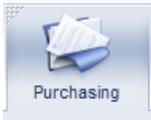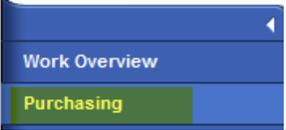# Supplier Relationship Management (SRM) 7.2

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) Recomended 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

- Hide Quick Criteria Maintenance

Number:	4600347011 To
Purchase Order Name:	
Item Description:	
Status:	
Timeframe:	
Creation Date:	To
Purchasing Organization:	
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:	

Apply   Clear

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.

10. Click the search criteria ▣ button to search for the Ship-Address with the Zip+4. To sort by any of the following columns,
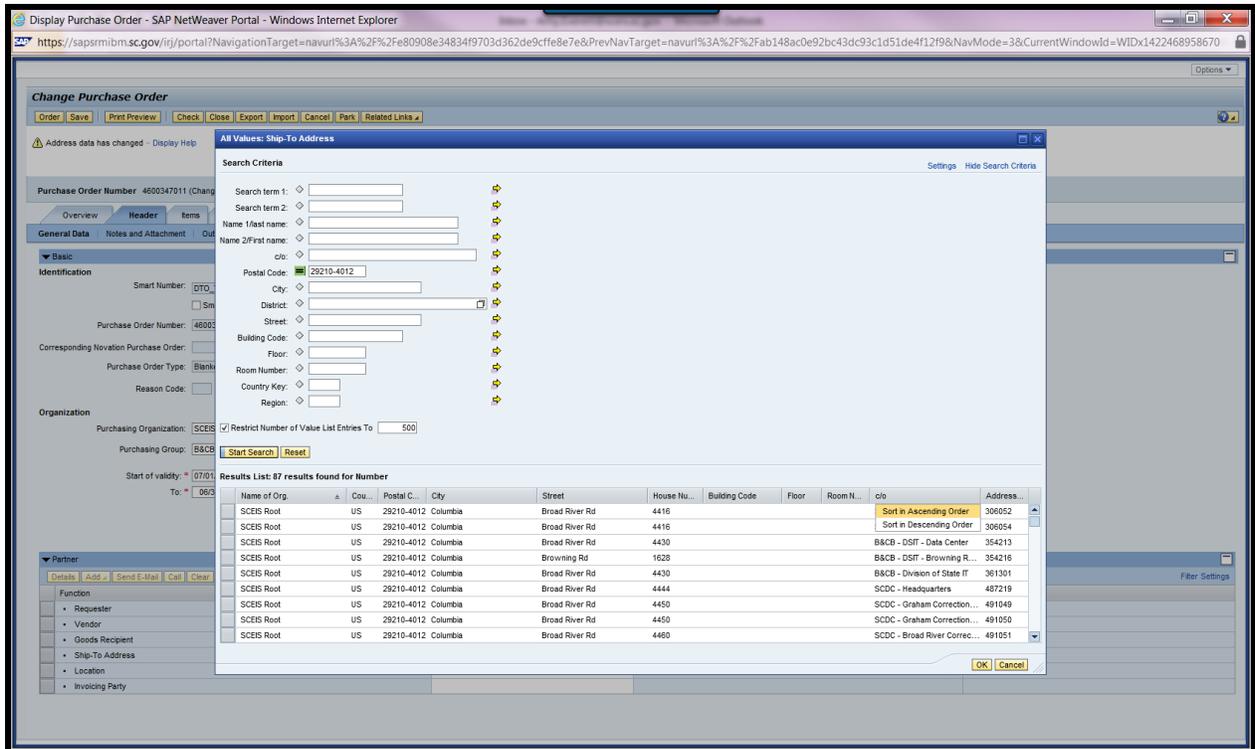
	Name of Org.	Cou...	Postal C...	City	Street	House ... ≞	Building Code	Floor	Room N...	c/o	Address...

11. Click the required column and select Sort in Ascending Order or Sort in Descending Order:

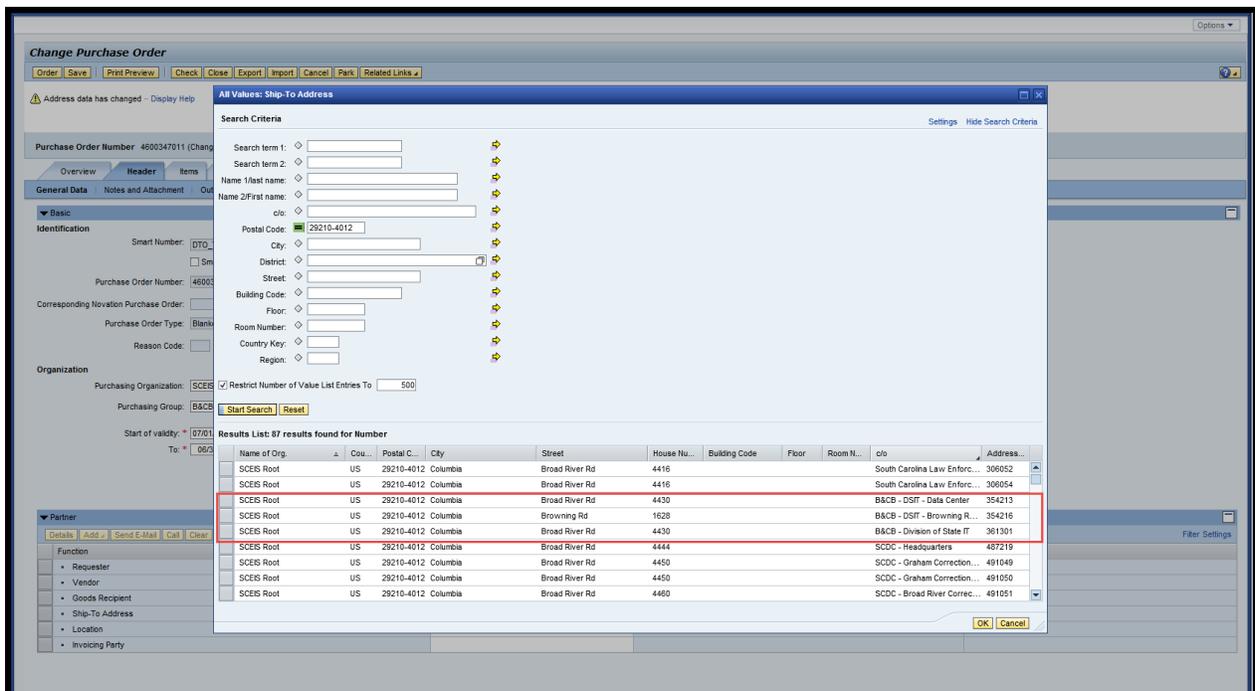In this example, the search results did not return the required address for the B&CB (B&CB – DTO Administration, 4400 Broad River Road, Columbia, SC 29210-4012):

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. 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.
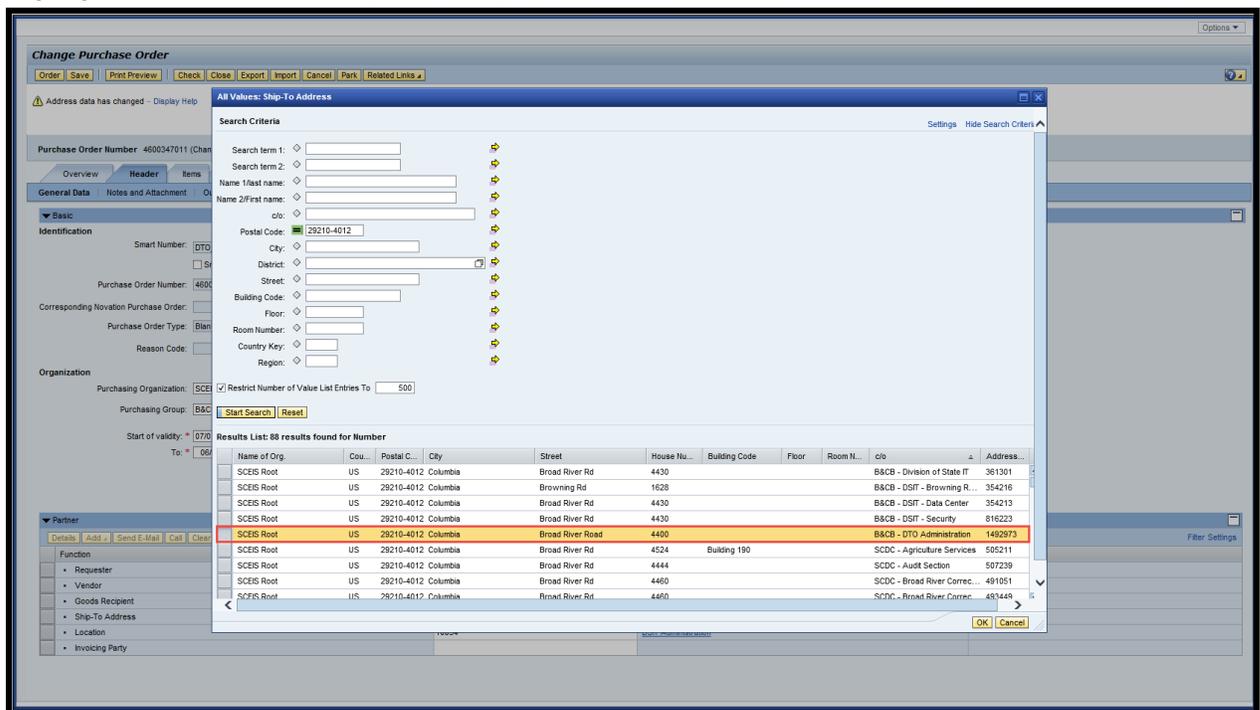
15. Click the Ok OK button.

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. Please *Do NOT Update the Ship-To Address in this field!***


17. Click the Ok OK button.

18. Click Order 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 ME23N .

22. Click Display Purchase Order **Other Purchase Order** button. The following screen will display:
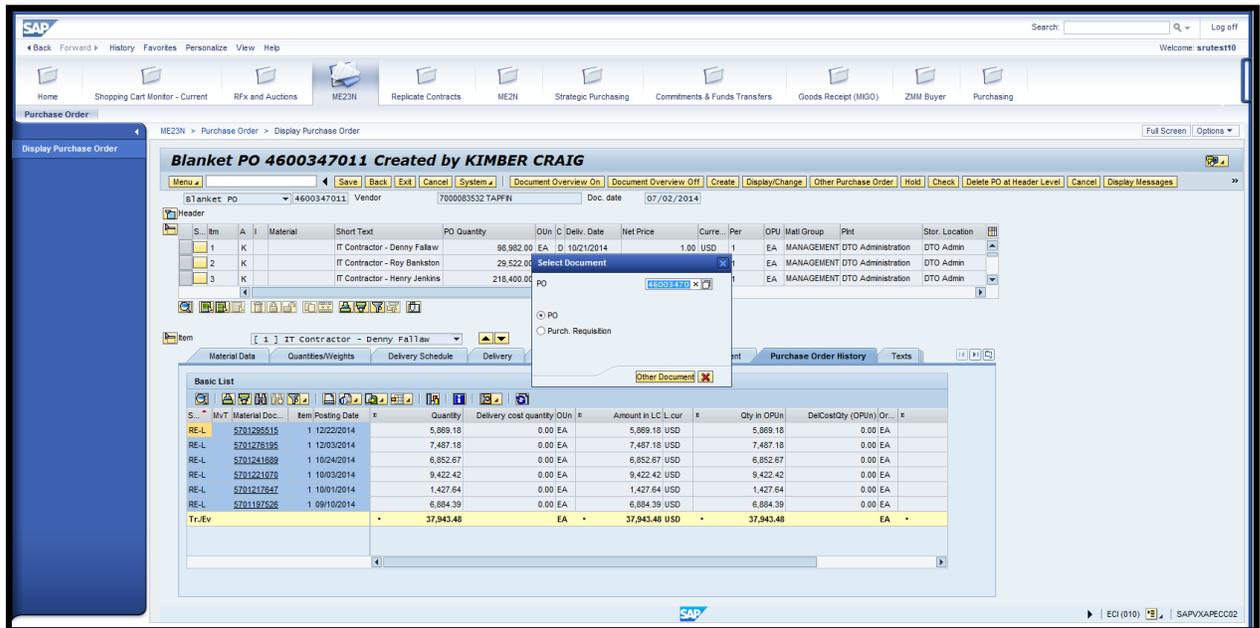
23. Enter your Purchase Order number and click the Other Document **Other Document** button.

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