

Purchase Order- Short list Requirements

For full review on entering a purchase order into system see here: [Purchase Order Workflow](#)

Below is a short list of information required for the purchase order to be posted on SecuraStock

Additionally Required before Installation:

- [Upload Template](#): Users, Products,
- [Network Requirements Form v7](#)
- [Network Check Utility v0.3](#)

<input type="checkbox"/>	Purchase Order Number	
<input type="checkbox"/>	Machine	Type, Color, Quantity
<input type="checkbox"/>	Who is approver at your Company	
<input type="checkbox"/>	Accounts Payable Information YOUR COMPANY	<input type="checkbox"/> Company Name, Address, City, State, Zip, Country <input type="checkbox"/> AP Contact Name, AP Contact Email, AP Contact Phone
<input type="checkbox"/>	Distributor Branch Information Who is handling this order.	<input type="checkbox"/> Company Name, Branch ID if applicable <input type="checkbox"/> Contact Name, Contact Email, Contact Phone
<input type="checkbox"/>	Where is the machine going to be delivered? Contact at Location or Acct Mgr	<input type="checkbox"/> Company Name, Address, City, State, Zip, Country <input type="checkbox"/> Contact Name, Contact Email, Contact Phone <input type="checkbox"/> Requested Ship Date: <input type="checkbox"/> Shipment Method <input type="checkbox"/> any Delivery Instructions, or Shipping Notes <input type="checkbox"/> Planned Install Date:
<input type="checkbox"/>	END USER From your records.	<input type="checkbox"/> Company Name, Address, City, State, Zip, Country <input type="checkbox"/> Contact Name, Contact Email, Contact Phone <input type="checkbox"/> NEW CUSTOMER to you? <input type="checkbox"/> Site ID: Name of Location in Hierarchy <input type="checkbox"/> Account Number
<input type="checkbox"/>	Configuration	How will you access the machine? <input type="checkbox"/> Pin, Biometric, Universal Reader, Standard RFID <input type="checkbox"/> Badge Test required for Universal Badge Reader <input type="checkbox"/> Implementation / Installation , Days? <input type="checkbox"/> EDI replenishment cycle: once or twice a week or other in notes
<input type="checkbox"/>	Notes:	Any notes associated with this order you wish to relay to production