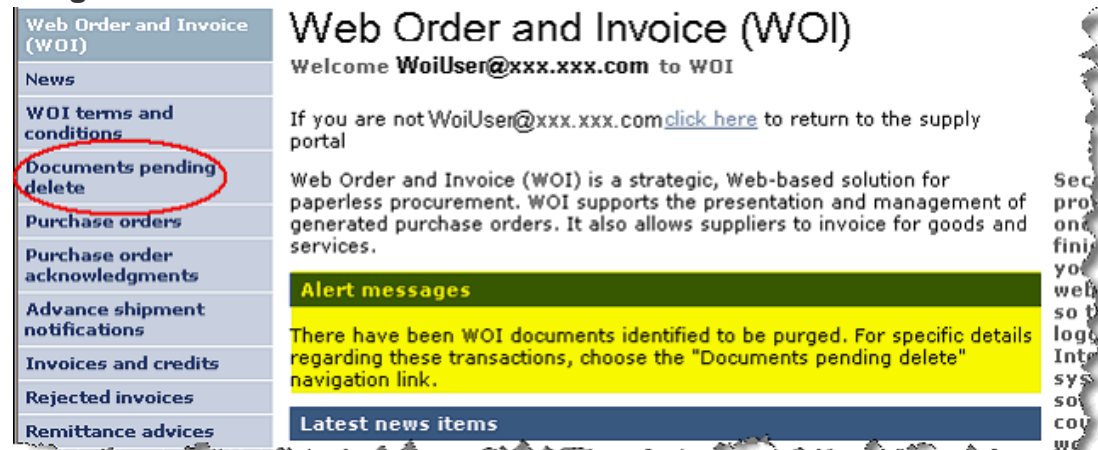


# WOI Enabling - supplier database maintenance

IBM has a purge program that identifies and automatically deletes Purchase Orders that have not been viewed or accepted in 15 months and transactions that have been deleted by the supplier.

If there are any documents that have been identified as candidates for purging, an 'alert' message is displayed on the WOI Welcome screen along with a 'Documents pending delete' link in the left navigation bar. This link takes the user to a list of those documents which have met the deletion criteria. These two items are not displayed if there aren't any documents that have been identified as meeting the deletion criteria.

Image 1



If you decide to clean up your WOI Account, you can delete aged documents.

You have the ability to delete Purchase Orders, Invoices and Credits, Remittances and Rejected Invoices, Select the documents for deletion by placing a check mark beside them in the **Mark for deletion** column and selecting the **Delete** button. This takes you into the next image.

You have the ability to delete Purchase Orders, Invoices and Credits, and Rejected Invoices, Select the documents for deletion by placing a check mark beside them in the **Mark for deletion** column and selecting the **Delete** button. This takes you into the next image.

## Delete Function

- Choose documents to be deleted.
- Select "**Delete**" button.

## Image 2

### Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

**Search on**  
Select all  [Help](#)

[Help](#)

**Purchase order search results** [Help](#)

Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing Status	Mark for deletion
<input type="radio"/> 4600003819	1000070400	IBM Canada General Procurement	Jan/13/03 at 6:00 PM	Mar/06/03 at 8:54 AM	Viewed	2 item(s) accepted of 2 Item total	Submitted	<input checked="" type="checkbox"/>

### Delete Confirmation Screen

- Confirm deletion.
- Select **"Cancel"** or **"OK"**.

This is a confirm deletion page. Once you select **"OK"**, confirming your deletion, the selected documents will be deleted from your system.

## Image 3

### Purchase orders

#### Confirm deletion

Before the Ok button is pushed, the browser print function can be used to create a printed listing of the deleted documents, which can be stored for your reference.

**Document(s) to be deleted**

Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes
4600003819	1000070400	IBM Canada General Procurement	Jan/13/03	Mar/06/03	Viewed	2 item(s) accepted of 2 Item total

If you delete a purchase order by accident, you can request the buyer to re-send it to you. But if you delete an invoice, you are deleting your copy of the invoice. IBM still has the original invoice and will process it however, Accounts Payable will not be able to send a copy of the invoice back into WOI. For this

reason, we recommend that you print out a hard copy for your reference, before deleting documents.