

Prepared (Subject resp) Madeleine Sjöberg		No.		
Approved (Document resp)	Checked	Date 2017-12-04	Rev PA1	Reference

EB ASP Purchase Order Edit

1 EB ASP Purchase Order editable mode for Quantity & Price generated by internal user.

Solution Overview

Now, it will be allowed to users of in MANA (EMC – 2308 in addition to EUS - 2178) company codes to modify ASP Purchase Orders either by adding a new line item of the same supplier or increase or decrease in Quantity, Price and Delivery Date existing lines.

The existing sourcing Approval for PO change functionality for RNAM ASP POs is completely removed

Whenever a ASP Purchase Order of MANA (EUS, EMC) is changed by Ericsson user with respect to new line item addition or deletion, Increase or Decrease in Quantity, Price and Delivery Date it will trigger approval flow to respective ASP Vendor user followed by Network Responsible Person (Project Manager) for second level approval.

Following is the overview on the approval flow for ASP PO of RNAM region:

PO with FPP item ASP vendor user + PM approver + [PS + CC (Depends upon value of document)]

PO with DPP item ASP vendor user + PM approver + [PS + CC (Depends upon value of document)]

- An email notification will be sent to vendor user on the ASP Purchaser Order change.
- Further PS and CC approver will be determined for approval based on the quantum of increase in value as set in the ONE system tables

Note: - users can continue to use CR (Change request) functionality for addition of new item to the ASP Purchase order. The workflow for the Change Request Approval process is not changed and it will be same old workflow.

Email Notification to Vendor for ASP PO change:

Prepared (Subject resp) Madeleine Sjöberg		No.		
Approved (Document resp)	Checked	Date 2017-12-04	Rev PA1	Reference

- An email notification that will be sent to ASP Vendor user contains the overview of changes done on the PO along with the steps to access the ASP Purchase Order and further approval/rejection.
- For Example, if a requester of the Purchase Order makes changes on the PO for the fields Quantity, Price and Delivery Date then the respective email notification will be as below.



Approve Change version of Purchase Order no. 9301791365 from ACC7641
suresh.deshpande@tcs.com to pumaanil.allamsetty
 Classified as **Internal**

24-11-2017 10:21
[Show Details](#)

The following requires processing: **Approve Change version of Purchase Order no. 9301791365 from ACC7641**

Access to Purchase Order Approval:

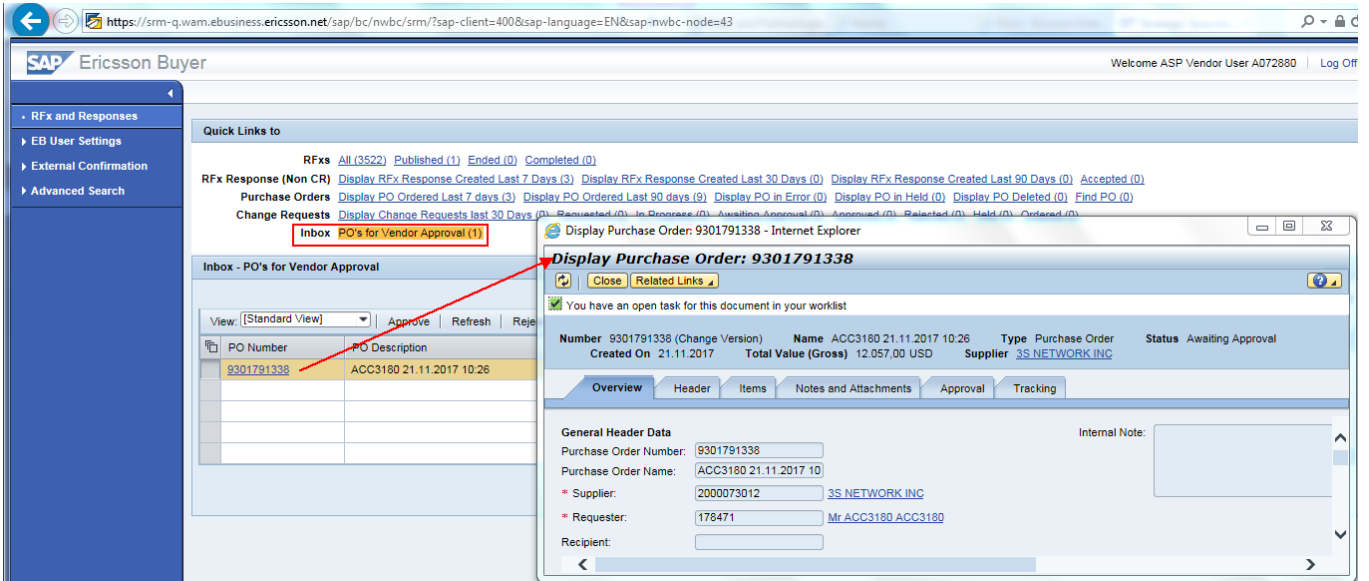
1. [Log On](#) to ebusiness portal with username and password
2. Click on Ericsson Buyer under My Tools.
3. A new window will be launched with Ericsson Buyer tab, click on Docs and then Ericsson Buyer ASP application displayed on the page
4. Goto Inbox and click on "PO's for vendor approval" quick link, all the PO work-items awaiting for your approval will be displayed
5. Select the Purchase Order and the approve, reject buttons will be enabled. To view the Purchase Order, click on the Purchase Order hyperlink and the PO changed version will be displayed in a new window.
6. Approval: Select the Purchase Order and click on Approve button to approve the Purchase Order
7. Reject: Select the Purchase Order, select the Rejection Reason from the drop-down menu and click on Reject button to Reject the Purchase Order

Item Number	Description	Quantity	Unit	Price	Currency	Delivery date
00002	FIBER TRUNK TESTING-OTDR 18 CH	1.000	PC	1250.00	USD	04.12.2017

2 Reviewing of ASP PO from Vendor side:

- After Vendor login to the e-business portal, they can click on the "PO's for Vendor Approval" link to see all the POs that are modified from Ericsson side and waiting for approval.
- Vendor user should click on Purchase Order hyperlink to display & review the PO changed version in a new window. After the review the window can be closed
- Then click on Approve / Reject button to process the purchase order

Prepared (Subject resp) Madeleine Sjöberg		No.		
Approved (Document resp)	Checked	Date 2017-12-04	Rev PA1	Reference



Display Purchase Order: 9301791338

You have an open task for this document in your worklist

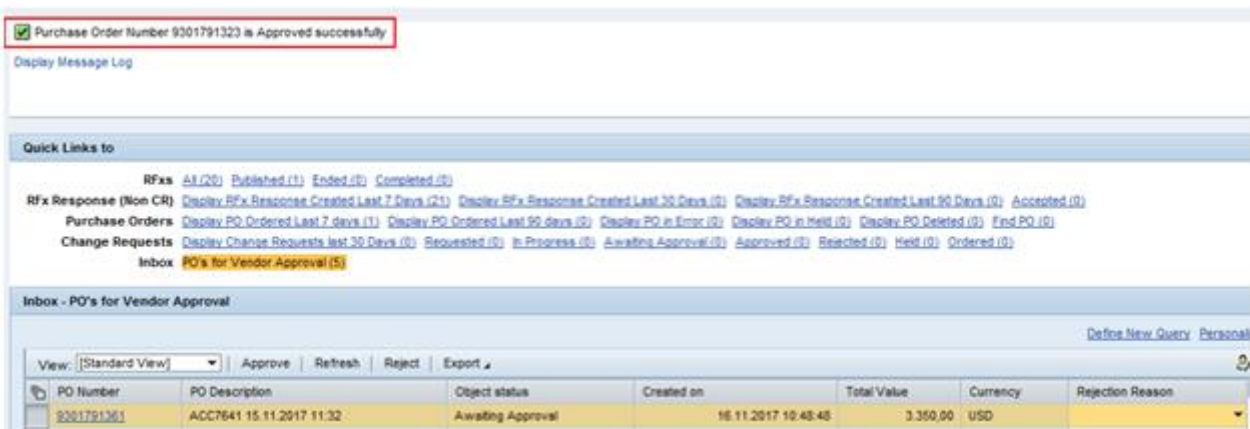
Number	9301791338 (Change Version)	Name	ACC3180 21.11.2017 10:26	Type	Purchase Order	Status	Awaiting Approval
Created On	21.11.2017	Total Value (Gross)	12.057,00 USD	Supplier	3S NETWORK INC		

General Header Data

Purchase Order Number: 9301791338
 Purchase Order Name: ACC3180 21.11.2017 10:26
 * Supplier: 2000073012 3S NETWORK INC
 * Requester: 178471 Mr ACC3180 ACC3180
 Recipient:

3 Approve PO from Vendor side:

- Vendor user can select the desired Purchase Order and click on "Approve" button, the purchase order will be approved successfully and will generate a work-item for approval to the next approver (PM) for approval as shown below.
- Once the purchase order is approved, system will show a message "Purchase Order number 9XXXXXXX is approved successfully" and approved purchase order will disappear from the decision work-list as shown below.



Purchase Order Number 9301791338 is Approved successfully

Display Message Log

Quick Links to

RFx: All (20) Published (1) Ended (0) Completed (0)
 Rfx Response (Non CR): Display Rfx Response Created Last 7 Days (21) Display Rfx Response Created Last 30 Days (0) Display Rfx Response Created Last 90 Days (0) Accepted (0)
 Purchase Orders: Display PO Ordered Last 7 days (1) Display PO Ordered Last 90 days (0) Display PO in Error (0) Display PO in Held (0) Display PO Deleted (0) Find PO (0)
 Change Requests: Display Change Requests last 30 Days (0) Requested (0) In Progress (0) Awaiting Approval (0) Approved (0) Rejected (0) Held (0) Ordered (0)
 Inbox: PO's for Vendor Approval (5)

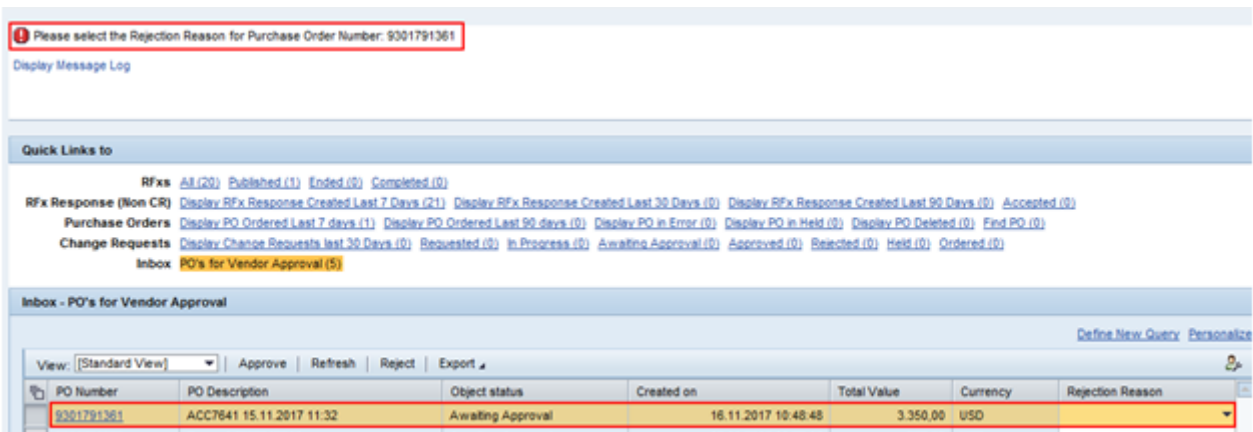
Inbox - PO's for Vendor Approval

PO Number	PO Description	Object status	Created on	Total Value	Currency	Rejection Reason
9301791338	ACC7641 15.11.2017 11:32	Awaiting Approval	15.11.2017 10:48:45	3.350,00	USD	

Prepared (Subject resp) Madeleine Sjöberg		No.		
Approved (Document resp)	Checked	Date 2017-12-04	Rev PA1	Reference

4 Reject PO from Vendor side:

- Vendor user can select the Purchase Order, then select the Rejection Reason from the drop-down menu and the click on Reject. Now, the Purchase Order will be Rejected successfully along with Rejection Reason that was selected.
- Once, the Purchase Order is Rejected it will display a message: Purchase Order Number 9XXXXXXX is Rejected successfully and the Purchase Order work-item will disappear from the work-list.
- A mandatory error message” Please select the Rejection Reason for Purchase Order Number: 9301791361” will be shown if the vendor user selects the purchase order and click on Reject button without selecting the Rejection Reason as shown below



Please select the Rejection Reason for Purchase Order Number: 9301791361

Display Message Log

Quick Links to

RFXs: [All \(20\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

RFX Response (Non CR): [Display RFX Response Created Last 7 Days \(21\)](#) [Display RFX Response Created Last 30 Days \(0\)](#) [Display RFX Response Created Last 90 Days \(0\)](#) [Accepted \(0\)](#)

Purchase Orders: [Display PO Ordered Last 7 days \(1\)](#) [Display PO Ordered Last 30 days \(0\)](#) [Display PO in Error \(0\)](#) [Display PO in Held \(0\)](#) [Display PO Deleted \(0\)](#) [Find PO \(0\)](#)

Change Requests: [Display Change Requests last 30 Days \(0\)](#) [Requested \(0\)](#) [In Progress \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#) [Rejected \(0\)](#) [Held \(0\)](#) [Ordered \(0\)](#)

Inbox: [PO's for Vendor Approval \(5\)](#)

Inbox - PO's for Vendor Approval

View: [Standard View] | Approve | Refresh | Reject | Export

PO Number	PO Description	Object status	Created on	Total Value	Currency	Rejection Reason
9301791361	ACC7641 15.11.2017 11.32	Awaiting Approval	16.11.2017 10:48:48	3.350,00	USD	

4.1 Rejection Reasons:

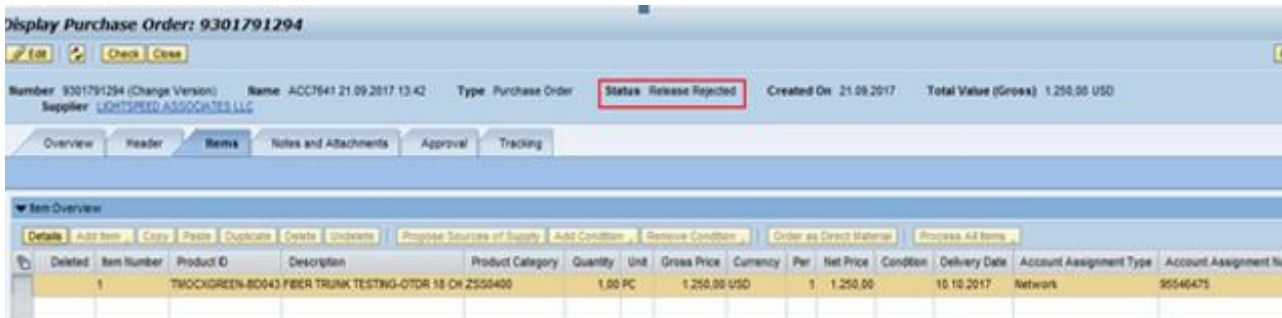
The following are the list of Rejection Reasons that are considered for ASP PO Rejection:

- SOW Reassigned
- Duplicate PO issued
- SOW Not to be Performed
- Another method of tender to be used
- *E/// reissued a new PO due to incorrect data on this PO (Sec 2.4)*

Prepared (Subject resp) Madeleine Sjöberg	No.			
Approved (Document resp)	Checked	Date 2017-12-04	Rev PA1	Reference

Auto-Rejection of work-item:

- Once the ASP Purchase Order work item is available for approval at any of the following approvers: ASP Vendor User, Network Responsible Person, PS and Cost Centre approver and the work-item is not approved within 10 business days then the work-item will be set to Auto Rejected and the Purchase order status will be moved to Release Rejected as shown below.



Display Purchase Order: 9301791294

Number: 9301791294 (Change Version) Name: ACC7641 21.09.2017 13:42 Type: Purchase Order Status: Release Rejected Created On: 21.09.2017 Total Value (Gross): 1,250.00 USD
Supplier: LIGHTPEED ASSOCIATES LLC

Overview Header **Items** Notes and Attachments Approval Tracking

Item Overview

Details Add Item Copy Paste Duplicate Delete Locks Release Sources of Supply Add Condition Remove Condition Order as Direct Material Process All Items

Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Condition	Delivery Date	Account Assignment Type	Account Assignment No
	1	THOCKGREEN-80643	FIBER TRUNK TESTING-OTDR 18 DB Z350400		1.00	PC	1,250.00	USD	1	1,250.00		10.10.2017	Network	95546475

5 Approval of multiple POs at a time not possible:

- If the user choose " Select All" Purchase Orders then an error message is made populated " Select only one Purchase Order". The buttons Approve / Reject action will not be taken if clicked

Prepared (Subject resp) Madeleine Sjöberg		No.		
Approved (Document resp)	Checked	Date 2017-12-04	Rev PA1	Reference

 Please select only one Purchase Order
Display Message Log

Quick Links to

RFxs [All \(20\)](#) [Published \(1\)](#) [Ended \(3\)](#) [Completed \(0\)](#)

RFx Response (Non CR) [Display RFx Responses Created Last 7 Days \(21\)](#) [Display RFx Responses Created Last 30 Days \(3\)](#) [Display RFx Responses Created Last 90 Days \(3\)](#) [Accepted \(3\)](#)

Purchase Orders [Display PO Ordered Last 7 days \(1\)](#) [Display PO Ordered Last 30 days \(0\)](#) [Display PO in Error \(0\)](#) [Display PO in Hold \(0\)](#) [Display PO Deleted \(0\)](#) [End PO \(0\)](#)

Change Requests [Display Change Requests Last 30 Days \(0\)](#) [Sequestered \(0\)](#) [In Progress \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#) [Rejected \(0\)](#) [Hold \(0\)](#) [Ordered \(0\)](#)

Inbox [PO's for Vendor Approval \(8\)](#)

Inbox - PO's for Vendor Approval [Define New Query](#) [Personalize](#)

View: [Standard View] Approve Refresh Reject Export

PO Number	PO Description	Object status	Created on	Total Value	Currency	Rejection Reason
9201791323	Copy of 7002042241	Awaiting Approval	16.11.2017 06:14:08	24 070,00	USD	
9201791261	ACC7641 15.11.2017 11:32	Awaiting Approval	16.11.2017 10:48:48	3 350,00	USD	
9201791329	Copy of 7002042247	Awaiting Approval	16.11.2017 11:28:17	298,00	USD	
9201791322	Copy of 7002042240	Awaiting Approval	16.11.2017 11:29:13	3 368,00	USD	
9201791324	Copy of 7002042242	Awaiting Approval	16.11.2017 11:32:16	6 222,00	USD	

Last Refresh 16.11.2017 12:15:18 CET [Refresh](#)

6 Limitations:

- The ASP Vendor cannot see their x-id in the approval tab of Purchase Order due to the technical limitations that the X signum ID of the ASP vendor user is not defined as an employee
- However, Internal Approvers / Requester can see the ASP vendor in approval overview tab
- The Quick link option “PO’s for vendor approvals” will be displayed to all vendor users only, however the items under the same will only be displayed if there are pending approvals with the respective vendor.
- The existing process of PO editing / CR creation is unchanged as per the demand. However, the approval flow and trigger for approvals has been modified as per this requirement.
- Ericsson user will not be able to modify the Change Request line item that was added to the ASP Purchase Order through this ASP PO Edit Functionality.