Last Updated 04/14/2020 Last Reviewed 5/24/2022

LOCKHEED MARTIN



LM Procure to Pay Quick Reference Guide For Suppliers

Mass Acceptance of Purchase Orders

> Lockheed Martin Procure to Pay Revised April 2020

Procedure

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

Q Document Search		
Type: Timeframe: Display Orders From: Status: Document Number: Document Name:	Purchase Order ▼ All ▼ All ▼ All ▼	
Business Unit: Purchase Order No.: Buyer ID: Max. No. of Hits:	Vendor Corp. ID:	
Find	200	

Step	Action
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.

Supplier Self-Service											
O Delivery > Supplier Self-Service										Full Sc	creen Options
 ▷ Find ▽ Purchase Orders All New 	Print Dow	ind > List of Pu urchase Order nload	s ept	Date	Status	Cancell	Busines	Busine	Buver	Buyer	Total Value
Changed In Process	-		-	04/10/2020	New		65T1	RMS			
Accepted				04/10/2020	New		65T1	RMS	NAL		
Partly Accepted				04/09/2020	New		65T1	RMS	1AD		
Accepted, Printed				04/08/2020	New		65T1	RMS	1AD		
Rejected				04/06/2020	New		65T1	RMS	1AD		
Canceled by Customer				04/06/2020	New		65T1	RMS	1AD		
✓ Messages				04/06/2020	New		65T1	RMS	1AD		
 ✓ Messages Read Messages ✓ Administration Customer List ✓ Bid Invitations 											

Step	Action
	On the list of POs returned, click the select all button on the upper left hand corner of the screen

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Print Downloa	d < Accept	N								
External Re	Number	Vendor 🛷	Date	Status	Cancell	Busines	Busine	Buyer	Buyer	Total Value
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			04/08/2020	New		65T1	RMS	1AD		
			04/06/2020	New		65T1	RMS	1AD		
			04/06/2020	New		65T1	RMS	1AD		
			04/06/2020	New		65T1	RMS	1AD		

Step	Action
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

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Print Download	 Accept 		5							
External Re	Number	Vendor	Date	Status	Cancell	Busines	Busine	Buyer	Buyer	Total Value
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			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		
			04/06/2020	Accepted		65T1	RMS	1AD		

Step	Action
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

Step	Action
5.	Click Process to process Purchase Order

History Help									1000 Contraction (1990)	01-
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Step	Action
6.	Clicking Send to Accept or Reject the Purchase Order.