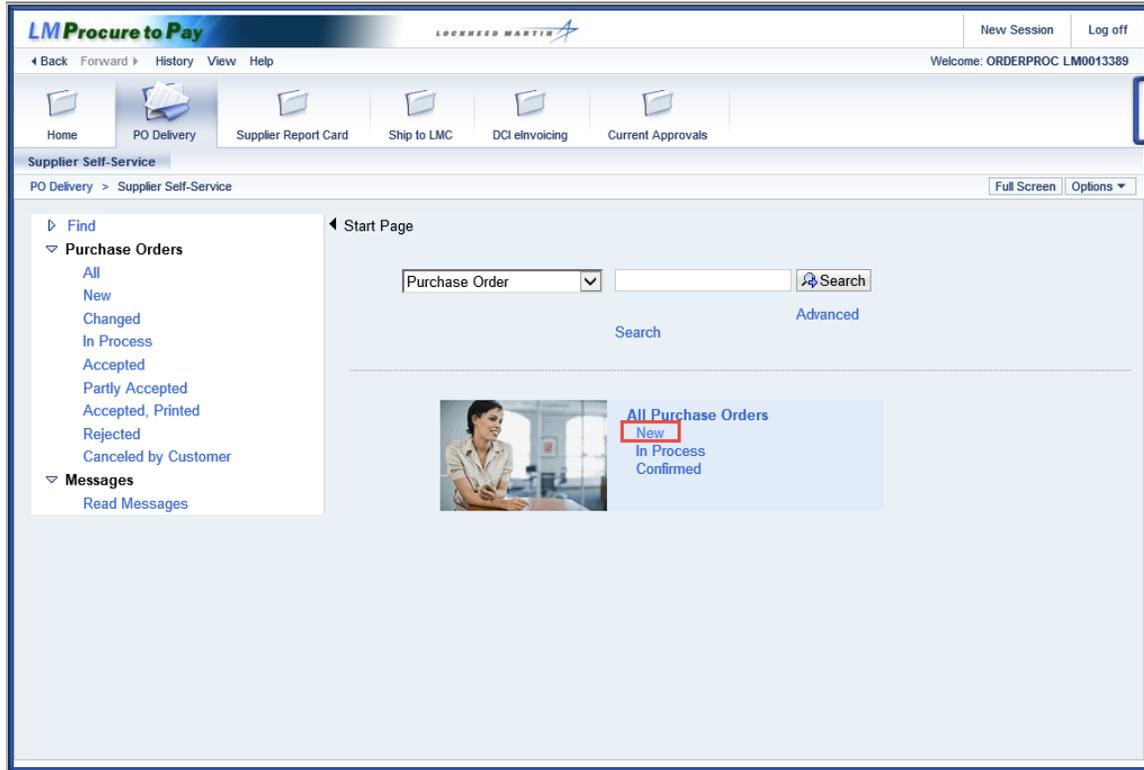LOCKHEED MARTIN

LM Procure to Pay

LM Procure to Pay
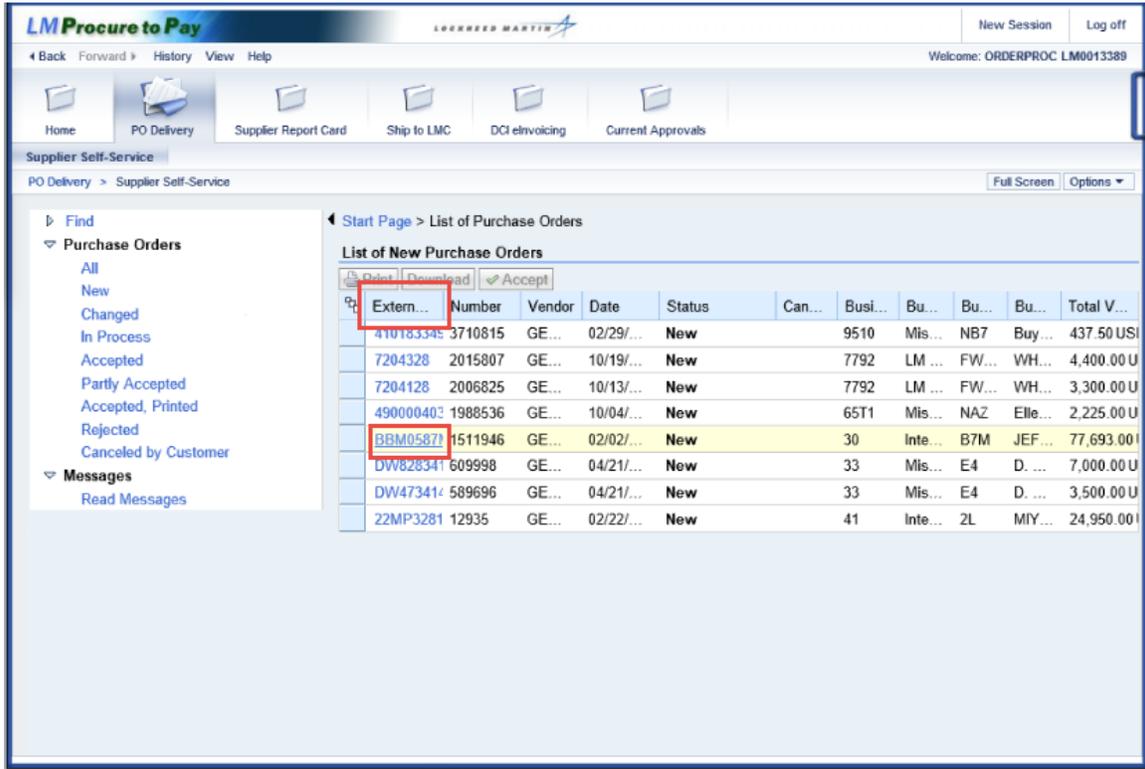## Quick Reference Guide
For Suppliers

Schedule Agreement
Acceptance and Rejection

Procedure

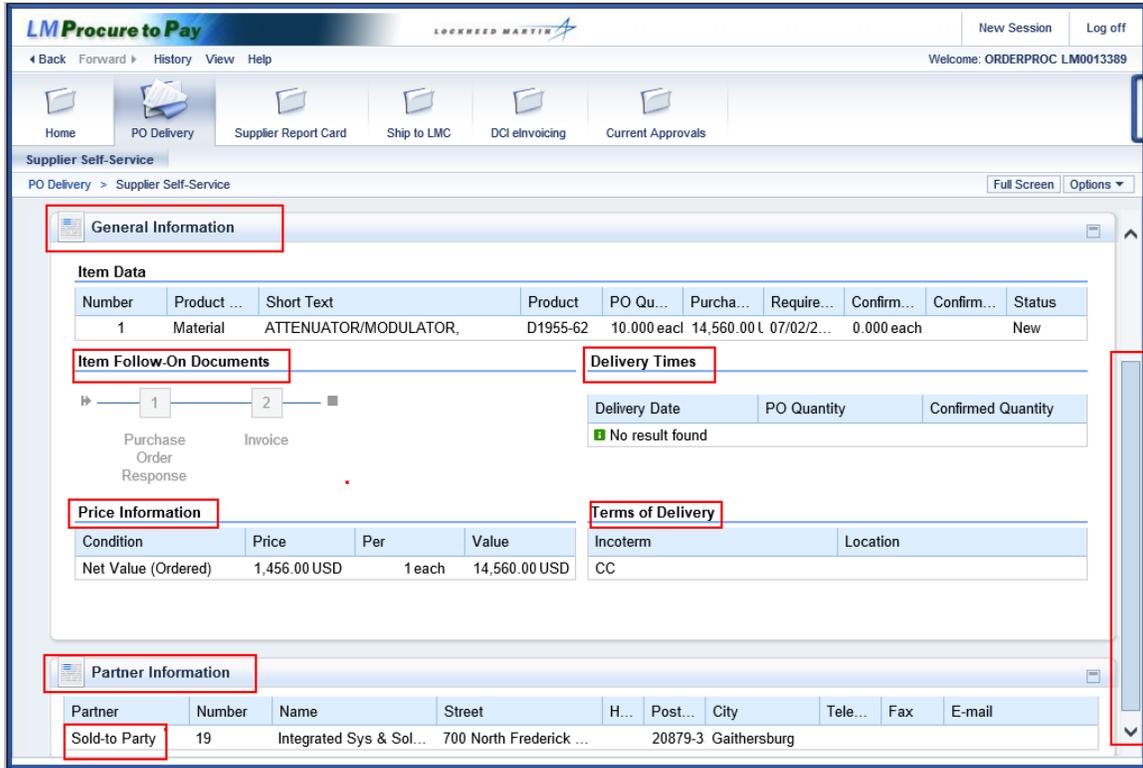This quick reference guide displays the procedure to accept a schedule agreement.

Step	Action
1.	Click the **New** link to see the new schedule agreements in your queue.

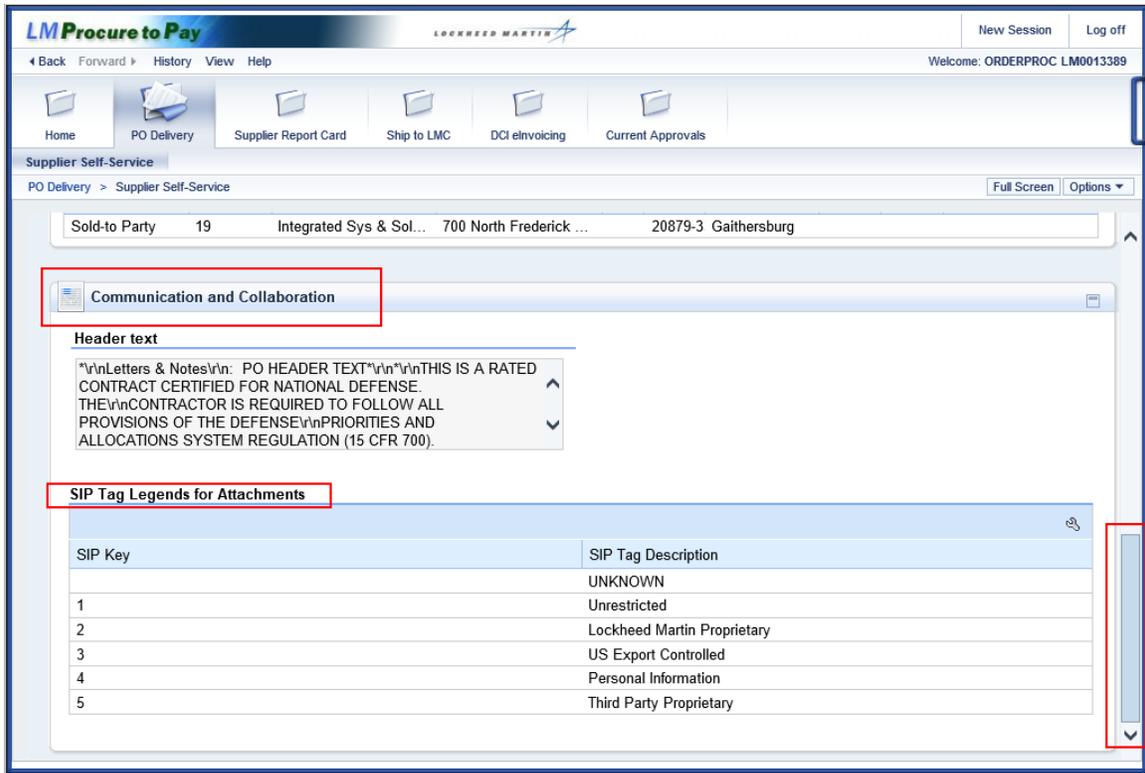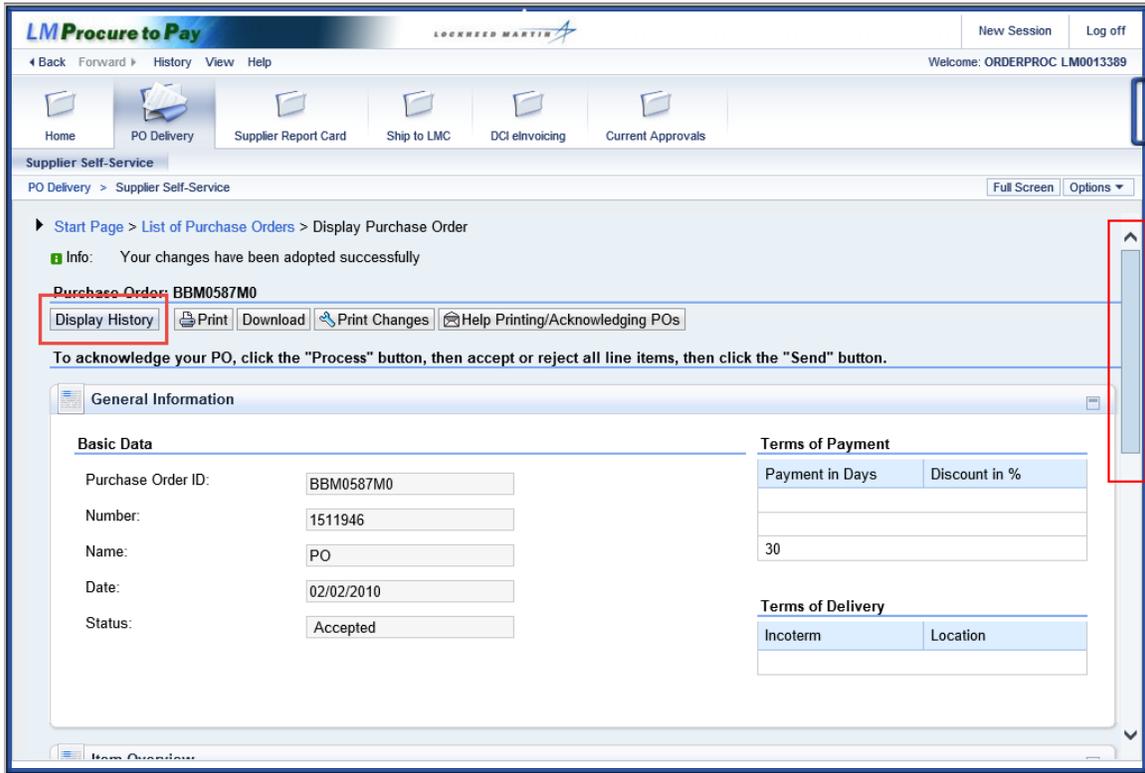| Step	Action
2.	The resulting page displays the document number, schedule agreement number, date, status, etc. for the new schedule agreements. Schedule agreements not processed in three work days generate a reminder e-mail sent to the buyer and supplier point-of-contact.
3.	Although the External Document Number is the "hot-linked" field, the order is recognized by the schedule agreement number.
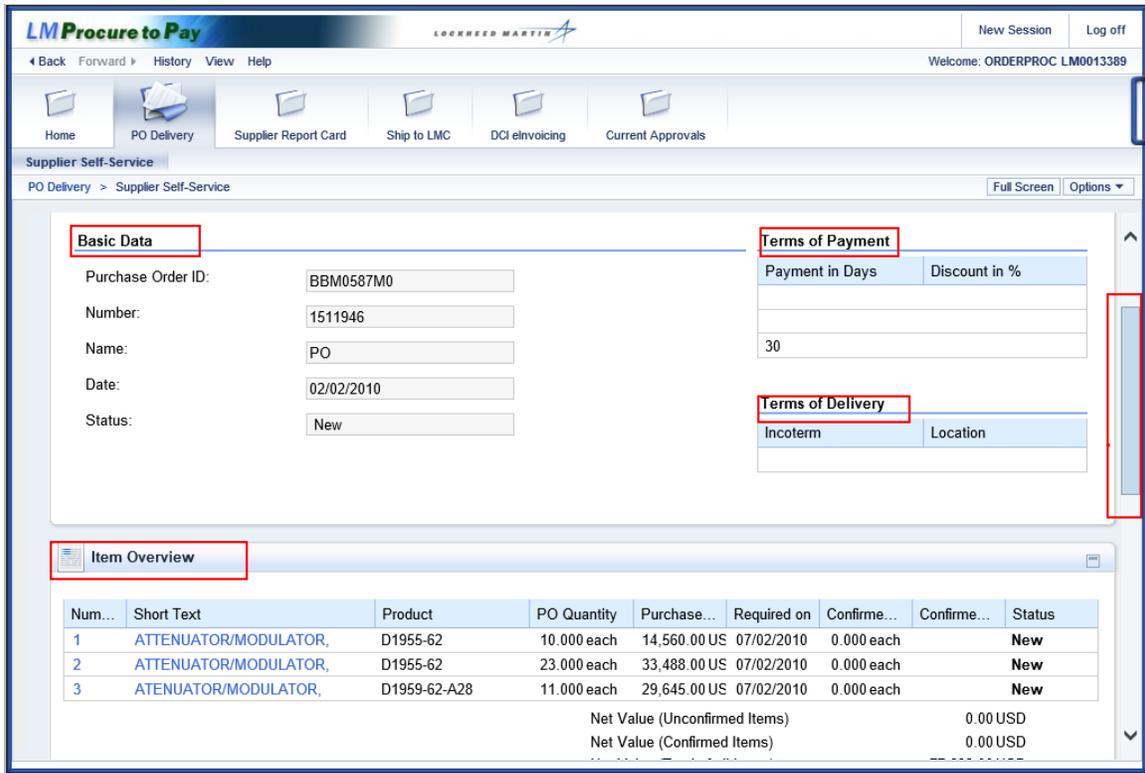
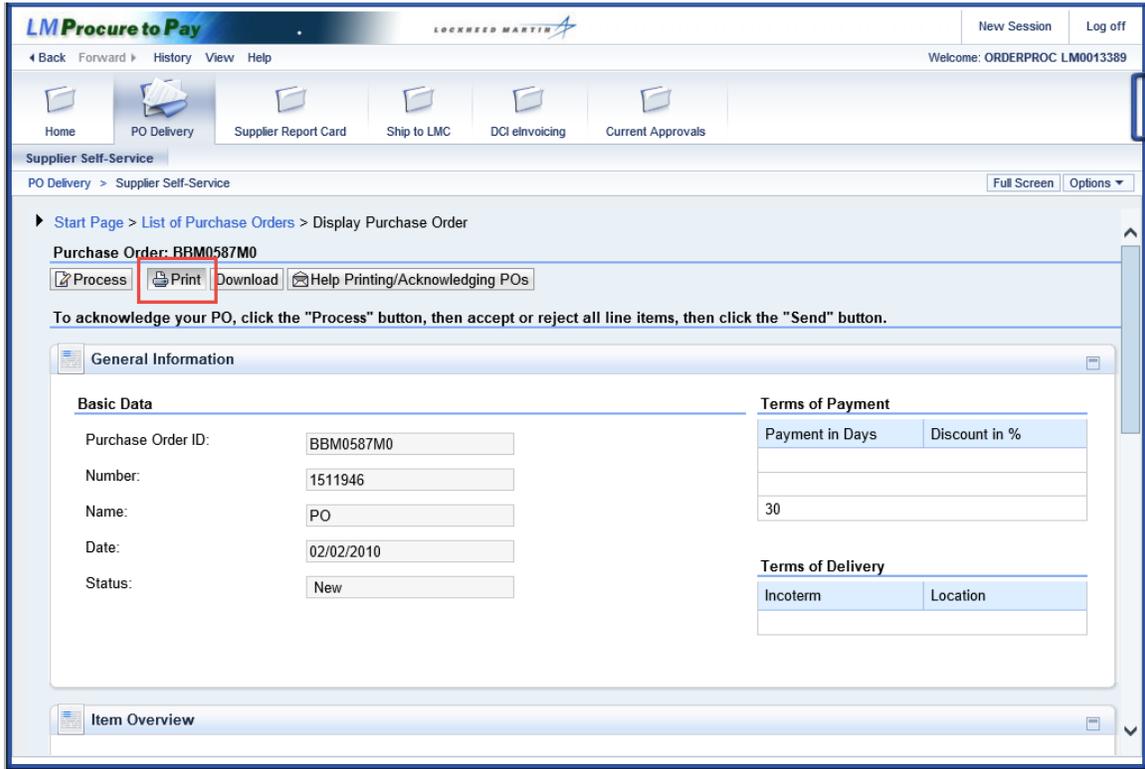| Step	Action
4.	This screen displays purchase order information by Content Sections. Shown here are the **Content Area** (Basic Data, Terms of Payment, and Terms of Delivery) and the **Item Overview** (line items of schedule agreement) Further sections can be viewed by scrolling down. Click the scrollbar to continue.

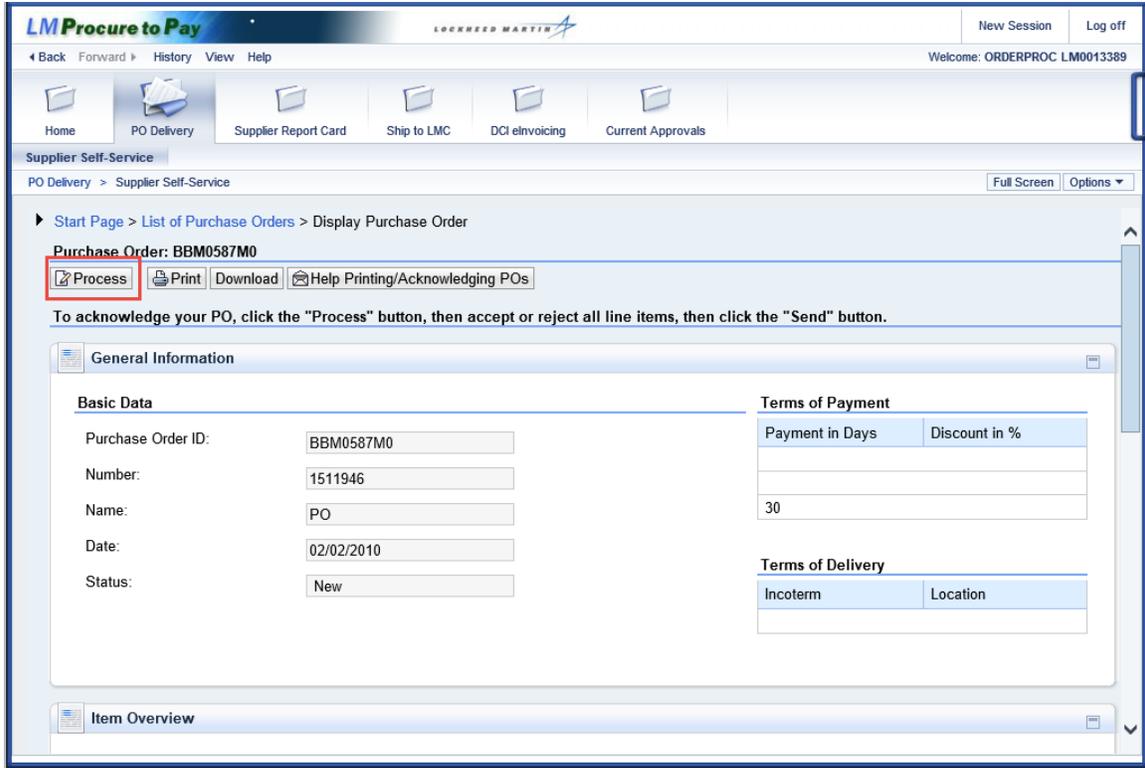| Step	Action
5.	Scrolling further down displays additional Content Sections including **General Information** (Item Data, Follow on Items, Delivery Times, and Price Information). The **Partner Information** section reflects the business unit that LM is doing business with. The **Partner Information** contains details from the purchase order or schedule agreement pertaining to the partner. Sold-to Party includes the LM company code and address from the purchase order or schedule agreement. Ship-To Address is the delivery address from the purchase order or schedule agreement.

Step	Action
6.	By scrolling to the bottom or the purchase order you find the **Communications and Collaborations** section that displays header and message texts along with SIP keys and Descriptions. **Note** - If the displayed purchase order or schedule agreement is acknowledged in Exostar (SCP) or LM eDocs, the historical information is available from the Display History link. Scroll back to the top of the purchase order display.

Step	*Action*
7.	Scroll to the top of the purchase order.
	Click the **Display History** link. The following screens will allow you to open a generated .pdf file to view the purchase order details associated with the historical activity related to the PO.
	Close those sub-screen by clicking the cancel button **"X"** on the upper right hand corner of each sub-screen.

Step	Action
8.	To display the most complete view of the purchase order or schedule agreement, view the print version. Click the **Print** button. [Print] Use the **Print** button at the top of the page to view and save (in pdf format) or print the schedule agreement. This example is to View. Step 1. Click the Print button. Step 2. Click on the Open or Save Button. **Note -** Don't use the **Download** button as this may provide a historical purchase order version.

Step	*Action*
9.	To accept the schedule agreement, click the **Process** button.

Step	**Action**
10.	Use the **scroll bar** to scroll down the page to the buttons for two options: **Confirm All Items** or **Reject All Items.**

Step	Action
11.	Click the **Confirm All Items** button.
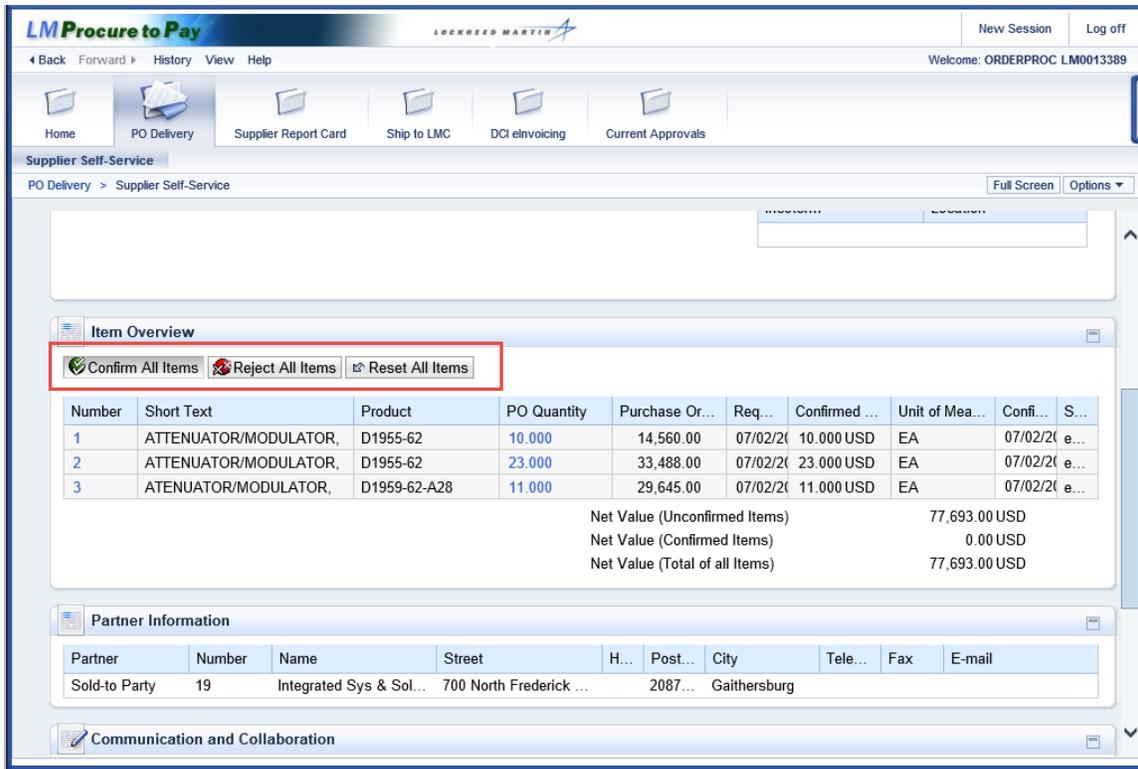
Step	Action
12.	Further Processing Comments: Click **Confirm All Items** to accept the schedule agreement with ALL existing terms. Click the **Reset All Items** button to cancel any of the previous actions.
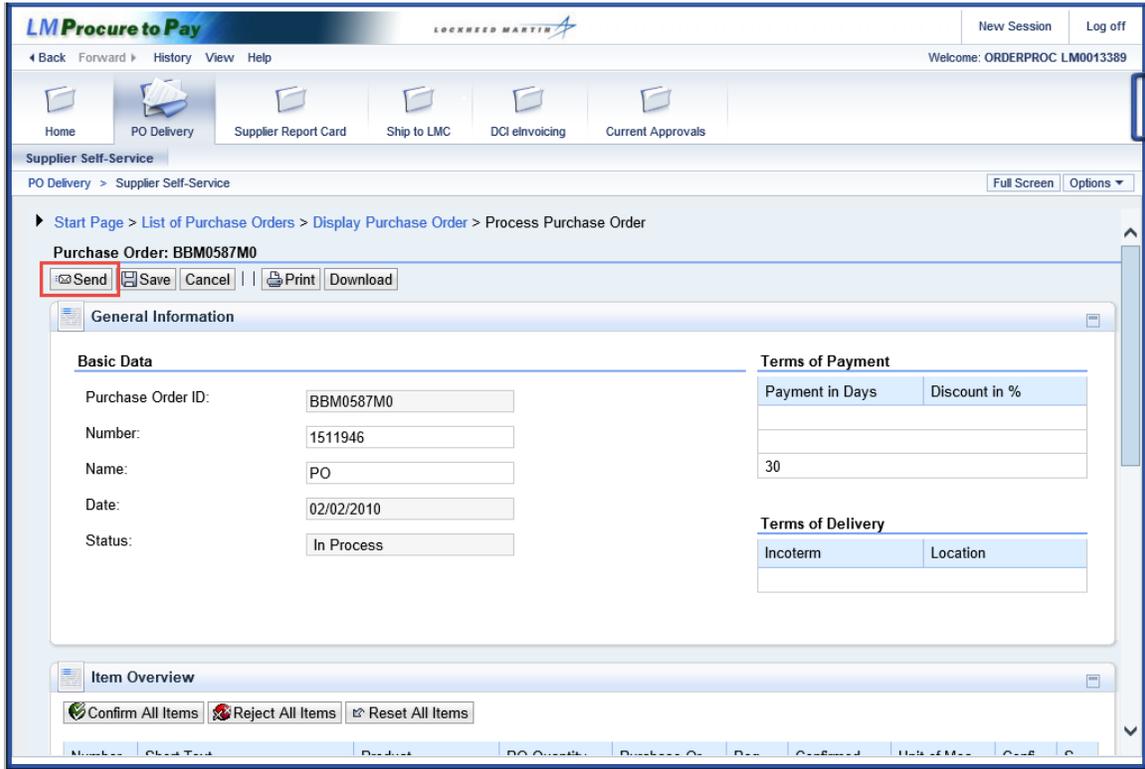
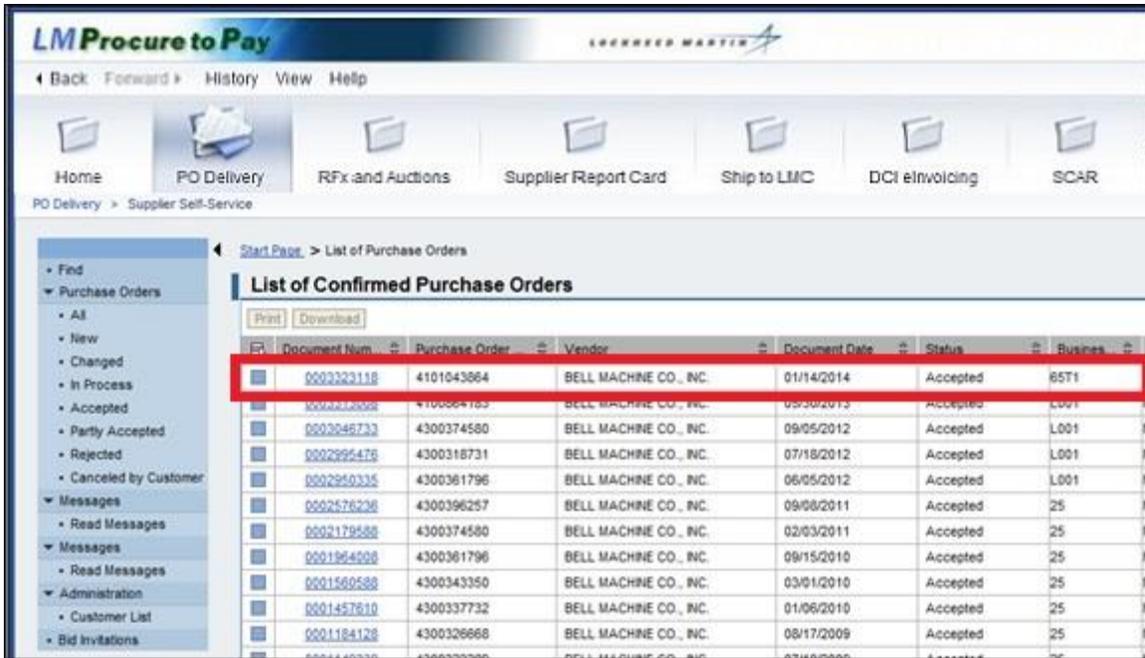| Step	Action
13.	Click the **Send** button. This will confirm the schedule agreement disposition.
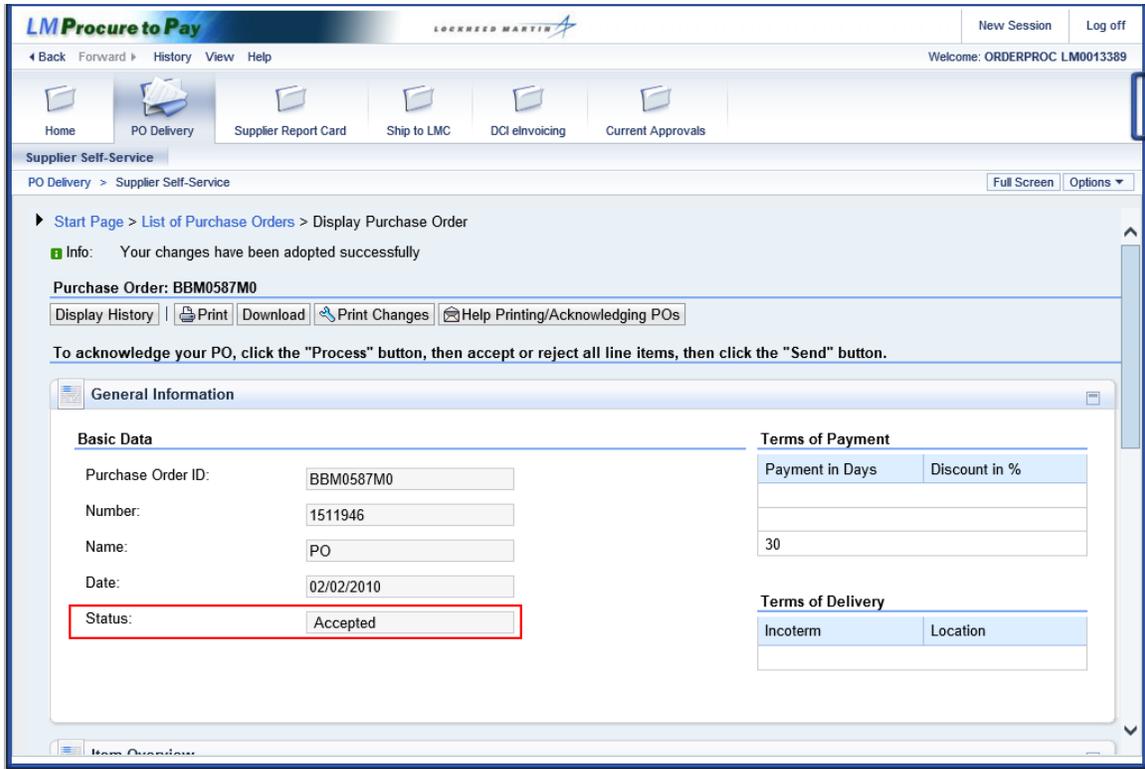
Step	Action
14.	The **Status** column (in the **General Information** section) for this item changes to **Accepted**. When the supplier agreement is accepted, an e-mail notification is sent to the applicable LMC buyer.

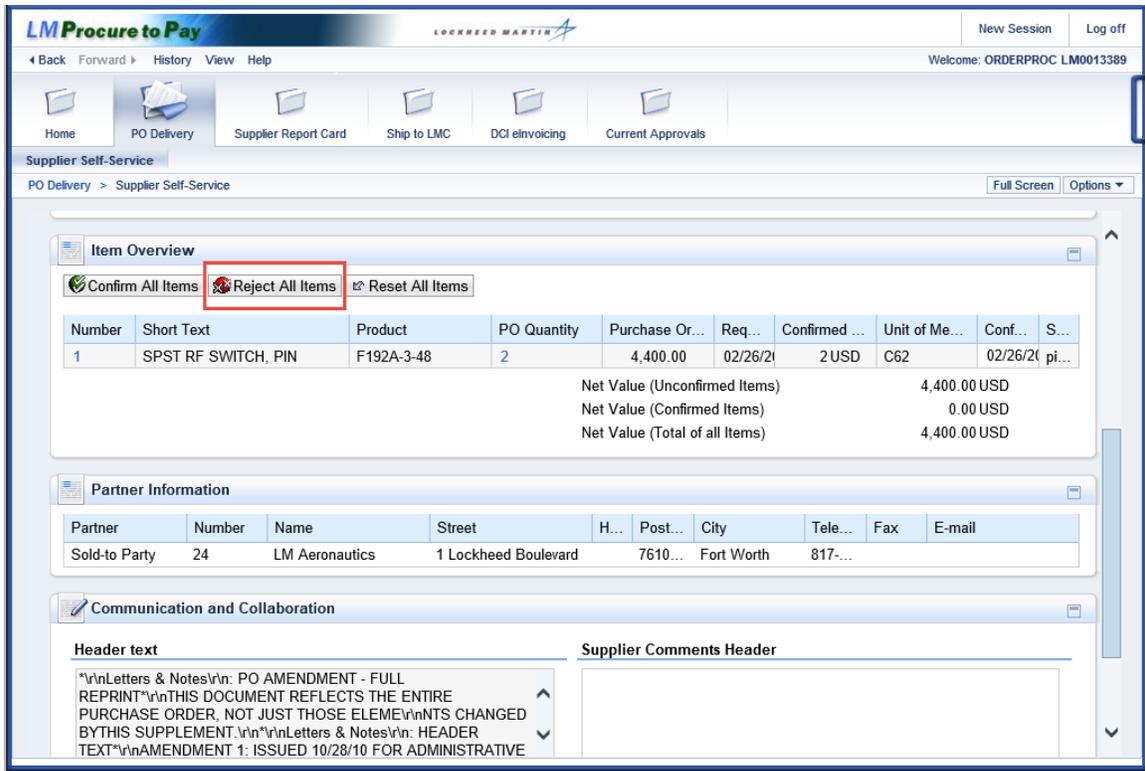| Step	Action
15.	Click the **Accepted** menu tree item. Accepted The document now displays as **Accepted.**
16.	You have successfully completed the procedure to accept a schedule agreement.

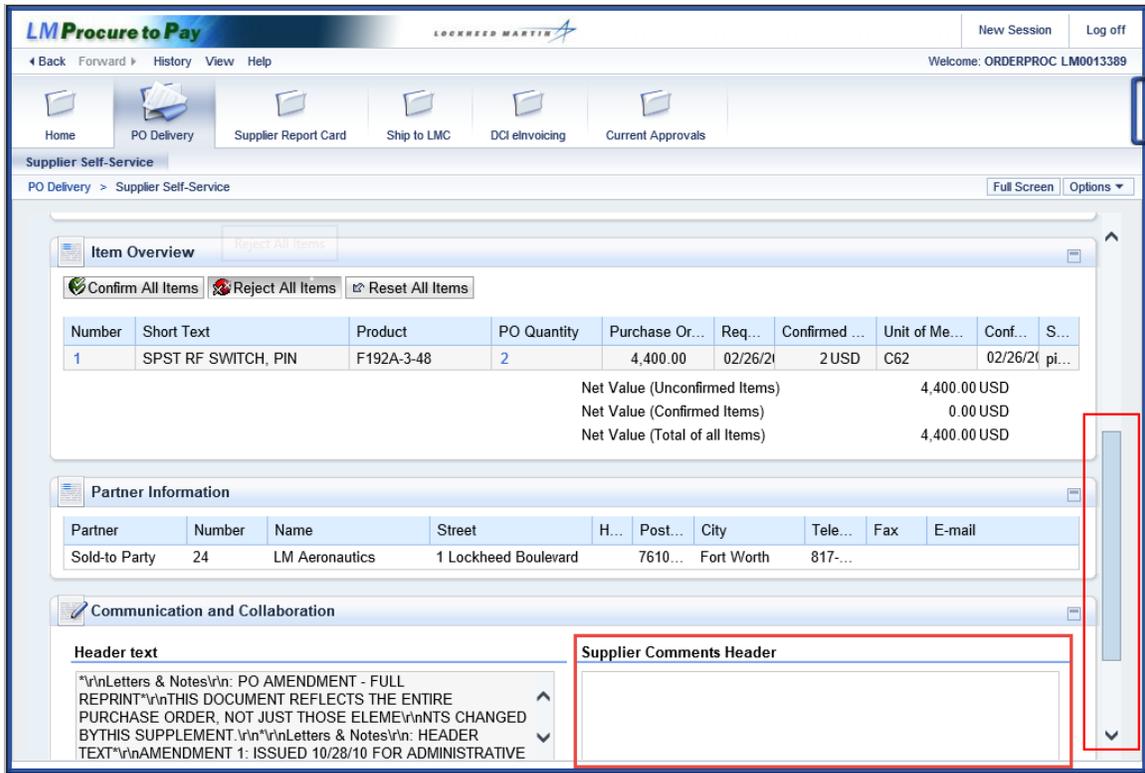| Step	Action
17.	The document now displays as **Accepted.**
18.	You have successfully completed the procedure to accept a schedule agreement.

Procedure

This section displays the procedure to reject a schedule agreement.
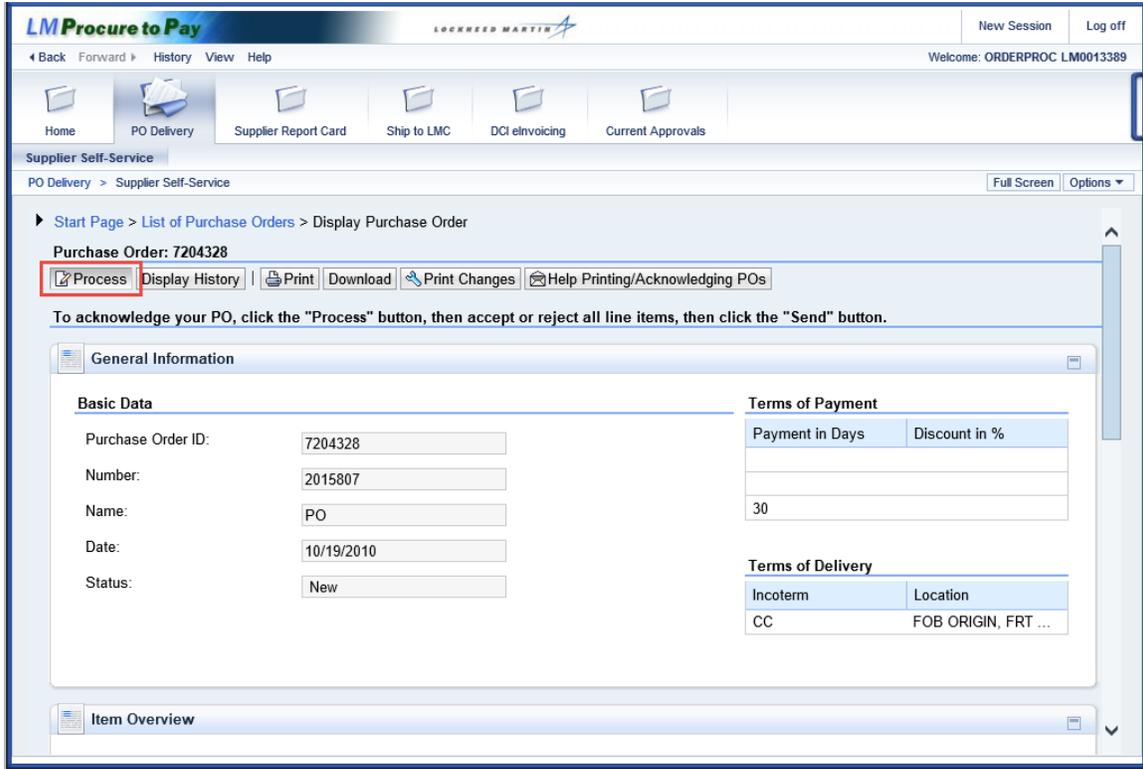
Step	Action
1.	To reject the schedule agreement, click the **Process** button. [Process]

Step	*Action*
2.	Use the **scroll bar** to scroll down the page to the buttons for two options: **Accept All Items** or **Reject All Items.** For this example (and to reject this schedule agreement), click the **Reject All Items** button.

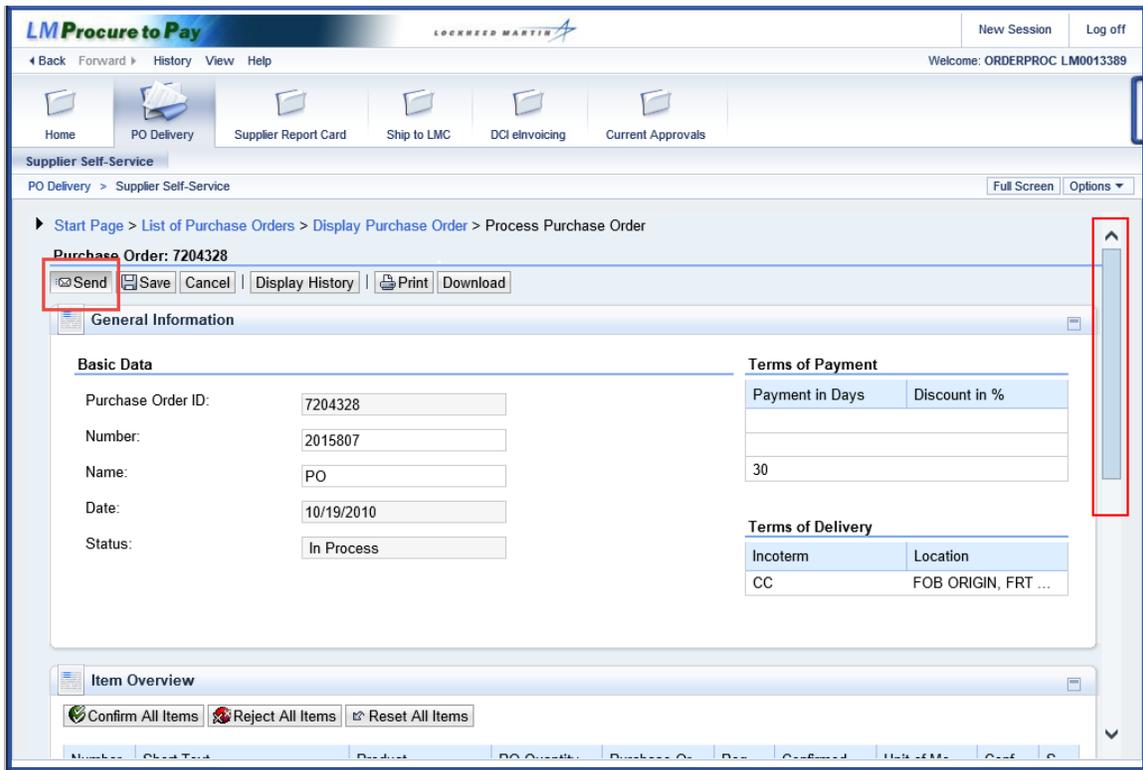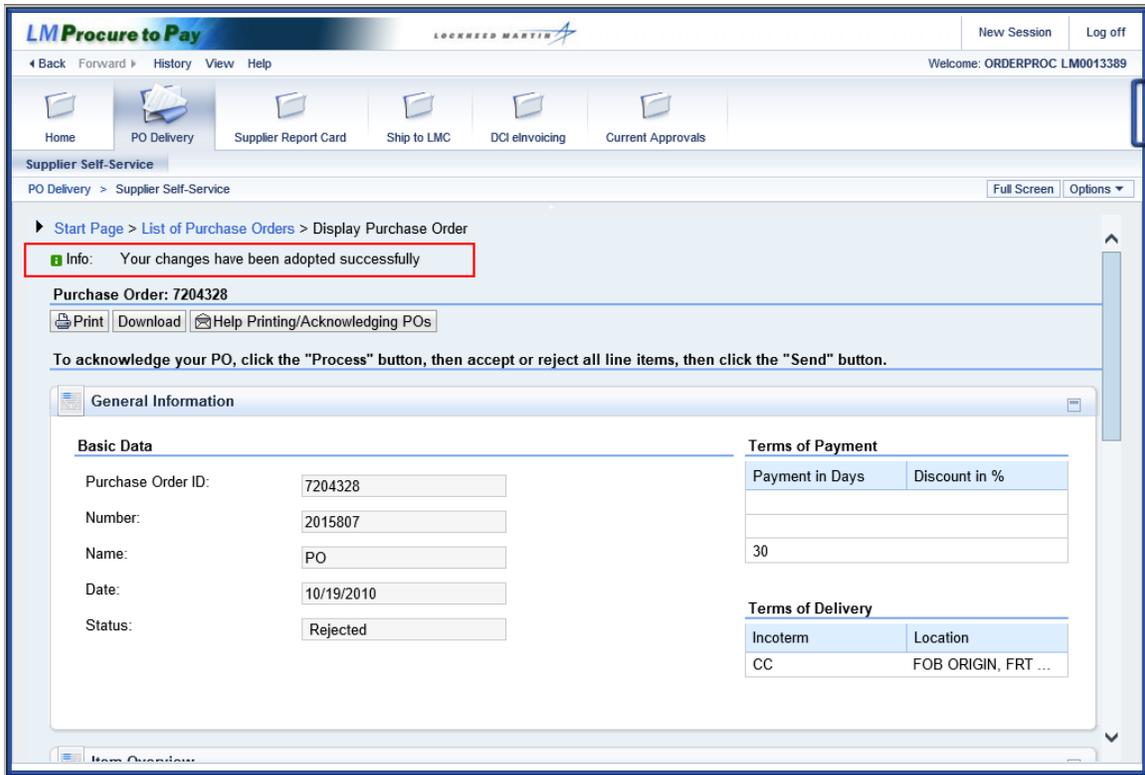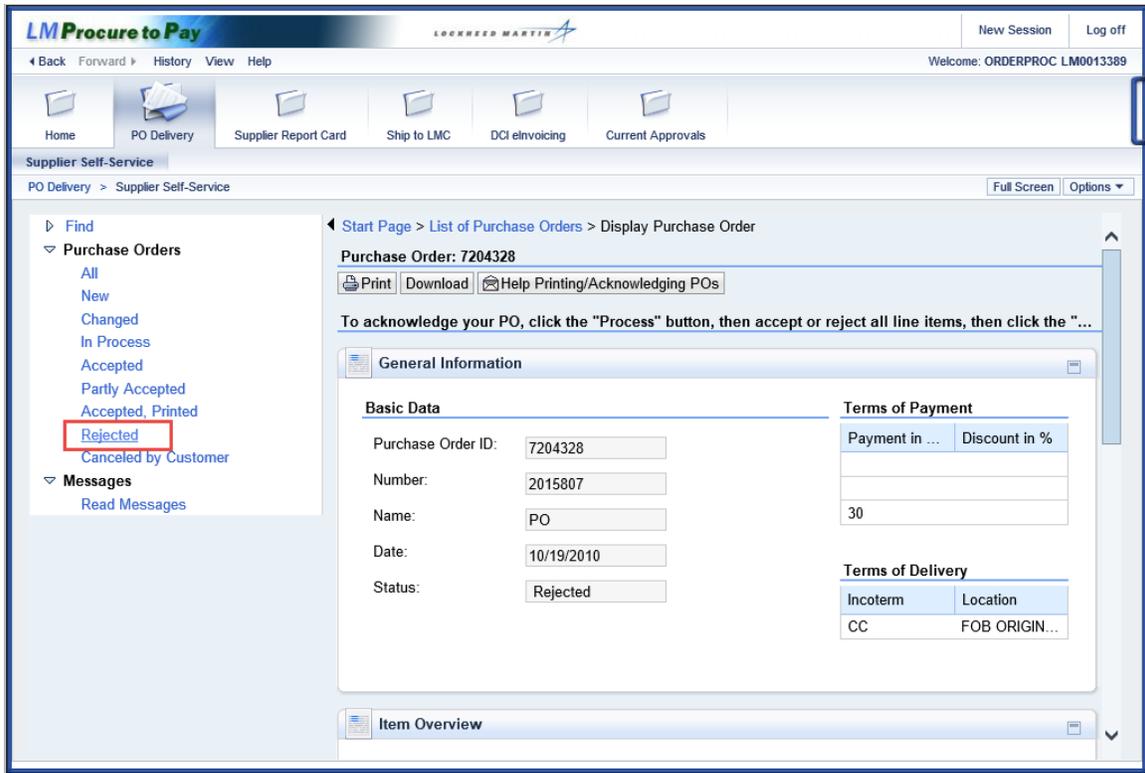| Step	Action
3.	In order to complete the process for rejecting a purchase order or schedule agreement, comments must be included that detail the reason for rejection. Scroll down to the **Supplier Comments Header** section which now appears.
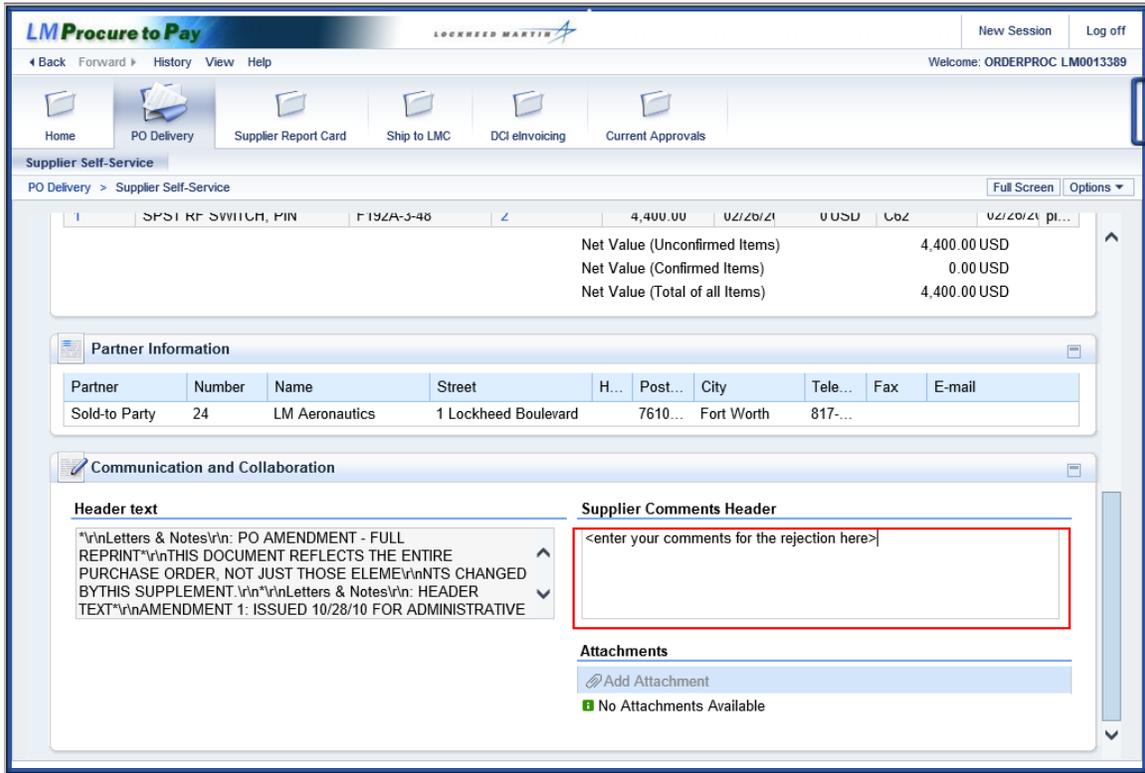
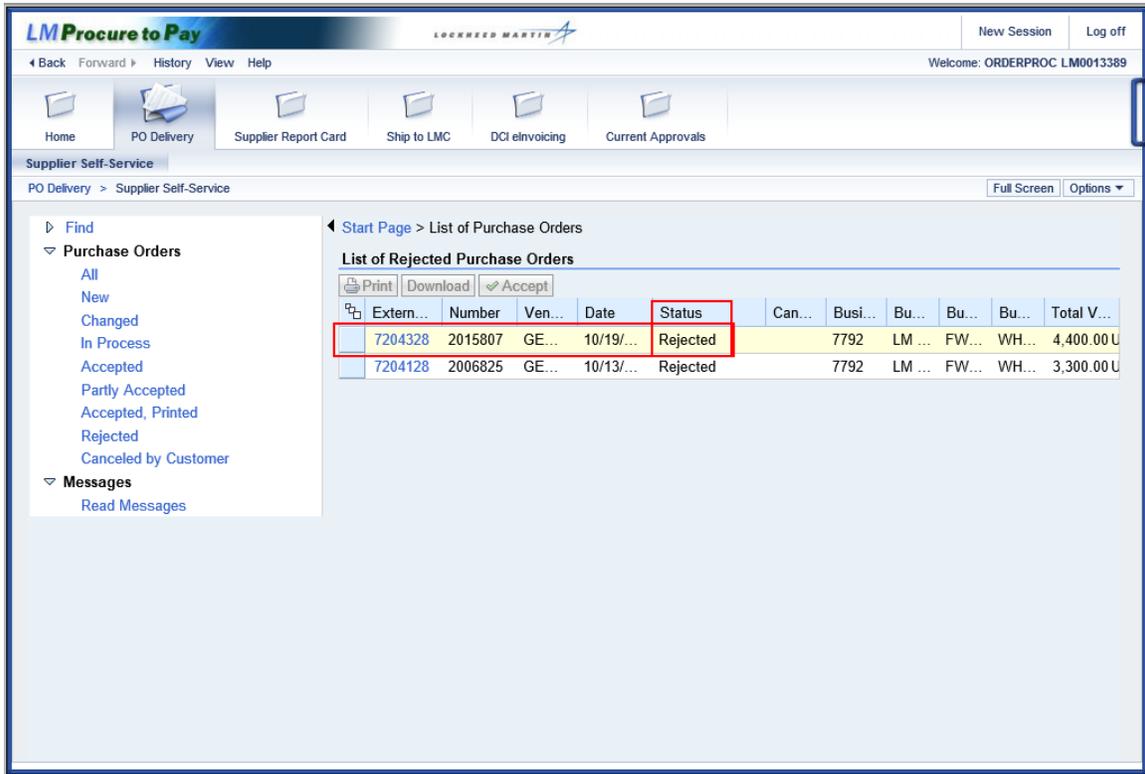| Step	Action
4.	Enter the desired message for rejection into the comments text area.
	For this example, type <enter your comments for the rejection here>.
	Press **Enter** to continue.

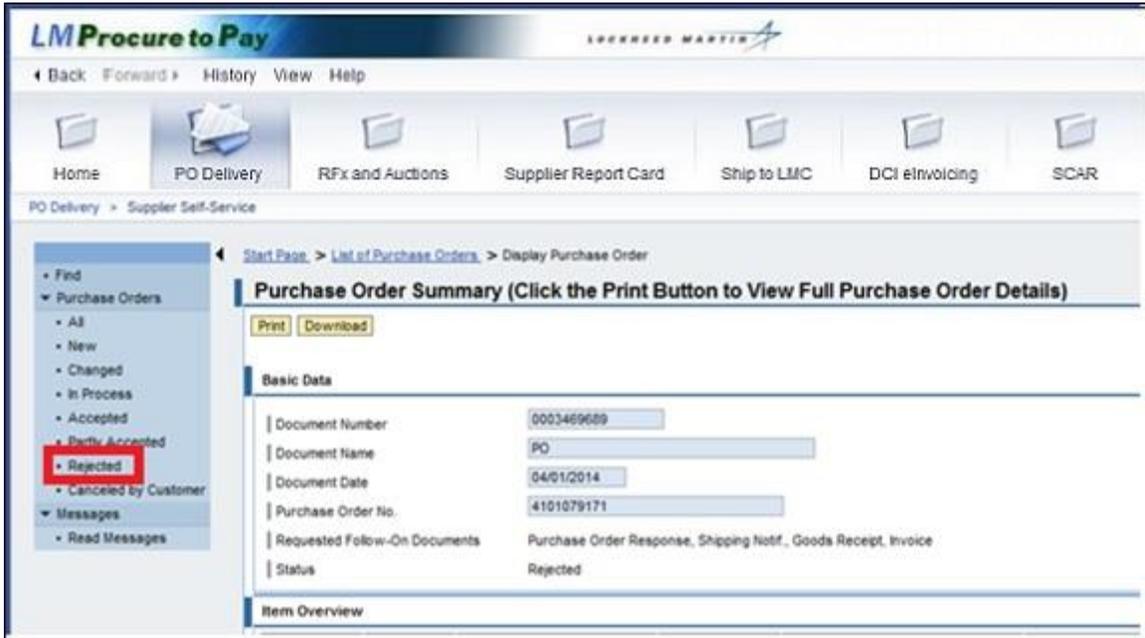| Step	Action
5.	Scroll back up to the **Items Overview** section. To finalize the schedule agreement rejection click the **Send** button

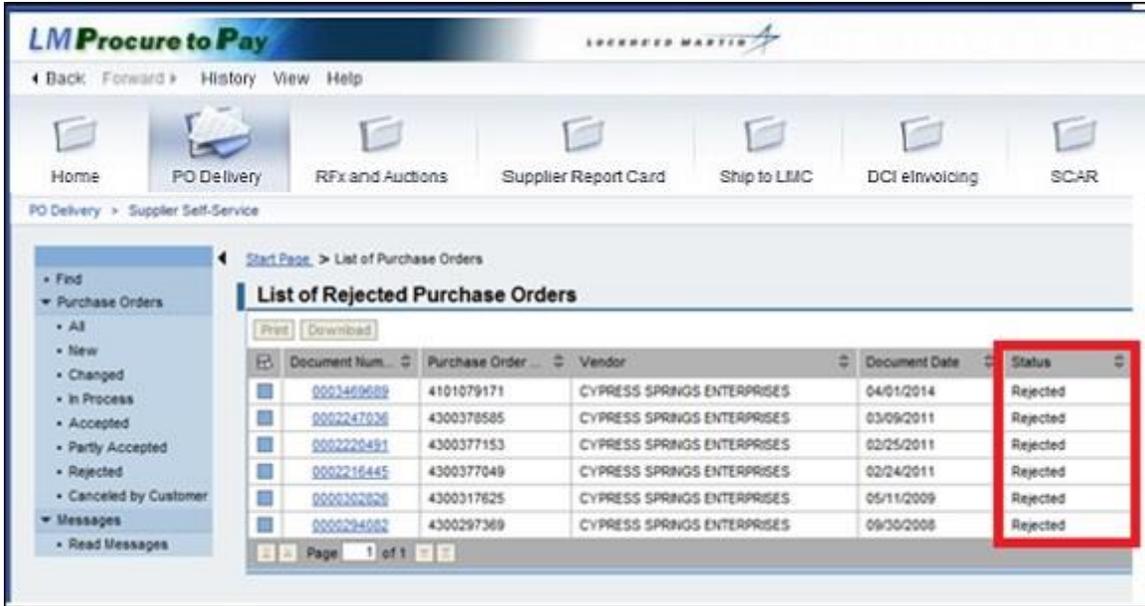| Step	Action
6.	The system message confirms the PO or schedule agreement is successfully rejected. Info: Your changes have been adopted successfully When a PO or schedule agreement is rejected an e-mail notification is sent to the applicable LMC buyer.

Step	Action
7.	Click the **Rejected** menu tree item.

Step	Action
8.	The system message confirms the schedule agreement has been successfully rejected. When a schedule agreement is rejected an e-mail notification is sent to the applicable Lockheed Martin buyer.
9.	You have now successfully completed the schedule agreement rejection scenario.

Step	Action
10.	Click the **Rejected** tree item.

Step	Action
11.	The document status shows rejected.
12.	You have successfully completed the procedure to reject a schedule agreement.