

**Subject:** Enhancement to Add the Invoicing Party on the Purchase Order  
**Audience:** Supplier Relationship Management (SRM) and Enterprise Central Component (ECC) Users

The SCEIS team is pleased to announce a new enhancement to the Invoicing Party function on the SRM Purchase Order.

The Invoicing Party functionality now gives buyers the ability to select an invoicing party that is partnered in the vendor master record or use the same FEIN number as the Supplier on the face of the purchase order.

This enhancement should be used when a purchase order is created for a Supplier that has an Invoice to Address that differs from the ordering address (ex. Information Technology Temporary Staff Augmentation and cost per copy contracts).

When an agency's accounts payable department uses the MIRO transaction in ECC, the 'Invoicing Party' selected in the SRM Purchase Order will appear as the payment address on the MIRO screen.

The following pages provide instructions to assist users with this new functionality.

**Note: This enhancement is **NOT** to be utilized for manufacturer and reseller contracts (ex. Furniture Contract)**

## Instructions to Add Invoicing Party to the SRM Purchase Order

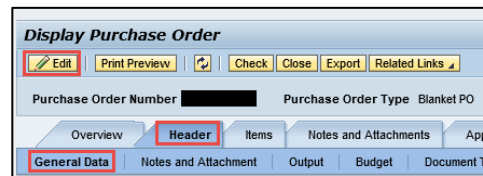
### SRM Portal Users (Buyer) Role

#### Example 1


In this example, a purchase order has been issued to Tapfin Process Solutions (state contract) vendor number 7000122214 (Atlanta Address). The Invoicing Party is to vendor number 7000083532 (Chicago address).

#### Step 1

On the SRM Display Purchase Order screen, select the Edit button and then select the Header tab to display the default General Data sub-folder.



#### Step 2

Under the Partner content area, located at the bottom of the screen, click the search help icon . This will display the list of all valid Invoicing Party options partnered with the Supplier (the vendor on the face of the Purchase Order) or the same FEIN number as the Suppliers on the face of the purchase order.

**Change Purchase Order**

Order Save Print Preview Check Close Export Import Related Links

Purchase order RFC-00485 QA testing with document number 4600699074 is correct

Purchase Order Number: [REDACTED] Purchase Order Type: Blanket PO Status: In Process Document Date: 09/05/2019 Total Value: [REDACTED]

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**

Purchase Order Number: [REDACTED]  
 Purchase Order Name: [REDACTED]  
 Corresponding Novation Purchase Order: [REDACTED]  
 Purchase Order Type: Blanket PO  
 Reason Code: [REDACTED]

**Organization**

Purchasing Organization: SCEIS Purchasing Organization  
 Purchasing Group: [REDACTED] Show Members  
 Start of validity: \* 07/01/2019  
 To: \* 06/30/2020

**Partner**

Details Add Send E-Mail Call Clear

Function	Number	Name
Requester	13653	TRISHUN MILHOUSE
Vendor	7000122214	TAPFIN PROCESS SOL
Goods Recipient	13653	TRISHUN MILHOUSE
Ship-To Address	94	SCEIS Root
Location	46861	Department of Adminis
Invoicing Party		

### Step 3

Click on the grey box to select the appropriate Invoicing Party and click the Ok button.

**Change Purchase Order**

Order Save Print Preview Check Close Export Import Related Links

Purchase order RFC-00485 QA testing with document number 4600699074 is correct

Purchase Order Number: 4600699074 (Change Version) Purchase Order Type: Blanket PO Status: In Process Document Date: 09/05/2019 Total Value (Gross): 54.00 USD Supplier: TAPFIN PROCESS SOLUTIONS

Overview Header Items Notes and Attachments Approval Tracking

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

Basic

Identification

Purchase Order Number: 4600699074  
Purchase Order Name: RFC-00485 QA testing  
Corresponding Invoicing Purchase Order:  
Purchase Order Type: Blanket PO  
Reason Code:  
Organization  
Purchasing Organization: SCEIS Purchasing Org  
Purchasing Group: Department of Admin  
Start of validity: 07/01/2019  
To: 06/30/2020

**All Values: Invoicing Party**

Results List: 9 results found for Number

Name of Org	Co...	Postal C...	City	Street	Building Code	Floor	Room N...	c/o	BusinessP...	Add...
COMSYS INFORMATION TECHNOLOGY	US	77027	HOUSTON	POST OAK PARKWAY S...					7000116700	XXD...
COMSYS INFORMATION TECHNOLOGY	US	30339	ATLANTA	INTERSTATE NORTH PAR...					7000122213	XXD...
COMSYS IT SERVICES INC	US	28290	CHARLOTTE						7000146758	XXD...
COMSYS SERVICES LLC	US	30339	ATLANTA	INTERSTATE NORTH PK...					7000056560	XXD...
COMSYS TECHNICAL SERVICES INC	US	27612	RALEIGH	MARRIOTT DR - STE 510					7000087090	XXD...
TAPFIN	US	60673	CHICAGO	NETWORK PL					7000083532	XXD...
TAPFIN	US	28260	CHARLOTTE						7000190764	XXD...
TAPFIN PROCESS SOLUTIONS	US	28290-5406	CHARLOTTE						7000110876	XXD...
TAPFIN PROCESS SOLUTIONS	US	77027	HOUSTON	POST OAK PARKWAY S...					7000116702	XXD...

OK Cancel

### Step 4

Select the Check button at the top of the Purchase Order screen. A message with a green check mark containing the message "Purchase order... is correct" should appear when the Purchase Order contains no errors.

**Change Purchase Order**

Order Save Print Preview **Check** Close Export Import Related Links

Purchase order [redacted] is correct

### Step 5

Select the Order button.

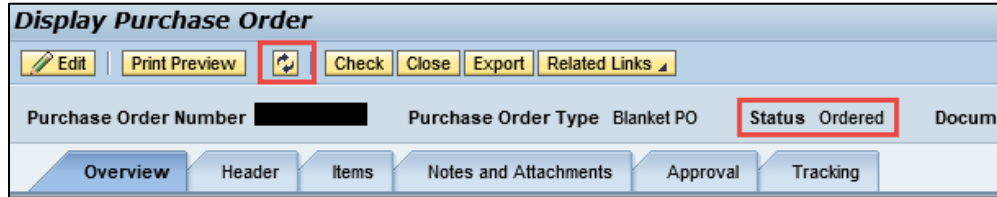
**Change Purchase Order**

**Order** Save Print Preview Check Close Export Import Related Links

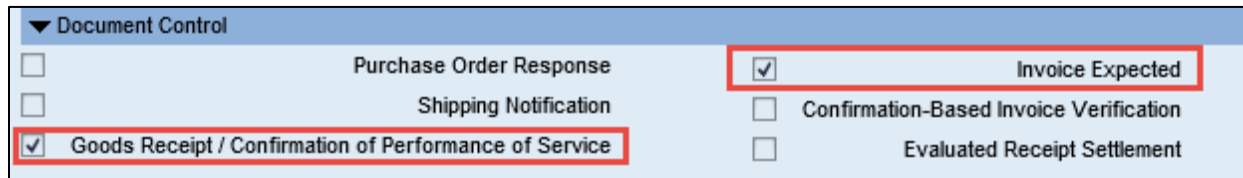
Purchase order [redacted] is correct

**Step 6**

The status of the purchase order is Ordered. You may have to select Refresh to get an Ordered status.



Note: To verify if a line item needs a goods receipt, go to the line item, select the Related Documents tab and check the Document Control to see what is required.



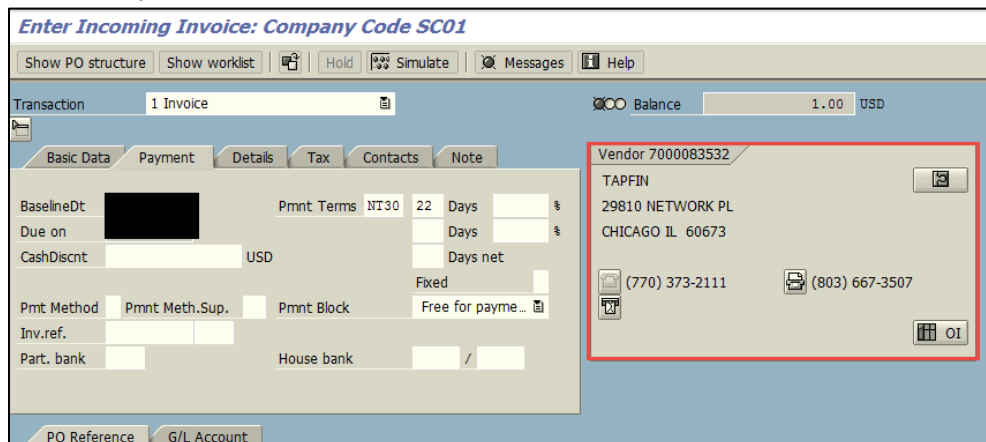
**ECC Users (Finance Team) Role**

**Step 1**

Check the Purchase Order in ECC within transaction code ME23N to ensure that the account assignment information is correct. Additionally, verify if a goods receipt is necessary in order to process the payment.

**Step 2**

Under Transaction code MIRO input the necessary fields (purchase order, invoice date, reference number, invoice amount, etc.). Note that the information from the purchase order has populated as the payee.



**Step 3**

Once complete, click Simulate to check for errors and post the document. The CG's office will then be able to make a payment to the payee Vendor selected.

