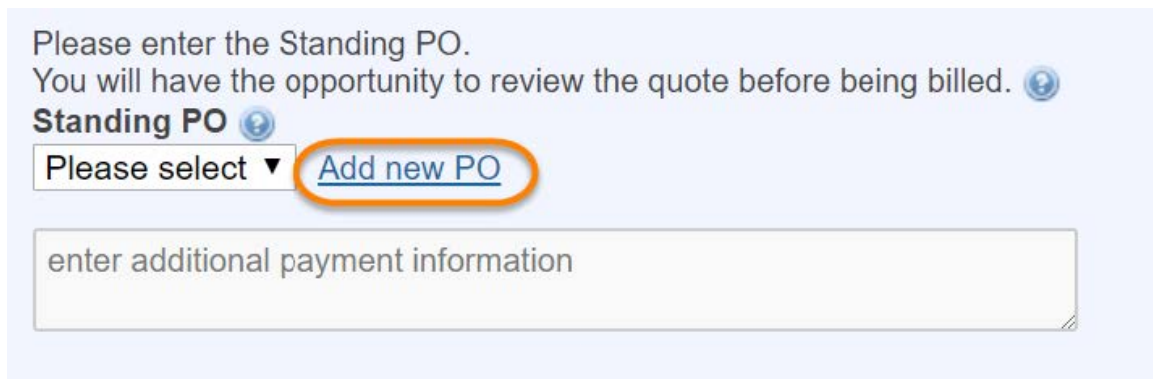


PATHOLOGY CORE

Standing Purchase Orders

If a core requires a formally approved (standing) Purchase Order, you will be required to first create a new PO in iLab. You can do this in two places.

1. While entering an order use the "Add new PO" link:



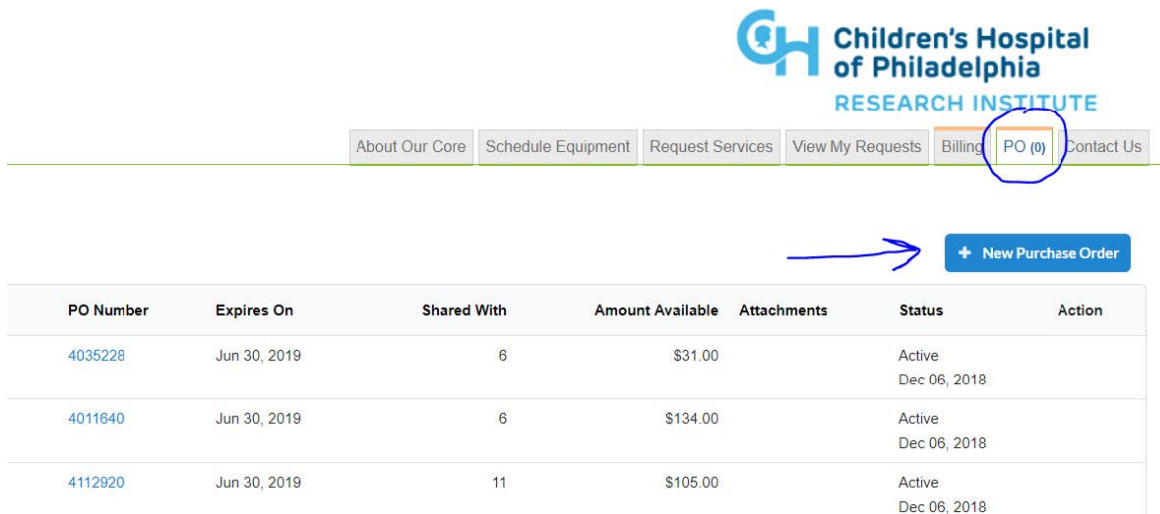
Please enter the Standing PO.
You will have the opportunity to review the quote before being billed. ?

Standing PO ?

Please select ▾ [Add new PO](#)

enter additional payment information

2. From the PO tab at the core level



Children's Hospital of Philadelphia
RESEARCH INSTITUTE

About Our Core | Schedule Equipment | Request Services | View My Requests | Billing | **PO (0)** | Contact Us

[+ New Purchase Order](#)

PO Number	Expires On	Shared With	Amount Available	Attachments	Status	Action
4035228	Jun 30, 2019	6	\$31.00		Active Dec 06, 2018	
4011640	Jun 30, 2019	6	\$134.00		Active Dec 06, 2018	
4112920	Jun 30, 2019	11	\$105.00		Active Dec 06, 2018	

PATHOLOGY CORE

Standing Purchase Orders

Either option will open up the *Add New Purchase Order* interface:

Add New Purchase Order

The screenshot shows the 'Add New Purchase Order' interface. At the top, there are two tabs: 'Purchase Order Details' (highlighted with an orange circle) and 'Share with Other Group Members'. Below the tabs, the 'Core:' field is a dropdown menu with 'Flow Cytometry Facility' selected and highlighted. Below this are several required fields: '* Number', 'Name', '* Initial Amount', and '* Expiration Date', each with an empty input box. At the bottom, there is an '* Attachments' section with a blue 'Upload PO' link.

Complete all the fields on the Purchase Order Details tab. In the Core field, you can either select a specific core, or you can choose the *All cores this institution* option to allow this PO to be used at all cores. Note: Once saved, the PO cannot be updated to include additional facilities. In the attachments field, you may need to upload documentation that can be used by the core or the institutional approver to verify the PO (if required by the institution).

On the *Share with Other Group Members* tab, you can indicate if this PO can also be used by other members in your Lab/Group:

New Purchase Order

The screenshot shows the 'New Purchase Order' interface. At the top, there are two tabs: 'Purchase Order Details' and 'Share with Other Group Members' (highlighted with a blue circle). Below the tabs, the 'Group:' field is a dropdown menu with 'Admin (CHOP) Lab' selected. Below this is a 'Select All' checkbox (checked and circled in blue) and a list of checkboxes for individual group members: Kevin Glenn, Lisa MacDowell, Lori Delspechio-Irvin, and Chop ADMIN.

PATHOLOGY CORE

Standing Purchase Orders

Once you have completed both tabs, click on "Save" to proceed.

If you now select the *Standing PO* drop-down, you will see the newly created PO listed, but with an (*Unapproved*) status behind it.

Please enter the Standing PO.
You will have the opportunity to review the quote before being billed. ?

Standing PO ?

Please select ▼ [Add new PO](#)

Please select

123456 (Unapproved) Information

The PO will now be routed to the core or an institutional administrator, and once approved, you can return to the payment option and select it as a valid payment method.