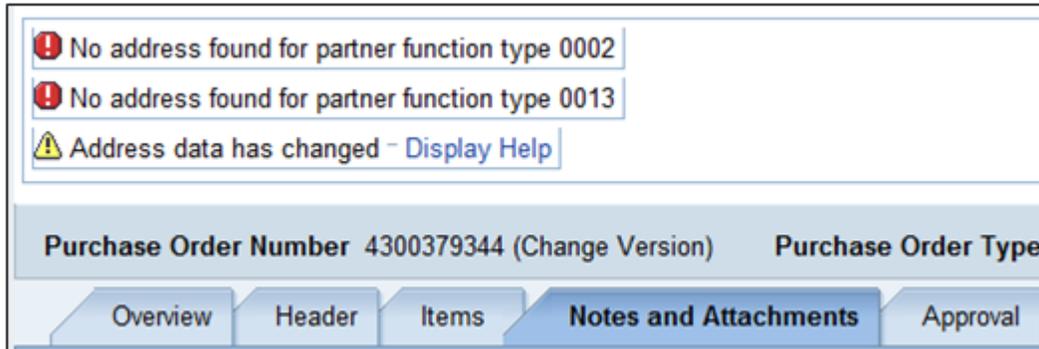
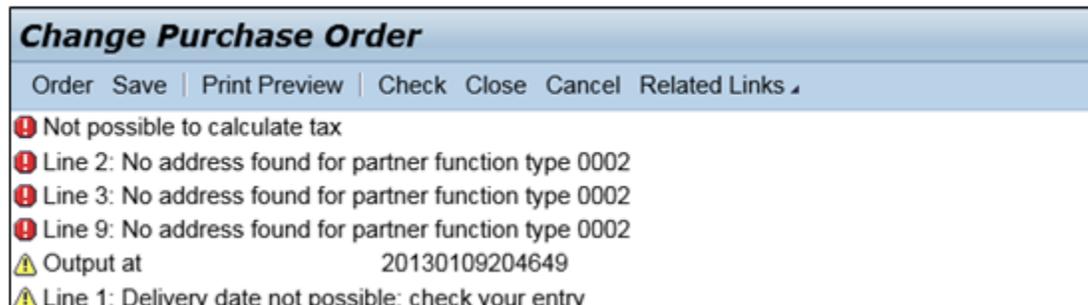


Updating Purchase Order and Shopping Cart Business Partner

If the business partner associated with a Purchase Order, Shopping Cart or even a Contract has retired or has been separated from the organization; end users may receive a “No Address Found for partner function type 00XX” hard stop.



The “Not possible to calculate tax” error message shown below displays because the price drops from the lines of the PO during the changes. Once the BP is updated, re-enter the price and select the CHECK button verify if all errors have been resolved.

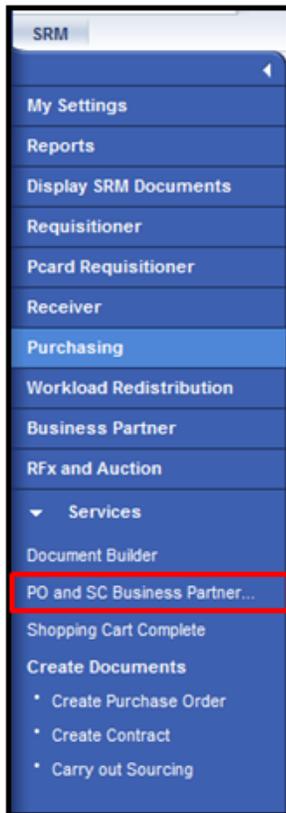


The following steps will provide instructions for executing a transaction that provides purchasing agents with the ability to change the retired business partner to another active partner within the organization. The updates should be made to the **Purchase Order** and, where applicable, to the associated **Shopping Cart**. The Business Partner Update transaction has been added to the Purchasing role.

Important Note: If the Purchase Order is in a “Held” status, it must be returned to an “Ordered” status before updating the business partner. If the business partner is updated in a “Held” document, the business partner will not update properly.

1. Select Purchasing from the left navigation pane
2. Under Services, Select PO and SC Business Partner Update

Note: The update program requires a document number and the new business partner.



3. Enter the Document Number – a Purchase Order or Shopping Cart number
4. Enter the Object Type (this is the document type such as Purchase Order, Shopping Cart, Solicitation, or Contract)

Change Business Partner in SRM Documents

Menu ◿ [] ◀ Back Save as Variant... Cancel Exit System ◿ Execute

Document Number * [] to [] ⇨

Object Type * []

New Business Partner * []

Test Run

- a. Select the match code in the Object Type to select the specific document type
- b. Select the document type by double clicking on it

Business Trans. Cat. (1)

Restrictions

Trans. Cat.	Trans. Type Descr.
BUS2000113	Contract
BUS2121	Shopping Cart
BUS2200	RFX
BUS2201	Purchase Order
BUS2202	Supplier Quote
BUS2203	Confirmation
BUS2205	Incoming Invoice
BUS2206	Supplier List
BUS2208	Auction
BUS2209	Purch. Order Response
BUS2210	Invoice Default
BUS2230	SUS Purchase Order
BUS2231	Shipping Notif.
BUS2232	SUS PO Confirmation
BUS2233	SUS Confirmation
BUS2234	SUS Invoice

5. Enter the New Business Partner Number (different from the employee number) – if unknown, this can be found by using the search functionality
 - a. Select the match code
 - b. Enter applicable criteria such as first and last name
 - c. Select the FIND button

The screenshot shows a search form titled "Business Partner Number (1)". It has four tabs: "Partners by address", "Partners, General", "Partners by BP Role", and "Partners by bank details". The "Partners by address" tab is selected. The form contains several input fields: City, Postal Code, Street, House Number, Country Key, Name 1/last name, Name 2/First name, Search term 1, Search term 2, Business Partner, Valid On (with a date of 11/22/2013), and Maximum No. of Hits (set to 500). The "Name 1/last name" and "Name 2/First name" fields are highlighted with a red box. At the bottom right, there is a "FIND" button, also highlighted with a red box.

6. When the results display, double Click on the individuals name

The screenshot shows the search results for the "Business Partner Number (1)" search. The results are displayed in a table with the following columns: Country, Name 1/last name, Name 2/First name, Search term 1, Search term 2, and Partner. The first row is highlighted in yellow.

Country ...	Name 1/last name	Name 2/First name	Search ter...	Search ter...	Partner
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319

7. The results will display in the fields, select the TEST RUN checkbox
8. Select the EXECUTE button

Change Business Partner in SRM Documents

Menu ▾ [] ◀ Back Save as Variant... Cancel Exit System ▾ **Execute**

Document Number 4300383507 to [] ↗

Object Type BUS2201

New Business Partner 715643

Test Run

9. A message should display that the document can be updated with the new business partner
 - a. If this message is received, select the back button

Change Business Partner in SRM Documents

Menu ▾ [] ◀ **Back** Cancel Exit System ▾

Change Business Partner in SRM Documents

Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document

10. Deselect the TEST RUN checkbox
11. Select the EXECUTE button

Change Business Partner in SRM Documents

Menu ▾ [] ◀ Back Save as Variant... Cancel Exit System ▾ **Execute**

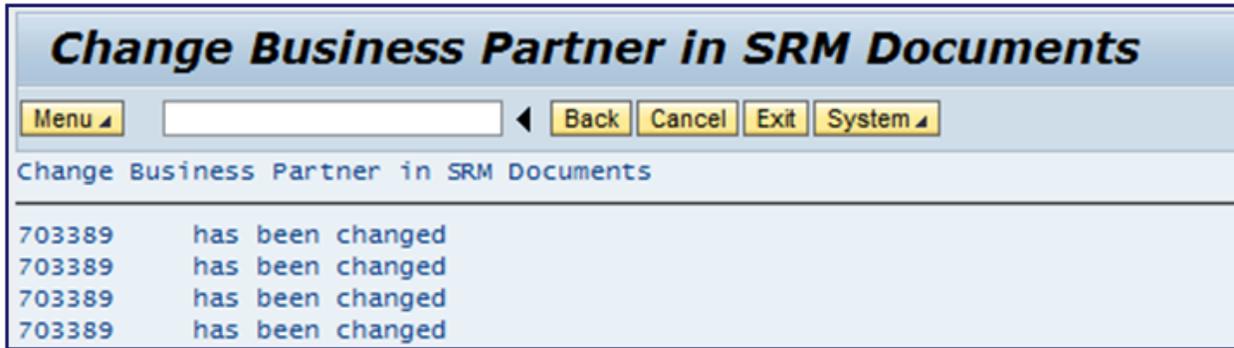
Document Number 4399373596 to [] ↗

Object Type BUS2201

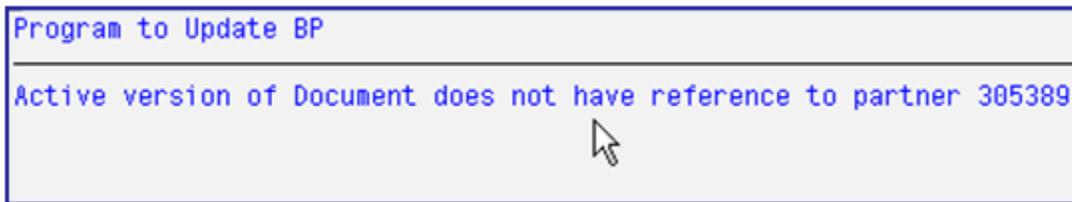
New Business Partner 715643

Test Run

12. A message should display indicating that the business partner has been successfully updated



13. If the document is unable to be updated, the message may look something like this:



14. Select the BACK button and enter the correct business partner number
15. IF the document is awaiting approval, make a small text change and "order" to retrigger the zero-step workflow
16. If that fails, please submit a remedy ticket