

Supply Order Scenario Role Sheet – Buyer

Scenario: The Customer is finalizing a report which needs to be formatted and published in a 3 ring binder. 12 copies of the report are required. They require 12 binders and 12 sets of file tabs.

Steps to Complete:

1. Review Forms. Ensure **Purchase Order Form** includes Qty, Item numbers, Description, Price, Ext. Price, Subtotal, Tax, Total. If form is complete, approve **Purchase Order Form** by adding signature and date to bottom of **Purchase Order Form**. If incomplete, route form(s) back to Office Technician for correction. Repeat steps 1-2 upon receipt of corrected forms.
2. Send **Purchase Order Form** to Supplier. If form is denied by Supplier, make suggested corrections then re-route to Supplier.

[NOTE: Supplier will review Purchase Order Form. If Purchase Order Form is filled out correctly, the Supplier will send supplies to Buyer along with receipt. If Purchase Order is incorrect, the Supplier will return the Purchase Order Form to Buyer for correction.]

3. When supplies and receipt are received, check for order accuracy. If incorrect, reach out to Supplier for correction.
4. If order is correct, route supplies to Office Technician.