Procedure

This quick reference guide displays the procedure to accept a purchase order.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>New</strong> link to see the new purchase orders in your queue.</td>
</tr>
</tbody>
</table>
2. The resulting page displays the document number, purchase order number, date, status, etc. for the new purchase orders.

Purchase orders not processed in three work days generate a reminder e-mail sent to the buyer and supplier point-of-contact.

3. Although the External Document Number is the "hot-linked" field, the order is recognized by the purchase order number.
Step | Action
--- | ---
4. | This screen displays purchase order information by Content Sections. Shown here are the **Content Area** (Basic Data, Terms of Payment, and Terms of Delivery) and the **Item Overview** (line items of purchase Order).

Further sections can be viewed by scrolling down. Click the scrollbar to continue.
5. Scrolling further down displays additional Content Sections including **General Information** (Item Data, Follow on Items, Delivery Times, and Price Information).

The **Partner Information** section reflects the business unit that LM is doing business with. The **Partner Information** contains details from the purchase order or schedule agreement pertaining to the partner. **Sold-to Party** includes the LM company code and address from the purchase order or schedule agreement. **Ship-To Address** is the delivery address from the purchase order or schedule agreement.
Step 6.

By scrolling to the bottom or the purchase order you find the **Communications and Collaborations** section that displays header and message texts along with SIP keys and Descriptions.

**Note** - If the displayed purchase order or schedule agreement is acknowledged in Exostar (SCP) or LM eDocs, the historical information is available from the Display History link.

Scroll back to the top of the purchase order display.
Step | Action
--- | ---
7. | Scroll to the top of the purchase order.

Click the **Display History** link. The following screens will allow you to open a generated .pdf file to view the purchase order details associated with the historical activity related to the PO.

Close those sub-screen by clicking the cancel button “X” on the upper right hand corner of each sub-screen.
<table>
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<tr>
<td>8.</td>
<td>To display the most complete view of the purchase order or schedule agreement, view the print version.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Print</strong> button.</td>
</tr>
<tr>
<td></td>
<td>Use the <strong>Print</strong> button at the top of the page to view and save (in pdf format) or print the purchase order. This example is to View.</td>
</tr>
<tr>
<td></td>
<td>Step 1. Click the Print button.</td>
</tr>
<tr>
<td></td>
<td>Step 2. Click on the Open or Save Button.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> - Don't use the <strong>Download</strong> button as this may provide a historical purchase order version.</td>
</tr>
</tbody>
</table>
To accept the PO, click the **Process** button.

**Process**
10. Use the **scroll bar** to scroll down the page to the buttons for two options: **Confirm All Items** or **Reject All Items**.
Step | Action
--- | ---
11. | Click the **Confirm All Items** button.
12. Further Processing Comments:

Click **Confirm All Items** to accept the PO with ALL existing terms.

Click the **Reset All Items** button to cancel any of the previous actions.
Step 13. Click the **Send** button. This will confirm the purchase order disposition.
Step | Action
--- | ---
14. | The **Status** column (in the **General Information** section) for this item changes to **Accepted**.

When the PO is accepted, an e-mail notification is sent to the applicable LMC buyer.
15. Click the **Accepted** menu tree item.

The document now displays as **Accepted**.

16. You have successfully completed the procedure to accept a purchase order.
Step | Action
--- | ---
17. | The document now displays as **Accepted**.
18. | You have successfully completed the procedure to accept a purchase order.
Procedure
This section displays the procedure to reject a purchase order.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>To reject the PO, click the <strong>Process</strong> button.</td>
</tr>
</tbody>
</table>
2. Use the **scroll bar** to scroll down the page to the buttons for two options: **Accept All Items** or **Reject All Items**.

For this example (and to reject this purchase order), click the **Reject All Items** button.
Step 3. In order to complete the process for rejecting a purchase order or schedule agreement, comments must be included that detail the reason for rejection.

Scroll down to the Supplier Comments Header section which now appears.
**Step** | **Action**
--- | ---
4. | Enter the desired message for rejection into the comments text area. For this example, type `<enter your comments for the rejection here>`. Press **Enter** to continue.
5. Scroll back up to the **Items Overview** section.

To finalize the purchase order rejection click the **Send** button.
<table>
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</tr>
</thead>
</table>
| 6.   | The system message confirms the PO or schedule agreement is successfully rejected. <br>Info: Your changes have been adopted successfully  
When a PO or schedule agreement is rejected an e-mail notification is sent to the applicable LMC buyer. |
Step | Action
--- | ---
7. | Click the **Rejected** menu tree item.
Step | Action
---|---
8. | The system message confirms the PO has been successfully rejected. When a PO is rejected an e-mail notification is sent to the applicable Lockheed Martin buyer.
9. | You have now successfully completed the PO rejection scenario.
Step | Action
--- | ---
10. | Click the **Rejected** tree item.
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>The document status shows rejected.</td>
</tr>
<tr>
<td>12.</td>
<td>You have successfully completed the procedure to reject a purchase order.</td>
</tr>
</tbody>
</table>