



Lowe'sLink[®]

Spend Management (SM)

Reviewing Purchase Order Change Order

Effective Date: June 26, 2017

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Expectations

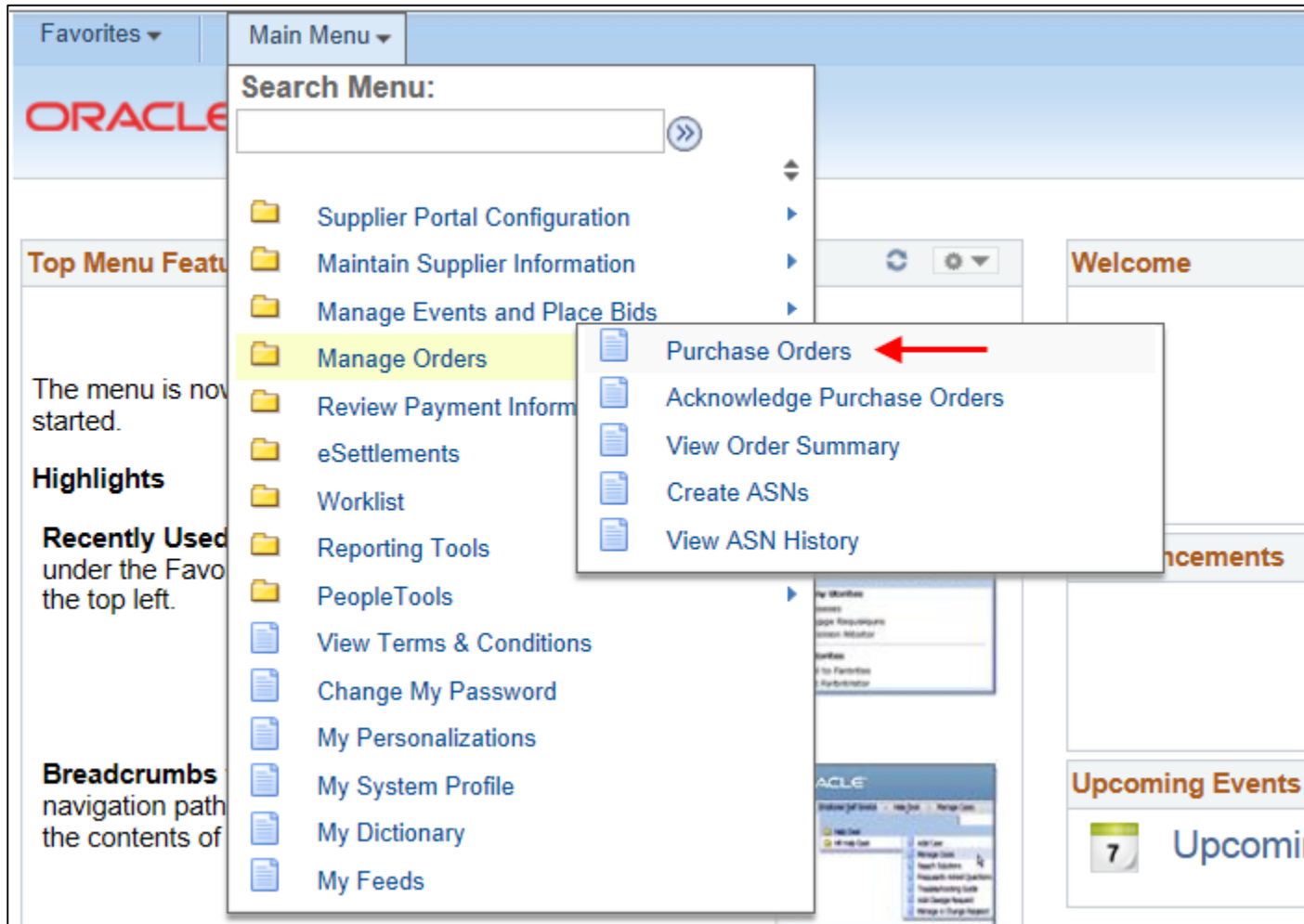
- This guide is written with the expectation that the user is registered for Spend Management.
- If not registered, please refer to the *LowesLink® Registration and Requesting Access to Spend Management* document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor 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

- 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 .

The screenshot displays the Oracle Purchase Orders search interface. At the top, there is a navigation bar with 'Purchase Orders' selected. Below the Oracle logo, the page title is 'Purchase Orders' and the section is 'Filter Options'. A note states 'Supplier Name Displays Here'. The search criteria section includes a 'Search Criteria' header and a 'Search' button. The search criteria fields are: 'From PO ID', 'To PO ID', 'Item ID', 'Supplier Item ID', 'From Date', 'To Date', 'Buyer', 'Contract ID', 'Contract Version', and 'Release'. A checkbox for 'PO's Waiting Acknowledgement' is also present. A red box highlights the 'From PO ID' and 'To PO ID' fields, and another red box highlights the 'From Date' and 'To Date' fields.

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.

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 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.

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

Results of the Purchase Order Search

[Favorites](#) > [Main Menu](#) > [Manage Orders](#) > [Purchase Orders](#)

ORACLE

Purchase Orders



Purchase Order List
Supplier Name Displays Here

POs Returned 70

Default View for Change Orders: **All lines**

Set filter options

Orders Per Page: 012 | First | 1 to 12 of 70 | Last

Purchase Order List Personalize | Find | View All |  | 

PO Details | Header Details

<input type="checkbox"/>	Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		
<input type="checkbox"/>	0170101143	Dispatched	12/01/2016 8:46:51PM	3	79.58 USD	New	Create ASN	View PDF
<input type="checkbox"/>	0170039168	Change Order -2	12/01/2016 7:00:08PM	12	3,500.10 USD	New	Create ASN	View PDF
<input type="checkbox"/>	0170101110	Dispatched	12/01/2016 8:46:51PM	71	85.20 USD	New	Create ASN	View PDF
<input type="checkbox"/>	0170101112	Dispatched	12/01/2016 8:46:51PM	210	252.00 USD	New	Create ASN	View PDF
<input type="checkbox"/>	0170101111	Dispatched	12/01/2016 8:46:51PM	250	300.00 USD	New	Create ASN	View PDF
<input type="checkbox"/>	0170101106	Dispatched	12/01/2016 8:46:51PM	300	360.00 USD	New	Create ASN	View PDF
<input type="checkbox"/>	0170101107	Dispatched	12/01/2016 8:46:51PM	300	360.00 USD	New	Create ASN	View PDF
<input type="checkbox"/>	0170101108	Dispatched	12/01/2016 8:46:51PM	300	360.00 USD	New	Create ASN	View PDF
<input type="checkbox"/>	0170101109	Dispatched	12/01/2016 8:46:51PM	300	360.00 USD	New	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.)

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.

The screenshot displays 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'. On the right, there is a dropdown menu for 'Default View for Change Orders' set to 'All lines'. Below this, there are controls for 'Orders Per Page' (set to 012) and pagination (First, 1 to 12 of 70, Last). A 'Set filter options' link is on the left. The main table is titled 'Purchase Order List' and has tabs for 'PO Details' and 'Header Details'. The table has the following columns: Purchase Order, Status, Last Dispatched Date/Time, Lines, Total Amount, and Acknowledge Status. A red arrow points to the 'Status' column of the second row, which is 'Change Order -2'. The table contains four rows of data:

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status
<input type="checkbox"/> 0170101143	Dispatched	12/01/2016 8:46:51PM	3	79.58 USD	New
<input type="checkbox"/> 0170039168	Change Order -2	12/01/2016 7:00:08PM	12	3,500.10 USD	New
<input type="checkbox"/> 0170101110	Dispatched	12/01/2016 8:46:51PM	71	85.20 USD	New
<input type="checkbox"/> 0170101112	Dispatched	12/01/2016 8:46:51PM	210	252.00 USD	New

View Purchase Order Changes

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

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

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PO Number 0170039168 Purchase Order Date 08/13/2015 Change Order Number 2
PO Status Dispatched Last Dispatch 12/01/16 7:00:08PM [View PO Change History](#)
Buyer DISPMGMT BUYER
Billing Location BILLING001
Payment Terms Supplier Payment Terms Displayed Here (ie: N 030 DAYS)
View ▾

Purchase Order Total	
Merchandise Amount	3,500.10
Freight/Tax/Misc.	0.00
Total Amount	3,500.10 USD

▶ **Standard BU Comments**

Purchase Order Lines Personalize | Find | View All | | First ◀ 1-12 of 12 ▶ Last

Line ▲	Status	Item ID	Description	Quantity	Merchandise Amt	Change Order
1	Active	Z-5788	Z-5788 - Example Item	713.0000 EA	320.85 USD	
9	Active	Z-5789	Z-5789 - Example Item	648.0000 EA	291.60 USD	View PO Changes

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&header 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)