

# WOI Enabling - purchase order

This image shows the various function buttons available to work with, **Open**, **View Printer Friendly**, **Create invoice from purchase order** and **Delete**.



The purchase order functions and their corresponding buttons are:

- Purchase order - View (View printer friendly button).
- Purchase order - List changes (View change summary button).
- Purchase order - Accept/reject (I accept purchase order and I do not accept purchase order buttons).
- Purchase order - Accept/reject changes (I accept all changes and I do not accept all changes buttons).
- Invoice - Create from PO (Create invoice from purchase order button).

## Image 2



### Open a purchase order

Select the purchase order number by selecting in the radio button and select **Open** (as shown in the above image). Opening a purchase order allows the following functions to be performed:

- Accept or reject the PO.
- View the PO.
- View the items in the PO.
- Create an invoice from the PO.

## Purchase order details screen

This is an open purchase order. On the top part you see the **Purchase order number, Supplier number, Payment terms, Date** , etc. The function buttons are just below that. Further below we see the **View of items list**.

### Image 3

## Purchase orders

### Details

		<a href="#">← Return</a>
		<a href="#">Printable version</a>
<b>Basic purchase order information</b>		
Buying company name	IBM US General Procurement	
Purchase order number	4600003024	
Original purchase order date	Sep/26/01 at 12:00 AM	
Status	Viewed , Accepted	<a href="#">Help</a>
<hr/>		
<b>Supplier</b>		
Supplier name	AMP INC	
Supplier number	1000066615	<a href="#">Help</a>
<hr/>		
<b>Payment information</b>		
Currency	USD	
Exchange rate	1.00000	
Payment terms	Net 30 days	
<hr/>		

## View items list

The **View of items list** is on **Brief items view** by default. There are other views available. If you would like to change your default view, please select the preferred view and select **Set as preferred view**.

Views or presentations of the items:

- Brief Items View
- Extensive Items View
- Canada Tax Items View
- EMEA Items View
- PCD Items View

Please note the following screen capture is the bottom portion of the Purchase order details screen seen in the actual WOI application.

## Image 4

View of items list

[→ Set as preferred view](#)

[Help](#)

Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
00001	Not Viewed, Accepted		Randy WOI Testing 1	Jul/31/01	100	EA	10.00
00002	Not Viewed, Accepted		Randy WOI Testing 2	Jul/31/01	50	EA	20.00
00003	Not Viewed, Accepted		Randy WOI Testing 3	Jul/31/01	1	UL	10,000.00

### Open item

The above image shows us the line items on a purchase order. To see the details for each one of the line items you will have to select the line numbers appearing in the column **Purchase order item number**.

### Item details

On this screen you'd be able to view the **Ship to address**, **Tax description** and **Buying company contact**. The **Buying company contact** fields indicate the buyer's name and contact information. If you select the hyperlink **Purchase order item text**, it will show you all additional details that the buyer has entered for that line item on the Purchase order.

# Purchase orders

## Item detail

[+ Return](#)

[+ Purchase order item text](#)

### Purchase order summary

Purchase order number 4600003024  
Purchase order date Sep/26/01 at 12:00 AM  
Status Viewed, Accepted  
Currency USD

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Purchase order item number 00002  
Quantity ordered 50  
Unit of measure EA  
Basis of unit price 1.00  
Unit price 20.00  
Extended price 1,000.00  
Brief description Randy WOI Testing 2  
Tax description XX0000000, Not taxable  
Requisition tracking number WOIXXX001W

### Schedule of delivery

Delivery date	Delivery time	Request quantity
2001-07-31		50.00000

### Buyer information

Contact information Jean Prutisto  
Phone 1-607-755-78  
E-mail address randymay@us.ibm.com

### Ship to address information

Name/Address IBM Corporation  
Name2 Dept. 435 Inquiry Room  
Address1 1701 North Street  
Address2 ATTN Randy  
Address3  
PO box  
City Endicott  
District  
State/Region/Province  
Postal code 13760  
Country/Region United States(US)

### Purchase order changes

This image shows a different purchase order that has been opened. We see a button that says **View change summary**. This button will appear if the buyer makes a change to a purchase order and sends it back. You can select this button to see the exact changes made to the Purchase Order.

## Image 6

[View change summary](#)

[Create invoice from purchase order](#)

[Help](#)

View of items list  [Go](#)

[Set as preferred view](#)

Brief items view <a href="#">Help</a>							
Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
00001	Viewed, Accepted, Changed		Randy test	Oct/31/98	1	PCE	10.00
00002	Viewed, Accepted, Changed			Oct/31/98	1	UL	300.00

Following is a list of changes made to a purchase order. Column one (1) shows the **Purchase order item number** to which the changes were made. Column two (2) gives the **Change date**. Column three (3) shows the **Field name** that was changed and the last two (2) columns show the **Value after change** and **Value before change**. Once you have viewed the changes choose **'Return,'** found at the bottom of the screen, to bring you back to the purchase order.

## Image 7

# Purchase orders

Change summary

[← Return](#)

## Basic purchase order information

Buying company name      Carrier CACD  
Purchase order number      4600001092  
Purchase order date      Sep/12/03 at 12:00 AM  
Last change date      Sep/12/03 at 1:38 PM

## Search criteria

View item      All   
Change date      Current   
Field name      All

Use search criteria to update list of changes.

[Help](#)

[Help](#)

Changes					
Purchase order item number	Change date	Field name	Value after change	Value before change	
00002 (Current)	Sep/12/03 at 1:38 PM	Requester Tracking Number	RANDY2	RANDY	
00002 (Current)	Sep/12/03 at 1:38 PM	Extended Price	300.00	100.00	
00002 (Current)	Sep/12/03 at 1:38 PM	Unit Price	300.00	100.00	

## Accept or reject purchase order

This section explains how to accept/reject a purchase order. Once you ensure the information on the purchase order is correct, it must be accepted. The System will not allow you to create an invoice without accepting the purchase order. If the information is not correct, you need to have the buyer change the information. You may select the button **I do not accept PO** and it will reject the purchase order which may have a delay or if it is urgent, please call your buyer and request them to change the information. To accept the purchase order select, **I accept PO**.

**Image 8**

### Payment information

Currency USD  
Exchange rate 1.00000  
Payment terms Net 45 days

- [→ I accept PO](#)
- [→ I do not accept PO](#)

[Help](#)

View of items list  [Go](#)

[→ Set as preferred view](#)

[Help](#)

Brief items view							
Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
00001	Not Viewed, Not accepted		test	Aug/29/07	5	EA	400.00

### Acceptance confirmation screen

Once you accept the purchase order you will be taken to the 'Purchase Orders Confirm Acceptance' screen. You must select **OK** to confirm your acceptance of the purchase order.

### Purchase order screen after accepting a PO

This example shows that both the line items have been accepted, and the button to **Create invoice from purchase order** is available after accepting a Purchase Order.

### Image 9

[→ Create invoice from purchase order](#)

[Help](#)

View of items list  [Go](#)

[→ Set as preferred view](#)

[Help](#)

Brief items view							
Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
00001	Viewed, Accepted		test	Aug/29/07	5	EA	400.00