

Last Updated 2/13/2017
Last Reviewed 5/24/2022



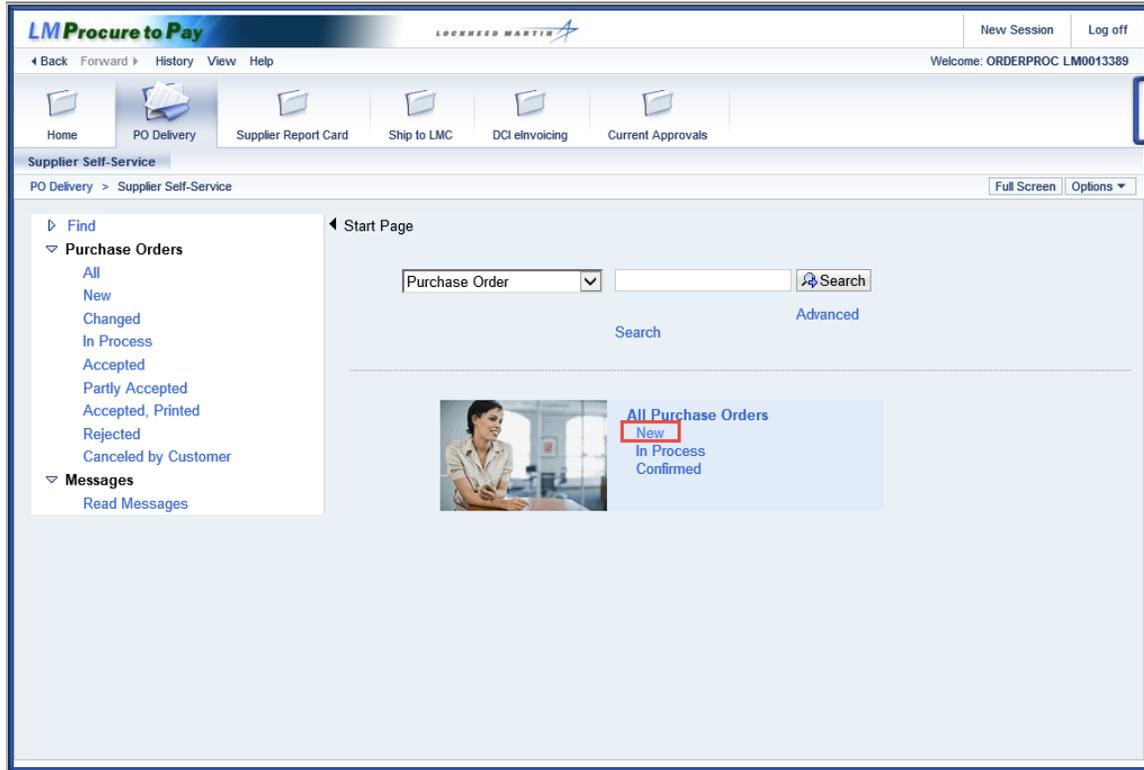
LM Procure to Pay

Quick Reference Guide For Suppliers

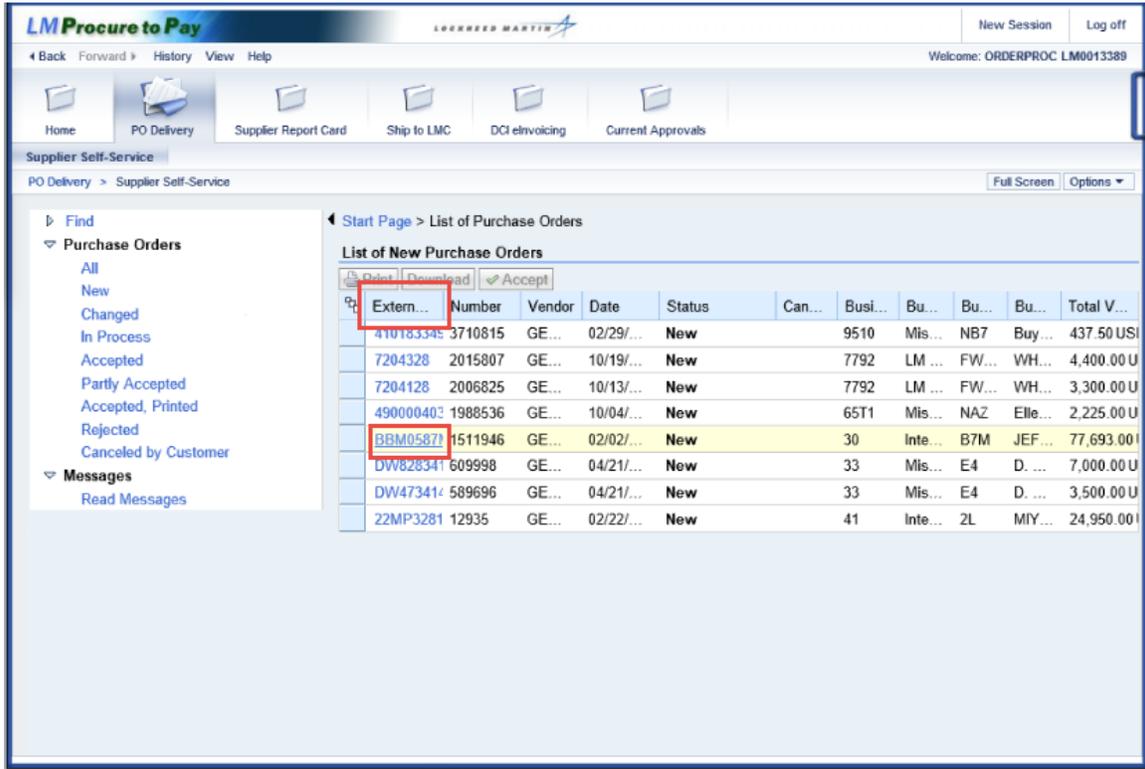
Schedule Agreement Acceptance and Rejection

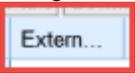
Procedure

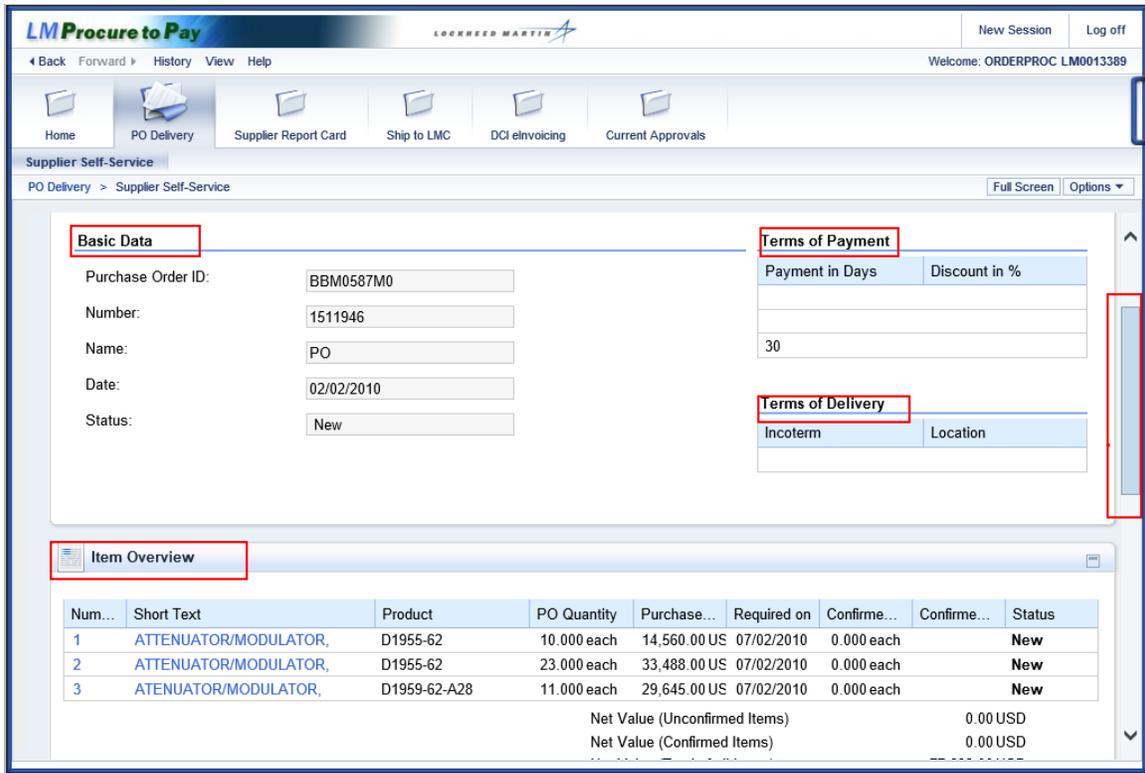
This quick reference guide displays the procedure to accept a schedule agreement.



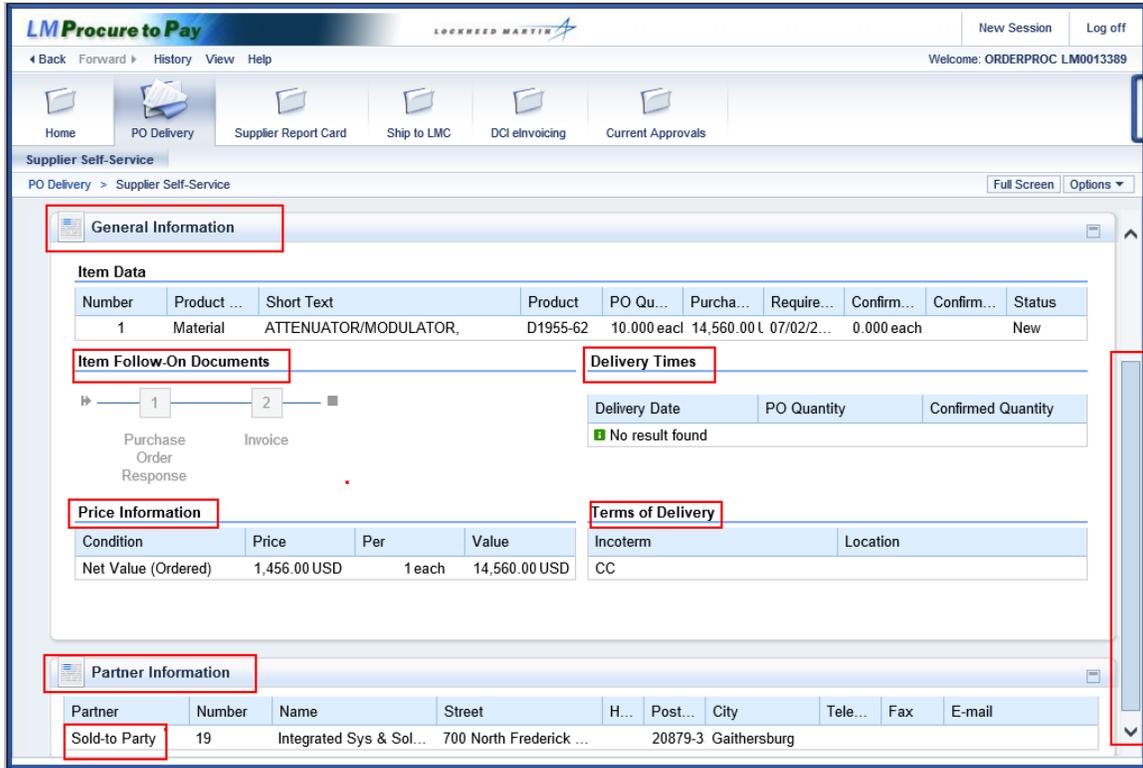
<i>Step</i>	<i>Action</i>
1.	Click the New link to see the new schedule agreements in your queue.



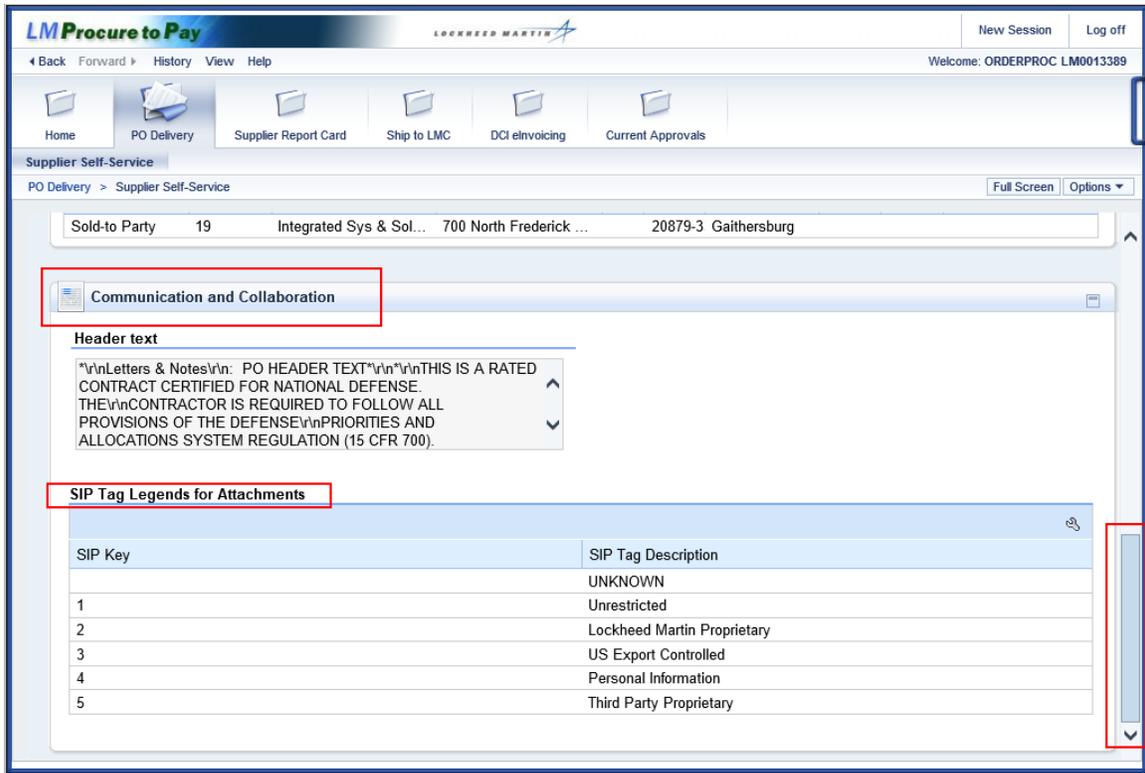
Step	Action
2.	The resulting page displays the document number, schedule agreement number, date, status, etc. for the new schedule agreements. Schedule agreements not processed in three work days generate a reminder e-mail sent to the buyer and supplier point-of-contact.
3.	Although the External Document Number is the "hot-linked" field, the order is recognized by the schedule agreement number. 



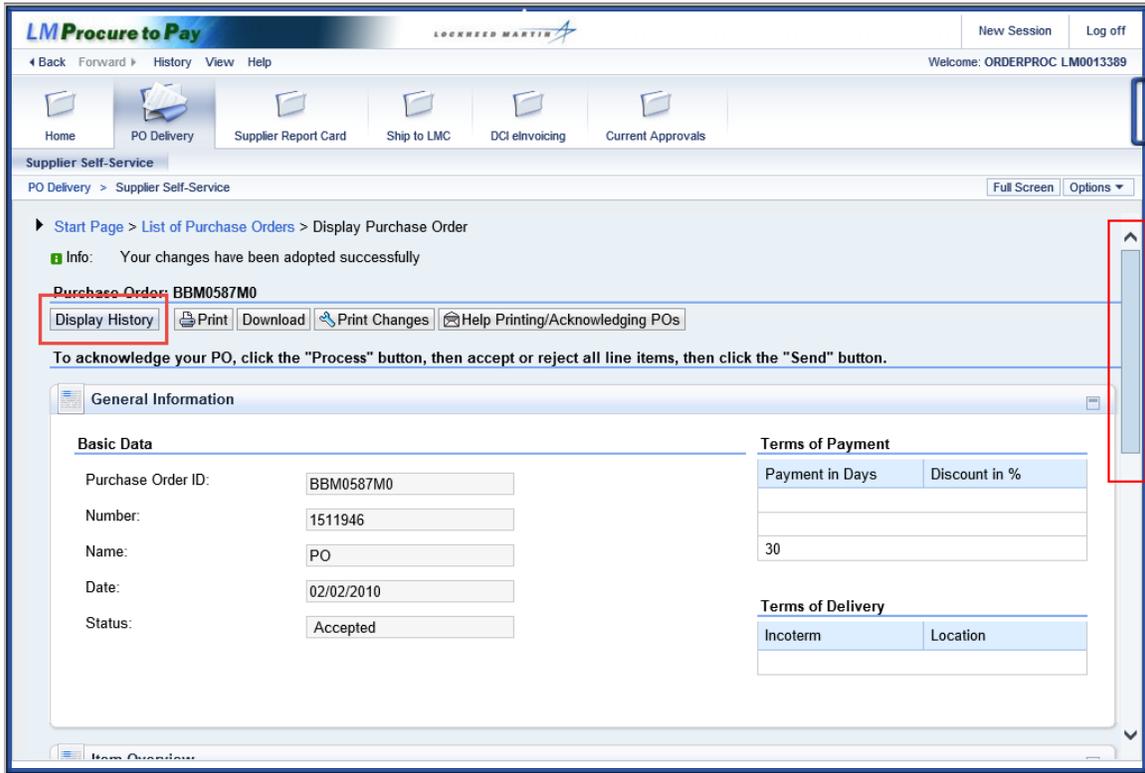
Step	Action
4.	<p>This screen displays purchase order information by Content Sections. Shown here are the Content Area (Basic Data, Terms of Payment, and Terms of Delivery) and the Item Overview (line items of schedule agreement)</p> <p>Further sections can be viewed by scrolling down. Click the scrollbar to continue.</p>



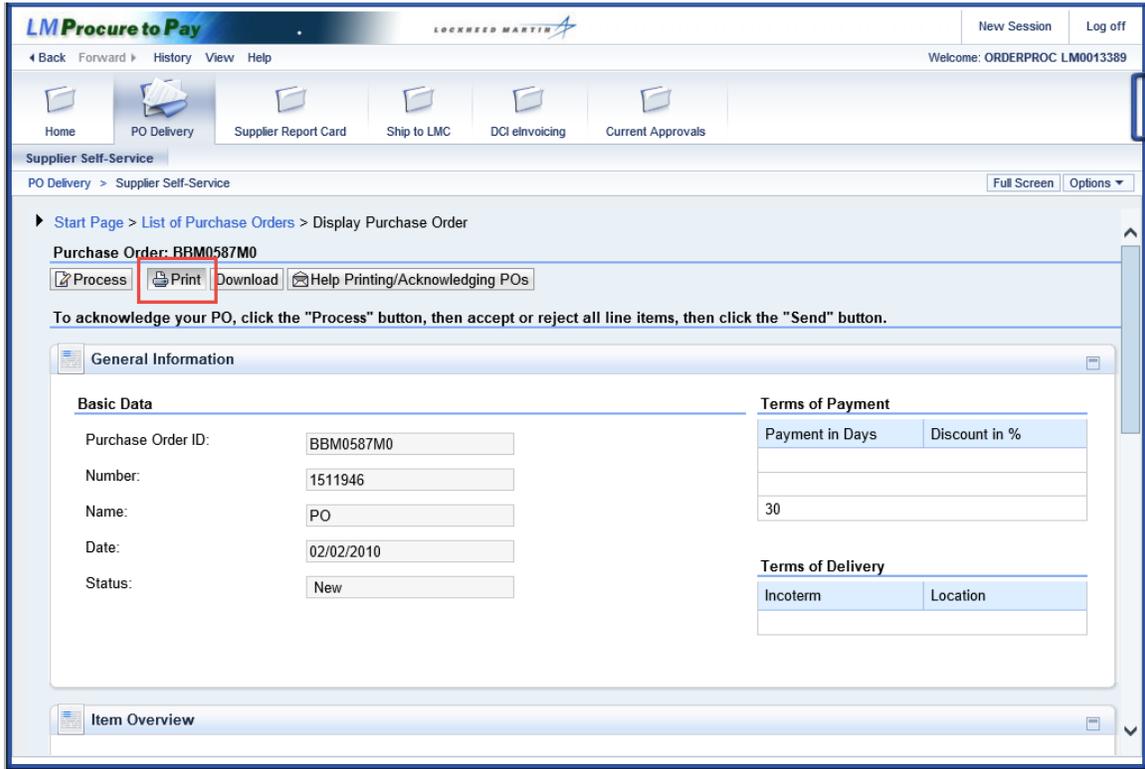
<i>Step</i>	<i>Action</i>
5.	<p>Scrolling further down displays additional Content Sections including General Information (Item Data, Follow on Items, Delivery Times, and Price Information).</p> <p>The Partner Information section reflects the business unit that LM is doing business with. The Partner 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.</p>



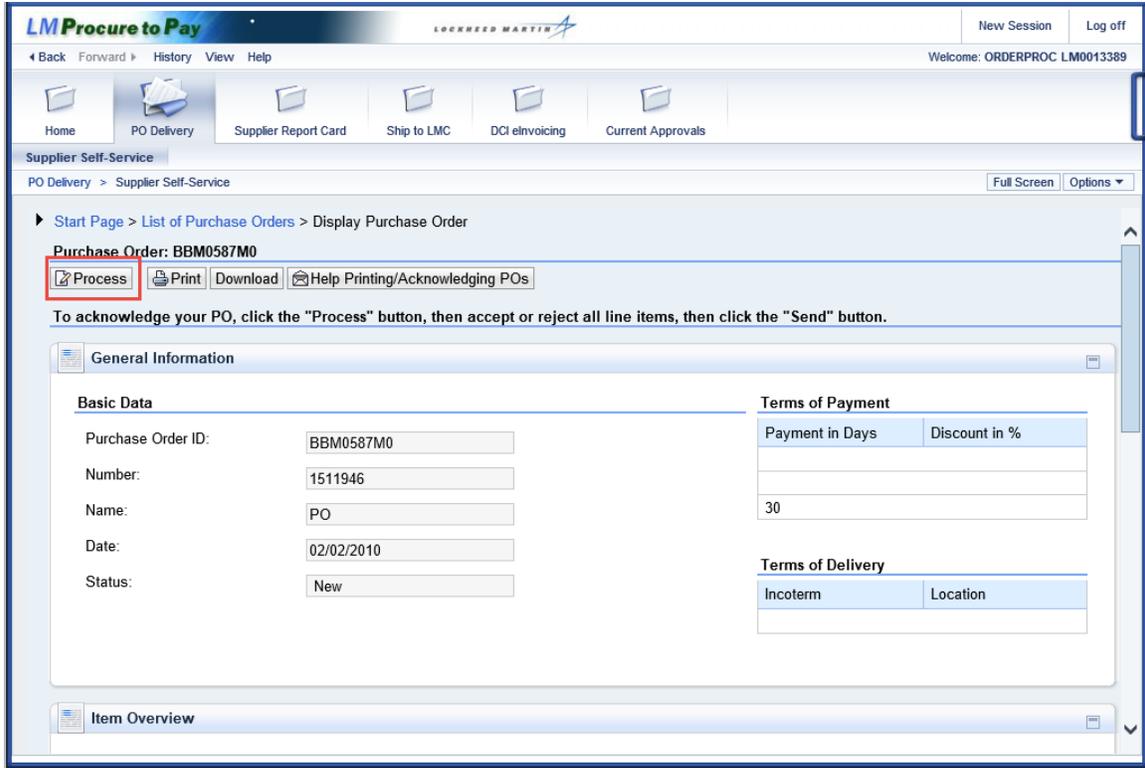
<i>Step</i>	<i>Action</i>
6.	<p>By scrolling to the bottom of the purchase order you find the Communications and Collaborations section that displays header and message texts along with SIP keys and Descriptions.</p> <p>Note - If the displayed purchase order or schedule agreement is acknowledged in Exostar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



<i>Step</i>	<i>Action</i>
7.	<p>Scroll to the top of the purchase order.</p> <p>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.</p> <p>Close those sub-screen by clicking the cancel button “X” on the upper right hand corner of each sub-screen.</p>



<i>Step</i>	<i>Action</i>
8.	<p>To display the most complete view of the purchase order or schedule agreement, view the print version.</p> <p>Click the Print button.</p>  <p>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.</p> <p>Step 1. Click the Print button. Step 2. Click on the Open or Save Button.</p> <p>Note - Don't use the Download button as this may provide a historical purchase order version.</p>



<i>Step</i>	<i>Action</i>
9.	To accept the schedule agreement, click the Process button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Process</div>

Supplier Self-Service

Purchase Order ID:

Number:

Name:

Date:

Status:

Terms of Delivery

Incoterm	Location

Item Overview

Confirm All Items Reject All Items

Number	Short Text	Product	PO Quantity	Purchase Or...	Req...	Confirmed ...	Unit of Mea...	Confi...	S...
1	ATTENUATOR/MODULATOR,	D1955-62	10.000	14,560.00	07/02/2010	10.000 USD	EA	07/02/2010	e...
2	ATTENUATOR/MODULATOR,	D1955-62	23.000	33,488.00	07/02/2010	23.000 USD	EA	07/02/2010	e...
3	ATENUATOR/MODULATOR,	D1959-62-A28	11.000	29,645.00	07/02/2010	11.000 USD	EA	07/02/2010	e...
Net Value (Unconfirmed Items)							77,693.00 USD		
Net Value (Confirmed Items)							0.00 USD		
Net Value (Total of all Items)							77,693.00 USD		

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 .

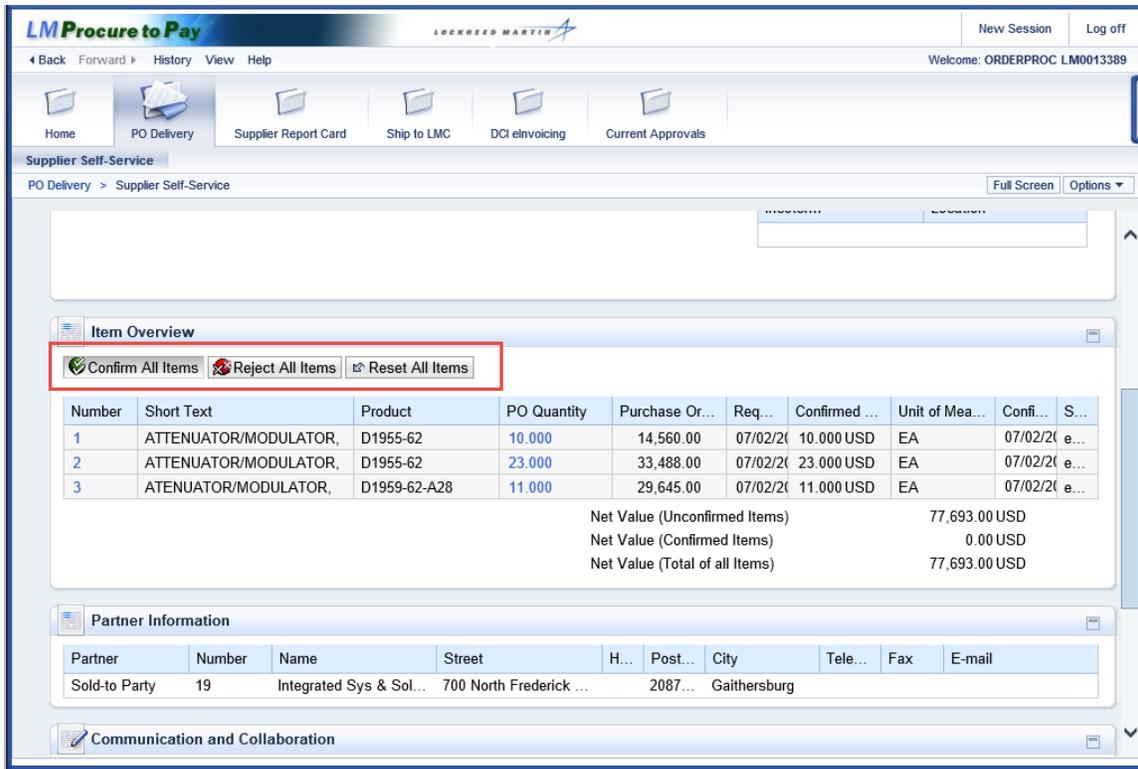
The screenshot shows the 'Supplier Self-Service' interface for a Purchase Order. The PO details are as follows:

- Purchase Order ID:
- Number:
- Name:
- Date:
- Status:

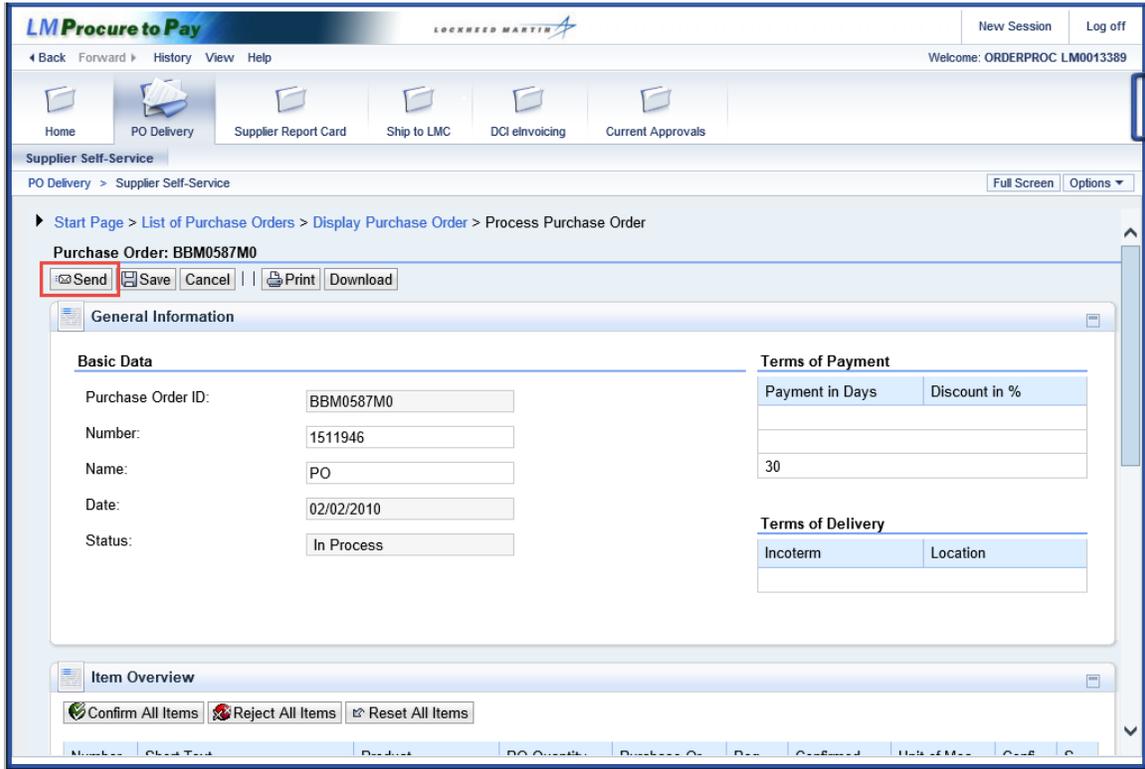
Below the details is the 'Item Overview' section, which includes three buttons: **Confirm All Items** (highlighted with a red box), **Reject All Items**, and **Reset All Items**. The table below shows the items:

Number	Short Text	Product	PO Quantity	Purchase Or...	Req...	Confirmed ...	Unit of Mea...	Confi...	S...
1	ATTENUATOR/MODULATOR,	D1955-62	10.000	14,560.00	07/02/2010	10.000 USD	EA	07/02/2010	e...
2	ATTENUATOR/MODULATOR,	D1955-62	23.000	33,488.00	07/02/2010	23.000 USD	EA	07/02/2010	e...
3	ATENUATOR/MODULATOR,	D1959-62-A28	11.000	29,645.00	07/02/2010	11.000 USD	EA	07/02/2010	e...
Net Value (Unconfirmed Items)							77,693.00 USD		
Net Value (Confirmed Items)							0.00 USD		
Net Value (Total of all Items)							77,693.00 USD		

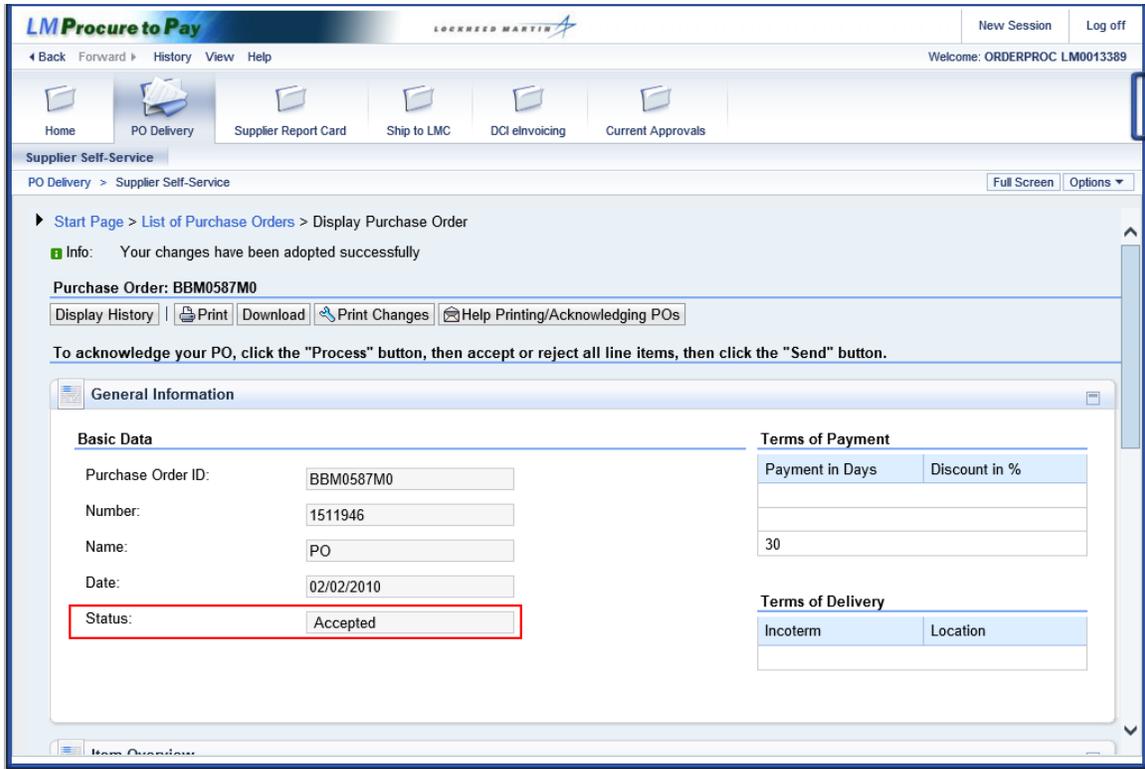
Step	Action
11.	Click the Confirm All Items button.



Step	Action
12.	<p>Further Processing Comments:</p> <p>Click Confirm All Items to accept the schedule agreement with ALL existing terms.</p> <p>Click the Reset All Items button to cancel any of the previous actions.</p>



<i>Step</i>	<i>Action</i>
13.	Click the Send button. This will confirm the schedule agreement disposition.

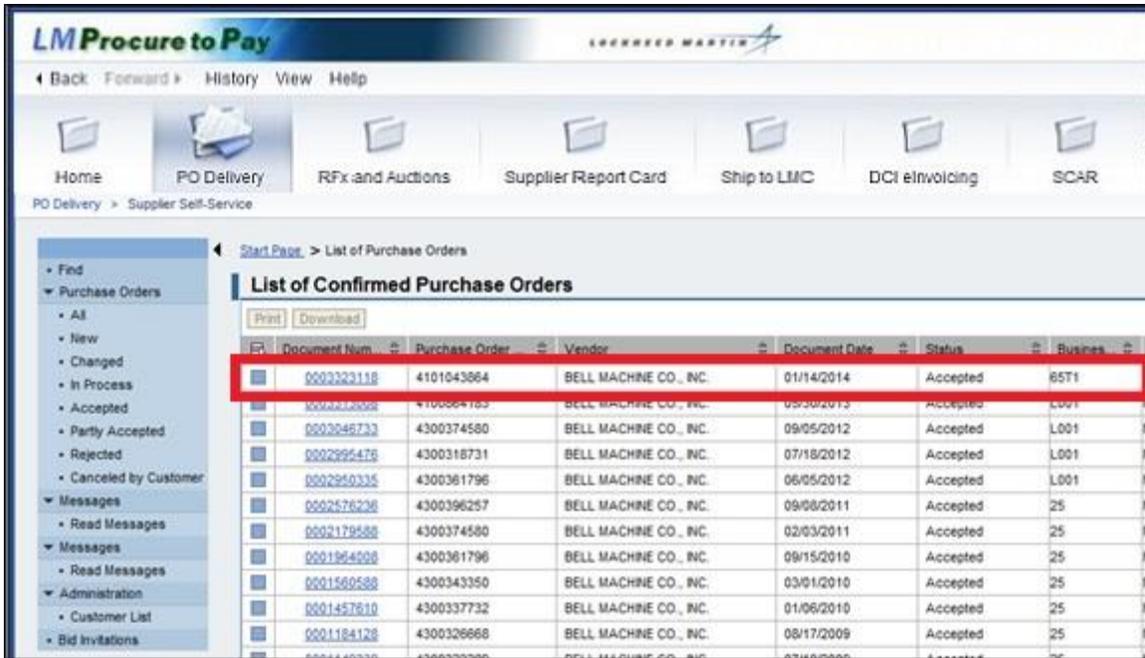


<i>Step</i>	<i>Action</i>
14.	<p>The Status column (in the General Information section) for this item changes to Accepted.</p> <p>When the supplier agreement is accepted, an e-mail notification is sent to the applicable LMC buyer.</p>

The screenshot shows the LM Procure to Pay web application. The top navigation bar includes 'Home', 'PO Delivery', 'Supplier Report Card', 'Ship to LMC', 'DCI Invoicing', and 'Current Approvals'. The main content area displays a 'List of Confirmed Purchase Orders' table. On the left, a 'Purchase Orders' menu tree has 'Accepted' highlighted with a red box. In the table, the row for purchase order 'BBM00670' is also highlighted with a red box.

Extern...	Number	Vendor	Date	Status	Can...	Busi...	Bu...	Bu...	Bu...	Total V...
7239604	3304732	GE...	05/20/...	Accepted		7792	LM ...	FW...	HU...	61,122.00U
410058578	3054675	GE...	09/12/...	Accepted		LMMS	LM ...	6PL	Mar...	2,900.00U
7229298	2934878	GE...	05/21/...	Accepted		7792	LM ...	FW...	BIS...	27,500.00U
410016588	2425392	GE...	06/09/...	Accepted		7000	Inte...	ZIQ	Sco...	40,324.00U
DW48691E	2083635	GE...	11/29/...	Accepted		33	Mis...	E5	J. D...	11,760.00U
410008391	1999295	GE...	10/08/...	Accepted		65T1	Mis...	NAZ	Elle...	9,000.00U
BBM00670	1459818	GE...	01/06/...	Accepted		30	Inte...	B7G	SC...	33,750.00U
22MP0879	12146	GE...	06/02/...	Accepted		41	Inte...	2S	MA...	10,822.00U
TT071560E	180316	GE...	01/16/...	Accepted		7755	Mis...	QK	ELL...	24,990.00U
22MP432F	13332	GE...	10/08/...	Accepted		41	Inte...	2PP	PH...	6,400.00U
MAN7094C	414406	GE...	12/05/...	Accepted		7745	LM ...	VG	Eile...	4,680.00U
MAN7094C	414370	GE...	11/12/...	Accepted		7745	LM ...	VG	Eile...	5,520.00U
MAN7094C	414381	GE...	11/12/...	Accepted		7745	LM ...	VG	Eile...	1,950.00U
MAN7091C	414348	GE...	09/19/...	Accepted		7745	LM ...	VJ	Syl...	8,750.00U
FFM56962	97373	GE...	02/03/...	Accepted		7756	Mis...	QR	MA...	0.01USD

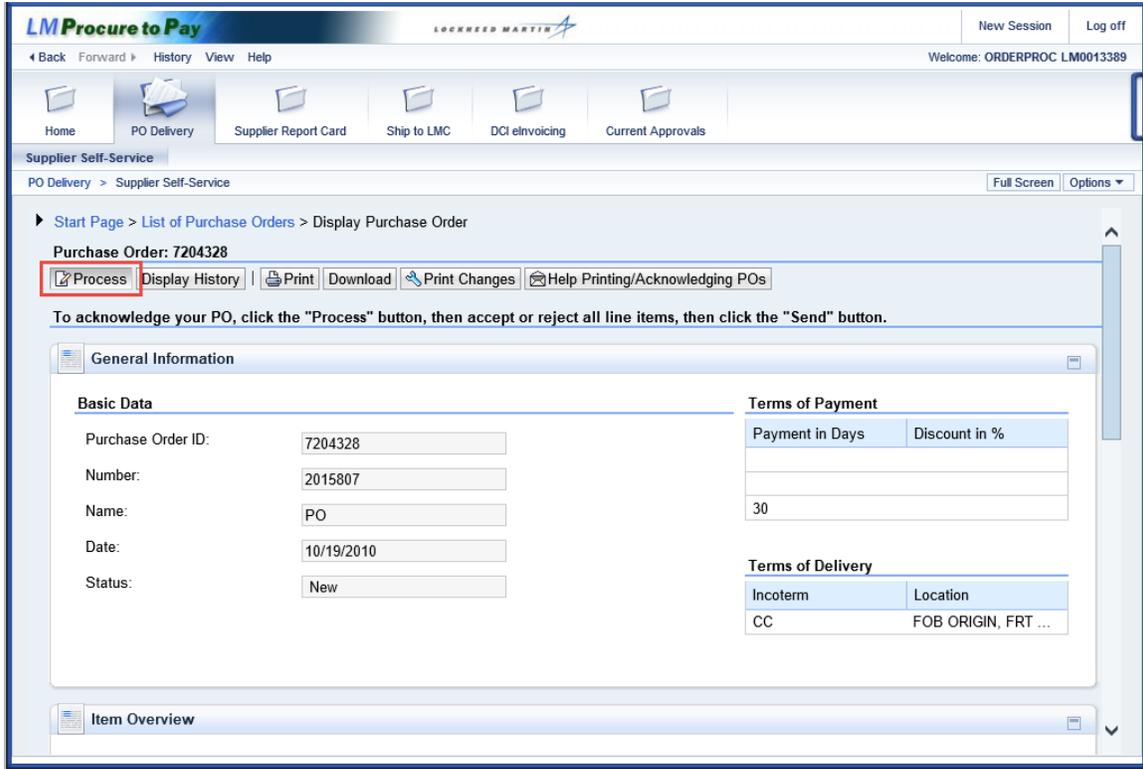
Step	Action
15.	Click the Accepted menu tree item. 
	The document now displays as Accepted .
16.	You have successfully completed the procedure to accept a schedule agreement.



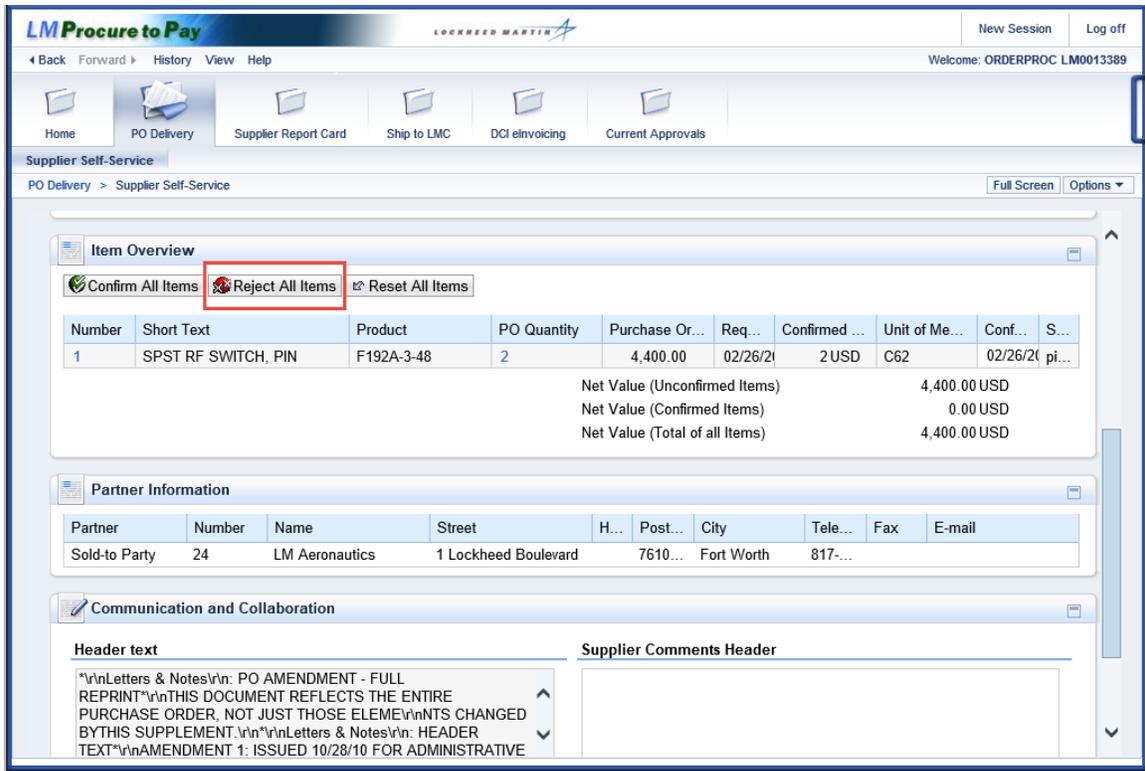
Step	Action
17.	The document now displays as Accepted .
18.	You have successfully completed the procedure to accept a schedule agreement.

Procedure

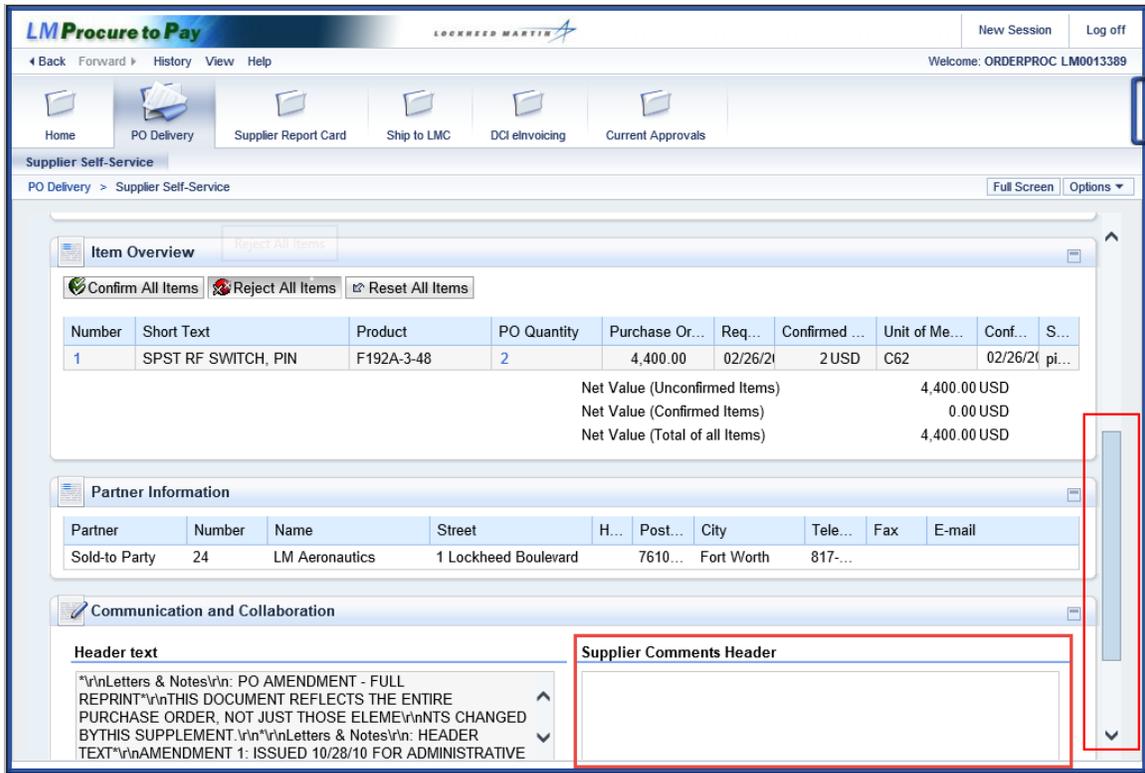
This section displays the procedure to reject a schedule agreement.



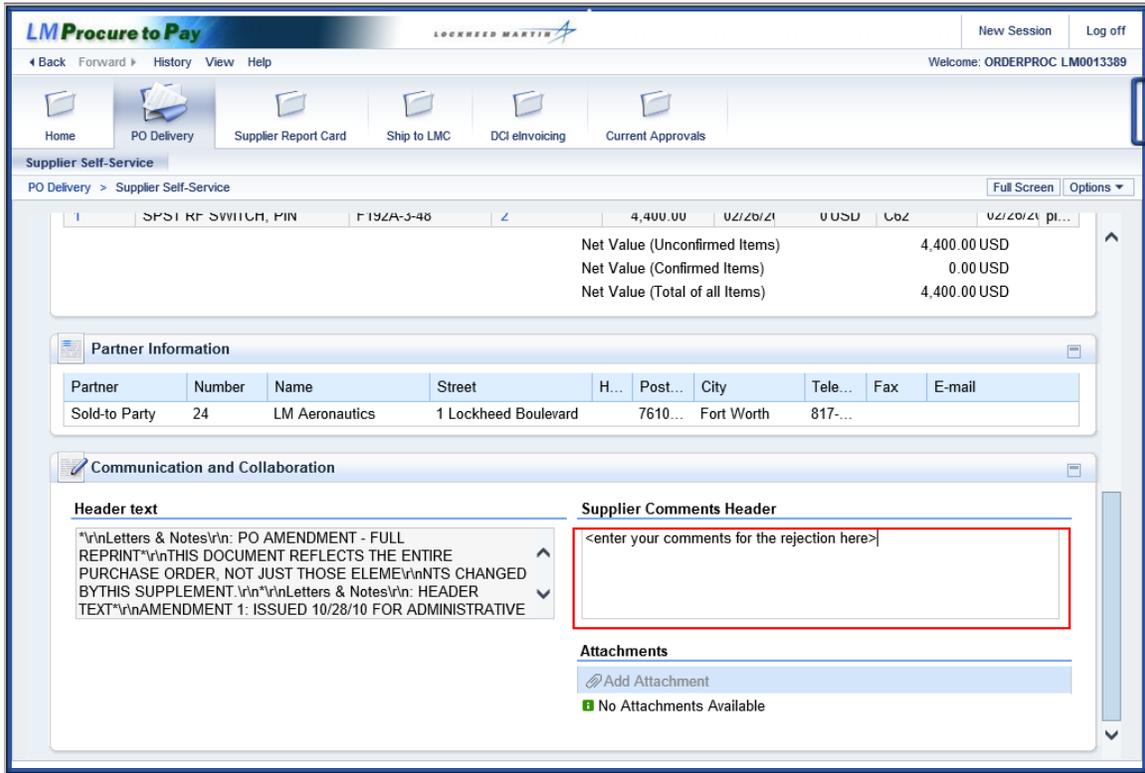
<i>Step</i>	<i>Action</i>
1.	To reject the schedule agreement, click the Process button. 



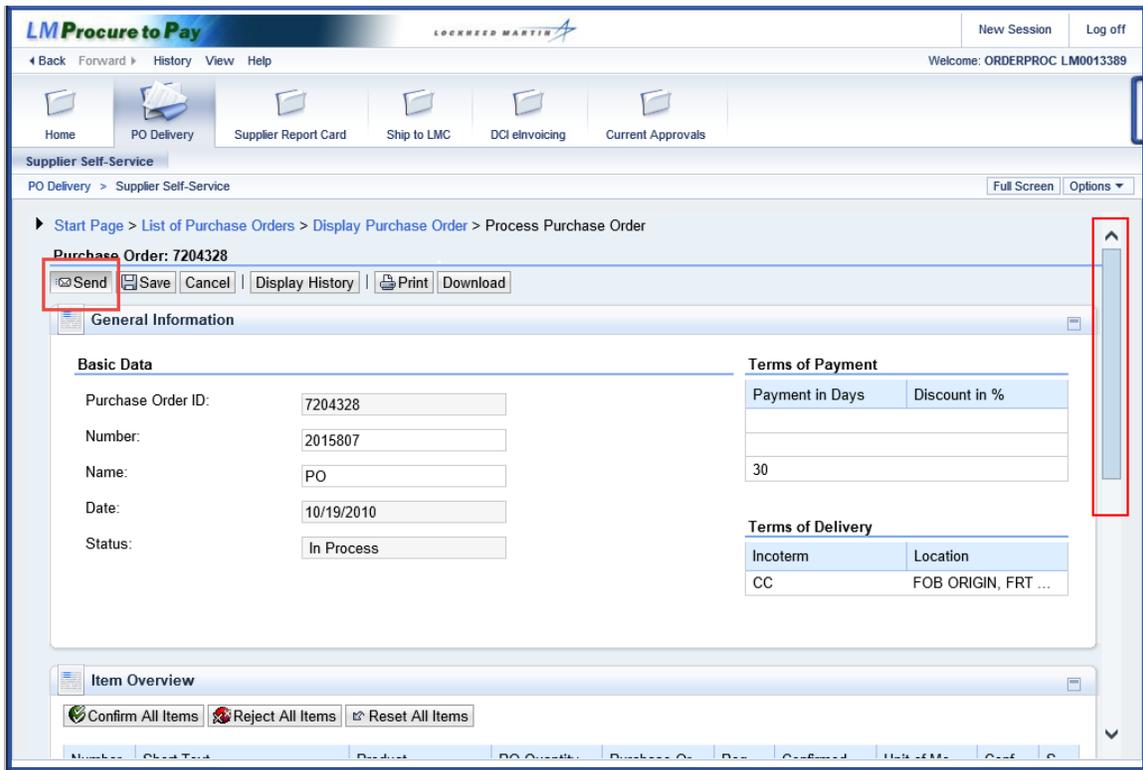
Step	Action
2.	<p>Use the scroll bar to scroll down the page to the buttons for two options: Accept All Items or Reject All Items.</p> <p>For this example (and to reject this schedule agreement), click the Reject All Items button.</p>



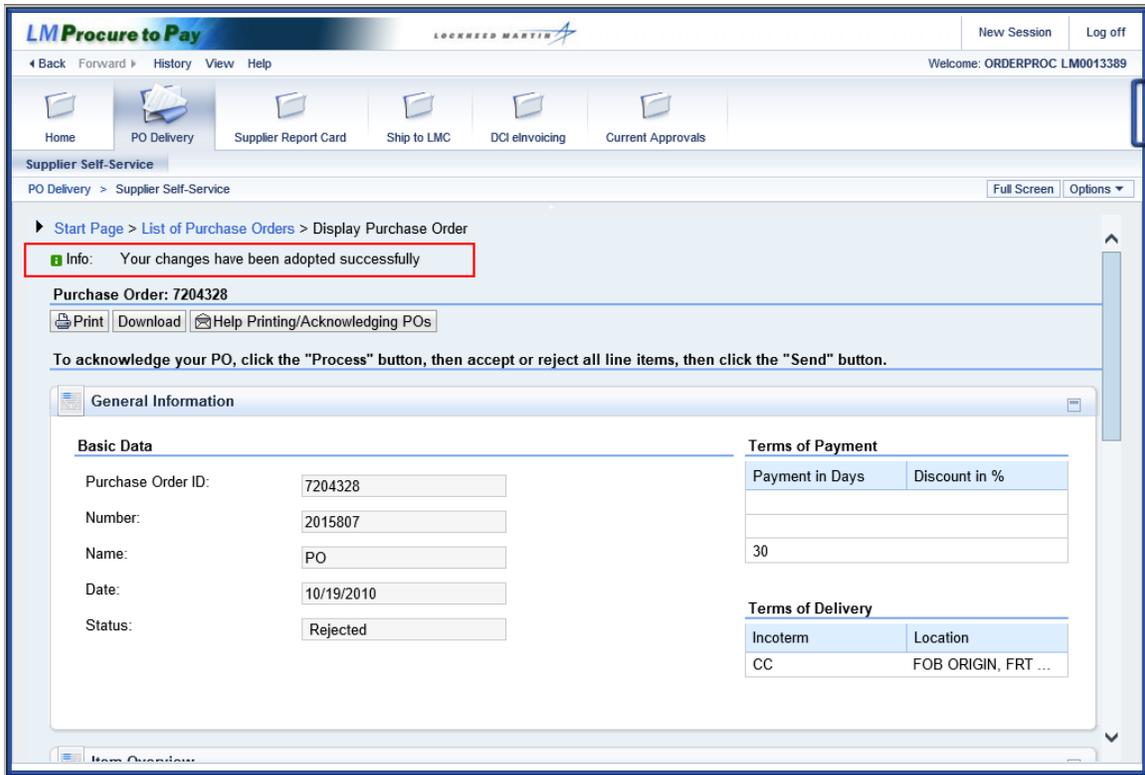
<i>Step</i>	<i>Action</i>
3.	<p>In order to complete the process for rejecting a purchase order or schedule agreement, comments must be included that detail the reason for rejection.</p> <p>Scroll down to the Supplier Comments Header section which now appears.</p>



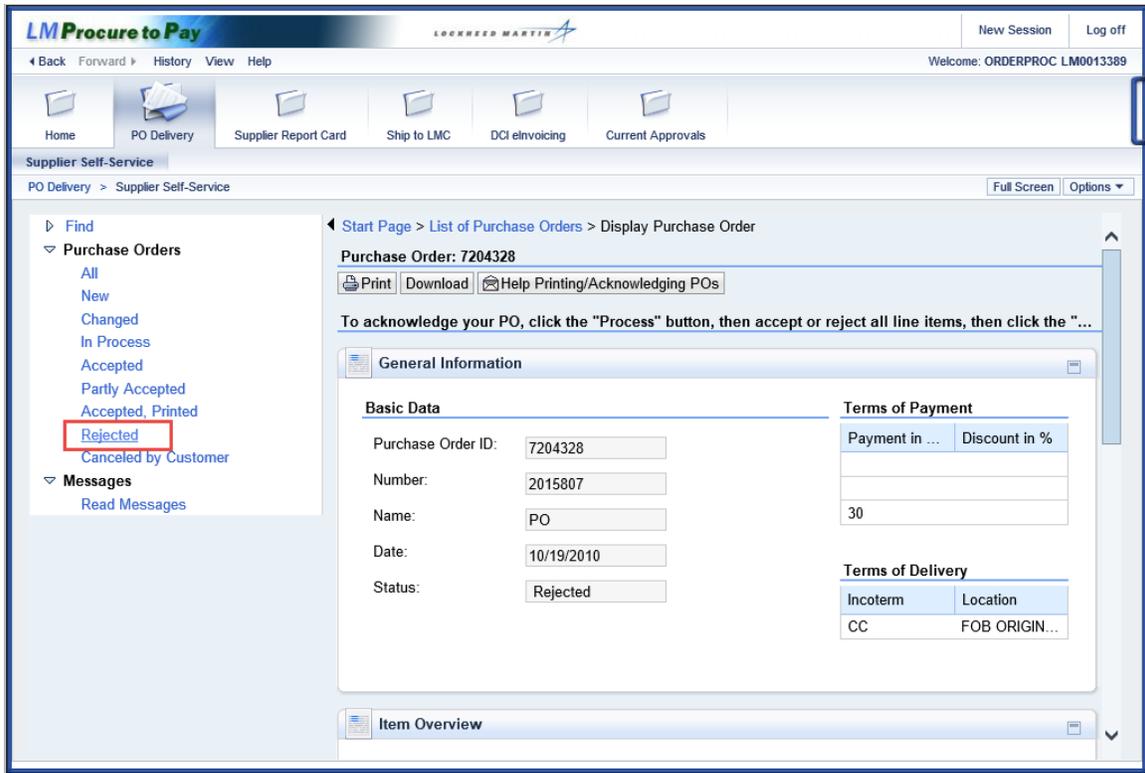
<i>Step</i>	<i>Action</i>
4.	Enter the desired message for rejection into the comments text area. For this example, type <enter your comments for the rejection here> . Press Enter to continue.



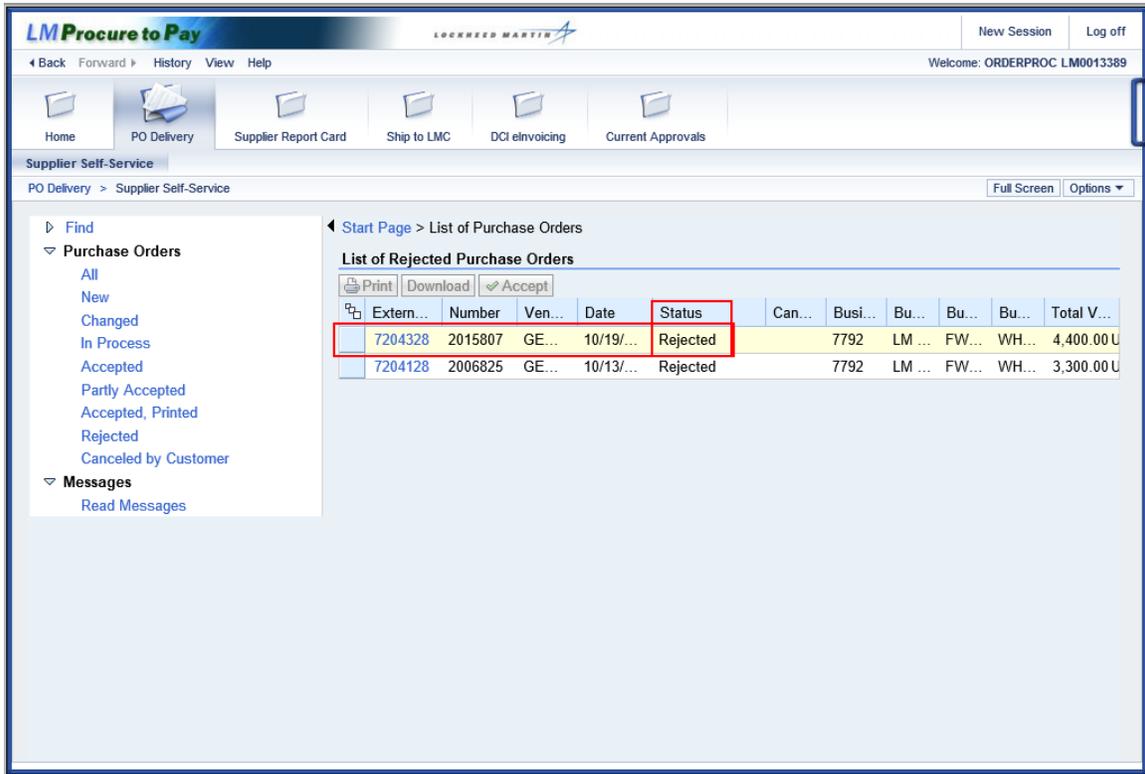
<i>Step</i>	<i>Action</i>
5.	<p>Scroll back up to the Items Overview section.</p> <p>To finalize the schedule agreement rejection click the Send button</p>



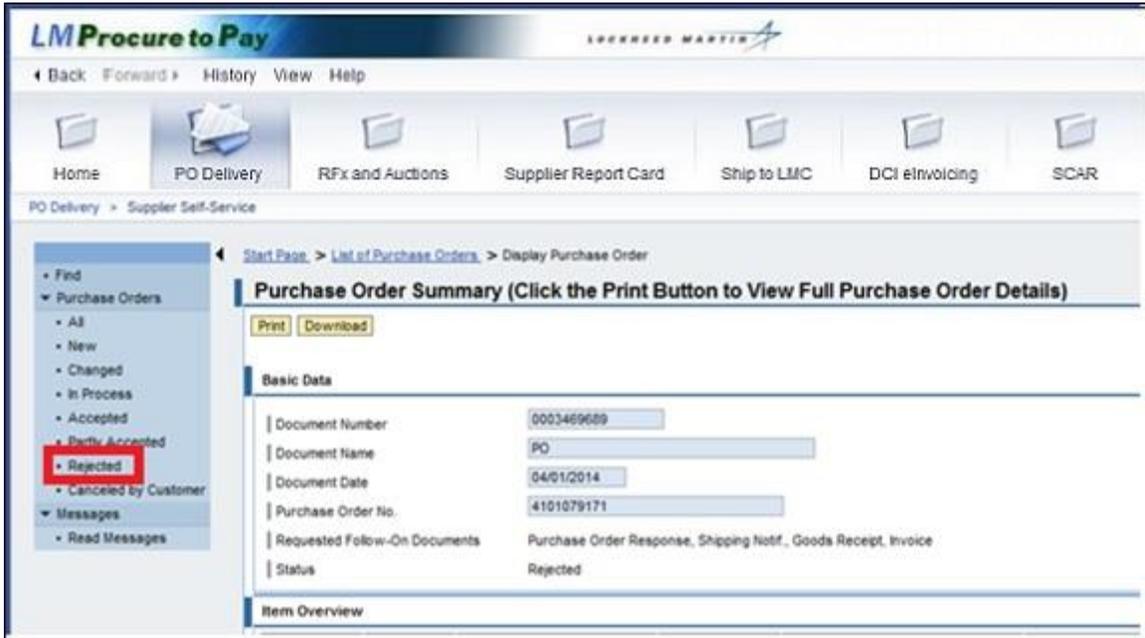
<i>Step</i>	<i>Action</i>
6.	<p>The system message confirms the PO or schedule agreement is successfully rejected.</p> <p>Info: Your changes have been adopted successfully</p> <p>When a PO or schedule agreement is rejected an e-mail notification is sent to the applicable LMC buyer.</p>



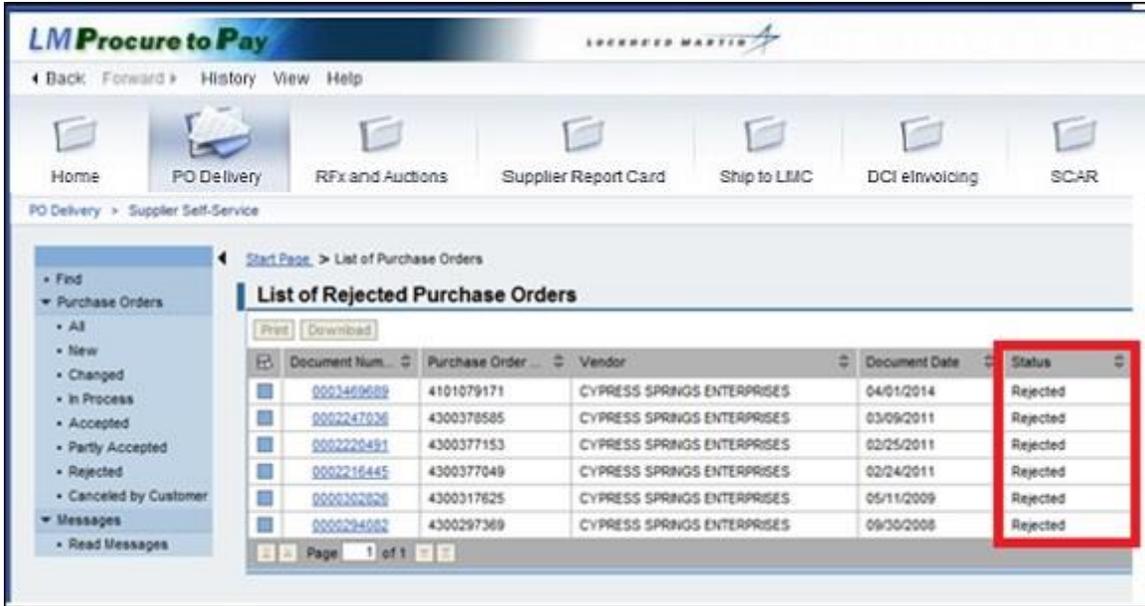
<i>Step</i>	<i>Action</i>
7.	Click the Rejected menu tree item.



<i>Step</i>	<i>Action</i>
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.



<i>Step</i>	<i>Action</i>
10.	Click the Rejected tree item. <input type="text" value="Rejected"/>



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