dormakaba

SAP Business Network
Supplier Guide: Purchase Orders

PO Management | PO Notification | PO Routing

Contents

1

PO Management

Purchase order details page: navigation, actions, status, versions, line items, schedule lines and history

2

PO Notification

Configure email notifications for undeliverable, new and changed orders

3

PO Routing

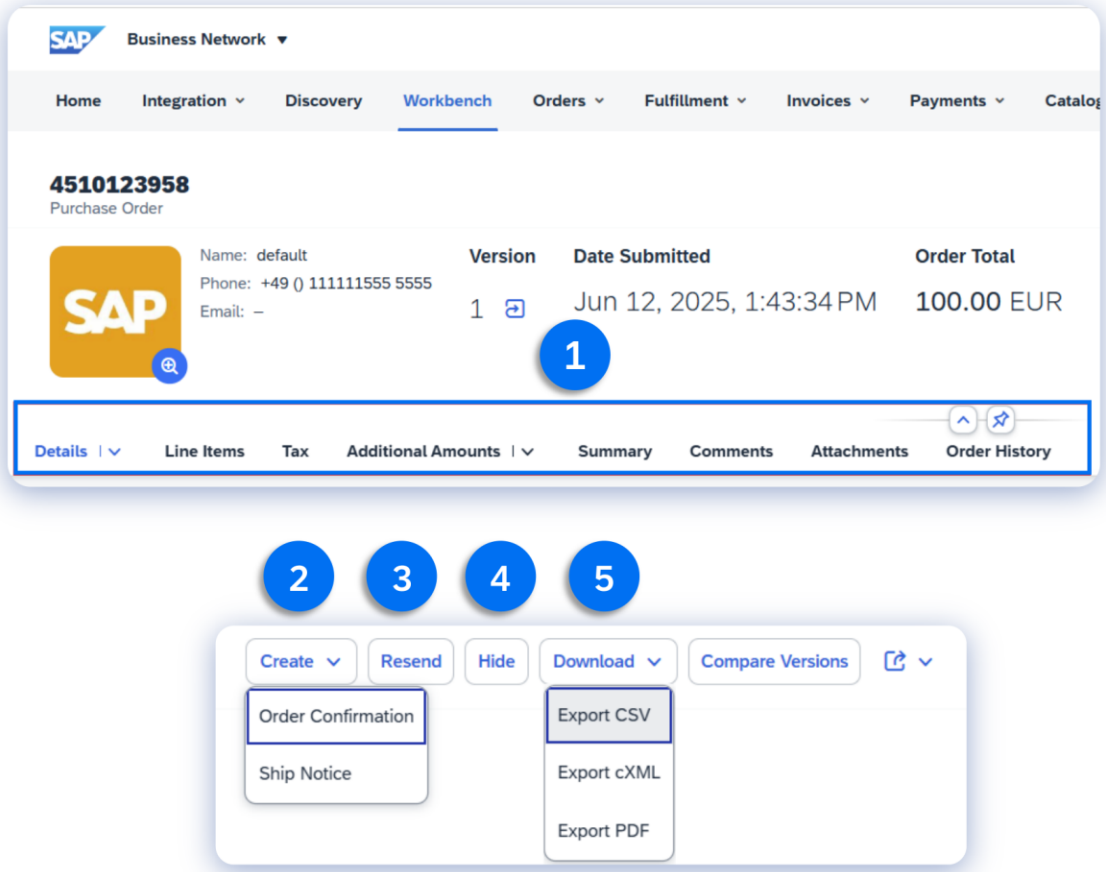
Configure the default routing method and document-type specific overrides

01

PO Management

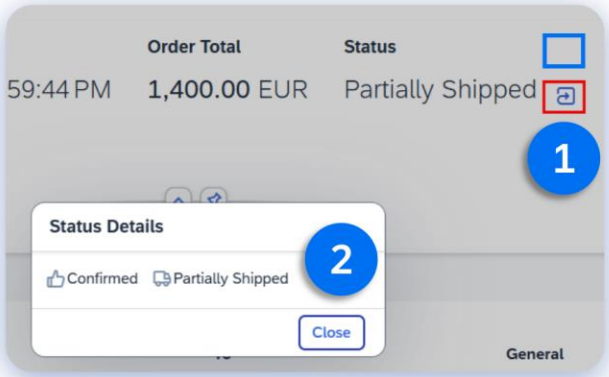
Access to the purchase order details page

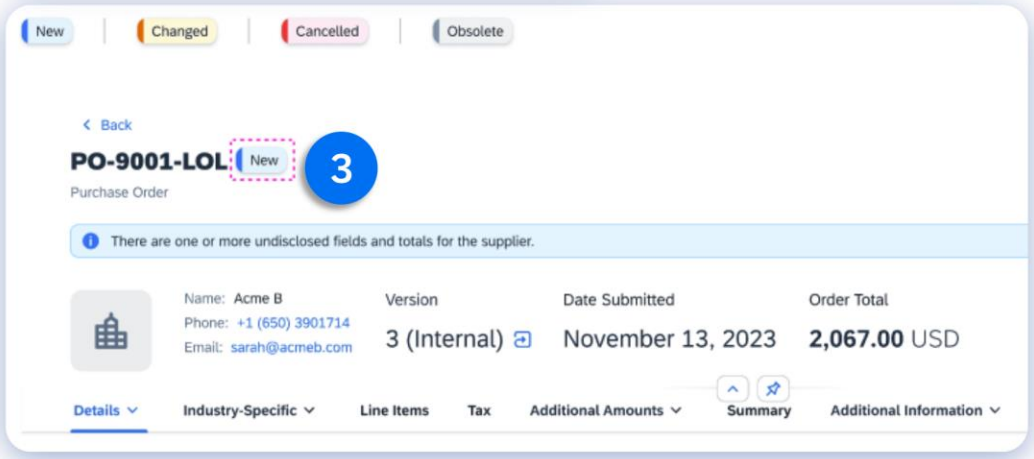
Top navigation section and purchase order actions



1. Top navigation allows the user to quickly access each section.
2. "**Create**" button allows the creation of: Order Confirmation, Ship Notice, Invoice, etc.
3. "**Resend**" allows the supplier user to resend the order using the configured routing method.
4. "**Hide**" allows the supplier user to hide the order from the purchase order list page.
5. "**Download**" allows the supplier user to:
   - Export PO to CSV
   - Export PO to cXML
   - Export PO PDF: the supplier user can print the PO PDF version.

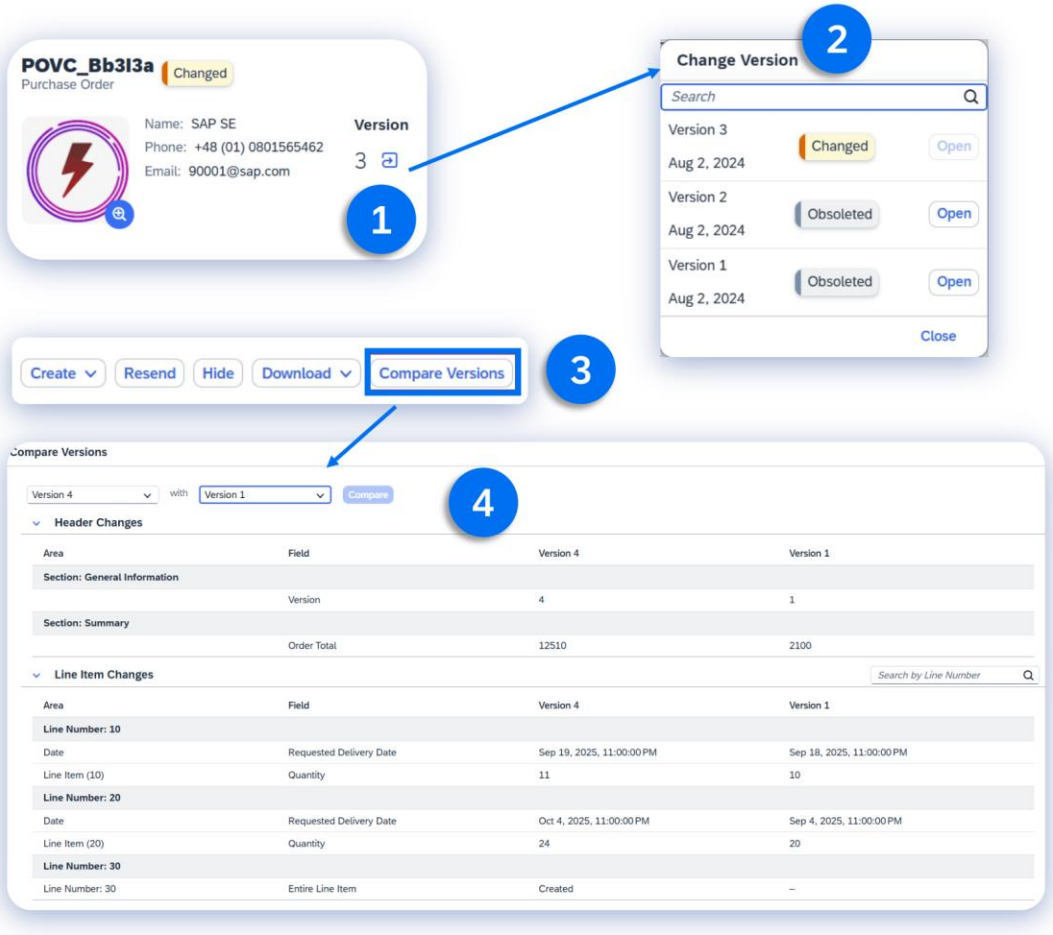
Document status





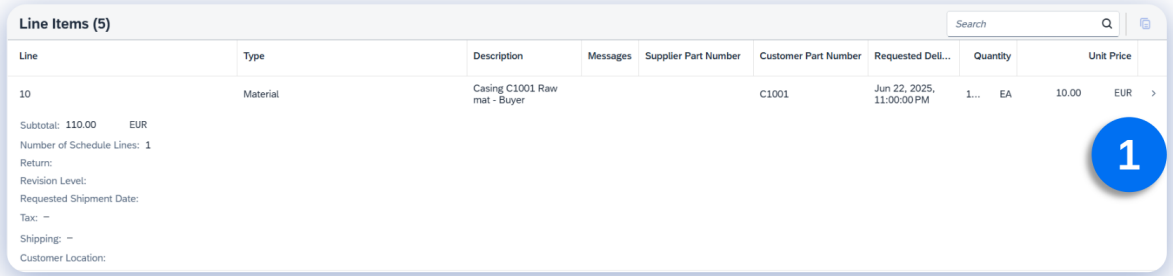
1. The status related to the document with higher precedence (OC < ASN/SES < GR < INV) is displayed, but the arrow icon can be clicked to see additional statuses.
2. Information about the confirmation, shipping, receiving, service and invoicing statuses is displayed under the **Status Details** popup.
3. The New, Changed, Cancelled and Obsolete statuses are handled separately from the remaining document transactional statuses.

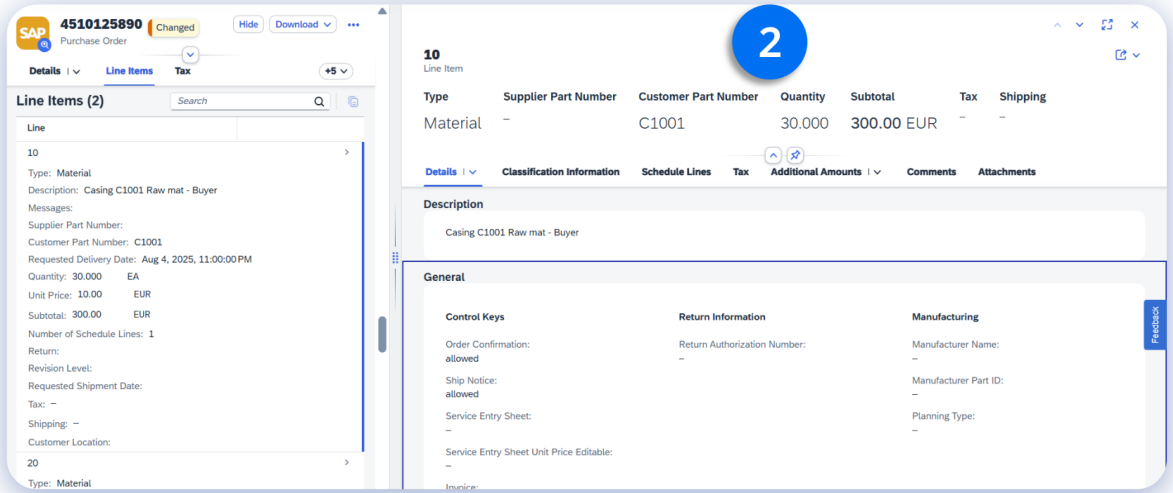
Version navigation & version comparison



1. The user can select which version they want to see by clicking the icon.
2. The user can navigate to any PO version by selecting it from the **Change Version** dialog.
3. "**Compare Versions**" allows the user to compare any two versions of the PO.
4. Changes are displayed in the Compare Versions dialog. The user can select which versions to compare. Header and line-item changes are displayed.

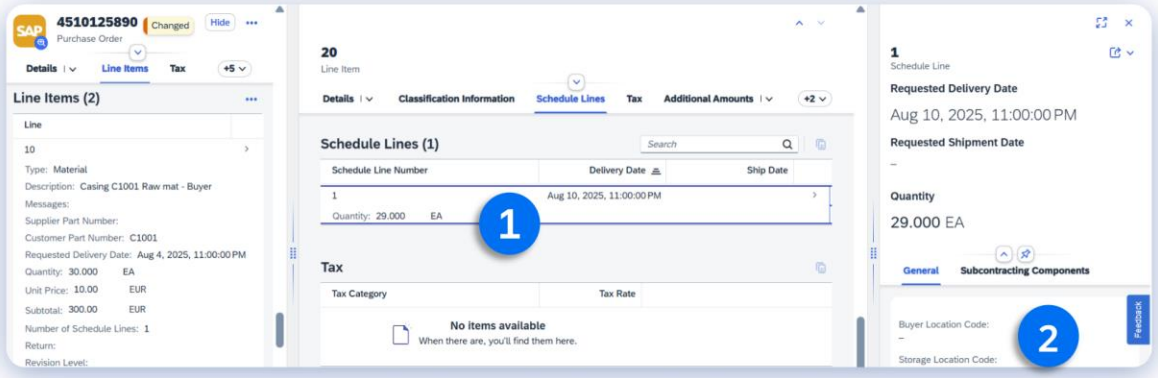
Line-item details

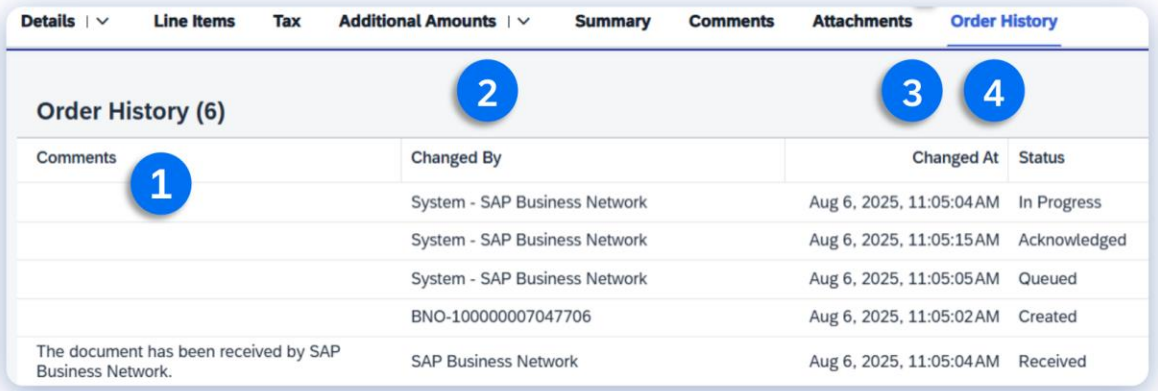




1. To see more line-item information, click the > icon on the Line Items table.
2. Additional line-item information is displayed on a right-hand-side panel. Details for only one line item can be viewed at a time. The additional line-item details include:
   - Details: incl. Description, General (incl. Control Keys), Status (incl. Confirmation, Shipping, Receiving and Invoicing Status), Shipping details, Other Information (extrinsic), Pricing and Account Assignment
   - Classification Information
   - Schedule Lines
   - Tax
   - Additional Amounts (incl. Allowances, Charges)
   - Comments
   - Attachments

Schedule-line items & purchase order history





Schedule-line items

1. A specific schedule line is selected to see additional information.
2. The additional information includes Buyer and Storage Location Codes.

Purchase order history

Displays events relevant to the purchase order and helps with troubleshooting:

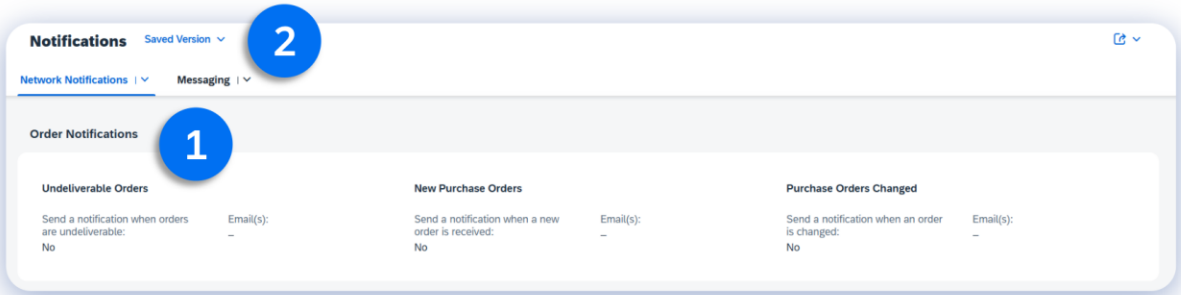
1. **Comments** indicate what event occurred.
2. **Changed by** indicates who performed the change.
3. **Changed at** shows when the event occurred.
4. **Status** indicates the purchase order status.

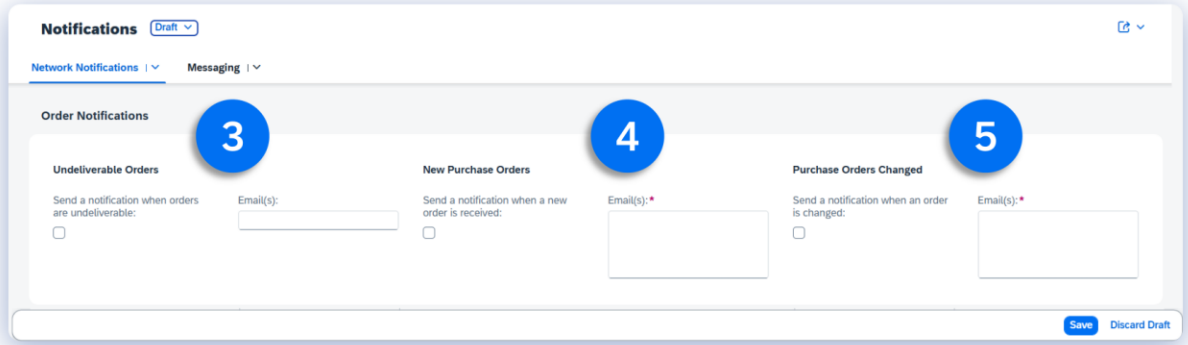
02

PO Notification

Purchase order notifications

Easily configure purchase order notifications





1. To view and configure Notifications go to **User Avatar → Settings → Account Administration → Notifications**. Order Notifications are displayed under Network Notifications.
2. To edit the Notifications configuration, click "**Saved Version**" and select **Draft**.

The supplier user can configure to be notified by email when:

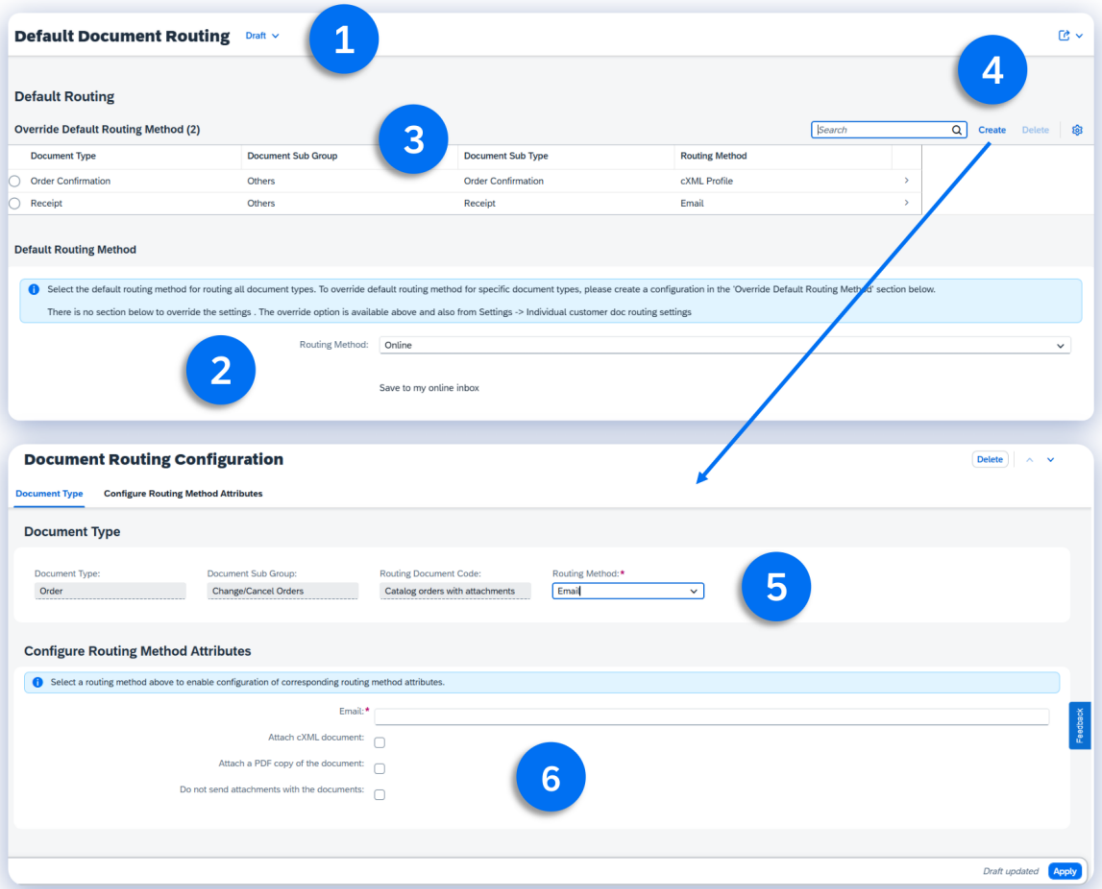
3. Orders are undeliverable
4. A new order is received
5. An order is changed

03

PO Routing

Purchase order routing

Configure purchase order routing



1. To view and configure Purchase Order routing go to **User Avatar → Settings → Transactions → Document Routing**.
2. The **Default Routing Method** section shows the routing method that applies to all document types.
3. The **Override Default Routing Method** section shows the routing exceptions per document type.
4. To add a new configuration to override the default routing method, click "**Create**".
5. To override the default routing method, enter a Document Type, a Document Sub-Group, a Routing Document Code, and a Routing Method.
6. When the routing method is selected, additional configuration options are shown (depending on the selected method).