



Manage Purchase Order Work Instruction



Kimberly Cox

Confidential 8/16/2023



The purpose of this document is to provide a clear step by step work instruction on how to use the Manage Purchase Order App to effectively monitor and manage purchase orders.



Managing Purchase Order APP

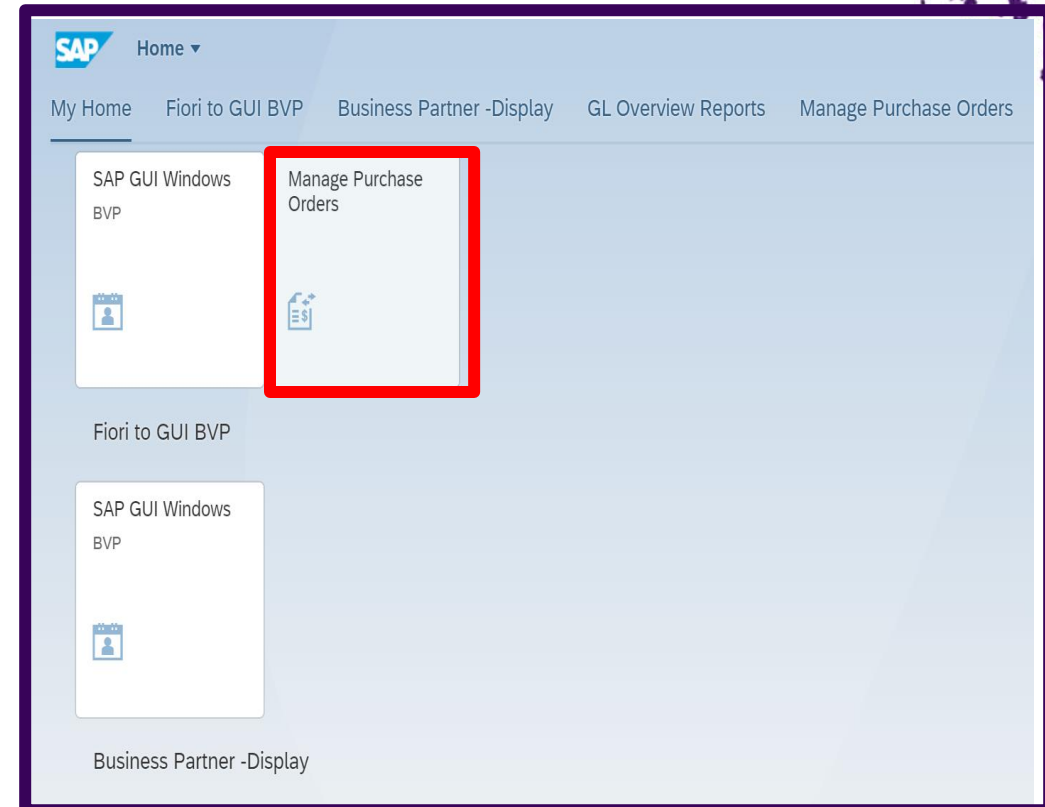
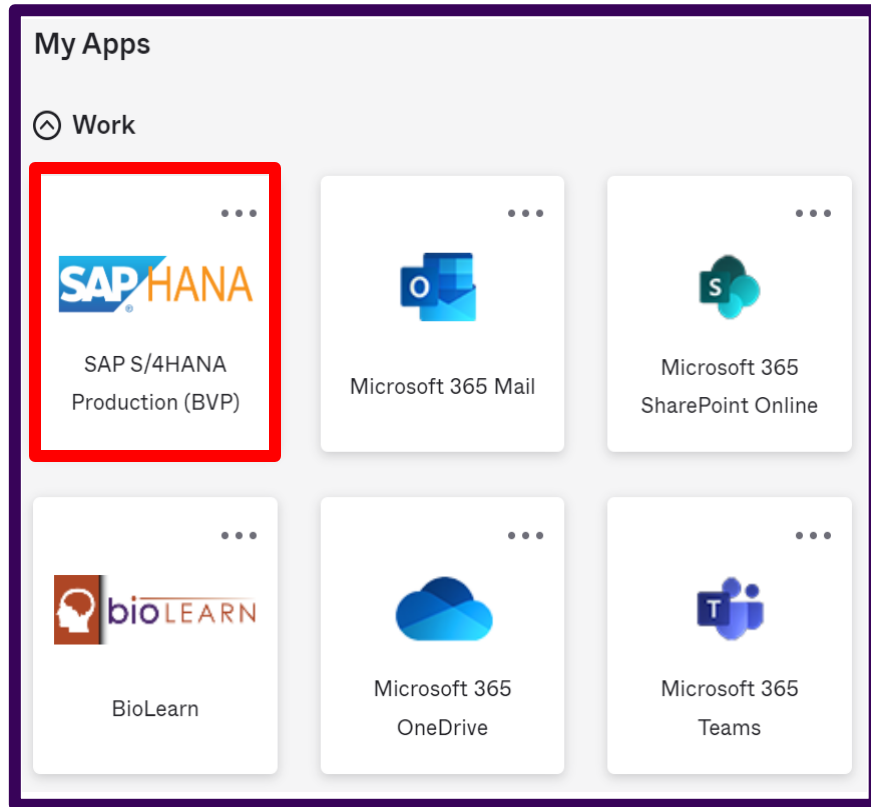
The Manage Purchase order app will give access to:

- Monitor PO approval status
- Monitor PO balance and Consumption
- Make changes to a PO
 - Add or decrease dollar amount
 - Close a purchase order line
 - Withdraw a PO from approval



Managing Purchase Orders

- Access SAP from the Okta Apps home page. <https://bioventus.okta.com/app/UserHome>
- Select Manage Purchase Orders



Managing Purchase Orders

The system will display all Purchase orders and relevant information in SAP.

PO#, Supplier, Status, Approver, PO Date and PO \$ Value

SAP Manage Purchase Orders

Standard * ▾

Editing Status: All ▾ Supplier: Purchase Order: Purchasing Group: Company Code: Status: ▾

Material: Plant: Purchase Order Date: Created By: Adapt Filters (1) Go

Purchase Orders (25,461) Standard ▾ Withdraw from Approval Copy Delete Create

Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Approver	Purchase Order Date	Net Order Value
Indirect PO 4700004642	UL INTERNATIONAL LLC (2081963)	0 Overdue	Bioventus LLC. (1010)	Not Yet Sent	Approved automatically	Approved automatically	07/28/2023	1,620.00 USD
Indirect PO 4700004641	MECA (10034139)	0 Overdue	Bioventus LLC. (1010)	Not Yet Sent	Approved automatically	Approved automatically	07/28/2023	990.00 USD
Indirect PO 4700004640	CDW DIRECT LLC (1008392)	0 Overdue	Bioventus LLC. (1010)	Not Yet Sent	Approved automatically	Approved automatically	07/28/2023	6,120.13 USD
Indirect PO 4700004639	PVERIFY INC (2082866)	0 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Brian Poole	07/28/2023	15,000.00 USD
Indirect PO 4700004638	CDW DIRECT LLC (1008392)	0 Overdue	Bioventus LLC. (1010)	Follow-On Documents	Approved automatically	Approved automatically	07/28/2023	2,156.16 USD
Indirect PO 4700004637	Deloitte & Touche LLP (10025179)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Kelly Bistok	07/27/2023	27,000.00 USD

Monitor Purchase Order Status

To monitor PO approval status
Filter by: **In Approval**
Select Go.

The screenshot shows the SAP 'Manage Purchase Orders' interface. A red box highlights the 'Status' dropdown menu in the top right, which is set to 'In Approval'. An arrow points from this box to the 'Status' column header in the table below. The table lists 21 purchase orders, with columns for Purchase Order, Supplier, Overdue Items, Company Code, Status, Approval Status, Approver, Purchase Order Date, and Net Order Value. The 'Status' column is highlighted with a red box. The 'Approver' column is also highlighted with a red box. The 'Purchase Order' column is highlighted with a red box. The 'Go' button in the top right is highlighted with a red box.

Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Approver	Purchase Order Date	Net Order Value
Indirect PO 4700004639	PVERIFY INC (2082866)	0 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Brian Poole	07/28/2023	15,000.00 USD
Indirect PO 4700004637	Deloitte & Touche LLP (10025179)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Kelly Bistok	07/27/2023	27,000.00 USD
Indirect PO 4700004636	BDO USA LLP (10007028)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Kelly Bistok	07/27/2023	43,000.00 USD
Indirect PO 4700004634	NWN CORPORATION (1051280)	5 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Brian Poole	07/27/2023	356,772.96 USD
Indirect PO 4700004631	MorganFranklin Consulting LLC (10029296)	0 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Jessica Gidney	07/26/2023	370,000.01 USD
Indirect PO 4700004613	TURNKEY DOT LLC (10051782)	0 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Joel Behnke	07/19/2023	12,500.00 USD

Monitor Purchase Order Value

To Check status of PO dollars invoiced.

Search by PO Number.

Click on PO number to open the po.

The PO will open up into SAP.

Manage Purchase Orders

Standard * ▾

Editing Status: All ▾ Supplier: [] Purchase Order: =4700004332 [] Purchasing Group: [] Company Code: [] Status: ▾

Material: [] Plant: [] Purchase Order Date: []

Adapt Filters (2) Go

Purchase Orders (1) Standard ▾

Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Approver	Purchase Order Date	Net Order Value
Indirect PO 4700004332	STAPLES BUSINESS ADVANTAGE (1006986)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Srividya Venkat	03/31/2023	11,000.00 USD

Monitor Purchase Order Value

Open the Header field in the PO.

The screenshot shows a mobile application interface for a purchase order. At the top, there is a title bar with a back arrow and the text "Indirect PO 4700004332 Created by Kimberly Cox". Below this is a navigation bar with buttons for "Document Overview On", "Create", "Display/Change", "Other Purchase Order", "Print Preview", "Messages", and "Help".

The main content area contains a form with the following fields:

- A dropdown menu labeled "Indirect PO" with a checkmark and the value "4700004332".
- A text field labeled "Vendor:" with the value "1006986 STAPLES BUSINESS ADVANTAGE".
- A button labeled "Header" with a plus icon, which is highlighted with a red box.
- A button with a minus icon.

Below the form is a table with the following columns: S..., Itm, A, I, Material, Short Text, PO Quantity, OUn, C. The first row of data is:

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C
<input type="checkbox"/>	10	K			<input type="checkbox"/> nage PO Training- Project		1 EA	D
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Monitor Purchase Order Value

Select the **Status** tab

This view will show the dollar amount of the PO and the amount that has been invoiced.

Indirect PO 4700004332 Created by Kimberly Cox

Document Overview On Create Display/Change Other Purchase Order Print Preview Messages Help Personal Setting Services for Object More

Indirect PO 4700004332 Vendor: 1006986 STAPLES BUSINESS ADVANTAGE

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data **Status** In terms Flexible Workflow

In release	Ordered:	1 EA	11,000.00 USD
Sent	Delivered	0 EA	0.00 USD
Not Delivered	Still to deliv.	0 EA	0.00 USD
Not Invoiced	Invoiced	0 EA	0.00 USD
	Down paymts		0.00 USD

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curr...	Per	OP
<input type="checkbox"/>	10	K			Manage PO Training- Project	1	EA	D	07/30/2023	11,000.00	USD	1	EA
<input type="checkbox"/>													
<input type="checkbox"/>													

Add Planning

Example of an Invoiced PO

Example of a PO that has been invoiced

SAP Framework Order 4700002846 Created by Kimberly Cox

Document Overview On | Print Preview | Messages | More

Framework Order 4700002846 Vendor: 1007386 IRON MOUNTAIN Doc. Date: 12/01/2021

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Sta...

Release completed	Ordered:	2	EA	99,000.00	USD
Sent	Delivered:	0	EA	0.00	USD
Not Delivered	Still to deliv.:	0	EA	0.00	USD
Fully Invoiced	Invoiced:	18	EA	60,668.48	USD
	Down paymts:			0.00	USD

Change \$ value of Purchase Orders

Open the PO in the Manage PO App.

select **Display/Change**

Change the PO value by increasing the **Net price**

Or add a new line item.

Remember to **SAVE**

Indirect PO 4700004332 Created by Kimberly Cox

Document Overview On Create **Display/Change** Other Purchase Order Check Display Messages Print Preview Messages Help Personal Setting Services for Object More

Indirect PO 4700004332 Vendor: 1006986 STAPLES BUSINESS ADVANTAGE Doc. Date: 03/31/2023

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curr...	Per	OPU	Matl Group	Plnt
<input type="checkbox"/>	10	K			Manage PO Training- Project		1	EA	D 07/30/2023	11,000.00	USD	1	EA	OFFICE SUPPLY	Bioventus
<input type="checkbox"/>	20	K			Manage PO Training- Project		1	EA	D 08/04/2023	5,000.00	USD	1	EA	OFFICE SUPPLY	Bioventus
<input type="checkbox"/>											USD				

Item: [20] Manage PO Training- Project Action

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions **Account Assignment** Texts Delivery Address Confirmations Condition Control

AccAssCat: Cost center w/o GR Distribution: Single Account Assignment CoCode: Bioventus LLC.

Unloading Point: Recipient:

G/L Account: 651000

Business Area: 0056

CO Area: 1000

Cost Center: 1157024

Profit Center: P100

Save Cancel

Close/ Open Purchase Orders

Display/Change

Select line item to close.

Select the Lock icon



Remember to **SAVE**

To reopen, select the unlocked icon



Indirect PO 4700004332 Created by Kimberly Cox

Document Overview On Create Display/Change Other Purchase Order Check Print Preview Messages Help Personal Setting

Indirect PO 4700004332 Vendor: 1006986 STAPLES BUSINESS ADVANTAGE Doc. Date: 03/31/2023

S...	Itm	A	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price
<input checked="" type="checkbox"/>	10	K		Manage PO Training- Project	1	EA	D	07/30/2023	12,000.00

Default Values

Indirect PO 4700004332 Created by Kimberly Cox

Document Overview On Create Display/Change Other Purchase Order Check Print Preview Messages

Indirect PO 4700004332 Vendor: 1006986 STAPLES BUSINESS ADVANTAGE

S...	Itm	A	Material	Short Text	PO Quantity	OUn	C
<input type="checkbox"/>	10	K		Manage PO Training- Project	1	EA	D

Default Values

Manage PO by Supplier

Search Supplier and select OK.

Manage Purchase Orders

Standard * ▾

Supplier:

Purchase Order	Supplier	Overdue Items	Company Code
Indirect PO 4700004642	UL INTERNATIONAL LLC (2081963)	0 Overdue	Bioventus LLC. (1010)
Indirect PO 4700004641	MECA (10034139)	0 Overdue	Bioventus LLC. (1010)
Indirect PO 4700004640	CDW DIRECT LLC (1008392)	0 Overdue	Bioventus LLC. (1010)

Supplier

SELECT FROM LIST DEFINE CONDITIONS

staples

Vendor:

Company Code:

Name of Supplier:

Country Key:

City:

Postal Code:

Region:

Search term:

Items (48)

<input type="checkbox"/>	Vendor	Compa...	Name of Supplier	Cou...	City	Postal Code
<input type="checkbox"/>	100009	2030	STAPLES OFFICE CENTER	NL	Almere	1329 BH
<input type="checkbox"/>	100191	2070	Staples Advantage Corporate Exp...	CA	Toronto	M5W 4A2
<input type="checkbox"/>	1005139	1010	STAPLES TECHNOLOGY SOLUTI...	US	CHICAGO	60694
<input type="checkbox"/>	1006834	1010	BAPTIST HEALTH SERVICES GR...	US	MEMPHIS	38120
<input checked="" type="checkbox"/>	1006986	1010	STAPLES BUSINESS ADVANTAGE	US	ATLANTA	30384-5386

Selected Items (1)

STAPLES BUSINESS ADVANTAGE (1006986)

OK Cancel

Manage PO by Supplier

Search by Supplier

All purchase orders for the selected supplier will be displayed.

The screenshot shows the SAP 'Manage Purchase Orders' interface. At the top, there is a search bar and several filter fields. The 'Supplier' field is highlighted with a red box and contains the value 'ITAGE (1006986)'. Below the filters, a table lists purchase orders. The table has columns for Purchase Order, Supplier, Overdue Items, Company Code, Status, Approval Status, Approver, Purchase Order Date, and Net Order Value. The second row is selected, showing an 'Indirect PO' for 'STAPLES BUSINESS ADVANTAGE (1006986)' with 1 overdue item and a net order value of 11,000.00 USD.

Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Approver	Purchase Order Date	Net Order Value
Indirect PO 4700004349	STAPLES BUSINESS ADVANTAGE (1006986)	0 Overdue	Bioventus LLC. (1010)	Follow-On Documents	Approved automatically	Approved automatically	04/06/2023	0.00 USD
Indirect PO 4700004332	STAPLES BUSINESS ADVANTAGE (1006986)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Srividya Venkat	03/31/2023	11,000.00 USD
Indirect PO 4700003756	STAPLES BUSINESS ADVANTAGE (1006986)	1 Overdue	Bioventus LLC. (1010)	Sent	Approved automatically	Approved automatically	09/29/2022	3,000.00 USD
Indirect PO 4700003431	STAPLES BUSINESS ADVANTAGE (1006986)	0 Overdue	Bioventus LLC. (1010)	Not Yet Sent	Approved automatically	Approved automatically	06/01/2022	0.00 USD
Indirect PO 4700003200	STAPLES BUSINESS ADVANTAGE (1006986)	0 Overdue	Bioventus LLC. (1010)	Not Yet Sent	Approved automatically	Approved automatically	03/17/2022	0.00 USD

Withdraw Approvals for Purchase Orders

Use with Caution!

Withdraw from approval

Select the PO and number

Select Withdraw from Approval tab.

The screenshot shows the SAP 'Manage Purchase Orders' interface. At the top, there are search and filter fields for 'Editing Status', 'Supplier', 'Purchase Order', 'Purchasing Group', 'Company Code', 'Material', 'Plant', 'Purchase Order Date', and 'Created By'. The 'Status' dropdown is set to 'In Approval'. A red box highlights the 'Withdraw from Approval' button in the top right of the table area. A black arrow points from this button to the 'In Approval' status dropdown. Below the filters, a table lists purchase orders. The first row is selected, and a black arrow points to its 'Purchase Order' column. The table columns are: Purchase Order, Supplier, Overdue Items, Company Code, Status, Approval Status, Approver, Purchase Order Date, and Net Order Value.

Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Approver	Purchase Order Date	Net Order Value
<input checked="" type="radio"/> Indirect PO 4700004639	PVERIFY INC (2082866)	0 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Brian Poole	07/28/2023	15,000.00 USD
<input type="radio"/> Indirect PO 4700004637	Deloitte & Touche LLP (10025179)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Kelly Bistok	07/27/2023	27,000.00 USD
<input type="radio"/> Indirect PO 4700004636	BDO USA LLP (10007028)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Kelly Bistok	07/27/2023	43,000.00 USD
<input type="radio"/> Indirect PO 4700004634	NWN CORPORATION (1051280)	5 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Brian Poole	07/27/2023	356,772.96 USD
<input type="radio"/> Indirect PO 4700004631	MorganFranklin Consulting LLC (10029296)	0 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Jessica Gidney	07/26/2023	370,000.01 USD

Withdraw Approval for Purchase Orders

Use with Caution!

This feature should be used as a last result to fix a PO error. (cost center change, dollar amount etc.)

Remember that you must add 1 cent to the po value to retrigger the po for approval.

The screenshot shows the SAP 'Manage Purchase Orders' interface. At the top, there are search filters for 'Editing Status', 'Supplier', 'Purchase Order', 'Purchasing Group', 'Company Code', and 'Status'. Below these are input fields for 'Material', 'Plant', 'Purchase Order Date', and 'Created By'. A table of purchase orders is displayed below, with columns for 'Purchase Order', 'Supplier', 'Overdue Items', 'Company Code', 'Status', 'Approval Status', 'Approver', 'Purchase Order Date', and 'Net Order Value'. A red box highlights the 'Withdraw from Approval' button in the table's header row.

Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Approver	Purchase Order Date	Net Order Value
Indirect PO 4700004639	PVERIFY INC (2082866)	0 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Brian Poole	07/28/2023	15,000.00 USD
Indirect PO 4700004637	Deloitte & Touche LLP (10025179)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Kelly Bistok	07/27/2023	27,000.00 USD
Indirect PO 4700004636	BDO USA LLP (10007028)	1 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Kelly Bistok	07/27/2023	43,000.00 USD
Indirect PO 4700004634	NWN CORPORATION (1051280)	5 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Brian Poole	07/27/2023	356,772.96 USD
Indirect PO 4700004631	MorganFranklin Consulting LLC (10029296)	0 Overdue	Bioventus LLC. (1010)	In Approval	In Approval	Jessica Gidney	07/26/2023	370,000.01 USD



Who Can I Contact with help?

Global Procurement Team

- Kevin Griffin Director, Global Strategic Procurement
- Kimberly Cox, Sr. Category Manager
- Michael Rafidi, Indirect Category Manager
- Terry McNair, Purchasing Coordinator

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