

Deleting Purchase Orders

This procedure will demonstrate the proper way to delete Purchase Orders. Purchase Orders or line items should be deleted if:

- Purchase Order or line item is no longer required
- Line item was entered incorrectly and needs to be deleted and re-entered as a new line item.

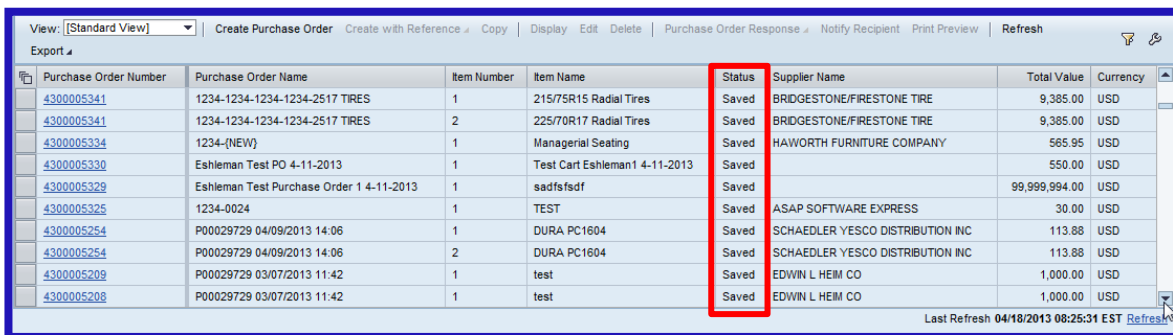
This EUP will review the two ways of deleting Purchase Orders in SRM

- Delete the entire Purchase Order before the Purchase Order has been Ordered and is in a Saved status. Delete all or some of the line items on the Purchase Order after the Purchase Order was Ordered

Deleting a Purchase Order in a Saved status, that was never “Ordered”

- This section will discuss how to delete the entire Purchase Order before the Purchase Order has been ordered
 - The Purchase Order was created in SRM and “Saved” (i.e., never “Ordered”)
 - Verify the Purchase Order is in a Saved status (never ordered) and has never been replicated to SAP. Purchase Order replication to SAP did not occur, and deletion at the Header level can be executed in SRM

Note: Purchase Orders are replicated (copied) to SAP so the suppliers can be paid. The Commonwealth’s financial system resides in SAP.



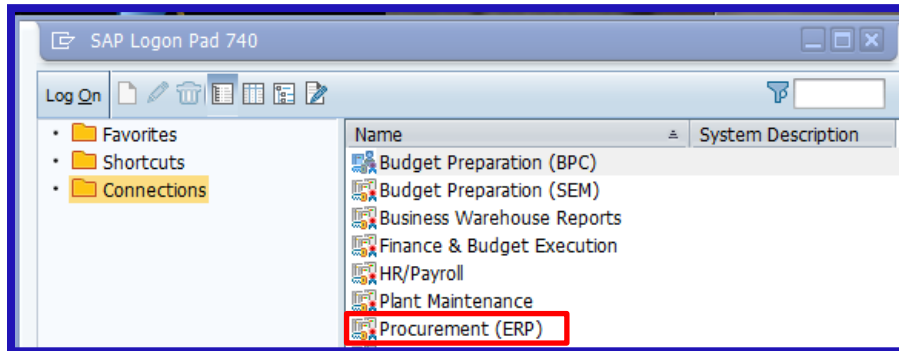
Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency
4300005341	1234-1234-1234-2517 TIRES	1	215/75R15 Radial Tires	Saved	BRIDGESTONE/FIRESTONE TIRE	9,385.00	USD
4300005341	1234-1234-1234-1234-2517 TIRES	2	225/70R17 Radial Tires	Saved	BRIDGESTONE/FIRESTONE TIRE	9,385.00	USD
4300005334	1234-(NEW)	1	Managerial Seating	Saved	HAWORTH FURNITURE COMPANY	565.95	USD
4300005330	Eshleman Test PO 4-11-2013	1	Test Cart Eshleman1 4-11-2013	Saved		550.00	USD
4300005329	Eshleman Test Purchase Order 1 4-11-2013	1	sadfsdf	Saved		99,999,994.00	USD
4300005325	1234-0024	1	TEST	Saved	ASAP SOFTWARE EXPRESS	30.00	USD
4300005254	P00029729 04/09/2013 14:06	1	DURA PC1604	Saved	SCHAEGLER YESCO DISTRIBUTION INC	113.88	USD
4300005254	P00029729 04/09/2013 14:06	2	DURA PC1604	Saved	SCHAEGLER YESCO DISTRIBUTION INC	113.88	USD
4300005209	P00029729 03/07/2013 11:42	1	test	Saved	EDWIN L HEIM CO	1,000.00	USD
4300005208	P00029729 03/07/2013 11:42	1	test	Saved	EDWIN L HEIM CO	1,000.00	USD

Last Refresh 04/18/2013 08:25:31 EST Refresh

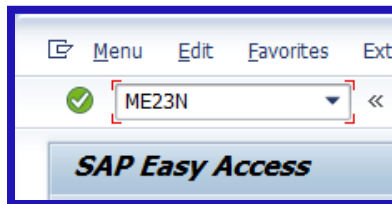
1. Verify that the Purchase Order does not exist in SAP
 - a. Select the SAP Logon Pad



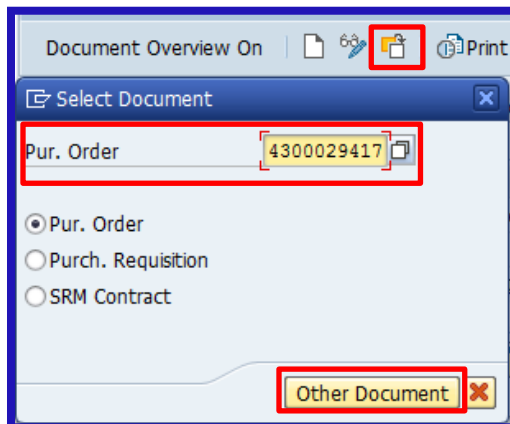
- b. Select Procurement from the Connections folder



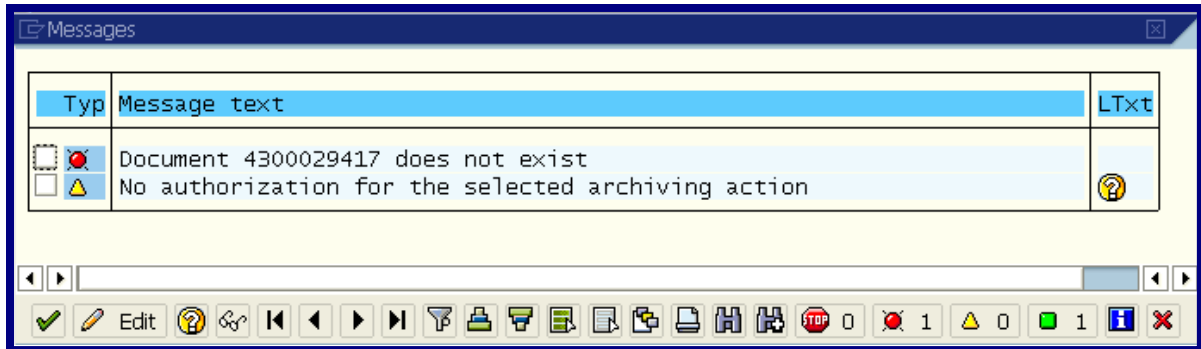
- c. SAP will open to the Easy Access screen. Enter ME23N into the Transaction Field



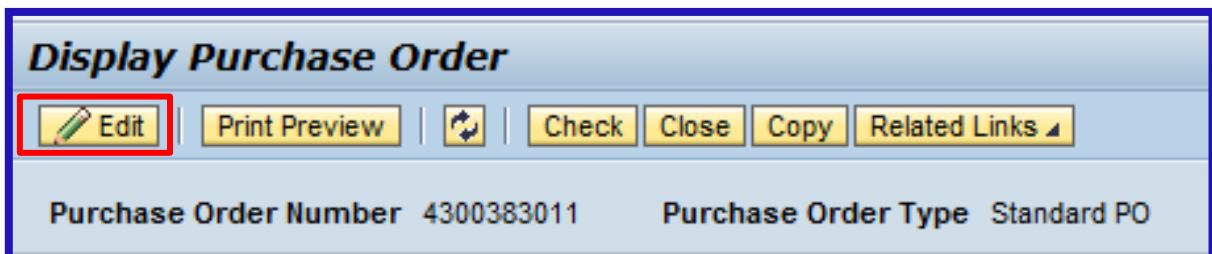
- d. Select the Other Document icon and enter the Purchase Order number in the Purchase Order field
 - e. Select the Other Document button



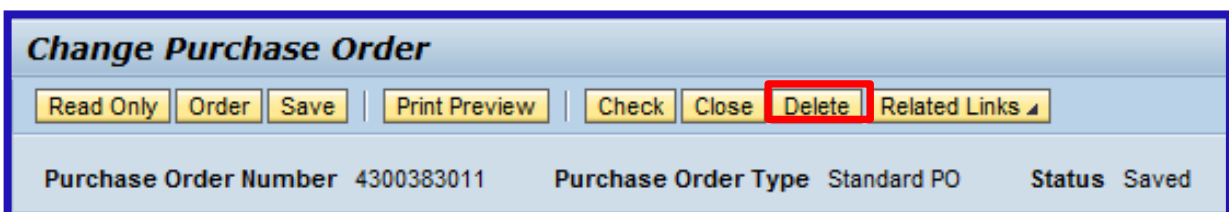
2. If a message displays stating that the document does not exist, proceed with deleting at the Header Level.
 - a. If the Purchase Order displays, you will have to delete at the line item level.
(instructions in the Delete SRM Purchase Order after it was “Ordered” section)



3. Go back to SRM and select the Edit button to activate the Edit mode. Once in Edit mode, the Delete button will be available at the Header level



4. Select the Delete button at the Header level of the SRM Purchase Order.
5. The Purchase Order is now deleted from the system and cannot be viewed.



Delete SRM Purchase Order after it was “Ordered”



- This section will discuss how to delete all or some of the line items on the Purchase Order after the Purchase Order was ordered
 - Verify the Purchase Order is in an Ordered status and has been replicated to SAP when the Order button was selected
 - Deletion of the Purchase Order will occur at the Line Item level

View: [Standard View]	Create Purchase Order	Create with Reference	Copy	Display	Edit	Delete	Purchase Order Response	Notify Recipient	Print Preview	Refresh
Export										
Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency			
4300005340	Local Purchase Order1 P00446880 04/15/20	1	Nitro Auto Darkening Welding Helmet	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD			
4300005340	Local Purchase Order1 P00446880 04/15/20	2	MicroMax NS CoolSuit Polypro Back Sz L	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD			
4300005340	Local Purchase Order1 P00446880 04/15/20	3	MicroMax NS CoolSuit Polypro Back Sz XL	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD			
4300005340	Local Purchase Order1 P00446880 04/15/20	4	AirWave N95 Disposable Resperator sz M/L	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD			
4300005340	Local Purchase Order1 P00446880 04/15/20	5	DP4 Headgear Clear Visor Shade 5 Flip	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD			
4300005340	Local Purchase Order1 P00446880 04/15/20	6	SafeBack Premium szXL back support	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD			
4300005340	Local Purchase Order1 P00446880 04/15/20	7	Hycar apron black 34 in. x 48 in.	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD			
4300005340	Local Purchase Order1 P00446880 04/15/20	8	fire extinguisher 20 lbs 10-A 80-B 80-C	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD			

Last Refresh 04/17/2013 11:26:20 EST [Refresh](#)

1. Locate and open the Purchase Order.
2. Select the Edit button

Display Purchase Order

 Edit
 Print Preview
 
 Check
 Close
 Copy
 Related Links

Purchase Order Number 4300383011
 Purchase Order Type Standard PO

3. On the Items tab, select the line item(s) that are to be deleted and select the Delete button
 - a. Once deleted, a red “X” will display in the Deleted column

Item Overview														
	Details	Add Item	Copy	Paste	Duplicate	Delete	Undelete	Propose Sources of Supply	Add Condition	Remove Condition	Exercise Option	Process All Items		
Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type
1		Material	1		Nitro Auto Darkening Welding Helmet	46180000	25.000	EA	206.89	USD	1	206.89		
2		Material	2		MicroMax NS CoolSuit Polypro Back Sz L	46180000	5.000	CS	85.08	USD	1	85.08		
3		Material	3		MicroMax NS CoolSuit Polypro Back Sz XL	46180000	5.000	CS	89.54	USD	1	89.54		
4		Material	4		AirWave N95 Disposable Resperator sz M/L	46180000	20.000	BOX	14.90	USD	1	14.90		
5		Material	5		DP4 Headgear Clear Visor Shade 5 Flip	46180000	20.000	EA	55.82	USD	1	55.82		
6		Material	6		SafeBack Premium szXL back support	46180000	20.000	EA	20.81	USD	1	20.81		
7		Material	7		Hycar apron black 34 in. x 48 in.	46180000	21.000	EA	22.58	USD	1	22.58		
8		Material	8		fire extinguisher 20 lbs 10-A 80-B 80-C	46180000	20.000	EA	116.58	USD	1	116.58		
		Material					0.000		0.00	USD	0	0.00		
		Material					0.000		0.00	USD	0	0.00		

4. Select the ORDER button to replicate the changes to SAP

Change Purchase Order

Read Only **Order** Save | Print Preview | Check Close Delete Related Links ▾

Purchase Order Number 4300383011 Purchase Order Type Standard PO Status Saved

5. The line items deleted in SRM are replicated to SAP and identified with Trash Can icons

ZNB SRM Copy-Standard P... Vendor 213677 DS WATERS OF AMERICA INC Doc. date 07/18/2007

Item	Material	Short text	PO quantity	OU	C	Deliv. date	Net price	Curre...	Per	OP...	Matl group	P
1	144029	WATER, SPRING, 5GAL, PLSTC	200.000	EA	D	07/26/2007	2.35	USD	1	EA	WATER	P
2	144031	COOLER, HOT&COLD WATER,	12.000	MON	D	07/26/2007	2.00	USD	1	MON	DRINK COOLER	P

6. To verify that the committed funds are unencumbered, go to the Environment Menu, Document Item, AC Commitments to view the financial document.

08/03/2007 16:49:34 Commitments: Line Items by Document Number 1

RefDocNo	Item	FM pstg d.	Value Type Text	Amt type	Pymt bdgt	Fund	Cost ctr	Cmnt item	Funds ctr
4300025587	1	07/18/2007	Purchase orders	Original	470.00	1036107000	3410102000	6361100	3410102000
4300025587	1	07/19/2007	Purchase orders	Change	470.00	1036107000	3410102000	6361100	3410102000
*	1					1036107000	3410102000		
**	1					1036107000			
***	1								
4300025587	2	07/18/2007	Purchase orders	Original	24.00	1036107000	3410102000	6351500	3410102000
4300025587	2	07/19/2007	Purchase orders	Change	24.00	1036107000	3410102000	6351500	3410102000
*	2					1036107000	3410102000		
**	2					1036107000			

7. The line items are now deleted but will still reside on the Purchase Order in the system. However, they will not be active, and the funds are liquidated from the deleted line items.
8. Be sure to provide the supplier with a copy of the "Change Version".