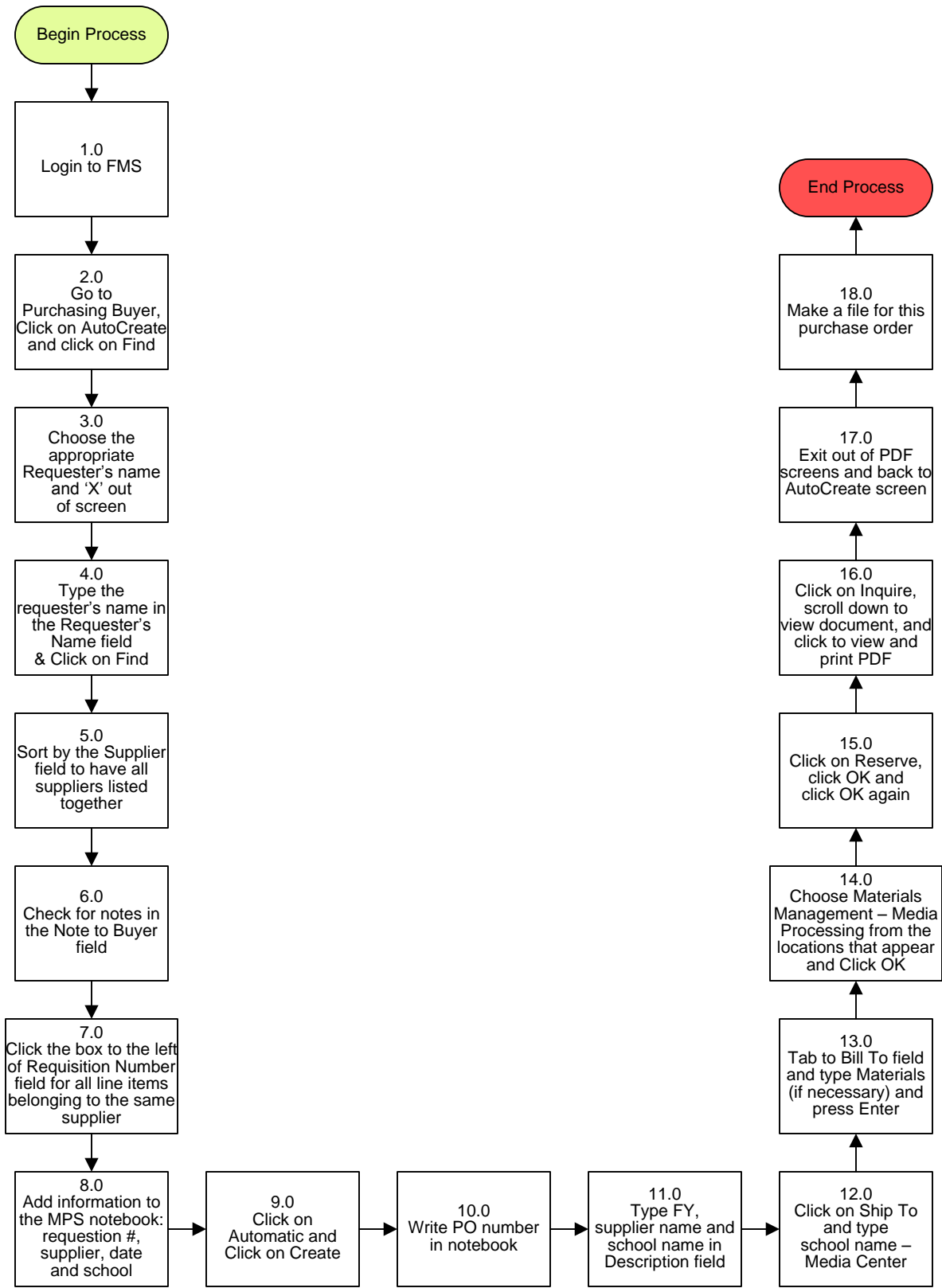


## Media Processing – Creating PO in FMS for Library Materials



To Details Page 1

## Media Processing – Creating PO in FMS for Library Materials

### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

**Step 1.0: Login to FMS**

**Step 2.0: Go to Purchasing Buyer, click on AutoCreate and click on Find**

Enter the Purchasing Buyer's name in the Buyer field and then click on Find.

Make sure these are our Media Center orders (example: reading and main office are not our purchase orders). If these are not Media Center orders, then click on those line items and reassign to the correct buyer.

**Step 3.0: Choose the appropriate requester's name then 'X' out of screen**

**Step 4.0: Type the requester's name in the Requester's Name field and Click on Find**

**Step 5.0: Sort by the Supplier field to have all suppliers listed together**

**Step 6.0: Check for notes in the Note to Buyer field**

**Step 7.0: Click the box to the left of the Requisition Number field for all line items belonging to the same supplier**

**Step 8.0: Add information to the MPS notebook: requisition number, supplier, date and school**

Media Processing keeps a notebook (log) of all purchase orders created.

**Step 9.0: Click on Automatic and Click on Create**

Check to be sure the correct supplier appears after clicking on Automatic. If necessary, change the supplier (example: Chelsea gets changed to Infobase); then click on Create.

**Step 10.0: Write PO number in notebook**


**Step 11.0: Type FY, supplier name, and school name in Description field**

If Baker & Taylor order, click on More Tab and type the MCPS school number in the Note To Supplier field.

**Step 12.0: Click on Ship To and type school name – Media Center**

**Step 13.0: Tab to Bill To field and type Materials (if necessary) and press Enter**

**Step 14.0: Choose Materials Management – Media Processing from the locations that appear and Click OK**

 Return to Key Process

 To Details Page 2

## Media Processing – Creating PO in FMS for Library Materials

### **Step 15.0: Click on Reserve and click OK, then click OK again**

From this approval screen, click Reserve. If necessary, change the method of transmission here (example: Print, Fax or Email) and then click OK.

### **Step 16.0: Click on Inquire and scroll down to view document and click 'Open' to view and print PDF**

### **Step 17.0: Exit out of PDF screens and back to the AutoCreate screen**

### **Step 18.0: Make a file for this purchase order**

Please note that MPS makes spine labels for schools that want them.



Return to Key Process