SOP 5: Missing Purchase Order

SOP ID: SOP_MISSING_PO_V1

Exception Type: Missing Purchase Order (Invoice not linked to PO)

Step 1: Confirm Exception Context

- Invoice record exists without a valid PO reference in SAP.

Step 2: Assign Severity

- Always mark High — unapproved or maverick spend risk.

Step 3: Generate Reasoning Summary

Explain:

- Invoice exists without PO linkage.

- What this implies (non-PO purchase or manual posting).

- Why finance must review (potential policy breach).

Example tone:

"Invoice 5100007250 has no linked purchase order.

This may represent an unplanned or manually entered transaction requiring validation."

Step 4: Recommend Action

- Recommend immediate review by procurement.

- Suggest retrospective PO creation if legitimate.

Step 5: Populate Dashboard Output

{

  "exception_type": "Missing Purchase Order",

  "severity": "High",

  "recommended_action": "Procurement review for PO creation or vendor clarification.",

  "agent_reasoning_summary": "Invoice 5100007250 was posted without a PO reference. Potential unapproved purchase requires validation.",

  "status": "Pending",

  "confidence_score": 0.93

}