

Stock Purchase Order Example



BUILDING AMERICA™

PURCHASE ORDER

UNION PACIFIC RAILROAD

SUPPLY DEPARTMENT
1400 DOUGLAS ST, STOP 0780
OMAHA, NE 68179-0780
FAX: (402) 501-0358

The supply vendor nbr is six digits. The nbr will be the customer assigned id if registering in ORISS to submit invoices.

SUPPLIER 099999
ABC INC
PO BOX 9999
CITY, ST 99999 - 9999

PURCHASE ORDER NUMBER	DATE
AB 999999 CD	1/1/2010

SHIP TO: UNION PACIFIC RAILROAD COMPANY
CARE OF: U P CONSIGNEE
999 ABC RD
CITY, ST 99999 - 9999
PH: (999) 999-9999 FAX: (999) 999 - 9999

A stock purchase order nbr (PO) begins with two alpha characters followed by six digits and then two alpha characters. The complete number must be included when invoicing and providing other correspondence to UP.

****SHIP IMMEDIATELY****

F.O.B. ORIGIN COLLECT
ROUTE VIA: MANDATORY ROUTING INSTRUCTIONS
VISIT THE UPRR WEB SITE AT WWW.UPRR.COM/SUPPLIERS/
OR CALL 877-744-8777.

TERMS: NET X DAYS

When submitting a stock PO electronic invoice, the PO line number is equal to the order in which items are listed on the purchase order. (e.g. If billing for bottled water the PO line number would be 001, if billing for gloves the PO line number would be 002.) For the invoice to process, the order must match to the purchase order copy.

Quantity must be invoiced as a whole nbr.

Unit of Measure (UOM) for the line item. Exact code should be used when submitting the line item on an electronic invoice.

QUANTITY	UNIT	ITEM NUMBER	DESCRIPTION	UNIT PRICE	PRICE PER
1	EA	9-0999-0	P/N 9999-ABCD BOTTLED WATER	0.99	EA
SHIP IMMEDIATELY! THIS ITEM WILL BE LATE IF NOT RECEIVED PRIOR TO 99/99/99					
1	EA	8-0888-0	P/N 8888-ABCD GLOVES	9.99	EA
SHIP IMMEDIATELY! THIS ITEM WILL BE LATE IF NOT RECEIVED PRIOR TO 99/99/99					
TOTAL VALUE OF THIS ORDER IS \$XX					
*** CONFIRMS PHONE ORDER -- DO NOT DUPLICATE ***					

When submitting a stock PO electronic invoice, the item number should be used for the Purchaser's Item Number.

Price per unit of measure for the line item. The price should be used when invoicing for the line item. Discrepancies will be reviewed by the UP Purchasing Mgr. If questions regarding the price stated on the PO, contact the UP Purchasing Mgr.

Terms: Purchase Order Terms and Conditions are available at http://www.uprr.com/suppliers/sup_ovr/terms.shtml

Purchase order invoices must be submitted electronically via an EDI 810 transaction utilizing rail industry guidelines or via Union Pacific's authorized web application. Additional information regarding these options and help sheets for the web application can be obtained at www.uprr.com/suppliers/webapp.shtml.

Paper invoices are not accepted and should not be mailed to Union Pacific. Invoice payment status can be obtained from the following site: www.uprr.com/suppliers/account/inv-trace.shtml

Additional questions regarding an invoice can be directed to the Accounts Payable call center at 402-544-2729.

Correspondence pertaining to this order should be directed to the authorized purchasing representative as shown above. Send shipping notice to consignee/requester at the "Ship To" address shown above. Packing slip complete with UP item number(s) must accompany each shipment.

Note: Purchase Order Number & UP Item Number(s) Must Appear On All Correspondence

Non Stock Purchase Order Example



PURCHASE ORDER

UNION PACIFIC RAILROAD
SUPPLY DEPARTMENT

BUILDING AMERICA™

PAGE 1 1400 DOUGLAS ST. STOP 0780
OMAHA, NE 68179

A non-stock purchase order nbr (PO) is 8 digits followed by two alpha characters. The complete number must be included when invoicing and providing other correspondence to UP.

VENDOR CODE: ABC-INC
099999 PO BOX 9999
CITY, ST 99999 - 9999

The supply vendor nbr is six digits. The nbr will be the customer assigned id if registering in ORISS to submit invoices.

PURCHASE ORDER NUMBER	DATE
89999990-AB	1/1/2010

SUBMIT ELECTRONIC INVOICE ONLY

SHIP TO: UNION PACIFIC RAILROAD COMPANY
U P CONSIGNEE
999 ABC RD
CITY, ST 99999 - 9999
DELIVERY CONTACT: U P CONSIGNEE*TE*(999) 999-9999

ROUTE VIA: MANDATORY ROUTING INSTRUCTIONS CONSIGNEE: 99999
VISIT THE UPRR WEB SITE AT WWW.UPRR.COM/SUPPLIERS/
OR CALL 877-744-8777.

QUANTITY	UNIT	ITEM NUMBER	DESCRIPTION	UNIT PRICE	MATERIAL REQUIRED AT DESTINATION NO LATER THAN
1	EA	001	P/N 9999-ABCD BOTTLED WATER	0.99	1/15/2010
1	EA	002	P/N 8888-ABCD GLOVES	9.99	1/15/2010
1	EA	003	P/N 7777-ABCD JACKET	99.99	1/15/2010
TOTAL ORDER =				110.97	

Quantity must be invoiced as a whole nbr.

Unit of Measure (UOM) for the line item. Exact code should be used when submitting the line item on an electronic invoice.

Contact information for the UP Purchasing Mgr. Mgr should be contacted for quantity and price errors, invalid PO nbr errors and other questions related directly to the PO.

ANY QUESTIONS CONTACT: U P PURCHASINGMGR (999) 999 - 9999

When submitting a non-stock PO electronic invoice, the item number should be used for the Purchaser's Item Number and PO Line Number fields. (e.g. 003 should be inputted in both fields if the jacket is being invoiced.)

Price per unit of measure for the line item. The price should be used when invoicing for the line item. Discrepancies will be reviewed by the UP Purchasing Mgr listed above. If questions regarding the price stated on the PO, contact the UP Purchasing Mgr.

F.O.B. ORIGIN COLLECT

Terms: Purchase Order Terms and Conditions are available at http://www.uprr.com/suppliers/sup_ord/terms.shtml
Purchase order invoices must be submitted electronically via an EDI 810 transaction utilizing rail industry guidelines or via Union Pacific's authorized web application. Additional information regarding these options and help sheets for the web application can be obtained at www.uprr.com/suppliers/webapp.shtml.
Paper invoices are not accepted and should not be mailed to Union Pacific.
Invoice payment status can be obtained from the following site: www.uprr.com/suppliers/account/inv-trace.shtml
Additional questions regarding an invoice can be directed to the Accounts Payable call center at 402-544-2729.

Correspondence pertaining to this order should be directed to the authorized purchasing representative as shown above. Send shipping notice to consignee/requester at the "Ship To" address shown above. Packing slip complete with UP Item number(s) must accompany each shipment.

Note: Purchase Order Number & UP Item Number(s) Must Appear On All Correspondence



PURCHASE ORDER

UNION PACIFIC RAILROAD

SUPPLY DEPARTMENT
1400 DOUGLAS ST, STOP 0780
OMAHA, NE 68179-0780

PURCHASE ORDER NUMBER	DATE
4500001234	1/2/2012

The supply vendor nbr is six digits. The nbr will be the customer assigned Id if registering in ORISS to submit invoices.

A SAP purchase order nbr (PO) is 10 digits, beginning with 45. The complete number must be included when invoicing and providing other correspondence to UP.

SUPPLIER COI 099999
SUPPLIER: ABC INC
PO BOX 9998
CITY, ST 99999 – 9998

SHIP TO UNION PACIFIC RAILROAD COMPANY
CARE OF: Union Pacific Railroad
999 ABC ROAD
CITY, ST 99999 - 9999

Price per UOM for the line item. The price should be used when invoicing for the line item. Discrepancies will be reviewed by the UP Purchasing Mgr. If questions regarding the price stated on the PO, contact the UP Purchasing Mgr.

FOB: ORIGIN COLLECT
ROUTE VIA: MANDATORY ROUTING INSTRUCTIONS VISIT UPRR WEB SITE
AT WWW.UPRR.COM/SUPPLIERS/ OR CALL 877-744-8777
TERMS: 030 days 0.000%

Unit of Measure (UOM) for the line item. Exact code should be used when submitting the line item

QUANTITY	UNIT	PURCHASER'S ITEM NUMBER	UPRR ITEM (for internal use only)	DESCRIPTION	UNIT PRICE
1	EA	10	10	1234ABCD GLOVES	120.35

Quantity must be invoiced as a whole nbr.

Total Value of this order is \$ 120.35

When submitting SAP electronic invoice, the Purchaser's Item Number should be used for a part number. Example: Invoice Qty. 1 for Purchaser's Item Number 10 for \$120.35. If multiple items on PO, you would invoice for Purchaser's Item Number 10, 20, 30, 40, etc.