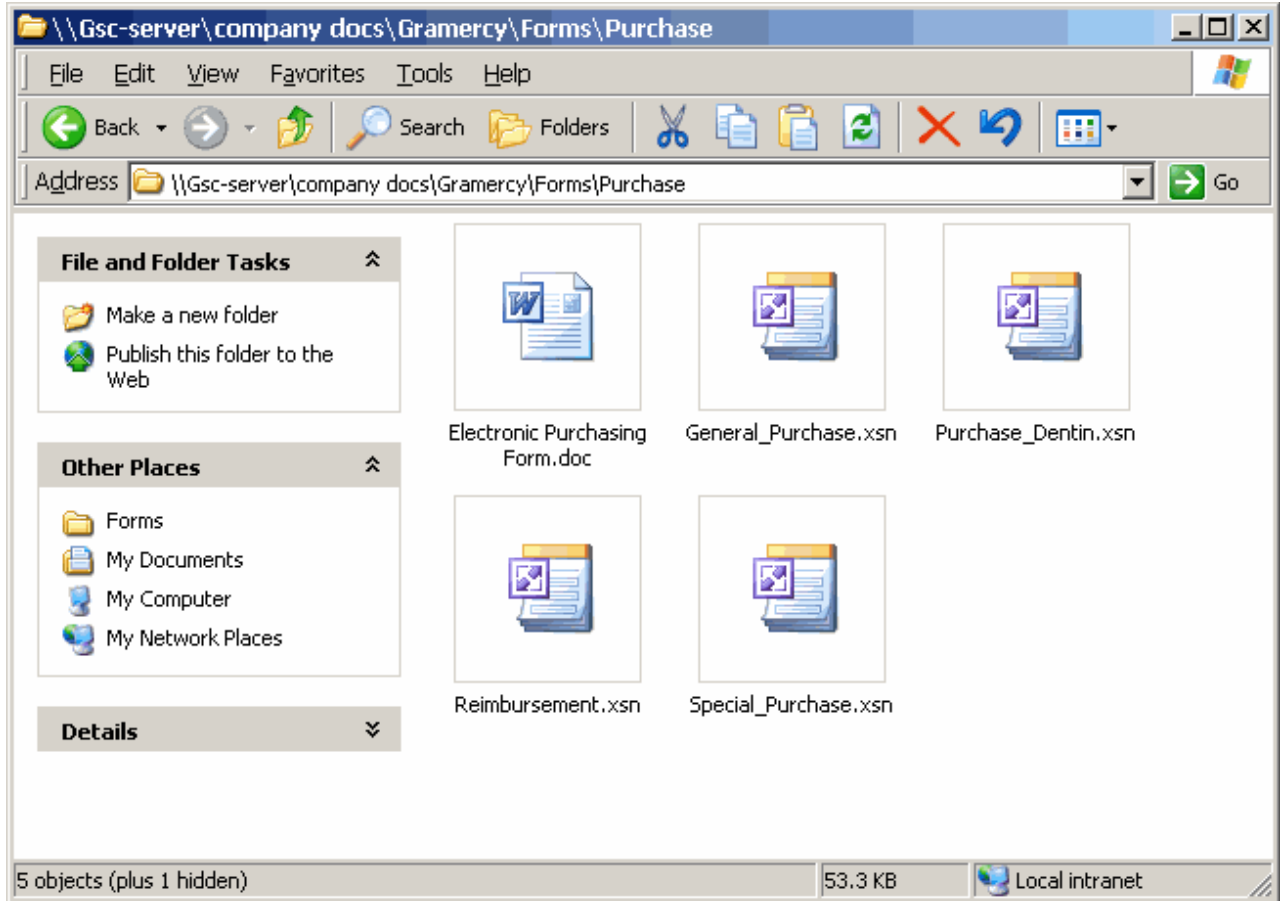


Electronic Purchasing Form

1. Location of purchasing order form

http://internal.gramercysurgery.com/general_forms.htm under **Purchasing** item, or

Gramercy: <\\Gsc-server\Gramercy\Forms\Purchase>



2. Introduction of general purchase form

Now we use the General Purchase Order as an example to introduce how to use it.
Double click the form name, and you will see an empty form

The screenshot shows the Microsoft Office InfoPath 2003 interface. The title bar reads "Form2 - Microsoft Office InfoPath 2003". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, and Help. A search bar on the right says "Type a question for help". The ribbon contains various icons for actions like Submit, Save, Print, and Undo. The font is set to Verdana, size 10. The main content area displays the "General Purchase Order" form template.

General Purchase Order

Name required: *

Department:

Date Ordered:

Date Required:

Item Required

Supplier	Model_Num	Description	Quantity
<input type="text" value="Any"/>	If you know	<input type="text"/> *	1

Signatures

Employee Signature _____ Date _____

Administrative Signature _____ Date _____

Form template's location: \\Gsc-server\Gramercy\Forms\Purchase\General_Purchase.xsn

Gramercy Surgery Center

General Purchase Order

1 Name required:
Test user

2 Date Ordered:
10/13/2006 03:14 PM

3 Department:
Reception

4 Date Required:

ion	Quantity
	1

Insert item

1. Input your name
2. Date Ordered will appear automatically
3. Choose your department
4. You can leave it empty or choose the date you need

Item Required

5 Supplier	6 Model_Num	7 Description	8 Quantity
Staples	If you know	Situations Leather Task Chair	3
IKEA	Model 11747-CC	Novimex Black Leather Task Chair	2

9 Insert item

5. Choose the supplier if you want to specify otherwise leave it empty.
6. Input the model name if you know it.
7. Please clearly describe your item
8. Input the quantity
9. Click "Insert Item", the table will automatically create an empty column that you can input other item.

Signatures

10
Test User

Employee Signature

11
 11 _____
Date

Administrative Signature

Date

10. Input your name

11. Input anything, after you leave this column, it will automatically show the date and time.

Gramercy Surgery Center

General Purchase Order

Name required: Test user
 Department: Reception
 Date Ordered: 10/13/2006 03:14 PM
 Date Required:

12. After you fill out this order form, please click the icon “Sent to Mail Recipient” showed on above location

13. Input email address” purchasing@gramercysurgery.com”

File Edit View Insert Format Tools Table Help

Send 16

To... purchasing@gramercysurgery.com; 13

Cc...

Subject: Order 14

Introduction: tset123 15

Gramercy Surgery Center

General Purchase Order

14. Input Subject

15. Input Introduction, if you need

16. Please click “Send” button.

17. If your Outlook is running, it will be sent immediately; if not, please open your Outlook, and Outlook will send it to purchasing department.