

# **Purchase Order Flow – Generic Process**



#### You have received a Purchase Order from your Buyer

(this can be via an email notification, or you have signed onto the SAP Business Network)

# Open the Purchase Order and review the information, including:

- Pricing
- Need By Date
- Quantity
- Comments at Header Level
- Comments at Line-Item Level

#### ORDER CONFIRMATION IS MANDATORY:

Select the required OC type and complete all fields with Asterisks, if the changes are agreed to by the Buyer a Change PO will be sent, re-confirm

#### **Service Purchase Orders**

The PO will indicate whether a Buyer requires only a Service Entry Sheet (SES) or an Invoice or Both.

# Advanced Ship Notice – Material Orders

Creating an OC for a Buyer where it is not Mandatory means that the Buyer is not checking for changes – contact your Buyer when changes are needed

#### Service Entry Sheet – Service Orders

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# Service Entry Sheet – Service Orders

Creating an OC for a Buyer where it is not Mandatory means that the Buyer is not checking for changes – contact your Buyer when changes are needed

## ORDER CONFIRMATION IS NOT MANDATORY:

Creating an OC for a Buyer where it is not Mandatory means that the Buyer is not checking for changes – contact your Buyer when changes are needed

# Where required an Invoice is either created :

By the Supplier

It is auto-created from the SES

Created from a Goods Receipt or

ERS (auto-generated)



Buyers determine what processes are required as part of the processes associated with POs.

There are download and printing options on purchase orders



Sending an Order confirmation where is it an "optional" process may not be reviewed and requires the Supplier to contact the Buyer for changes



There are 2 types of Invitation -1. Customer Relationship that is for Transacting (PO's and Invoicing)

2. Sourcing (Proposals & Questionnaires) that is for participating in RFX;s, Surveys or Auctions

Refer to the Buyers-Supplier information portal. Refer to the Training Sheet – Accessing the Buyer-Supplier Information Portal/s via the QR or **CLICK ME** 

