**How to open a PO**

1. **Open the excel form**



1. Table

   Description automatically generated**Fill in the relevant information**

**8**

**7**

**6**

**5**

**4**

**3**

**2**

**1**

1. **Pick the relevant site**
2. **Choose the name of the requestor**
3. **“Reports to“ will be picked automatically**
4. **Choose the relevant date that you need the service/goods**
5. **Explain the purpose of the service/goods**
6. **If you received a quotation # pls. add it**
7. **If Cyber Security dept. should be involved pls. choose “yes”**
8. Table

   Description automatically generated**If the PO is above 10K ILS it will be routed automatically to David Gueta**

**15**

**14**

**13**

**12**

**11**

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**9**

1. **Pls. choose the Vendor from the “Vendor Name list” tab. If the vendor is new follow the instructions in the “new vendor instructions” tab**
2. **Pick the parent cost center from the list**
3. **Pick the cost center from the list (only relevant cost centers from the parent cost center that was picked will be displayed)**
4. **Pls. choose the relevant LOB (line of Business): Unattended, Retail, EV etc..**
5. **Pls. choose the relevant parent account category (ie: Marketing, computers etc.)**
6. **Pls. choose the relevant account (only accounts that are part of the parent account will be displayed)**
7. Table

   Description automatically generated**Account Number will be displayed automatically**

**18**

**17**

**16**

1. **Write the relevant descriptions for every cost of service/goods**
2. **Pick the relevant quantities. For service if you are requesting hours pls. choose the number of hours and in the unit price pick the hourly rate**
3. **Pick the relevant currency that will be used**
4. **Once done press the “send PO for approval” blue button and send the email**
5. **The email will be sent automatically to the FP&A team**
6. **The FP&A team will check if there is a budget and approve. The PO will be sent to the requestor manager based on the DOA (delegation of authority).**
7. **The Manager will approve and send back to the FP&A team.**
8. **The FP&A team will send the PO to the Purchasing dept. that will enter the data in SAP and send the PO to the vendor**