

SAP Tips and Tricks

What to Do if the Payable Services Center Contacts You to Tell You They are Deleting a Vendor and You Have a PO With That Vendor...

If a supplier requires a change to the Employer Identification Number (EIN), a new vendor record is required and the existing vendor record is blocked from use. The Commonwealth of PA requires this process to ensure accurate 1099 reporting.

Existing purchase orders must be analyzed to determine if the order needs to be closed out and if a new document needs to be created for the remaining balance. If a new document needs to be created, Purchasers should maintain a note in the header text stating the reason for the change. A note should also be maintained in the header text of the deleted document so there is an audit trail.

If a PO is fully delivered and invoiced then no action is necessary. If the order is partially received and invoiced, a new Purchase Order for the open balance needs to be created.

There are several reports available in the business warehouse that will assist in locating open purchase orders and contracts.

Requirements:

1. Current access to Business Warehouse
2. Procurement Reporting Role

Reports:

- Purchase Orders>PO Overview
 - o Execute by Vendor and add key figures for GR and IR Quantities to determine if there is an open balance
- Contract Purchase Compare with Detail
 - o Execute by Vendor and add contract details as needed