

End User Procedure (EUP)

Change Purchase Order

ME22N

Purpose

Use this procedure to make necessary changes to purchase order(s).

Trigger

Perform this procedure when a price correction is necessary for a purchase order. Other changes can be made to a purchase order following similar steps.

Prerequisites

Before beginning this task, obtain the following information:

- Purchase order number
- If purchase order number is unknown, review COPA Custom Help Document [Display Purchase Order - Number Unknown \(ME23N\)](#) to locate purchase order number

Menu Path

Use the following menu path(s) to begin this transaction:

- Select **Logistics → Materials Management → Purchasing → Purchase Order → Change** to go to the *Standard PO 4500006837 Created by Daniel Scott* screen

Transaction Code

ME22N

Helpful Hints

Review the following:

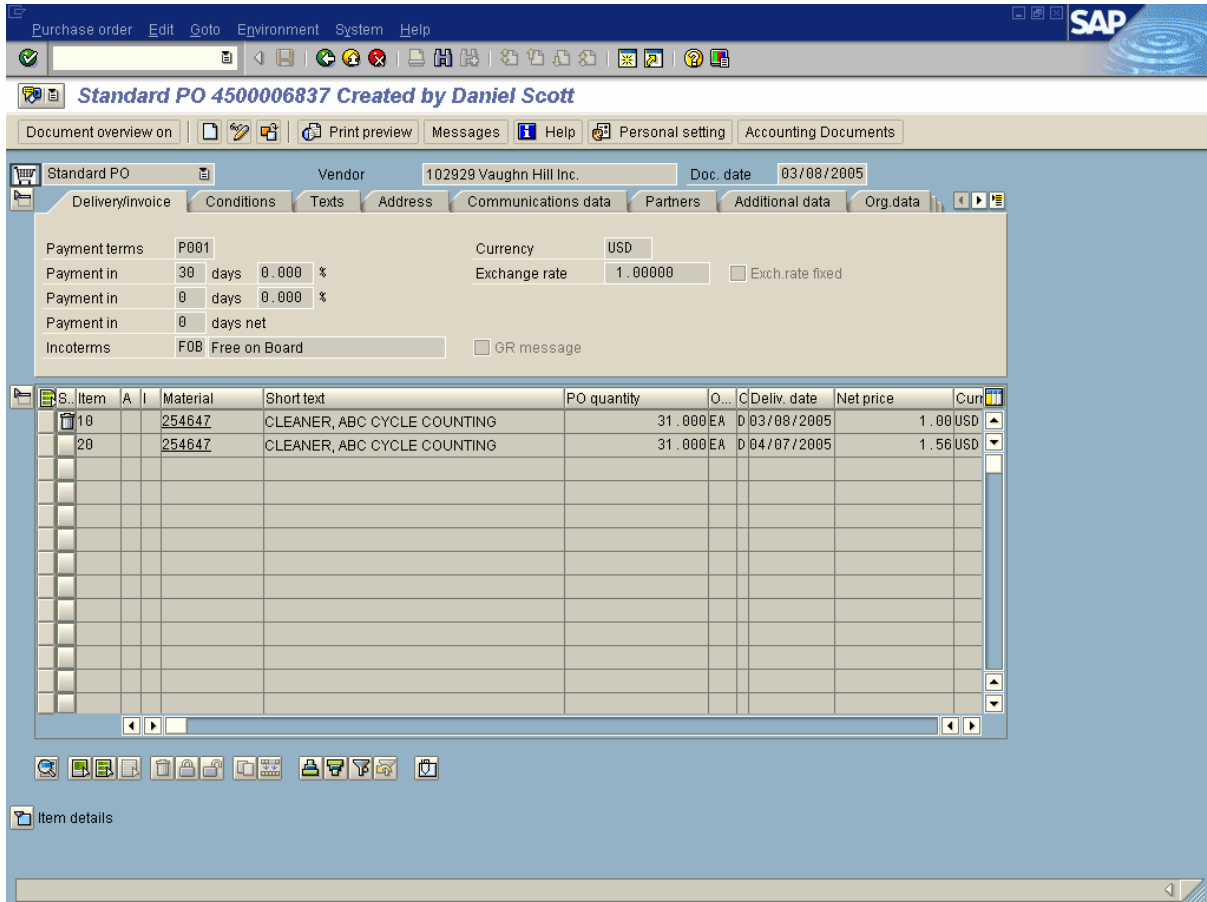




Review COPA Custom Help document [Display Purchase Order \(ME23N\)](#).

Procedure

1. Start the transaction using the menu path or transaction code.

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When the transaction is accessed, the last purchase order viewed defaults into the initial screen. To make a change to a different purchase order, select the OTHER PURCH. ORDER  icon. The *Select Document* screen appears. Enter the purchase order number requiring maintenance in the **Pur. order** field and select the OTHER DOCUMENT  button. Review COPA Custom Help document [Display Purchase Order \(ME23N\)](#) for additional screen section details.

2. Select the DISPLAY/CHANGE  icon.

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The screenshot shows the SAP interface for a Standard Purchase Order (PO) 450006837. The vendor is 102929 Vaughn Hill Inc. and the document date is 03/08/2005. The payment terms are P001 (30 days) with a currency of USD and an exchange rate of 1.00000. The incoterms are FOB Free on Board. The item list contains two entries:

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr
10				254647	CLEANER, ABC CYCLE COUNTING	31.000	EA	D	03/08/2005	1.00	USD
20				254647	CLEANER, ABC CYCLE COUNTING	31.000	EA	D	04/07/2005	1.56	USD




If the example PO has already gone through portions of the release strategy, the system displays a warning message "Releases already effected are liable to be reset".

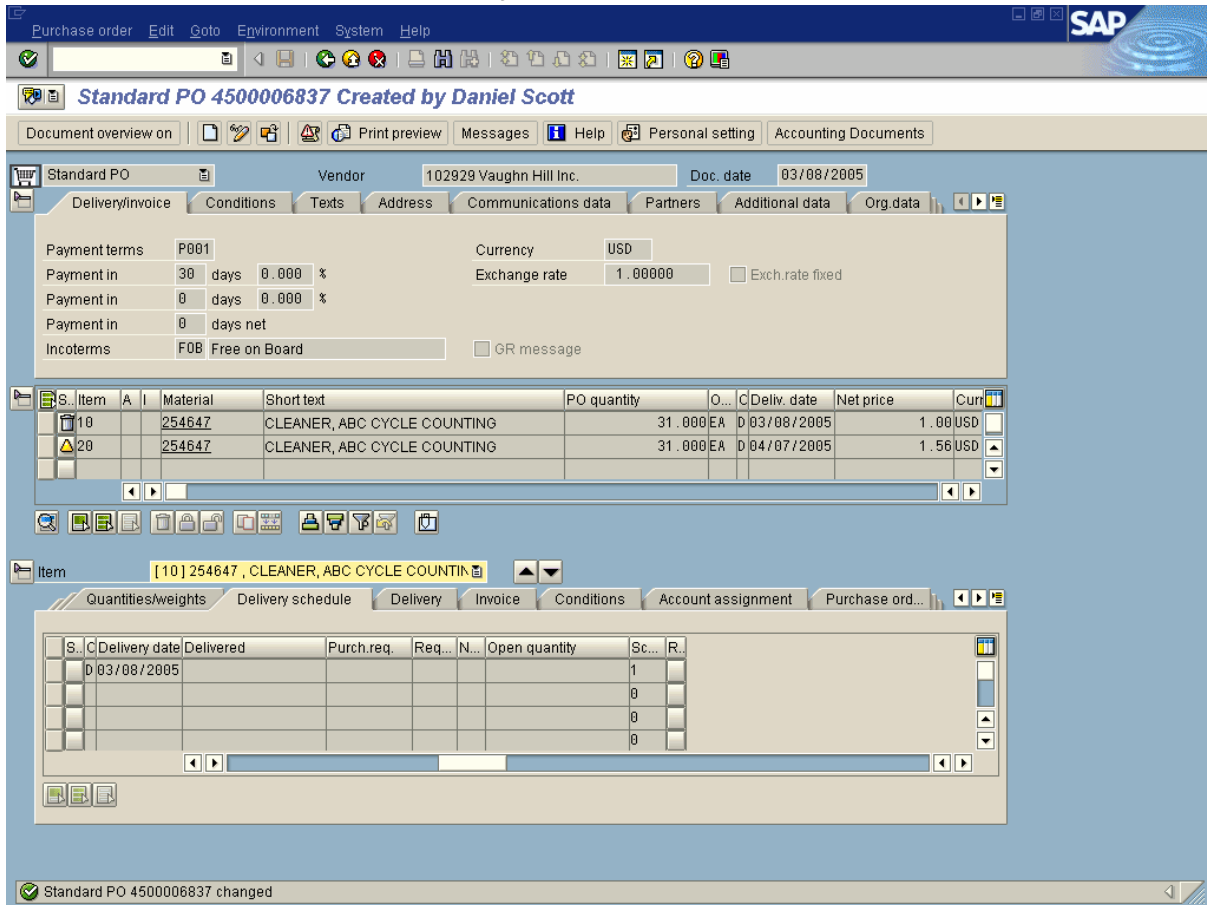


It may be necessary to select the LIST  icon to access other data views for changes. If certain data needs to be verified by the user or if errors exist in the purchase order, the Message box appears displaying a list of items for the user to address. Warning messages (yellow triangles) need to be verified by the user, but corrections are not necessary in order to save and process the purchase order. Error messages (red boxes) need to be corrected before the purchase order can be saved for further processing.

3. Select appropriate tab or screen section.
4. Select appropriate field to be changed.
5. Make appropriate change(s).

6. Select the SAVE  icon.

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The screenshot shows the SAP interface for a Standard Purchase Order (PO) 450006837. The vendor is 102929 Vaughn Hill Inc. and the document date is 03/08/2005. The payment terms are P001 (30 days net), and the currency is USD. The exchange rate is 1.00000. The item list contains two entries for material 254647 (CLEANER, ABC CYCLE COUNTING) with a quantity of 31.000 EA each. The first entry has a delivery date of 03/08/2005 and a net price of 1.00 USD. The second entry has a delivery date of 04/07/2005 and a net price of 1.56 USD. The status bar at the bottom indicates "Standard PO 450006837 changed".

S. Item	A. I.	Material	Short text	PO quantity	O. C.	Deliv. date	Net price	Curr.
10		254647	CLEANER, ABC CYCLE COUNTING	31.000	EA	03/08/2005	1.00	USD
20		254647	CLEANER, ABC CYCLE COUNTING	31.000	EA	04/07/2005	1.56	USD



The system displays the message, "Standard PO 450006837 changed."

7. Select the EXIT  icon until the *SAP Easy Access* screen appears.
8. You have completed this transaction.

Result

You have successfully completed the transaction Change Purchase Order (ME22N).

Comments

Congratulations!