LM Procure to Pay
Quick Reference Guide
For Suppliers

Display Purchase Order
Procedure

This quick reference guide demonstrates the procedure to display a purchase order. The LMP2P display contains excerpts from the purchase order information. The full display of the purchase order is viewed in the print preview.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Find</strong> link.</td>
</tr>
</tbody>
</table>
2. Select the type of document you are searching for in the Type field.
<table>
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<tr>
<td>3.</td>
<td>In the <strong>Timeframe</strong> field it is recommended to leave the default of <strong>All</strong>.</td>
</tr>
</tbody>
</table>

Here is a scenario explaining why the Timeframe should left at All:

- The original PO XYZ1234 was created/approved on 01/01/2009
- The buyer lets the supplier know the PO was amended on 8/28/2012
- The supplier goes into PO Delivery to search for the PO and clicks on Find, enters PO XYZ1234 in the Purchase Order No. field, and clicks the Find button
- No search results will be returned

**Why are there no results?**

- The Timeframe defaults to Last Month so PO Delivery is searching for any documents with a document date within the last 30 days
- Even though the amendment is aged less than 30 days, the document isn’t returned in the search results because the Document Date is from 2005
- By selecting All you will be able to find the PO you are searching for
### Step 4.

In the **Status** field it is recommended to leave the default of **All**.

Here is a scenario explaining why the Status should be left at **All**:
- The supplier enters PO XYZ1234 in the Purchase Order No. field and clicks the Find button.
- The PO is returned in the search results with a document date of 01/01/2009, and shows a status of **Accepted**.
- The supplier knows they haven’t accepted the latest amendment, so the supplier assumes the amendment isn’t in **PO Delivery**.

**Why does the document return as accepted?**
- Documents will only show up as New as long as the prior amendments or the original order have not been processed by the supplier.
- If the supplier has acknowledged prior amendments or the original order, the new document won’t be listed as New, instead the system assumes the status is the same as the prior amendments or the original order.
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<tr>
<td>5.</td>
<td>Enter the purchase order number in the <strong>Purchase Order No</strong> field</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>------</td>
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<tr>
<td>6.</td>
<td>Click the <strong>Find</strong> button.</td>
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</tbody>
</table>
7. Click on the **External Document Number** link to see purchase order details.

Note: The **External Document** number is not the same as the purchase order number.
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<td>8.</td>
<td>The <strong>General Information</strong> content section contains data typically found in the PO header data: Basic Data, Terms of Payment, and Terms of Delivery. Scroll down the purchase order</td>
</tr>
</tbody>
</table>
Step | Action
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9. | The **Item Overview** section contains summary data related to the line item section of the purchase order or schedule agreement along with PO quantity and Purchase Price information. Click on the hyperlinks under Short Text to view additional line item details.

The **Partner Information** section displays the Sold-to Party and the Ship-to Address along with the respective Lockheed Martin company codes (number), address data, phone/fax and email.

Continue to scroll down.
Step | Action
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10. | The **Communications and Collaboration** section displays information related to messaging: PO Version documentation, Supplier Comments (when present), and the SIP tag Legend.

The **Partner Information** section displays the Lockheed Martin company code and the Lockheed Martin ship to address.

Use the scroll bar to return to the top of the purchase order.
11. At the top of the Purchase Order Summary screen is the Print button. A full view of the purchase order including any custom data can be seen in a .pdf format by clicking this button.

Click the Print button.

Note: In order to see the date associated with the latest document amendment in the PO Overlay Stack you must click on the Print button otherwise you will only see the original PO date.
### Step 12

Scroll down or tab to each of the pages to see all of the purchase order information.

Print or save the document as desired.
Step | Action
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13. | Click the "Close" button to return.
14. | You have successfully completed procedure to display a purchase order.