



WORK AND ASSET MANAGEMENT, V2.1.1

5.7.2.2 WAM.v2.1.Manage Purchase Order

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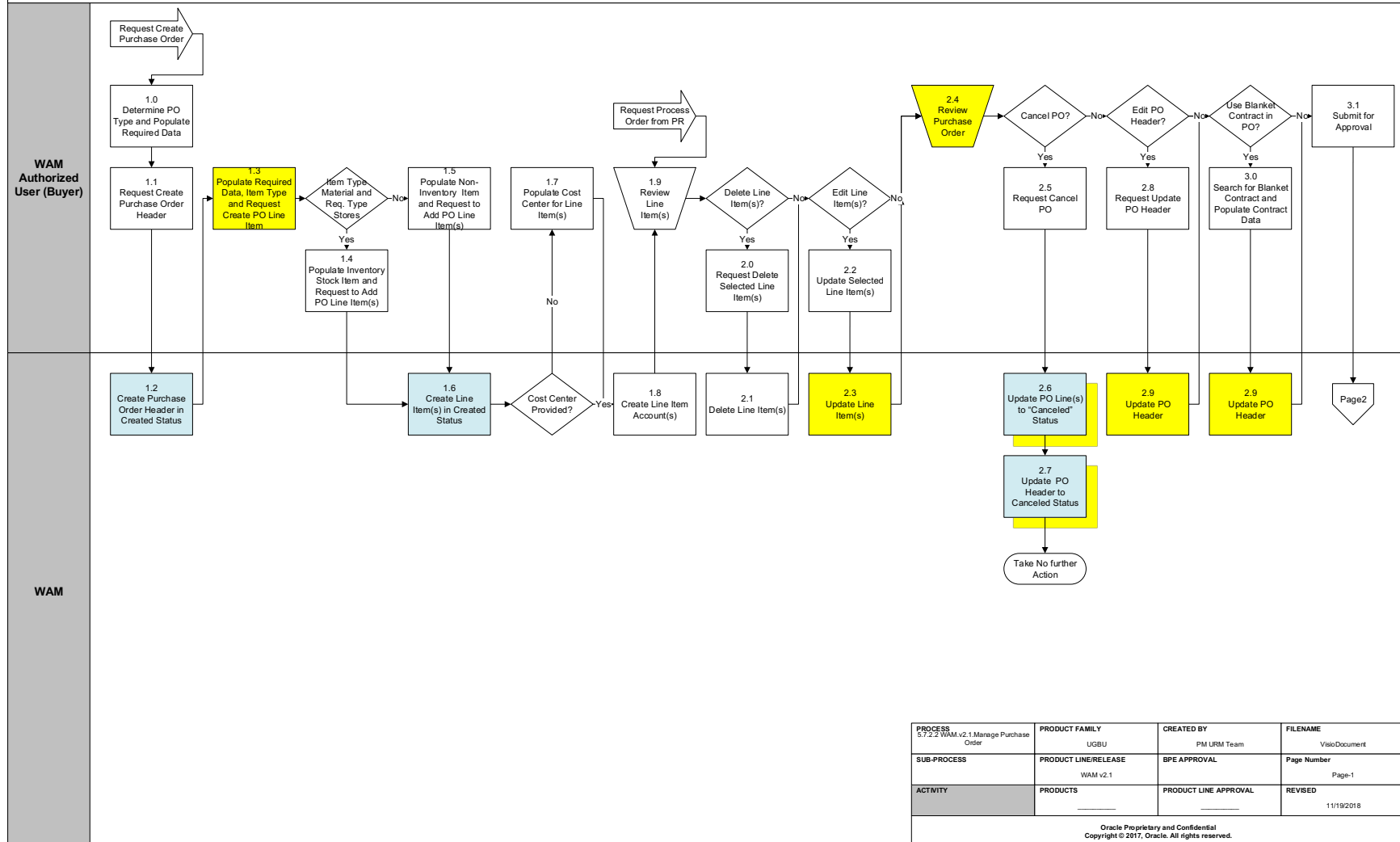
Brief Description

Business Process: 5.7.2.2 WAM.v2.1.Manage Purchase Order
Process Type: Process
Parent Process: 5.7.2 WAM.v2.1.Manage Purchases and Acquisitions
Sibling Processes: 5.8.1.3 WAM.v2.1.Manage Approval, 5.7.2.4 WAMv2.1.Receive Items, 5.7.2.1 WAM.v2.1.Manage Purchase Requisition, 5.7.2.3 WAM.v2.1.Manage Blanket Contract

This process gets initiated when WAM Authorized User makes a request to create Purchase Order or system automatically creates Purchase Order based on the Purchase Requisition process. When Purchase Order is created and reviewed, it goes through approval process. Once approved, the Purchase Order is issued and communicated to vendor. WAM Authorized User can also revise the current purchase order to create one or more revisions. If required, Authorized User can expedite Purchase Order and make updates to delivery dates.

Business Process Model Page 1

5.7.2.2 WAM.v2.1.Manage Purchase Order

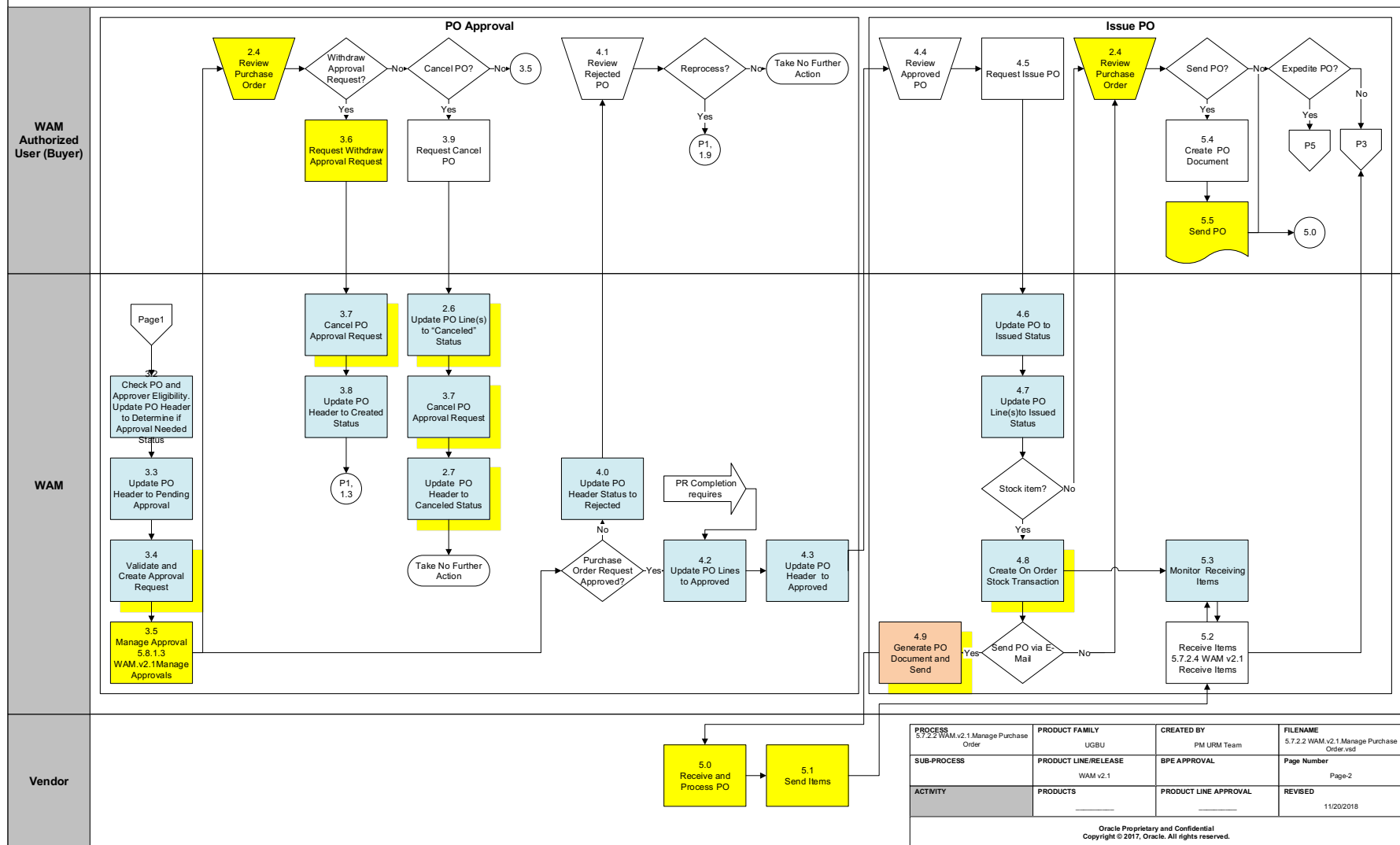


PROCESS 5.7.2.2 WAM.v2.1.Manage Purchase Order	PRODUCT FAMILY UGBU	CREATED BY PM URM Team	FILENAME Visio Document
SUB-PROCESS	PRODUCT LINE/RELEASE WAM v2.1	BPE APPROVAL	Page Number Page-1
ACTIVITY	PRODUCTS	PRODUCT LINE APPROVAL	REVISED 11/19/2018

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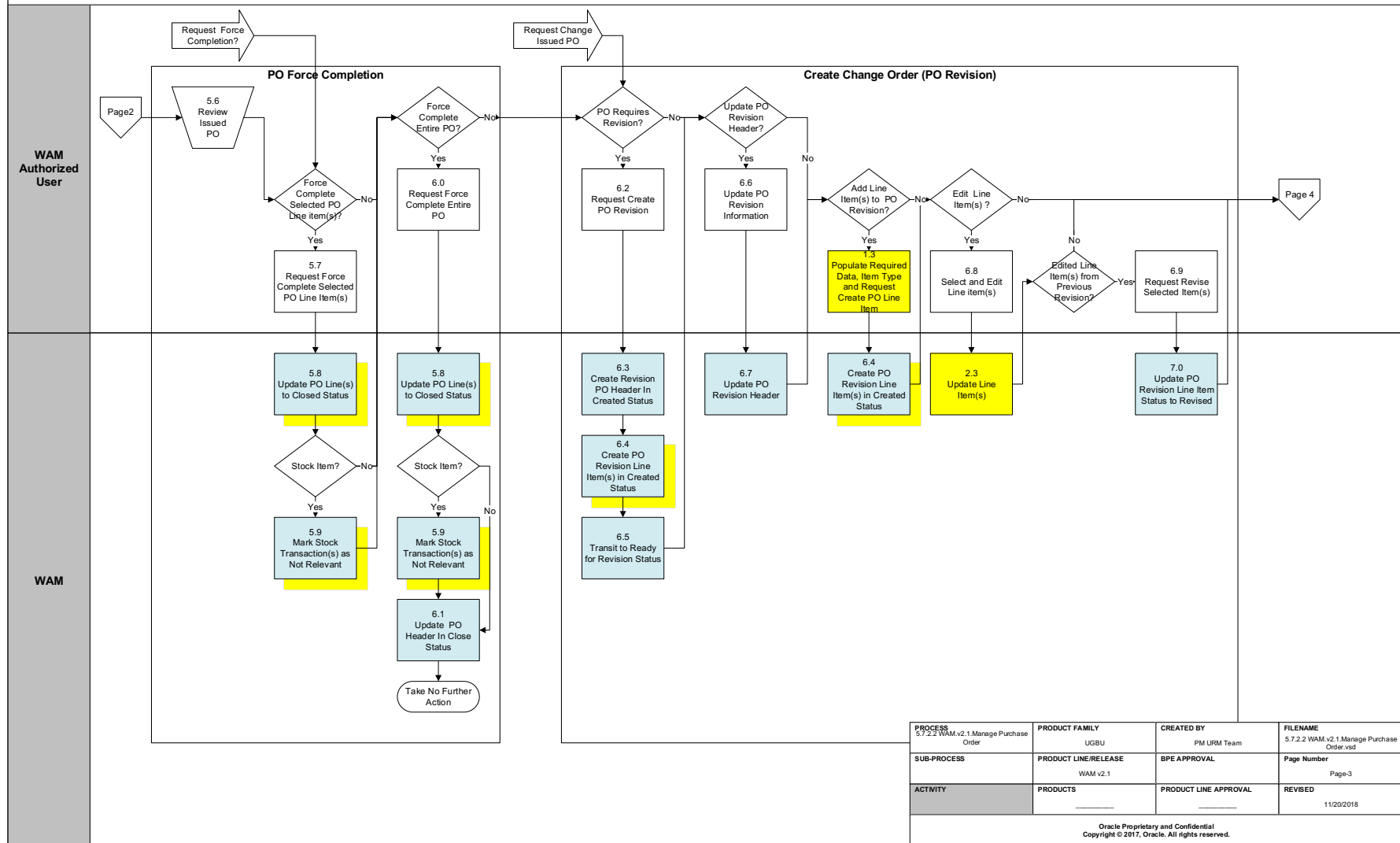
Business Process Model Page 2

5.7.2.2 WAM.v2.1.Manage Purchase Order. Approval and Issue PO



Business Process Model Page 3

5.7.2.2 WAM.v2.1.Manage Purchase Order

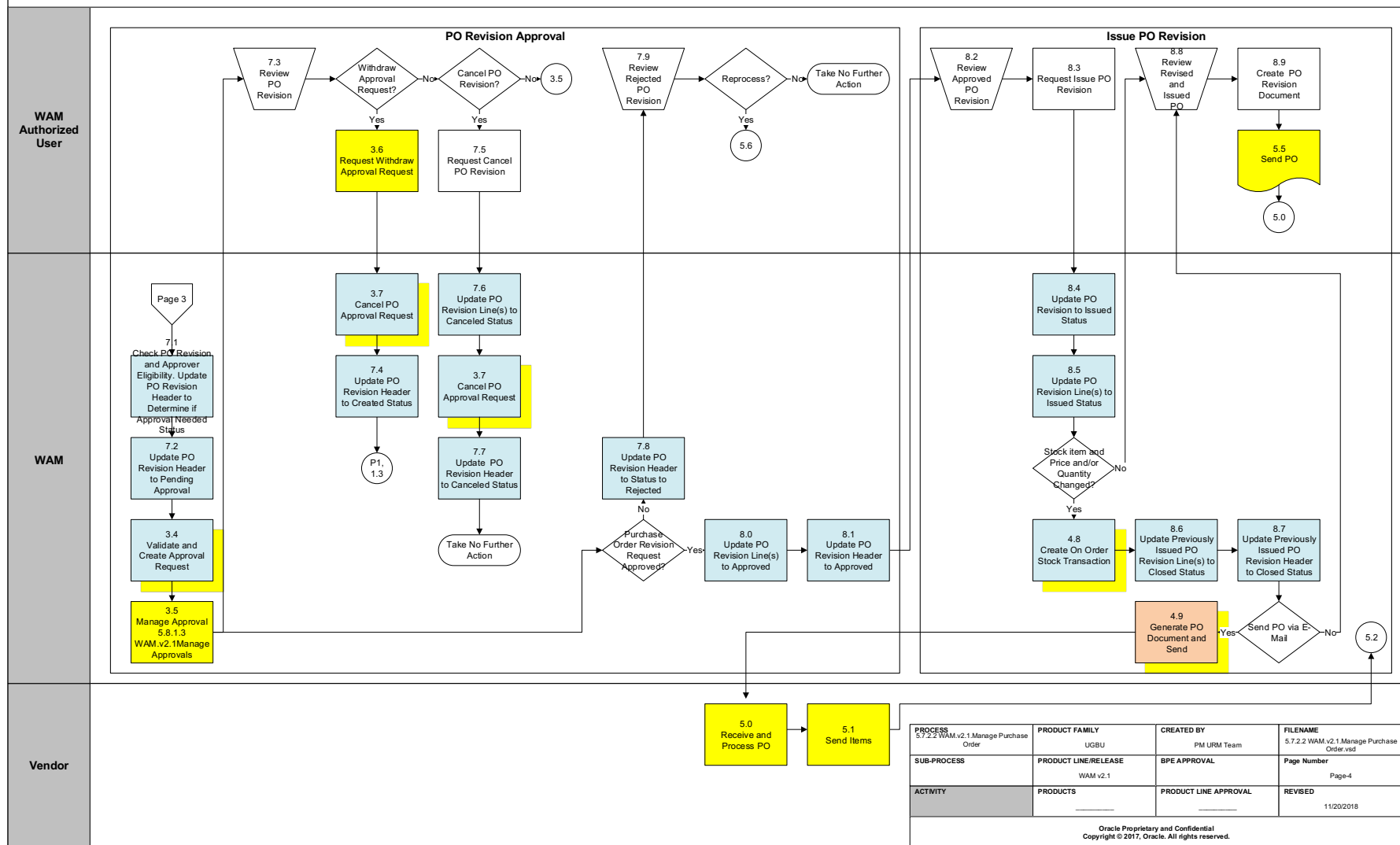


PROCESS 5.7.2.2 WAM.v2.1.Manage Purchase Order	PRODUCT FAMILY UGBU	CREATED BY PM URM Team	FILENAME 5.7.2.2 WAM.v2.1.Manage Purchase Order.vsd
SUB-PROCESS	PRODUCT LINE/RELEASE WAM v2.1	BPE APPROVAL	Page Number Page-3
ACTIVITY	PRODUCTS	PRODUCT LINE APPROVAL	REVISED 11/20/2018

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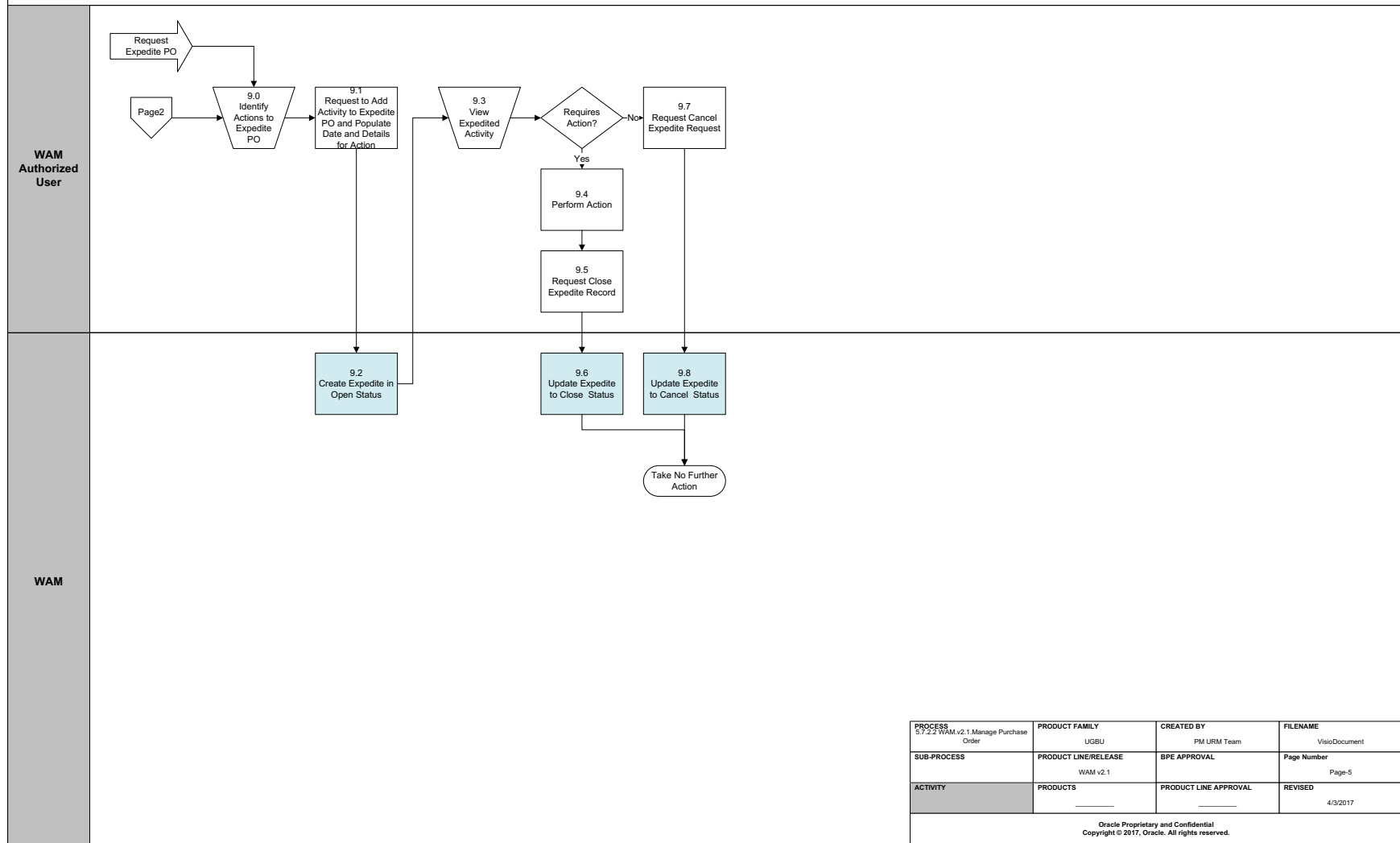
Business Process Model Page 4

5.7.2.2 WAM.v2.1.Manage Purchase Order. Revisions Approval and Issue PO Revision



Business Process Model Page 5

5.7.2.2 WAM.v2.1.Manage Purchase Order. Expedite PO



Detail Business Process Model Description

1.0 Determine PO Type and Populate Required Data

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) determines PO type in terms general purchase or stores replenishment and [populates required data](#). If user recommends a specific vendor, then vendor and vendor location information can be populated.

Configuration required (Y/N) **Entities to Configure:**

Requestor
Ship to Information
Deliver to Location
Vendor
Carrier
Accounting Information
Cost Center

1.1 Request Create Purchase Order Header

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) makes a request to create Purchase Order header.

1.2 Create Purchase Order Header in Created Status

Actor/Role: WAM

Description: WAM creates purchase order header in created state. During purchase order creation WAM defaults cost center and exchange rate information. It further validates the purchase order, blanket contract vendor, project information, etc.

W1-POHDRINFO (Purchase Order Header Information)
--

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-DFLTPRJCC (Defaults Cost Center Information from Project)
		W1-DFLTEXRT (Defaults exchange rate)
		W1-PODELALW (Purchase Order Delete Allowed)
		W1-VALPOH (Validate Purchase Order)
		W1-VALBCVNDR (Validate Blanket Contract Vendor)
		W1-VALPRJINF (Validate Project Information)
		W1-VALBYACPO (Validate Buyer's Access for PO)
		W1-PONUMASMT (Purchase Order Number Assignment)
		W1-VALPORQDT (Validate Purchase Order Required By Date)
		W1-VALPOPMDT (Validate Purchase Order Promise Date)
		W1-CHKPOLINE (Check Purchase Order Lines)
		W1-CNPOHAPRQ (Cancel Approval Request for Purchase Order Header)

Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes

1.3 Populate Required Data, Item Type and Request Create PO Line Item

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) [populates required data](#), item type and makes a request to create PO line item.

Configuration required (Y/N)	Entities to Configure:	Unit of Purchase
		Storeroom
		Taxing State
		Tax Rate Schedule

1.4 Populate Inventory Stock Item and Request to Add PO Line Item(s)

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) populates inventory Stock Item details and makes a request to add PO line item.

1.5 Populate Non-Inventory Item and Request to Add PO Line Item(s)

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) populates non-inventory item details and makes a request to add PO line item.

1.6 Create Line Item(s) in Created Status

Actor/Role: WAM

Description: WAM creates line items in created status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):
	W1-CHKPOLINE (Check Purchase Order Lines)
	W1-CRETCLAUD (Create Tax Calculation Lines)
	W1-POPACRSRQ (Populate Activity Resource Requirement)
	W1-POPPOLDOC (Populate PO Line Documents)
	W1-POLDELALW (Purchase Order line Delete Allowed)
	W1-VALPOLINE (Validate Purchase Order line)
	W1-VALACVTPO (Validate Activity for General Purpose based PO)
	W1-VALREMIND (Validate Removed Indicator)
	W1-VALPOLITN (Validate PO Line Item Number)
	W1-VALPOCC (Validate Purchase Order Cost Center)
	W1-VALPRJINF (Validate Project Information)
	W1-CRETCLPOL (Create Tax Calculation Lines for PO Line)
	W1-POPUPDREV (Populate Last Update Revision for New Line)
	W1-DFPOLINDL (Default Purchase Order Line Details)
	W1-VALNMTPOL (Validate Non-Material PO Line)
	W1-POLINEINF (Purchase Order Line Information)
	W1-SIPOLDTLS (Default Stock Item Purchase Order Line Details)
	W1-VALSIPOLI (Validate Stock Item Purchase Order line)

Business Object (Y/N)	Business Object
	W1-PurchaseOrderLine
	W1-CraftPOLine
	W1-EquipmentPOLine
	W1-OtherResourcePOLine
	W1-StockItemPOLine
	W1-POLineDocuments
	W1-POLineNotes

1.7 Populate Cost Center for Line Item(s)

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) populates Cost Center details for line items in case they are not populated earlier.

Note: Cost Center could be defaulted from number of sources available (e.g. Project, Stock Item)

Business Object (Y/N)	Business Object
	W1-PurchaseOrderLine
	W1-CraftPOLine
	W1-EquipmentPOLine
	W1-OtherResourcePOLine
	W1-StockItemPOLine
	W1-POLineDocuments
	W1-POLineNotes

Configuration required (Y/N)	Entities to Configure:
	Cost Center details

1.8 Create Line Item Account(s)

Actor/Role: WAM

Description: WAM creates Line Item accounts for PO Line(s)

Business Object (Y/N)	Business Object
	W1-PurchaseOrderLine
	W1-CraftPOLine
	W1-EquipmentPOLine
	W1-OtherResourcePOLine
	W1-StockItemPOLine
	W1-POLineDocuments
	W1-POLineNotes

1.9 Review Line Item(s)

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) reviews PO Line(s).

2.0 Request Delete Selected Line Item(s)

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) can select and make a request to delete PO Line(s).

2.1 Delete Line Item(s)**Actor/Role:** WAM**Description:** WAM deletes PO Line(s)**Business Object (Y/N)** **Business Object**

W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

2.2 Update Selected Line Item(s)**Actor/Role:** WAM Authorized User (Buyer)**Description:** WAM Authorized User (Buyer) makes a request to update the information for selected PO Line(s)**2.3 Update Line Item(s)****Actor/Role:** WAM**Description:** WAM updates information for PO Line(s).**Business Object (Y/N)** **Business Object**

W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

2.4 Review Purchase Order**Actor/Role:** WAM Authorized User (Buyer)**Description:** WAM Authorized User (Buyer) reviews Purchase Order information.

2.5 Request Cancel PO**Actor/Role:** WAM Authorized User (Buyer)**Description:** WAM Authorized User (Buyer) makes a request to cancel the Purchase Order.**2.6 Update PO Line(s) to Canceled Status****Actor/Role:** WAM**Description:** WAM cancels and updates PO line(s) to Canceled state.**Process Plug-in enabled (Y/N)** **Available Algorithm(s):**

W1-CNPOLINE (Cancel All Purchase Order Lines)

Business Object (Y/N) **Business Object**

W1-PurchaseOrderHeader
W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

2.7 Update PO Header to Canceled Status**Actor/Role:** WAM**Description:** WAM updates PO header to Canceled state.**Process Plug-in enabled (Y/N)** **Available Algorithm(s):**

W1-CNPOLINE (Cancel All Purchase Order Lines)

Business Object (Y/N) **Business Object**

W1-PurchaseOrderHeader
W1-PurchaseOrderLine

2.8 Request Update PO Header**Actor/Role:** WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) makes a request to update PO header information.

2.9 Update PO Header

Actor/Role: WAM

Description: WAM updates PO header information.

Business Object (Y/N)	Business Object
	W1-PurchaseOrderHeader
	W1-PurchaseOrderLine

3.0 Search for Blanket Contract and Populate Contract Data

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) searches for Blanket Contract if applicable and populates data.

Business Object (Y/N)	Business Object
	W1-PurchaseOrderHeader
	W1-POHeaderDocuments
	W1-POHeaderNotes

3.1 Submit for Approval

Actor/Role: WAM Authorized User (Buyer)

Description: WAM Authorized User (Buyer) submits PO for approval.

Group: PO Approval

3.2 Check PO and Approver Eligibility. Update PO Header to Determine if Approval Needed Status

Actor/Role: WAM

Description: WAM checks Purchase Order for required dates, PO lines, and evaluates for approval. It transitions the PO Header to 'Determine if Approval Needed' state. If the purchase order is covered under Blanket Contract then WAM checks if it is within the contract limit.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-VALPORQDT (Validate Purchase Order Required By Date)
		W1-VALPOPMDT (Validate Purchase Order Promise Date)
		W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
		W1-EVPOBCAPR (Evaluate Purchase Order's Blanket Contract for Approval)
		W1-AUTAPVPOH (Auto Approve Purchase Order Header)
		W1-CHKPOBCLM (Check Purchase Order's Blanket Contract limit)

Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes

Group: PO Approval**[3.3](#) Update PO Header to Pending Approval****Actor/Role:** WAM**Description:** WAM updates PO Header to 'Pending Approval' state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	F1-AT-RQJ (Transition to Default Next Status (Java))
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Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes

Group: PO Approval**[3.4](#) Validate and Create Approval Request****Actor/Role:** WAM**Description:** WAM validates the information and creates request for approval.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-EVPOBCAPR (Evaluate Purchase Order's Blanket Contract for Approval)
		W1-AUTAPVPOH (Auto Approve Purchase Order Header)

Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes

Group: PO Approval**3.5 Manage Approval 5.8.1.3 WAM.v2.1Manage Approvals****Actor/Role:** WAM**Description:** WAM manages the approval process for PO approval. Please refer to process **5.8.1.3 WAM.v2.1Manage Approvals** for details**Group: PO Approval****3.6 Request Withdraw Approval Request****Actor/Role:** WAM Authorized User**Description:** WAM Authorized User makes a request to withdraw approval request.**Group: PO Approval****3.7 Cancel PO Approval Request****Actor/Role:** WAM**Description:** WAM cancels PO Approval request.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-CNPOHAPRQ (Cancel Approval Request for Purchase Order Header)
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Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes

Group: PO Approval**3.8 Update PO Header to Created Status****Actor/Role:** WAM**Description:** WAM updates PO Header to 'Created' state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-CNPOHAPRQ (Cancel Approval Request for Purchase Order Header)
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Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes

Group: PO Approval**3.9 Request Cancel PO****Actor/Role:** WAM Authorized User**Description:** WAM Authorized User makes a request to cancel PO.**Group: PO Approval****4.0 Update PO Header Status to Rejected****Actor/Role:** WAM**Description:** WAM updates PO header to 'Rejected' status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-MONPOAPRQ (Monitor Purchase Order Approval Request)
		W1-RSTPOHAPP (Reset PO Header Approval Profile)

Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes

Group: PO Approval**4.1 Review Rejected PO**

Actor/Role: WAM Authorized User
Description: WAM Authorized User reviews rejected PO.

Group: PO Approval

4.2 Update PO Lines to Approved

Actor/Role: WAM
Description: WAM updates PO lines to Approved status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):
	W1-MONPOAPRQ (Monitor Purchase Order Approval Request)
	W1-RSTPOHAPP (Reset PO Header Approval Profile)
	W1-VALPORQDT (Validate Purchase Order Required By Date)
	W1-VALPOPMDT (Validate Purchase Order Promise Date)
	W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
	W1-APRPOLINE (Approve All Purchase Order Lines)

Business Object (Y/N)	Business Object
	W1-PurchaseOrderHeader
	W1-PurchaseOrderLine
	W1-CraftPOLine
	W1-EquipmentPOLine
	W1-OtherResourcePOLine
	W1-StockItemPOLine
	W1-POLineDocuments
	W1-POLineNotes

Group: PO Approval

4.3 Update PO Header to Approved

Actor/Role: WAM
Description: WAM updates PO header to Approved state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-MONPOAPRQ (Monitor Purchase Order Approval Request)
		W1-RSTPOHAPP (Reset PO Header Approval Profile)
		W1-VALPORQDT (Validate Purchase Order Required By Date)
		W1-VALPOPMDT (Validate Purchase Order Promise Date)
		W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
		W1-APRPOLINE (Approve All Purchase Order Lines)

Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-PurchaseOrderLine
		W1-CraftPOLine
		W1-EquipmentPOLine
		W1-OtherResourcePOLine
		W1-StockItemPOLine
		W1-POLineDocuments
		W1-POLineNotes

Group: Issue PO

4.4 Review Approved PO

Actor/Role: WAM Authorized User

Description: WAM Authorized User reviews approved PO.

Group: Issue PO

4.5 Request Issue PO

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to issue PO.

Group: Issue PO

4.6 Update PO to Issued Status

Actor/Role: WAM

Description: WAM updates PO to 'Issued' state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-VALPORQDT (Validate Purchase Order Required By Date)
		W1-VALPOPMDT (Validate Purchase Order Promise Date)
		W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
		W1-CHKPOBCLM (Check Purchase Order's Blanket Contract limit)
		W1-ISSPOLINE (Issue All PO Lines)

Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-PurchaseOrderLine
		W1-CraftPOLine
		W1-EquipmentPOLine
		W1-OtherResourcePOLine
		W1-StockItemPOLine
		W1-POLineDocuments
		W1-POLineNotes

Group: Issue PO

[4.7](#) Update PO Line(s) to Issued Status

Actor/Role: WAM

Description: WAM updates PO Line(s) to 'Issued' status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-VALPORQDT (Validate Purchase Order Required By Date)
		W1-VALPOPMDT (Validate Purchase Order Promise Date)
		W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
		W1-CHKPOBCLM (Check Purchase Order's Blanket Contract limit)
		W1-ISSPOLINE (Issue All PO Lines)

Business Object (Y/N)

Business Object

W1-PurchaseOrderHeader
W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: Issue PO

4.8 Create On Order Stock Transaction

Actor/Role: WAM

Description: WAM creates on order stock transaction if the item is a stock item. If there exists any stock transactions prior to PO lines revision, then they are all closed.

Process Plug-in enabled (Y/N)

Available Algorithm(s):

W1-TRPPOLCLS (Transition prior PO Lines revision to Closed)
W1-CRSTKTRAN (Create Stock Transaction for PO Line)

Business Object (Y/N)

Business Object

W1-PurchaseOrderLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: Issue PO

4.9 Generate PO Document and Send

Actor/Role: WAM

Description: WAM generates PO Document and sends to vendor.

5.0 Receive and Process PO

Actor/Role: Vendor

Description: Vendor receives PO and processes it.

Note: This is outside Oracle WAM Application

5.1 Send Items

Actor/Role: Vendor

Description: Vendor physically sends items.

Note: This is outside Oracle WAM Application

Group: Issue PO

5.2 Receive Items 5.7.2.4 WAM v2.1 Receive Items

Actor/Role: WAM

Description: WAM receives items and processes data received from the Vendor. Please refer to process 5.7.2.4 WAM v2.1 Receive Items for details

Group: Issue PO

5.3 Monitor Receiving Items

Actor/Role: WAM

Description: WAM monitors status of receiving items.

Process Plug-in enabled (Y/N) Available Algorithm(s):

W1-UPDRCVST (Update the Receiving Status of PO Line)
W1-UPDISTPOL (Update Invoicing Status of PO Line)
W1-EVLPOLINV (Evaluate Purchase Order Line Invoicing Status)
W1-EVLPOLRMD (Evaluate POL Removed Flag)
W1-UPDRCSTPH (Update the Receiving Status of PO Header)
W1-UPDISTPOH(Update Invoicing Status of PO Header)
W1-CHKPOLIFD (Check if all the Purchase Order Lines are Finalized)

Business Object (Y/N)

Business Object

W1-PurchaseOrderHeader
W1-POHeaderDocuments
W1-POHeaderNotes
W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: Issue PO

5.4 Create PO Document

Actor/Role: WAM Authorized User

Description: WAM Authorized User creates PO Document.

Group: Issue PO

5.5 Send PO

Actor/Role: WAM Authorized User

Description: WAM Authorized User sends PO document to Vendor.

Group: PO Force Completion

5.6 Review Issued PO

Actor/Role: WAM Authorized User

Description: WAM Authorized User review issued PO.

Group: PO Force Completion

5.7 Request Force Complete Selected PO Line Item(s)

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to force complete selected PO Line(s).

Group: PO Force Completion

5.8 Update PO Line(s) to Closed Status

Actor/Role: WAM

Description: WAM updates PO Line(s) to Closed status. During this stage, WAM updates all related Stock Transactions accordingly.

Process Plug-in enabled (Y/N) **Available Algorithm(s):**

W1-TRAPOCLS (Transition PO to Closed)
--

Business Object (Y/N) **Business Object**

W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: PO Force Completion

5.9 Mark Stock Transaction(s) as Not Relevant

Actor/Role: WAM

Description: WAM marks all related Stock Transactions as not relevant.

Process Plug-in enabled (Y/N) **Available Algorithm(s):**

W1-UPDSIBLST (Update all sibling Stock Transactions)

Business Object (Y/N) **Business Object**

W1-PurchaseOrderLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: PO Force Completion

6.0 Request Force Complete Entire PO

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to Force Complete entire PO.

Group: PO Force Completion

6.1 Update PO Header In Close Status

Actor/Role: WAM

Description: WAM updates PO Header to 'Close' status.

Process Plug-in enabled (Y/N) **Available Algorithm(s):** W1-TRAPOCLS (Transition PO to Closed)

Business Object (Y/N)	Business Object
	W1-PurchaseOrderHeader
	W1-POHeaderDocuments
	W1-POHeaderNotes
	W1-PurchaseOrderLine
	W1-CraftPOLine
	W1-EquipmentPOLine
	W1-OtherResourcePOLine
	W1-StockItemPOLine
	W1-POLineDocuments
	W1-POLineNotes

Group: Create Change Order (PO Revision)

6.2 Request Create PO Revision

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to revise PO and create PO revision.

Group: Create Change Order (PO Revision)

6.3 Create Revision PO Header In Created Status

Actor/Role: WAM

Description: WAM creates revision PO Header in 'Created' status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):
	W1-PRHDRVAL (Validate PR Header)
	W1-PRHDRINFO (PR Header Information)
	W1-PRHDRDFLT (This algorithm defaults the requisition info of the PR header)
	W1-PRHDRDFAI (This algorithm defaults the accounting info of the PR header)
	W1-PRDEFEXRT (Default Purchase Requisition Exchange Rate)
	W1-VALPRJINF (Validate Project Information)
	W1-PRVALRQTY (Validate Purchase Requisition Document Type)
	W1-PRNUMASMT (Purchase Requisition Number Assignment)
	W1-PRLNBK (Transition Approved PR Lines Back to Created)
	W1-PRCANRQ (Cancel PR Approval Request)

Business Object (Y/N)	Business Object
	W1-PRHeader
	W1-PRDocuments
	W1-PRNotes

Group: Create Change Order (PO Revision)
6.4 Create PO Revision Line Item(s) in Created Status

Actor/Role: WAM
Description: WAM creates PO revision line item(s) in 'Created' state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-CHKPOLINE (Check Purchase Order Lines)
		W1-CRETCLAUD (Create Tax Calculation Lines)
		W1-POPACRSRQ (Populate Activity Resource Requirement)
		W1-POPPOLDOC (Populate PO Line Documents)
		W1-POLDELALW (Purchase Order line Delete Allowed)
		W1-VALPOLINE (Validate Purchase Order line)
		W1-VALACVTPO (Validate Activity for General Purpose based PO)
		W1-VALREMIND (Validate Removed Indicator)
		W1-VALPOLITN (Validate PO Line Item Number)
		W1-VALPOCC (Validate Purchase Order Cost Center)
		W1-VALPRJINF (Validate Project Information)
		W1-CRETCLPOL (Create Tax Calculation Lines for PO Line)
		W1-POPUPDREV (Populate Last Update Revision for New Line)
		W1-DFPOLINDL (Default Purchase Order Line Details)
		W1-VALNMTPOL (Validate Non-Material PO Line)
		W1-POLINEINF (Purchase Order Line Information)
		W1-SIPOLDTLS (Default Stock Item Purchase Order Line Details)
W1-VALSIPOLI (Validate Stock Item Purchase Order line)		

Business Object (Y/N)	Business Object	W1-PurchaseOrderLine
		W1-CraftPOLine
		W1-EquipmentPOLine
		W1-OtherResourcePOLine
		W1-StockItemPOLine
		W1-POLineDocuments
		W1-POLineNotes

Group: Create Change Order (PO Revision)

6.5 Transit to Ready for Revision Status

Actor/Role: WAM

Description: WAM transition revision PO Line(s) to 'Ready for Revision' state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-TRAPOLRR (Transition POL to Ready for Revision)
--------------------------------------	--------------------------------	--

Business Object (Y/N) **Business Object**

W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: Create Change Order (PO Revision)

6.6 Update PO Revision Information

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to update PO revision information.

Group: Create Change Order (PO Revision)

6.7 Update PO Revision Header

Actor/Role: WAM

Description: WAM updates PO revision header.

Business Object (Y/N) **Business Object**

W1-PRHeader
W1-PRDocuments
W1-PRNotes

Group: Create Change Order (PO Revision)

6.8 Select and Edit Line item(s)

Actor/Role: WAM Authorized User

Description: WAM Authorized User selects and edits PO revision line item(s).

Group: Create Change Order (PO Revision)

6.9 Request Revise Selected Item(s)

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to revise selected item(s).

Group: Create Change Order (PO Revision)**7.0 Update PO Revision Line Item Status to Revised****Actor/Role:** WAM**Description:** WAM updates PO revision line items status to Revised.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-POPREVRL (Populate Last Update Revision for Revised Line)
--------------------------------------	--------------------------------	--

Business Object (Y/N)	Business Object	W1-PurchaseOrderLine
		W1-CraftPOLine
		W1-EquipmentPOLine
		W1-OtherResourcePOLine
		W1-StockItemPOLine
		W1-POLineDocuments
		W1-POLineNotes

Group: PO Revision Approval**7.1 Check PO Revision and Approver Eligibility. Update PO Revision Header to Determine if Approval Needed Status****Actor/Role:** WAM**Description:** WAM checks purchase order revision for required dates, item lines, and evaluates for approval. It transitions the PO Header to Determine if Approval Needed state. If the purchase order is covered under blanket contract then WAM checks if it is within the contract limit.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-VALPORQDT (Validate Purchase Order Required By Date)
		W1-VALPOPMDT (Validate Purchase Order Promise Date)
		W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
		W1-EVPOBCAPR (Evaluate Purchase Order's Blanket Contract for Approval)
		W1-AUTAPVPOH (Auto Approve Purchase Order Header)
		W1-CHKPOBCLM (Check Purchase Order's Blanket Contract limit)

W1-PRHeader
W1-PRDocuments

Business Object (Y/N)	Business Object	<table border="1"><tr><td>W1-PRNotes</td></tr></table>	W1-PRNotes
W1-PRNotes			

Group: PO Revision Approval

7.2 Update PO Revision Header to Pending Approval

Actor/Role: WAM

Description: WAM updates PO Revision Header to Pending Approval state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	<table border="1"><tr><td>F1-AT-RQJ (Transition to Default Next Status (Java))</td></tr></table>	F1-AT-RQJ (Transition to Default Next Status (Java))
F1-AT-RQJ (Transition to Default Next Status (Java))			

Business Object (Y/N)	Business Object	<table border="1"><tr><td>W1-PRHeader</td></tr><tr><td>W1-PRDocuments</td></tr><tr><td>W1-PRNotes</td></tr></table>	W1-PRHeader	W1-PRDocuments	W1-PRNotes
W1-PRHeader					
W1-PRDocuments					
W1-PRNotes					

Group: PO Revision Approval

7.3 Review PO Revision

Actor/Role: WAM Authorized User

Description: WAM Authorized User review PO revision.

Group: PO Revision Approval

7.4 Update PO Revision Header to Created Status

Actor/Role: WAM

Description: WAM updates PO Revision Header to 'Created' state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	<table border="1"><tr><td>W1-CNPOHAPRQ (Cancel Approval Request for Purchase Order Header)</td></tr></table>	W1-CNPOHAPRQ (Cancel Approval Request for Purchase Order Header)
W1-CNPOHAPRQ (Cancel Approval Request for Purchase Order Header)			

Business Object (Y/N)	Business Object	<table border="1"><tr><td>W1-PRHeader</td></tr><tr><td>W1-PRDocuments</td></tr><tr><td>W1-PRNotes</td></tr></table>	W1-PRHeader	W1-PRDocuments	W1-PRNotes
W1-PRHeader					
W1-PRDocuments					
W1-PRNotes					

Group: PO Revision Approval

7.5 Request Cancel PO Revision

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to cancel PO revision.

Group: PO Revision Approval

7.6 Update PO Revision Line(s) to Canceled Status

Actor/Role: WAM

Description: WAM updates PO revision line(s) to Canceled status.

Process Plug-in enabled (Y/N) **Available Algorithm(s):**

W1-CNPOLINE (Cancel All Purchase Order Lines)

Business Object (Y/N)	Business Object
	W1-PurchaseOrderHeader
	W1-POHeaderDocuments
	W1-POHeaderNotes
	W1-PurchaseOrderLine
	W1-CraftPOLine
	W1-EquipmentPOLine
	W1-OtherResourcePOLine
	W1-StockItemPOLine
	W1-POLineDocuments
	W1-POLineNotes

Group: PO Revision Approval

7.7 Update PO Revision Header to Canceled Status

Actor/Role: WAM

Description: WAM updates PO revision header to Canceled state.

Process Plug-in enabled (Y/N) **Available Algorithm(s):**

W1-CNPOLINE (Cancel All Purchase Order Lines)

Business Object (Y/N)

Business Object

W1-PurchaseOrderHeader
W1-POHeaderDocuments
W1-POHeaderNotes
W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: PO Revision Approval

7.8 Update PO Revision Header to Status to Rejected

Actor/Role: WAM

Description: WAM updates PO revision header to 'Rejected' status.

Process Plug-in enabled (Y/N)

Available Algorithm(s):

W1-MONPOAPRQ (Monitor Purchase Order Approval Request)
W1-RSTPOHAPP (Reset PO Header Approval Profile)

Business Object (Y/N)

Business Object

W1-PurchaseOrderHeader
W1-POHeaderDocuments
W1-POHeaderNotes

Group: PO Revision Approval

7.9 Review Rejected PO Revision

Actor/Role: WAM Authorized User

Description: WAM Authorized User reviews rejected PO revision.

Group: PO Revision Approval

8.0 Update PO Revision Line(s) to Approved

Actor/Role: WAM

Description: WAM updates PO revision lines to Approved status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-MONPOAPRQ (Monitor Purchase Order Approval Request)
		W1-RSTPOHAPP (Reset PO Header Approval Profile)
		W1-VALPORQDT (Validate Purchase Order Required By Date)
		W1-VALPOPMDT (Validate Purchase Order Promise Date)
		W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
		W1-APRPOLINE (Approve All Purchase Order Lines)

Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes
		W1-PurchaseOrderLine
		W1-CraftPOLine
		W1-EquipmentPOLine
		W1-OtherResourcePOLine
		W1-StockItemPOLine
		W1-POLineDocuments
		W1-POLineNotes

Group: PO Revision Approval

8.1 Update PO Revision Header to Approved

Actor/Role: WAM

Description: WAM updates PO revision header to Approved state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-MONPOAPRQ (Monitor Purchase Order Approval Request)
		W1-RSTPOHAPP (Reset PO Header Approval Profile)
		W1-VALPORQDT (Validate Purchase Order Required By Date)
		W1-VALPOPMDT (Validate Purchase Order Promise Date)
		W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
		W1-APRPOLINE (Approve All Purchase Order Lines)

Business Object (Y/N)

Business Object

W1-PurchaseOrderHeader
W1-POHeaderDocuments
W1-POHeaderNotes
W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: Issue PO Revision

8.2 Review Approved PO Revision

Actor/Role: WAM Authorized User

Description: WAM Authorized User reviews approved PO revision.

Group: Issue PO Revision

8.3 Request Issue PO Revision

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to issue PO revision.

Group: Issue PO Revision

8.4 Update PO Revision to Issued Status

Actor/Role: WAM

Description: WAM updates PO Revision to 'Issued' state.

Process Plug-in enabled (Y/N)

Available Algorithm(s):

W1-VALPORQDT (Validate Purchase Order Required By Date)
W1-VALPOPMDT (Validate Purchase Order Promise Date)
W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
W1-CHKPOBCLM (Check Purchase Order's Blanket Contract limit)
W1-ISSPOLINE (Issue All PO Lines)

Business Object (Y/N)**Business Object**

W1-PurchaseOrderHeader
W1-POHeaderDocuments
W1-POHeaderNotes
W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: Issue PO Revision**8.5 Update PO Revision Line(s) to Issued Status****Actor/Role:** WAM**Description:** WAM updates PO revision Line(s) to 'Issued' status.**Process Plug-in enabled (Y/N)****Available Algorithm(s):**

W1-VALPORQDT (Validate Purchase Order Required By Date)
W1-VALPOPMDT (Validate Purchase Order Promise Date)
W1-CHKPOHPOL (Check Purchase Order must have Purchase Order Lines)
W1-CHKPOBCLM (Check Purchase Order's Blanket Contract limit)
W1-ISSPOLINE (Issue All PO Lines)

Business Object (Y/N)**Business Object**

W1-PurchaseOrderHeader
W1-POHeaderDocuments
W1-POHeaderNotes
W1-PurchaseOrderLine
W1-CraftPOLine
W1-EquipmentPOLine
W1-OtherResourcePOLine
W1-StockItemPOLine
W1-POLineDocuments
W1-POLineNotes

Group: Issue PO Revision**8.6 Update Previously Issued PO Revision Line(s) to Closed Status****Actor/Role:** WAM

Description: WAM updates previously issued PO Revision line(s) to 'Closed' status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-TRPPOLCLS (Transition prior PO Lines revision to Closed)
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Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes
		W1-PurchaseOrderLine
		W1-CraftPOLine
		W1-EquipmentPOLine
		W1-OtherResourcePOLine
		W1-StockItemPOLine
		W1-POLineDocuments
		W1-POLineNotes

Group: Issue PO Revision

[8.7](#) Update Previously Issued PO Revision Header to Closed Status

Actor/Role: WAM

Description: WAM update previously issued PO revision header to 'Closed' status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-TRPPOLCLS (Transition prior PO Lines revision to Closed)
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Business Object (Y/N)	Business Object	W1-PurchaseOrderHeader
		W1-POHeaderDocuments
		W1-POHeaderNotes
		W1-PurchaseOrderLine
		W1-CraftPOLine
		W1-EquipmentPOLine
		W1-OtherResourcePOLine
		W1-StockItemPOLine
		W1-POLineDocuments
		W1-POLineNotes

Group: Issue PO Revision

8.8 Review Revised and Issued PO

Actor/Role: WAM Authorized User

Description: WAM Authorized User reviews revised and issued PO.

Group: Issue PO Revision

8.9 Create PO Revision Document

Actor/Role: WAM Authorized User

Description: WAM Authorized User creates PO Revision document.

9.0 Identify Actions to Expedite PO

Actor/Role: WAM Authorized User

Description: WAM Authorized User identifies action to expedite PO.

9.1 Request to Add Activity to Expedite PO and Populate Date and Details for Action

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to add activity to expedite PO and populates details along with date.

9.2 Create Expedite in Open Status

Actor/Role: WAM

Description: WAM creates Expedite in 'Open' status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-EXPDTINFO (Expedite Information)
		W1-DEFEXPNUM (Default Expedite Sequence)
		W1-EXPDELALW (Expedite Delete Allowed
		W1-VALEXPDT (Validate Expedite)
Business Object (Y/N)	Business Object	W1-Expedite

9.3 View Expedited Activity

Actor/Role: WAM Authorized User

Description: WAM Authorized User views expedited activity.

9.4 Perform Action

Actor/Role: WAM Authorized User

Description: WAM Authorized User performs action to expedite the PO.

9.5 Request Close Expedite Record

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to close expedite record.

9.6 Update Expedite to Close Status

Actor/Role: WAM

Description: WAM updates expedite to 'Close' status.

9.7 Request Cancel Expedite Request

Actor/Role: WAM Authorised User

Description: WAM Authorised User makes a request to cancel expedite request.

9.8 Update Expedite to Cancel Status

Actor/Role: WAM

Description: WAM updates expedite to 'Cancel' status.

Test Documentation related to the Current Process

ID	Document Name	Test Type

Document Control

Change Record

Date	Author	Version	Change Reference
10/09/2015	Barry DeMartini, Galina Polonsky	1	Initial Version
11/15/2018	Kimberley Herrala Scott		Reviewed
11/15/2018	Galina Polonsky		Reviewed, Approved

Appendix

Purchase Order

Purchase Order ✖

Main ⓘ

Purchase Document Type *

Approval Profile

Description

Access Control

Request Information

Requested By * SYSUSER System, English

Phone

Request Date * 03-16-2017

Order Information

Buyer

Required By Date

Promise Date

Shipping Information ⓘ

Ship To Location

Deliver To Location

Deliver To

Vendor Information

Vendor Location *

Vendor Contact

Country * United States

5.7.2.2 WAM.v2.1.Manage Purchase Order

Address Number 1 Number 2
Address 2 House Type
Address 3 In City Limit
Address 4
Cross Street
City
Suburb
County
State
Postal
Geographical Code
Location Class
Currency
FOB
Payment Terms
Auto Pay
Carrier

Blanket Contract Information
Blanket Contract

Accounting Information
Project

Cost Center Details

Cost Center	Percentage
<input type="text"/>	<input type="text"/>

Save Cancel

Purchase Order Line

Purchase Order ✖

▲ **Main**

Purchase Document Type *
Approval Profile
Description

▶ Access Control

▲ **Request Information**

Requested By * SYSUSER System, English
Phone
Request Date * 03-16-2017

▲ **Order Information**

Buyer
Required By Date
Promise Date

▲ **Shipping Information**

Ship To Location
Deliver To Location
Deliver To

▲ **Vendor Information**

Vendor Location *
Vendor Contact
Country * United States

5.7.2.2 WAM.v2.1.Manage Purchase Order

Address Number 1 Number 2
Address 2 House Type
Address 3 In City Limit
Address 4
Cross Street
City
Suburb
County
State
Postal
Geographical Code
Location Class
Currency
FOB
Payment Terms
Auto Pay
Carrier

Blanket Contract Information
Blanket Contract

Accounting Information
Project

Cost Center Details

Cost Center	Percentage
<input type="text"/>	<input type="text"/>

Save Cancel