Procore Electronic Field Purchase Orders

Purpose:

The purpose of this Standard Operating Procedure is to identify when to use a Procore Electronic Field Purchase Order and how to create a Procore Electronic Field Purchase Order

Procedure:

1) Procore Electronic Field Purchase Orders are used to make material purchases when the following conditions exist.
   A) Procore Purchase Agreements are not appropriate given the vendor, amount of purchase and number recurring purchases to be made.
   B) The Blue Comdata credit card is not used to make the purchase.
   C) All Home Depot and Lowes purchases require a Procore Electronic FPO.
2) Access the Procore Electronic FPO from the Procore website.
   A) Select the project in Procore.
   B) Select Project Tools and then Select Correspondence.
3) Click on the red “Create” button to create a new FPO.
   A) The FPO will generate an FPO number, next in sequence, when the new FPO is generated.
      i) This number should be given to the vendor when making the purchase.
      ii) This number should be referenced on the invoice generated by the vendor.
   B) A new FPO is created with blanks provided that will need to be completed.
      i) Subject – Enter the vendor’s name.
      ii) Cost Code – If multiple cost codes are needed, add them to the description.
      iii) Description – More detailed description with quantities, additional cost codes, etc.
      iv) Vendor (Existing) or Vendor (New) – Only use the Vendor (New) option if the vendor is not shown in the pop-up menu for Vendor (Existing).
      v) Estimated Cost – Optional
      vi) Name of Purchaser
   C) Once the fields are completed, make sure the status is set to “open” and click “save” in the right corner.
   D) Once the purchase has been received and verified, the Project Manager will change the status to “closed” and click “save”.
   E) Once the FPO has been matched to an invoice it is moved to the archive section.
4) Vendor invoices are received by the accounting department, assigned to the appropriate project, coded based on the FPO and approval process initiated.
5) Vendor invoices go through the HH2 workflow for invoice approval.
6) Once the coding and approval process is complete, the invoices are exported from HH2 into Sage 300.
7) The invoices are in a new file in the A/P module of Sage 300 until they are ready to be posted.
   A) The invoice can be reviewed while in the new file.
   B) Changes can be made to the invoice while it is in the new file before it is posted to the appropriate project or GL account.
8) Click on print-to-file and save to post the invoices in accounts payable.
9) Invoices are paid based on payment terms by the vendor.