Quick Reference Card – SRM Creating Goods Confirmations Against Reverse Orders

Process: Depending on the commodity and nature of the order, some Shopping Carts (and their resulting Purchase Orders) are setup in a "reverse" format. Reverse orders are essentially "lump-sum" or "blanket" orders and are written with one-line for the total order dollar amount. In short, a reverse order is written for the dollar amount of the order rather than line item units.

Reverse orders are formatted with the total dollar amount of the order entered in the Quantity box of line 1. Goods confirmations and invoices, as they are due, are also posted in dollars.

In order for business processes to flow and payments to release smoothly, Goods Confirmations for reverse orders must be created against the <u>dollar amount of the</u> <u>order</u> rather than individual order units. If the PO, Goods Confirmation, and Invoice postings do not create a 3-way match, check payment will not release.

TIP: A reverse order can be identified if the PO quantity is in dollars and/or the unit of measure is LOT.

Role: Goods Confirmer

Frequency: As needed

Message	Definition
Scenario I – Creating a Goods Confirmation for confirming a <u>complete</u> order in reverse format	Name: Reference Document: : * 02/28/2012 v
To confirm on the full amount of a reverse order, enter the full Confirm Quantity that matches the Outstanding Quantity.	Item ✓ Copy Paste Duplicate Delete Copy All Outstanding Quantities r Description Outstanding Quantity Confirm Quantity Unit XPS 8300 computer 1,557 LOT

Quick Reference Card – SRM **Creating Goods Confirmations Against Reverse Orders**

Scenario II – Creating a Goods Confirmation for confirming a <u>partial</u> order in reverse format	Name: :: * N	02/28/2012		Reference Document:		
To confirm on a partial amount of a reverse order, enter only the Confirm Quantity that matches the Outstanding Quantity, i.e. the dollar amount of the partial invoice.	Item ⊿	Copy Paste Duplicate Description XPS 8300 computer	Delete Copy All Ou Outstanding Quantity 1,557	tstanding Quantities Confirm Quantity 1491.62	Unit LOT	4

Quick Reference Card – SRM Creating Goods Confirmations Against Reverse Orders

How do I know the amount to receive on a partial quantity?

If a partial confirmation is required for a reverse order, it must match the associated invoice. To find the invoice amount, click Display Purchase Order within Site Navigation.

Click Purchase Order from the top menu bar and enter the PO number.

The Purchase Order History tab in the bottom Details section will show all related invoices and the amount of each.





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Quick Reference Card – SRM Editing Goods Confirmations Against Reverse Orders

Message

Definition

my**l-J** Sandbox System ailed Navination Active Queries Purchase Orders Confirmations pending (2) Confirmations All (5) Saved (0) Deleted (0) Display Purchase O Services ▼ Hide Quick C Create Docume Numi se Order Numbe Central Functions Notify Recipient Status -Timeframe 1 то Creation Date: 10 s Related Links Shopping Cart Re tem Description Product Category D Droduc đ 0 s Recipien Location Ŧ nt Category ionment Vali Compan -1 1 Apply Clear Create Cont very Delete/Cancel Evaluate Notify Recipient Print Preview Refresh Export View: [Standard View ation Display Edit Vendor Status Item Nu duct ID Vendor Status Dell Marke Posted in the Backend XPS 8300 com Dell Marke Posted in the Backen XPS 8300 com XPS 8300 compute XPS 8300 compute Dell Marke Posted in the Backend Dell Marke Posted in the Backene 5600001765 Dell Marke Posted in the Backene XPS 8300 compute



Scenario I – Need to reduce amount confirmed using SRM (completing a Return Delivery)

- 1. In the *Confirmations* tab
- 2. Click *All* next to Confirmations
- 3. Type PO #
- 4. Click Apply
- 5. Select line of Confirmation #
- 6. Click Return Delivery
- 7. In the Overview tab,
- Change return amount quantity to amount needing to be reduced by (ex. Entering 57 would return 57, leaving 1500 confirmed)
- 9. In Notes and Attachments tab,
- 10. Click Add
- 11. Select *Reason for Return Delivery*
- 12. In *Fixed Note*, select most applicable reason
- 13. Click icon next to Item Number box
- 14. Select line number referenced
- 15. Click Save
- 16. Check for errors (carefully consider any notes provided when clicked)
- 17. Confirm Return (make sure it says Return delivery confirmed)

Quick Reference Card – SRM Editing Goods Confirmations Against Reverse Orders

Scenario II – Need to reduce amount confirmed using SAP (completing a Return Delivery)

- 1. In SAP, use the Tcode MIGO
- 2. Select Return Delivery
- 3. Select Material Document
- 4. Enter Confirmation number
- 5. Click the *Execute* icon.
 - A. Make sure all fields are blank before clicking execute.
- Change Document Date and Posting Date to Todays date.
- 7. Enter invoice # in Delivery Note, Bill of Lading, and Header Text.
- 8. In the *Quantity* tab,
- 9. Change *Qty in Unit* of *Entry* to amount needing to be reduced by (ex. Entering 57 would return 57, leaving 1500 confirmed)
- 10. Check *Item OK* and press the Enter key
- 11. In the Where tab,
- 12. Select icon next to Reason for Movement
- 13. Double click most applicable reason
- 14. *Check* Return Delivery for errors
- 15. Click Save when done (make sure it says the Material document posted)

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