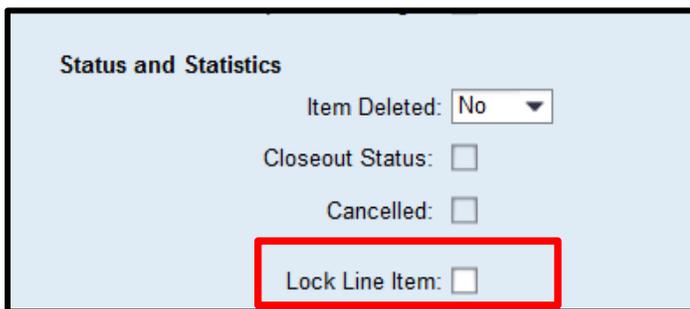


Subject: Updates Made to “SRM PUR Lock Line Item on Purchase Order” BPP
Audience: AST Leads, Procurement Directors, Finance Directors

The SCEIS Materials Management Team is pleased to announce updates have been made to the Business Process Procedure (BPP) “**SRM PUR Lock Line Item on Purchase Order**” in uPerform. This BPP details how a Buyer can use the **Line Item Lock** feature of SRM to prevent any further Accounts Payable transactions from processing against a specific Line Item on a Purchase Order.

The updates to the BPP emphasize the following:

- The responsibility of locking or unlocking a Purchase Order Line Item is assigned to the SCEIS Buyer role in SRM.
- Locking the Line Item means the Buyer navigates to the required Line Item of the Purchase Order in SRM and checks the **Lock Line Item** box. This immediately triggers ECC to automatically lock the Line Item on the Purchase Order in ECC. There is no ECC box to be checked.



Status and Statistics

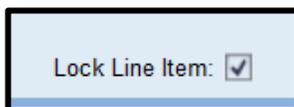
Item Deleted: No ▾

Closeout Status:

Cancelled:

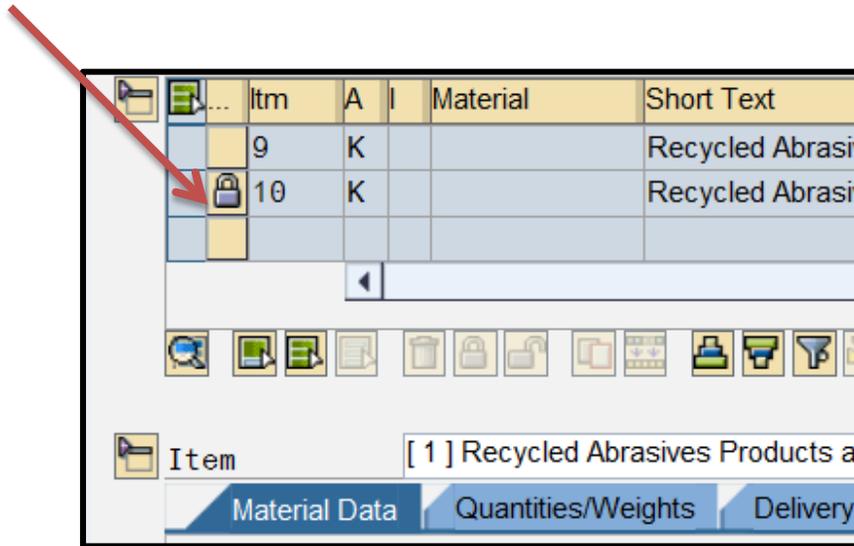
Lock Line Item:

- While the lock is activated in SRM, the Buyer can still make changes to the Purchase Order Line Item; however, those changes will not be replicated in ECC until the lock is removed. For instance, a Buyer might be required to reduce the Quantity or Net Price for a Line Item on a Purchase Order. The Buyer can make these changes and add Internal Notes or Vendor Notes that support or provide the reasons for the changes (such as a communication from Accounts Payable or the Vendor). The Buyer can next unlock (uncheck) **Lock Line Item** to allow the changes to update ECC and then re-lock (re-check) **Lock Line Item** after any required ECC transactions are completed as required.
- In SRM, the lock indicator is displayed as the Lock Line Item checkmark.



Lock Line Item:

However, in ECC, the lock indicator is a **small gray lock** icon to the left of the Line Item on the Purchase Order.



- A Buyer can verify that Lock Line Item is activated for both SRM and ECC by clicking the **ME23N Display Purchase Order folder** in SRM and retrieving the Purchase Order in question. Buyers should recall from training that this ME23N folder is a function in SRM that is the same as the **ME23N Display Purchase Order transaction** in ECC, and that Buyers no longer need to login to ECC to display a Purchase Order.



The updated uPerform is accessible from the following link: <https://uperform.sc.gov/gm/folder-1.11.9403?mode=EU>.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.