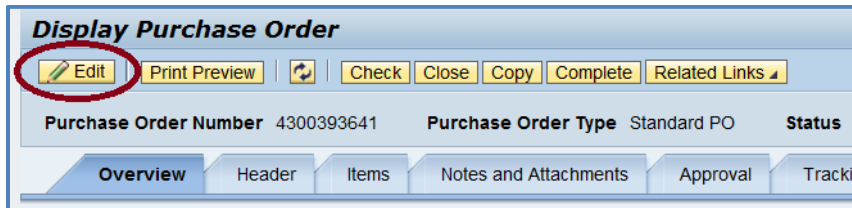


Purchase Order “Price-Drop” Workaround

Use this procedure when line item pricing “drops” (e.g. disappears) while you are making edits to a Purchase Order, from all line items except the one selected at the time.

Note: This price-drop issue has been known to occur during all types of edits being made to a Purchase Order. It seems to happen “at random”, regardless of whether or not the Purchase Order has a contract-reference.

1. Open the Purchase Order and select the **EDIT** button.



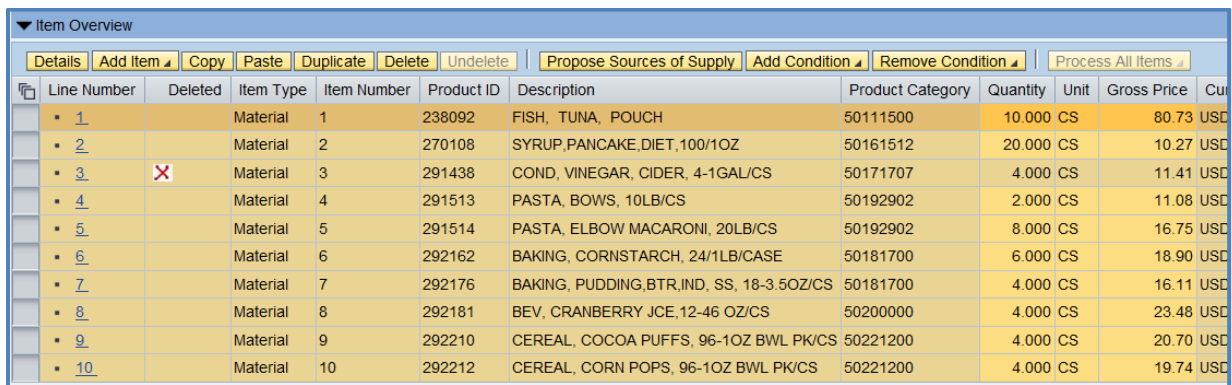
Display Purchase Order

Edit **Print Preview** **Check** **Close** **Copy** **Complete** **Related Links**

Purchase Order Number 4300393641 **Purchase Order Type** Standard PO **Status**

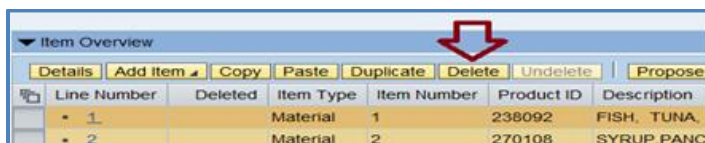
Overview **Header** **Items** **Notes and Attachments** **Approval** **Tracking**

2. Select all lines of the Purchase Order, including any that were deleted.



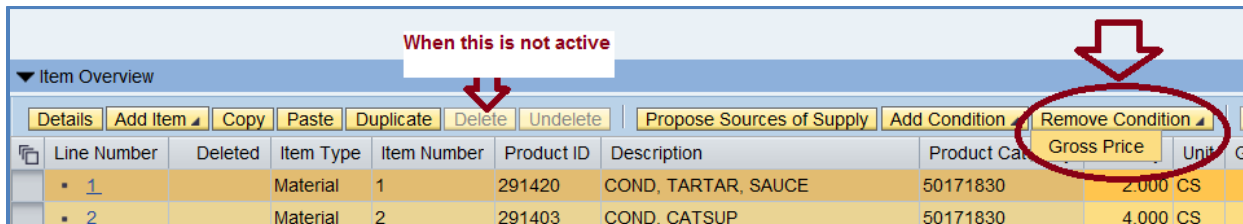
Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Cur
1		Material	1	238092	FISH, TUNA, POUCH	50111500	10.000	CS	80.73	USD
2		Material	2	270108	SYRUP, PANCAKE, DIET, 100/1OZ	50161512	20.000	CS	10.27	USD
3	X	Material	3	291438	COND, VINEGAR, CIDER, 4-1GAL/CS	50171707	4.000	CS	11.41	USD
4		Material	4	291513	PASTA, BOWS, 10LB/CS	50192902	2.000	CS	11.08	USD
5		Material	5	291514	PASTA, ELBOW MACARONI, 20LB/CS	50192902	8.000	CS	16.75	USD
6		Material	6	292162	BAKING, CORNSTARCH, 24/1LB/CASE	50181700	6.000	CS	18.90	USD
7		Material	7	292176	BAKING, PUDDING, BTR, IND, SS, 18-3.5OZ/CS	50181700	4.000	CS	16.11	USD
8		Material	8	292181	BEV, CRANBERRY JCE, 12-46 OZ/CS	50200000	4.000	CS	23.48	USD
9		Material	9	292210	CEREAL, COCOA PUFFS, 96-1OZ BWL PK/CS	50221200	4.000	CS	20.70	USD
10		Material	10	292212	CEREAL, CORN POPS, 96-1OZ BWL PK/CS	50221200	4.000	CS	19.74	USD

3. Select the line item **DELETE** button.



Line Number	Deleted	Item Type	Item Number	Product ID	Description
1		Material	1	238092	FISH, TUNA, POUCH
2		Material	2	270108	SYRUP, PANCAKE, DIET, 100/1OZ

IMPORTANT NOTE: If the **DELETE** button “grayed-out”, select the **REMOVE CONDITION > Gross Price** button.



Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Gross Price	Unit	Cur
1		Material	1	291420	COND, TARTAR, SAUCE	50171830	2.000	CS	USD
2		Material	2	291403	COND, CATSUP	50171830	4.000	CS	USD

All line item prices should be retained, and no “hardstop” errors detected, as shown in the example below. If necessary, however, you may repeat the above steps until the desired results are achieved.

Change Purchase Order

Order Save Print Preview Check Close Cancel Related Links

No account assignment exists; enter an account assignment
No account assignment exists; enter an account assignment
Line 2: Delivery date not possible; check your entry
Line 4: Delivery date not possible; check your entry
Line 5: Delivery date not possible; check your entry

No Hardstop errors are detected or displayed

Purchase Order Number 4300393641 (Change Version) Purchase Order Type Standard PO Status In Process Document Date 11/27/2013 Total Value (Gross) 6,027.24 USD

Overview Header Items Notes and Attachments Approval Tracking

Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition Remove Condition Process All Items

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price
1		Material	1	238092	FISH, TUNA, POUCH	50111500	10.000	CS	80.73	USD	1	80.73
2		Material	2	270108	SYRUP,PANCAKE,DIET,100/10Z	50161512	20.000	CS	10.27	USD	1	10.27
3	X	Material	3	291438	COND, VINEGAR, CIDER, 4-1GAL/CS	50171707	4.000	CS	11.41	USD	1	11.41
4		Material	4	291513	PASTA, BOWS, 10LB/CS	50192902	2.000	CS	11.08	USD	1	11.08
5		Material	5	291514	PASTA, ELBOW MACARONI, 20LB/CS	50192902	8.000	CS	16.75	USD	1	16.75
6		Material	6	292162	BAKING, CORNSTARCH, 24/1LB/CASE	50181700	6.000	CS	18.90	USD	1	18.90

END OF PROCEDURE