Purchase Order Header Information

SAP

SAP Business Network ⌄   Help Option ? JW

Purchase Order Number
Purchase Order: 3029034739   Done

Document Process Button Options

[Create Order Confirmation ⌄]   [Create Ship Notice]   [Create Invoice ⌄]

Download and print options
↓   🖨   ...

Order Detail   Order History   **Lists the information of the processes from the network, the buyer and Supplier**

BUYER LOGO

From: **To:**   **Purchase Order**
                                                                        (New) **Purchase Order Status**
Name of the Buyer   **Name of the Supplier**   302903473
                                                                        Amount: $100.00   Amounts are shown without
                                                                        Version: 1   taxes added

Phone: Phone:
Fax: Fax: [Track Order]   **Track Order (where**
         Buyer ABN: Email: **The list of emails entered by**   **displayed) provides**
                                               the Supplier as part of Routing   **information about the**

Trading Terms
Payment Terms ⓘ ← **Provides more information**   Routing Status: Acknowledged
0.000% 30
Within 30 days Due net

Comments **Buyers provide extra details or instructions**
Goods and Services Tax Please note these items are quoted exclusive of GST Invoicing Details Please forward invoice to Accounts Payable This is company code specific invoicing address text. ---------- ...
View more »

Contact Information
Supplier Address   Sales   -Contact

The Supplier address   Phone: Email:
information   Address ID:

Other Information
        Supplier VAT ID:

                Order Type: Goods PO

Ship All Items To   **Bill To**   **Deliver To**

Ship to Address   Ship to Address   Deliver to Address

Location Code: 3016 **Buyers may use location codes**
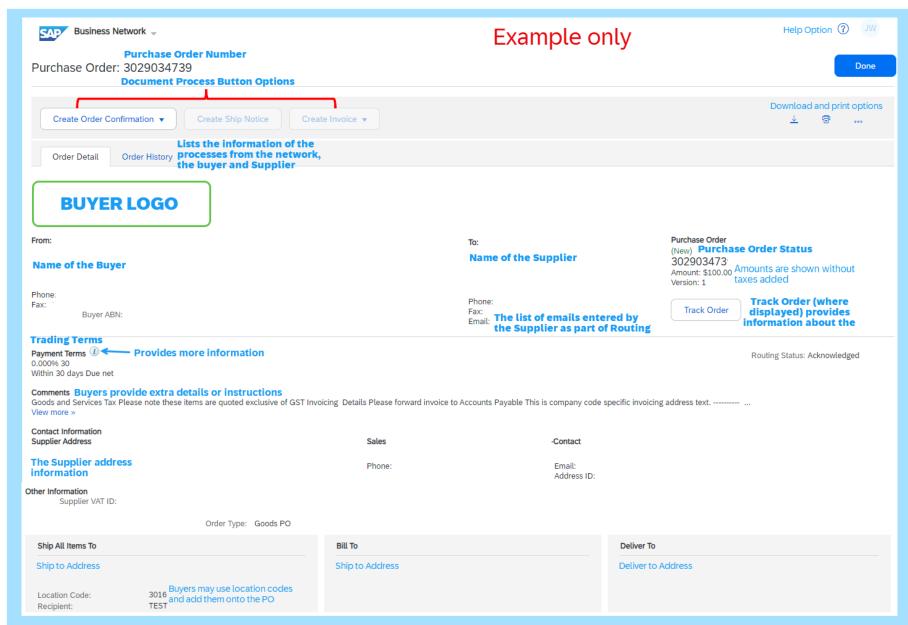Recipient: TEST **and add them onto the PO**

The Purchase Order (PO) header contains all information that is not related to the materials or services required by the Buyer. The information displayed is determined by each Buyer.

ALL Buyers use a PO that at the minimum contains, **From:** and **To:** information and **PO number**, **order status**, **amount** (tax exclusive) and the **version number**.

(QUICK TIPS) Always review the information on the PO, confirming the information contained in it is correct.

The document process button options provide clues to identifying what processes are required by some Buyers. In the example PO, the Create Order Confirmation is the only Active option.

This indicates that an Order Confirmation is Mandatory and until completed will not activate the other options.

Refer to the Buyers-Supplier Information portal for specific Buyer processes, refer to Accessing the Buyer-Supplier Information Portal via **CLICK ME**

(Did you know?) The Location Code can be used to identify what POs belong to a specific site and can be used to sort on Workbench Tiles

Refer to Workbench – Editing Tiles using the QR Code or **CLICK Me**