



# State of Kansas

## Modifying PO Email & Fax Destinations

*Statewide Management, Accounting and Reporting Tool*

<b>Date Created:</b>		August 2, 2010
<b>Version:</b>		1.1
<b>Last Updated Date:</b>		December 17, 2012
<b>Purpose:</b>		<p>This job aid explains how to modify email and fax destinations for Purchase Orders.</p> <p>The State is using a product called Open Text by Merkur to modify recipient destination information and to monitor dispatch status of emailed and faxed purchase orders. Users will click on Merkur Delivery Information link to modify a recipient's delivery information, such as fax number or email address. Once the PO has been dispatched, the fax or email delivery status will be displayed as well.</p>
<b>Background:</b>		The Merkur Delivery Information page replaces the delivered SMART recipient destination modification page.
1.1	Navigation:	Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value, click on the Merkur Delivery Information link on the Maintain Purchase Order main page.
1.2	Scroll to the right on the page to view the Merkur Delivery Information link.	

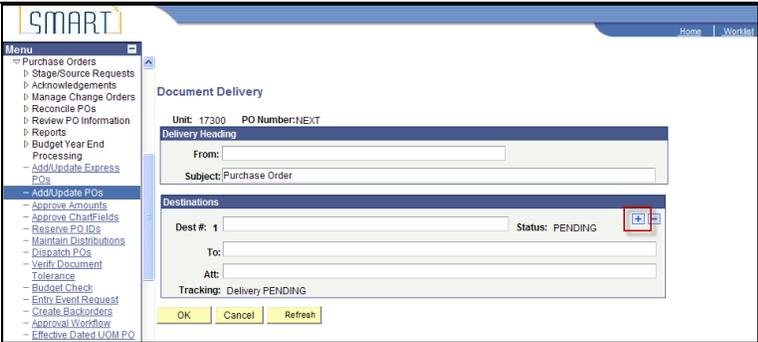
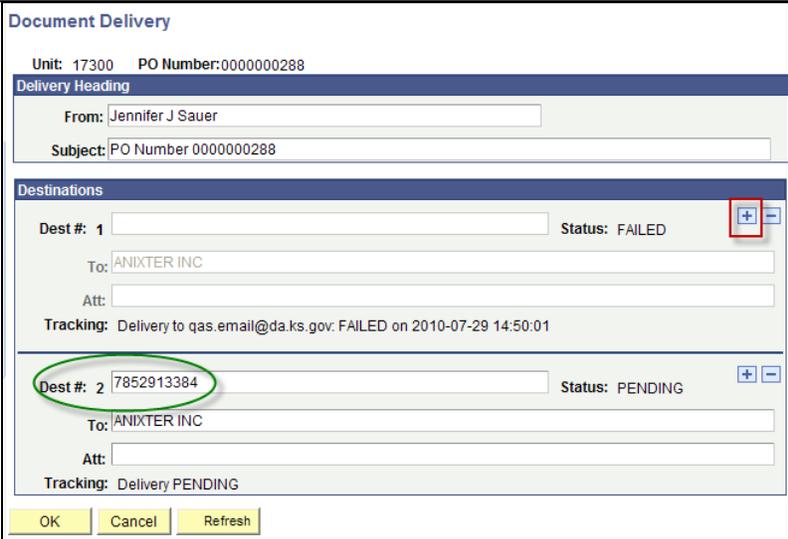
1.3	The Merkur Delivery Information page is also available by clicking the Header Details from the PO main page and then clicking on the Merkur Delivery Information link.	
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**NOTE (1):** Buyers will use the Merkur Document Delivery link to modify the fax or email value that is pulled from the Vendor file OR add fax or email destination information when the information does not exist in the Vendor file. The fax or email value is to be entered in the Destination box in the Dest #: 1 field. If using a dispatch method of fax or email, **Buyers should ALWAYS validate that the PO contains the correct address** for where the PO should be sent. It may be possible that the email or fax value is noted on a different address in the Vendor file. Buyers may wish to review information under each address to identify the correct location.

1.4	To change the address on the PO, click on the Vendor Details link.	
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1.5	The location, address, contact or salesperson may be changed on the PO by clicking on the lookup icons. The Show Details buttons will display the values for the values chosen.	
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**NOTE(2):** The email value does not display on this page; rather, the value may be found in the Vendor file or navigating to the Merkur Delivery Information link to see whether an email value populates.

<p><b>NOTE (3):</b></p>	<p>The Buyer may enter additional information for the Vendor in the “Att:” field. For Fax recipients, this information will generate and appear on a separate fax cover page. For email recipients, the “Att:” information will appear in the email body.</p>
<p>1.6 Additional destination values may be entered by clicking the plus sign for each additional value.</p>	
<p><b>NOTE (4):</b></p>	<p>The delivery status on the Merkur Delivery Information page may take 10-15 minutes to reflect the updated status.</p>
<p>1.7 If a Purchase Order needs to be resent to a vendor and the PO status is Dispatched, the Buyer must add a new Destination by clicking the plus sign. The new or corrected address must then be added. Once the Buyer saves the PO, a help desk ticket must be submitted requesting a PO to be re-dispatched. The help desk ticket needs to include the BU and PO ID.</p>	
<p><b>NOTE (5):</b></p>	<p>When Purchase Orders are dispatched to a vendor via email, the vendors will receive an email from KS Purchasing – SMART System. The actual email address will be “donotreply@da.ks.gov”. The e-mail content will advise the vendor to not reply to this address, but to contact the buyer noted on the Purchase Order. Agencies may wish to convey to their vendors that email will be generated from this email address.</p>