LM Procure to Pay
Quick Reference Guide
For Suppliers

For Order Processors:
Where is My Schedule Agreement?
Introduction:
Schedule Agreements can normally be found under the PO Delivery tab. If you are still having problems, the two most common reasons why are:
1. You cannot see a PO Delivery tab within LMP2P
2. You can see a PO Delivery tab however you cannot find the Schedule Agreements you need

1. You cannot see a PO Delivery tab within LMP2P
If you cannot see a PO Delivery tab as shown in this screen shot, please follow these next steps:

Note: Application Admin and Order Processors also have access to the DCI eInvoicing tab.

<table>
<thead>
<tr>
<th>Role</th>
<th>PO Delivery</th>
<th>Bid Invitations</th>
<th>Supplier Report Card</th>
<th>Ship to LMC</th>
<th>SCAR</th>
<th>Current Approvals</th>
<th>Source Acceptance</th>
<th>Manage My Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Admin*</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Order Processor</td>
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<tr>
<td>Source Representative</td>
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<tr>
<td>Supplier Quality</td>
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<tr>
<td>Supplier Bidder</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Schedule Maintenance **</td>
<td>X</td>
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</tbody>
</table>

Note: Application Admin and Order Processors also have access to the DCI eInvoicing tab.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Contact your Application Administrator to manage your access.  
      | Note: The grid above shows which roles can access which of the eight tabs.  
      | To find your Application Administrator follow steps 2 through 5 |
| 2.   | Log into Exostar |
| 3.   | Click the **My Account** tab |
### LM Procure to Pay

**Where is My Schedule Agreement? Quick Reference**

- **Applications**
- **My Account**
- **Edit Profile**
- **View Organization Details**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click on <strong>View Organization Details</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Application Administrators</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td>Jack</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>5.</td>
<td>Scroll to the bottom of the page and you will find your Application Administrator</td>
</tr>
</tbody>
</table>
2. You can see a PO Delivery tab, however you cannot find the schedule agreements you are looking for:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Contact the application admin for the Corp. ID on the schedule agreements you need.  
**Note:**  
Most likely your login ID is not setup to see purchase orders for the Corporate ID on the schedule agreements you are expecting to find.  
In this case you need to contact the application admin for the Corp. ID on the schedule agreements you need. The application admin will set you up with a login ID in order to access the schedule agreements for that Corp. ID.  
To determine what Corp. ID you need access to you will need to know a Schedule Agreement number of the schedule agreements you are trying to find. |
| 2.   | Once you have the schedule agreement number, contact the LMP2P Help Desk at 863-647-0558.  
**Note:** From the schedule agreement number the LMP2P Help Desk can help determine who the application admin is you need to contact for access. |