**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.

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## Detail Business Process Model Description

[**1.0**](#_Business_Process_Model_2) **Determine PO Type and Populate Required Data**

A**ctor/Role:**  WAM Authorized User (Buyer)

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

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

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

[**1.1**](#_Business_Process_Model_2) **Request Create Purchase Order Header**

A**ctor/Role:**  WAM Authorized User (Buyer)

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

[**1.2**](#_Business_Process_Model_2) **Create Purchase Order Header in Created Status**

A**ctor/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) |
| 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) |

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

[**1.3**](#_Business_Process_Model_2) **Populate Required Data, Item Type and Request Create PO Line Item**

A**ctor/Role:**  WAM Authorized User (Buyer)

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

|  |
| --- |
| Unit of Purchase |
| Storeroom |
| Taxing State |
| Tax Rate Schedule |

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

[**1.4**](#_Business_Process_Model_2) **Populate Inventory Stock Item and Request to Add PO Line Item(s)**

A**ctor/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**](#_Business_Process_Model_2) **Populate Non-Inventory Item and Request to Add PO Line Item(s)**

A**ctor/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**](#_Business_Process_Model_2) **Create Line Item(s) in Created Status**

A**ctor/Role:**  WAM

**Description:** WAM creates line items in created status.

|  |
| --- |
| 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) |

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

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

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

[**1.7**](#_Business_Process_Model_2) **Populate Cost Center for Line Item(s)**

A**ctor/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)

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

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

|  |
| --- |
| Cost Center details |

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

[**1.8**](#_Business_Process_Model_2) **Create Line Item Account(s)**

A**ctor/Role:** WAM

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

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

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

[**1.9**](#_Business_Process_Model_2) **Review Line Item(s)**

A**ctor/Role:**  WAM Authorized User (Buyer)

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

[**2.0**](#_Business_Process_Model_2) **Request Delete Selected Line Item(s)**

A**ctor/Role:**  WAM Authorized User (Buyer)

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

[**2.1**](#_Business_Process_Model_2) **Delete Line Item(s)**

A**ctor/Role:**  WAM

**Description:** WAM deletes PO Line(s)

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

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

[**2.2**](#_Business_Process_Model_2) **Update Selected Line Item(s)**

A**ctor/Role:** WAM Authorized User (Buyer)

**Description:** WAM Authorized User (Buyer) makes a request to update the information for selected PO Line(s)

[**2.3**](#_Business_Process_Model_2) **Update Line Item(s)**

A**ctor/Role:**  WAM

**Description:** WAM updates information for PO Line(s).

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

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

[**2.4**](#_Business_Process_Model_2) **Review Purchase Order**

A**ctor/Role:**  WAM Authorized User (Buyer)

**Description:** WAM Authorized User (Buyer) reviews Purchase Order information.

[**2.5**](#_Business_Process_Model_2) **Request Cancel PO**

A**ctor/Role:**  WAM Authorized User (Buyer)

**Description:** WAM Authorized User (Buyer) makes a request to cancel the Purchase Order.

[**2.6**](#_Business_Process_Model_2) **Update PO Line(s) to Canceled Status**

A**ctor/Role:**  WAM

**Description:** WAM cancels and updates PO line(s) to Canceled state.

|  |
| --- |
| W1-CNPOLINE (Cancel All Purchase Order Lines) |

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

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

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

[**2.7**](#_Business_Process_Model_2) **Update PO Header to Canceled Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO header to Canceled state.

|  |
| --- |
| W1-CNPOLINE (Cancel All Purchase Order Lines) |

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-PurchaseOrderLine |

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

[**2.8**](#_Business_Process_Model_2) **Request Update PO Header**

A**ctor/Role:**  WAM Authorized User (Buyer)

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

[**2.9**](#_Business_Process_Model_2) **Update PO Header**

A**ctor/Role:**  WAM

**Description:** WAM updates PO header information.

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-PurchaseOrderLine |

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

[**3.0**](#_Business_Process_Model_2) **Search for Blanket Contract and Populate Contract Data**

A**ctor/Role:** WAM Authorized User (Buyer)

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

[**3.1**](#_Business_Process_Model_2) **Submit for Approval**

A**ctor/Role:** WAM Authorized User (Buyer)

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

**Group: PO Approval**

[**3.2**](#_Business_Process_Model_1) **Check PO and Approver Eligibility. Update PO Header to Determine if Approval Needed Status**

A**ctor/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.

|  |
| --- |
| 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) |

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

**Group: PO Approval**

[**3.3**](#_Business_Process_Model_1) **Update PO Header to Pending Approval**

A**ctor/Role:**  WAM

**Description:** WAM updates PO Header to ‘Pending Approval’ state.

|  |
| --- |
| F1-AT-RQJ ( Transition to Default Next Status (Java)) |

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

**Group: PO Approval**

[**3.4**](#_Business_Process_Model_1) **Validate and Create Approval Request**

A**ctor/Role:**  WAM

**Description:** WAM validates the information and creates request for approval.

|  |
| --- |
| W1-EVPOBCAPR ( Evaluate Purchase Order's Blanket Contract for Approval) |
| W1-AUTAPVPOH ( Auto Approve Purchase Order Header) |

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

**Group: PO Approval**

[**3.5**](#_Business_Process_Model_1) **Manage Approval 5.8.1.3 WAM.v2.1Manage Approvals**

A**ctor/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**](#_Business_Process_Model_1) **Request Withdraw Approval Request**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User makes a request to withdraw approval request.

**Group: PO Approval**

[**3.7**](#_Business_Process_Model_1) **Cancel PO Approval Request**

A**ctor/Role:**  WAM

**Description:** WAM cancels PO Approval request.

|  |
| --- |
| W1-CNPOHAPRQ ( Cancel Approval Request for Purchase Order Header) |

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

**Group: PO Approval**

[**3.8**](#_Business_Process_Model_1) **Update PO Header to Created Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO Header to ‘Created’ state.

|  |
| --- |
| W1-CNPOHAPRQ ( Cancel Approval Request for Purchase Order Header) |

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

**Group: PO Approval**

[**3.9**](#_Business_Process_Model_1) **Request Cancel PO**

A**ctor/Role:**  WAM Authorized User

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

**Group: PO Approval**

[**4.0**](#_Business_Process_Model_1) **Update PO Header Status to Rejected**

A**ctor/Role:**  WAM

**Description:** WAM updates PO header to ‘Rejected’ status.

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

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

**Group: PO Approval**

[**4.1**](#_Business_Process_Model_1) **Review Rejected PO**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User reviews rejected PO.

**Group: PO Approval**

[**4.2**](#_Business_Process_Model_1) **Update PO Lines to Approved**

A**ctor/Role:**  WAM

**Description:** WAM updates PO lines to Approved status.

|  |
| --- |
| 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) |

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

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

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

**Group: PO Approval**

[**4.3**](#_Business_Process_Model_1) **Update PO Header to Approved**

A**ctor/Role:**  WAM

**Description:** WAM updates PO header to Approved state.

|  |
| --- |
| 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) |

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

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

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

**Group: Issue PO**

[**4.4**](#_Business_Process_Model_1) **Review Approved PO**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User reviews approved PO.

**Group: Issue PO**

[**4.5**](#_Business_Process_Model_1) **Request Issue PO**

A**ctor/Role:**  WAM Authorized User

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

**Group: Issue PO**

[**4.6**](#_Business_Process_Model_1) **Update PO to Issued Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO to ‘Issued’ state.

|  |
| --- |
| 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) |

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

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

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

**Group: Issue PO**

[**4.7**](#_Business_Process_Model_1) **Update PO Line(s) to Issued Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO Line(s) to ‘Issued’ status.

|  |
| --- |
| 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) |

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

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

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

**Group: Issue PO**

[**4.8**](#_Business_Process_Model_1) **Create On Order Stock Transaction**

A**ctor/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.

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

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

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

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

**Group: Issue PO**

[**4.9**](#_Business_Process_Model_1) **Generate PO Document and Send**

A**ctor/Role:**  WAM

**Description:** WAM generates PO Document and sends to vendor.

[**5.0**](#_Business_Process_Model_1) **Receive and Process PO**

A**ctor/Role:**  Vendor

**Description:** Vendor receives PO and processes it.

**Note:** This is outside Oracle WAM Application

[**5.1**](#_Business_Process_Model_1) **Send Items**

A**ctor/Role:**  Vendor

**Description:** Vendor physically sends items.

**Note:** This is outside Oracle WAM Application

**Group: Issue PO**

[**5.2**](#_Business_Process_Model_1) **Receive Items 5.7.2.4 WAM v2.1 Receive Items**

A**ctor/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 Itemsfor details

**Group: Issue PO**

[**5.3**](#_Business_Process_Model_1) **Monitor Receiving Items**

A**ctor/Role:**  WAM

**Description:** WAM monitors status of receiving items.

|  |
| --- |
| 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) |

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

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

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

**Group: Issue PO**

[**5.4**](#_Business_Process_Model_1) **Create PO Document**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User creates PO Document.

**Group: Issue PO**

[**5.5**](#_Business_Process_Model_1) **Send PO**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User sends PO document to Vendor.

**Group: PO Force Completion**

[**5.6**](#_Business_Process_Model_8) **Review Issued PO**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User review issued PO.

**Group: PO Force Completion**

[**5.7**](#_Business_Process_Model_8) **Request Force Complete Selected PO Line Item(s)**

A**ctor/Role:**  WAM Authorized User

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

**Group: PO Force Completion**

[**5.8**](#_Business_Process_Model_8) **Update PO Line(s) to Closed Status**

A**ctor/Role:**  WAM

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

|  |
| --- |
| W1-TRAPOCLS ( Transition PO to Closed) |

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

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

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

**Group: PO Force Completion**

[**5.9**](#_Business_Process_Model_8) **Mark Stock Transaction(s) as Not Relevant**

A**ctor/Role:**  WAM

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

|  |
| --- |
| W1-UPDSIBLST ( Update all sibling Stock Transactions) |

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

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

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

**Group: PO Force Completion**

[**6.0**](#_Business_Process_Model_8) **Request Force Complete Entire PO**

A**ctor/Role:**  WAM Authorized User

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

**Group: PO Force Completion**

[**6.1**](#_Business_Process_Model_8) **Update PO Header In Close Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO Header to ‘Close’ status.

|  |
| --- |
| W1-TRAPOCLS ( Transition PO to Closed) |

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

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

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

**Group: Create Change Order (PO Revision)**

[**6.2**](#_Business_Process_Model_8) **Request Create PO Revision**

A**ctor/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**](#_Business_Process_Model_8) **Create Revision PO Header In Created Status**

A**ctor/Role:**  WAM

**Description:** WAM creates revision PO Header in ‘Created’ status.

|  |
| --- |
| 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) |

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

|  |
| --- |
| W1-PRHeader |
| W1-PRDocuments |
| W1-PRNotes |

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

**Group: Create Change Order (PO Revision)**

[**6.4**](#_Business_Process_Model_8) **Create PO Revision Line Item(s) in Created Status**

A**ctor/Role:**  WAM

**Description:** WAM creates PO revision line item(s) in ‘Created’ state.

|  |
| --- |
| 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) |

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

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

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

**Group: Create Change Order (PO Revision)**

[**6.5**](#_Business_Process_Model_8) **Transit to Ready for Revision Status**

A**ctor/Role:**  WAM

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

|  |
| --- |
| W1-TRAPOLRR (Transition POL to Ready for Revision) |

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

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

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

**Group: Create Change Order (PO Revision)**

[**6.6**](#_Business_Process_Model_8) **Update PO Revision Information**

A**ctor/Role:**  WAM Authorized User

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

**Group: Create Change Order (PO Revision)**

[**6.7**](#_Business_Process_Model_8) **Update PO Revision Header**

A**ctor/Role:**  WAM

**Description:** WAM updates PO revision header.

|  |
| --- |
| W1-PRHeader |
| W1-PRDocuments |
| W1-PRNotes |

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

**Group: Create Change Order (PO Revision)**

[**6.8**](#_Business_Process_Model_8) **Select and Edit Line item(s)**

A**ctor/Role:**  WAM Authorized User

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

**Group: Create Change Order (PO Revision)**

[**6.9**](#_Business_Process_Model_8) **Request Revise Selected Item(s)**

A**ctor/Role:**  WAM Authorized User

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

**Group: Create Change Order (PO Revision)**

[**7.0**](#_Business_Process_Model_8) **Update PO Revision Line Item Status to Revised**

A**ctor/Role:**  WAM

**Description:** WAM updates PO revision line items status to Revised.

|  |
| --- |
| W1-POPREVRL (Populate Last Update Revision for Revised Line) |

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

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

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

**Group: PO Revision Approval**

[**7.1**](#_Business_Process_Model_11) **Check PO Revision and Approver Eligibility. Update PO Revision Header to Determine if Approval Needed Status**

A**ctor/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.

|  |
| --- |
| 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) |

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

|  |
| --- |
| W1-PRHeader |
| W1-PRDocuments |
| W1-PRNotes |

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

**Group: PO Revision Approval**

[**7.2**](#_Business_Process_Model_11) **Update PO Revision Header to Pending Approval**

A**ctor/Role:**  WAM

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

|  |
| --- |
| F1-AT-RQJ ( Transition to Default Next Status (Java)) |

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

|  |
| --- |
| W1-PRHeader |
| W1-PRDocuments |
| W1-PRNotes |

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

**Group: PO Revision Approval**

[**7.3**](#_Business_Process_Model_11) **Review PO Revision**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User review PO revision.

**Group: PO Revision Approval**

[**7.4**](#_Business_Process_Model_11) **Update PO Revision Header to Created Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO Revision Header to ‘Created’ state.

|  |
| --- |
| W1-CNPOHAPRQ ( Cancel Approval Request for Purchase Order Header) |

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

|  |
| --- |
| W1-PRHeader |
| W1-PRDocuments |
| W1-PRNotes |

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

**Group: PO Revision Approval**

[**7.5**](#_Business_Process_Model_11) **Request Cancel PO Revision**

A**ctor/Role:**  WAM Authorized User

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

**Group: PO Revision Approval**

[**7.6**](#_Business_Process_Model_11) **Update PO Revision Line(s) to Canceled Status**

A**ctor/Role:**  WAM

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

|  |
| --- |
| W1-CNPOLINE (Cancel All Purchase Order Lines) |

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

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

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

**Group: PO Revision Approval**

[**7.7**](#_Business_Process_Model_11) **Update PO Revision Header to Canceled Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO revision header to Canceled state.

|  |
| --- |
| W1-CNPOLINE (Cancel All Purchase Order Lines) |

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

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

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

**Group: PO Revision Approval**

[**7.8**](#_Business_Process_Model_11) **Update PO Revision Header to Status to Rejected**

A**ctor/Role:**  WAM

**Description:** WAM updates PO revision header to ‘Rejected’ status.

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

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

|  |
| --- |
| W1-PurchaseOrderHeader |
| W1-POHeaderDocuments |
| W1-POHeaderNotes |

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

**Group: PO Revision Approval**

[**7.9**](#_Business_Process_Model_11) **Review Rejected PO Revision**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User reviews rejected PO revision.

**Group: PO Revision Approval**

[**8.0**](#_Business_Process_Model_11) **Update PO Revision Line(s) to Approved**

A**ctor/Role:**  WAM

**Description:** WAM updates PO revision lines to Approved status.

|  |
| --- |
| 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) |

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

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

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

**Group: PO Revision Approval**

[**8.1**](#_Business_Process_Model_11) **Update PO Revision Header to Approved**

A**ctor/Role:**  WAM

**Description:** WAM updates PO revision header to Approved state.

|  |
| --- |
| 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) |

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

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

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

**Group: Issue PO Revision**

[**8.2**](#_Business_Process_Model_11) **Review Approved PO Revision**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User reviews approved PO revision.

**Group: Issue PO Revision**

[**8.3**](#_Business_Process_Model_11) **Request Issue PO Revision**

A**ctor/Role:**  WAM Authorized User

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

**Group: Issue PO Revision**

[**8.4**](#_Business_Process_Model_11) **Update PO Revision to Issued Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO Revision to ‘Issued’ state.

|  |
| --- |
| 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) |

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

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

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

**Group: Issue PO Revision**

[**8.5**](#_Business_Process_Model_11) **Update PO Revision Line(s) to Issued Status**

A**ctor/Role:**  WAM

**Description:** WAM updates PO revision Line(s) to ‘Issued’ status.

|  |
| --- |
| 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) |

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

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

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

**Group: Issue PO Revision**

[**8.6**](#_Business_Process_Model_11) **Update Previously Issued PO Revision Line(s) to Closed Status**

A**ctor/Role:**  WAM

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

|  |
| --- |
| W1-TRPPOLCLS ( Transition prior PO Lines revision to Closed) |

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

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

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

**Group: Issue PO Revision**

[**8.7**](#_Business_Process_Model_11) **Update Previously Issued PO Revision Header to Closed Status**

A**ctor/Role:**  WAM

**Description:** WAM update previously issued PO revision header to ‘Closed’ status.

|  |
| --- |
| W1-TRPPOLCLS ( Transition prior PO Lines revision to Closed) |

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

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

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

**Group: Issue PO Revision**

[**8.8**](#_Business_Process_Model_11) **Review Revised and Issued PO**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User reviews revised and issued PO.

**Group: Issue PO Revision**

[**8.9**](#_Business_Process_Model_11) **Create PO Revision Document**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User creates PO Revision document.

[**9.0**](#_Business_Process_Model_12) **Identify Actions to Expedite PO**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User identifies action to expedite PO.

[**9.1**](#_Business_Process_Model_12) **Request to Add Activity to Expedite PO and Populate Date and Details for Action**

A**ctor/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**](#_Business_Process_Model_12) **Create Expedite in Open Status**

A**ctor/Role:**  WAM

**Description:** WAM creates Expedite in ‘Open’ status.

|  |
| --- |
| W1-EXPDTINFO ( Expedite Information) |
| W1-DEFEXPNUM ( Default Expedite Sequence) |
| W1-EXPDELALW ( Expedite Delete Allowed |
| W1-VALEXPDT ( Validate Expedite) |

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

|  |
| --- |
| W1-Expedite |

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

[**9.3**](#_Business_Process_Model_12) **View Expedited Activity**

A**ctor/Role:**  WAM Authorized User

**Description:** WAM Authorized User views expedited activity.

[**9.4**](#_Business_Process_Model_12) **Perform Action**

A**ctor/Role:**  WAM Authorized User

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

[**9.5**](#_Business_Process_Model_12) **Request Close Expedite Record**

A**ctor/Role:**  WAM Authorized User

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

[**9.6**](#_Business_Process_Model_12) **Update Expedite to Close Status**

A**ctor/Role:**  WAM

**Description:** WAM updates expedite to ‘Close’ status.

[**9.7**](#_Business_Process_Model_12) **Request Cancel Expedite Request**

A**ctor/Role:**  WAM Authorised User

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

[**9.8**](#_Business_Process_Model_12) **Update Expedite to Cancel Status**

A**ctor/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**

1

| 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 |
|  |  |  |  |

## Attachments

### 

### Purchase Order



### Purchase Order Line

