

Creating a Purchase Order for a Special Order with 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.

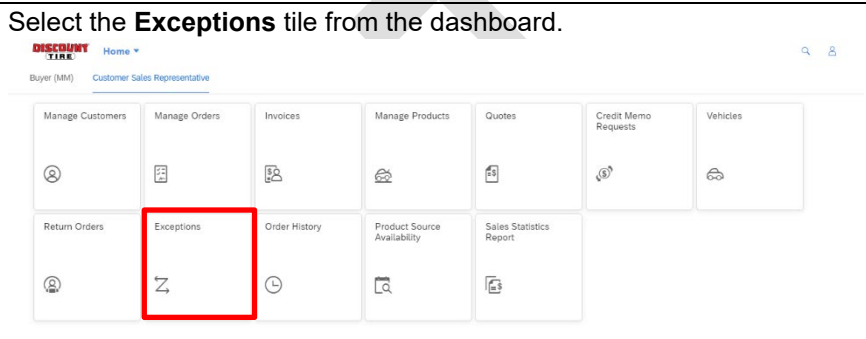
Purpose

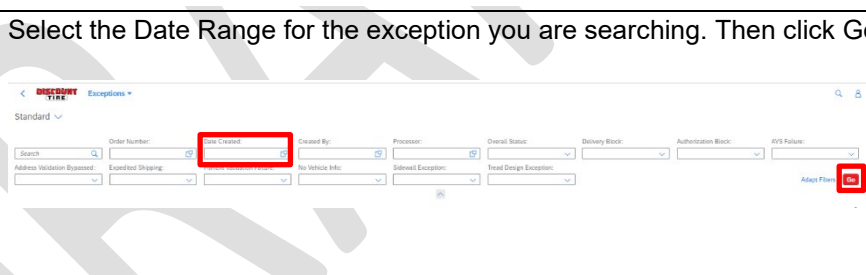
The purpose of this document is to guide agents through the steps to create a purchase order for a special order with article using FSA.

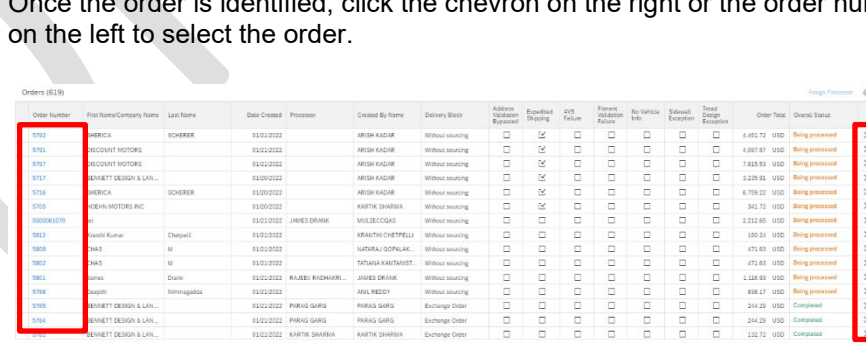
Special Order with Article

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

- 1** Select the **Exceptions** tile from the dashboard.


- 2** Select the Date Range for the exception you are searching. Then click Go.


- 3** Once the order is identified, click the chevron on the right or the order number on the left to select the order.



Order Number	First Name/Company Name	Last Name	Date Created	Processor	Created By Name	Delivery Block	Address Validation Bypassed	Expedited Shipping	AVS Return	Exempt Vehicle Return	By Vehicle Info	Subsidiary Exception	Tread Design Exception	Order Total	Overall Status
9792	AMERICA	SCHERRER	01/01/2022		ARISH KADAM	Without sourcing								6,451.72 USD	Being processed
9791	DISCOUNT MOTORS		01/01/2022		ARISH KADAM	Without sourcing								4,087.67 USD	Being processed
9797	DISCOUNT MOTORS		01/01/2022		ARISH KADAM	Without sourcing								1,615.93 USD	Being processed
9797	BENNETT DESIGN & LAM...		01/01/2022		ARISH KADAM	Without sourcing								2,225.95 USD	Being processed
9798	AMERICA	SCHERRER	01/01/2022		ARISH KADAM	Without sourcing								6,759.22 USD	Being processed
9795	KIEHN MOTORS INC		01/01/2022		KARTIK SHARMA	Without sourcing								561.72 USD	Being processed
9800061070			01/01/2022		JAMES DRANK	Without sourcing								2,222.65 USD	Being processed
9802	March Kumar	Chappell	01/01/2022		KRISTINA CHETRELLI	Without sourcing								185.24 USD	Being processed
9808	SIAS	M	01/01/2022		SACHIN SODHALAK	Without sourcing								471.63 USD	Being processed
9802	SIAS	M	01/01/2022		TATIANA KARTANIST	Without sourcing								471.63 USD	Being processed
9802	James	Diane	01/01/2022		JAMES DRANK	Without sourcing								1,128.95 USD	Being processed
9798	James	Intermagallo	01/01/2022		ARISH KADAM	Without sourcing								638.27 USD	Being processed
9795	BENNETT DESIGN & LAM...		01/01/2022		PRASAD SARKIS	Exchange Order								244.25 USD	Completed
9794	BENNETT DESIGN & LAM...		01/01/2022		PRASAD SARKIS	Exchange Order								244.25 USD	Completed
9794	BENNETT DESIGN & LAM...		01/01/2022		KARTIK SHARMA	Exchange Order								122.72 USD	Completed

Special Order with Article (continued)

4 The order will display, click Edit in the upper right corner.

Order #5801

Transaction Type: UAE_ORDER Order: Ship-to: Tax Exemption: Delivery Mode: 25 (Without sourcing) Sub Total: 1,022.96 USD Tax: 99.27 USD Tax Shipping: 0.00 USD Order Total: 1,122.23 USD Status: Being processed

Items

Article	Brand	Article Description	Vehicle	Assembly	LN	Sourced From	Shipped From	Requested Delivery Date	Price	Override Price	RET	Quantity	Net Price	Rejection Reason	Item Number	Parent Item Number	Item Category
28999	PRO COMP	LT29560R20 128Q B PRC XTRMIE AIT	2004 Ram 2500 Cab 4WD	28999-25...		WBT102	WBT102		252.34	0.00	3.40	4	1,022.96		100		2706

5 A confirmation will display. Click OK.

Confirmation

You will be assigned as the current processor for this order. Do you want to continue?

OK Cancel

6 To begin manual sourcing, click the edit icon.

Items

Article	Brand	Article Description	Notes	Sourced From	Shipped From	Lead Time	RET	Quantity	Price	Override Price	Promotion Amount	Header Promotion Amount	Net Price	Item Number	Parent Item Number	Item Category
28999	PRO COMP	LT29560R20 128Q B PRC XTRMIE AIT				0 days	3.40	4	252.34	0.00	0.00	0.00	1,022.96	100		2706

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

Edit Line Item

Product

Item Number: 100
Parent Item Number:
Article: 28999
Article Description: LT29560R20 128Q B PRC XTRMIE AIT
Brand: PRO COMP
Warranty Mileage: 60000
Install Mileage: 0
Quantity: 4

Pricing

Price: 252.34 USD
Override Price: 0.00 USD

Sourcing

Sourced From:
Shipped From:
Lead Time: 0 days
Requested Delivery Date:
DC Override: WDCA01
Vendor Override: WDCA01

Promotion

Promotion ID:
Promotion Article:
Promotion Description:
Promotion Type:
Promotion: 0.00

Submit Cancel

8 Click the small blue boxes in the Vendor Override Field.

Edit Line Item

Product

Item Number: 100
Parent Item Number:
Article: 28999
Article Description: LT29560R20 128Q B PRC XTRMIE AIT
Brand: PRO COMP
Warranty Mileage: 60000
Install Mileage: 0
Quantity: 4

Pricing

Price: 252.34 USD
Override Price: 0.00 USD

Sourcing

Sourced From:
Shipped From:
Lead Time: 0 days
Requested Delivery Date:
DC Override: WDCA01
Vendor Override: WDCA01

Promotion

Promotion ID:
Promotion Article:
Promotion Description:
Promotion Type:
Promotion: 0.00

Search Promotion

Submit Cancel

Special Order with Article (continued)

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

- 10** You will return to the edit screen. 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).

- 11** 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
28569	PRO COMP	LT295/60R20 126Q B PRC XTRME A/T		PRO COMP	WDCAG2	5 days	3:40	4	252.34	0.00	0.00	0.00	1,022.96	100		27AB

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

Special Order with Article (continued)

- 12** The Fulfillment Details will remain the same as when the order was created. Click **Next**.

3. Fulfillment Details

Shipping Address

Ship To: ☒ Customer ☐ Invoice ☐ Store

Customer: Select Ship To Customer Address

First Name: James

Last Name: Drank

Address Line 1: 24500 N 20th Dr

Address Line 2: Ste 124 Bldg C

City: Phoenix

State: AZ 85005

Zip Code: 85005-1232

Country: USA (US)

Email: james.d@reinalt.com

Phone: 854-442-8825

Billing Address

Customer: Select Ship To Customer Address

First Name: James

Last Name: Drank

Address Line 1: 24500 N 20th Dr

Address Line 2: Ste 124 Bldg C

City: Phoenix

State: AZ 85005

Zip Code: 85005-1232

Country: USA (US)

Email: james.d@reinalt.com

Phone: 854-442-8825

Same as Shipping: ☒

Tax Exemption Certificate:

View Cart Previous **Next** Cancel

- 13** There is no need to Calculate Shipping. Click **Next**.

2. Calculate Shipping

Shipping Address

Ship To: ☒ Customer ☐ Invoice ☐ Store

Customer: Select Ship To Customer Address

First Name: James

Last Name: Drank

Address Line 1: 24500 N 20th Dr

Address Line 2: Ste 124 Bldg C

City: Phoenix

State: AZ 85005

Zip Code: 85005-1232

Country: USA (US)

Email: james.d@reinalt.com

Phone: 854-442-8825

Shipping Details

Automatic Shipping: ☒

Service Type:

Shipping Method:

Ground Shipping Cost: \$12.50 USD

Shipping Cost: \$12.50 USD

Shipping Rates

Center	Shipping Method	Service Level	Delivery	Rate Type	Rate
PHI_MDC402	PHI	S		Discount	\$12.50 USD
PHI_MDC402	PHI	S		Discount	\$12.50 USD
PHI_MDC402	PHI	HD		Discount	\$12.50 USD
PHI_MDC402	PHI	S		Discount	\$12.50 USD

View Cart Previous **Next** Cancel

- 14** No additional notes are needed. Click **Next**.

3. Notes

Special Instructions:

Car Care:

Agent Notes:

special order available

View Cart Previous **Next** Cancel

[Order](#)
[+ New](#)

[Not secure](#)
[https://www.gigamon.com/Order.aspx?OrderNumber=100116&OrderNum...](#)

[Apps](#)
[Log In](#)
[Discount Test Times](#)
[Google](#)
[Twitter](#)
[Quality Management](#)
[Home](#)
[My Apps/Customize](#)
[C2 Decision Matrix](#)
[Logout](#)
[Logout](#)
[Order With Any Res.](#)
[Returns Log](#)

[NEW](#)
[Order](#)

Customer Name: James Drake

Address: 2400 N. 24th Dr.
PO Box 234 Ring C
Phoenix, AZ 85015-2323
904-662-2626
jdrake4@gmail.com

Print Tag

Sub Total: 1,022.96 USD

Tax: 95.97 USD

Order Total: 1,118.93 USD

Items: 1

Ship To: Customer

2400 N. 24th Dr.

PO Box 234 Ring C

Phoenix, AZ 85015-2323

904-662-2626

Ship To: James Drake

2400 N. 24th Dr.

PO Box 234 Ring C

Phoenix, AZ 85015-2323

904-662-2626

1 Customer

2 Customer

3 Items

4 Summary

4. Order Summary

Shipping Address

Billing Address

Other Info

Ship To: Customer

James Drake

2400 N. 24th Dr.

PO Box 234 Ring C

Phoenix, AZ 85015-2323

904-662-2626

Ship To: James Drake

2400 N. 24th Dr.

PO Box 234 Ring C

Phoenix, AZ 85015-2323

904-662-2626

Delivery Method

Shipping Method: RAS

Shipping Cost: \$49.00 USD

To Exception Certificate

Items

Notes

Article	Brand	Article Description	Sourced From	Shipped From	Lead Time	Required Delivery Date	FET	Quantity	Price	Quantity Price	Promotion Amount	Product Price	Environmental Price	Shipping	Unit Price	Notes	Parent Number	Item Category
2050	PRO COMP	17V4500R02 LIND 8 PAC 47000 47	PRO COMP TIME	MOCKEY	0 days	07/02/2022	3-42	4	252.34	0.00	0.00	0.00	0.00	0.00	1,022.96	100		2748

Notes

Special Instructions

Car Care

Agent Notes

Special order available

View Cart

Make Payment

Warning

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 authorized but payments will not be authorized. **Proceed to Payment**

Sourced From	Shipped From	Lead Time	Required Delivery Date	EST	Quantity	Price	Current Stock	Promotional Amount	Header Promotional Amount	Environmental Fee	Shipping Environmental Fee
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Customer Name: James Brown

Customer ID: 1000000001

Customer Code: 00100

Account Type: All Account Number: jbrown1@gmail.com

Address: 24105 N 20th Dr
Tul 111, King J
Phoenix, AZ 85008-1000

Country: America

Assembly: 200401-20, 200401-20

URI:

Invoice Flag: ☐

Ship To Zip Code: 00000-0000

Customer Invoice: 2004-0001-0001 Lines (See PDF)

Payment Cards Information

Card Type

Expiration Date

Amount

Authorized Amount

Card Number (Last4)

Response

Result Text

Authen.

ZIP Co.

Authorization N.

Authorization C.

AMERICAN EXPRESS

01/2023

0.00 USD

1,128.93 USD

9412345678901230

Checks successful

Authorization is successful

941239


202302040786

Payment Totals

Pay Amount: 1,128.93 USD

Balance: 0.00 USD

Collection: 1,128.93 USD



Success

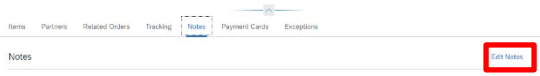

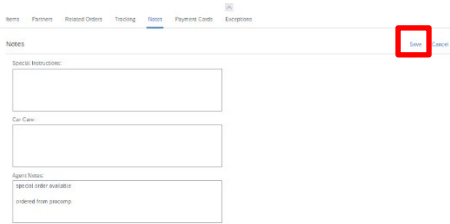
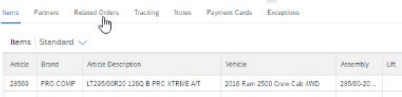
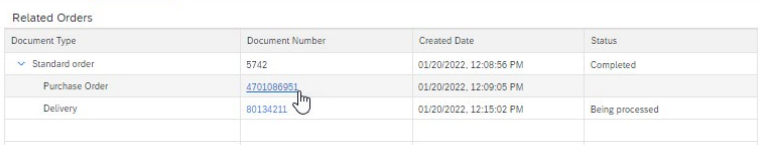
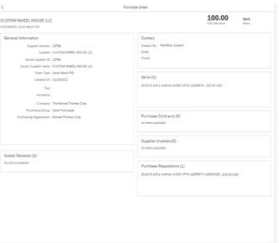
Order updated successfully

5788

OK

Items Partners Related Orders Tracking **Notes** Payment Cards Exceptions

Special Order with Article (continued)

19	<p>Click on Edit Notes.</p> 
20	<p>Add to the Agent Notes stating that the product was ordered from the vendor. If applicable, add confirmation numbers if the product was ordered through any vendor portals.</p> 
21	<p>Click Save.</p> 
22	<p>On the Order Screen, click on the Related Orders tab.</p> 
23	<p>Click on the Document number in the Purchase Order row. Provide the vendor with the Purchase Order Number.</p> 
24	<p>View the information on the Purchase Order. If a chevron is present within a field, click on it to view additional details.</p> 
25	<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.

