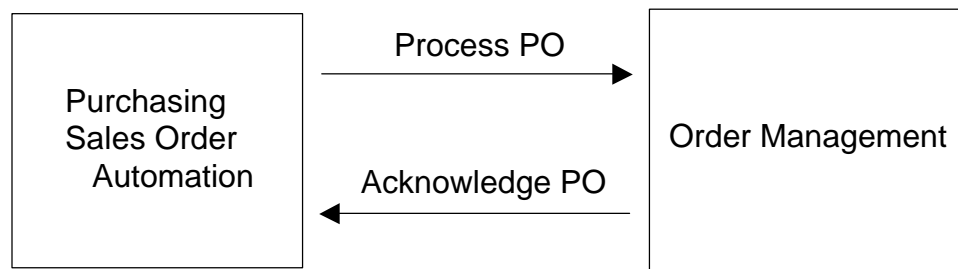


3. PROCESS PO - REVISION 004

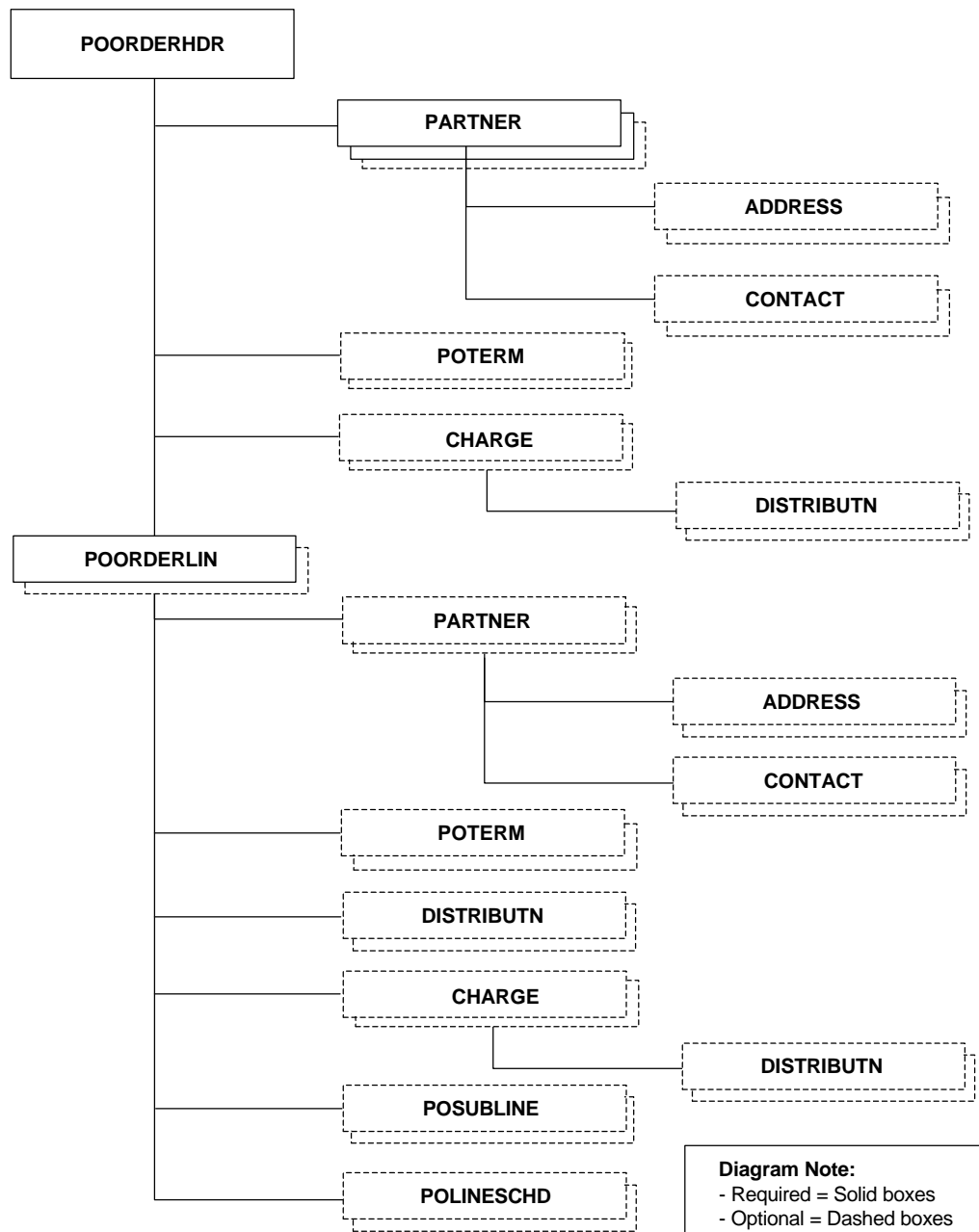
3.0 Overview

This chapter describes the Business Service Request named PROCESS PO, the Verb being PROCESS and the Noun being PO, indicating purchase order. The purpose of the PROCESS PO Business Object Document is to transmit a purchase order to a supplier's order management application. The PROCESS PO is the task of sending the electronic form of a purchase order document to a supplier.



3.1 PROCESS PO

The PROCESS PO Business Object Document consists of the following Data Types:



The Business Service Request PROCESS PO uses the following Data Types:

1. **POORDERHDR** - Information that applies to the entire purchase order. This Data Type is required.
2. **PARTNER** - Partner information, i.e., name, currency, payment method, etc. Two occurrences of this Data Type are required for each occurrence of the POORDERHDR Data Type.
3. **ADDRESS** - Partner location information. This Data Type is optional.
4. **CONTACT** - Name, telephone and other information to contact people associated with the PARTNER. This Data Type is optional.
5. **POTERM** - Payment terms for the purchase order or individual items on the PO. This Data Type is optional.
6. **CHARGE** - Any miscellaneous charges such as freight, taxes, or handling charges. This Data Type is optional.
7. **DISTRIBUTN** - The accounting distribution information associated with a Business Object Document. This may occur for a header, line, or a charge. This Data Type is optional.
8. **POORDERLIN** - The item or product ordered along with quantity, price and other descriptive information. At least one occurrence of this Data Type is required for each occurrence of the POORDERHDR Data Type.
9. **POSUBLINE** - Used if the item on the POORDERLIN needs to be divided into smaller items such as sub-components or subassemblies. This Data Type is optional.
10. **POLINESCHD** - Dates and quantities for delivery or shipment of ordered products. This Data Type is used only as a part of the POORDERLIN and can not exist without an POORDERLIN. This Data Type is optional.

Processing Note: The PO noun in this use is designed as an external Purchase Order. The ACKNOWLEDGE PO is also designed as an external Purchase Order. This explains the differences between this PO noun and the PO noun for the following BODs:

GET PO,
SHOW PO,
RECEIVE PO,
GETLIST PO,
LIST PO,
ADD PO,
CHANGE PO,
CANCEL PO, and
SYNC PO.

3.2 POORDERHDR

The Data Type, "POORDERHDR", is the first of several Data Types the Business Service Request "PROCESS PO" uses. For each purchase order represented in the Business Data Area, there must be one occurrence of the POORDERHDR Data Type at the beginning of each Business Data Area.

Listed are all the Field Identifiers and Segments that are valid for use within the POORDERHDR Data Type. The first table represents required data.

REQUIRED POORDERHDR DATA	
NAME	APPENDIX
POID	C
POTYPE	C

The second table describes data that is optional.

OPTIONAL POORDERHDR DATA	
NAME	APPENDIX
ACKREQUEST	C
CONTRACTB	C
CONTRACTS	C
DATETIME(DOCUMENT)	D
DESCRIPTN	C
NOTES	C
OPERAMT(EXTENDED)(T)	D
OPRAMTAUTH	C
PORELEASE	C
TAXWHEXMPT	C
USERAREA	C

3.3 PARTNER

The Data Type “**PARTNER**” represents the business partner. Several examples of PARTNERS are those business partners that products are sold to, bought from, or delivered by. For each POORDERHDR, it is required to have one occurrence of the PARTNER Data Type to represent the business partner that the goods or services are purchased from (**Supplier**). Also, for each POORDERHDR, it is required to have one occurrence of the PARTNER Data Type to represent the business partner that the goods or services are sold to (**SoldTo**).

Optionally for the PO Header, the partner types **ShipTo**, **BillTo**, **Carrier**, and **PayFrom** can be used.

Listed are all the Field Identifiers and Segments that are valid for use within the PARTNER Data Type. The first table represents required data.

REQUIRED PARTNER DATA	
NAME	APPENDIX
NAME1	C
ONETIME	C
PARTNRID	C
PARTNRTYPE	C

The second table describes data that is optional.

OPTIONAL PARTNER DATA	
NAME	APPENDIX
CURRENCY	C
DESCRIPTN	C
NAME2 - NAME9	C
PARTNRIDX	C
TAXEXEMPT	C
TAXID	C
USERAREA	C

3.4 ADDRESS

The Data Type “**ADDRESS**” represents the data concerning the location of the business partner. Listed are all the Field Identifiers and Segments that are valid for use within the ADDRESS Data Type. All data for the ADDRESS Data Type is optional.

OPTIONAL ADDRESS DATA	
NAME	APPENDIX
ADDRLINE1 - ADDRLINE9	C
ADDRTYPE	C
CITY	C
COUNTRY	C
COUNTY	C
DESCRIPTN	C
FAX1 - FAX9	C
POSTALCODE	C
REGION	C
STATEPROVN	C
TAXJRSCTN	C
TELEPHONE1 - TELEPHONE9	C
URL	C
USERAREA	C

3.5 CONTACT

The Data Type “**CONTACT**” represents people associated with the PARTNER and various ways to contact them, such as telephone or fax. The CONTACT is an optional Data Definition Area that must follow the partner that it is associated with. Listed are all the Field Identifiers and Segments that are valid for use within the CONTACT Data Type.

The first table represents required data.

REQUIRED CONTACT DATA	
NAME	APPENDIX
NAME1	C

The second table describes data that is optional.

OPTIONAL CONTACT DATA	
NAME	APPENDIX
DESCRIPTN	C
EMAIL	C
FAX1 - FAX9	C
NAME2 - NAME9	C
TELEPHONE1 -TELEPHONE9	C
USERAREA	C

3.6 POTERM

The Data Type “**POTERM**” represents the payment due dates and payment discount information. The POTERM is optional for the POORDERHDR and the POORDERLIN. If used, it can occur multiple times for each. Listed are all the Field Identifiers and Segments that are valid for use within the POTERM Data Type.

There are no required fields for the POTERM Data Type.

OPTIONAL POTERM DATA	
NAME	APPENDIX
DAYOFMONTH	C
DAYSNUM	C
DESCRIPTN	C
OPERAMT(EXTENDED)(T)	D
PROXMONTH	C
QUANTITY(PERCENT)	D
TERMID	C
USERAREA	C

Processing Notes:

In the POTERM, the DAYOFMONTH and PROXMONTH are used together. Also, if DAYSNUM is used, then the DAYOFMONTH and PROXMONTH are not relevant.

The OPERAMT(EXTENDED) or the QUANTITY(PERCENT) are mutually exclusive. OPERAMT(EXTENDED) represents the absolute discount amount. The QUANTITY(PERCENT) represents the discount percentage.

3.7 CHARGE

The Data Type “**CHARGE**” represents the charges other than the goods or services represented in the Business Object Document. Examples of charges that can be carried in the CHARGE Data Type include freight, taxes, or handling charges. The CHARGE is an optional Data Definition Area.

Charge usage is further defined by its position in the PROCESS PO. For example, charges that follow the POORDERHDR Data Type or each POORDERLIN Data Type are implied to be associated with that POORDERHDR or POORDERLIN Data Type.

Listed are all the Field Identifiers and Segments that are valid for use within the CHARGE Data Definition Area. The first table represents required data.

REQUIRED CHARGE DATA	
NAME	APPENDIX
CHARGEID	C
OPERAMT(EXTENDED)(T)	D

The second table describes data that is optional.

OPTIONAL CHARGE DATA	
NAME	APPENDIX
CHGLINENUM	C
DESCRIPTN	C
USERAREA	C

3.8 DISTRIBUTN

The Data Type, “**DISTRIBUTN**”, is a Data Type the Business Service Request “**PROCESS PO**” uses to describe accounting distribution. The **DISTRIBUTN** Data Type is optional.

Listed are all the Field Identifiers and Segments that are valid for use within the **DISTRIBUTN** Data Type. There are no required fields for the **DISTRIBUTN** Data Type in this usage.

OPTIONAL DISTRIBUTN DATA	
NAME	APPENDIX
BUSNAREA	C
COSTCENTER	C
DEPARTMENT	C
DIVISION	C
ELEMENT1 - ELEMENT999	C
FUND	C
GEOGRAPHY	C
GLENTITYS	C
GLNOMACCT	C
OPERAMT(EXTENDED)(T)	D
PROFITCTR	C
PROJECT	C
UNIT	C
USERAREA	C
WAREHOUSE	C

3.9 POORDERLIN

The Data Type “**POORDERLIN**” represents the detail lines of the purchase order. At least one POORDERLIN is required for each POORDERHDR. Listed are all the Field Identifiers and Segments that are valid for use within the POORDERLIN Data Type. The first table represents required data.

REQUIRED POORDERLIN DATA	
NAME	APPENDIX
POLINENUM	C
QUANTITY(ORDERED)	D

Processing Notes: In addition to the required POORDERLIN data in the above table, it must also include one of the following:

- 1) ITEM or,
- 2) DESCRIPTN or,
- 3) ITEMX or,
- 4) UPC or,
- 5) Any of the above combinations.

The second table describes data that is optional.

OPTIONAL POORDERLIN DATA	
NAME	APPENDIX
DATETIME(NEEDEDELV)	D
DESCRIPTN	C
DRAWING	C
HAZRDMATL	C
ITEM	C
ITEMRV	C
ITEMRVX	C
ITEMX	C
NOTES	C
OPERAMT(UNIT)(T)	D
PACKING	C
POLNSTATUS	C
TAXWHEXMPT	C
UPC	C
USERAREA	C

3.10 POSUBLINE

The Data Type “**POSUBLINE**” represents any additional information concerning the product on the POORDERLIN. The POSUBLINE can be used to describe a specific configuration of the ordered item.

The POSUBLINE is an optional Data Definition Area. Listed are all the Field Identifiers and Segments that are valid for use within the POSUBLINE Data Type. The first table represents required data.

REQUIRED POSUBLINE DATA	
NAME	APPENDIX
QUANTITY(ITEM)	D

Processing Notes: In addition to the required POSUBLINE data, it must also include one of the following:

- 1) ITEM or,
- 2) DESCRIPTN or,
- 3) ITEMX or,
- 4) UPC or,
- 5) Any of the above combinations.

POSUBLINE usage is further defined by its position on the PROCESS PO. For example each POSUBLINE that follows a POORDERLIN Data Type is implied to be associated with the POORDERLIN Data Type. The second table describes data that is optional.

OPTIONAL POSUBLINE DATA	
NAME	APPENDIX
DESCRIPTN	C
DRAWING	C
ITEM	C
ITEMRV	C
ITEMRVX	C
ITEMX	C
PROPERTY1 - PROPERTY99	C
PSBLINENUM	C
UPC	C
USERAREA	C

3.11 POLINESCHD

The Data Type “**POLINESCHD**” represents the requested ship or delivery dates for goods ordered. The POLINESCHD is an optional Data Definition Area. Listed are all the Field Identifiers and Segments that are valid for use within the POLINESCHD Data Type. The POLINESCHD can not be associated with a POSUBLINE. It is only associated with a POORDERLIN.

The first table represents required data.

REQUIRED POLINESCHD DATA	
NAME	APPENDIX
DATETIME(NEEDEDELV)	D
QUANTITY(ORDERED)	D

Processing Notes:

POLINESCHD usage is further defined by its position on the PROCESS PO. For example each POLINESCHD that follows a POORDERLIN Data Type is implied to be associated with the POORDERLIN Data Type.

The second table describes data that is optional.

OPTIONAL POLINESCHD DATA	
NAME	APPENDIX
DESCRIPTN	C
PSCLINENUM	C
USERAREA	C