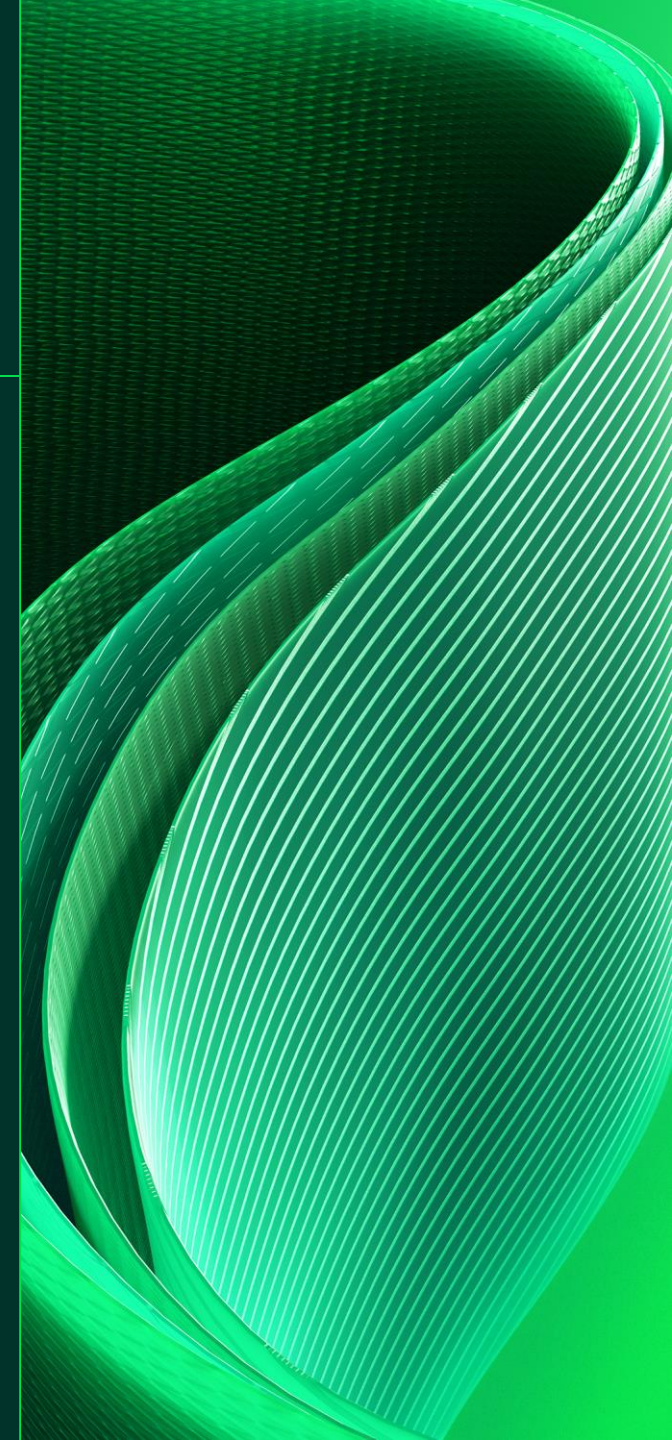




Purchase Order Process

Only for Costa Rica

2025



Guide to Requesting a Purchase Order

This guide outlines the steps an employee needs to follow to request the creation of a Purchase Order. Please ensure you follow each step carefully for a smooth process.

Step 1. Download and Complete the PO Form

- Download the Excel file named “**PO Form template - Programa de Lenguaje – Only for Costa Rica**” located in the **Attachments** section (Anexos).
- Carefully complete **all the required fields in yellow** within the Excel file. Ensure all information is accurate and complete.
- Excel file 

PR Request for Purchase Order				
Please Fill all spaces in yellow				
Requestor Name:		Date Requested:	Company code	
Employee name		Today date		2998
Purchase Order Start/End Date:				
Today's date		to	Withing 1 month	
Supplier/Vendor				
Supplier/Vendor Name:		SAP Vendor ID:		
ARDOR LEARNING INC		1073501		
Supplier Contact (name, phone number):				
Bettina.boca@ardorlearning.com				
Description (limit XX characters)	UNSPSC Codes	Cost Center/GL	Total Price of Line Item	Currency
LATAM - SP - Programa de Lenguaje	86121700			\$
		Total Price		
Contract and Quote must be attached in order to process a shopping cart				
Comments/Notes:				
SHOPPING CART CREATOR:				
Shopping Cart #:		PO #:		

Requester Information

- Employee Name:** Your full name.
- Date requested:** The date you are filling out the form.
- Cost Center/GL:** You can find your Cost Center number in your Workday profile.
- Total Price of Line Item:** You can find the total value of the program in the **price table** published in LATAM- Language Program LATAM (ES) in the Annexes section.
- Currency:** Must be in USD.
- Quote:** You can find it in LATAM- Language Program LATAM (ES) in the Annexes section by the name “Propuesta de servicios para PO”.

Guide to Requesting a Purchase Order

PDF

Acciones

✉

Equipo

Correo electrónico

Equipo

Resumen

Información general

Puesto

Compensación

Remuneración

Vacaciones y permisos

Contacto

Datos personales

Desempeño

Más (1)

Gerente

Ubicación

Centro de costos

REMOTE-3MCL-SANTIAGO
RM REMOTECLSR

822080 HR Global TR&S Svc
Delivery

Habilidades

[Editar habilidades](#)

You can find your **Cost Center Number** in your Workday profile here. (this image is an example).

Guide to Requesting a Purchase Order

Step 2. Submit a Request via HR Hub

- Once you have filled out all the necessary information in the Excel file, **open a new case** through the [HR Hub](#)
- In your request, clearly state that you are **requesting the creation of a Purchase Order**.
- Attach the completed Excel file ("**PO Form template - Programa de Lenguaje – Costa Rica**") to your HR Hub case.
- **Important:** The Purchase Order cannot be generated if the attached file is missing information. Please double-check that all required fields are filled.

Step 3. Receive the Purchase Order

- Once your request has been submitted, your manager will review and approve the Purchase Order.
- After the Purchase Order has been generated and approved, it will be sent directly to you.

Step 4. Proceed with the Language Program Policy

- Upon receiving the approved Purchase Order, please continue with the next steps as outlined in the **Language Program policy**. Ensure you adhere to all guidelines and procedures specified in that document.