LM Procure to Pay
Quick Reference Guide
For Suppliers

PO Acceptance and Rejection
Procedure

This quick reference guide displays the procedure to accept a schedule agreement.

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

Schedule agreements 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 schedule agreement number.
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 schedule agreement)

Further sections can be viewed by scrolling down. Click the scrollbar to continue.
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.
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.
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| 8.   | To display the most complete view of the purchase order or schedule agreement, view the print version.  
      | Click the **Print** button.  
      | Use the **Print** button at the top of the page to view and save (in pdf format) or print the schedule agreement. This example is to View.  
      | Step 1. Click the Print button.  
      | Step 2. Click on the Open or Save Button.  
      | **Note** - Don't use the **Download** button as this may provide a historical purchase order version. |
9. To accept the schedule agreement, click the **Process** button.
Step | Action
--- | ---
10. | Use the **scroll bar** to scroll down the page to the buttons for two options: **Confirm All Items** or **Reject All Items**.
Step 11. Click the **Confirm All Items** button.
**Step 12.** Further Processing Comments:

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

Click the **Reset All Items** button to cancel any of the previous actions.
**Step** | **Action**
--- | ---
13. | Click the **Send** button. This will confirm the schedule agreement disposition.
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<tr>
<td>14.</td>
<td>The <strong>Status</strong> column (in the <strong>General Information</strong> section) for this item changes to <strong>Accepted</strong>. When the supplier agreement is accepted, an e-mail notification is sent to the applicable LMC buyer.</td>
</tr>
</tbody>
</table>
15. **Click the Accepted menu tree item.**

   **Accepted**

   The document now displays as **Accepted**.

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

**Step** | **Action**
--- | ---
1. | To reject the schedule agreement, click the **Process** button.
Step | Action
--- | ---
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 schedule agreement), click the **Reject All Items** button.
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.
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<td>4.</td>
<td>Enter the desired message for rejection into the comments text area. For this example, type <code>&lt;enter your comments for the rejection here&gt;</code>. Press <strong>Enter</strong> to continue.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
5. | Scroll back up to the **Items Overview** section.

To finalize the schedule agreement rejection click the **Send** button
## Step 6

The system message confirms the PO or schedule agreement is successfully rejected.

**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.
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<tbody>
<tr>
<td>7.</td>
<td>Click the <strong>Rejected</strong> menu tree item.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 8.   | The system message confirms the schedule agreement has been successfully rejected.  
When a schedule agreement is rejected an e-mail notification is sent to the applicable Lockheed Martin buyer. |
<p>| 9.   | You have now successfully completed the schedule agreement rejection scenario. |</p>
<table>
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<tbody>
<tr>
<td>10.</td>
<td>Click the <strong>Rejected</strong> tree item.</td>
</tr>
</tbody>
</table>

![Image of the LM Procure to Pay interface](image-url)
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<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 schedule agreement.</td>
</tr>
</tbody>
</table>