

## Creating a Purchase Order for a Special Order Misc. Article

### Introduction

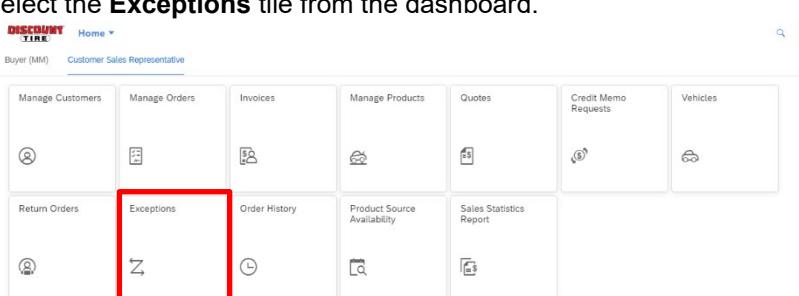
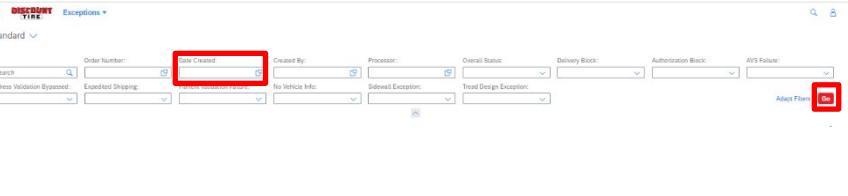
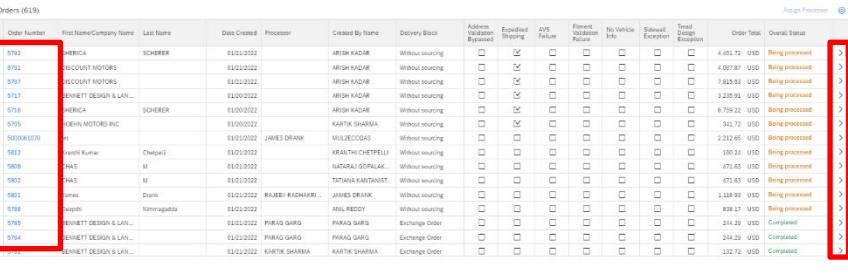
The Fiori Sale App (FSA) is a product of SAP. It is an online application that interfaces with the order management system for Discount Tire.

### Purpose

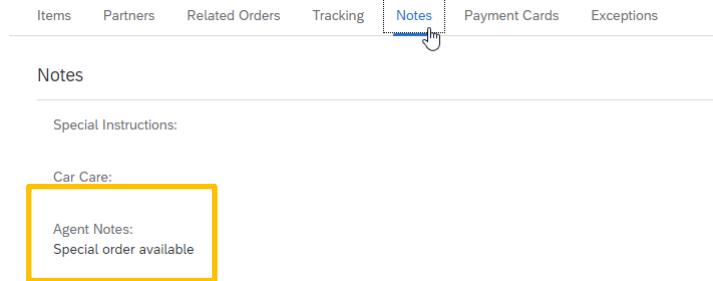
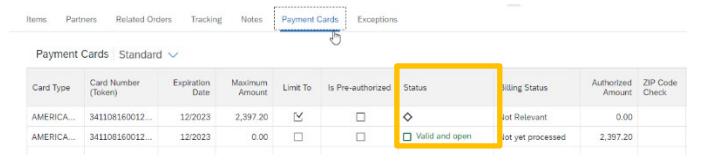
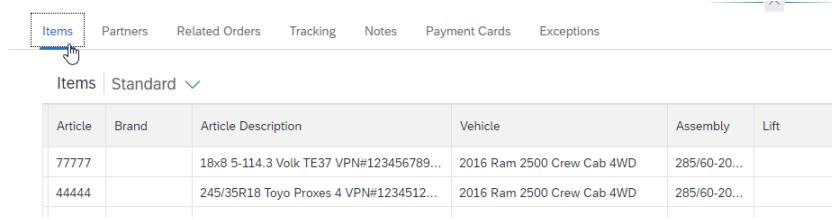
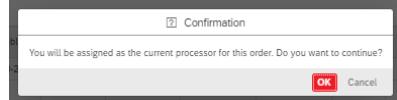
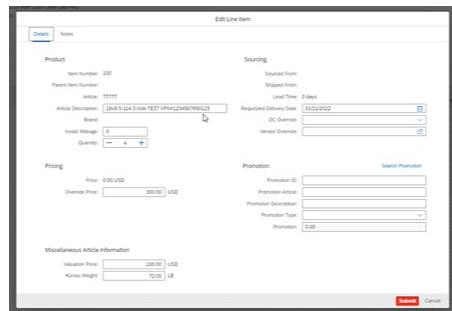
The purpose of this document is to guide agents through the steps to create a purchase order for a special order with miscellaneous article using FSA.

### Special Order Miscellaneous Article

Follow these steps to create a purchase order for a special order with miscellaneous article:

1	<p>Select the <b>Exceptions</b> tile from the dashboard.</p> 
2	<p>Select the Date Range for the exception you are searching. Then click <b>Go</b>.</p> 
3	<p>Once the order is identified, click the chevron on the right or the order number on the left to select the order.</p> 

**Special Order  
Miscellaneous  
Article  
(continued)**

4	<p>Click on the <b>Notes</b> tab to view agent notes.</p> 
5	<p>Click on the <b>Payment Cards</b> tab to view the status of the payment card.</p> 
6	<p>Click on the <b>Items</b> tab to return to the order screen.</p> 
7	<p>Click <b>Edit</b> in the upper right corner.</p> 
8	<p>A confirmation will display. Click <b>OK</b>.</p> 
9	<p>To begin manual sourcing, click the edit icon.</p> 
10	<p>The Edit Line Item window will open. The agent that originated the order should have added the Article Description.</p> 

**Special Order  
Miscellaneous  
Article  
(continued)**

**11** Select the nearest Distribution Center from the drop down in the DC Override field.

**12** Click the small blue boxes in the Vendor Override Field.

**13** Search for vendor then click the empty box next to the vendor. Contact the vendor to verify they have the product in stock.

**14** Valuation Price is required and should have been entered by the sales agent. If not, get the price by contacting the vendor.

**Special Order  
Miscellaneous  
Article  
(continued)**

**15 Select a Requested Delivery Date.**

Then click **Submit**.

Note: When selecting a requested delivery date, allow 7 days for product to arrive at the Distribution Center (DC). Then calculate at least 2 days for shipping to the customer (Total of approximately 9 days).

**16 Repeat steps 9-15 for the miscellaneous tire (in this example).**

Items																
Article	Brand	Article Description	Notes	Sourced From	Shipped From	Lead Time	FET	Quantity	Price	Override Price	Promotion Amount	Header Promotion Amount	Net Price	Item Number	Parent Item Number	Item Category
77777	44444	18x8 5-114.3 Volk TE37 VP/Nr1234567890123		CUSTOM W...	WDC01	0 days	0.00	— 4 +	0.00	300.00	0.00	0.00	1,200.00	100	ZTAB	
44444		245/35R18 Toyo Proxes 4 VP/Nr1234512...				0 days	0.00	— 4 +	0.00	250.00	0.00	0.00	1,000.00	200	ZTAN	

**17 When you return to the order you will see the sourcing information is completed along with the Distribution Center (DC) the product will ship from.**

Article	Brand	Article Description	Notes	Sourced From	Shipped From	Lead Time	FET	Quantity	Price	Override Price	Promotion Amount	Header Promotion Amount	Net Price	Item Number	Parent Item Number	Item Category
77777	44444	18x8 5-114.3 Volk TE37 VP/Nr1234567890123		CUSTOM W...	WDC01	0 days	0.00	— 4 +	0.00	300.00	0.00	0.00	1,200.00	100	ZTAB	
44444		245/35R18 Toyo Proxes 4 VP/Nr1234512...		TOYO TIRE	WDC01	0 days	0.00	— 4 +	0.00	250.00	0.00	0.00	1,000.00	200	ZTAB	

You are ready to click **Go to Checkout** in the lower right corner.

**18 The Fulfillment Details will remain the same as when the order was created.**

Click **Next**.

## Special Order Miscellaneous Article (continued)

**19** There is no need to Calculate Shipping.

**Click Next.**

2. Calculate Shipping

Shipping Address:

Ship To: Customer  
Name: James Drank  
Address Line 1: 24350 N 20th Dr  
Address Line 2: Ste 124 Bldg C  
City: Phoenix  
State: AZ  
Zip Code: 85085-1213  
Country: US  
Email: jdrank12@gmail.com  
Phone: 904-862-2805

Shipping Details:

Residential Shipping:  Service Type:  Ground Shipping Level:  Shipping Cost: \$0.00 USD

Ground Shipping Cost: \$0.00 USD

Shipping Rates:

Carrier	Shipping Method	Service Level	Delivery	Rate/Time
FEDEX	FEDEX	G	Ground	0.00 USD
FEDEX	FEDEX	G	Ground	56.94 USD
FEDEX	FEDEX	H0	Ground	61.94 USD
UPS	UPS	G	Ground	367.80 USD

**Next**

**20** No additional notes are needed.

**Click Next.**

1 Fulfilment Details — 2 Calculate Shipping — 3 Notes — 4 Order Summary

3. Notes

Special Instructions:

Car Care:

Agent Notes:  
special order available

**Next**

**21** Order Summary screen.

**Click Make Payment.**

DISCOUNT Order

Customer Name: James Drank  
Customer ID: W00520102  
Customer Type: RETAIL  
Shipping Address: 24350 N 20th Dr  
City: Phoenix  
State: AZ  
Zip Code: 85085-1213  
Country: US  
Email: jdrank12@gmail.com  
Phone: 904-862-2805

Sub Total: 2,200.00 USD Tax: 197.20 USD Order Total: 2,397.20 USD Items: 2

4. Order Summary

Shipping Address:

Ship To: Customer  
Name: James Drank  
Address Line 1: 24350 N 20th Dr  
Address Line 2: Ste 124 Bldg C  
City: Phoenix  
State: AZ  
Zip Code: 85085-1213  
Country: US  
Email: jdrank12@gmail.com  
Phone: 904-862-2805

Billing Address:

Bill To: James Drank  
Address Line 2: Ste 124 Bldg C  
City: Phoenix  
State: AZ  
Zip Code: 85085-1213  
Country: US  
Email: jdrank12@gmail.com  
Phone: 904-862-2805

Other Info:

Delivery Note: Shipping Method: UPS Shipping Cost: \$0.00 USD Tax Exemption Certificate:

Items:

Article	Brand	Article Description	Sourced From	Shipped From	Lead Time	Required Delivery Date	FET	Quantity	Price	Overdue Price	Promotion Amount	Header Promotion Amount	Environmental Fee	Shipping Fee	Net Price	Notes	Item Number	Parent Item Number	Line Category
777777		18M 5 12A 3 Wheel TEST HOTWHEELS.COM	INDIA	INDIA	0 days	02/01/2022	0.00	4	0.00	300.00	0.00	0.00	0.00	1,200.00	100			ZTA8	
444444		240/200/0.00 Tires Proxx A 1/PHOTOZ/200/0.00 Tires Proxx A	INDIA	INDIA	0 days	02/01/2022	0.00	4	0.00	200.00	0.00	0.00	0.00	800.00	200			ZTA8	

Notes:

Special Instructions:

Car Care:

Agent Notes:  
Special order available

**Make Payment**

**22** If there is an issue on the back end with receiving credit cards, a warning will pop up. If that occurs, it is acceptable to proceed with the checkout flow and update the order. Click OK.

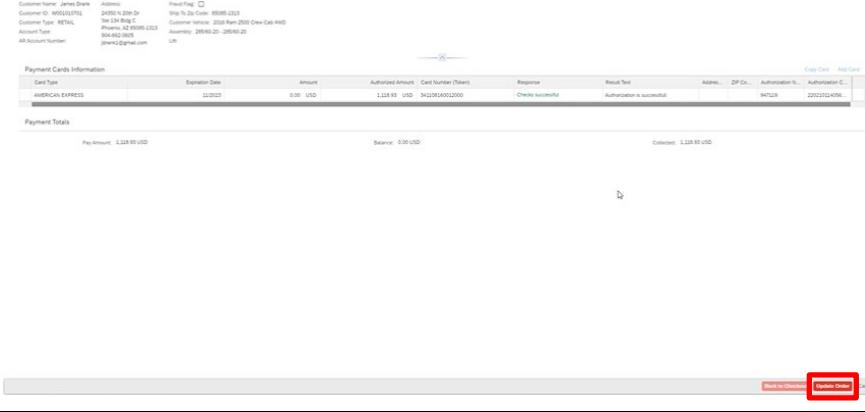
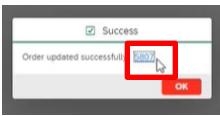
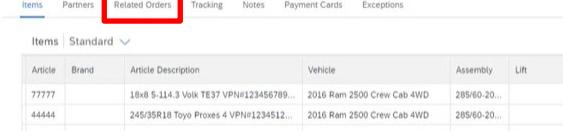
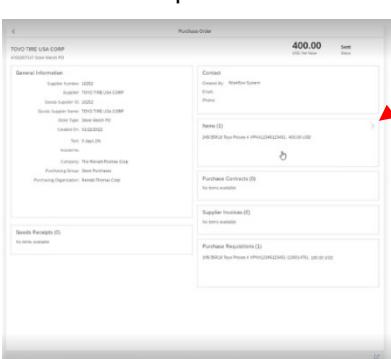
Zip Code: 95027-3093

Order is incomplete. Contact IT Support, if you proceed to place the order, note that customer notification will not be sent for this order and credit cards will be tokenized but payments will not be authorized. Proceed to Payment?

**OK**

Payment will already be here from when the order was created.

**Special Order  
Miscellaneous  
Article  
(continued)**

	<p><b>Click Update Order.</b></p> 
23	<p>Click on the order number to review the order.</p> 
24	<p>On the Order Screen, click on the <b>Related Orders</b> tab.</p> 
25	<p>Click on the <b>Document Number</b> in the Purchase Order row. Provide the vendor with the Purchase Order Number.</p> 
26	<p>View the information on the Purchase Order.</p> <p>If a chevron is present within a field, click on it to view additional details.</p> 
27	<p>Once the product is ordered from the vendor, the Ordering team will return to the Notes section to add notes. The notes will include the confirmation number from the vendor.</p>

**Contact**

Contact the Service Desk at support@discounttire.com or 800-366-4399.