

Last Updated 2/13/17
Last Reviewed 5/24/2022



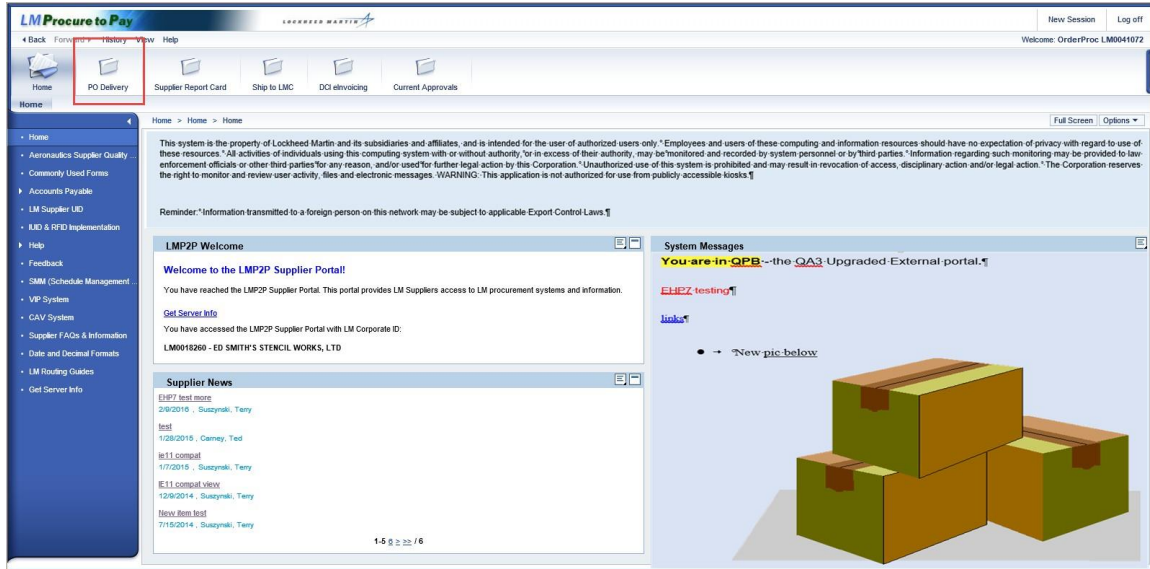
LM Procure to Pay

Quick Reference Guide For Suppliers

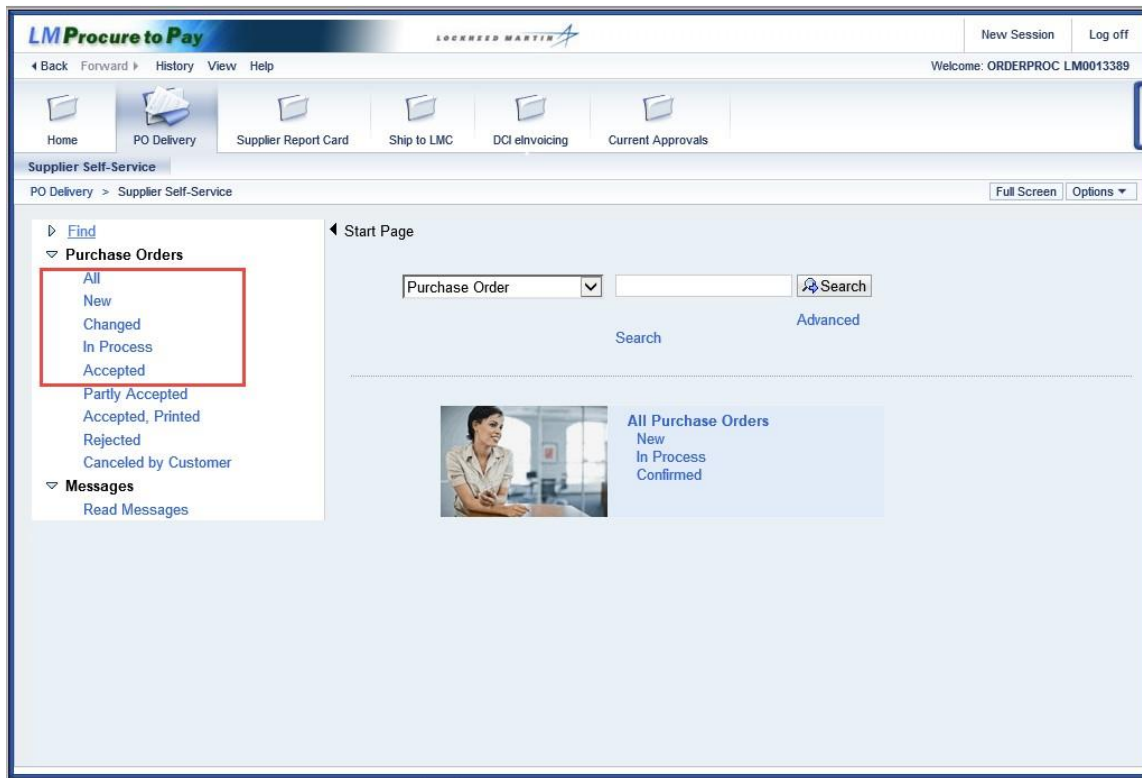
Print Schedule Agreement

Procedure

This quick reference guide displays the procedure to print a schedule agreement.



Step	Action
1.	Click the PO Delivery tab. <div data-bbox="391 1056 561 1121" style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> PO Delivery </div>



Step	Action
2.	Multiple options are available to view purchase orders or schedule agreements for the supplier. These include preset views for New, In process, Accepted, and Changed . All available predefined views are displayed in the menu tree under Purchase Orders
3.	Click the All Purchase Orders link on the menu tree. All


Start Page > List of Purchase Orders

List of Purchase Orders

Print Download Accept

External Reference No.	Number	Vendor	Date	Status	Cancellation Stat...	Business Unit ID	Business Unit...	Buyer Badge	Buyer Name	Total Value
4101833496	3710815	GENERAL MIC...	02/29/2016	Rejected		9510	Mission Syste...	NB7	Buyer SCA MST	437.50 USD
4101152899	3536630	GENERAL MIC...	01/20/2014	Accepted, Printed		LMMS	LM Space Sy...	5VQ	Edward Gilbert	16,716.00 USD
4101094674	3489947	GENERAL MIC...	11/18/2013	Accepted, Printed		7000	Integrated Sys...	ZPF	Tracy Hodges	47,136.00 USD
7239604	3304732	GENERAL MIC...	05/20/2013	Accepted		7792	LM Aeronautics	FWH03N	HUEBENER, JD	61,120.00 USD
4100600326	3067158	GENERAL MIC...	09/24/2012	Accepted, Printed		LMMS	LM Space Sy...	6PL	Marilee Sodem	16,368.00 USD
4100585786	3054675	GENERAL MIC...	09/12/2012	Accepted		LMMS	LM Space Sy...	6PL	Marilee Sodem	2,900.00 USD
7229298	2934878	GENERAL MIC...	05/21/2012	Accepted		7792	LM Aeronautics	FWHA2D	BISHOP, EL	27,500.00 USD
MANC097148	2865538	GENERAL MIC...	03/22/2012	Accepted, Printed		7745	LM Space Sy...	VC	Gilbert, Ed	6,900.00 USD
4100165884	2425392	GENERAL MIC...	06/09/2011	Accepted		7000	Integrated Sys...	ZIQ	Scott Fedor	40,324.00 USD
4900008121	2304420	GENERAL MIC...	04/06/2011	Canceled by Customer	Cancellation Rej...	7000	Integrated Sys...	ZHB	MIYASHIRO, ...	0.00 USD
DW486915	2083635	GENERAL MIC...	11/29/2010	Accepted		33	Mission Syste...	E5	J. DODGE	11,760.00 USD
7204328	2015807	GENERAL MIC...	10/19/2010	Rejected		7792	LM Aeronautics	FWHB2D	WHITT, TD	4,400.00 USD
7204128	2006825	GENERAL MIC...	10/13/2010	Rejected		7792	LM Aeronautics	FWHB2D	WHITT, TD	3,300.00 USD
4100083918	1999295	GENERAL MIC...	10/08/2010	Accepted		65T1	Mission Syste...	NAZ	Ellen Overman	9,000.00 USD
4900004036	1988536	GENERAL MIC...	10/04/2010	In Process		65T1	Mission Syste...	NAZ	Ellen Overman	2,225.00 USD

Back 1 2 Forward

Step	Action
4.	To select a schedule agreement to print, click the button next to the line.
	

Start Page > List of Purchase Orders


List of Purchase Orders

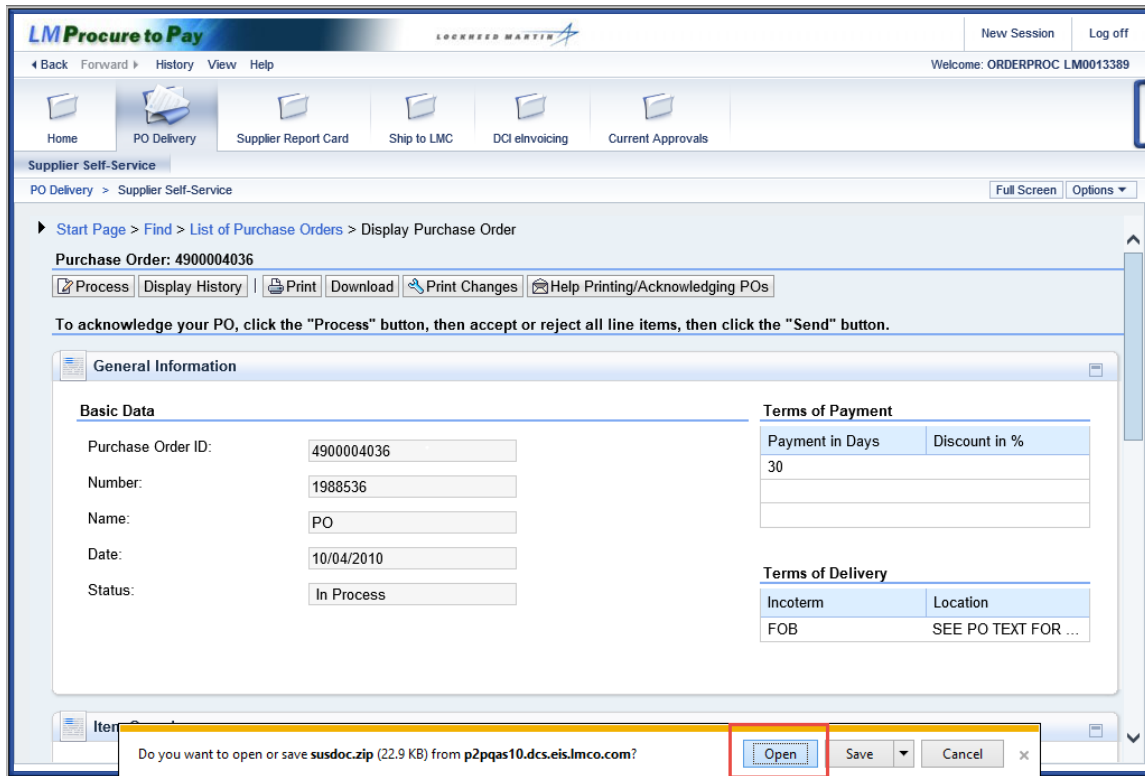
Print Download Accept

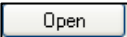
External Reference No.	Number	Vendor	Date	Status	Cancellation Stat...	Business Unit ID	Business Unit...	Buyer Badge	Buyer Name	Total Value
4101833496	3710815	GENERAL MIC...	02/29/2016	Rejected		9510	Mission Syste...	NB7	Buyer SCA MST	437.50 USD
4101192899	3536630	GENERAL MIC...	01/20/2014	Accepted, Printed		LMMS	LM Space Sy...	5VQ	Edward Gilbert	16,716.00 USD
4101094674	3489947	GENERAL MIC...	11/18/2013	Accepted, Printed		7000	Integrated Sys...	ZPF	Tracey Hodges	47,136.00 USD
7239604	3304732	GENERAL MIC...	05/20/2013	Accepted		7792	LM Aeronautics	FWH03N	HUEBENER,JD	61,120.00 USD
4100600326	3067158	GENERAL MIC...	09/24/2012	Accepted, Printed		LMMS	LM Space Sy...	6PL	Marilee Soden	16,368.00 USD
4100585786	3054675	GENERAL MIC...	09/12/2012	Accepted		LMMS	LM Space Sy...	6PL	Marilee Soden	2,900.00 USD
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4100165884	2425392	GENERAL MIC...	06/09/2011	Accepted		7000	Integrated Sys...	ZIQ	Scott Fedor	40,324.00 USD
4900008121	2304420	GENERAL MIC...	04/06/2011	Cancelled by Customer	Cancellation Rej...	7000	Integrated Sys...	ZHB	MIYASHIRO, ...	0.00 USD
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7204328	2015807	GENERAL MIC...	10/19/2010	Rejected		7792	LM Aeronautics	FWHB2D	WHITT, TD	4,400.00 USD
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4100083918	1999295	GENERAL MIC...	10/08/2010	Accepted		6511	Mission Syste...	NAZ	Ellen Overman	9,000.00 USD
4900004036	1988536	GENERAL MIC...	10/04/2010	In Process		6511	Mission Syste...	NAZ	Ellen Overman	2,225.00 USD

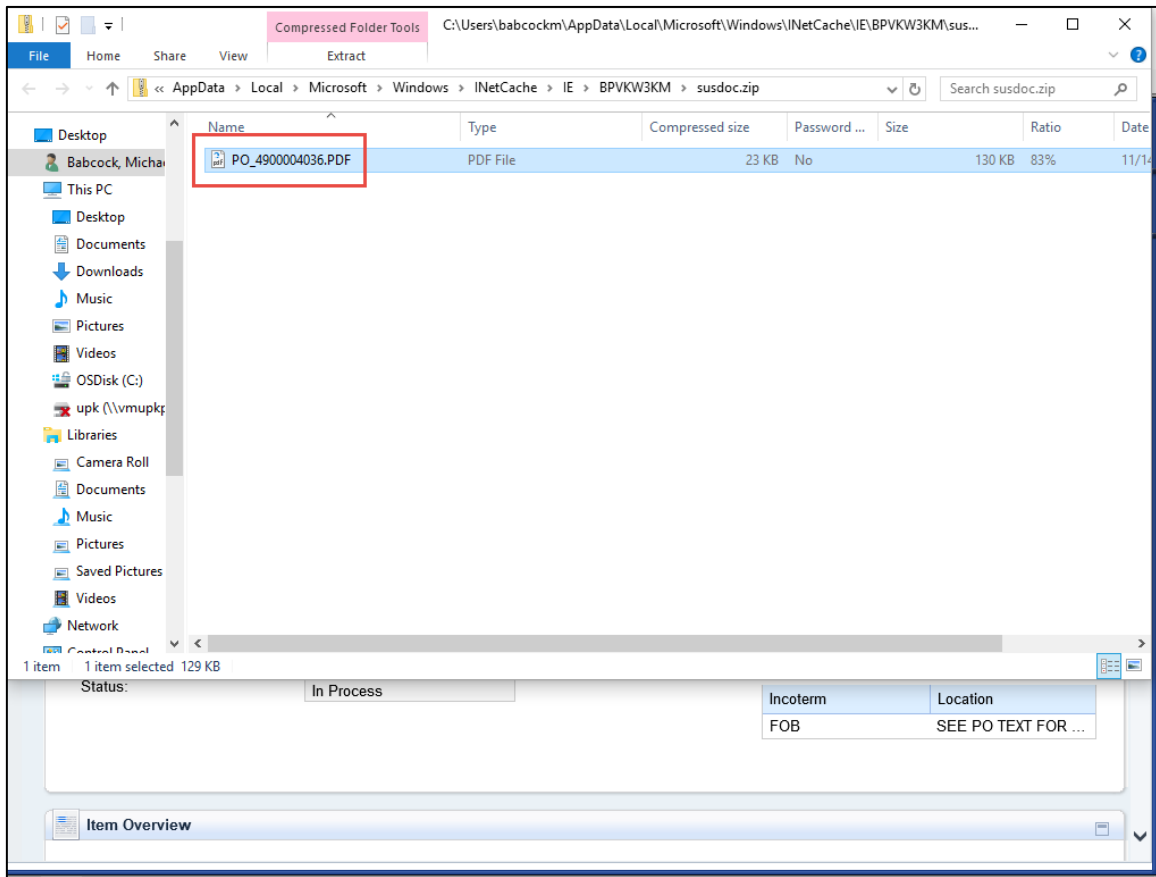
Back 1 2 Forward

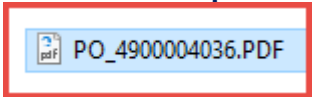
Step	Action
5.	Click the Print button.

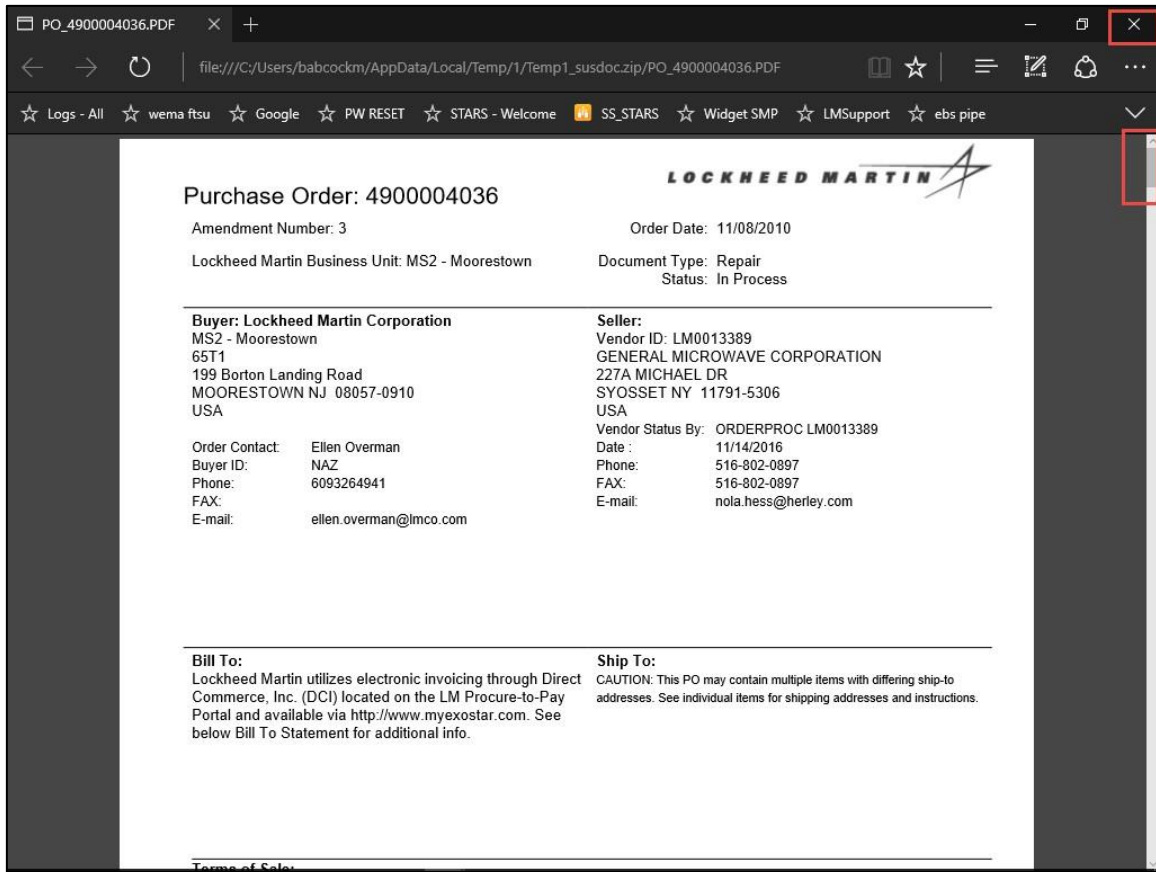




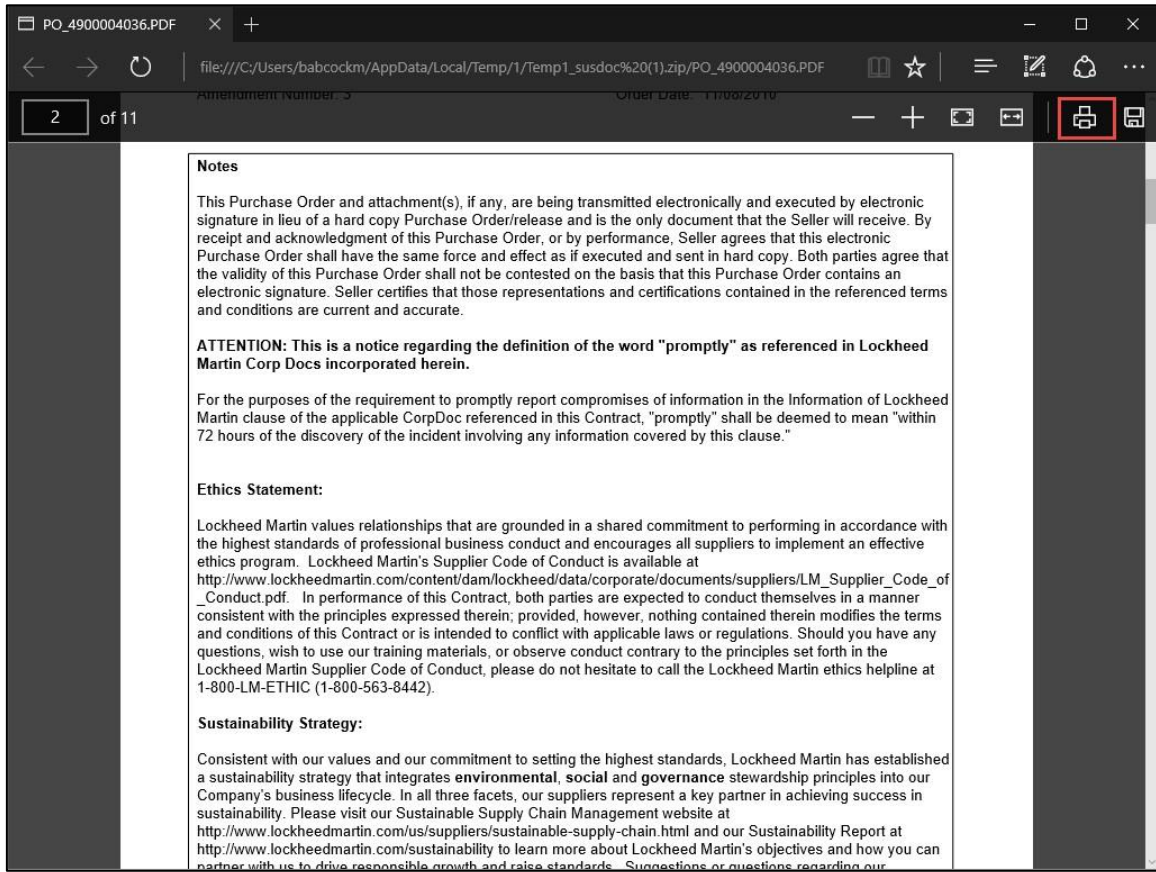
Step	Action
6.	Notice the file will be saved as a .zip file. Click the Open button. 




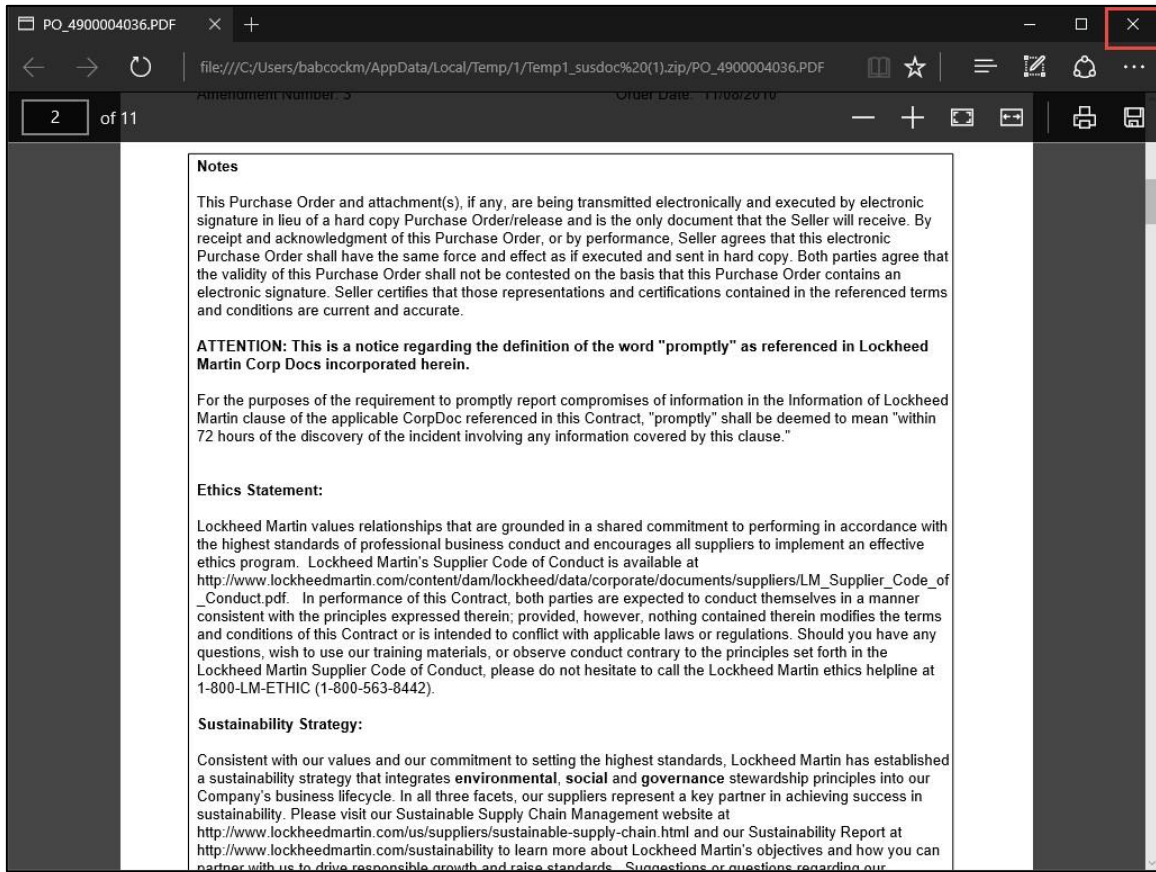
Step	Action
7.	Double click the .pdf document icon. 




Step	Action
8.	The schedule agreement can now be viewed.
9.	Scroll down or tab to each of the pages to see all of the purchase order or schedule agreement information.



Step	Action
10.	The Notes section of the purchase order may contain special processes which you will need to supply additional information.
11.	<p>You may Print or Save the document as desired in this view.</p> <p>Click the Print button to print the schedule agreement.</p> 



Step	Action
12.	Click the cancel button to close the schedule agreement print view. 

The screenshot shows the LM Procure to Pay interface. At the top, there are navigation links: Home, PO Delivery, Supplier Report Card, Ship to LMC, DCI invoicing, and Current Approvals. The main content area is titled 'Supplier Self-Service' and 'List of Purchase Orders'. A table lists various purchase orders with columns for External Reference, Number, Vendor, Date, Status, Cancellation, Business Unit, Business, Buyer Bad, Buyer Name, and Total Value. The table contains 20 rows of data. A sidebar on the left shows a navigation menu with options like 'Purchase Orders', 'All', 'New', 'Changed', 'In Process', 'Accepted', 'Partly Accepted', 'Accepted, Printed', 'Rejected', 'Rejected by Customer', 'Messages', and 'Read Messages'.

External Referen...	Number	Vendor	Date	Status	Cancellation...	Business Un...	Business ...	Buyer Bad...	Buyer Name	Total Value
4101833496	3710815	GENERAL ...	02/29/2016	Rejected		9510	Mission S...	NB7	Buyer SC...	437.50 USD
4101192899	3536630	GENERAL ...	01/20/2014	Accepted, Printed		LMMS	LM Space...	5VQ	Edward Gi...	16,716.00 USD
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4100585786	3054675	GENERAL ...	09/12/2012	Accepted		LMMS	LM Space...	6PL	Marilee So...	2,900.00 USD
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4900004036	1988536	GENERAL ...	10/04/2010	In Process		65T1	Mission S...	NAZ	Ellen Over...	2,225.00 USD

Step	Action
13.	You have successfully completed the procedure to print a schedule agreement.