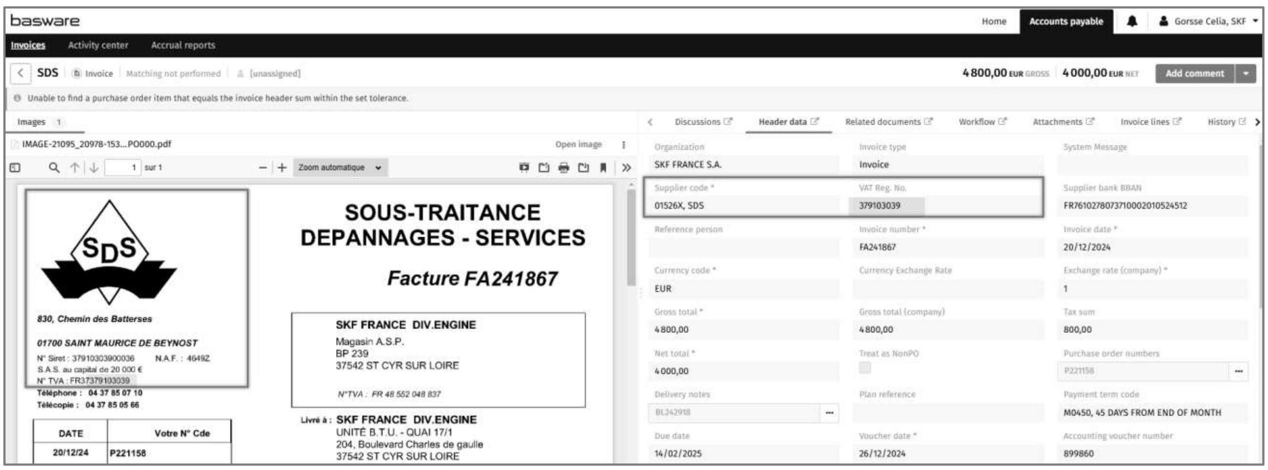
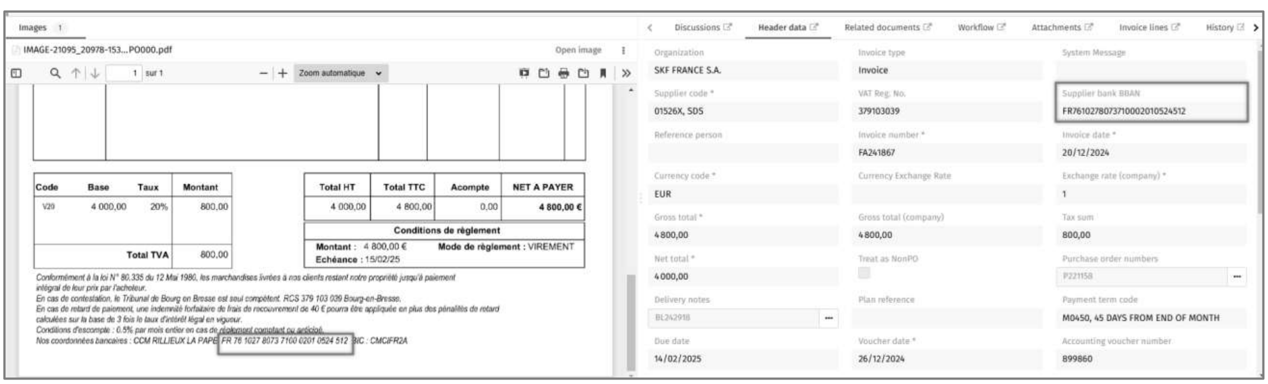
I have received a query "PO has been created for different vendor"

It is technically not possible to have the same PO number for different vendors in the same legal unit/country.
This means that the vendor or the PO Number is wrong (this could be a supplier error on the invoice, or a CAP error in “Header data”), so you must check and find the correct PO number.
If after investigation, the correct PO number is still not found, please contact the supplier via “Dispute”

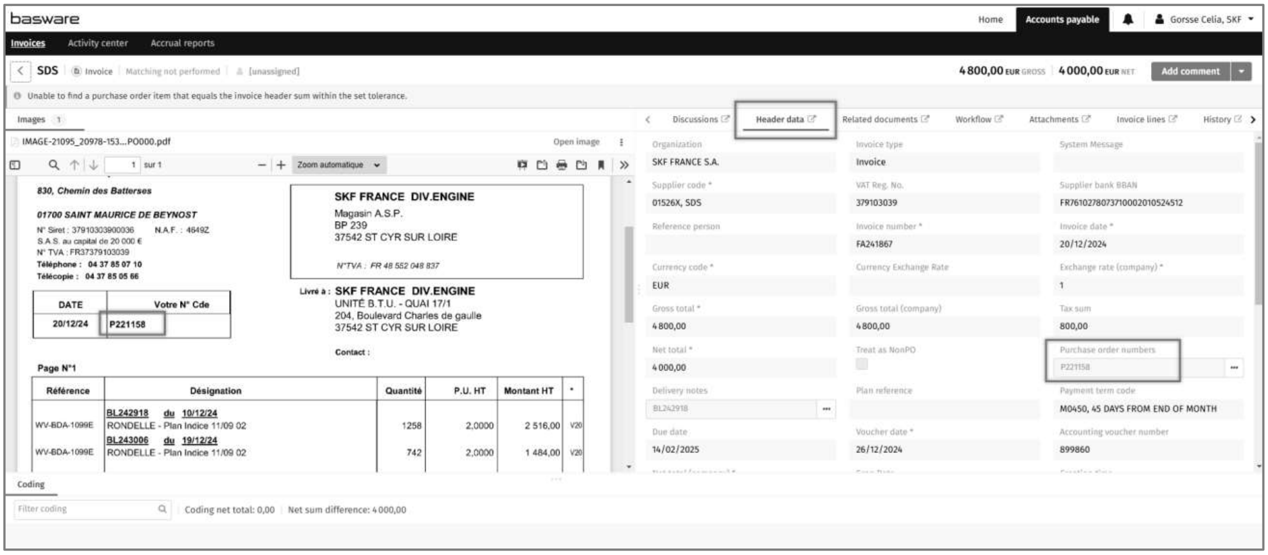
1. Compare the vendor on the invoice with the vendor in “Header data”





If the vendor is not the same, “Reject” the invoice and ask to CAP to correct it.
If it is the same vendor, verify the PO Number.

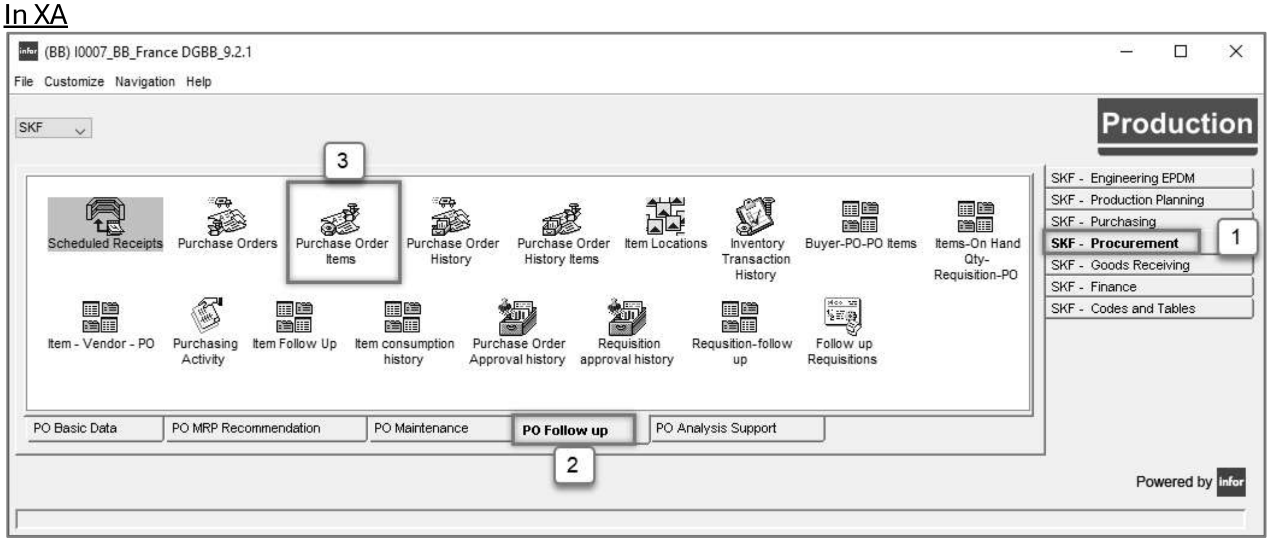
2. <u>Check the invoice to ensure that the PO number in "Header data" is the same</u>



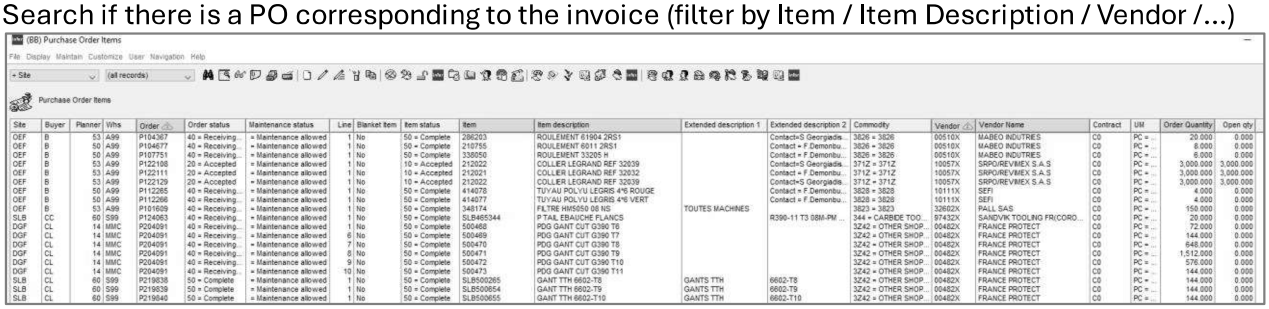
If the PO Number is not the same, "Reject" the invoice and ask to CAP to correct it.
If it is the same PO Number, it is probably a supplier error

3. <u>Found the correct PO Number directly in the system</u>

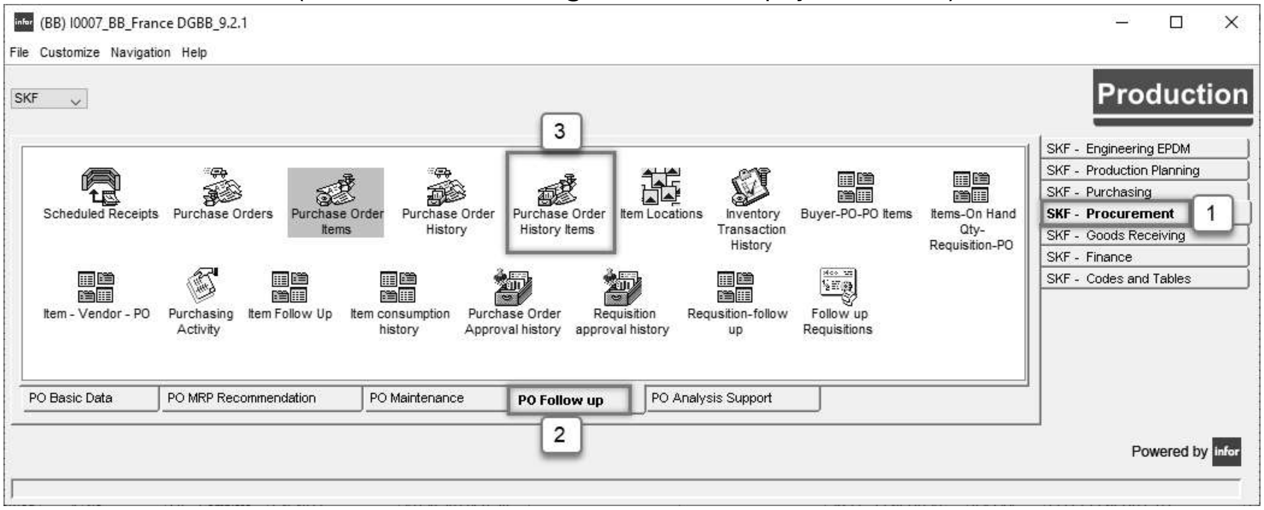
<u>In XA</u>



Search if there is a PO corresponding to the invoice (filter by Item / Item Description / Vendor /…)

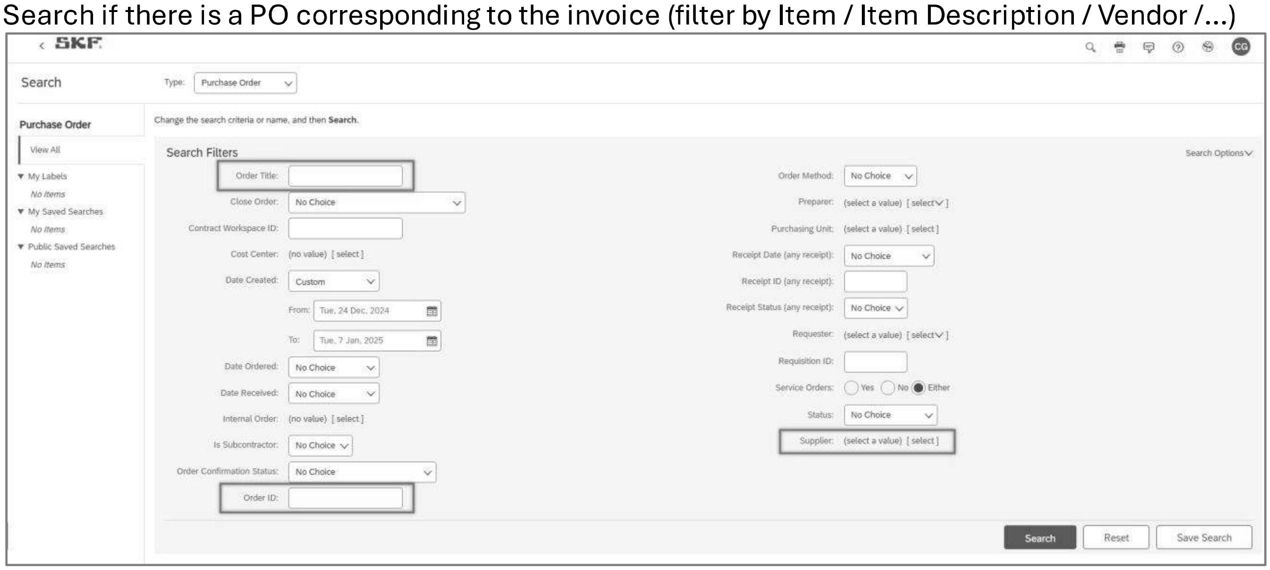


Also check in archives (archives = PO no longer has GRN to pay an invoice):



In ARIBA

Search if there is a PO corresponding to the invoice (filter by Item / Item Description / Vendor /…)



In MCSS :

PUODE or PUGRI

```
S00023- NO MORE INFORMATION TO DISPLAY
PUGRI  MCSS   35   PRODUKTION MUEHLHEIM                         25/09/11 16:00:28
PAGE      1         RECEIVED/INVOICED INQUIRY - ORDER
FUNCTION : I  (I)
P.O.NO.   : P368886,001           001                DATE: 25/09/11    STATUS : C
VENDOR    : EURS036750 BILSTEIN GMBH & CO. KG                          AUTHOR :
ITEM: 71085901                DESCR:   JS74SCR 1.00X70.0

ORD.QTY.:      12000.00  DEL.QTY. :      12000.00        PUOM : KG
REC.QTY.:          0.00  O/S.QTY. :          0.00   INVCD AMT :             0.00
------------------RECEIVED--- EUR ------------- --------INVOICED---     ------
DATE         DELIVERED     RECEIVED     REJECTED DATE     REG-NO       QUANTITY
G.R.N.        DECLARED IN-RECEIVING   IN-INSPECT DOCUMENT-NUMBER         AMOUNT
25/09/11      12000.00         0.00         0.00                           0.00
 3724144      12000.00     12000.00         0.00                           0.00
```

4. <u>Contact the supplier for clarification</u>

If after investigation, the correct PO number is still not found, please contact the supplier via “Dispute”

Dispute