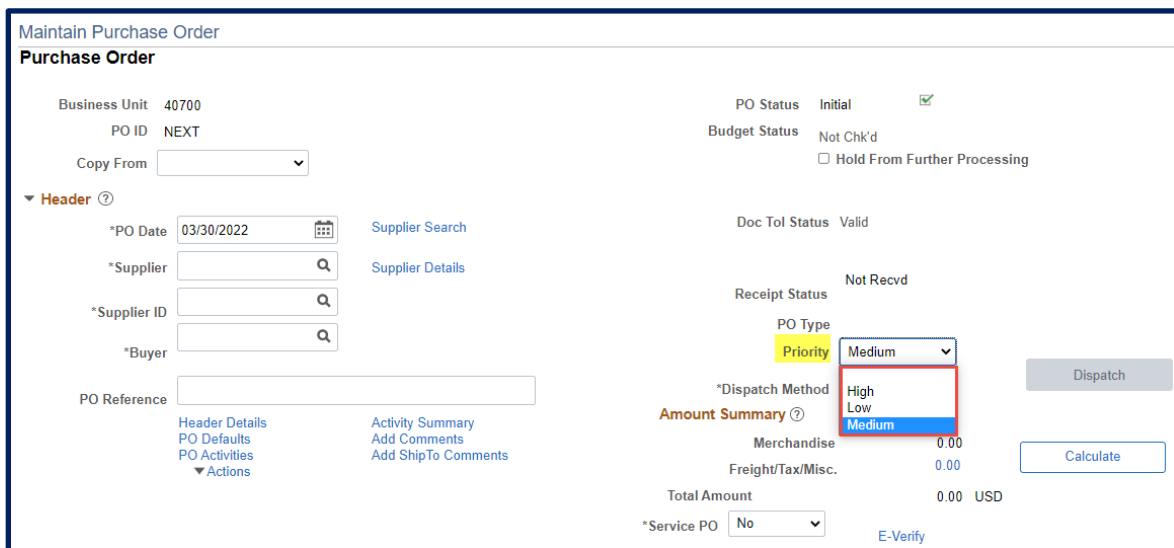


Purchase Order – High Priority

An enhancement has been made allowing purchases to be prioritized as High, Medium or Low Priority. This can be changed at any time. This enhancement has been introduced to manage increased procurement and inventory demands to control the supply of Personal Protection Equipment (PPE).

Navigation: NavBar > Navigator > Purchasing > Purchase Orders > Add/Update PO's

The landing page opens on the **Maintain Purchase Order** page.



Note: This option is also available for Express PO's.

Navigation: NavBar > Navigator > Purchasing > Purchase Orders > Add/Update Express PO's

The landing page opens on the **Purchase Order** page.

