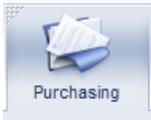
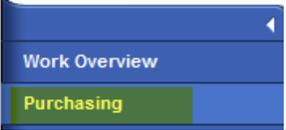


# Supplier Relationship Management (SRM) 7.2

## How to Correct/Update the Tax Jurisdiction on a Purchase Order

1. Log on to SRM.

2. Select the Purchasing folder  at the top of the screen.

3. Select Purchasing in the Navigation Pane .

4. Under Active Queries, click the appropriate Query:

**Active Queries**

Shopping Carts [All \(0\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Public Templates \(0\)](#) [Recommended Items \(0\)](#) [POWL Refresh saved \(0\)](#)

Purchase Orders [All \(33\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Rejected \(0\)](#) [Ordered \(0\)](#) [Confirmations pending \(0\)](#)

Purchase Order Responses [All \(0\)](#) [Rejected by Supplier \(0\)](#) [Partially Confirmed \(0\)](#) [Unconfirmed Orders \(0\)](#) [Variance in Response \(0\)](#) [Confirmed by supplier \(0\)](#) [Noted By Supplier \(0\)](#)

Confirmations [All \(0\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#) [Rejected \(0\)](#) [Deleted \(0\)](#) [Confirmations for Team Carts \(0\)](#)

Document Output [Last 7 Days \(0\)](#)

5. Enter your search criteria. In the example below, the Number was entered.

6. Click Apply.

**Purchase Orders - All**

Number:  To

Purchase Order Name:

Item Description:

Status:

Timeframe:

Creation Date:  To

Purchasing Organization:  To

Purchasing Group:  To

Supplier:

Requestor:

Preferred Supplier:

Goods Recipient:

Product Category:

Including Product Category Hierarchy:

Product ID:

Supplier Product Number:

Account Assignment Category:

Account Assignment Value:

Delivery Date:  To

Company:

Contract Number:

Location:

Requirement Number:

Only with Change Version:

Smart Number:

7. In the search results, click the link to the required Purchase Order. This will display the Purchase Order.
8. Click the Edit button. This will allow you to change your Purchase Order.
9. Select the Header tab. Then scroll down to the Partner Section. Click in the Ship-To Address line, Number column.

**Change Purchase Order**

Order Save Print Preview Check Close Export Import Cancel Park Related Links

Address data has changed - Display Help

Purchase Order Number: 4600347011 (Change Version) Purchase Order Type: Blanket PO Status: In Process Document Date: 07/02/2014 Total Value (Gross): 2,606,221.00 USD Smart Number Supplier: TAPFN

Overview **Header** Items Notes and Attachments Approval Tracking

General Data Notes and Attachment Output Budget Document Totals Extended PO History Payment Synopsis User-Specified Status

**Basic**

**Identification**

Smart Number: DTO\_Tapfn IT Contractors  
 Smart Number is External

Purchase Order Number: 4600347011

Corresponding Novation Purchase Order:  
Purchase Order Type: Blanket PO  
Reason Code:

**Organization**

Purchasing Organization: SCEIS Purchasing Organization  
Purchasing Group: B&CB - DSIT [Show Members](#)

Start of validity: 07/01/2014  
To: 06/30/2015

**Currency, Values and Pricing**

Currency: USD  
Total Value (Net): 2,597,867.00 USD  
Total Value (Gross): 2,606,221.00 USD  
Tax Value: 8,354.00 USD

**Service and Delivery**

Commitment Documents: [Display](#)

**Status and Statistics**

Document Date: 07/02/2014  
FM Posting Date: 07/02/2014  
Posting Period: 001  
Period:   
Cancelled:   
Closeout Status: None  
Selective Release Status:

**Partner**

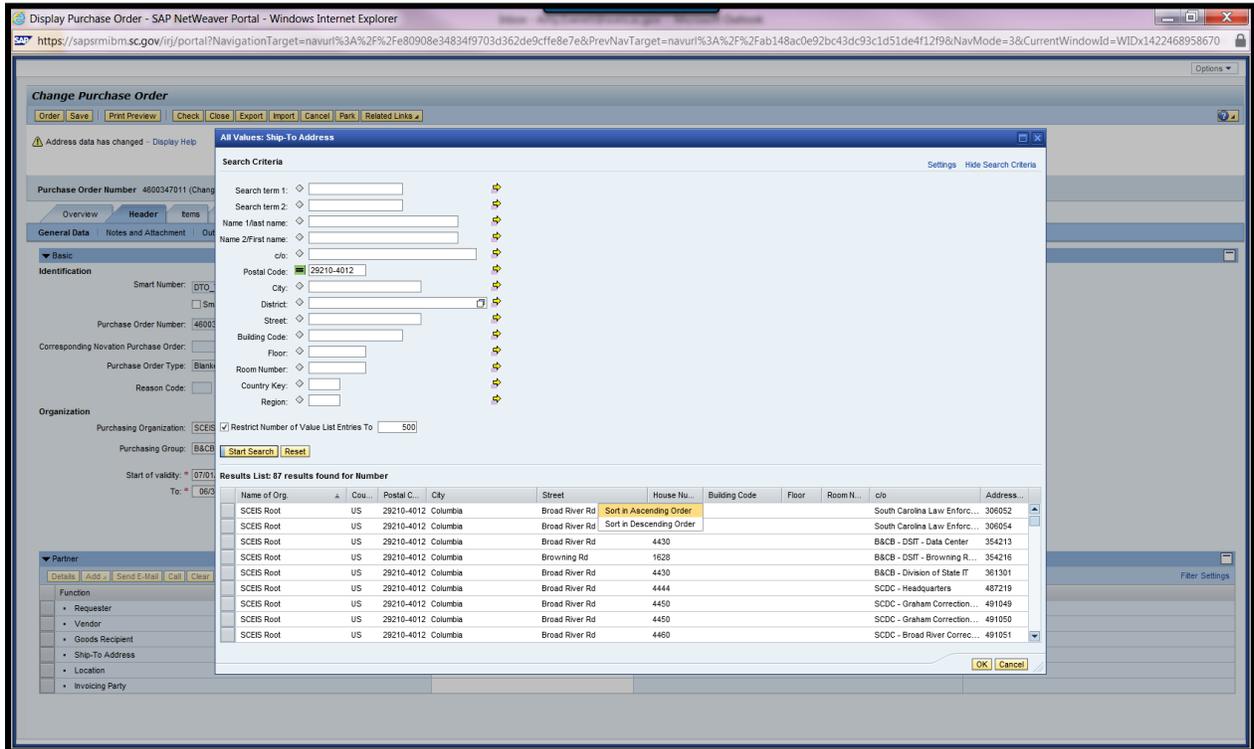
Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester	40339	KIMBER CRAIG	
Vendor	7000083532	TAPFN	(770) 373-2111
Goods Recipient	40339	KIMBER CRAIG	
Ship-To Address	83	ES Root	(803) 737-6539
Location	10034	DSIT Administration	
Invoicing Party			

10. Click the search criteria  button to search for the Ship-Address with the Zip+4. To sort by any of the following columns,

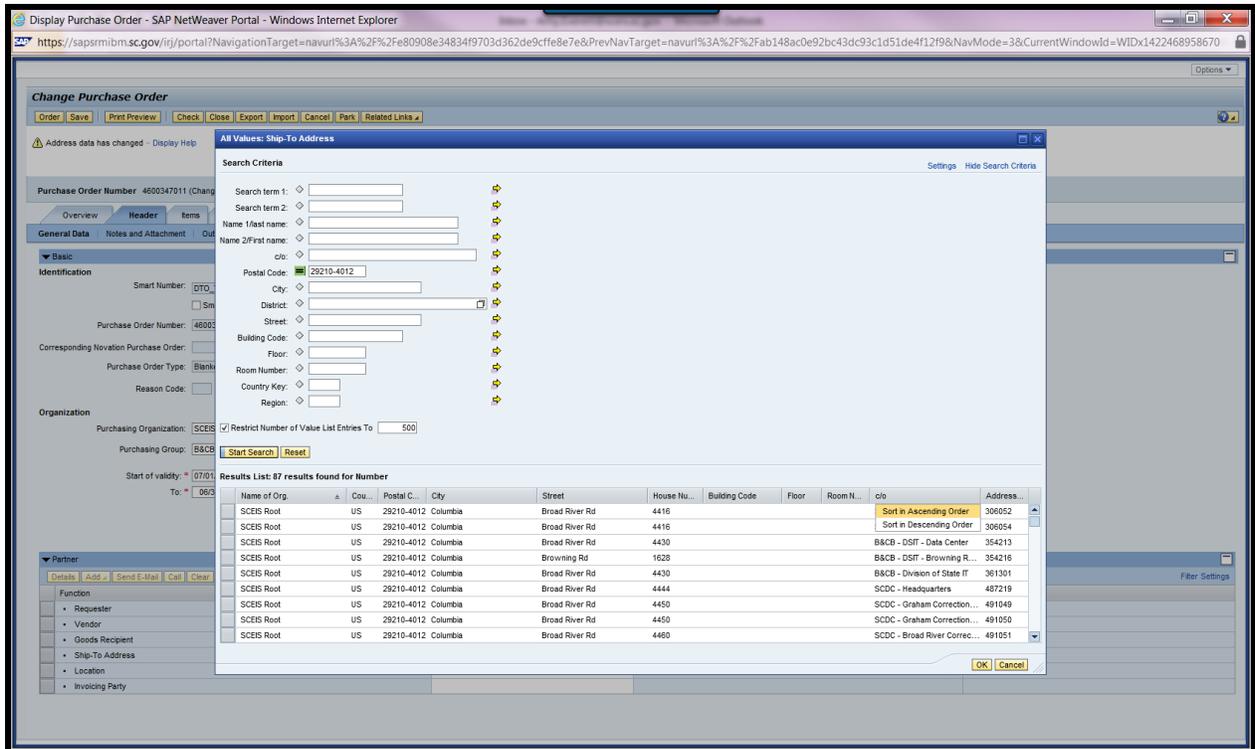
Name of Org.	Cou...	Postal C...	City	Street	House ...	Building Code	Floor	Room N...	c/o	Address...
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11. Click the required column and select Sort in Ascending Order or Sort in Descending Order:

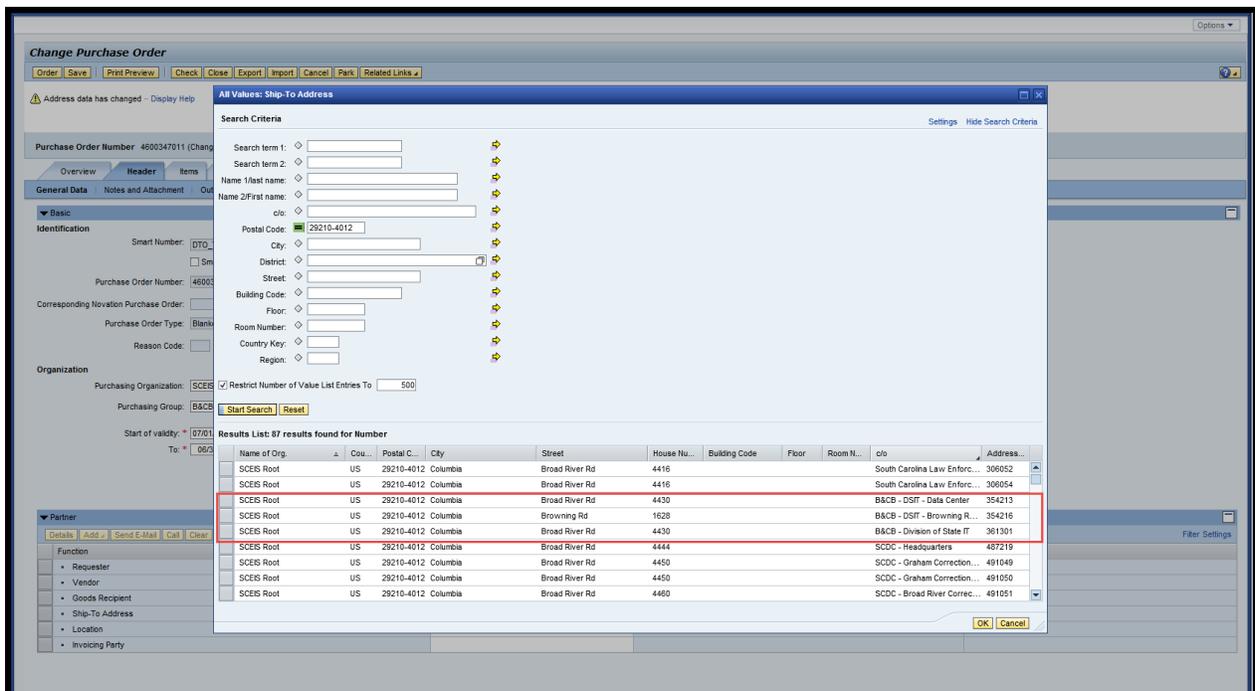


The screenshot shows the 'Change Purchase Order' interface in SAP NetWeaver Portal. A search criteria dialog box is open, titled 'All Values: Ship-To Address'. The search criteria include: Search term 1, Search term 2, Name 1/first name, Name 2/first name, c/o, Postal Code (29210-4012), City, District, Street, Building Code, Floor, Room Number, Country Key, and Region. Below the search criteria, there are 'Start Search' and 'Reset' buttons. The results list shows 87 results found for the number. The results table is as follows:

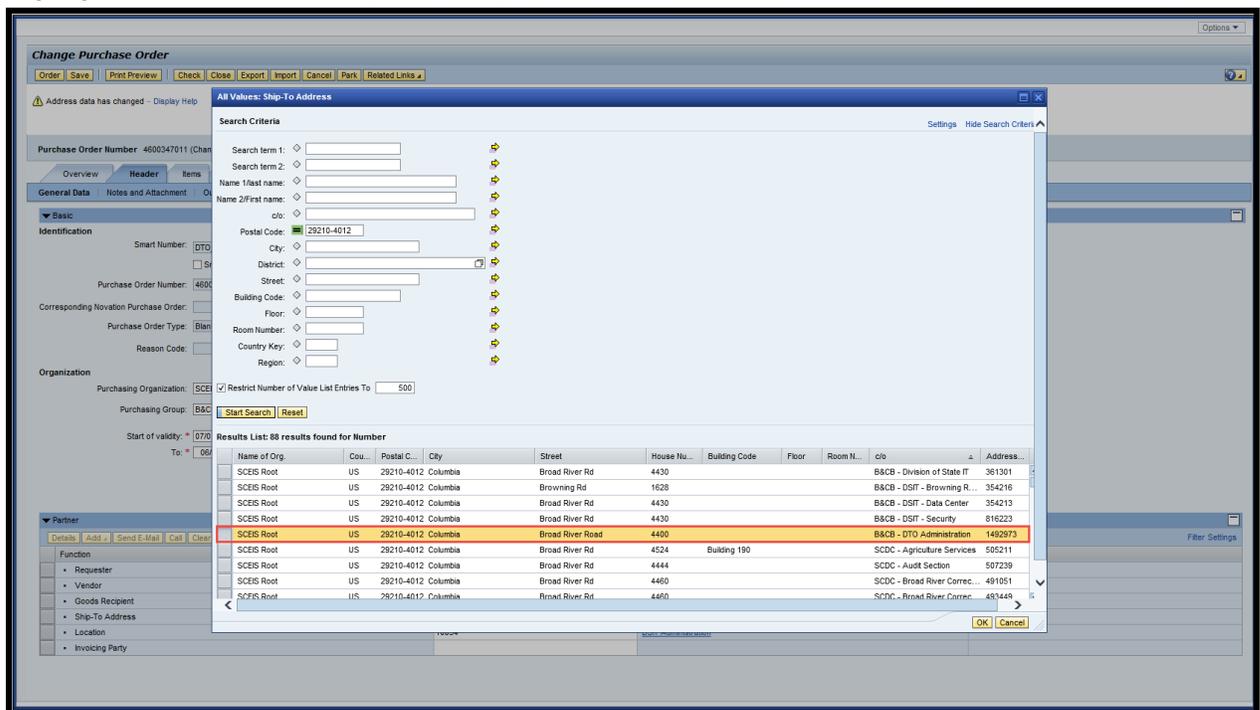
Name of Org.	Cou...	Postal C...	City	Street	House Nu...	Building Code	Floor	Room N...	c/o	Address...
SCEIS Root	US	29210-4012	Columbia	Broad River Rd						South Carolina Law Enforc...
SCEIS Root	US	29210-4012	Columbia	Broad River Rd						South Carolina Law Enforc...
SCEIS Root	US	29210-4012	Columbia	Broad River Rd	4430					B&CB - DSIF - Data Center
SCEIS Root	US	29210-4012	Columbia	Browning Rd	1628					B&CB - DSIF - Browning R...
SCEIS Root	US	29210-4012	Columbia	Broad River Rd	4430					B&CB - Division of State IT
SCEIS Root	US	29210-4012	Columbia	Broad River Rd	4444					SCDC - Headquarters
SCEIS Root	US	29210-4012	Columbia	Broad River Rd	4450					SCDC - Graham Correction...
SCEIS Root	US	29210-4012	Columbia	Broad River Rd	4450					SCDC - Graham Correction...
SCEIS Root	US	29210-4012	Columbia	Broad River Rd	4460					SCDC - Broad River Correc...



In this example, the search results did not return the required address for the B&CB (B&CB – DTO Administration, 4400 Broad River Road, Columbia, SC 29210-4012):



12. Put in a request to add the Deliver To address in SCEIS. You can email the request to the SCEIS Help Desk at [sceishelpdesk@sceis.sc.gov](mailto:sceishelpdesk@sceis.sc.gov). The request will be processed and you will be notified that it is complete. SCEIS Team Members will provide you with an address number that can be used to sort through your search results. For this document, the Address number is 142973.
13. Repeat Steps 1 – 9.
14. Select the required Ship-To Address. For this example, the address number is 142973. Highlight the line with the required Ship-To Address details.



15. Click the Ok  button.

16. Highlight the Ship-To Address line and click the Details button. The following screen will display. Do Not Update the Address Information on this screen. **If the Ship-To Address needs to be updated, please submit the request to the SCEIS Help Desk at [sceishelpdesk@sceis.sc.gov](mailto:sceishelpdesk@sceis.sc.gov). Please Do NOT Update the Ship-To Address in this field!**

The screenshot shows the 'Change Purchase Order' interface. A 'Details of Ship-To Address' dialog box is open, displaying the following information:

- Form of Address: [Blank]
- Name: SCEIS Root (The State of South Caroli)
- Care Of: B&CB - DTO Administratio
- Department: [Blank]
- Floor / Room: [Blank]
- Street / House Number: Broad River Road 4400
- Postal Code / City: 29210-4012 Columbia
- District: [Blank]
- P.O. Box: [Blank]
- Country: US [ ] USA
- Region: SC [ ] South Carolina
- Phone Number/Phone Extension: (803) 123-4567
- Fax Number/Fax Extension: [Blank]
- E-Mail: sceis@us.gov

The background interface shows a table of Partner details with the following data:

Function	Number	Name	Phone Number
Requester	40339	KIMBER CRAIG	
Vendor	7000083532	TAPPI	(770) 373-2111
Goods Recipient	40339	KIMBER CRAIG	
Ship-To Address	94	SCEIS Root	(803) 123-4567
Location	10034	DSIT Administration	
Invoicing Party			

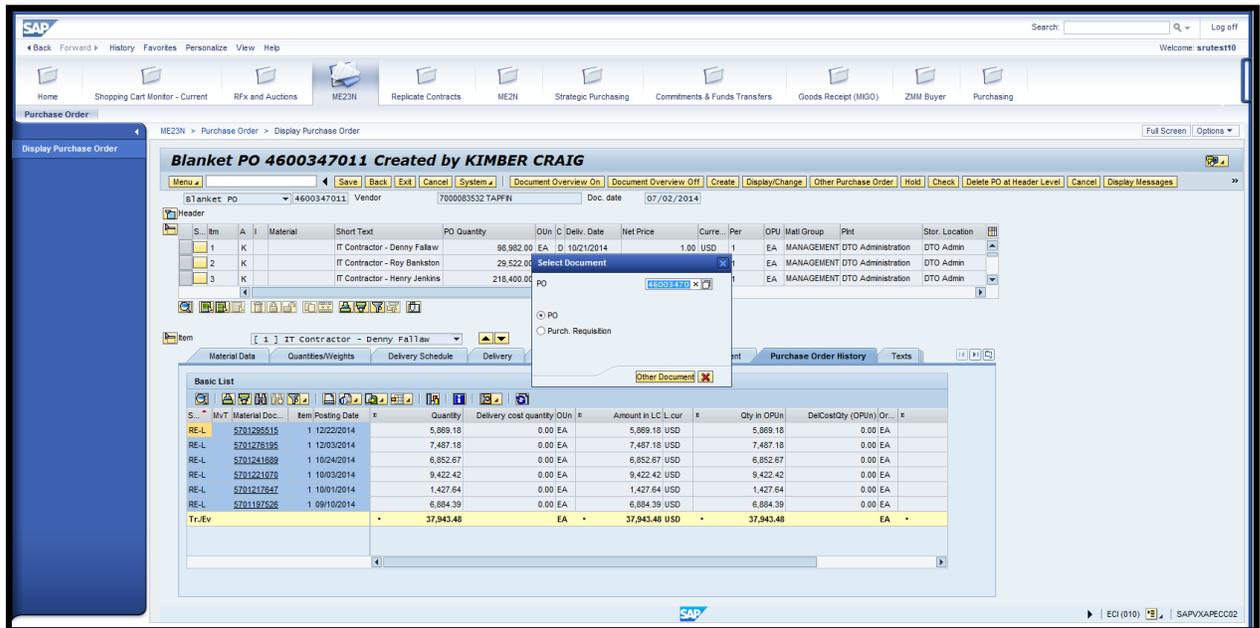
17. Click the Ok button.
18. Click Order button.
19. Click the Refresh button until the PO is in an **“Ordered”** Status.
20. Click Print Preview.

*\* Additional Information: Any line item that has been completed will need to be addressed separately. The system will not allow users to make changes to a line item that is complete and any completed line item will not display on the Purchase Order Form. Because of this, a multi-line item Purchase Order will display with multiple addresses and Finance will need to process a journal entry to correct the line item(s) with incorrect tax payments.*

21. Click the ME23N folder



22. Click Display Purchase Order **Other Purchase Order** button. The following screen will display:



23. Enter your Purchase Order number and click the Other Document **Other Document** button.

24. Click the Delivery Address tab to view your Jurisd. Code.

