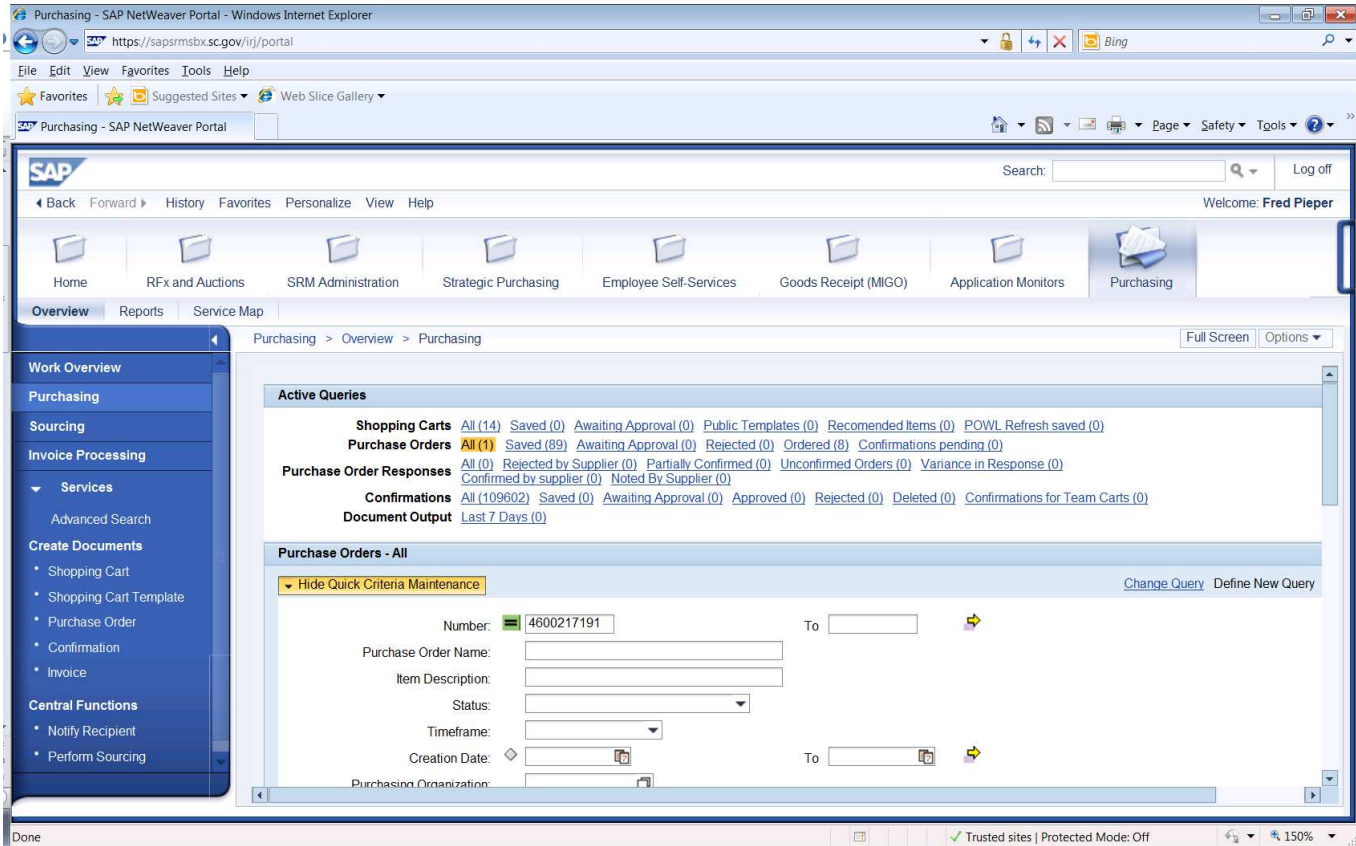


Exercise 4

Edits to a Purchase Order

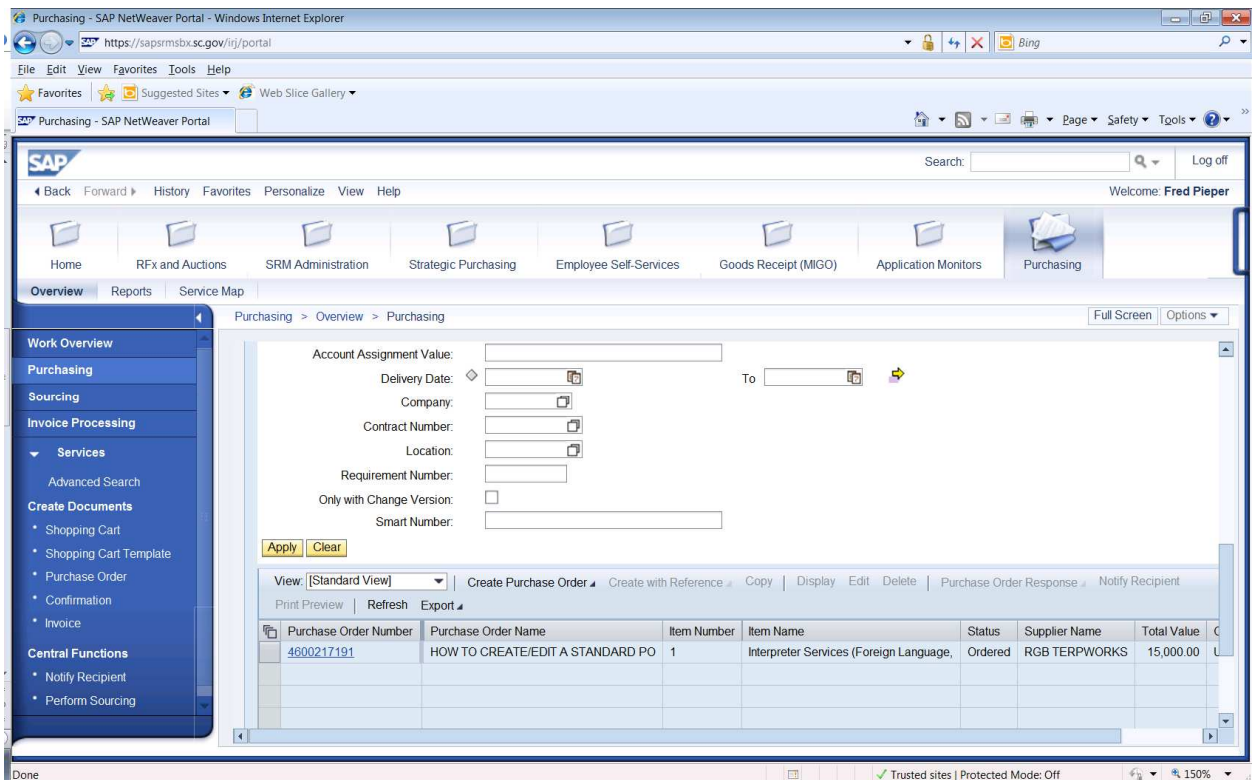
Exercise 4: Additions to a Purchase Order

1. Log into SRM.
2. Click **Purchasing** folder across the top of the screen.
3. Click **Purchasing** in the blue menu bar on the left-hand side.
4. Under **Active Queries**, in the **Purchase Orders** group, click **All (xx)** query. The number inside the parentheses is the number of Purchase Orders in the Purchasing Group (based on your security roles). You can use the **Quick Criteria Maintenance** button to further filter the list of Purchase Orders.

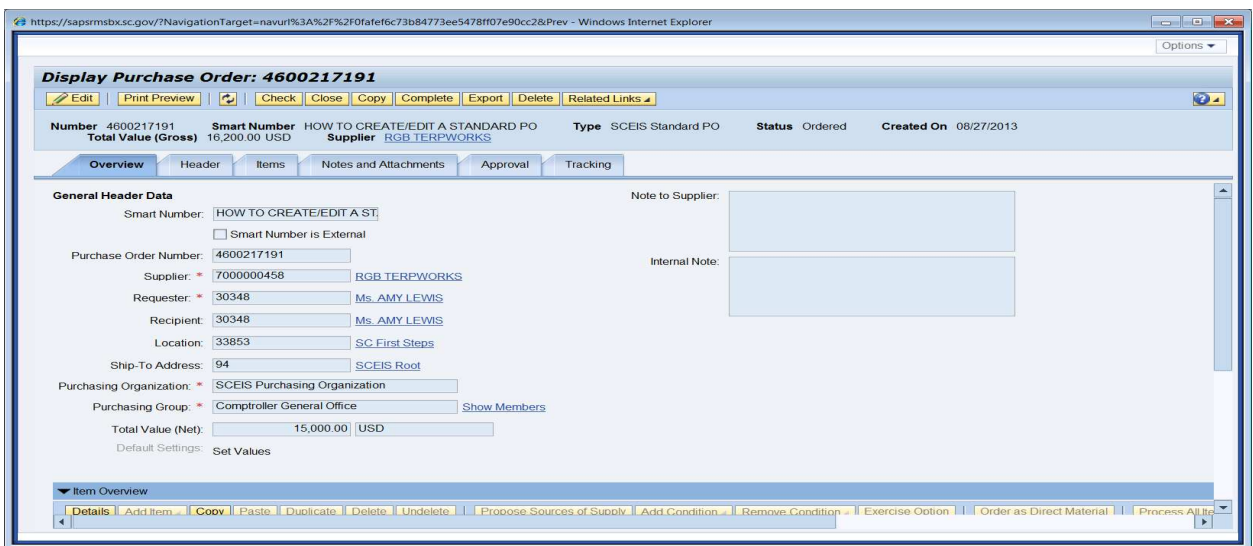


The screenshot shows the SAP NetWeaver Portal interface. The browser window title is "Purchasing - SAP NetWeaver Portal - Windows Internet Explorer". The URL is "https://sapsrmbx.sc.gov/irj/portal". The page displays a navigation bar with folders: Home, RFx and Auctions, SRM Administration, Strategic Purchasing, Employee Self-Services, Goods Receipt (MIGO), Application Monitors, and Purchasing. The main content area is titled "Purchasing > Overview > Purchasing". On the left, there is a blue menu bar with sections: Work Overview, Purchasing, Sourcing, Invoice Processing, Services, Create Documents, and Central Functions. The main content area displays "Active Queries" with a table of query counts for Shopping Carts, Purchase Orders, Purchase Order Responses, Confirmations, and Document Output. Below this is the "Purchase Orders - All" section, which includes a "Hide Quick Criteria Maintenance" button and a search form with fields for Number, Purchase Order Name, Item Description, Status, Timeframe, Creation Date, and Purchasing Organization.

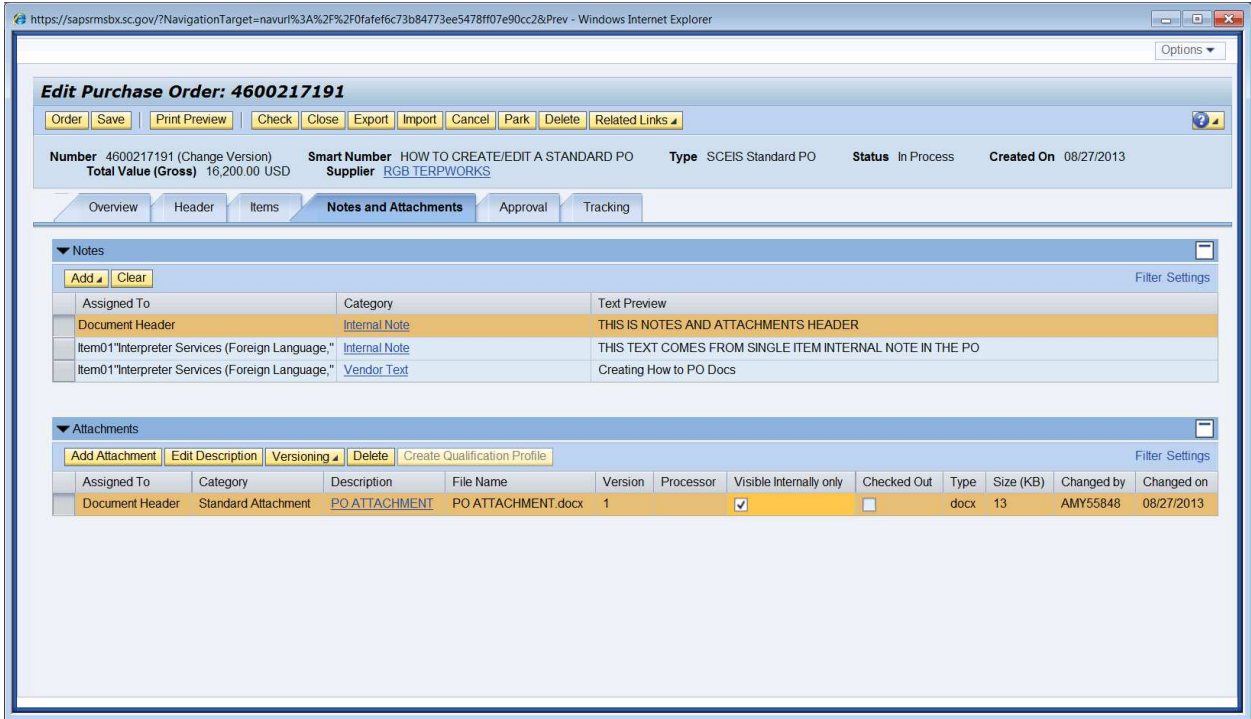
- Click the hyperlink under Purchase Order Number to access the PO you need to make additions. In this exercise select the Standard Purchase Order created in Exercise 1.



- Click **Edit**.



7. Click on the **Notes and Attachments** tab.



Edit Purchase Order: 4600217191

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

Number 4600217191 (Change Version) Smart Number HOW TO CREATE/EDIT A STANDARD PO Type SCEIS Standard PO Status In Process Created On 08/27/2013
 Total Value (Gross) 16,200.00 USD Supplier RGB TERPWORKS

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

Notes

Add Clear Filter Settings

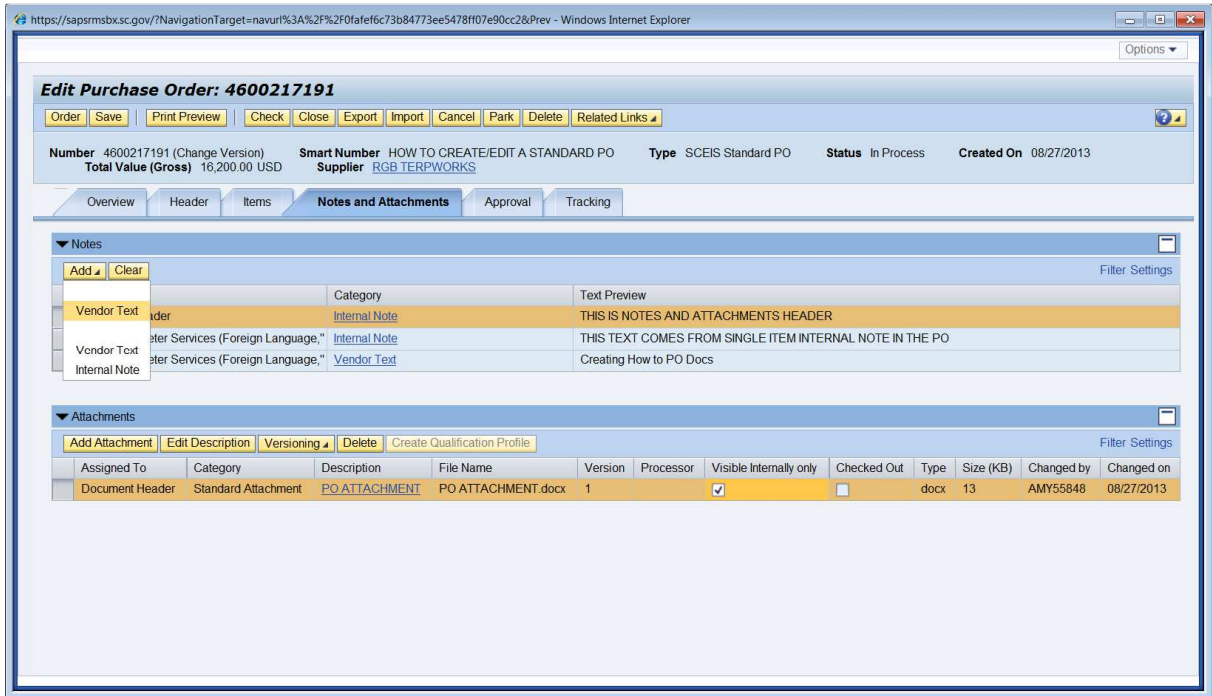
Assigned To	Category	Text Preview
Document Header	Internal Note	THIS IS NOTES AND ATTACHMENTS HEADER
Item01"Interpreter Services (Foreign Language,"	Internal Note	THIS TEXT COMES FROM SINGLE ITEM INTERNAL NOTE IN THE PO
Item01"Interpreter Services (Foreign Language,"	Vendor Text	Creating How to PO Docs

Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	PO ATTACHMENT	PO ATTACHMENT.docx	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	docx	13	AMY55848	08/27/2013

8. Click **Add** and from the drop down menu select **Vendor Text** at the Header Level.



Edit Purchase Order: 4600217191

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

Number: 4600217191 (Change Version) | Smart Number: HOW TO CREATE/EDIT A STANDARD PO | Type: SCEIS Standard PO | Status: In Process | Created On: 08/27/2013
 Total Value (Gross): 16,200.00 USD | Supplier: RGB TERPWORKS

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

Notes

Add | Clear | Filter Settings

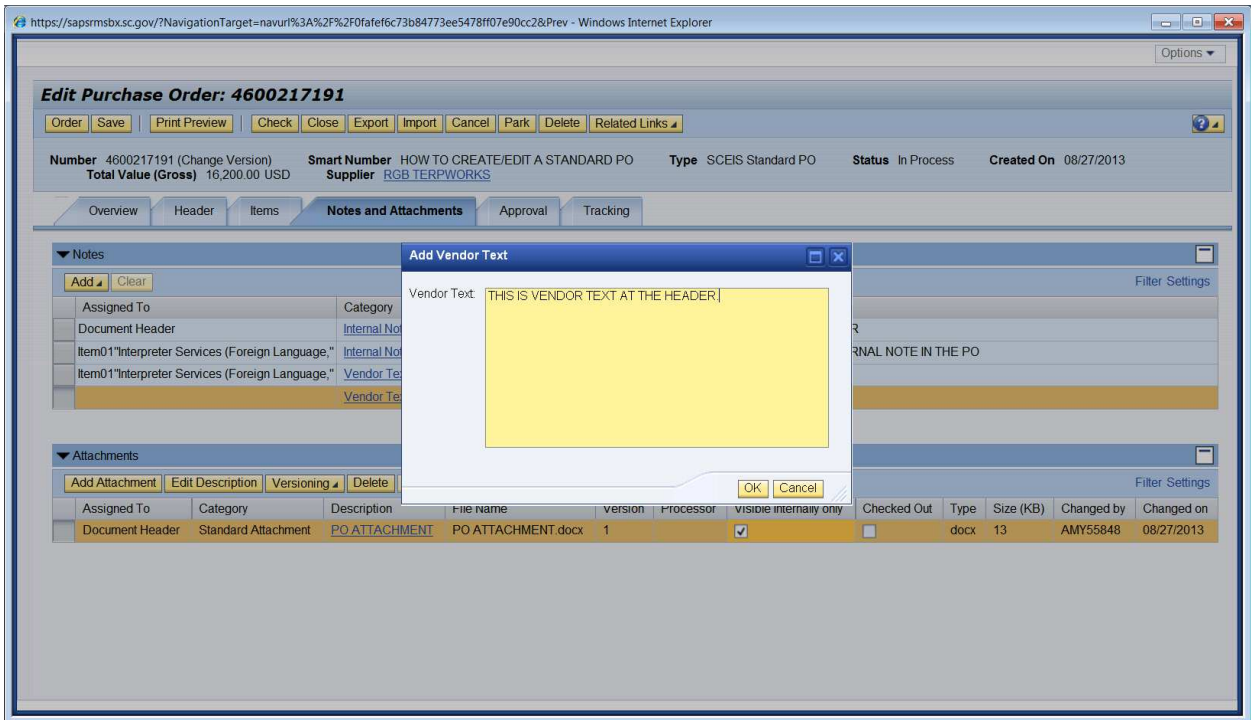
Vendor Text	Category	Text Preview
Vendor Text	Internal Note	THIS IS NOTES AND ATTACHMENTS HEADER
Vendor Text	ater Services (Foreign Language," Internal Note	THIS TEXT COMES FROM SINGLE ITEM INTERNAL NOTE IN THE PO
Vendor Text	ater Services (Foreign Language," Vendor Text	Creating How to PO Docs
Internal Note		

Attachments

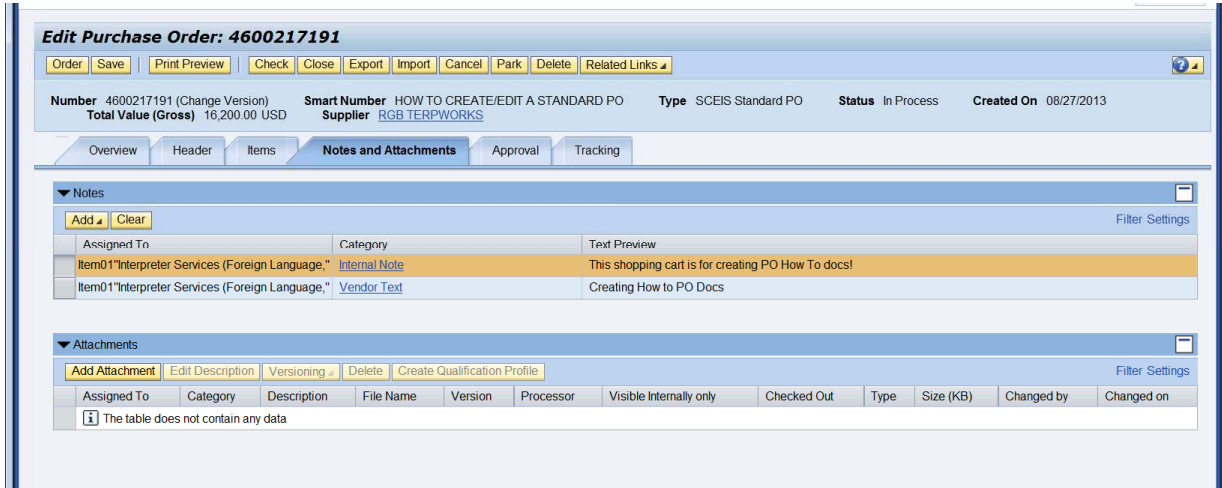
Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile | Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	PO-ATTACHMENT	PO ATTACHMENT.docx	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	docx	13	AMY55848	08/27/2013

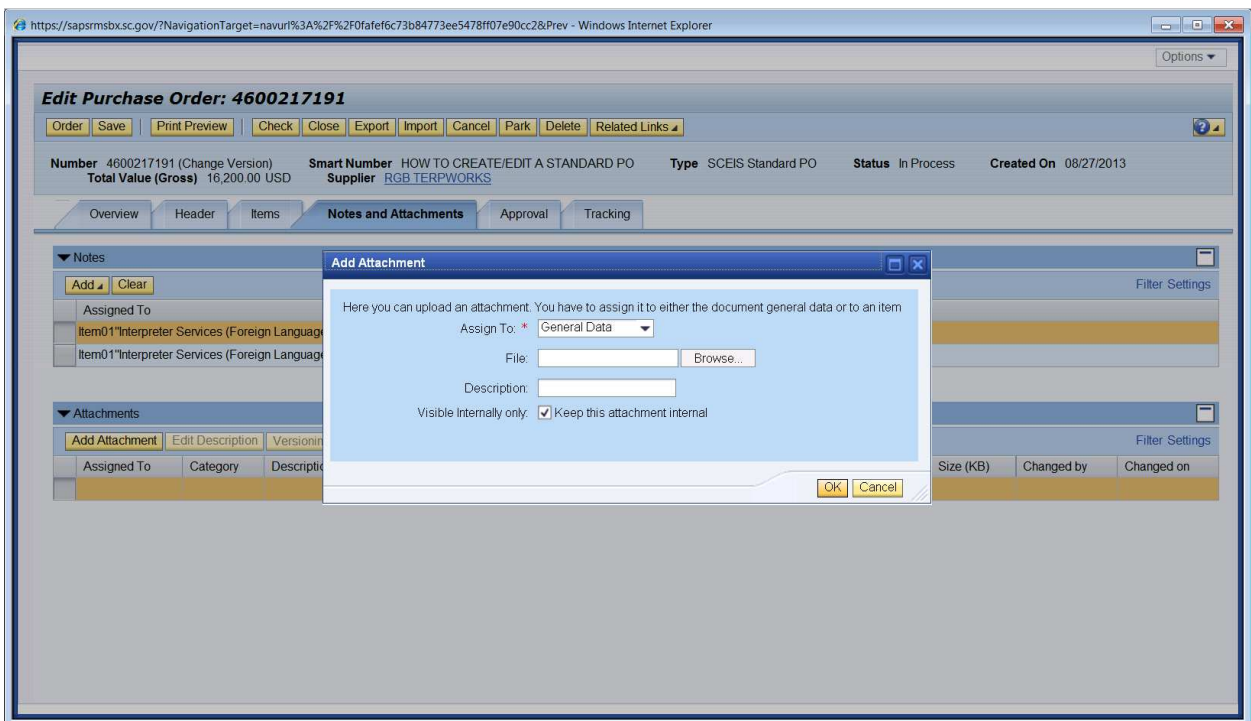
9. Enter your text in the **Add Vendor Text** pop-up window and click **OK**. In this example enter “This is vendor text at the header level.” You can repeat steps 8 and 9 to enter different types of text by selecting different types from the drop down menu.



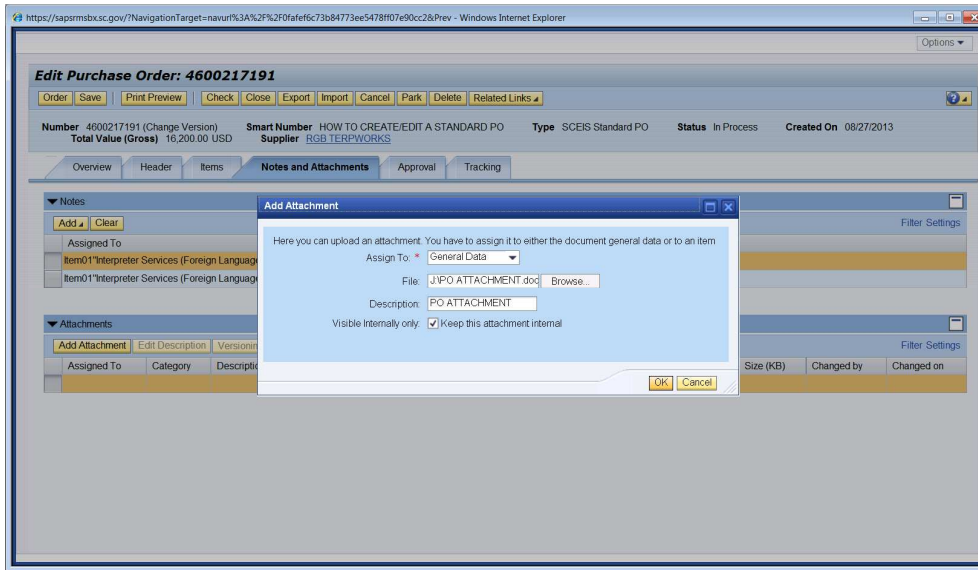
10. Attachments to the PO are also made in the Notes and Attachments tab. Click **Add Attachment**.



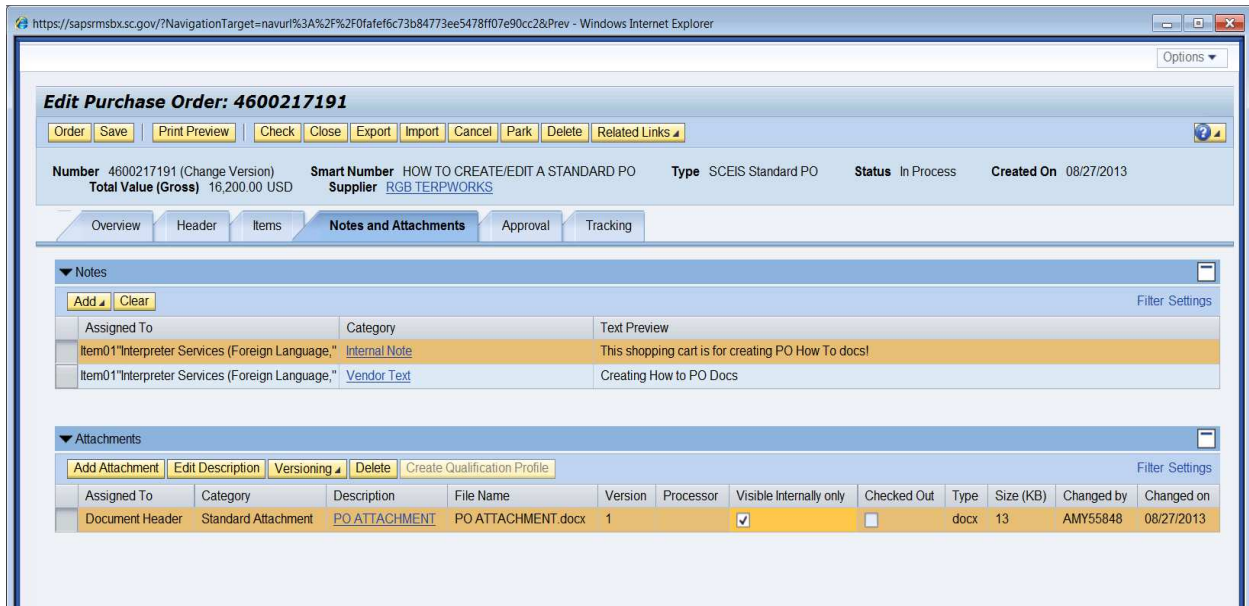
11. In the pop-up window, click **Browse**. Locate where you saved your document on your computer and add the document. **NOTE:** The file name may not exceed 30 characters.



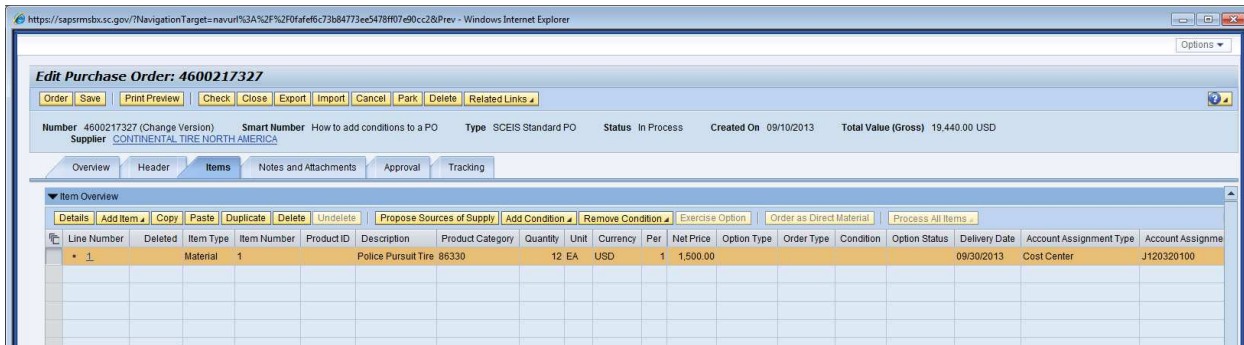
12. Once the **File** and **Description** fields are populated, click **OK**.



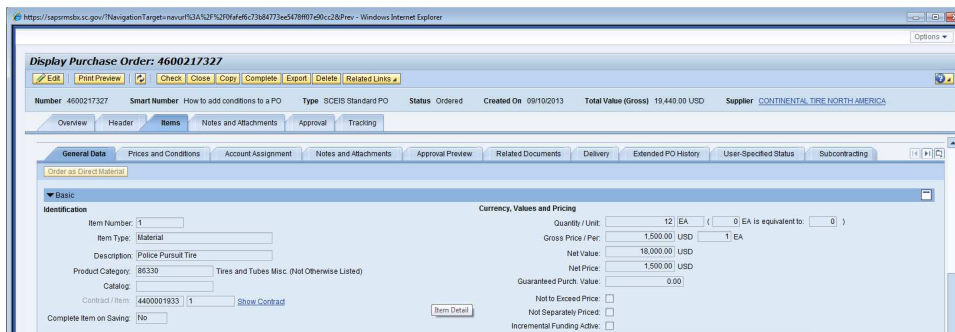
13. Document is attached.



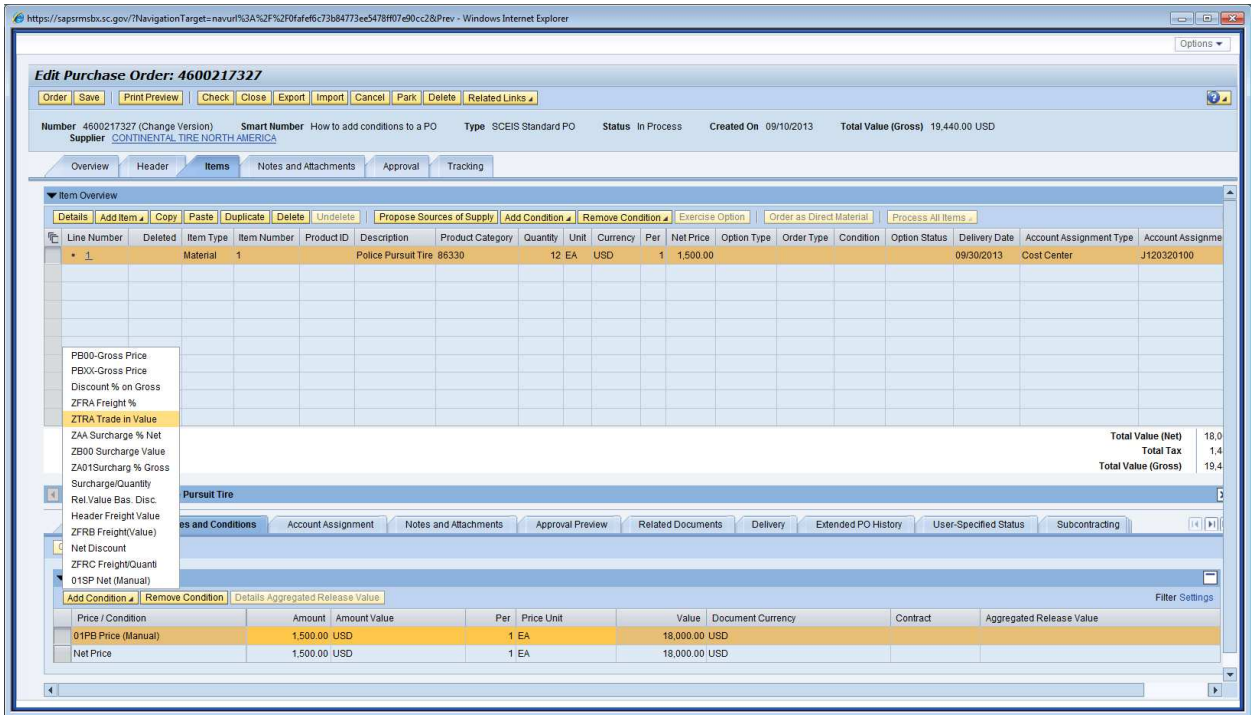
14. Click on Items Tab. Select the line item and click Details.



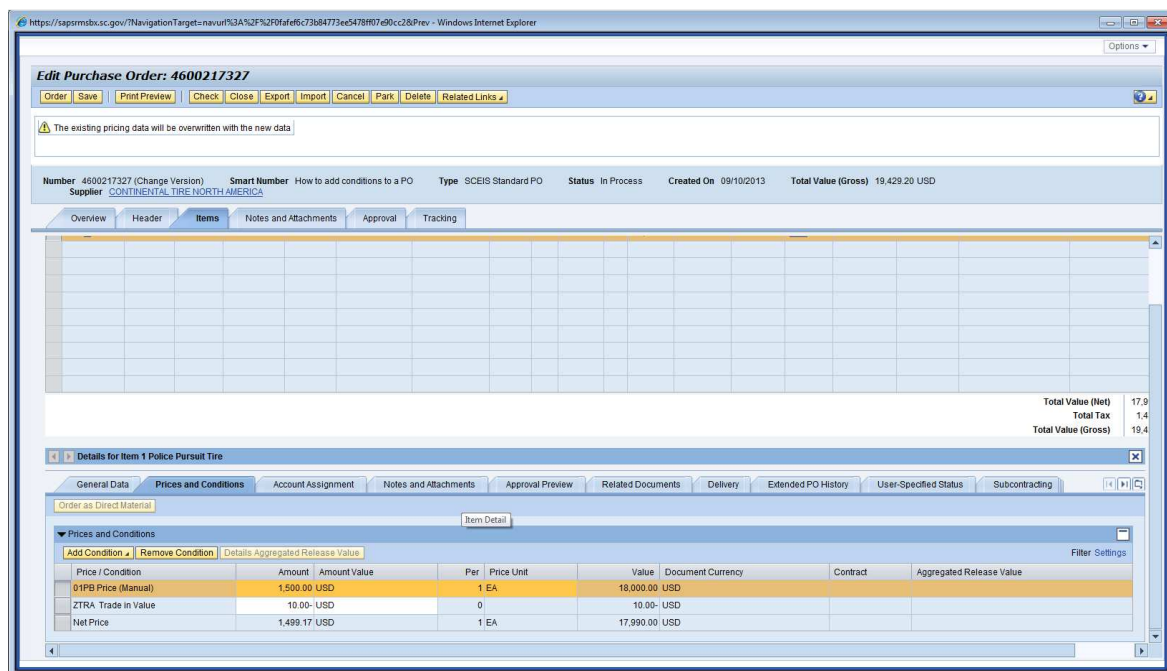
15. Click 'Prices & Conditions' tab to add a "Condition".



16. Click 'Add Condition' button, from the drop-down menu select 'ZTRA Trade- in Value'.



17. In the 'Amount' field enter \$10.00, and then hit "Enter" on your keyboard.



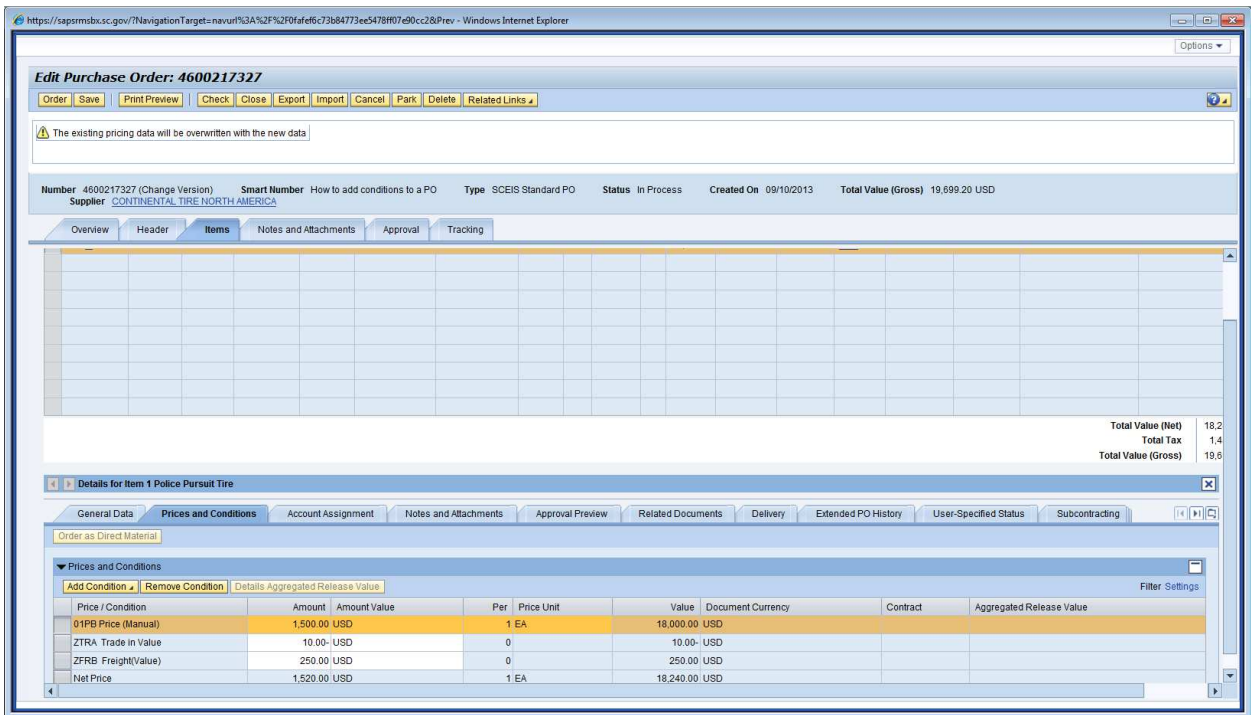
18. Click ‘Add Condition’ button, from the drop-down menu select ‘ZFRB Freight Value.’

Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Document Currency	Contract	Aggregated Release Value
01PB Price (Manual)	1,500.00	USD	1	EA	18,000.00	USD		
ZTRA Trade In Value	10.00	-USD	0		10.00	-USD		
Net Price	1,499.17	USD	1	EA	17,990.00	USD		

19. In the ‘Amount’ field enter \$10.00, and then hit “Enter” on your keyboard.

Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Document Currency	Contract	Aggregated Release Value
01PB Price (Manual)	1,500.00	USD	1	EA	18,000.00	USD		
ZTRA Trade In Value	10.00	-USD	0		10.00	-USD		
ZFRB Freight Value	250.00	USD	0		250.00	USD		
Net Price	1,520.00	USD	1	EA	18,240.00	USD		

20. Click the ‘Save’ button on top of screen.



Edit Purchase Order: 4600217327

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

The existing pricing data will be overwritten with the new data

Number 4600217327 (Change Version) Smart Number How to add conditions to a PO Type SCEIS Standard PO Status In Process Created On 09/10/2013 Total Value (Gross) 19,699.20 USD
Supplier CONTINENTAL TIRE NORTH AMERICA

Overview Header Items Notes and Attachments Approval Tracking

Total Value (Net) 18.2
Total Tax 1.4
Total Value (Gross) 19.6

Details for Item 1 Police Pursuit Tire

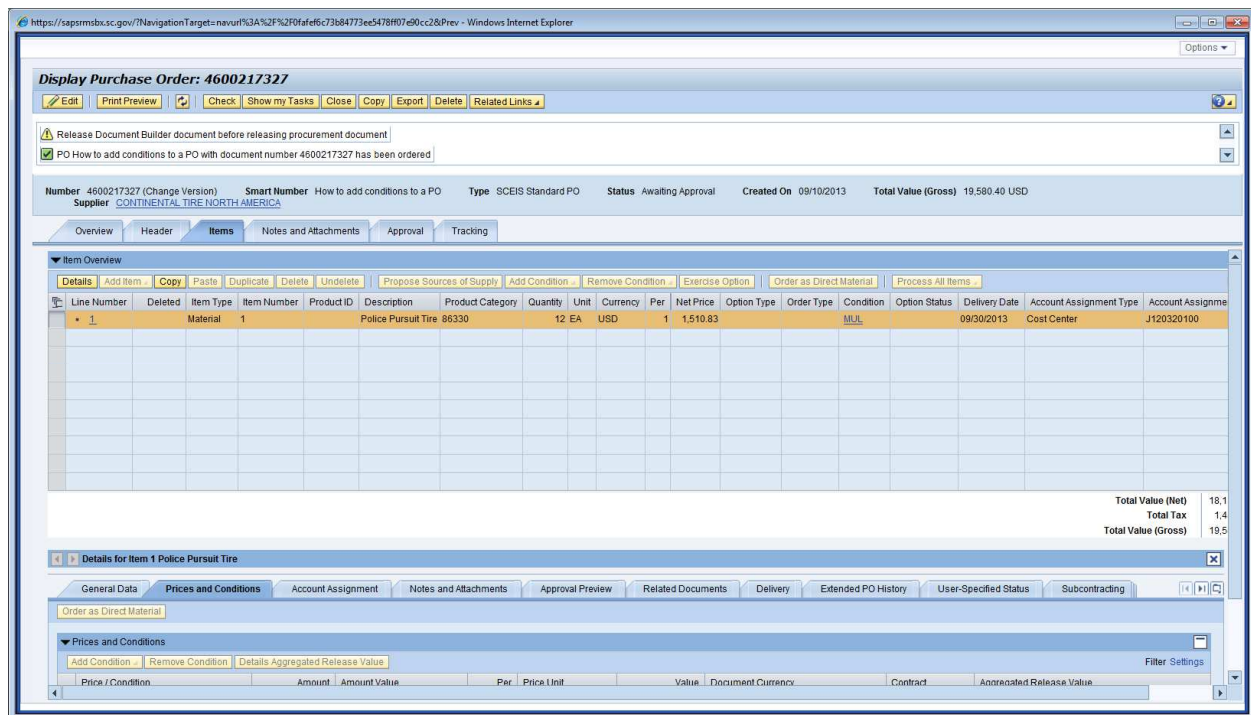
General Data Prices and Conditions Account Assignment Notes and Attachments Approval Preview Related Documents Delivery Extended PO History User-Specified Status Subcontracting

Order as Direct Material

Prices and Conditions

Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Document Currency	Contract	Aggregated Release Value
01PB Price (Manual)	1,500.00	USD	1	EA	18,000.00	USD		
ZTRA Trade in Value	10.00	USD	0		10.00	USD		
ZFRB Freight(Value)	250.00	USD	0		250.00	USD		
Net Price	1,520.00	USD	1	EA	18,240.00	USD		

21. Click ‘Edit’



Display Purchase Order: 4600217327

Edit Print Preview Check Show my Tasks Close Copy Export Delete Related Links

Release Document Builder document before releasing procurement document

PO How to add conditions to a PO with document number 4600217327 has been ordered

Number 4600217327 (Change Version) Smart Number How to add conditions to a PO Type SCEIS Standard PO Status Awaiting Approval Created On 09/10/2013 Total Value (Gross) 19,580.40 USD
Supplier CONTINENTAL TIRE NORTH AMERICA

Overview Header Items Notes and Attachments Approval Tracking

Total Value (Net) 18.1
Total Tax 1.4
Total Value (Gross) 19.5

Details for Item 1 Police Pursuit Tire

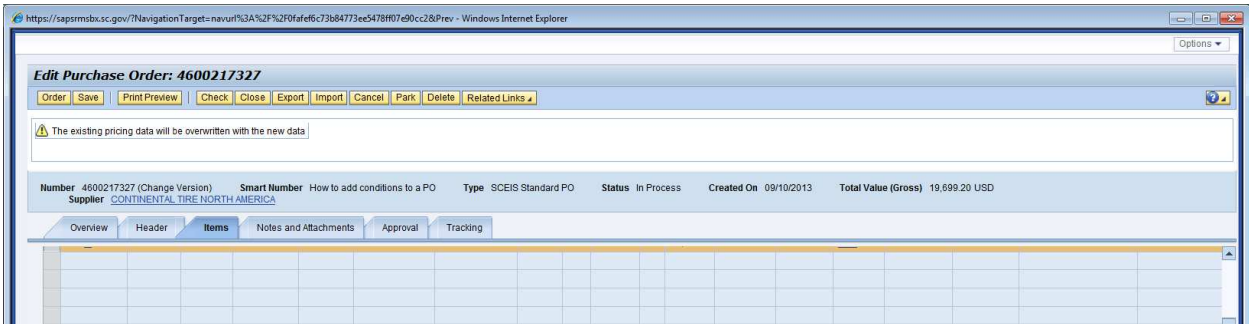
General Data Prices and Conditions Account Assignment Notes and Attachments Approval Preview Related Documents Delivery Extended PO History User-Specified Status Subcontracting

Order as Direct Material

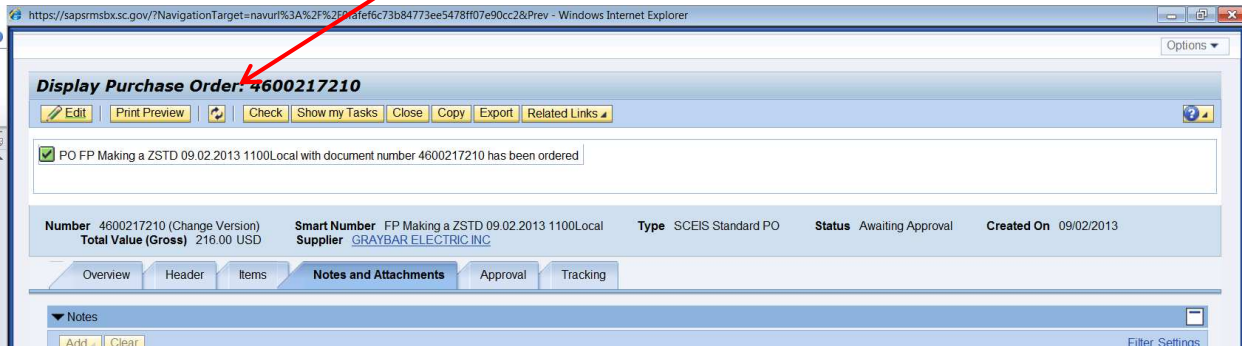
Item Overview

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment
1		Material	1		Police Pursuit Tire	86330	12	EA	USD	1	1,510.83			MUL		09/30/2013	Cost Center	J120320100

22. When all changes are made, click **“Order.”**



23. Do not forget to select the **“Refresh”** icon so that you can display the latest status of the PO.



24. Then the PO status will display **“Ordered.”**

