

## ERP Customer Excel Purchase Order Instructions

-Open the provided Purchase Order Excel template. *It will look something like this.*

	A	B	C	D	E	F
1	Account No.	Customer PO No.	Ship-to Code	Item No.	Quantity	Unit Price
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

-Fill in column A – Account No. with your customer account number

-If you would like to add a Purchase Order number enter it in column B – Customer PO No.

-In column C – Ship-to Code, please provide the ship-to code for the correlating delivery address. If you do not know your ship-to code please provide us with the full address. After we process the order we will provide you with the code for future reference

-Place the part numbers you wish to purchase in column D – Item No. with the correlating quantity in column E - Quantity

-If you would like the enter you price provide it in column F- Unit Price, if you do not know this you may leave this blank

-Save the purchase order as a file type Excel Workbook with the date Year, month and Day ie 160923, your ERP account number and customer PO No.

-Once saved, email your purchase order to [ERPorderbox@erparts.com](mailto:ERPorderbox@erparts.com)

\*Do not rename column names.