

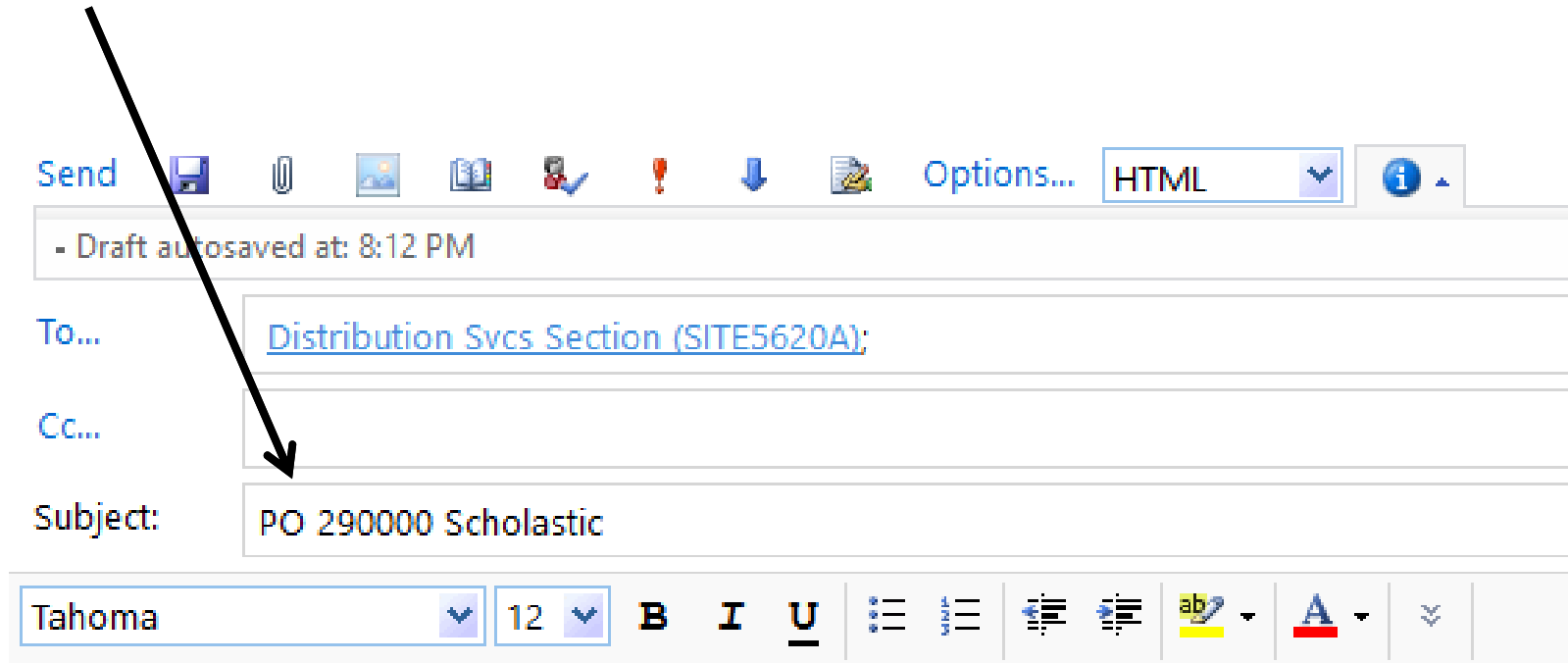
Direct Delivery Confirmations: Normal & Term POs

Send all direct delivery e-mail
confirmations for POs to:

supctrec@sandi.net

(Distribution Svcs Section)

Always Reference PO Number & Vendor Name in E-Mail Subject Line



Order Received Complete.

Em Ployee

Normal Direct Delivery Confirmations: Additional Required Info

- Verify order received in e-mail statement



Send [icons] Options... HTML [info]

- Draft autosaved at: 8:12 PM

To... [Distribution Svcs Section \(SITE5620A\);](#)

Cc...

Subject: PO 290000 Scholastic

Tahoma 12 B I U [list icons] [font icons]

Order Received Complete.

Em Ployee

Send [icons] Options... HTML [info]

- Draft autosaved at: 8:12 PM

To... [Distribution Svcs Section \(SITE5620A\);](#)

Cc...

Subject: PO 291234 Office Depot

Tahoma 14 B I U [list icons] [font icons]

Only received 4 staplers for line #2.

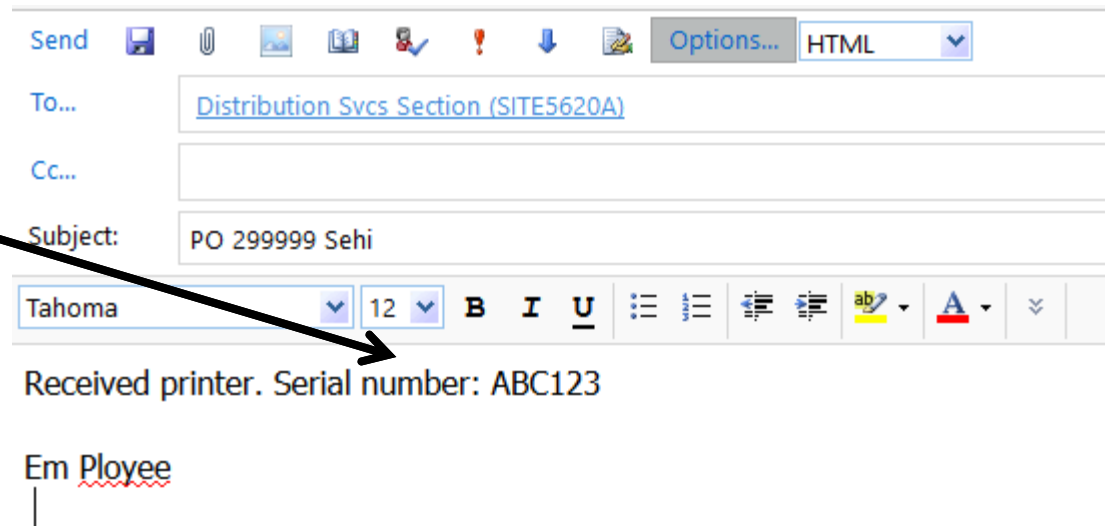
Em Ployee











- If order is not complete, only list items & quantity received

Additional Info (continued)

- If PO is for equipment over \$500, serial number must be provided










Send         Options... HTML

To... [Distribution Svcs Section \(SITE5620A\)](#)

Cc...

Subject: PO 299999 Sehi

Tahoma 12 B I U     ab   

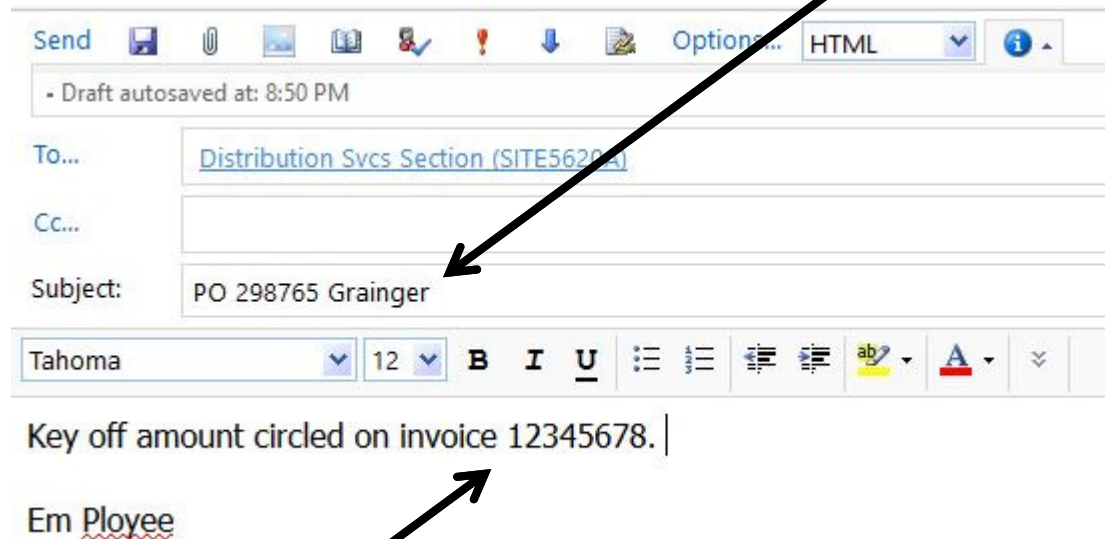
Received printer. Serial number: ABC123

Em Ployee

- You will be contacted if information is missing or incorrect
- Do not send confirmation e-mails for POs or stock orders delivered from Supply Center

Term PO Confirmations

- As with normal POs, reference PO number and vendor in subject line



- List invoice number in e-mail & request receipt

Additional Info

- Send invoice copy as attachment & must include:
 - PO number listed on it
 - Signature confirming receipt
 - Dollar amount on invoice circled, to be entered in receipt
- If any issue prevents receipt, you will be contacted

