

SHOP PO

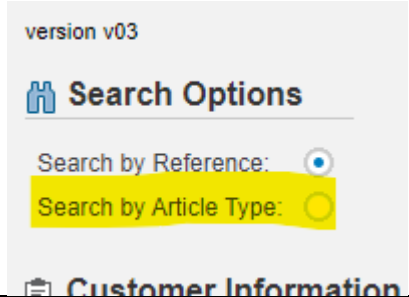

What is needed:

- SHOP links
- SAP/NetWeaver
- Vendor website/email/phone number
- Outlook



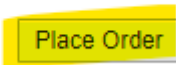
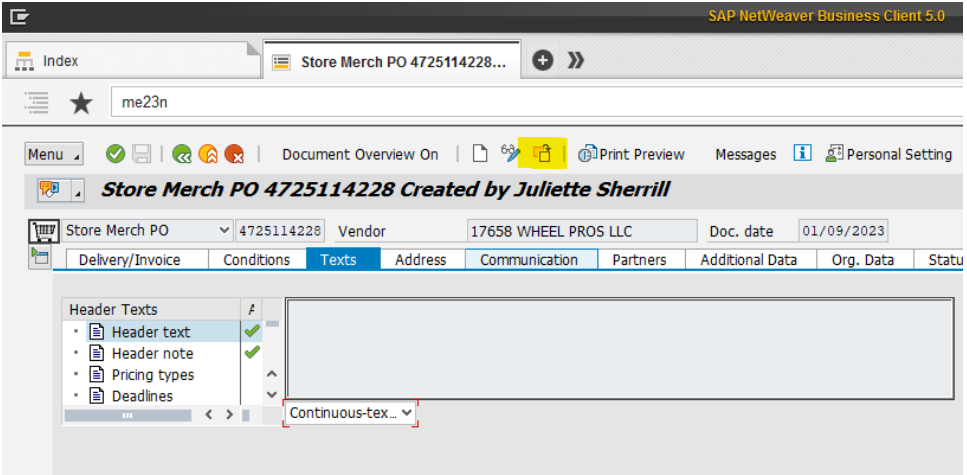
When to send a SHOP PO:

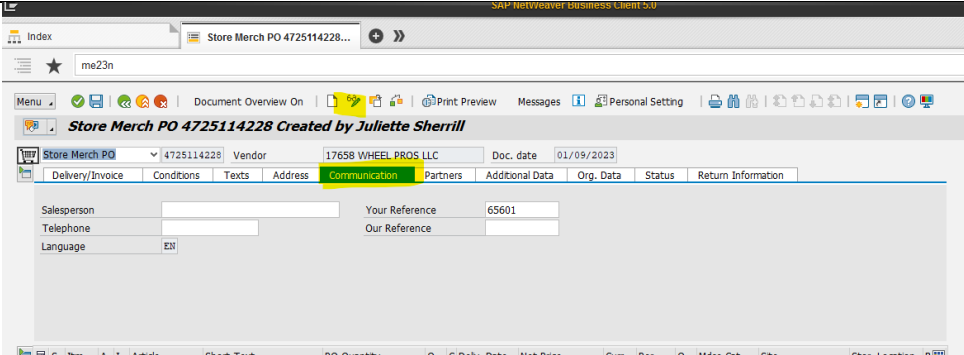
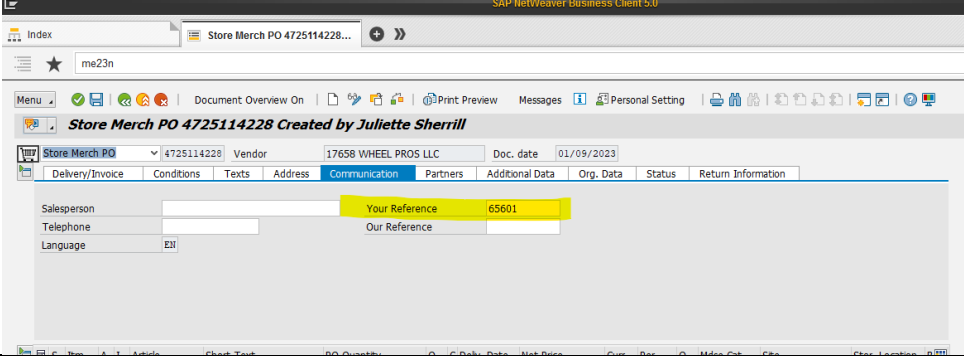
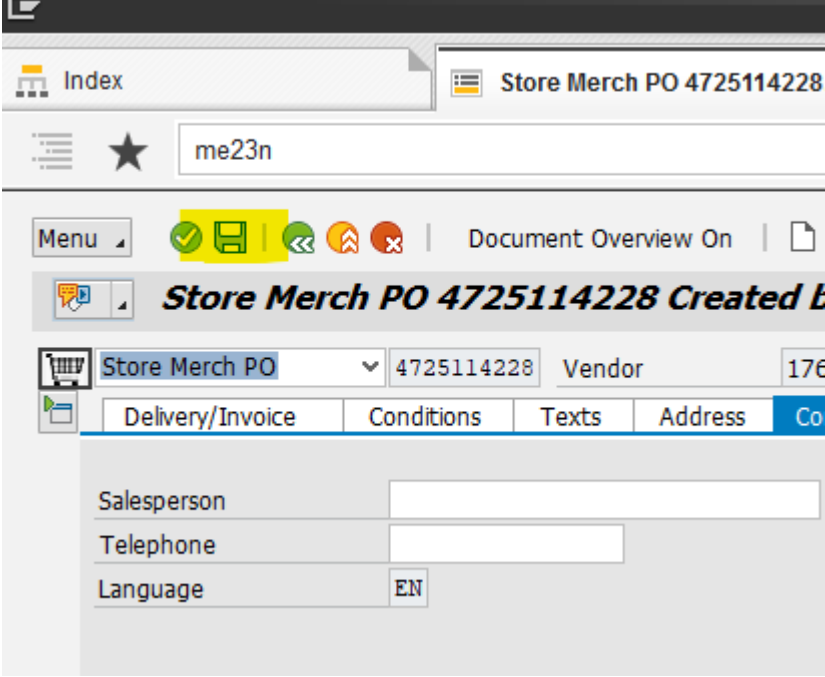
- When vendor has stock but FSA does not recognize it (usually wheel pros)
- For some caps (usually Vision)
- If FSA will not create a PO for a product
- To reorder product if it is taken by another order.
- SHOP POs are a last resort if there is no way to make the PO on FSA!

Process:

STEP	ACTION
1	Determine what DC the order needs to go to (SHOP PO's cannot go directly to the customer)
2	Open the link for the correct DC
3	Click Search by article type 
4	Click the drop down for "Article type" and select the product you are looking for (Wheels, Tires, Accessories, Miscellaneous) 
5	Enter the article number in the search section

	<h3>Wheels Selection Criteria</h3> <p>Article: <input type="text"/></p> <p>Rim Diameter: <input type="text"/></p> <p>Rim Width: <input type="text"/></p> <p>Bolt Pattern: <input type="text"/> <input type="text"/></p> <p>Brand: <input type="text"/></p> <p>Line: <input type="text"/></p> <p>Color: <input type="text"/></p> <p>Finish: <input type="text"/></p> <p>Accent: <input type="text"/></p> <p>Quantity: <input type="text" value="Exclude Out Of Stock"/></p> <p>Search</p> <p>Order History</p>																
6	<p>Click the Order Now button</p> <p>Output</p> <table border="1"> <thead> <tr> <th>Brand</th><th>Article</th><th>Attributes</th><th>Description</th><th>Company Stock</th><th>Vendor Stock</th><th>Status</th><th>Order</th></tr> </thead> <tbody> <tr> <td>VISION WHEEL</td><td></td><td>ARTICLE: 13582 MPN: 396-8883MB18 GTIN: 886821204168</td><td>VIS ASSASSIN 18 X8.5 6-139.70 18 BKMTXX TRK PAINT 6 SPK 10.00</td><td>My Store: 0 My Region: 0 Company Wide: 0</td><td>Local: 0 National: 0</td><td>X</td><td>Order Now</td></tr> </tbody> </table>	Brand	Article	Attributes	Description	Company Stock	Vendor Stock	Status	Order	VISION WHEEL		ARTICLE: 13582 MPN: 396-8883MB18 GTIN: 886821204168	VIS ASSASSIN 18 X8.5 6-139.70 18 BKMTXX TRK PAINT 6 SPK 10.00	My Store: 0 My Region: 0 Company Wide: 0	Local: 0 National: 0	X	Order Now
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7	<p>Click the External ordering button</p> <p>101 BONNIE VIEW RD / DALLAS TX 75241-7413 USER : Juliette Sherrill</p> <p>External Sources</p> <p>View: Display Recommended <input type="text"/> Print Version Export External Ordering</p> <table border="1"> <thead> <tr> <th>Location Type</th><th>Location Details</th><th>Delivery Information</th><th>Product Information</th><th>Order Qty</th><th>Checkout</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Location Type	Location Details	Delivery Information	Product Information	Order Qty	Checkout										
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8	<p>Add in all information: Quantity, manufacturer, vendor, supplying location if prompted, and delivery date. Add the Order number into the notes for the order</p> <h3>Review Cart and Order</h3> <h4>Order Data</h4> <p>Article: 13582</p> <p>Quantity: <input type="text" value="1"/></p> <p>Vendor Type*: <input type="text" value="Manufacturer"/></p> <p>Vendor: <input type="text" value="VISION WHEEL"/></p> <p>Supplying Location*: <input type="text" value="VISION-PORTAGE IN #04"/></p> <p>Delivery Date*: <input type="text" value="01/10/2023"/></p> <p>PO Comments: <input type="text" value="PO for order 60561"/></p>																

9	<p>If the vendor requires an email to order, make sure the “send email” box is checked, and the correct email address is showing</p> <p>Customer Phone:</p> <p>Customer Email:</p> <p> Email PO to Vendor</p> <p><input checked="" type="checkbox"/> Send Email</p> <p> Shipping Options</p> <p><input checked="" type="radio"/> Delivery- Cost Unknown</p>
10	Confirm stock availability with the vendor over the phone, or on the vendor website
11	<p>Click the place order button on the bottom right of the screen</p> 
Note:	This will create a PO that will pop up either in the center of the screen or the top left of the screen. Use that PO to place the order with the vendor
12	Open SAP/ NetWeaver
13	Enter ME23N in the search bar and select the option that says “Display Purchase Order (ME23N)”
14	<p>Select the boxes with the arrow at the top of the screen</p> 
15	Enter your PO number in the search bar and press Enter
16	When the PO opens, click on the Communication tab and then the button with the glasses and pen - highlighted below

	
17	<p>Enter the FSA order number into the “Your reference” field</p> 
18	<p>Click the Save button in the top right corner</p> 
19	<p>Once it is saved, leave the following note on the order “Product ordered via SHOP PO # XXXXXXXXXX”. Include the date, time, first initial & last name</p>
20	<p>Open outlook and create a new email</p>

21	Copy & paste the following details (filled out) into the email and send to DTD_followup@discounttire.com : Order#: PO#: Date of order Creation in FSA: Site#:
22	Once it is sent you can close out of the order!

Contact:

Juliette Sherrill - julie.sherrill@discounttire.com

James Gelowitz - james.gelowitz@discounttire.com