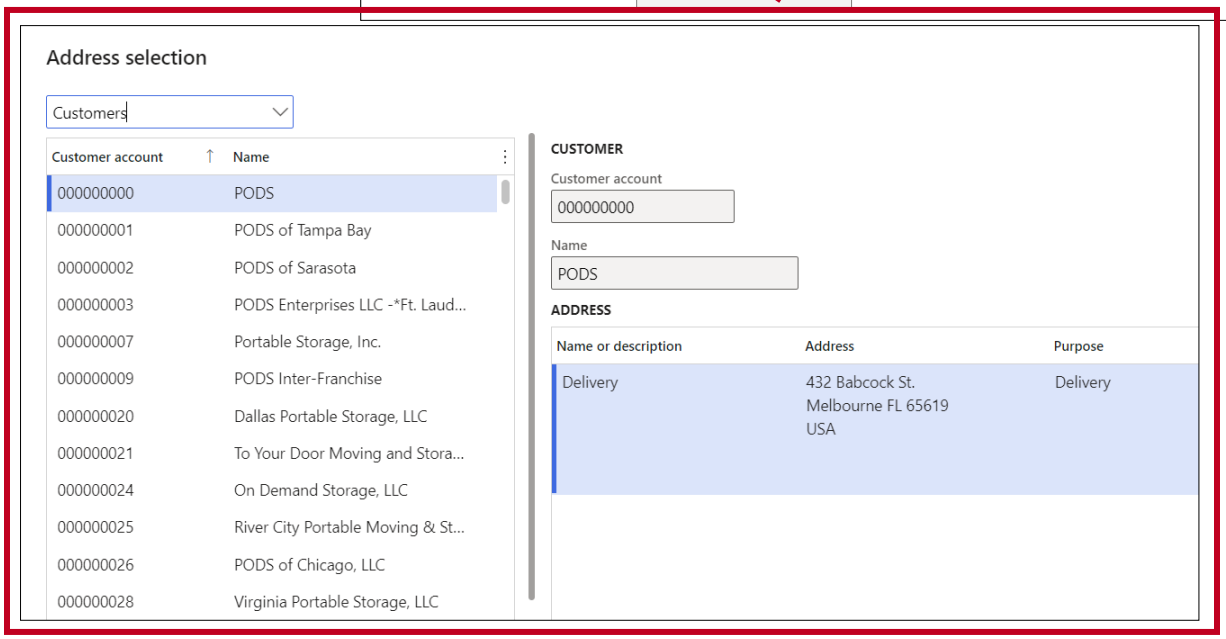


Location	Street	City	State	ZIP/postal code
new address	111 main	Tampa	FL	33621
cana address	abc test	Porters Lake		08051-2122
secondary delivery	589, main account	Tampa	FL	33621

B. *Select a delivery address from all D365 system addresses*

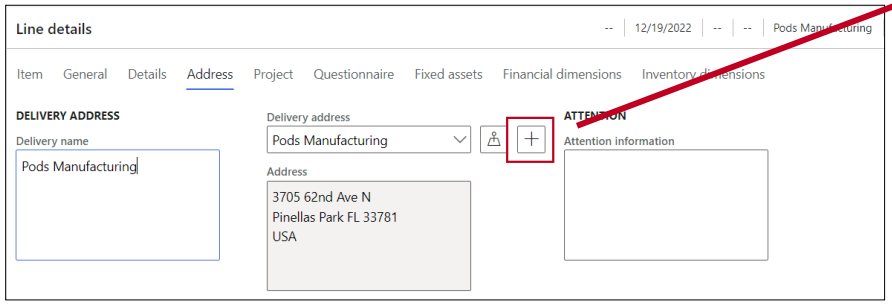
1. Click the **other address icon** to open the **Address Selection** master list
2. Search the list for PODS physical location (scroll or click the Name column title to open the name search field

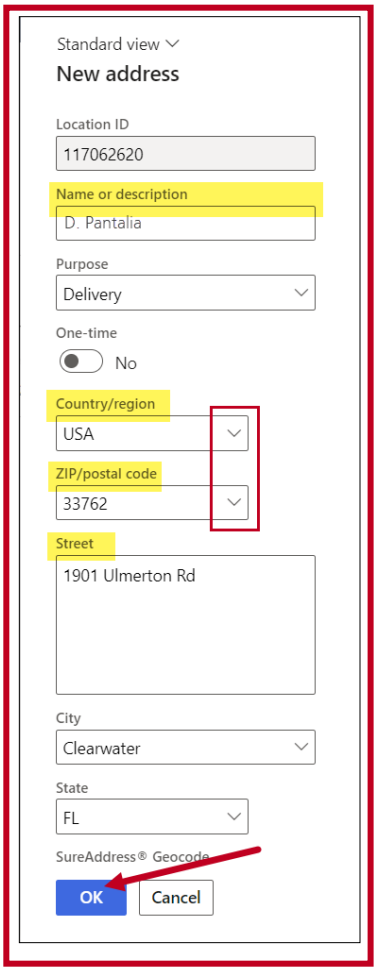




C. ***Add a New Address to your personal address book***

1. Click the **add address icon** to open the **New Address** pop out window
2. Input the **address information** using the open fields and dropdowns
3. Click OK to save the address to your personal address book for future use (this will not add to the master address list for D365)





Tip: As a Preparer on a PR, if you know another Requestor has a delivery address saved in their personal address book, you may select a different Requester and then select the delivery address from their list of addresses.

In the event no addresses can be found the system will prompt the Preparer to see if the default company delivery address should be used. If not selected, the delivery address can be populated manually by the Preparer.

7. Click **Save** in the top menu to save your progress, open the **Workflow** dropdown, and click **Submit** to send the PR for review

Important

Requesters will receive email notifications when an approver has changed a PR status. Regardless of status, PRs/POs can always be accessed from the ***Procurement and sourcing*** *module in D365.*

PR Approval Status	D365 PRO Status
Approved	Closed
Rejected	Rejected
Change Requested	In review

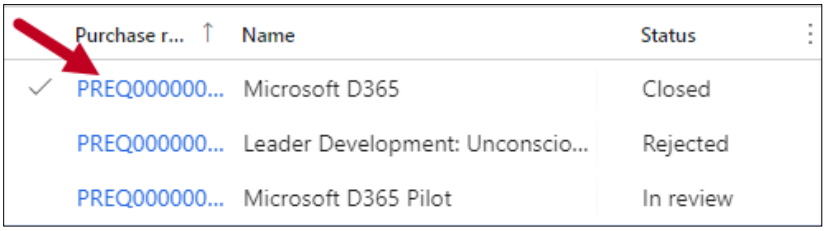
Confirm Purchase Order – Use this process to update the header delivery address if necessary and confirm the Purchase Order

Important

Only provide the vendor with the number of the PO created after the PR approval. Do not include any prefixes or suffixes.

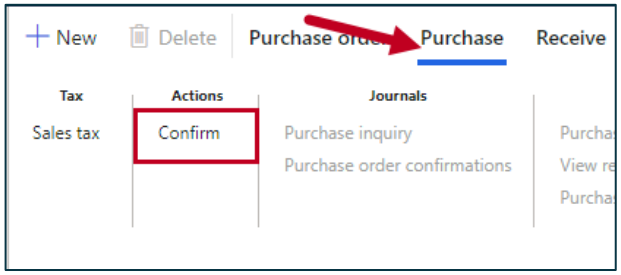
A single PO will be generated for PRs with multiple lines for a same vendor. The Delivery address of the PO will reflect the address of the first line in the PR.

1. Click the approved **PR number** to access the corresponding PO



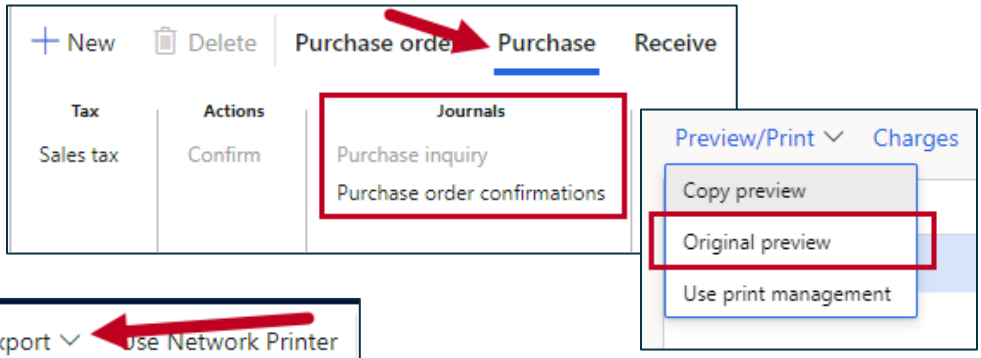
Tip: Prior to confirming the PO, review the PO header level Delivery Address and complete any necessary edits to ensure the legal entity address for all purchases in the PO is correct. The Delivery Address from the PR process will be listed.

2. On the PO **Purchase** tab, click **Confirm** in the **Actions** section

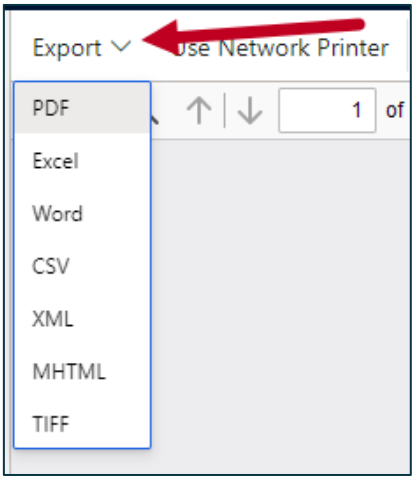


To download or print the confirmed PO

3. Click **Purchase order confirmations** in the **Journals** sections then select **Original preview** from the **Preview/Print** dropdown to display the PO



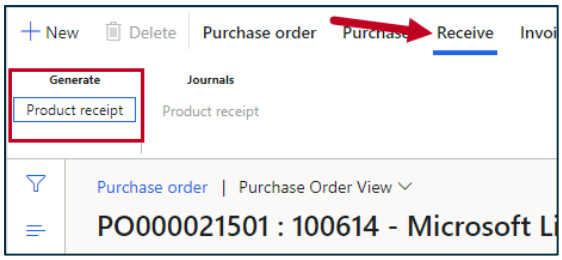
4. Once the confirmed PO opens, expand the **Export** dropdown to select the document type for download or print (PDF is most common) or use the **Print** and **Download** icons in the upper right corner of the open document



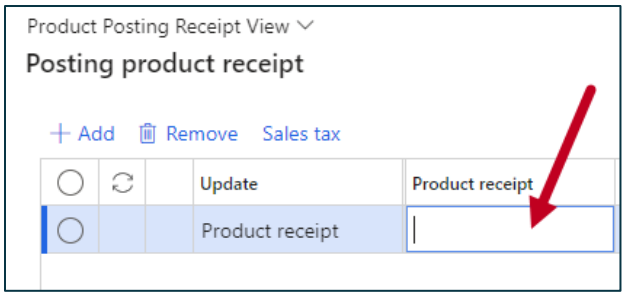


Receive Purchase Order – Use this process when goods/services from an approved PR are received

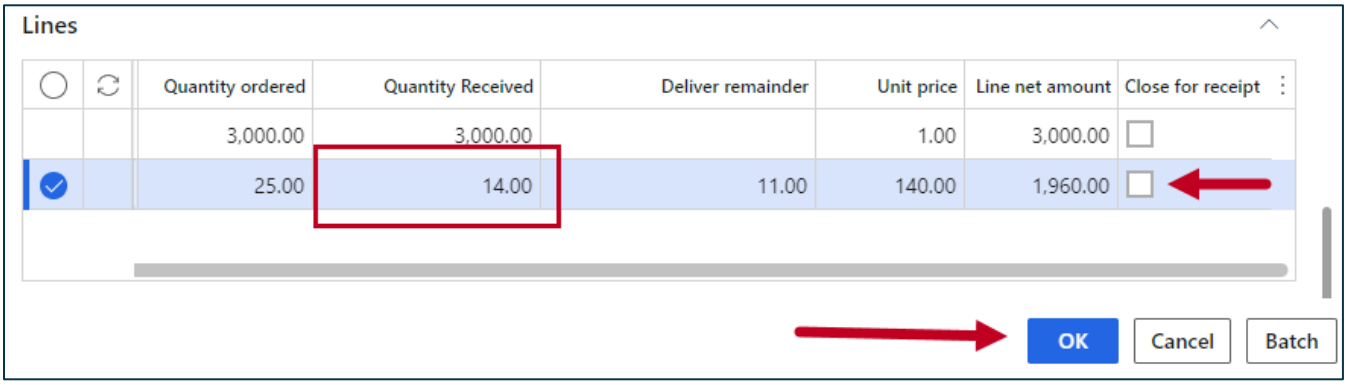
1. Click the approved **PR number** to access the corresponding confirmed PO
2. On the PO **Receive** tab, click **Product receipt** in the **Generate** section



3. Input a receipt number in the **Product Receipt** field (this is a required field)



4. Review **PO line items**. For partially received orders, update the **Quantity Received field** to reflect the actual amount of good/services received by PODS then click **OK**



*Tip: The system will automatically update the **Deliver remainder** and **Line net amount fields** leaving the PO status open to receive additional good/services. If the remaining goods/services are no longer needed, check the Close for receipt box next to the appropriate line to close out the PO with a partial receipt*

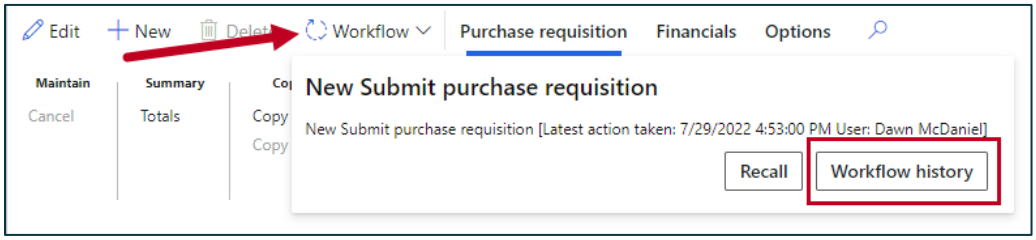
5. Once all line items on the PO have been recorded as received or closed for receipt, the status will change to **Received** in the system and automatically route to the Accounts Payable queue.

Important

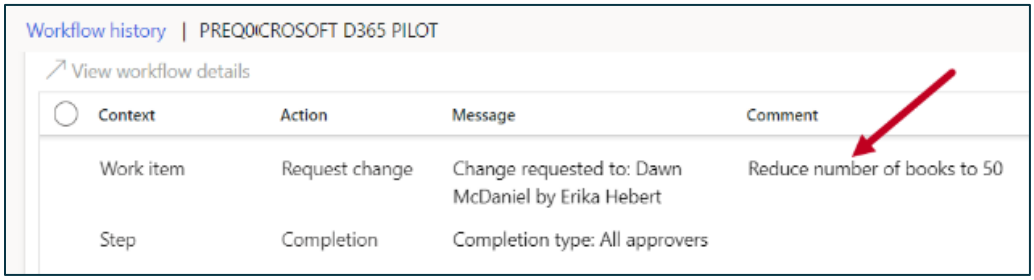
Overages:** If received goods and services are more than what was ordered on the Purchase Order, send a message to the dedicated Procurement team email for handling at* ***Procurement@pods.com

Update a Change Request PR from an Approver – Use this process when goods/services from an approved PR are received

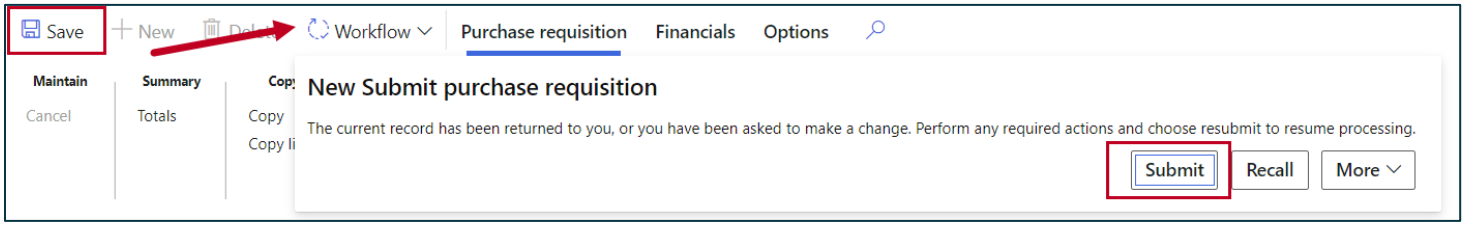
1. Click the returned **PR number** open
2. Select **Workflow history** from the **Workflow** dropdown to open the PR history



3. Find the modification **comment** from the approver and update the PR accordingly



4. **Save** in the top menu and select **Submit** from the **Workflow** dropdown to send the updated PR to the approver for review



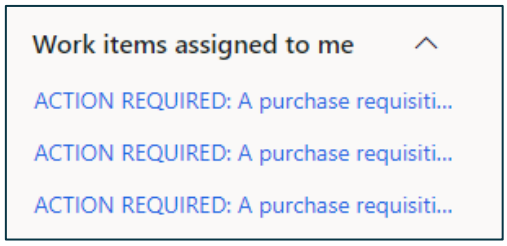
Approver

Approve Purchase Requisition – Users with approval authority will follow these steps for reviewing and approving PRs in D365

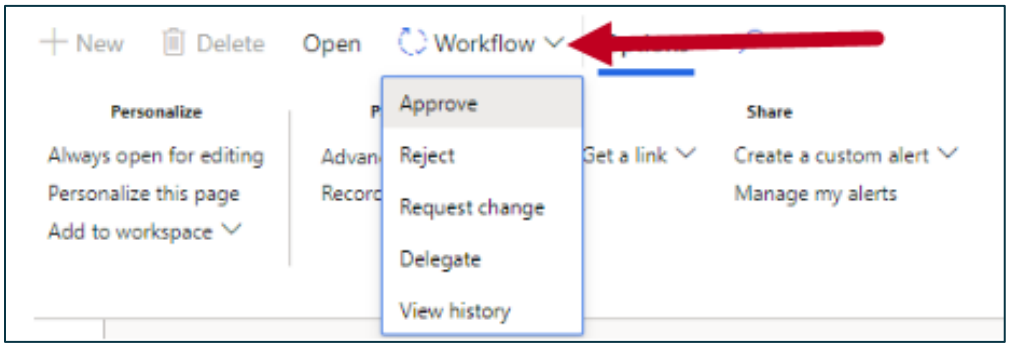
Important

*Approvers will receive email notifications when a PR has been submitted to them for review. Access the **Purchase requisitions assigned to me list** to view all PRs requiring approver action. Items will also appear in the **Work items assigned to me** section of the D365 homepage.*

1. Click on a **PR number** in the **Purchase requisitions assigned to me** or the **Work items assigned to me** list to open for review, scroll to review all line items and totals



2. Open the **Workflow** dropdown and select the appropriate action

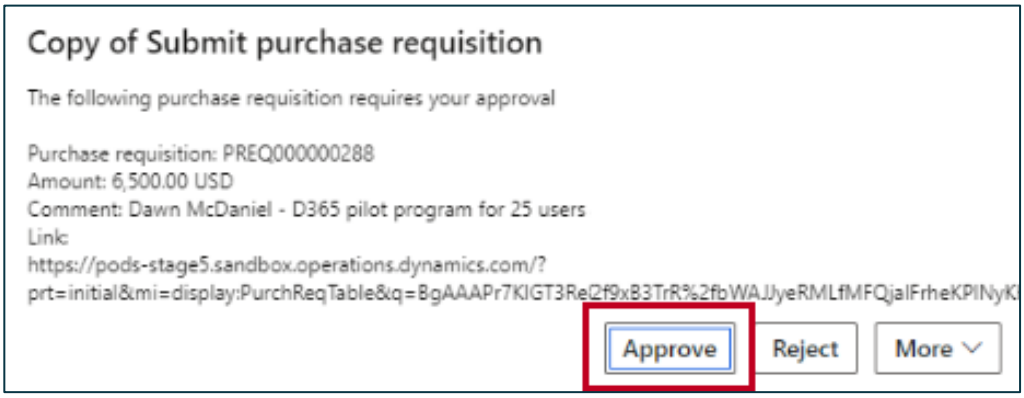


   a. **Approve:** PR is authorized as submitted with no changes required, status is changed to Closed and PO notification is sent to requester

   b. **Reject:** PR status is changed to Rejected, approver MUST enter a comment that remains attached to the PR and requester is notified

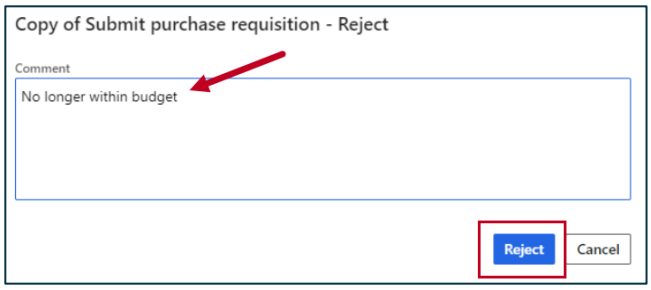
   c. Request change: PR is returned to requester for modification, approver MUST enter modification instructions that remain attached to the PR, requester is notified change is required

3. Click the **Approve** button in the pop-up window to confirm the action, no comments are required



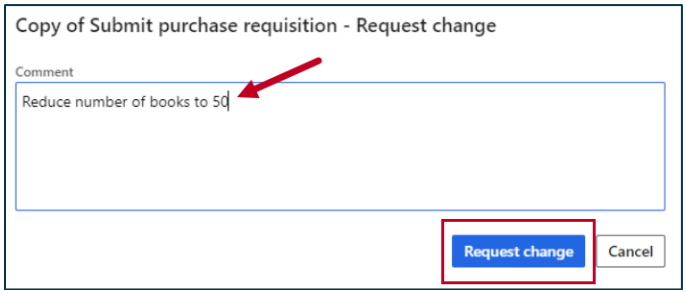
Reject Purchase Requisition

- Input brief explanation in **Comment** field and click the **Reject** button



Request Change on Purchase Requisition

- Input brief explanation in **Comment** field and click the **Reject** button



Financial Dimensions

Review Financial Dimensions – Review the following information to ensure financial dimensions are correct BEFORE submitting or approving a PR.

1. Click the **Financial Dimensions** tab on the **Line Details Fast Tab** to open the financial dimensions information

Tip: Financial Dimensions information will auto fill based on the requestor's information. These fields should only be changed if the requestor has formal approval to purchase on behalf of another department.

