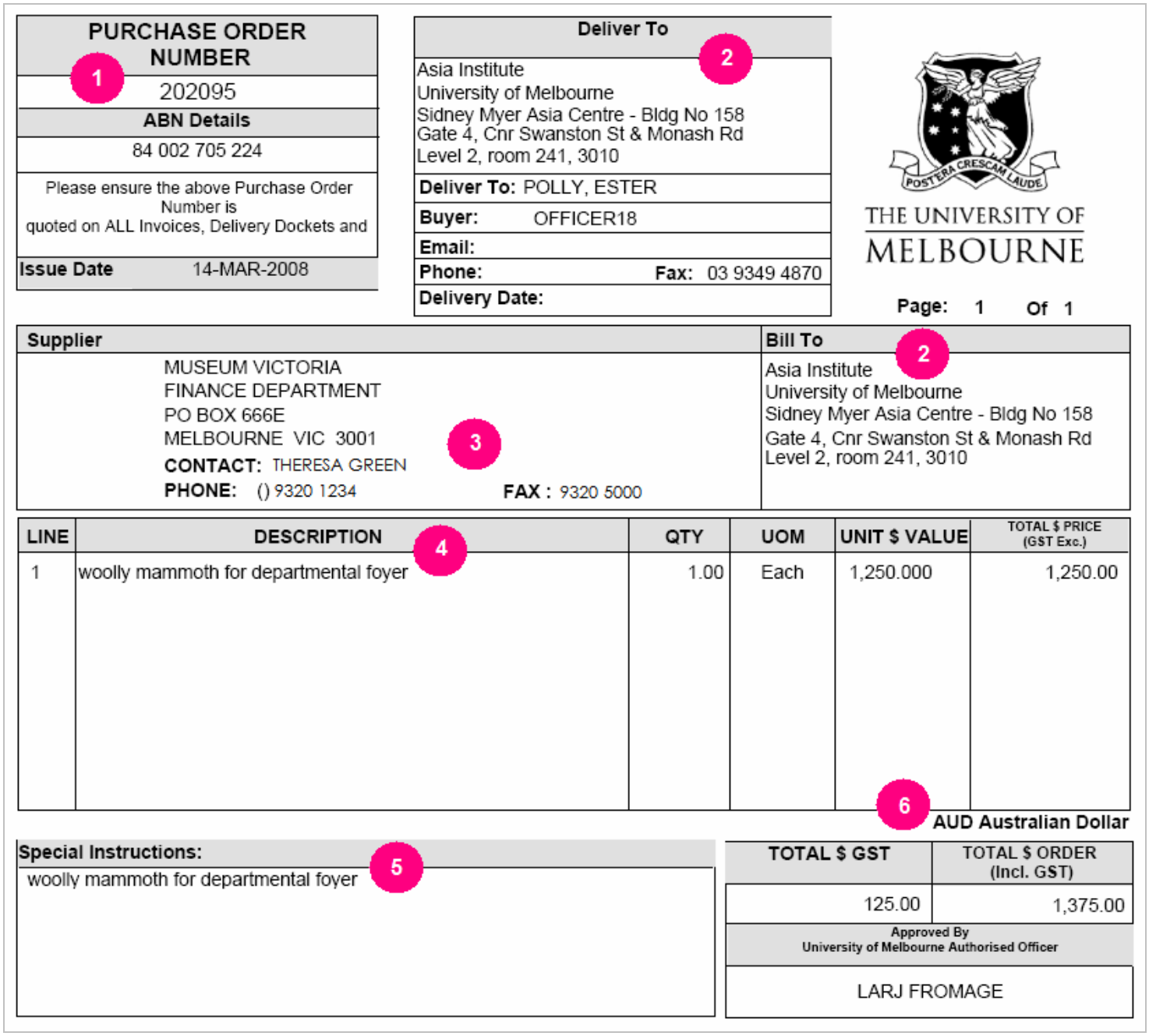
Components of a printed purchase order

Following approval, a purchase order will automatically print to the default printer of the department buyer (creator of purchase order). The example below highlights the main components of the printed purchase order.



1 Purchase Order Number – automatically generated by Themis once you successfully save the purchase order.

2 Deliver To, Delivery Date and Bill To information – comes from the Header information.

Note: if your delivery details (including phone/fax numbers) are incorrect contact the Themis Service Desk.

3 Supplier Phone/Fax numbers – linked to the supplier details in the Accounts Payables module.

Note: please contact Accounts Payable Supplier Maintenance for changes/updates to these details.

4 Line / Note to Supplier information – line 1 description is populated from the purchase order line description (up to 400 characters). This may be extended by completing the *Note to Supplier* field in the **More** tab (refer to the *Creating a purchase order in Themis* reference card for details).

Note: the amount in the *Unit $ Value* field should be entered as the GST exclusive amount.

5 Special Instructions - line 1 is populated from the description entered in the purchase order Header (35 characters only), line 2 may be entered from **Optional Attachments > Short Text** entry.

6 The currency in which the purchase order has been created.

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