

Supplier Relationship Management (SRM) 7.2

Delete a Purchase Order at the Line Item

Business Process Procedure

Purpose: Use this procedure to delete a line item(s) of a multi-line purchase order (PO).

Research must be done to determine if the PO has any activity against the line item that you require to be deleted. This research can be done by viewing the “Details” of the line item(s) you require to be deleted and viewing the “Related Documents” tab.

Trigger: This procedure is to be used only when a Buyer has a multi-line item PO that does not have any follow-on activity and does not need to delete the entire PO. Reasons for deletion may be, but not limited to, the following:

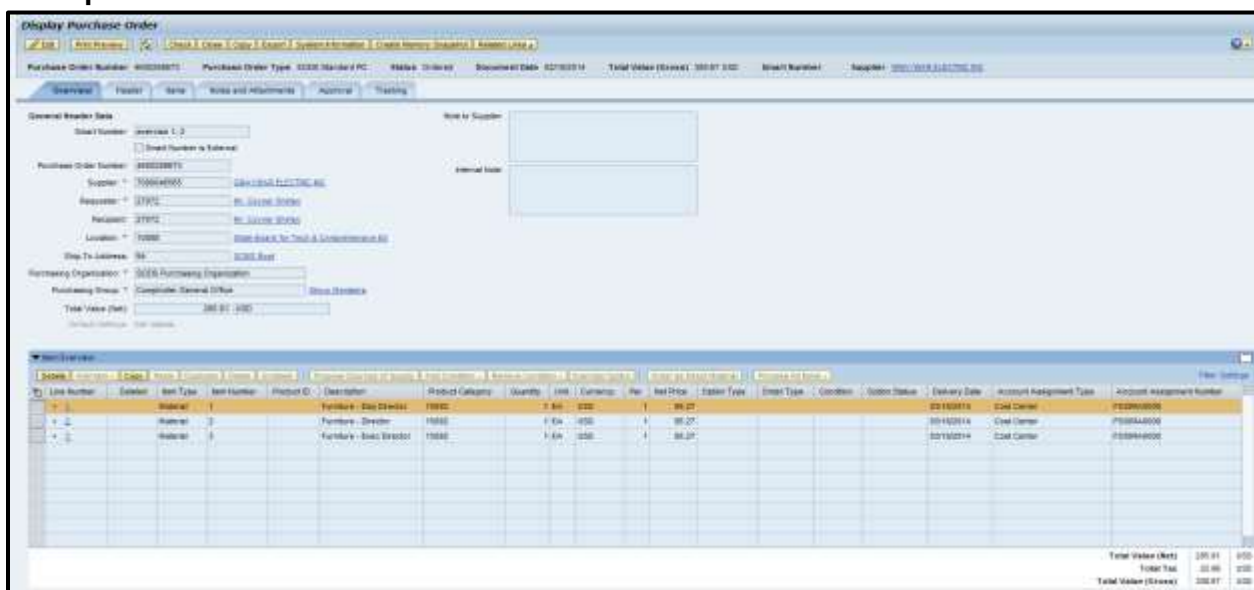
- The requestor no longer needs an item on the PO
- The item can be procured by another vendor at a better value
- The current vendor can no longer provide the item

Special Note: This procedure is not recommended for use in deleting all the Line Items on the PO. To delete all Line Items of the PO, follow instructions on “Delete a Purchase Order at the Header.”

Delete Purchase Order at Line Item Level

1. To delete a line item(s), click the “Edit” button of the required PO as shown in Example 1.

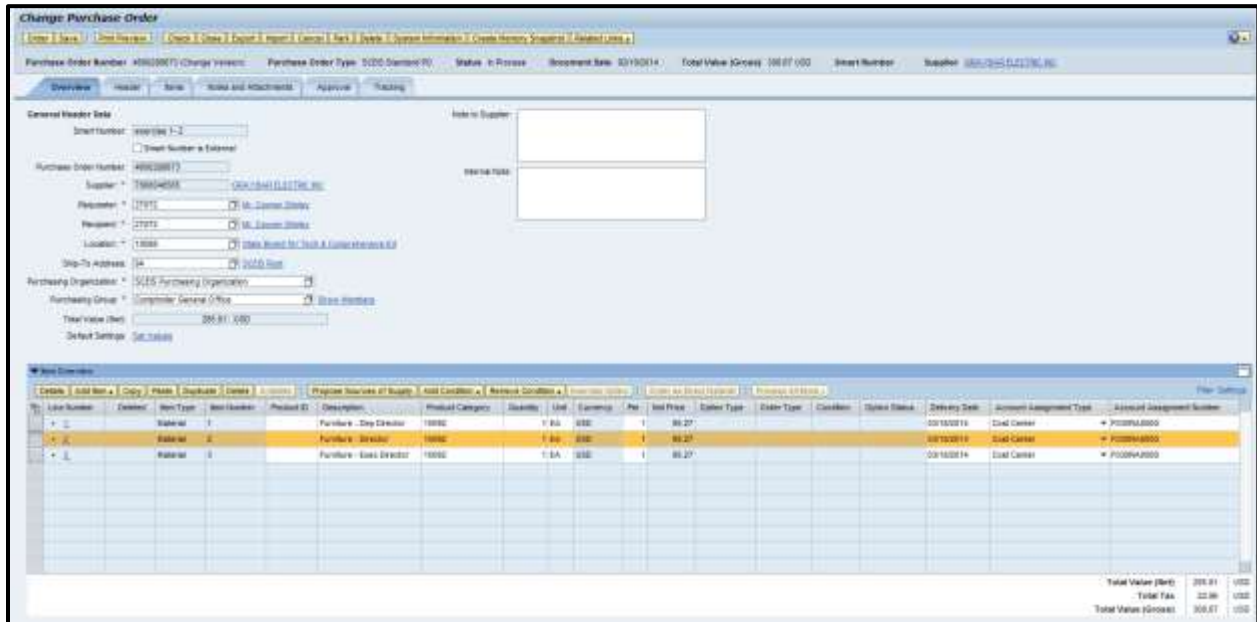
Example 1




Line Number	Status	Item Type	Item Number	Product ID	Description	Project Category	Quantity	Unit	Unit Price	Status Type	Item Type	Location	Vendor Status	Delivery Date	Account Assignment Type	Account Assignment Number
1	Hold	Furniture	10000	10000	Furniture - Basic Staircase	10000	1 EA	1000	1	1000	10000	10000	10000	10000	10000	10000
2	Hold	Furniture	10000	10000	Furniture - Staircase	10000	1 EA	1000	1	1000	10000	10000	10000	10000	10000	10000
3	Hold	Furniture	10000	10000	Furniture - Basic Staircase	10000	1 EA	1000	1	1000	10000	10000	10000	10000	10000	10000

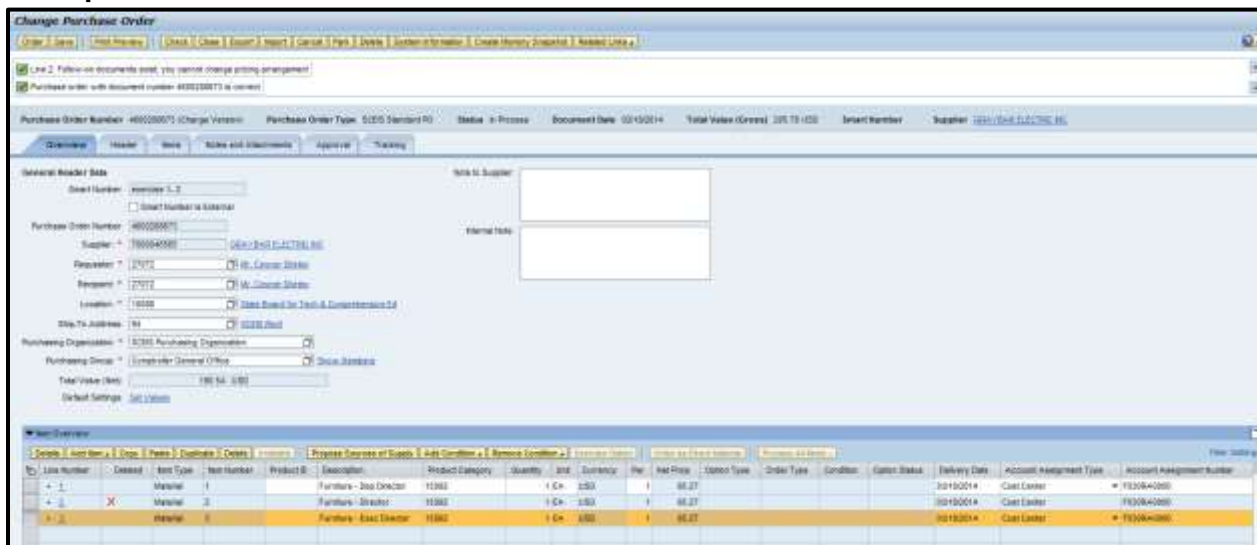
- As shown in Example 2, the PO mode is “**Change Purchase Order.**” Highlight the line item to be deleted and click the “**Delete**” button under the “**Items**” tab.

Example 2



- A red X  will display on the line you deleted. See the deletion of line item 2 in Example 3 below. Follow these steps for all line items that require deleting. (**The line item you are deleting must not have any activity against it or the system will not allow you to delete.** Click the “**Order**” button.


Example 3



4. The screen in Example 4 will display. Notice that the Status is “Awaiting Approval.”

Example 4

The screenshot shows the 'Display Purchase Order' interface. At the top, the status is 'Awaiting Approval'. Below the header, there are tabs for 'Overview', 'Header', 'Items and Attachments', 'Approval', and 'Tracking'. The 'Overview' tab is active, displaying general header data such as Purchase Order Number (40000007), Supplier (S&B Supply, LLC), and Total Value (\$255.70 USD). Below this is a table with 3 lines of items. The first two lines are highlighted in yellow, and the third line is highlighted in orange. The table columns include Line Number, Status, Item Type, Item Number, Product ID, Description, Product Category, Quantity, UOM, Currency, Per, Net Price, Order Type, Order Status, Delivery Date, Account Assignment Type, and Account Assignment Number. At the bottom right, a summary table shows Total Value (Net) as 199.64 USD, Total Tax as 18.24 USD, and Total Value (Gross) as 205.78 USD.

5. Click the “Refresh”  icon until the PO is in a Status of “Ordered” as shown in Example 5.
6. Click the “Close” button.


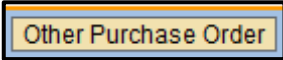
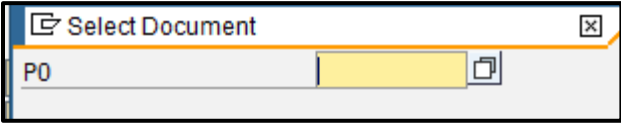

Example 5

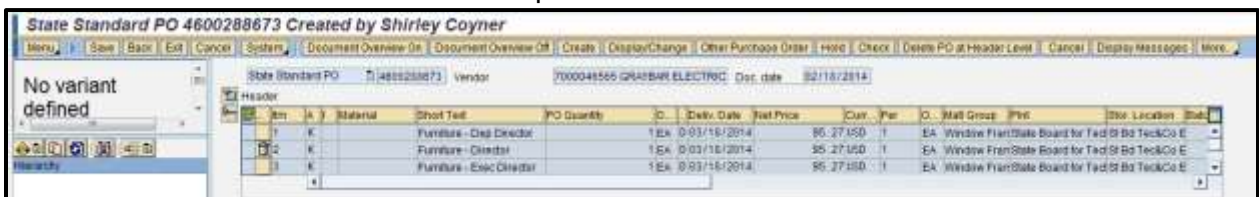
The screenshot shows the 'Display Purchase Order' interface with the status updated to 'Ordered'. The layout is identical to Example 4, but the 'Status' field in the header and the 'Status' column in the items table now show 'Ordered'. The summary table at the bottom right remains the same, showing Total Value (Net) as 199.64 USD, Total Tax as 18.24 USD, and Total Value (Gross) as 205.78 USD.

To verify that the Shopping Cart line item 6 (2000XXXXXX) is available for sourcing:




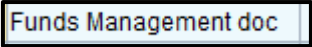
1. Go to the “**Purchasing**” folder.
2. Click “**Purchasing**” in the Navigation Pane.
3. Click “**Perform Sourcing**” under “**Central Function.**”
4. Enter the shopping cart number in the “**Number of Requisition**” field.
5. Click the “**Search**” button. The shopping cart number will display in the “**Requisition/Item Number**” column of the search results.

To verify in ECC that the line item(s) has been deleted and the funds unencumbered, follow the steps below:

1. Click the “**ME23N**” Folder. 
2. Click the “**Other Purchase Order**” button. 
3. In the “**PO**” text box, enter the **PO Number**. 
4. Press “**Enter**” on your keyboard.
5. Line Item 6 that was deleted in this example will have a trash can  on the line item.



Note: The user will need to have the FM Display role in order to verify that the funds have been unencumbered using the following process.

1. Click the “**Menu**”  button, and from the drop-down list select “**Environment.**” 
2. Select “**AC Commitment Documents.**” 
3. Double-click Object Text Type “**Funds Management.**” 

4. The FM **“Document Journal”** will display. The funds for line item 2 will show \$0.00.

Document Journal

Ttl Area: SC21
 Year/Commitment Item: 2014
 Commitment Item:
 Funds Center:
 Fund: FM PUR REQ
 Layout:
 User: AMY08048
 Date/Time: 03/27/2014 14:58:38

Alt type	VT	FM	catg id	RelCredNo	Ln	Am type	Am type	Prnt Rptd	Y	GL Account	Funds Cen	Fund Area	Fund	Grant	Funds center name	Commitment Item	Item	Cost Ctr	Prnt Desc No	Prnt	
Purchase Order	51	02070214	489228873		1	0100	Original	102.89	2014	5031020000	F339RA0000	FO30_RADD	10010000	NOT RELEVANT	0517 Dph On Operat	BUILDING MATERIALS	7000646222			0	
								=													102.89
Purchase Order	51	02070214	489228873		2	0100	Original	102.89	2014	5031020000	F339RA0000	FO30_RADD	10010000	NOT RELEVANT	0517 Dph On Operat	BUILDING MATERIALS	7000646222			0	
Purchase Order	51	02070214	489228873		3	0100	Change	932.55		5031020000	F339RA0000	FO30_RADD	10010000	NOT RELEVANT	0517 Dph On Operat	BUILDING MATERIALS	7000646222			0	
								=													0.00
Purchase Order	51	02070214	489228873		3	0100	Original	102.89	2014	5031020000	F339RA0000	FO30_RADD	10010000	NOT RELEVANT	0517 Dph On Operat	BUILDING MATERIALS	7000646222			0	
								=													102.89
								=													205.78
								=													205.78

You have successfully deleted a line item on a Purchase Order and verified that the funds have been unencumbered.