Purchase Order - Line - Item Information

SAP

Example Material PO

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
10	1	3802538-1		Material	5.000 (EA)	15 Jan 2025 12:00:00 +09:30	$35.43 AUD	$177.15 AUD	$17.72 AUD	Details
		Description:	508265[33] - Neta ML Click ON Adjust							
20	1	9502851-1		Material	2.000 (EA)	15 Jan 2025 12:00:00 +09:30	$14.15 AUD	$28.30 AUD	$2.83 AUD	Details
		Description:	508265[26] - Bigdog Wire Brush							
30	1	9503379-1		Material	20.000 (EA)	15 Jan 2025 12:00:00 +09:30	$21.69 AUD	$433.80 AUD	$43.38 AUD	Details
		Description:	508265[21] - Performa Inlet Valve							
40	1	9502339-1		Material	4.000 (EA)	15 Jan 2025 12:00:00 +09:30	$14.72 AUD	$58.88 AUD	$5.89 AUD	Details

Show Item Details Page 1

Example Multiple Page PO

Show Item Details Page 1

Tax	Customer Location		
$17.72 AUD		1	Details
		2	
		3	
$2.83 AUD		4	Details

Example Line-Item Detail Status Information

Status

5 Invoiced	Amount: $143.95 A...
5 Confirmed As Is	(Estimated Delivery...
5 Shipped	(Shipping Date: 15 ...
5 Received	

Example Parent Service Line PO

	Line #	No. Schedule Lines	Change	Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location	Storage Location	
▶	10	1			Service		26 Apr 2023		$133,644.37 AUD	$13,364.44 AUD	FX1A		Details
		Description:	Labour										

Example Parent and Child Service Line PO

	Line #	No. Schedule Lines	Change	Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location	Storage Location	
▼	10	1			Service		26 Apr 2023		$133,644.37 AUD	$13,364.44 AUD	FX1A		Details
		Description:	Labour										
	10.10				Service	275.000 (HUR)		$138.03 AUD	$37,958.25 AUD	$3,795.83 AUD	FX1A		Details
		Description:	Labour nt										
	10.20				Service	437.500 (HUR)		$166.96 AUD	$73,045.00 AUD	$7,304.50 AUD	FX1A		Details
		Description:	Labour ot										
	10.30				Service	46.000 (PCE)		$183.39 AUD	$8,435.94 AUD	$843.59 AUD	FX1A		Details
		Description:	Vehicle Day										
	10.40				Service	2,030.000 (PCE)		$1.83 AUD	$3,714.90 AUD	$371.49 AUD	FX1A		Details
		Description:	Vehicle KM										
	10.50				Service	48.000 (HUR)		$138.03 AUD	$6,625.44 AUD	$662.54 AUD	FX1A		Details
		Description:	Labour shiftchange										
	10.60				Service	28.000 (HUR)		$138.03 AUD	$3,864.84 AUD	$386.48 AUD	FX1A		Details
		Description:	Labour travel										

Example Line-Item Details PO

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type
10		42T-07-32150		Material
	Description:	Goods PO Line 10 - SS8		

Status

2.000 Unconfirmed

Control Keys

Order Confirmation: allowed
Ship Notice: not allowed
Invoice: is not ERS

Tax

Tax Category	Tax Rate (%)	Tax Amount
GST	10.00	$2.21 AUD

Example ERS PO

⚠ Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

	Line #	No. Schedule Lines	Change	Part #	Customer Part #
⚠ ▼	10	1			

• You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).

Description: Maintenance Licence

Example of a PO not yet invoiced

Sub-total: $28.68 AUD
Est. Total Tax: $ 2.87 AUD
Est. Grand Total: $31.55 AUD

Example of a PO partially invoiced

Sub-total: $6,256.85 AUD
Total Invoiced: $5,766.18 AUD
Est. Total Tax: $ 625.73 AUD
Est. Grand Total: $6,882.58 AUD

Did you know? Some Buyer's will add comments to line items, it is important to check by clicking on either on Details for a specific line item or Show Item Details to open all line items

⚠ indicates that the PO is Evaluated Receipt Settlement where the Buyer creates the invoice on behalf of the Supplier

The level of information is determined by a Buyer's Transaction Rules.

For more information refer to Module 2.6 - Purchase Order - Using Line-Item Detail via the QR code or **CLICK ME**

Line Level Review Buttons

Details	opens a specific line item's information	Show Item Details	opens all line items information at once
Summary	closes a specific line item's information	Hide Item Details	hides all line items information at once

The Purchase Order (PO) Line Items Level should show:

• The items requested
• Parent and Child Lines
• Whether it is a Service or a Material Order
• Quantity
• The Need by Date
• Price per unit
• Unit of Measure
• Subtotal

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