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LM Procure to Pay Quick Reference Guide For Suppliers

Mass Acceptance of Purchase Orders

Procedure

This quick reference guide documents how Suppliers can Accept or Reject the Purchase Order.

Document Search

Type: Purchase Order

Timeframe: All

Display Orders From: 04/06/2020 To: []

Status: All

Document Number: []

Document Name: []

Business Unit: []

Purchase Order No.: []

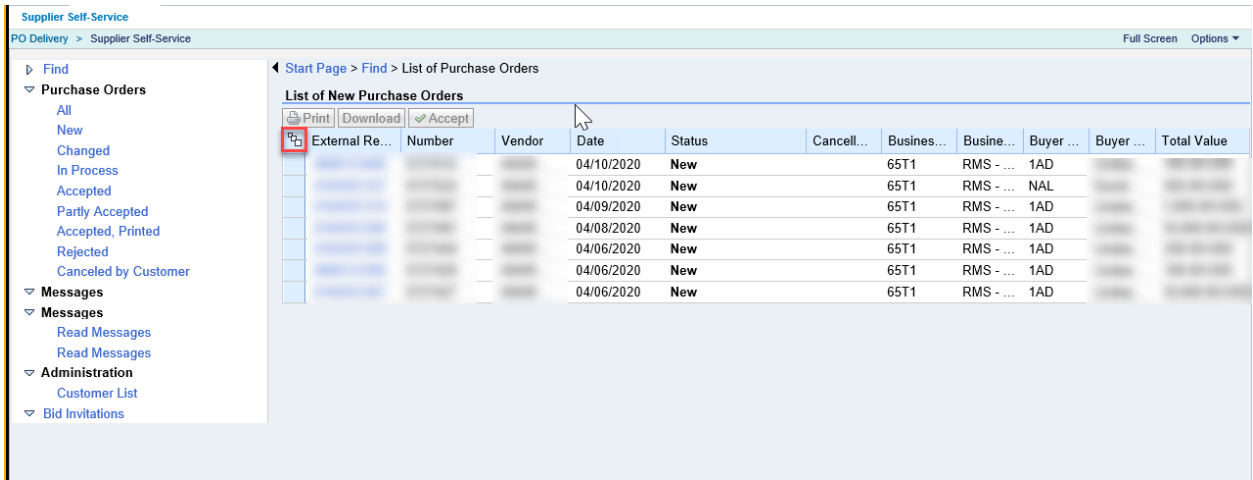
Buyer ID: [] Vendor Corp. ID: []

Search Only in Archive

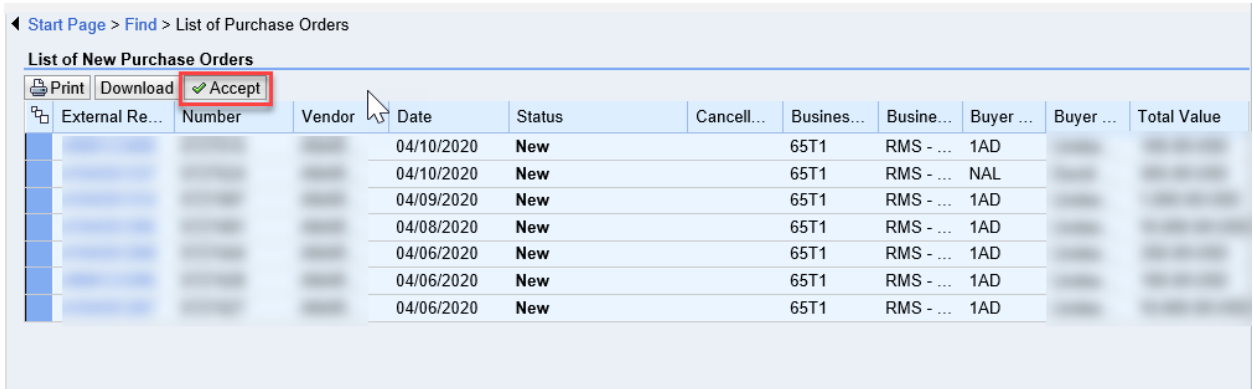
Max. No. of Hits: 200

Find

<i>Step</i>	<i>Action</i>
1.	To complete a mass acceptance of Purchase Orders within PO Delivery, access the Find section. Select the all timeframe, enter a date or date range to pull the data, Status select all or New. Click Find.



<i>Step</i>	<i>Action</i>
2.	On the list of POs returned, click the select all button on the upper left hand corner of the screen



<i>Step</i>	<i>Action</i>
3.	This will select all the POs listed. Now the Print, Download and Accept buttons are available. Click the Accept button to process the PO acceptance in mass

◀ [Start Page](#) > [Find](#) > List of Purchase Orders

List of Purchase Orders

Print | Download | Accept

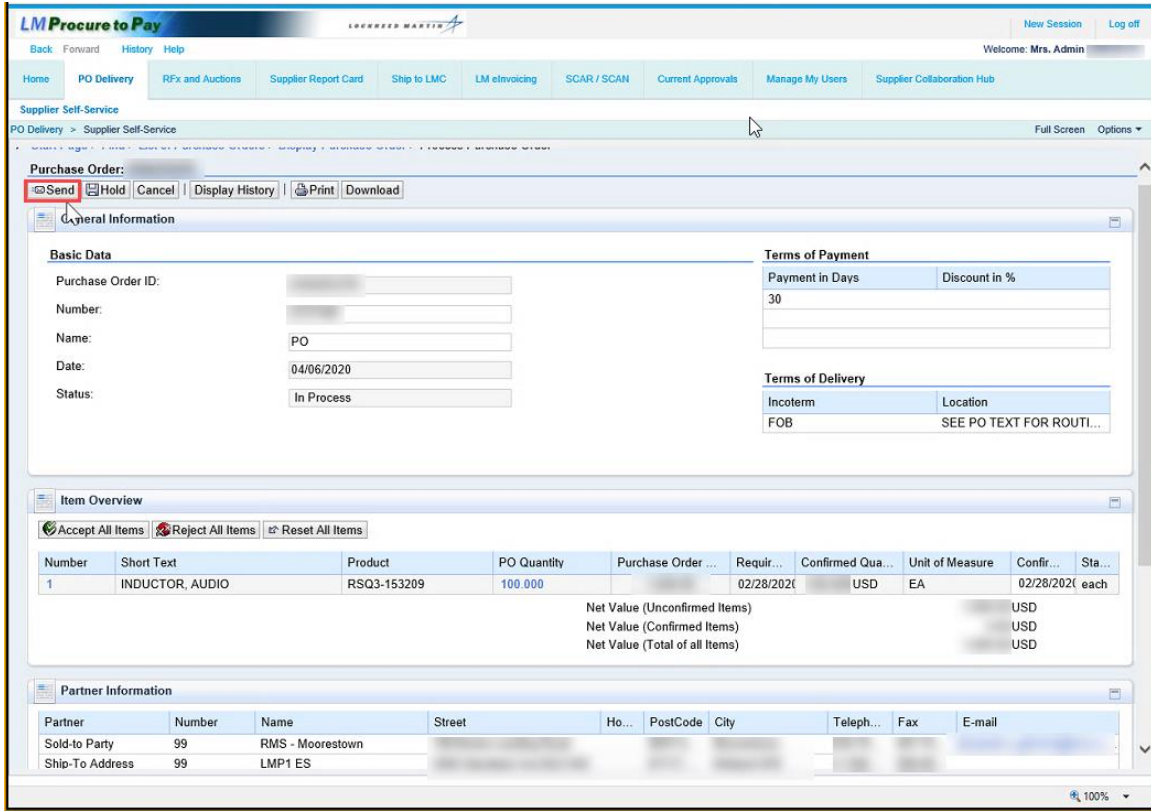
External Re...	Number	Vendor	Date	Status	Cancel...	Busines...	Busine...	Buyer ...	Buyer ...	Total Value
			04/10/2020	Accepted		65T1	RMS - ...	1AD		
			04/10/2020	Accepted		65T1	RMS - ...	NAL		
			04/09/2020	Accepted		65T1	RMS - ...	1AD		
			04/08/2020	Accepted		65T1	RMS - ...	1AD		
			04/06/2020	Accepted		65T1	RMS - ...	1AD		
			04/06/2020	Accepted		65T1	RMS - ...	1AD		
			04/06/2020	Accepted		65T1	RMS - ...	1AD		

<i>Step</i>	<i>Action</i>
4.	Note if you searched by Status = New, you may need to reset the filter to All to see the update. The status should now show as Accepted Note: Using this process to accept the PO will mean that you are accepting the PO without accessing and reviewing the details of the PO/s

<i>Step</i>	<i>Action</i>
5.	Click Process to process Purchase Order

The screenshot shows the 'Process Purchase Order' page in the LM Procure to Pay system. The page includes a navigation bar with options like 'Home', 'PO Delivery', and 'Supplier Report Card'. The main content area is divided into several sections:

- General Information:** Contains 'Basic Data' (Purchase Order ID, Number, Name, Date, Status) and 'Terms of Payment' (Payment in Days, Discount in %). The 'Status' field is highlighted in red and contains the text 'In Process'.
- Item Overview:** Features a table with columns for Number, Short Text, Product, PO Quantity, Purchase Order, Requir..., Confirmed Qua..., Unit of Measure, Confir..., and Sta... The 'Accept All Items' button is highlighted in red.
- Partner Information:** A section at the bottom of the page.



<i>Step</i>	<i>Action</i>
6.	Clicking Send to Accept or Reject the Purchase Order.