Anonymous 5-question Survey QR code or **Click Me**

What is a Purchase Order (PO)

Basics you should know -

- A Purchase Order (PO) is the source document for all materials and services required by your Buyer and all subsequent documents such as invoices are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services
- Multiple invoices can be created against the same PO line up to the quantity/value on that PO
- Many Buyers use a Location Code to identify the "Ship all Items to" section
- Any field with an ***** is a mandatory field and a value is required to be entered
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- The Workbench is available to both Enterprise and Standard Account users
- The permissions associated with the Username determine what tiles a user can access and display on the Workbench
- Trading Terms are an agreement between the Buyer and the Supplier and are part of the contract between the parties
- The process that is required by each of your Buyers in terms of working with purchase orders is indicated by the active buttons, however, you should refer to the Buyers specific Supplier Information Portal to identify specific processes – Refer to Accessing a Buyer-Supplier Information Portal – **CLICK ME**
- To ensure a smooth purchasing process, please include essential details on your purchase order: "From" and "To" information, PO number, order status, amount (excluding tax), and version number
- When Suppliers receive a Purchase Order, it should be reviewed to ensure that the information within it is correct, also review for comments from the Buyer

Types of Purchase Orders

Material Purchase Order types include:

- **Purchase Order** – materials and service required by the Buyer
- **Repair Order** - Contains items that require to be repaired, referenced by a Goods Forwarding Advice (GFA) document number
- **Consignment Order** - Goods used within Rio Tinto which are under a consignment agreement

Service Purchase Order types include:

- **Planned**– materials and service required by the Buyer
- **Unplanned**- Contains items that require to be repaired, referenced by a Goods Forwarding Advice (GFA) document number

Contract Purchase Order types include:

- **Planned**– materials and service required by the Buyer
- **Unplanned**- Contains items that require to be repaired, referenced by a Goods Forwarding Advice (GFA) document number

Parent & Child Line-items

Parent Lines – are usually the category, for example, Apples would be the parent category (line) and the types of apples would be the child lines

Child Lines – are the items that make up the primary category, following the apple example, the children would be the type of apple, such as Granny Smith Apples, Royal Gala and Fuji apples

QUICK TIPS

Refer to the SAP Business Network Supplier General Functionality Guide, access via the QR Code or **CLICK ME**

PO Order Status Information

The status indicates where in the process the document is, for example, New and Invoiced.

Access via the QR Code or **CLICK ME**

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