



Lowe'sLink[®]
Spend Management (SM)
Printing Purchase Orders

Effective Date: June 26, 2017

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Agenda

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Expectations

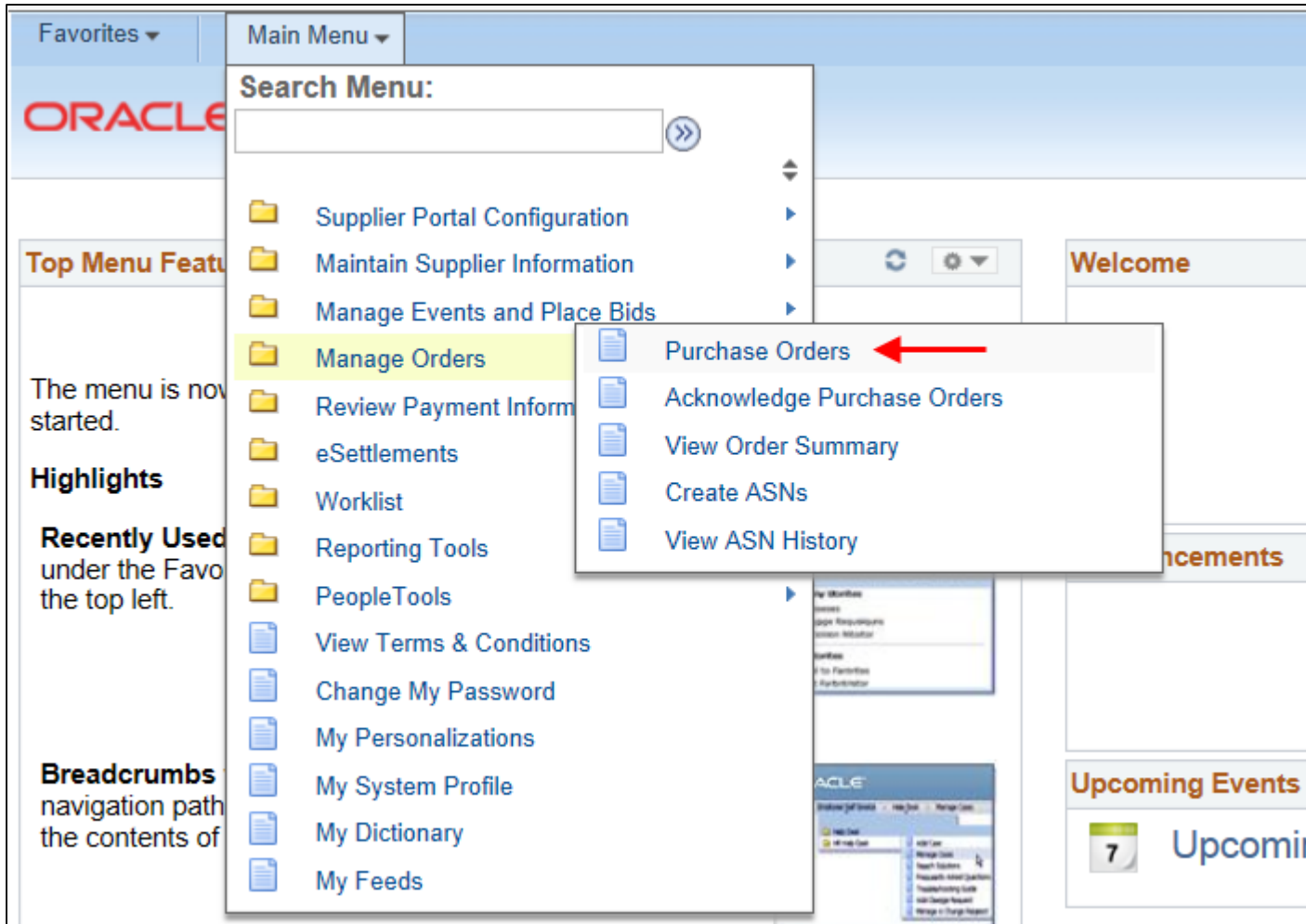
- This guide is written with the expectation that the user is registered for Spend Management.
- If not registered, please refer to the *LowesLink® Registration and Requesting Access to Spend Management* document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > For New Vendors.
- Also, that the user is familiar with logging into LowesLink®, locating the Spend Management US & Canada link, and logging into Oracle.
- If unfamiliar with logging in, please refer to the ***Logging into LowesLink® and Spend Management*** document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.
- If having login issues, please refer to the ***Login Password Issues*** document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.

Introduction

- Printing a Purchase Order (PO) creates a mobile paper version of the PO.
- Also, the industry standard format version of the PO can be viewed or saved, in addition to printed.

Purchase Orders Application Menu

Navigate: Main Menu > Manage Orders > Purchase Orders



Search for the Purchase Order

- Search by PO number or date range to find PO's that have been issued for your company by entering the information into the Search Criteria fields.
- If the PO number does not fall within the pre-populated dates, then change or delete the date range.
- **Note:** To search for an individual PO, enter the PO number in both the From & To fields, and delete the dates.
- Option: Search can be submitted without any criteria to view a list of all available PO's however this type of search may cause the search to timeout.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders

ORACLE®

Purchase Orders

Filter Options

Supplier Name Displays Here

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID 🔍

To PO ID 🔍

Item ID 🔍

Supplier Item ID 🔍

From Date 📅 (example: 01/31/2000)

To Date 📅 (example: 01/31/2000)

Buyer 🔍

Contract ID 🔍

Contract Version

Release

PO's Waiting Acknowledgement

Search

Search for the Purchase Order - Example

- Input Search criteria and click the Search button.
- The Purchase Orders List page will display.
- If no search results are found, refine the search criteria.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders

ORACLE

Purchase Orders

Filter Options

Supplier Name Displays Here

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID 🔍

To PO ID × 🔍

PO's Waiting Acknowledgement

Item ID 🔍

Supplier Item ID 🔍

From Date 📅 (example: 01/31/2000)

To Date 📅 (example: 01/31/2000)

Buyer 🔍

Contract ID 🔍

Contract Version

Release

Search

Search for the PO's Waiting Acknowledgement

- To search for Purchase Orders (PO's) Waiting Acknowledgement, select that option radio box.
- Click the Search button. The Purchase Orders List page will display.
- If no search results are found, refine the search criteria.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders

ORACLE

Purchase Orders

Filter Options

Supplier Name Displays Here

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID 🔍

To PO ID 🔍

Item ID 🔍

Supplier Item ID 🔍

From Date 📅 (example: 01/31/2000)

To Date 📅 (example: 01/31/2000)

Buyer 🔍

Contract ID 🔍



Contract Version

Release

PO's Waiting Acknowledgement

Open the Purchase Order .PDF

- Click the View PDF button (on the right side of the screen).


Purchase Order List Personalize | Find | View All |  

PO Details | **Header Details**

Purchase Order	Status	Last Dispatched Date/Time	Lines▲	Total Amount	Acknowledge Status		
<input type="checkbox"/> 0013022529	Compl	03/26/2015 8:00:12PM	1	125.00 USD		<input type="button" value="Create ASN"/>	<input type="button" value="View PDF"/>

Select All Clear All

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)



View the .PDF

- Click OK and again click View PDF.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders



ORACLE

Purchase Orders
Purchase Order List
Supplier Name Displays Here

POs Returned 1

Default View for Change Orders All lines ▾

Set filter options Orders Per Page 012 ▾ First ◀◀ 1 to 1 of 1 ▶▶ Last

Purchase Order List Personalize | Find | View All |  | 

Purchase Order	Status	Last Dispatched Date/Time	Lines▲	Total Amount	Acknowledge Status		
<input type="checkbox"/> 0013022529	Compl	03/26/2015 8:00:12PM	1	125.00 USD		Create ASN	View PDF

Select All Clear All

View Selected POs in Downloadable Format

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

Message

Process to generate PO output file, is taking longer than expected. (7026,186)

To allow your session to continue, this job will finish in the background. Please wait a minute or so and then press the button again to bring up the PO for printing.

(You must stay within this component, or pressing the button will cause the report to be resubmitted.)

OK

View the .PDF

- If another message is received, click OK again.

The screenshot shows the Oracle Purchase Order List interface. At the top, there are navigation tabs: Favorites, Main Menu, Manage Orders, and Purchase Orders. The Oracle logo is visible. Below the logo, the page title is "Purchase Orders" and "Purchase Order List". A sub-header indicates "Supplier Name Displays Here".

Key interface elements include:

- "POs Returned" count: 1
- "Default View for Change Orders" dropdown: All lines
- "Orders Per Page" dropdown: 012
- Navigation buttons: First, 1 to 1 of 1, Last
- Buttons: Personalize, Find, View All, Print, Refresh
- Table tabs: PO Details, Header Details
- Table columns: Purchase Order, Status, Last Dispatched Date/Time, Lines, Total Amount, Acknowledge Status
- Table row: 0013022529, Compl, 03/26/2015 8:00:12PM, 1, 125.00 USD
- Buttons: Create ASN, View PDF
- Actions: Select All (checked), Clear All
- Button: View Selected POs in Downloadable Format
- Text: The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

A message dialog box is displayed in the foreground with the following text:

Message

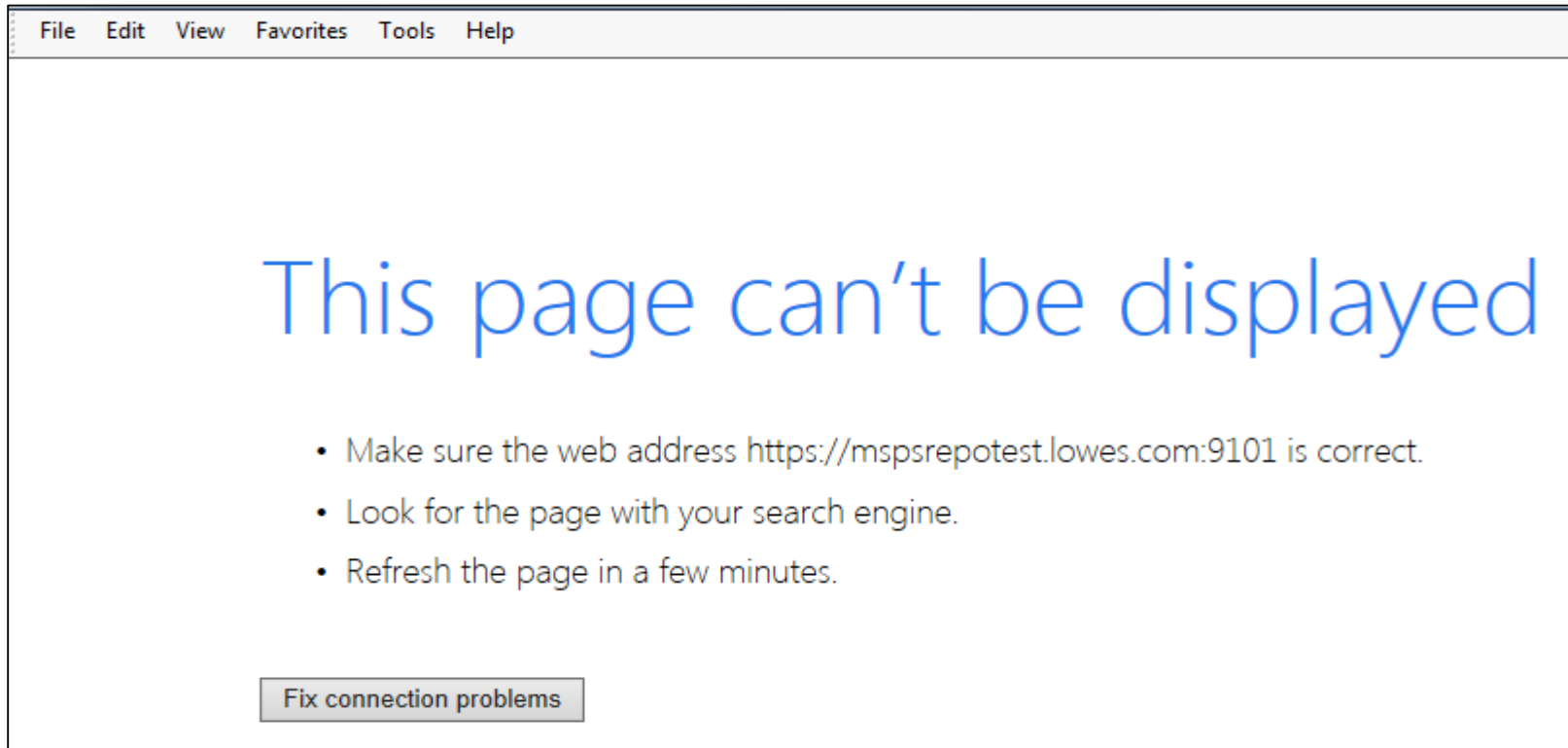
Process is still running. (7026,187)

PO is not available yet for printing. Try again in a few seconds.

OK

View the .PDF Error Message

- Wait until the process is complete, usually approximately 30 seconds. Clicking View PDF before the process is complete may prompt the error message below to display.
- Note: If this message is received, close the window and click on View PDF again.



Print the Purchase Order

- Once the process is complete, the PDF will display.
- Click File then select the Print option to print the purchase order.

The screenshot shows a web browser window with the 'File' menu open. A red arrow points to the 'File' menu, and another red arrow points to the 'Print...' option. The main content area displays a 'Purchase Order' form with the following details:

Purchase Order

DUPLICATE **Dispatch via EDX**

Purchase Order	Date	Revision	Page
DME01-0170108027	03/21/2017		1

Payment Terms	Freight Terms	Ship Via
N 030 DAYS	NOT APPLICABLE	Land

Buyer	Phone	Currency
DISPMGMT BUYER		USD

Ship To: See Detail Below

Attention: Name Displays Here

Bill To: LOWE'S COMPANIES, INC.
ATTN: EXPENSE AP - EPS3
1605 CURTIS BRIDGE ROAD
WILKESBORO NC 28697
United States

Tax Exempt? N **Tax Exempt ID:**

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	Z-1234 Example Item Description		2.00	EA	1.45	2.90	03/22/2017

Ship To: 3104
LOWES OF PROSPER, TX - 3104
4301 E. UNIVERSITY DR.
PROSPER TX 75078
United States

For Assistance with Printing Purchase Orders:

Email ExpenseSSI@lowes.com

or

Call our Finance Resource Center at 336-658-2121,
select option 3 for LowesLink[®] then
select option 3 for Spend Management (Expense SSI)