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***HELPFUL HINTS***

**FASTENAL QPA 13090**

*When processing PeopleSoft Requisitions and/or Purchase Orders for Fastenal Products remember to use these helpful hints.*

***Requisitions***

***1.*** *One ship to per Punch-Out Requisition. A* ***Special Request Requisition*** *will need to be created for multiple ship to addresses.*

***2.*** *Only addresses listed in PeopleSoft and pulled from the Ship to ID will process correctly.*

***3.*** *eVMI quoted price and products will constantly update to reflect any changes.*

***4.*** *A Requisition created from the Punch-Out and* ***submitted*** *can’t be modified.*

***5.*** *Requisitions must be* ***submitted*** *through the approval process the same day as created.*

***6.*** *Important: In order to add, modify or delete a Ship to address, the request must be submitted via the Contract Manager for Fastenal’s QPA. The* ***Contract Manager will submit a*** *GMIS issue that will initiate the procedure to be completed in PeopleSoft. This process must be completed before a requisition can be created.*

***Purchase Orders***

***1.*** *Fastenal addresses will need to be chosen under Vendor Details for Purchase Orders that are Special Requests or Confirming. The correct Fastenal address will default for all EDX Purchase Orders.*

***2.*** *Quantities can’t be changed or items added to a Purchase Order created from a Punch-Out Requisition.*

***3.*** *Confirming and Special Request Purchase Orders will need to be set to* ***Print*** *and* ***Dispatched*** *by the user.*

***4.*** *Set the Purchase Order method to* ***EDX*** *for all Purchase Orders created from a Punch-Out Requisition and* ***do not click Dispatch****.*