




Purchase Orders SRM Guide to Hard Stop and Common Errors

Error or Issue	Resolution
<p> Must enter a Supplier Partner of type vendor</p>	<p>Problem: The Purchase Order (PO) was created without a Vendor Number. The system will place the PO in a Saved status because the PO requires a Vendor Number.</p> <p>Solution:</p> <ol style="list-style-type: none">1. Go to the Header tab, then go Partner to see that there is no Vendor row.2. Place the PO in Edit mode, then the Vendor row will appear.3. Key-in the Vendor Number and select Check; then the hard-stop will disappear.4. Select Order and then select refresh the page until the status of the PO is ordered. <p><i>Note: Most Shopping Carts (SC) come with a Vendor Number in the SC. Sometimes the SCs do not have a vendor.</i></p>