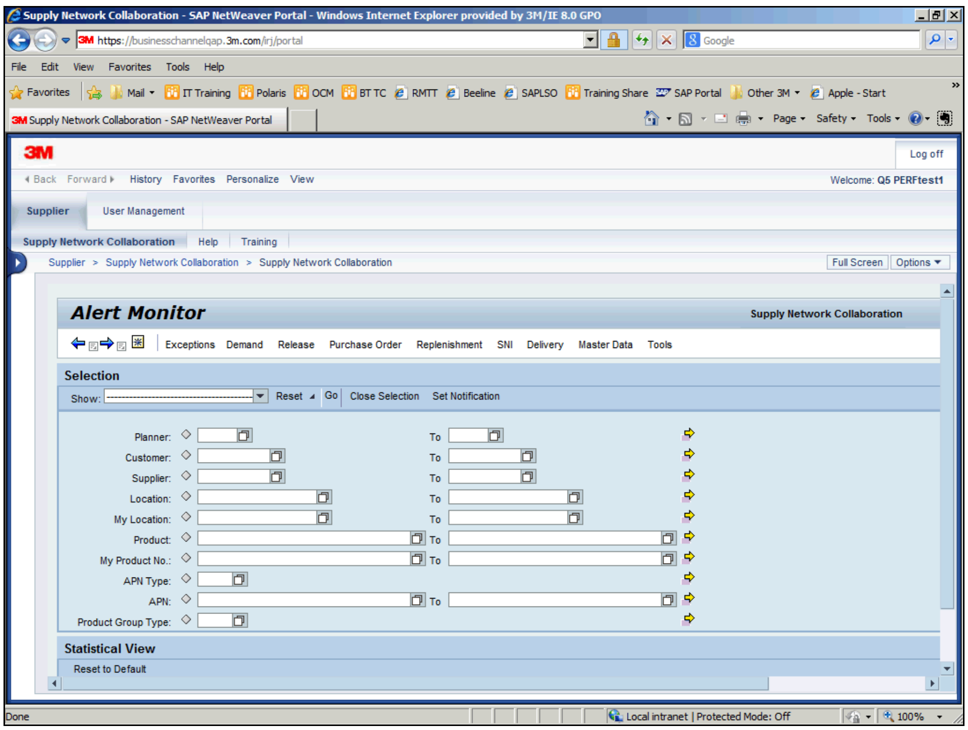
View Purchase Order Details EN

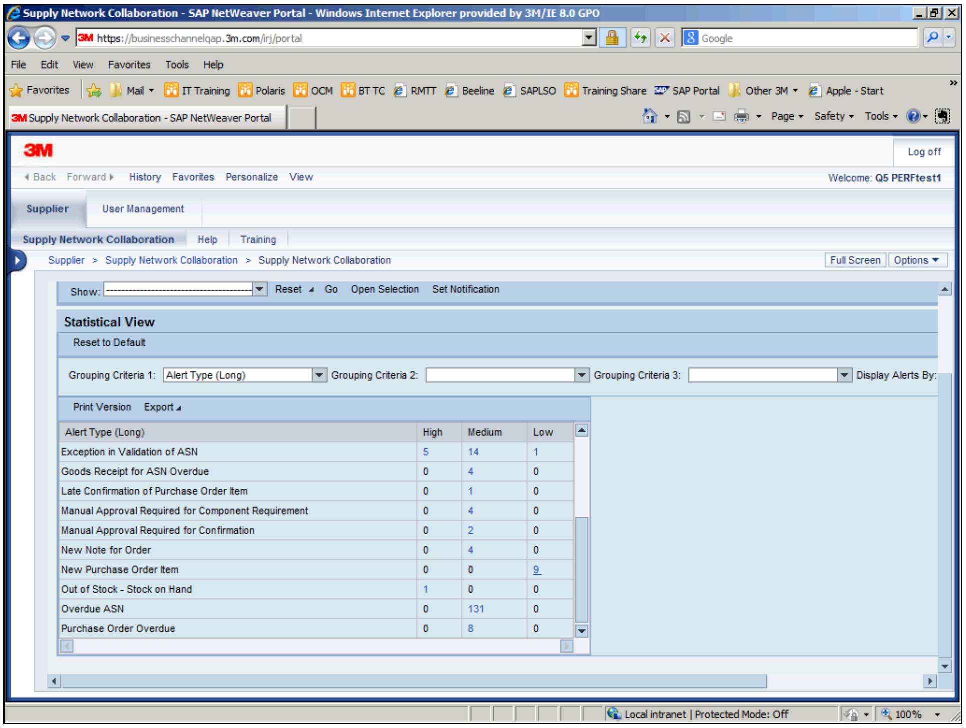
Use this Supplier portal activity to view all the detailed information in a new Purchase Order.

Step	Action
1.	Upon logging into the SAP SNC system, the *Alert Monitor* displays. In this example leave all *Selection* criteria blank to display all Alerts.

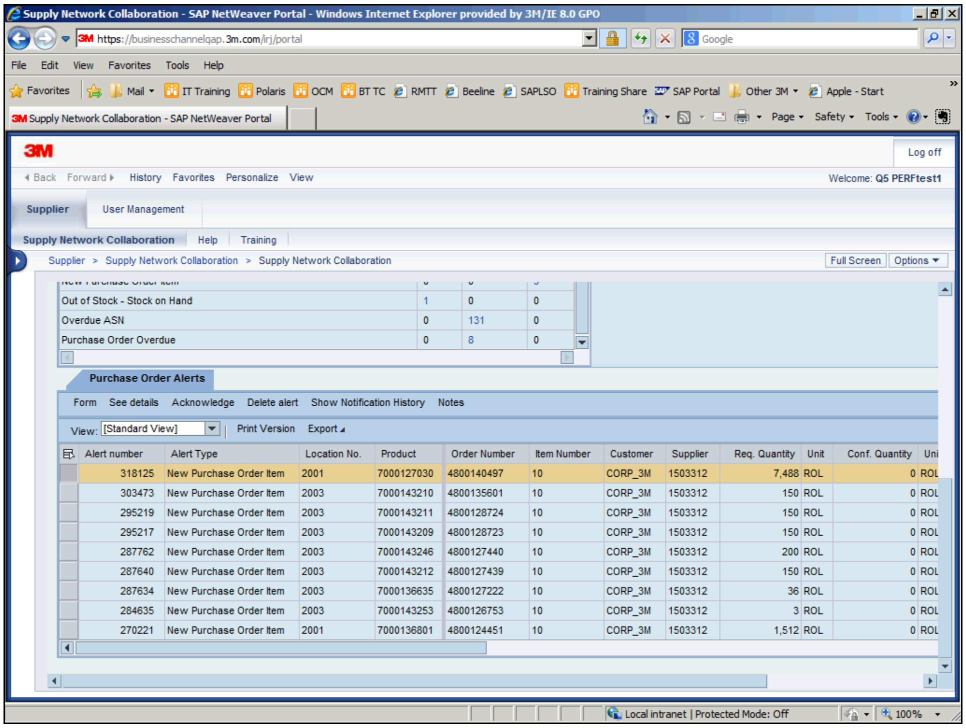


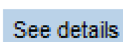
Step	Action
2.	Click **Go**. 
3.	Scroll down to view the Alerts.
4.	Click the **Vertical** scroll bar.
5.	In the *Statistical View* section, scroll down to **New Purchase Order Item**. To view the list of Purchase Orders, click the number link in the **Alert Type** status column: **High**, **Medium**, or **Low**.
6.	Click the **Vertical** scroll bar.

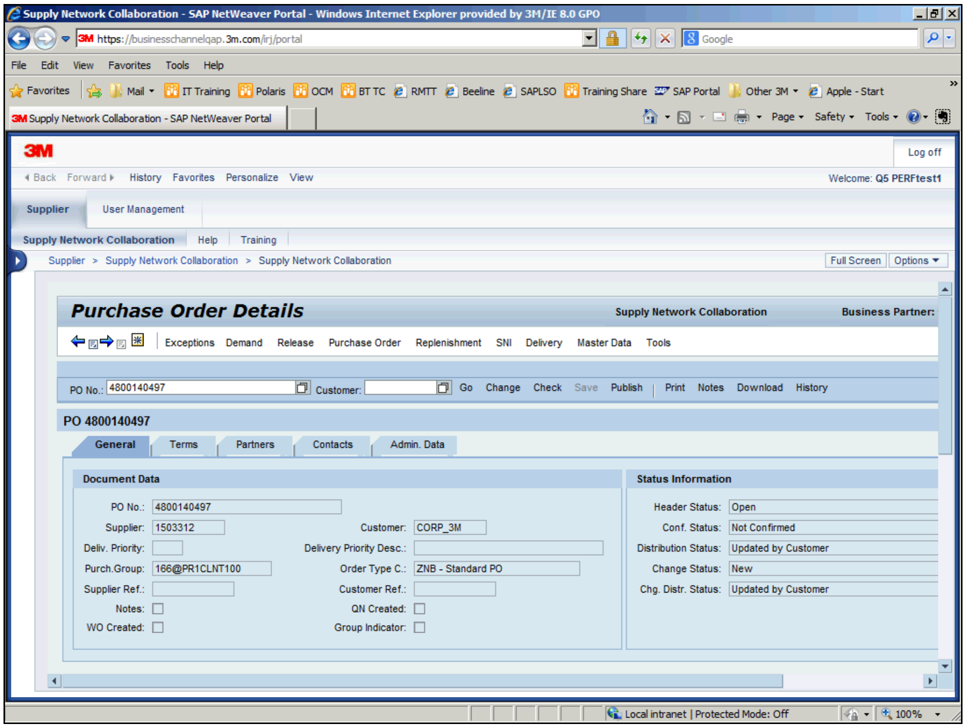
Step	Action
7.	In this example, there are 9 items under **Low** and no items in **High** or **Medium**.

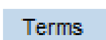


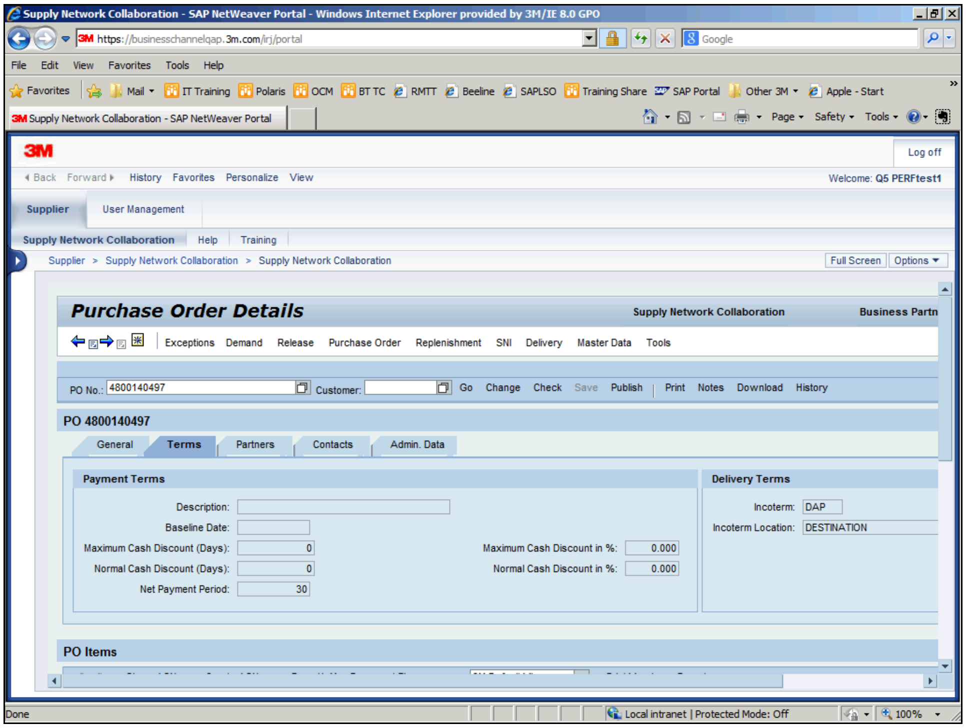
Step	Action
8.	Click **9**. 9
9.	Scroll down to view the Purchase Orders.
10.	Click the **Vertical** scroll bar.
11.	Locate and select the Purchase Order to view.
12.	Click the row header.

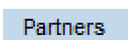


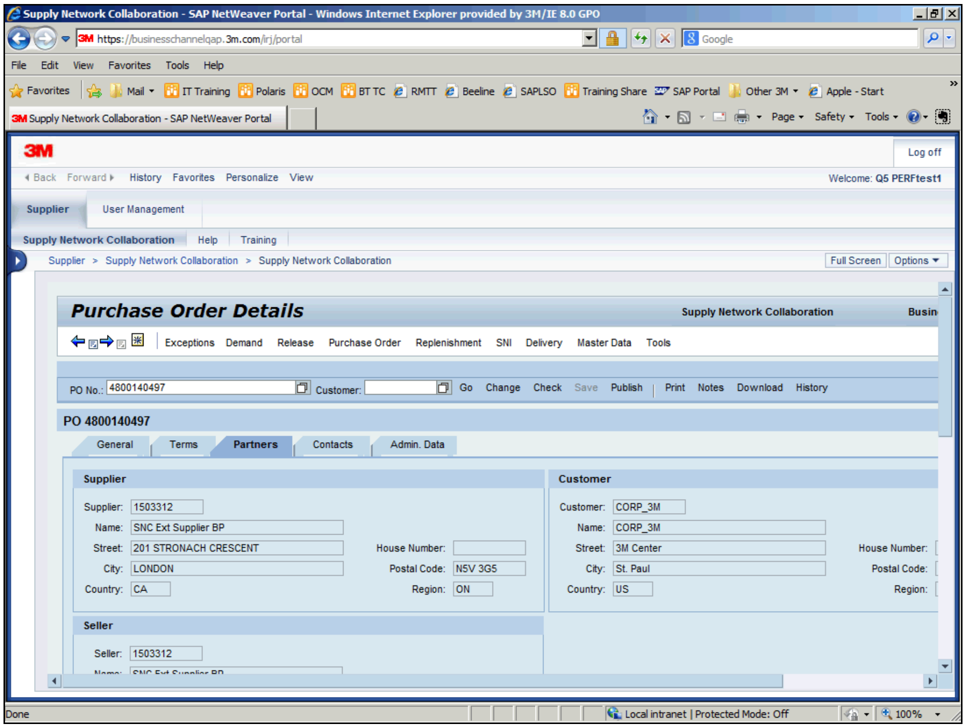
Step	Action
13.	Click **See details**. 
14.	The *Purchase Order Details* screen displays. The screen is divided into four sections: *Header* *Items* (Schedule Lines) *Item Details* *Components* (if PO includes Subcontracted Components) **Note:** Not all sections of the *Purchase Order Details* screen are visible at one time. Scroll up or down to view the various sections.
15.	In the *Header* Section of the *Purchase Order Details* screen there are five tabs: *General* *Terms* *Partners* *Contacts* *Admin Data*
16.	On the *General* tab, focus on the *Status Information* section of the screen. Note the **Header Status** (Open or Confirmed), and the **Change Status**.



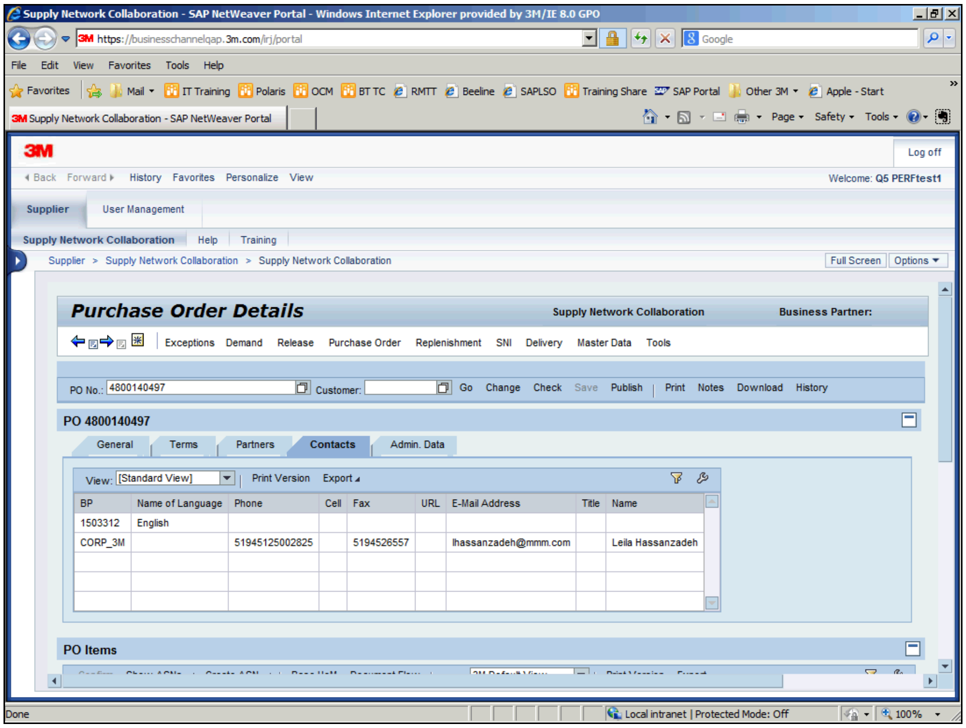
Step	Action
17.	Click the **Terms** tab. 
18.	On the *Terms* tab view the P*ayment Terms* and *Delivery Terms*.

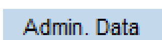
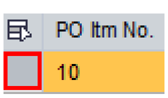
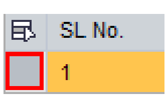


Step	Action
19.	Click the **Partners** tab. 
20.	On the *Partners* tab confirm the *Supplier*, *Customer*, and *Seller* details.

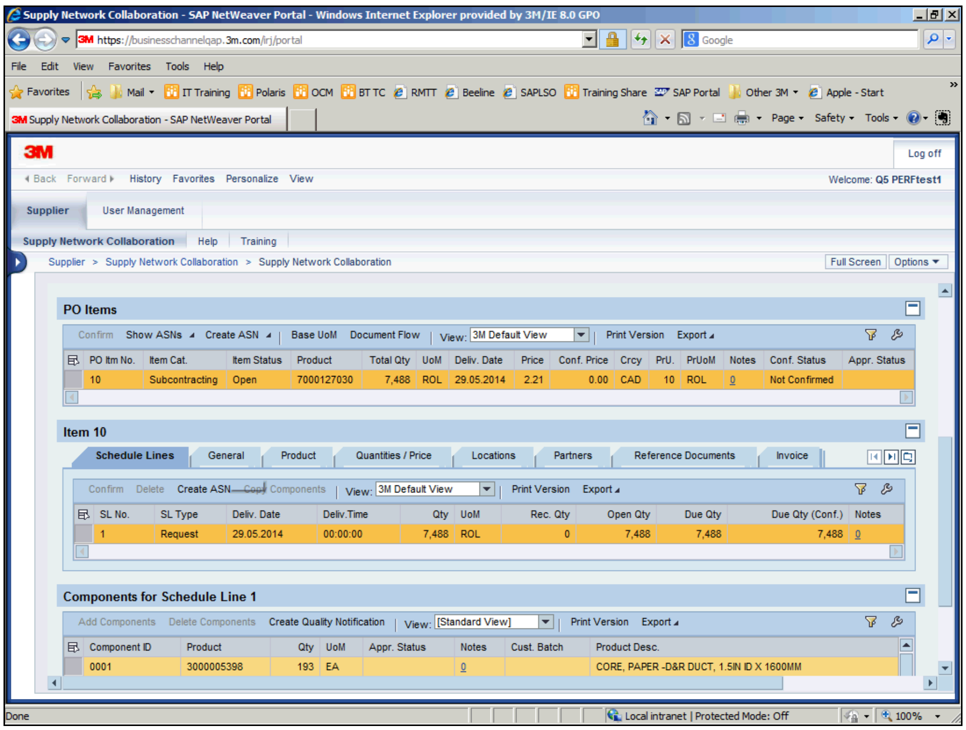


Step	Action
21.	Click the **Contacts** tab. Contacts
22.	On the *Contacts* tab view Business Partner Information and the Buyer's contact information.

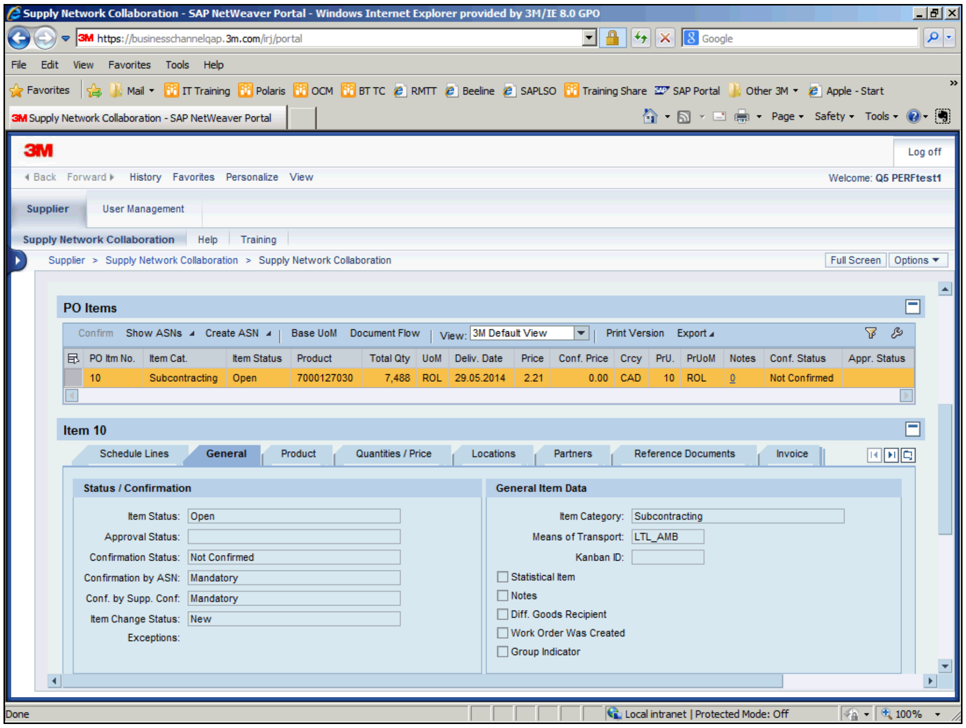


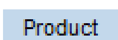
Step	Action
23.	Click the **Admin. Data** tab. 
24.	On the *Admin. Data* tab view information such as: Purchase Order creation date and time Purchase Order change date and time Who created or changed the Purchase Order
25.	Scroll down to review the *PO Items* section of the *Purchase Order Details* screen.
26.	Click the **Vertical** scroll bar.
27.	To view details regarding a specific PO Item, select the row for the PO Item to review. Then select the Schedule Line to review the details.
28.	Click the row header. 
29.	Click the row header. 

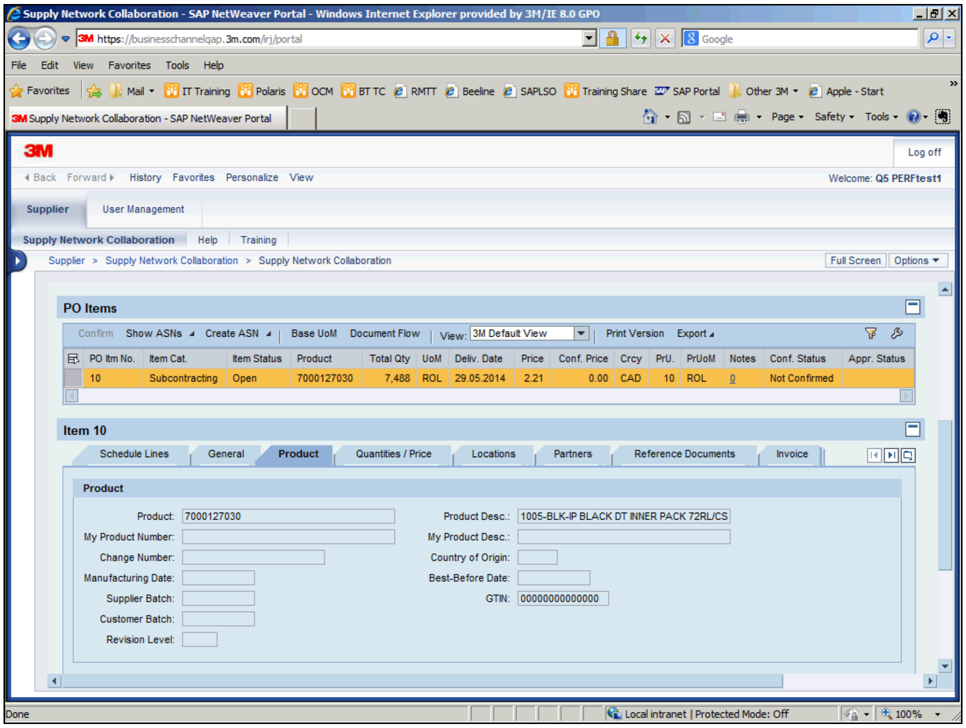
Step	Action
30.	On the *Schedule Lines* tab review the following fields: **SL Type** - determine the type of Schedule Line, Request - What 3M is requesting Confirmed - What supplier confirmed in Purchase Order Acknowledgement ASN Confirmed - Confirmed by an Advanced Shipping Notification **Deliv. Date** - anticipated delivery date **Qty** - total quantity due **Rec. Qty** - quantity received **Open Qty** - quantity yet to be received **Notes** - links to any relevant notes



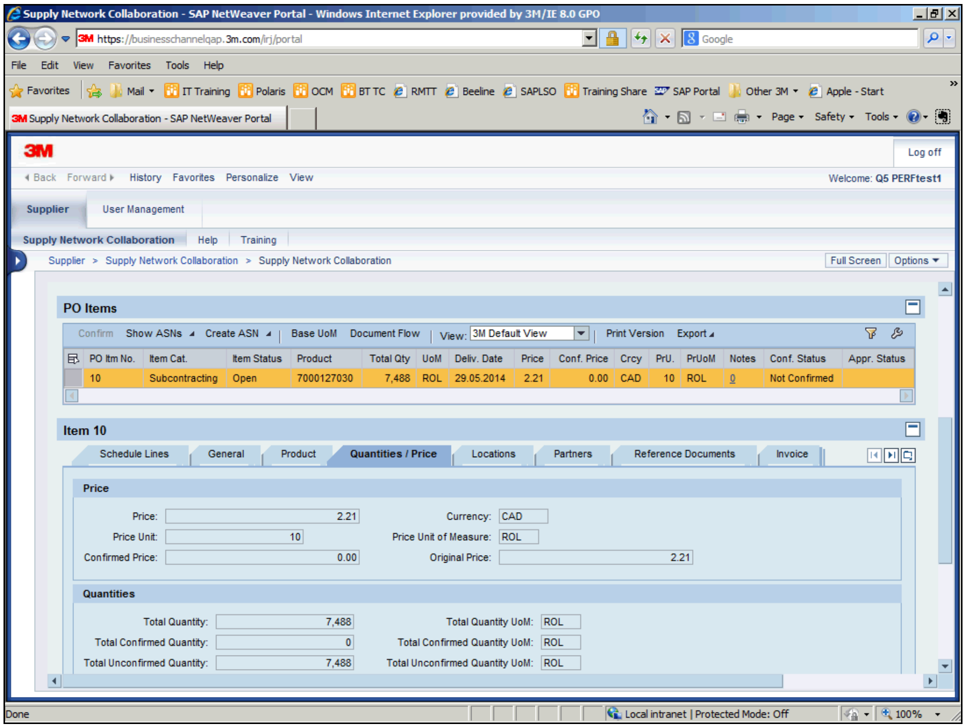
Step	Action
31.	Click the **General** tab. General
32.	On the *General* tab review the following items for the Schedule Line item: **Item Status** - to determine if the Schedule Line item is open **Confirmation Status** - whether or not the Schedule Line item is confirmed **Confirmation by ASN** - whether or not a confirmation via an Advance Shipping Notification is required for the Schedule Line item **Conf. by Supp. Conf.** - whether or not a Purchase Order Acknowledgement is required for the Schedule Line **Item Change Stats** - whether or not the Schedule Line has been changed



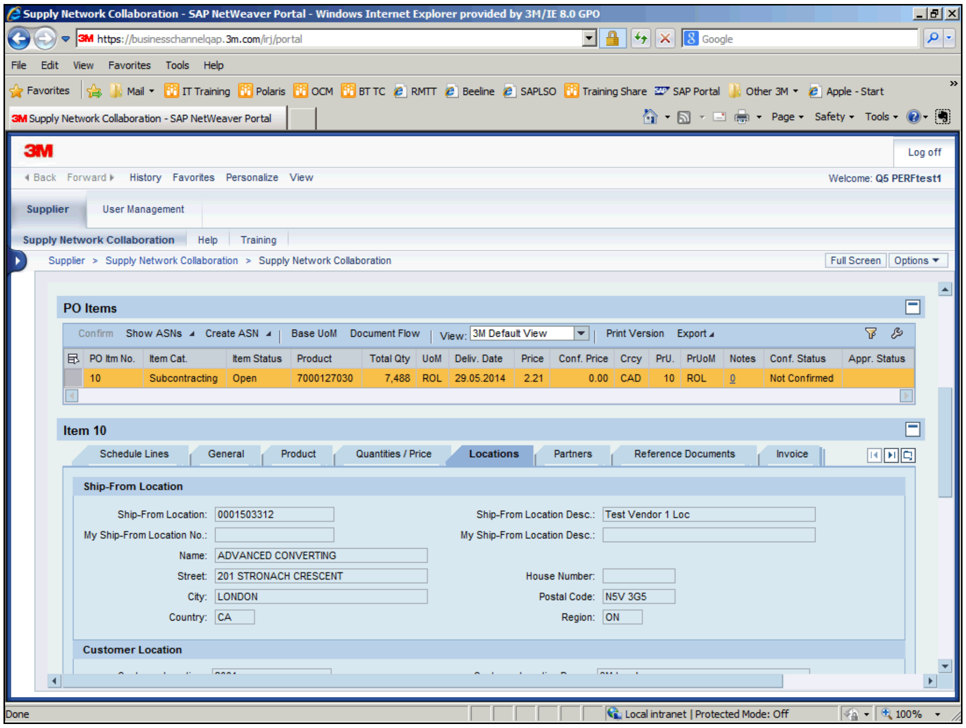
Step	Action
33.	Click the **Product** tab. 
34.	On the *Product* tab review the **Product Desc.** (product description) for the Schedule Line.

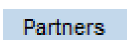


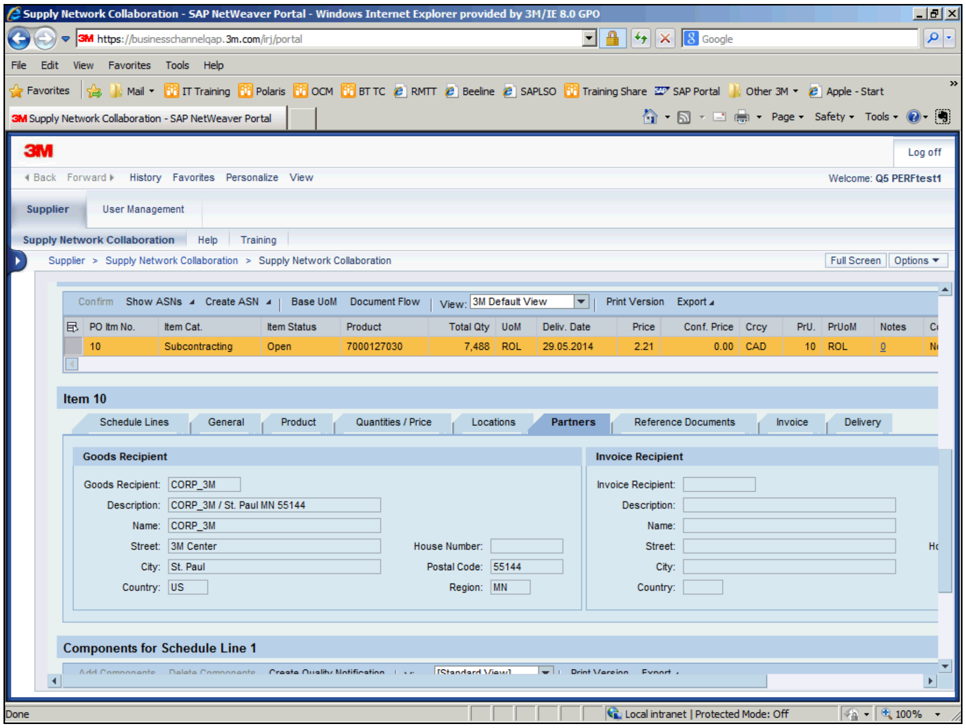
Step	Action
35.	Click the **Quantities / Price** tab. 
36.	On the *Quantities/Price* tab review the following related to the Schedule Line item: **Price -** total prices **Currency** - currency of the price **Price Unit -** the number of units for the price **Price Unit of Measure -** the unit of measure for the pricing unit



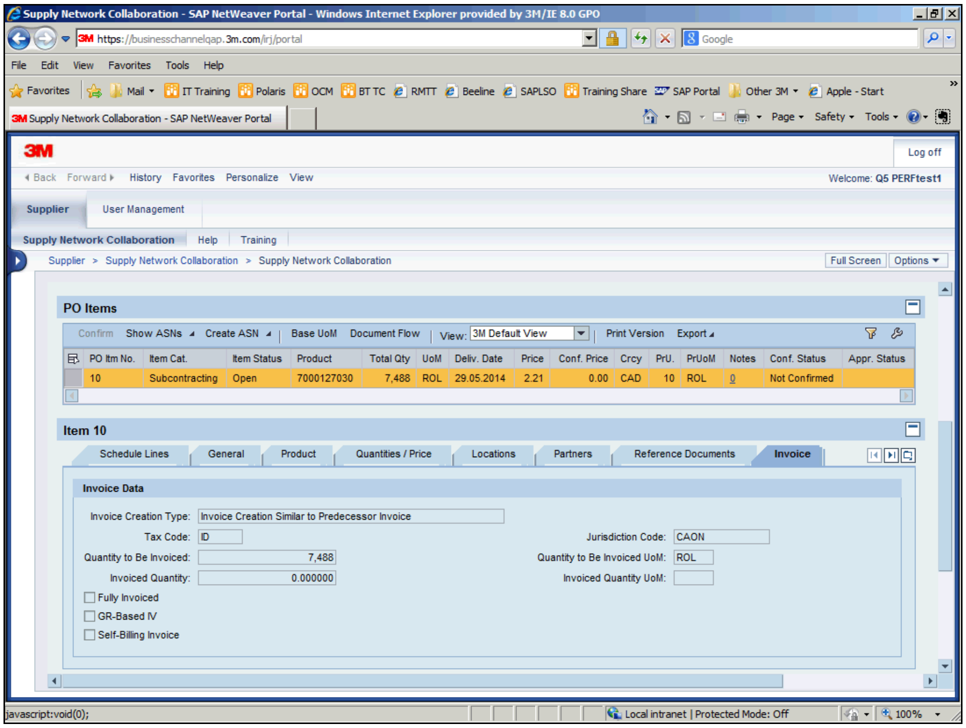
Step	Action
37.	Click the **Locations** tab. 
38.	On the *Locations* tab review the following information related to the Schedule Line item: **Ship From -** where the product is shipping from **Customer -** who is the customer for the product **Ship To -** where the product goes



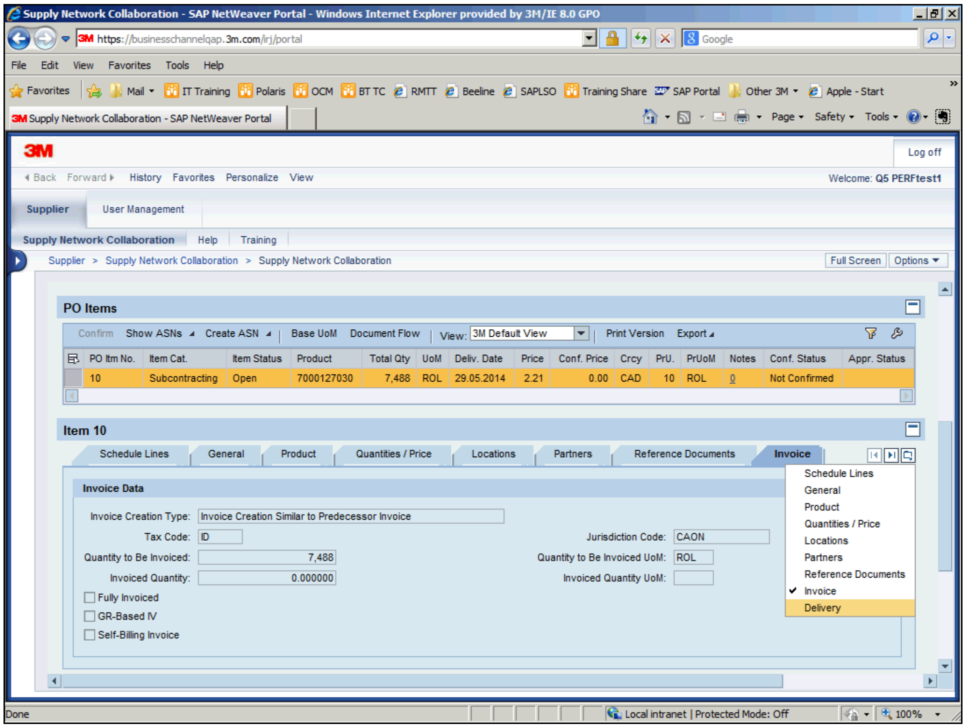
Step	Action
39.	Click the **Partners** tab. 
40.	On the *Partners* tab view the **Goods Recipient** and the **Invoice Recipient** for the Schedule Line item.



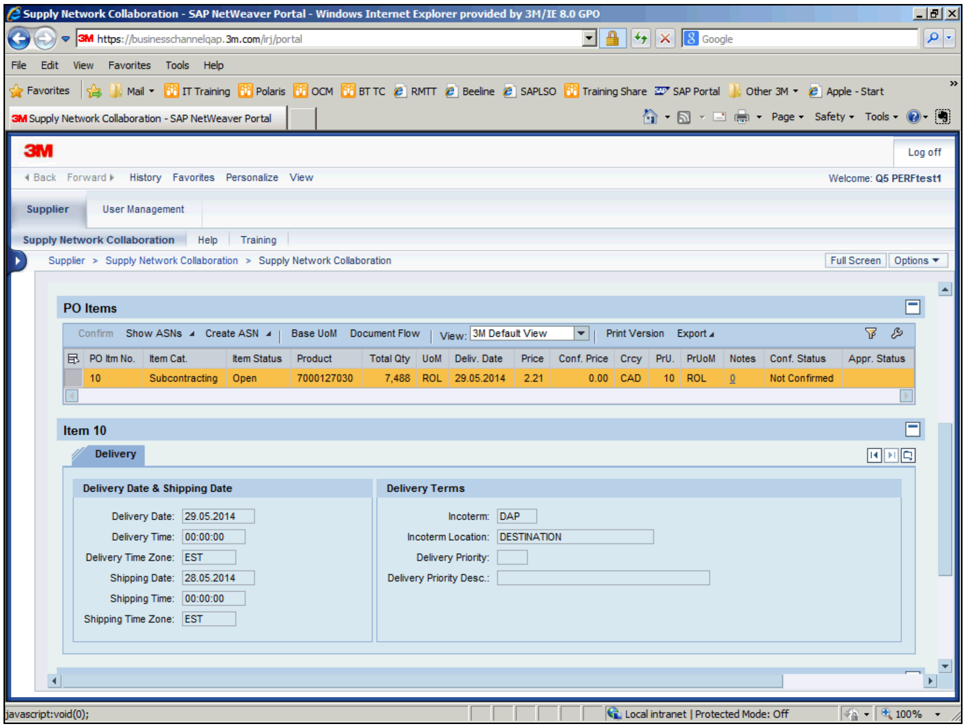
Step	Action
41.	Click the **Reference Documents** tab. Reference Documents
42.	On the *Reference Documents* tab view the **Sales Order Number**, **Purchase Requisition Number**, and other reference documents.
43.	Click the **Invoice** tab. Invoice
44.	On the *Invoice* tab review the invoice related fields for the Schedule Line.



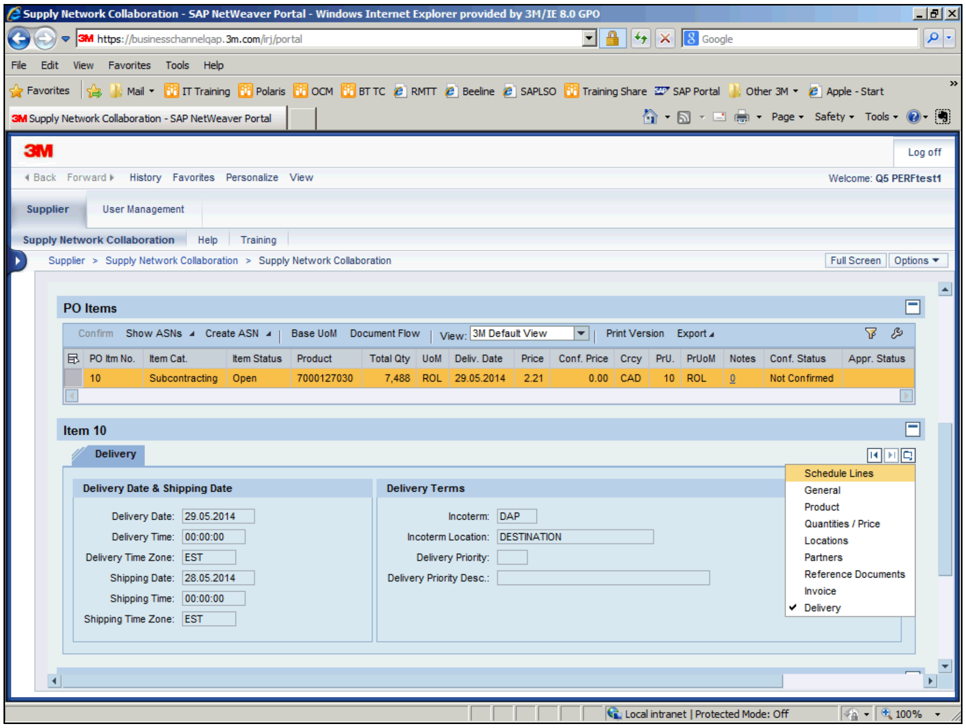
Step	Action
45.	Access more tabs via the button to the far right of the tabs.
46.	Click the **Navigation menu** button to activate the menu. 



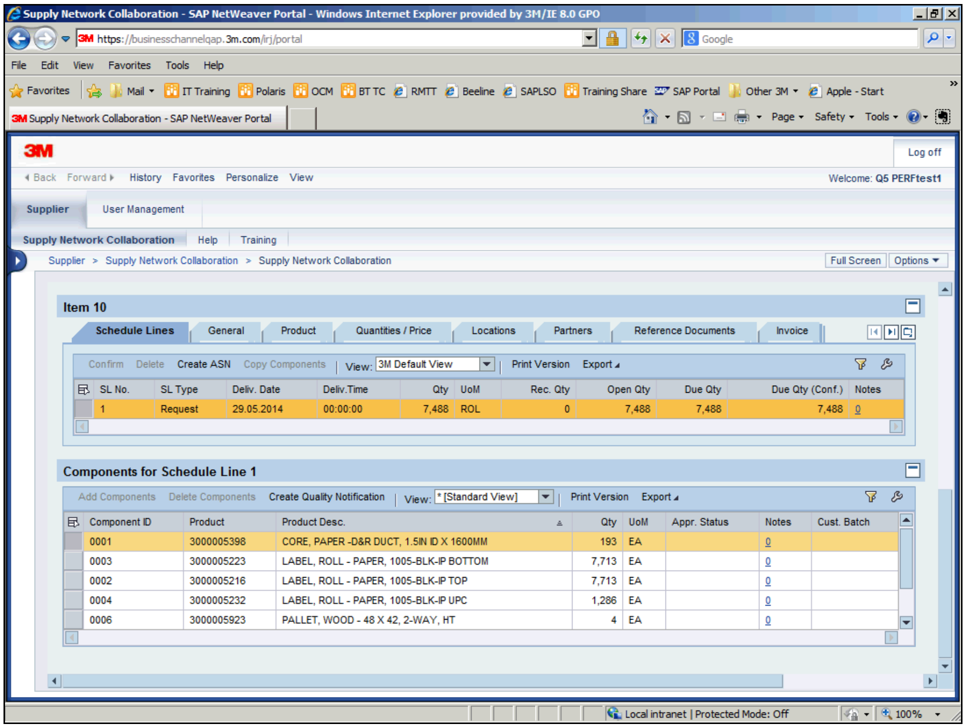
Step	Action
47.	Click **Delivery**. Delivery
48.	On the *Delivery* tab review the following Schedule Line item fields: **Delivery Date -** anticipated delivery date **Shipping Date -** date product ships from the plant **Delivery Terms -** the Incoterm



Step	Action
49.	Return to the *Schedule Lines* tab.
50.	Click the **Navigation Menu** button to activate the menu. 



Step	Action
51.	Click **Schedule Lines**. Schedule Lines
52.	Scroll down to view the *Components* information.
53.	Click the **Vertical** scroll bar.
54.	The *Components for Schedule Line 1* includes the following information regarding the components related to the Schedule Line item: **Component ID -** line item in the list of components **Product -** the product number for the component **Product Description -** the component description **QTY -** total quantity required for the component **UoM -** unit of measure for the component **Appr. Status** - approval status (such as accepted or manual approval) **Notes -** link to any notes related to the component **Cust. Batch -** the 3M provided batch number for the component **Note:** The title for the *Components for Schedule Line 1* section changes depending on which Schedule Line item is selected.



Step	Action
55.	You have completed this activity. **End of Procedure.**