

## Business Partner Self Service

### How to display a Purchase Order





Business Partner Self Service  
How to display a Purchase Order

Welcome Mr. Johnnie Walker

- Home
- RFX and Auctions
- Users Administration
- Own Administration
- Invoices and Credit Memos
- Messages
- Purchase Orders**

The system displays a list of all purchase orders related to goods or services you have provided to CalSTRS.

- Find
- Find
- ▼ Purchase Orders
  - New
  - Changed
  - In Process
  - Confirmed
  - All
  - Partially Confirmed
- ▼ Purchase Orders
  - All
  - New
  - Changed
  - In Process
  - Confirmed
  - Partially Accepted by Customer
  - Rejected
  - Canceled by Customer
- ▼ Shipping Notifications

List of Purchase Orders

Print Download

Docu...	Document Name	Docum...	Status	T
<a href="#">8100000127</a>	Office supplies - paper cutters	01/22/2013	New	3
<a href="#">8100000125</a>	Private Equity Consultants	01/17/2013	New	
<a href="#">8100000124</a>	Private Equity Consultant	01/17/2013	New	3,5
<a href="#">8100000122</a>	EIT TURTLES	01/15/2013	Confirmed	1
<a href="#">8100000120</a>	Local Purchase Order1 ITSECTEST038 01/15	01/15/2013	New	
<a href="#">8100000119</a>	Lines:	01/14/2013	New	207
<a href="#">8100000118</a>	Local Purchase Order1 ITSECTEST038 01/14	01/14/2013	In Process	5
<a href="#">8100000117</a>	ITSECTEST038 01/10/2013 16:09	01/10/2013	New	36,0
<a href="#">8100000116</a>	Lines:	01/09/2013	New	2,7
<a href="#">8100000115</a>	Lines:	01/09/2013	Confirmed	202
<a href="#">8100000114</a>	Lines:	01/09/2013	Confirmed	250

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# Business Partner Self Service

## How to display a Purchase Order

Welcome Mr. Johnnie Walker

Home | RFX and Auctions | Users Administration | Own Administration | Invoicing

All | New | Changed | In Process | Confirmed | Partially Confirmed | Rejected

Portal Favorites

### SAP SRM

- Find
- Find
- Purchase Orders
  - New
  - Changed
  - In Process
  - Confirmed
  - All
  - Partially Confirmed
- Purchase Orders
  - All
  - New
  - Changed
  - In Process
  - Confirmed
  - Partially Accepted by Customer
  - Rejected
  - Canceled by Customer
- Shipping Notifications

List of Purchase Orders

**List of Purchase Orders**

Print Download

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<a href="#">8100000115</a>	Lines:	01/09/2013	Confirmed	202
<a href="#">8100000114</a>	Lines:	01/09/2013	Confirmed	250

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To display a purchase order, click the purchase order number in the Document column. For this example, we are clicking on **8100000127**.



## Business Partner Self Service How to display a Purchase Order

Welcome Mr. Johnnie Walker [Help](#) | [P](#)

Home | RFX and Auctions | Users Administration | Own Administration | Invoices and Credit Memos | Messages | **Purchase Orders**

All | New | Changed | In Process | Confirmed | Partially Confirmed | Rejected | Canceled by Customer

All

Portal Favorites

The system displays the selected purchase order details including warning messages regarding delivery dates.

- Find
- Find
- ▼ Purchase Orders
  - New
  - Changed
  - In Process
  - Confirmed
  - All
  - Partially Confirmed
- ▼ Purchase Orders
  - All
  - New
  - Changed
  - In Process
  - Confirmed
  - Partially Accepted by Customer
  - Rejected
  - Canceled by Customer
- ▼ Shipping Notifications

**Messages**

Warning: Message from Purchaser: This supply has to be delivered by the close of business Januar

**Display Purchase Order**

Create Invoice | Display History | Display Document Flow | Print | Download

**Basic Data**

Document Number	8100000127
Document Name	Office supplies - paper cutters
Document Date	01/22/2013
Purchase Order No.	2000000247

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The top part of the **Display Purchase Order** screen contains the following information:

- Messages from CalSTRS
- Document Number (same as the RFx)
- Document Name
- Document Date
- Purchase Order Number

**Display Purchase Order**

Create Invoice | Display History | Display Document Flow | Print | Download

**Basic Data**

Document Number	8100000127
Document Name	Office supplies - paper cutters
Document Date	01/22/2013
Purchase Order No.	2000000247
Requested Follow-On Documents	Invoice
Status	New

**Item Overview**

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Va
--------	--------	---------	-----------	------------	----------------	-------------------

close of business January 30th.<br/>

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The screenshot shows the SAP SRM interface for displaying a purchase order. The left sidebar contains a navigation menu with categories like 'Purchase Orders' and 'Shipping Notifications'. The main content area shows a breadcrumb trail 'List of Purchase Orders > Display Purchase Order', a 'Messages' section with a warning about a delivery deadline, a 'Basic Data' section with fields for Document Number, Name, Date, and Status, and an 'Item Overview' table header. A yellow callout box is overlaid on the screen.

**Messages**

Warning: Message from Purchaser:This supply has to be delivered by the close of business January 30th.<br/>

**Basic Data**

Document Number	8100000127
Document Name	Office supplies - paper cutters
Document Date	01/22/2013
Purchase Order No.	2000000247
Requested Follow-On Documents	Invoice
Status	New

**Item Overview**

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Va
--------	--------	---------	-----------	------------	----------------	-------------------

**Callout Box:** The use of the left panel of this screen is optional. It does provide you with the ability to filter the purchase orders that you can review. Feel free to explore this area.

Navigation bar at the bottom includes 'CONTENTS', a globe icon, 'L3 G1', and navigation arrows.

The screenshot shows the SAP SRM interface for displaying a purchase order. The left sidebar contains a navigation menu with categories like 'Find', 'Purchase Orders', and 'Shipping Notifications'. The main content area is titled 'Display Purchase Order' and includes a 'Messages' section with a warning, a 'Basic Data' section with fields for Document Number, Name, Date, and Status, and an 'Item Overview' table. A yellow callout box highlights the 'Display Document Flow' button and the 'Messages' section.

**Messages**

Warning: Message from Purchaser: This supply has to

**Display Purchase Order**

Create Invoice | Display History | Display Document Flow | Print | Download

**Basic Data**

Document Number	8100000127
Document Name	Office supplies - paper cutters
Document Date	01/22/2013
Purchase Order No.	2000000247
Requested Follow-On Documents	Invoice
Status	New

**Item Overview**

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Va
--------	--------	---------	-----------	------------	----------------	-------------------

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The center portion of the screen contains links to the items on the purchase order and some general Business partner information. In this example, there is also a message from the CalSTRS purchasing area.

The screenshot displays the Business Partner Self Service interface. On the left is a navigation menu with categories like 'Confirmations', 'Invoices and Credit Memos', and 'Rejected'. The main content area shows a purchase order for 'Office supplies - paper cutters' with a quantity of 5 and a value of 399.95 USD. Below the order details is a 'Messages' section containing a message from the purchaser: 'This supply has to be delivered by the close of business January 30th.' Further down is the 'Partner Information' table, which lists details for the 'Sold-to Party' and 'Goods Recipient'. At the bottom, there is a 'Price Information' section and a navigation bar with a 'CONTENTS' button and navigation arrows.

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-
Sold-to Party	3100000111	1920	100 Waterfront Place		95605	West Sacramento			
Goods Recipient	650	Martha E Turner	100 Waterfront Place		95605	West Sacramento			MTL



Business Partner Self Service  
How to display a Purchase Order

- Rejected
- Canceled by Customer
- ▼ Shipping Notifications
  - All
  - In Process
  - Sent
- ▼ Shipping Notifications
  - All
  - Sent
- ▼ Confirmations
  - All
  - In Process
  - Completion Reported
  - Rejected by Customer
  - Accepted by Customer
  - Canceled
- ▼ Confirmations
  - In Process
  - All
  - In Process
  - Completion Reported
  - Partially Accepted
  - Rejected
  - Approved
  - Canceled
- ▼ Invoices and Credit Memos
  - All
  - In Process

Document Name

Document Date: 01/22/2013

Purchase Order No.: 2000000247

Requested Follow-On Documents: Invoice

Status: **New**

**Item Overview**

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Va
1	New			Office supplie		

Page 1 of 1

**Messages**

Description	Preview
Message from Purchaser	This supply has to be delivered by the close of bu...

Page 1 of 1

Message from Purchaser

This supply has to be delivered by the business January 30th.

**Partner Information**

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-
Sold-to Party	3100000111	1920	100 Waterfront Place		95605	West Sacramento			
Goods Recipient	650	Martha E Turner	100 Waterfront Place		95605	West Sacramento			MTI

**Price Information**

Condition	Value

Scroll down the screen to review additional purchase order information.

The lower section of the screen displays purchase order pricing information, terms of delivery and payment and links to attachments. This example does not have any attachments.

The screenshot displays a web application interface for Business Partner Self Service. On the left is a navigation menu with categories like 'In Process', 'Document Sent', 'Approved', 'Rejected', 'Create Invoice', 'Invoices and Credit Memos', 'Scheduling Agreement Releases', and 'Notifications from Purchaser'. The main content area is divided into several sections:

- Table (Top Right):** A table with columns: House No., PostCode, Location, Telephone, Fax, E-. It contains two rows of data for 'Place' with PostCode '95605' and Location 'West Sacramento'.
- Table (Pricing):** A table with columns: Condition, Value. It lists:
 

Condition	Value
Net Value (Unconfirmed Items)	0.00 USD
Net Value (Confirmed Items)	399.95 USD
Net Value (Total of all Items)	399.95 USD
- Terms of Payment and Delivery:**
  - Terms of Payment:** A table with columns: Payment in Days, Discount in %. It shows three rows: (30, 0.000), (0, 0.000), and (0, ).
  - Terms of Delivery:** A table with columns: Incoterm, Location. Both cells contain 'No Data Entered'.
- Attachments:** A section titled 'Attachments from Purchaser' with a sub-table header 'Name'. Below the header, it states 'No Attachments Available'.

At the bottom of the screen, there is a navigation bar with a 'CONTENTS' button, a globe icon, the text 'L3 G1', and three arrow icons (back, forward, refresh).

- In Process
- Completion Reported
- Partially Accepted
- Rejected
- Approved
- Canceled
- ▼ Invoices and Credit Memos
  - All
  - In Process
  - Document Sent
  - Approved
  - Rejected
  - Create Invoice
- ▼ Invoices and Credit Memos
  - All
  - In Process
  - Document Sent
  - Accepted by Customer
  - Rejected by Customer
  - Create Invoice
- ▼ Scheduling Agreement Releases
  - All
  - New
  - In Process
  - Delivery Block
- ▼ Notifications from Purchaser
  - Goods Receipt - All
  - Goods Receipt - New

**Partner Information**

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-
Sold-to Party	3100000111	1920	100 Waterfront Place		95605	West Sacramento			
Goods Recipient	650	Martha E Turner	100 Waterfront Place		95605	West Sacramento			<a href="#">MTL</a>

**Price Information**

Condition	Value
Net Value (Unconfirmed Items)	0.00 USD
Net Value (Confirmed Items)	399.95 USD
Net Value (Total of all Items)	399.95 USD

**Terms of Payment and Delivery**

Terms of Payment	
Payment in Days	Discount in %
30	0.000
0	0.000
0	

**Attachments**

Attachments from Purchaser	
	Name
No Attachments Available	

Scroll back to the top of the screen when your review is completed.

**SAP SRM** Home | Find | Help | FAQ | Log off CALSTRS

List of Purchase Orders > Display Purchase Order

**Messages**

Warning: Message from Purchaser:This supply has to be delivered by the close of business January 30th.<br/>

**Display Purchase Order**

Create Invoice Display History Display Document Flow **Print** Download

**Basic Data**

Document Number  
Document Name  
Document Date  
Purchase Order Number  
Requested Follow-On Documents Invoice  
Status **New**

**Item Overview**

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Va
--------	--------	---------	-----------	------------	----------------	-------------------

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The screenshot shows a web application interface for Business Partner Self Service. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. The file details are: Name: susdoc.zip, Type: Compressed (zipped) Folder, 9.98KB, From: partners.qa.calstrs.com. The 'Open' button is highlighted with a yellow callout box that says 'Click the Open button.' Below the dialog box, there is a table with columns: Number, Status, Product, Line Type, Short Text, Order quantity, and Purchase Order Va. The table contains one row with the value '1' in the Number column and 'New' in the Status column. Below the table, there is a 'Messages' section with a table containing a message from the Purchaser: 'This supply has to be delivered by the close of bu...'. The footer of the page includes a 'CONTENTS' button, a globe icon, the text 'L3 G1', and navigation arrows.



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PO\_8100000127.PDF - Adobe Reader

File Edit View Window Help

1 / 2 101%

Comment

STATE OF CALIFORNIA - GENERAL SERVICES PROCUREMENT DIVISION <b>PURCHASING AUTHORITY PURCHASE ORDER CHANGE</b>		CONTRACT REGISTRATION NUMBER	AGENCY ORDER NUMBER 2000000247	AMENDMENT NO. 1
STD. 65 (REV. 7/2003)		SUPPLIER: The supplier identified above		PAGE: 1 OF 2
S H I P  T O	CalSTRS ATTN: 1920 CA	I O	ING CODE	
	100 Waterfront P West Sacramento, CA US, 95605.		AUTHORITY NUMBER	
TO SUPPLIER ADDRESS  (Type or Print Legibly)	Johnnie Walker IV  . College555 Hammond, 70806	Sacramento, CA 95851-0275		1000001
		LEVERAGED PROCUREMENT AGREEMENT NO.		
		INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER		
		AGENCY OR BUYER INFORMATION	AGENCY TRACKING/REQUISITION NUMBER (Optional)	
		AGENCY	CONTACT NAME	

The system opens the purchase order in a separate window.

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STATE OF CALIFORNIA - GENERAL SERVICES PROCUREMENT DIVISION <b>PURCHASING AUTHORITY PURCHASE ORDER CHANGE</b>		CONTRACT REGISTRATION NUMBER	AGENCY ORDER NUMBER 2000000247	AMENDMENT NO. 1
STD. 65 (REV. 7/2003)		SUPPLIER: The number identified MUST be shown on Invoice & Slip <div style="background-color: yellow; padding: 5px; display: inline-block; margin-top: 10px;">Scroll down to review additional details.</div>		
<b>S H I P T O</b>	CalSTRS ATTN: 1920 CALSTRS  100 Waterfront Place West Sacramento , CA US, 95605.	<b>B I L L T O</b>	CalSTRS ATTN: Accounting - A/P , MS-29 (916) 414-4396 P.O. Box 15275 Sacramento, CA 95851-0275	AGENCY BILLING CODE 70000
			PURCHASING AUTHORITY NUMBER 1000001	
			LEVERAGED PROCUREMENT AGREEMENT NO.	
TO SUPPLIER ADDRESS  (Type or Print Legibly)	Johnnie Walker IV  . College 555 Hammond, 70806	INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER		
		AGENCY OR BUYER INFORMATION	AGENCY TRACKING-REQUISITION NUMBER (Optional)	
		AGENCY Procurement 2	CONTACT NAME Dora Chandler	
		CONTACT E-MAIL ADDRESS		

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Comment Share

SUPPLIER CONTACT NAME Johnnie Walker		SUPPLIER PHONE NUMBER 555-555-5555		SUPPLIER FAX NUMBER 555-555-5555		SUPPLIER EMAIL ADDRESS noreply1235555@calstrs.com	
PAYMENT TERM	CERTIFICATION NUMBER	<input type="checkbox"/> Certified Small	<input type="checkbox"/> Certified Microbusiness	EXPIRATION DATE	<input type="checkbox"/> Certified DVBE	EXPIRATION DATE	
		<input type="checkbox"/> F.O.B. ORIGIN	CITY OF ORIGIN	STATE	ZIP CODE		

**Click the printer icon to print the purchase order.**

**Product or Service Description**  
This supply has to be delivered by the close of business January 30th.

ITEM NUMBER	QUANTITY	UNIT	COMMODITY CODE OR PRODUCT CODE OR SERVICES ID NUMBER	RECYCLED PRODUCT	PRODUCT OR SERVICES DESCRIPTION	UNIT PRICE	EXTENSION TOTAL
1	5	EA	12238000: Not Otherwise Classified Goods	<input type="checkbox"/>	Office supplies - paper cutters DELIVERY: 8- DAYS After Receipt of Order Delivery Date: 01/30/2013 Payment terms: Z030 Within 30 Days Due Net	79.99	399.95

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The **Print** screen typically appears. The look of this screen will vary depending on your computer system. Click **OK** or whatever button sends the print job to your printer.

The screenshot displays a 'Print' dialog box with the following settings:

- Printer: \\myprinters\ET05-P01
- Status: Ready
- Pages: 1 - 2
- Subset: All pages in range
- Reverse pages:
- Page Handling: Copies: 1, Collate:
- Page Scaling: Shrink to Printable Area
- Auto-Rotate and Center:
- Choose paper source by PDF page size:
- Use custom paper size when needed:
- Print to file:

The background form shows a table with the following data:

ITEM NUMBER	QUANTITY	UNIT
1	5	EA

  

PRICE	EXTENSION TOTAL
	399.95



## Business Partner Self Service How to display a Purchase Order

**Print**

Printer

Name: \\myprinters\ET05-P01 Properties

Status: Ready Comments and Forms:

Type: HP Universal Printing PCL 5 (v4.7) Document and Markups

Print Range:  All  Current view  Current page

Preview: Composite

Units: Inches Zoom: 95%

1/2

Click the course contents button in the lower left corner of the screen to review another selection or click the NEXT button to proceed to the next lesson.

Page Scaling: Shrink to Printable Area ▼

Auto-Rotate and Center

Choose paper source by PDF page size

Use custom paper size when needed

Print to file

Printing Tips | Page Setup... | Advanced | Summarize Comments

ITEM NUMBER	QUANTITY	UNIT	EXTENSION TOTAL
1	5	EA	399.95

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