

## How to Resolve the Error Message “Ordered In Full”

Use this procedure to resolve the error message “Ordered in Full”. The resolution described below involves editing the quantity on an Inventory Purchase Order which was created from a Purchase Requisition.

**Important: Allow the SRM Purchase Order to remain intact – do NOT delete it.**

1. Log into SRM.
2. Display the Purchase Order.
  - a. Navigate to the *Tracking* tab.
  - b. Locate the Purchase Requisition document number.

**Display Purchase Order**

Edit Print Preview Check Close Copy Complete Related Links

Purchase Order Number 4300400678 Purchase Order Type Standard PO Status Ordered Document Date 01/23/2014  
Supplier FEESERS INC

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

▼ History  
View: United States Dollar

Document	Name	Document Number	Back-End Document Number	Status
External Requirement	SRMRFC 01/15/2014 13:44	<a href="#">1000006677</a>	10797732	Appro
Central Contract		<a href="#">4400012538</a>		Relea
Purchase Order	2108, Dietary Department Items	<a href="#">4300400678</a>	4300400678	Order
Confirmation			2014/5004787023	

3. Log into SAP.
4. Use Transaction Code ME52N to open the Purchase Requisition document in *Change* mode.
5. Increase the quantity for the applicable line item.

Purchase Requisition Edit Environment System Help

**Change Purchase Req. 10797732**

Document Overview On Personal Setting

Purchase requisition 10797732 Source Determination

Header

Sta	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group
	10	K		292980	Baking, Flour	6.000	CS	D	01/29/2014	BAKING MIXE...
	20	K		292178	Baking, Sugar, Granulated	5.000	CS	D	01/29/2014	BAKING MIXE...
	30	K		292179	Baking, Sugar, Light Brown	3.000	CS	D	01/29/2014	BAKING MIXE...
	40	K		291532	Spice, Chili Powder	2.000	CS	D	03/25/2014	SPICES/EXTR...
	50	K		291535	Spice, Garlic Powder	4.000	CS	D	02/11/2014	SPICES/EXTR...
	60	K		291541	Spice, Paprika	1.000	CS	D	01/29/2014	HERBS & SPIC...
	70	K		291542	Spice, Parsley Flakes	2.000	CS	D	01/29/2014	HERBS & SPIC...
	80	K		291533	Spice, Cinnamon, Ground	2.000	CS	D	01/29/2014	SPICES/EXTR...
	90	K		291543	Spice, Black, Pepper	4.000	CS	D	01/29/2014	SPICES/EXTR...
	100	K		292228	Bar-B-Que- Sauce	16.000	CS	D	01/29/2014	DIPPING SAU...
	110	K		292370	Gravy, Mix, Chicken	45.000	CS	D	01/29/2014	GRAVY MIX
	120	K		292369	Gravy, Mix, Beef	24.000	CS	D	02/11/2014	GRAVY MIX

6. In the Item Detail area, select to the *Quantities/Dates* tab.
  - a. Ensure that the **Closed** checkbox is **NOT** selected.
  - b. Repeat this process for all line items in the Purchase Requisition.

Item [ 10 ] 292980 , Baking, Flour

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person

Quantity 6.000 CS Delivery Date D 01/29/2014

Quantity Ordered 6.000 CS Request date 01/15/2014

Open quantity 0.000 CS Release Date 01/22/2014

☐ Closed ☐ Fixed ID

Pl. Deliv. Time GR Proc. Time

7. Select the **SAVE** button.

Purchase Requisition Edit Environment System Help

Change Purchase Req. 10797732

8. Exit SAP.
9. Back in SRM, locate the **ShoppingCart** document number on the Purchase Order *Tracking* tab.

Display Purchase Order

Edit Print Preview Check Close Copy Complete Related Links

Purchase Order Number 4300400678 Purchase Order Type Standard PO Status Ordered Document Date

Supplier FEESERS INC

Overview Header Items Notes and Attachments Approval Tracking

History

View: United States Dollar

Document	Name	Document Number	Back-End Document Number
External Requirement	SRMRFC 01/15/2014 13:44	1000006677	10797732
Central Contract		4400012538	
Purchase Order	2108 Dietary Department Items	4300400678	4300400678

10. Perform the steps to *Undo Complete Shopping Cart* for the referenced Shopping Cart number. (See the End User Procedure Completing Shopping Cart rev 9-15-2014 for instructions.)
11. Wait about 10 minutes for the system to replicate the document.

## Edit the SRM Purchase Order

12. Select the **EDIT** button.

**Display Purchase Order**

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

Purchase Order Number 4300400678    Purchase Order Type Standard PO    Status Ordered    Document Date 01/23/2014  
Total Value (Gross) 6,203.29 USD    Smart Number    Supplier [FEESERS INC](#)

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

**General Header Data**

Smart Number: 2108, Dietary Department Items  
☐ Smart Number is External

Purchase Order Number: 4300400678  
PO Name:

Note to Supplier: Contract #4400012538  
The Purchase Order # must be included on all invoices, packages, delivery correspondence.

Internal Note: 3/26/14 - Item #13 (Chicken) Deleted. The Dietary Department is not responsible for this change.

13. Make the applicable change(s).

14. Select the **ORDER** button.

**Change Purchase Order**

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

Purchase Order Number 4300400678    Purchase Order Type Standard PO    Status Ordered    Document Date 01/23/2014  
Total Value (Gross) 6,203.29 USD    Smart Number    Supplier [FEESERS INC](#)

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

**General Header Data**

Smart Number: 2108, Dietary Department Items  
☐ Smart Number is External

Purchase Order Number: 4300400678  
PO Name:

Note to Supplier: Contract #44

**NOTE:** If you had previously made changes the Purchase Order and it resulted in **Error in Process** status:

1. Select the **EDIT** button.

**Display Purchase Order**

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

Purchase Order Number 4300400678    Purchase Order Type Standard PO    Status Error in Process    Supplier [FEESERS INC](#)

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

**General Header Data**

Smart Number: 2108, Dietary Department Items  
☐ Smart Number is External

Purchase Order Number: 4300400678  
PO Name:

Note to Supplier:

2. Make another minor change (place a period within Header text, etc.)

3. Select the **ORDER** button.

**Change Purchase Order**

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

Purchase Order Number 4300400678 Purchase Order Type Standard PO Status Error in Process  
Total Value (Gross) 6,203.29 USD Smart Number Supplier FEESERS INC

Overview Header Items Notes and Attachments Approval Tracking

General Header Data Note to Supplier

Smart Number: 2108 Dietary Department Items

4. If you continue to receive the **Error in Process** status, select the **CHECK** button and attempt to resolve the error(s).
5. Submit a ServiceNow ticket and report the any issues/errors that cannot be resolved.

END OF PROCEDURE