**ACTIVITY: DOCUMENTS USED THROUGHOUT SUPPLY CHAIN**

**Directions:** *Complete each of the sections listed below. All Microsoft Office documents must be emailed to bkavass.weebly.com. Assignment is worth* ***100 points*** *and will be graded per each section.*

**PART I - PURPOSE OF DOCUMENTS** (Worth **30 points**)

Using MS Word, create a table with the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Purpose** | **Usage (Which area of Supply Chain)** | **Example of Document (copy from Internet)** |
| Delivery Schedule |  |  |  |
| Inventory Counts |  |  |  |
| Invoice |  |  |  |
| Payment Schedules |  |  |  |
| Purchase Order |  |  |  |
| Request for Proposal |  |  |  |

**PART II – CREATE A PURCHASE ORDER** (Worth **35 points**)

Prepare a purchase order using Microsoft Excel:

1. Open Purchase Order Template under MS Excel 2016 on my website
2. Complete the PO using the info provided on Student Handout #4A – Instructions for Purchase Order
3. Save PO to your desktop folder with following name: PO\_Last Name\_First Name
4. Email PO to kavasschs@gmail.com

**PART III – PREPARE AN INVOICE** (Worth **35 points)**

Prepare an Invoice using Microsoft Excel:

1. Open Invoice Template under MS Excel 2016 on my website
2. Complete the Invoice using the information on your Purchase Order
3. Save the Invoice to your desktop folder with following name: Invoice\_Last Name\_First Name
4. Email Invoice to kavasschs@gmail.com