

Supplier Relationship Management (SRM) 7.2

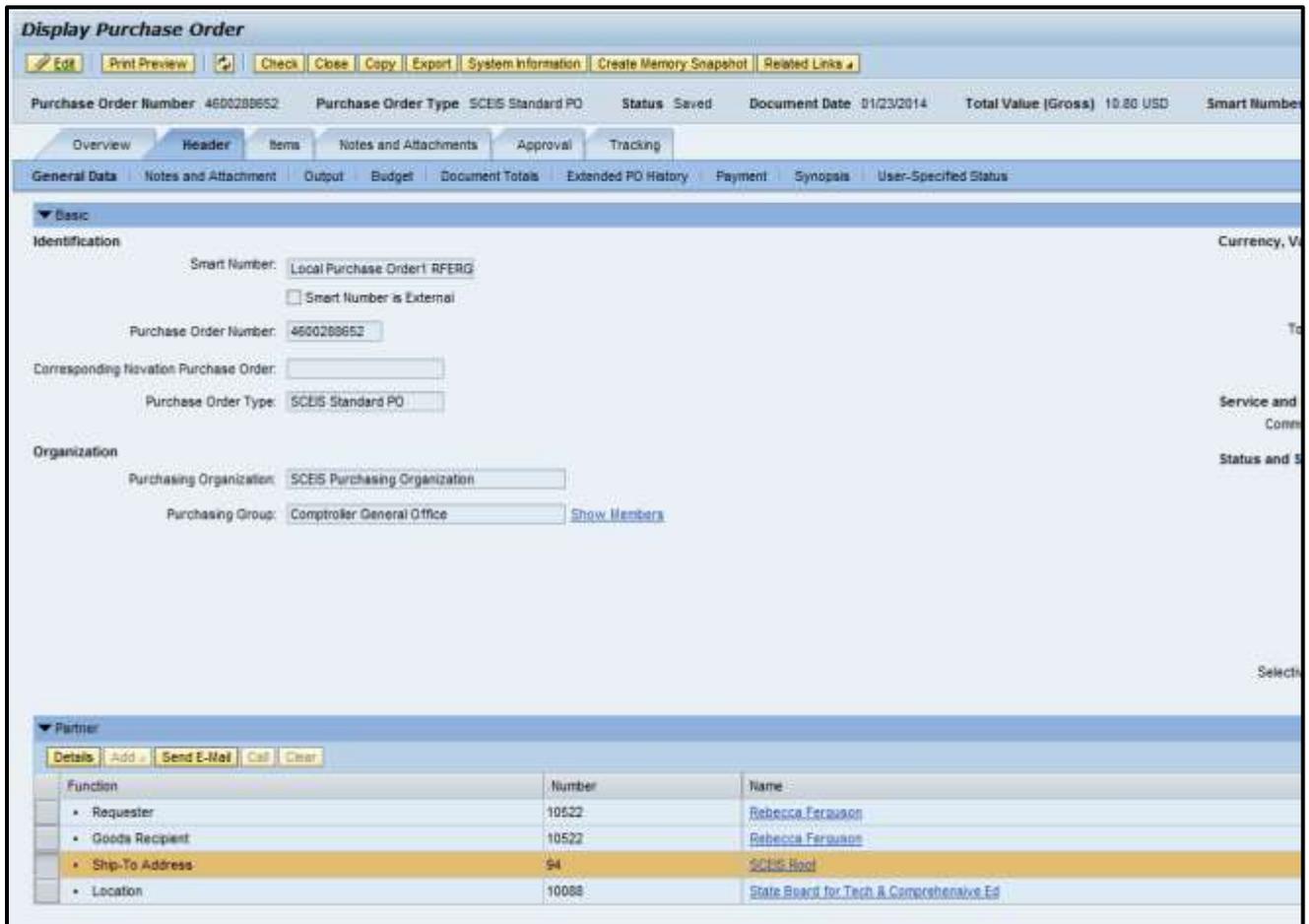
Verify and Change Delivery Address on a Purchase Order

This document provides instructions on how to verify a single and multiple delivery addresses on a Purchase Order (PO) in addition to instructions on how to change a delivery address on a PO.

How to Verify that a Delivery Address is Correct for a Single Address

1. Click the “**Header**” tab of the PO.
2. Under the Partner section, highlight the “**Ship-To Address**” line, then click the “**Details**” button. (See Example 1 below)

Example 1



Display Purchase Order

[Edit](#) [Print Preview](#) [Check](#) [Close](#) [Copy](#) [Export](#) [System Information](#) [Create Memory Snapshot](#) [Related Links](#)

Purchase Order Number: 4600288652 Purchase Order Type: SCEIS Standard PO Status: Saved Document Date: 01/23/2014 Total Value (Gross): 10.80 USD Smart Number:

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

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

Basic

Identification

Smart Number: Local Purchase Order RFERG Currency, V

Smart Number is External

Purchase Order Number: 4600288652 To

Corresponding Navation Purchase Order:

Purchase Order Type: SCEIS Standard PO Service and Comm

Organization

Purchasing Organization: SCEIS Purchasing Organization Status and S

Purchasing Group: Comptroller General Office [Show Members](#)

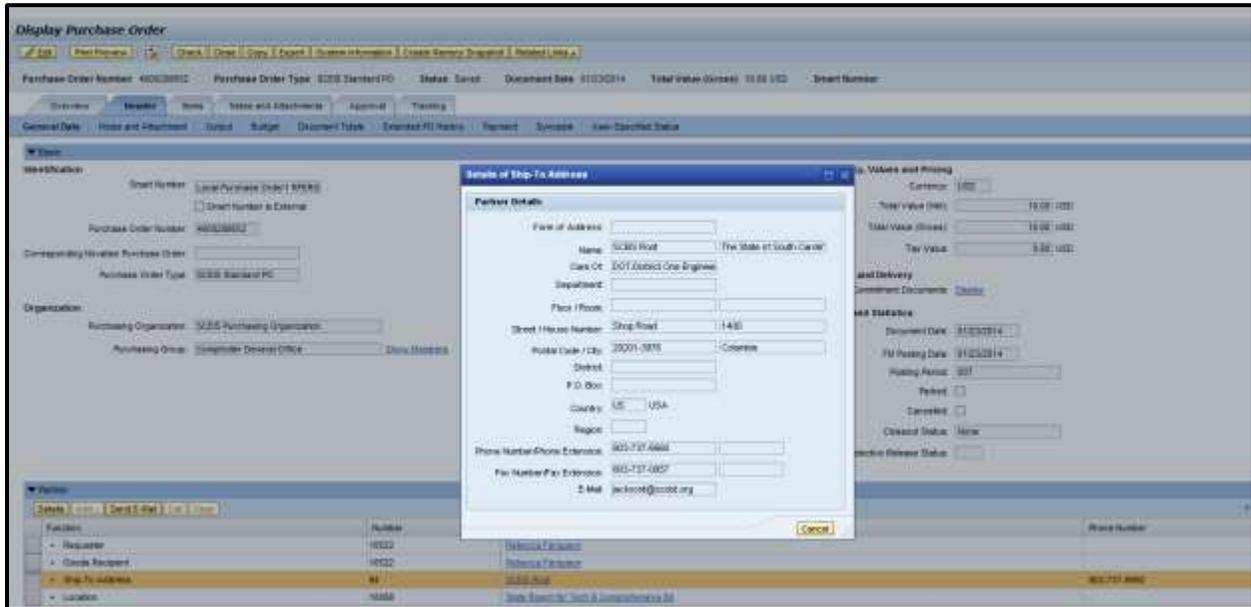
Partner

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

Function	Number	Name
• Requester	10522	Rebecca Ferguson
• Goods Recipient	10522	Rebecca Ferguson
• Ship-To Address	94	SCEIS Root
• Location	10088	State Board for Tech. & Comprehensive Ed

3. A “**Details of Ship-To Address**” pop-up window will appear with details on the Ship-To Address as shown in Example 2. Verify that the address is correct.

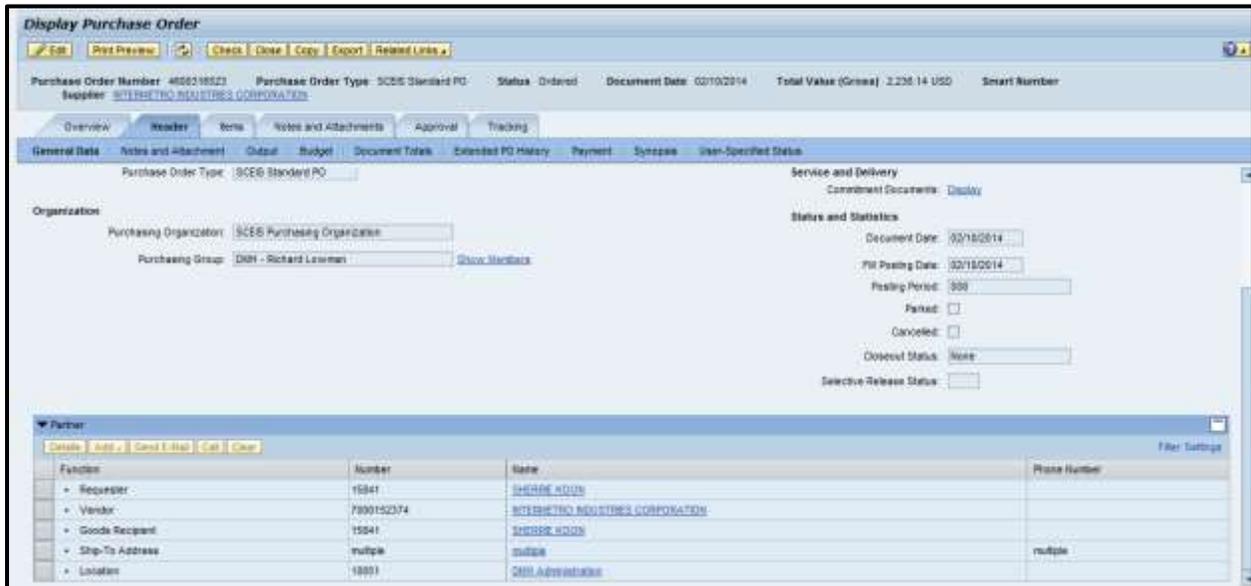
Example 2



How to Verify Delivery Address is Correct for Multiple Delivery Addresses

1. Click the “**Header**” tab of the PO.
2. Under the Partner section, highlight the “**Ship-To Address**” line, then click the “**Details**” button. (See Example 1 below)

Example 1



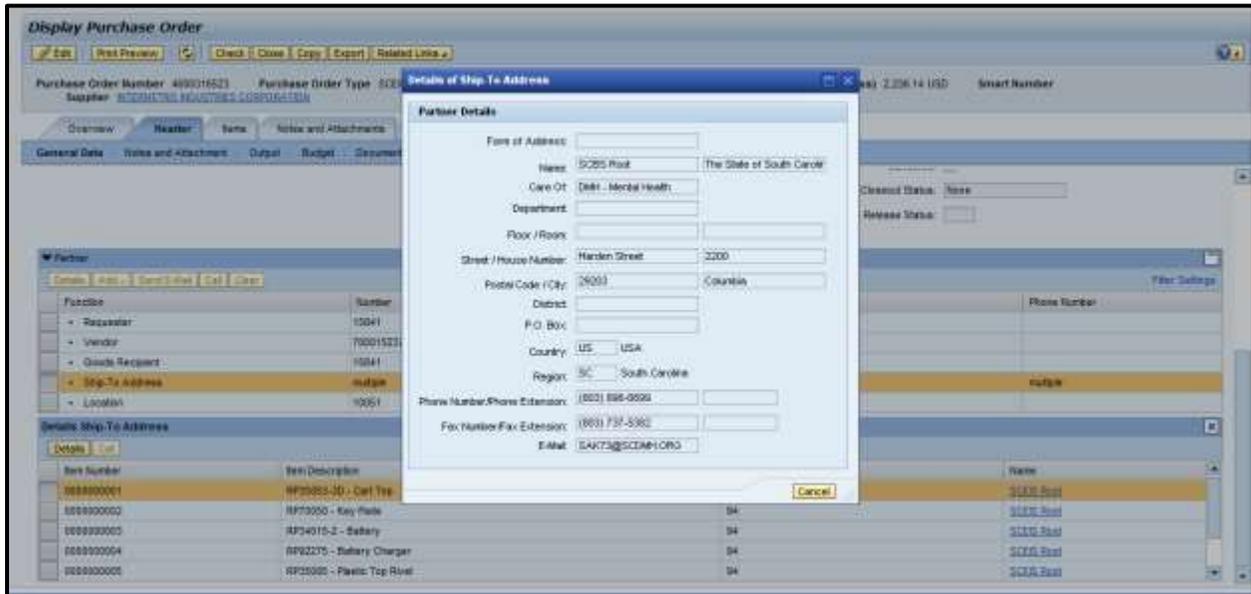
- From the multiple list of items in the “Details Ship-To Address” section, highlight the item under “**Item Number**” that you wish to verify as shown in Example 2. Next, click the “**Details**” button.

Example 2



- A “**Details of Ship-To Address**” pop-up window will appear with details on the Ship-To Address for that item as shown in Example 3. Verify that the address is correct.

Example 3



- To verify the Ship-To Address for additional items, follow this process for each line item.

How to Change the Ship-To Address in the Purchase Order

1. To change a Ship-To Address in a Purchase Order, click the “**Edit**” button, then click the “**Header**” tab as shown in Example 1.

Example 1

The screenshot shows the 'Change Purchase Order' interface. The 'Header' tab is selected. The 'Partner' table at the bottom is expanded, showing the following data:

Function	Number	Name	Phone Number
Requester	7893	Daniel McGowan	863-734-8811
Vendor	7800031360	OFFERMAX INCORPORATED	(877) 969-8828
Goods Recipient	7803	Daniel McGowan	863-734-8811
Ship-To Address	94	SCES Seat	(863) 734-8811
Location	13	SC State Treasurer's Office	
Invoking Party			

2. Click in the “**Number**” column of the “Ship-To Address” for a match code to appear to enter search values for a Ship-To Address.

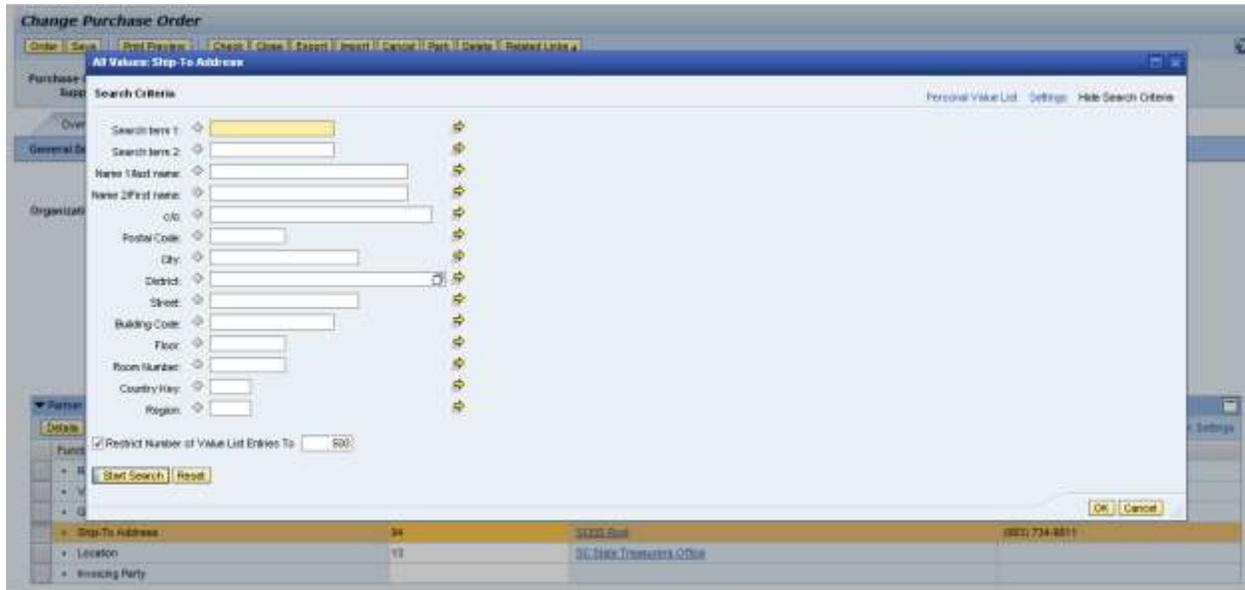
Example 2

The screenshot shows the 'Change Purchase Order' interface. The 'Header' tab is selected. The 'Partner' table at the bottom is expanded, showing the following data:

Function	Number	Name	Phone Number
Requester	7893	Daniel McGowan	863-734-8811
Vendor	7800031360	OFFERMAX INCORPORATED	(877) 969-8828
Goods Recipient	7803	Daniel McGowan	863-734-8811
Ship-To Address	94	SCES Seat	(863) 734-8811
Location	13	SC State Treasurer's Office	
Invoking Party			

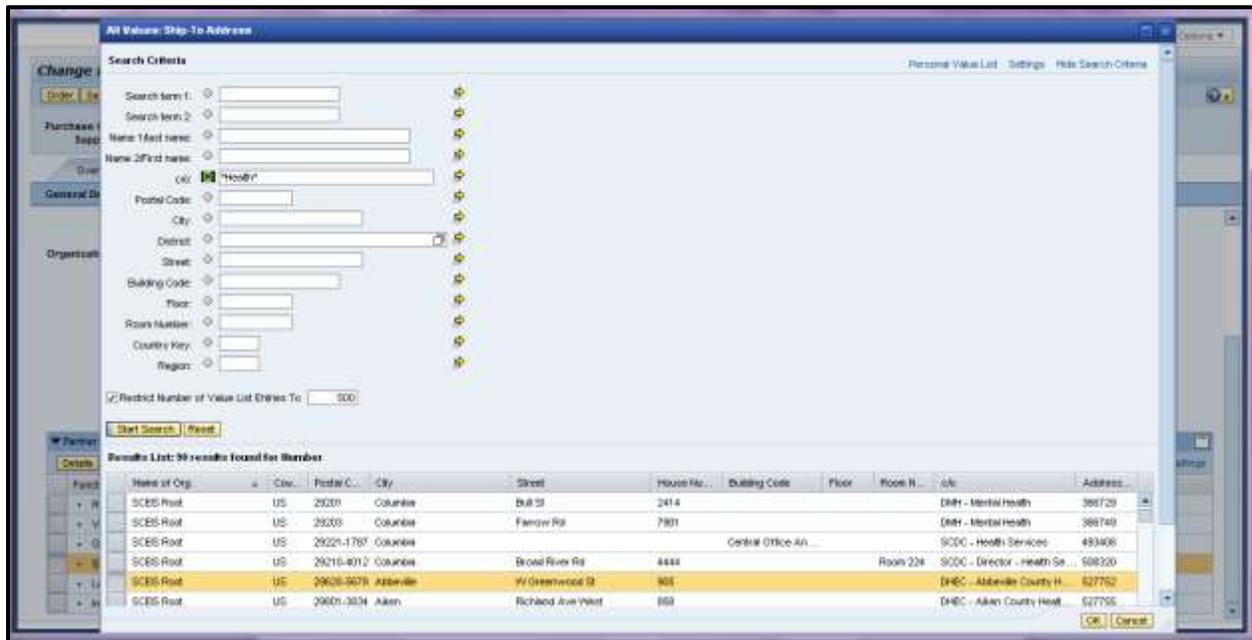
3. A pop-up window, “All Values: Ship-To Address” shown in Example 3 will appear.

Example 3



4. Enter your search criteria. In Example 4, *Health* was entered in the “c/o” field. Click the “Start Search” button and the system will display a list of results.
5. Select the required address by highlighting the line item. Next, click the “OK” button.

Example 4



- The screen in Example 5 will appear. Under the Partner section, highlight the **“Ship-To Address”** line, then click the **“Details”** button.

Example 5

The screenshot shows the 'Change Purchase Order' interface. At the top, there are navigation buttons: Order, Save, Print Preview, Check, Close, Export, Import, Cancel, Print, Delete, and Related Links. Below this, the header information includes: Purchase Order Number: 402214295 (Change Version), Purchase Order Type: SCES Standard PO, Status: In Process, Document Date: 01/30/2014, Total Value (Gross): \$74.48 USD, and Smart Number. The main area is divided into tabs: Overview, Header, Items, Notes and Attachments, Approval, and Tracking. Under the 'Header' tab, there are sections for Reason Code, Organization (Purchasing Organization: SCES Purchasing Organization, Purchasing Group: State Treasurer's Office), and Status and Statistics (Document Date: 01/30/2014, PM Posting Date: 01/30/2014, Posting Period: 007, etc.). At the bottom, the 'Partner' section is expanded, showing a table with columns for Function, Number, Name, and Phone Number. The 'Ship-To Address' row is highlighted in yellow.

Function	Number	Name	Phone Number
Requester	7893	Daniel McDowell	803-734-8811
Vendor	7900031365	GETEMAX INCORPORATED	(877) 989-6029
Goods Recipient	7893	Daniel McDowell	803-734-8811
Ship-To Address	04	SC State	(803) 734-8811
Location	13	SC State Treasurer's Office	
Invoicing Party			

- As shown in Example 6, the **“Details of Ship-To Address”** window will display. Click the **“OK”** button.

Example 6

The screenshot shows the 'Change Purchase Order' interface with the 'Details of Ship-To Address' window open. The window title is 'Details of Ship-To Address' and it contains a 'Partner Details' form. The form fields are: Form of Address (empty), Name (SCES Root - The State of South Caroli...), City or Locality (CMEC - Abbeville County), Department (empty), Floor / Room (empty), Street / House Number (W Greenwood St - 305), Postal Code / City (29620-5679 - Abbeville), District (empty), P.O. Box (empty), Country (US - USA), Region (SC - South Carolina), Phone Number / Phone Extension (1864) 227-5381, Fax Number / Fax Extension (1864) 943-3890, and E-Mail (MedecPR@hsc.sc.gov). The background shows the same 'Change Purchase Order' screen as in Example 5, but with the 'Ship-To Address' line no longer highlighted.

8. Click the “Order” button as shown in Example 7.

Example 7

Change Purchase Order

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

Purchase Order Number: 488214395 (Change Version) | Purchase Order Type: SCES Standard PO | Status: In Process | Document Date: 01/02/2014 | Total Value (Gross): 899.70 USD | Smart Number

Supplier: OFFCEMAX INCORPORATED

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

General Header Data

Smart Number: Local Purchase Order 180000
 Smart Number is External

Purchase Order Number: 480014395

Supplier: 790001380 OFFCEMAX INCORPORATED

Requester: 7893 Mr. Daniel McDowell

Recipient: 7893 Mr. Daniel McDowell

Location: 13 SC State Treasurers Office

Ship-To Address: 94 SCES Head

Purchasing Organization: SCES Purchasing Organization

Purchasing Group: State Treasurers Office State Members

Total Value (Net): 899.70 USD

Default Settings: Set Values

Note to Supplier: [Text Area]

Internal Note: [Text Area]

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Unlocked | Prepare Sources of Supply | Add Condition | Remove Condition | Exchange System | Create as Direct Material | Process All Items

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
1		Material	1	15-REAR CASE N-9 11	84500	30 CAR	USD	1	26.99							02/02/2014	00000000

9. Check the Status to make sure the PO is “Ordered” as shown in Example 8.

Example 8

Display Purchase Order

Edit | Print Preview | Check | Close | Copy | Export | Related Links

Purchase Order Number: 480014395 | Purchase Order Type: SCES Standard PO | Status: Ordered | Document Date: 01/02/2014 | Total Value (Gross): 899.70 USD | Smart Number

Supplier: OFFCEMAX INCORPORATED

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

General Header Data

Smart Number: Local Purchase Order 180000
 Smart Number is External

Purchase Order Number: 480014395

Supplier: 790001380 OFFCEMAX INCORPORATED

Requester: 7893 Mr. Daniel McDowell

Recipient: 7893 Mr. Daniel McDowell

Location: 13 SC State Treasurers Office

Ship-To Address: 94 SCES Head

Purchasing Organization: SCES Purchasing Organization

Purchasing Group: State Treasurers Office State Members

Total Value (Net): 899.70 USD

Default Settings: Set Values

Note to Supplier: [Text Area]

Internal Note: [Text Area]

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Unlocked | Prepare Sources of Supply | Add Condition | Remove Condition | Exchange System | Create as Direct Material | Process All Items

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
1		Material	1	15-REAR CASE N-9 11	84500	30 CAR	USD	1	26.99							02/02/2014	00000000

You have successfully changed the Ship-To Address in the Purchase Order.