

Updating Purchase Order and Shopping Cart Business Partner

This procedure will provide instructions for executing the PO and SC Business Partner transaction, that provides purchasing agents with the ability to change the business partner of a retired partner or separated partner to another active partner within the organization. The updates should be made to the **Purchase Order** (Solicitation or Contract) and, where applicable, to the associated **Shopping Cart**. The Business Partner Update transaction resides in the Purchasing role.

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

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

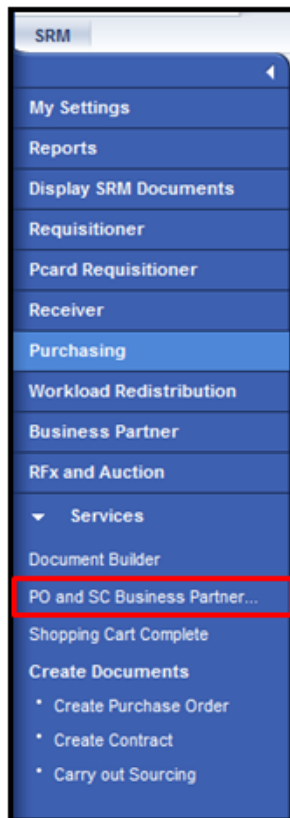
The screenshot shows a software interface with a header area containing three error messages: "No address found for partner function type 0002", "No address found for partner function type 0013", and "Address data has changed - Display Help". Below the header is a navigation bar with tabs for "Overview", "Header", "Items", "Notes and Attachments", and "Approval". The "Notes and Attachments" tab is currently selected.

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 that all errors have been resolved.

The screenshot shows a window titled "Change Purchase Order". At the top, there is a menu bar with options: "Order", "Save", "Print Preview", "Check", "Close", "Cancel", and "Related Links". Below the menu bar, there are several error messages: "Not possible to calculate tax", "Line 2: No address found for partner function type 0002", "Line 3: No address found for partner function type 0002", "Line 9: No address found for partner function type 0002", "Output at 20130109204649", and "Line 1: Delivery date not possible: check your entry".

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

 A screenshot of a software dialog box titled "Change Business Partner in SRM Documents". The dialog has a light blue header and a white body. At the top, there is a "Menu" dropdown and a search bar. Below these are several buttons: "Back", "Save as Variant...", "Cancel", "Exit", "System" (with a dropdown arrow), and "Execute". The main area contains three input fields: "Document Number", "Object Type", and "New Business Partner", each with a red asterisk icon to its right. A "to" label is positioned between the "Document Number" and "Object Type" fields. A yellow arrow icon is to the right of the "Object Type" field. At the bottom left, there is a checkbox labeled "Test Run" which is currently checked.

- a. Select the match code in the Object Type to display a list of document types
- b. Select the specific 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

Business Partner Number (1)

Partners by address Partners, General Partners by BP Role Partners by bank details

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

Maximum No. of Hits

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

Business Partner Number (1)

Partners by address | Partners, General | Partners by BP Role | Partners by bank details

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 appropriate fields.
8. Select the Test Run checkbox
9. Select the Execute button

Change Business Partner in SRM Documents

Menu | [Field] | Back | Save as Variant... | Cancel | Exit | System | **Execute**

Document Number: 4300383507 to [Field]

Object Type: BUS2201

New Business Partner: 715643

☒ **Test Run**

10. 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 | [Field] | **Back** | Cancel | Exit | System

Change Business Partner in SRM Documents

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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
  
```

11. Deselect the Test Run checkbox
12. 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

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

Change Business Partner in SRM Documents

Menu ▾
◀ Back Cancel Exit System ▾

Change Business Partner in SRM Documents

703389	has been changed
703389	has been changed
703389	has been changed
703389	has been changed

14. If the document is unable to be updated, the message may look something the message below

Program to Update BP

Active version of Document does not have reference to partner 305389

15. Select the Back button and enter the correct business partner number
16. If the document is awaiting approval, make a small text change and “Order” to retrigger the zero-step workflow
17. If that fails, please submit a Service Now ticket