

## SHOP PO

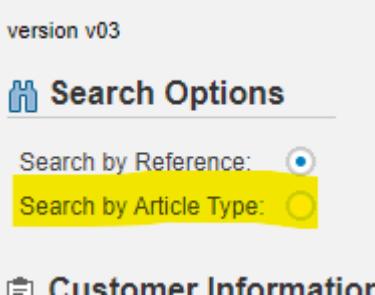
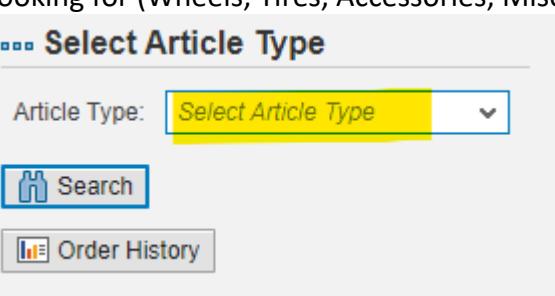
### **What is needed:**

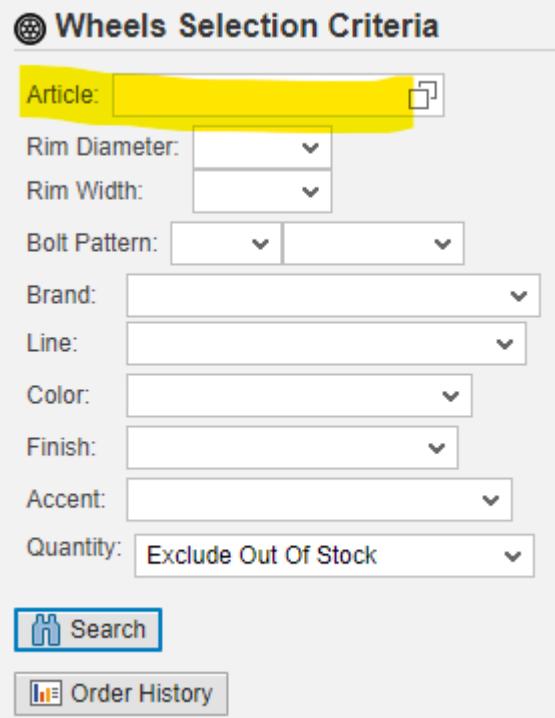
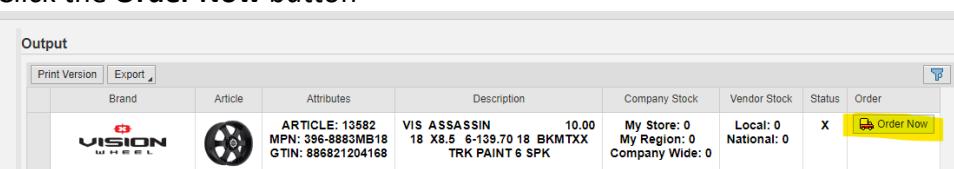
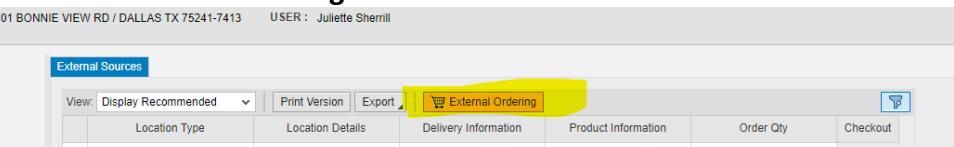
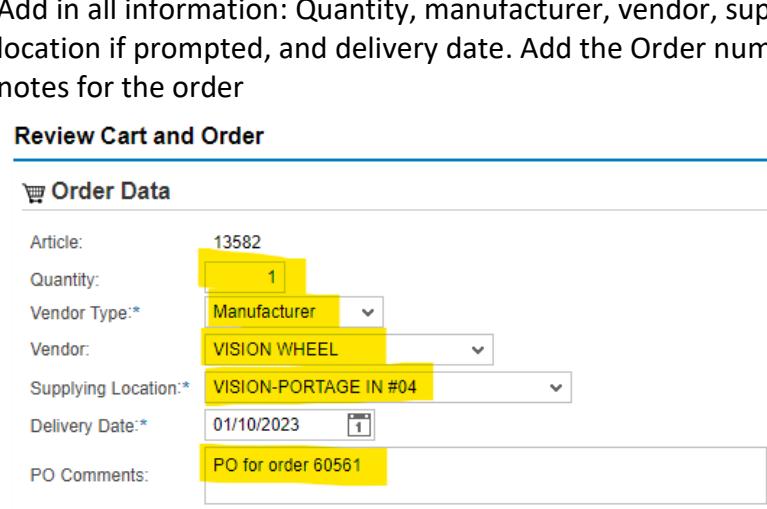
- SHOP links
- SAP/NetWeaver
- Vendor website/email/phone number
- Outlook

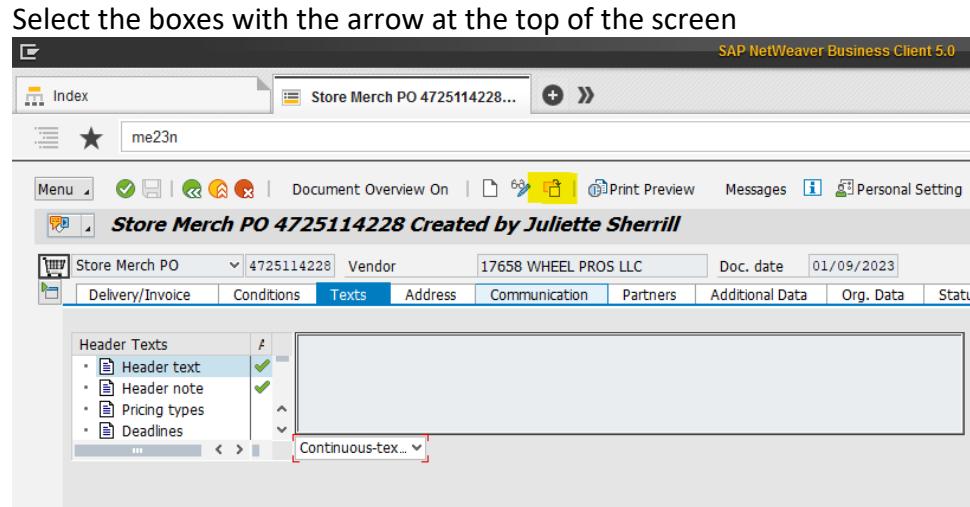
### **When to send a SHOP PO:**

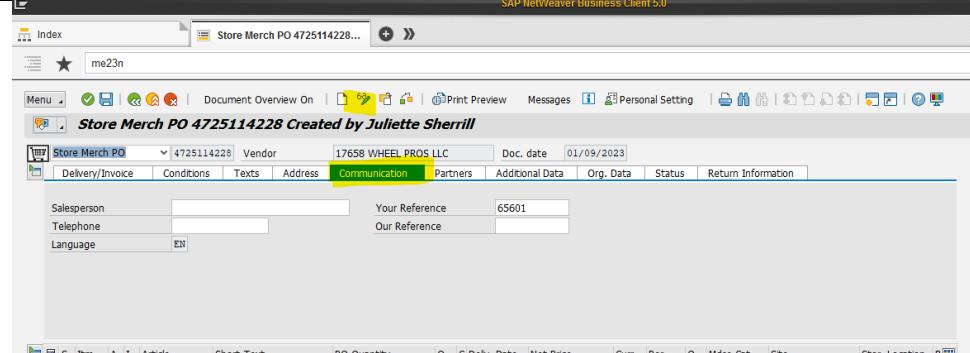
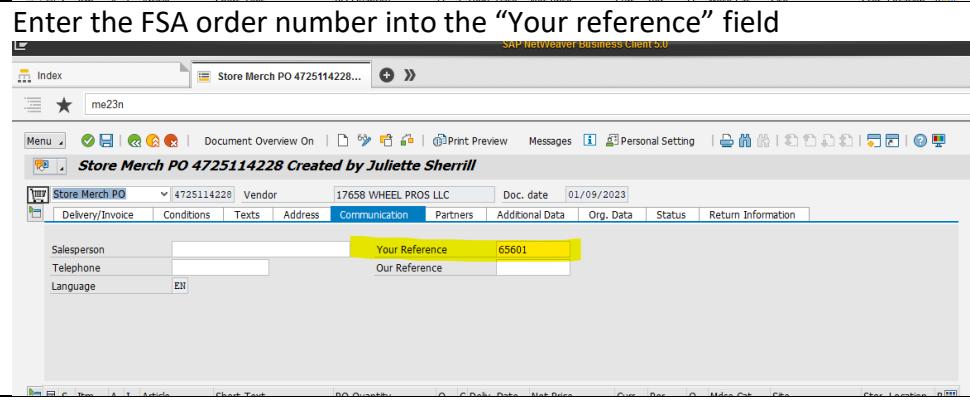
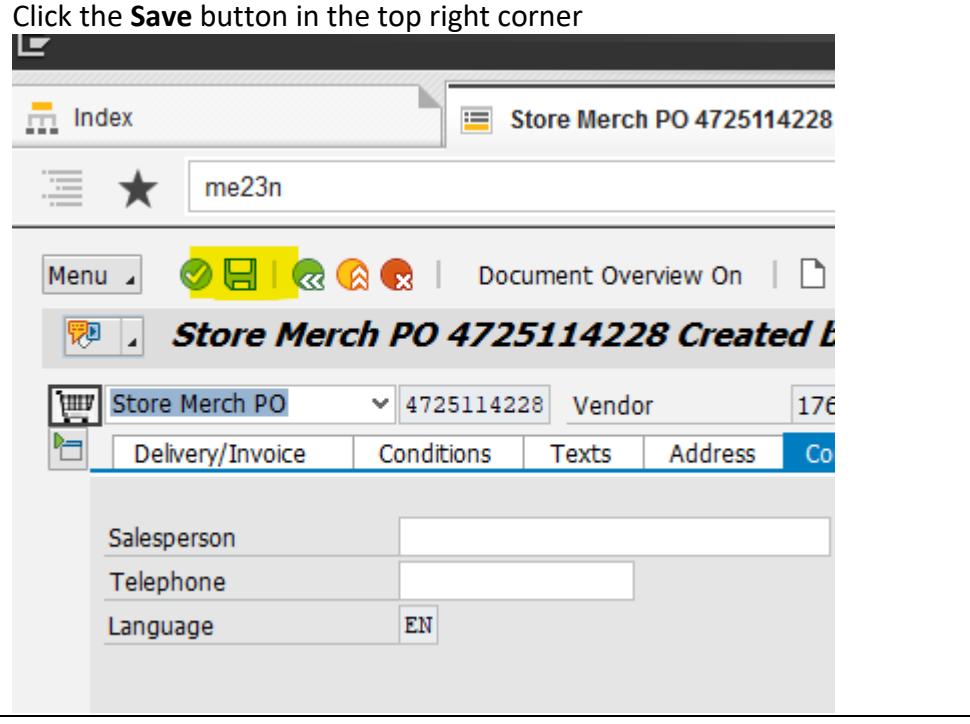
- When vendor has stock but FSA does not recognize it (usually wheel pros)
- For some caps (usually Vision)
- If FSA will not create a PO for a product
- To reorder product if it is taken by another order.
- SHOP POs are a last resort if there is no way to make the PO on FSA!

### **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 <b>Search by article type</b> 
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

 <p>The form titled "Wheels Selection Criteria" allows users to search for wheels based on various parameters. The fields include: Article (input field), Rim Diameter (dropdown), Rim Width (dropdown), Bolt Pattern (dropdown), Brand (dropdown), Line (dropdown), Color (dropdown), Finish (dropdown), Accent (dropdown), and Quantity (dropdown set to "Exclude Out Of Stock"). Below the form are two buttons: "Search" (with a magnifying glass icon) and "Order History" (with a bar chart icon).</p>	
6	Click the <b>Order Now</b> button  <p>The screenshot shows a product detail page for a wheel. The "Order Now" button is highlighted with a yellow box. The product details are: Brand: VISION WHEEL, Article: 13582, Attributes: VIS ASSASSIN 18 X8.5 6-139.70 18 BKMTXX TRK PAINT 6 SPK, Description: 10.00 MPN: 396-8883MB18 GTIN: 866821204168, Company Stock: My Store: 0, Vendor Stock: My Region: 0, Status: Local: 0, National: 0, Company Wide: 0.</p>
7	Click the <b>External ordering</b> button  <p>The screenshot shows a "External Sources" page. The "External Ordering" button is highlighted with a yellow box. The page includes tabs for View, Print Version, Export, and External Ordering.</p>
8	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>The screenshot shows the "Order Data" section of the order form. The fields are: Article: 13582, Quantity: 1, Vendor Type: Manufacturer, Vendor: VISION WHEEL, Supplying Location: VISION-PORTRAGE IN #04, Delivery Date: 01/10/2023, and PO Comments: 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><b>Customer Phone:</b></p> <p><b>Customer Email:</b></p> <p><b>Email PO to Vendor</b></p> <p><input checked="" type="checkbox"/> <b>Send Email</b></p> <p><b>Shipping Options</b></p> <p><input checked="" type="radio"/> <b>Delivery- Cost Unknown</b></p>
10	Confirm stock availability with the vendor over the phone, or on the vendor website
11	Click the <b>place order</b> button on the bottom right of the screen
<b>Note:</b>	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 <b>ME23N</b> in the search bar and select the option that says “Display Purchase Order ( <b>ME23N</b> )”
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 <b>Enter</b>
16	When the PO opens, click on the <b>Communication</b> 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 <b>Save</b> 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 &amp; last name</p>
20	<p>Open outlook and create a new email</p>



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

**Contact:**

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James Gelowitz - james.gelowitz@discounttire.com