Supplier Relationship Management (SRM) 7.2



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					
Edt Print Preview Cl	sck Close Copy Export System Infor	ntiation Create Memor	y Snapshot Related Links a		
Purchase Order Number 4600288652	Purchase Order Type SCEIS Stand	lard PO Status S	aved Document Date 01/23	V2014 Total Value (Gross) 10.80 USD	Smart Number
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General Data Notes and Attachment	Output Budget Document Totals	Extended PD Histor	y Payment Synopsis Us	er-Specified Status	
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Function		Number	Name		
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Goods Recipient		10522	Rebecca Ferguage		
Ship-To Address		94	SCEIS Root		
Location		10088	State Board for Tech & d	Compositionakke.Ed	

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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

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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

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26# P	nt Prevenie 🔄 (Ch	eck - Close - Copy - Export - Related Links	3					i)
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February 21, 2014

3. 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.

Display Purchase Order					
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4. 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 2

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0000000000	RP35000 - Please Top Blue	£		54		SCILA Burt	100

5. 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

Change Pu	irchase Order											
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Purchase Ord Seppler	ler Namber 4000314385 • CATELENAX DECEMON	(Change Ve	nini (Purchase Order 1	lype ISCEIS Standard PO	Status	in Process	Document Date 21/30/2014	Total Value (G	roas) 574.45	use	Smart Number
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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

Change Purcha	ise Order												
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Purchase Order Na Seppler Off	mber 4000314383	Change Versi	enj Pu	rchase Order Ty	pe SCES Standard PO	Status	in Process	Document Date: 21/30/2014	Total Value (G	ross) 874.48	use	Smart Number	
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3. A pop-up window, "All Values: Ship-To Address" shown in Example 3 will appear.

Example 3

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- 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.

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Example 4

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

Example 5

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

Example 6

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8. Click the "Order" button as shown in Example 7.

Example 7

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

Example 8

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