

# SIU Department Buyer – Entering a Scheduled Release

This document is only meant to identify changes SIU Department Buyers can expect in Release 12, with regard to Entering a Scheduled Release. There are very few changes to the forms; however, there is one significant change in the process, e.g., when to save your work.

As you know, a Scheduled Release can be entered against a Planned Purchase Order using either the Purchase Order Summary function or the SIU Releases function. In R12, the SIU Release option is now titled Releases.

## Navigation

- If you have reviewed the Navigation tutorials, you will be familiar with the new structure for responsibilities and functions.
- The screenshot on the right shows the two options you have to enter a Scheduled Release.



### Entering a Scheduled Release Using the Purchase Order Summary Function

#### Find Purchase Orders

- Selecting the Purchase Order Summary function, opens the Find Purchase Orders window, as before.
- New to this window is the Operating Unit field; there are no other changes.
- We entered the PO number and checked the View Releases checkbox.
- Next, we clicked Find.

Find Furchase Orders			
Operating Unit	SIU Operating Unit		
Number	100363	Туре	
Release		Currency	
Supplier		Site	
Ship-To Org			Show External Locations
Bill-To		Line Type	
Ship-To		Buyer	
Line			View Releases
Shipment			□Consumption Advice
Line Date Ranges Status Item, Rev Catogory Description Supplier Item VMI Consigned	Related Documents	Delver To Accounting Project	Results Results Plagers Distributions
Clear	New R	elease (B) New PC	Find (J)

#### **PO Header**

- The PO Headers window opened.
- Enable All Sites is new to this window; there are no other changes.

	101110-01	Release	Rev	Description	Туре	Global	Enable All Sites	
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- The screenshot on the right is the **Purchase Order Summary to Releases** window.
- We have completed all necessary steps including verification of correct PO and Line information. We also completed the Header DFF and the Shipments region. We **SAVED** our work, after entering the Shipment information.
- **NEW:** In R12, you no longer have to use the Distributions button to access the Distributions DFF and enter the BP and the Purchase for U.S Citizen information, if you *REMEMBER TO SAVE* after entering the Shipment information. These fields will automatically populate for you.
- Approve the Release or Forward for Approval, as you normally would.

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PO, F	Rev 10036	33	0		Release	1	)	Created	15-NOV-:	2011 14:3
Supp	lier KROG	SER LIM	ITED F	PAR	Site	1CARBO	NDA GIAN	Contact		
Bu	yer Capie	, Judith	ĸ		Status	Incomple	te	Currency	USD	
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100111										
Re	ceivina Co	ntrols			Aareemei	*	Distrit	outions	A	

**NOTE:** An example of a Distributions window in R12 is shown in the screenshot below. As noted, the Distribution DFF populates automatically, as well as the Account Description region. *If you forget to save after entering the Shipments information, you may still enter the Distributions manually, as before in 11i.* 

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De	estination	More	Project								
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### **Entering a Scheduled Release Using the Releases Function**

- The only changes to the Releases window are the absence of (SIU Operating Unit) in the window title bar and the addition of the field **Operating Unit** in the top left portion of the form.
- Complete all regions as you normally would.
- Save after entering the Shipments region.
- NEW: In R12, you no longer have to use the Distributions button to access the Distributions DFF and enter the BP and the Purchase for U.S Citizen information, if you *REMEMBER TO SAVE* after entering the Shipment information. These fields will automatically populate for you; see screenshot above.

