Purchase Order Process

Purchase orders can be processed in one of three options. In all cases the generation of the purchase order is dictated by your organization's normal policy and procedures when issuing a purchase order. Generating a purchase order is not available in the BuyBoard. Purchase orders are issued in the name of the vendor and should never be issued in the name of the BuyBoard.

Once the PO has been issued, your options are:

1. Submit the purchase order through the BuyBoard to the vendor by attaching a copy to the BuyBoard Purchase Order notice.

2. E-mail the PO to the BuyBoard at **info@buyboard.com**. Again, BuyBoard staff will process and attach the PO to the BuyBoard transaction notice. If the PO has already been sent to the vendor, please mark the PO as "Record Only" or "Confirmation Only" so the PO is not duplicated. This type of PO will be shown as a "Record Only" when looking at the PO Status Report.

INTRODUCTION

NEWCOM Wireless Services (NEWCOM)
575 Washington Street
Pembroke, MA 02359

Contract #: **661-22**
Product Line: Technology equipment, products, services, and software

Contract #: **692-23**
Product Line: Software as a Service (SaaS) Products, Cybersecurity Assessments, and Related Services

Contract #: **697-23**
Product Line: Driver Training Simulation Equipment and Services

Kristine Loomer
Sales & Operations Manager
t: 781.424.7870
e: kristine@newcomglobal.com

BuyBoard Contract

To Submit a purchase order through the BuyBoard, follow the steps below:

1. Click "Enter PO" from the Purchase Order tab.

2. Vendor—Select the vendor from the dropdown list.

3. Contract—Select the appropriate contract for the items being purchased. In some cases vendors have been awarded multiple contracts.

4. Group—Defaulted to your group, based on your log-in profile.

5. PO Number—Enter the purchase order number.

6. PO Total—Enter the purchase order total.

7. PO File—Click "Browse" to attach a copy of the purchase order from your computer or network.Shipping Cost—Not a required field, but you can enter any shipping cost associated with the purchase order. Leave blank if none apply.

8. Description—Not a required field, but you can enter a general brief description of the purchase order (i.e., custodial supplies for ABC school, patrol car for police department).

9. Vendor Notes—Not a required field, but you can enter any special instructions such as delivery or freight requirements.

10. Click "Create PO" to submit to the vendor. The transaction information as well as your copy of the purchase order will be sent via e-mail to the vendor.