LowesLink®
Spend Management (SM)

Reviewing Purchase Order Change Order

Effective Date: June 26, 2017

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Agenda

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

- Purchase Order (PO) Change Orders will be dispatched via email once the appropriate approvals are granted.

- Adding lines to a PO cannot be done as a Change Order. A new PO must be created to add lines.

Purchase Order Application Menu

Navigate: Main Menu > Manage Orders > Purchase Orders
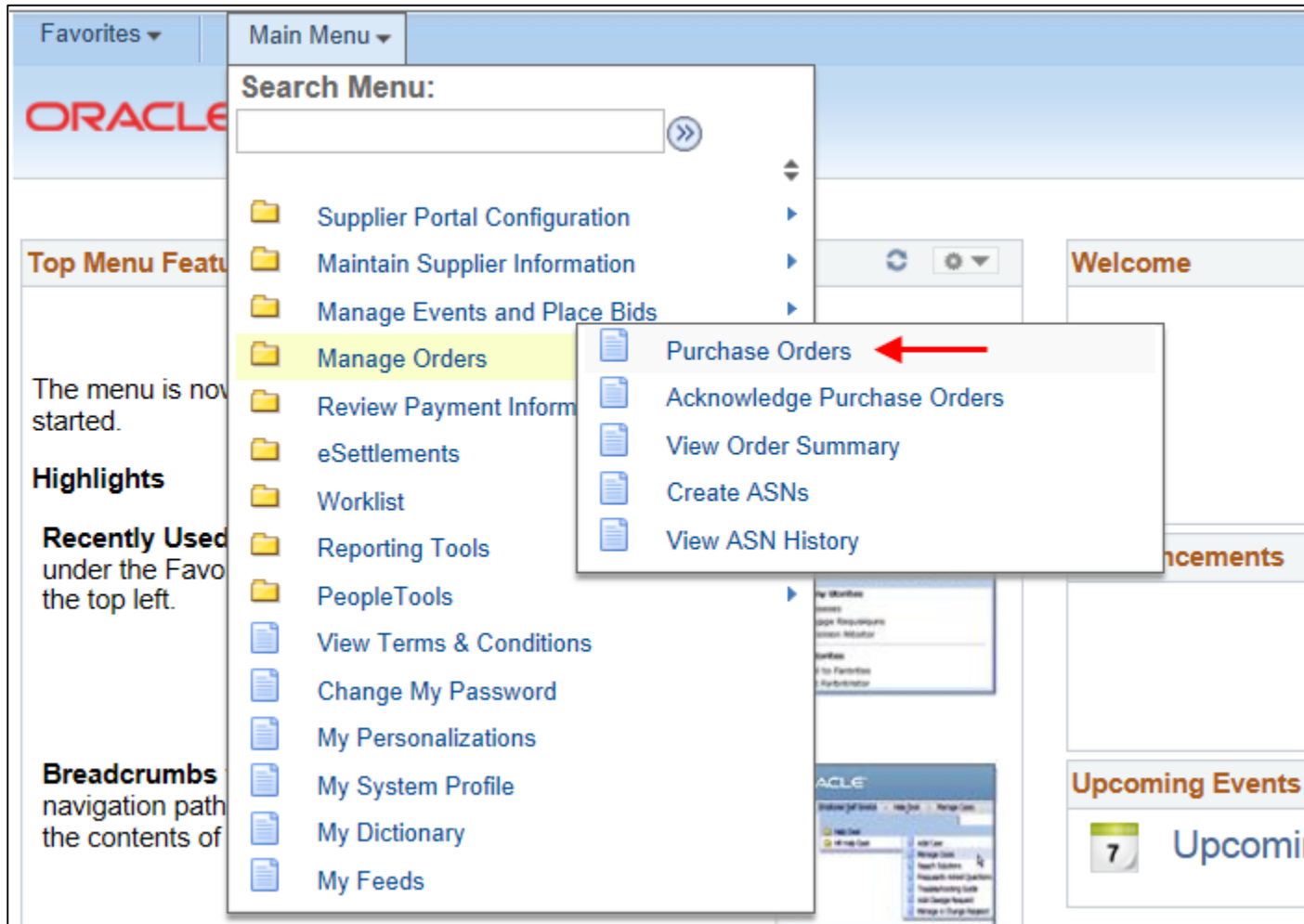
Search for Purchase Order

- 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 .

Search for Purchase Order - Example

- Input Search criteria and click the Search button.
  - Option: Search with no criteria to view a list of all available PO's.
- If no search results are found, refine the search criteria.

Search for 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.

Results of the Purchase Order Search

Change Order -

- If there has been a Change Order, it will be indicated under the Status column.

- Click the PO number to view more information.

View Purchase Order Changes

- Click the **View PO Changes** link in the Change Order column.

PO Changes - Details

- Screen displays the modified items on the PO for the specific line.

- **Note:** A change can be cancellations of lines or entire orders, new due dates, new quantities, new pricings, new ship to locations, or new item descriptions.

PO Changes - Details

This page shows the differences between the prior PO and this PO revision. For new or canceled lines/schedules only one row will appear stating "New" or "Canceled" for that line/schedule, since there is nothing to compare too. For all other changes, the prior value and new value are displayed for each field that changed.

H&eader Details
Find | View All   First ◄ 1-2 of 2 ► Last

Value Changed	Prior Value	New Value
Budget Checking Header Status	N	N
Change Order Number	1.000	2.00000

Line &Details
Find | View All   First ◄ 1 of 1 ► Last

Line Number 9   Change Order Number 2

Item ID Z-5789
Z-5789 - Example Item

Schedule Changes
Find | View All   First ◄ 1-2 of 2 ► Last

Schedule	Value Changed	Prior Value	New Value
1	Merchandise Amt		291.60000
1	Purchase Order Quantity		648.00000

Return

For Assistance with
Reviewing Purchase Order Change Order:

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)