

**End User Procedure (EUP)**

**Create Purchase Order with Reference to RFQ**

**ME21N**

**Purpose**

Use this procedure to create a purchase order. A purchase order is a legal document used to record an individual purchase (negotiated terms, conditions and pricing) with the vendor or arrange for a delivery based on prior agreement. It also provides the vendor with a reference document to link to shipping (goods receipt) and invoicing (invoice verification) processes. The purchase order is a commitment to a vendor for a given material or service in a specified quantity at a predetermined price and delivery date.

**Trigger**

Perform this procedure when a purchase order needs to be created. This procedure outlines how to create a purchase order for a material and/or service with reference to a request for quote (RFQ).

**Prerequisites**

Before beginning this task, obtain the following information:

- Request for Quotation number

**Menu Path**

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


- Select **Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known** to go to the *Create Purchase Order* screen

**Transaction Code**

**ME21N**

**Helpful Hints**

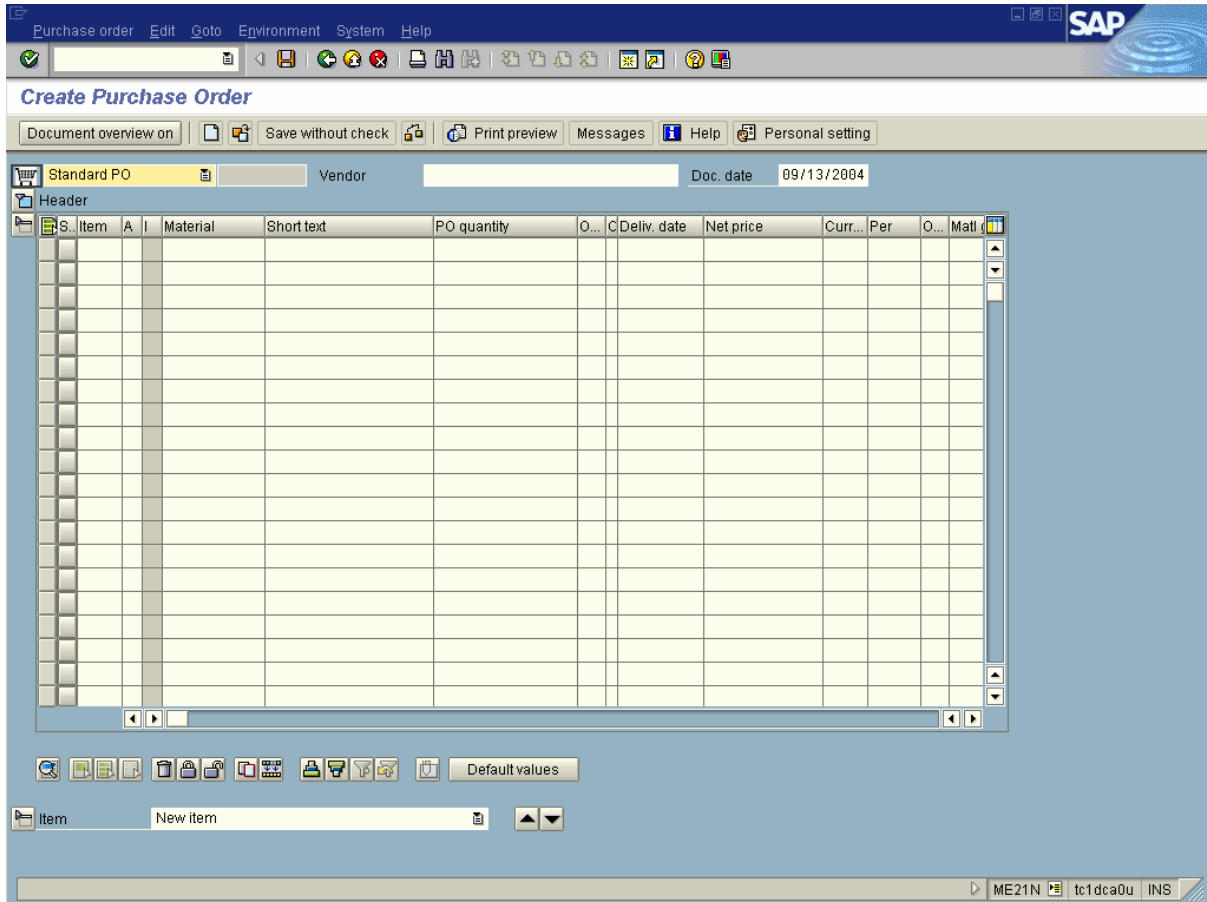
Review the following:


- Only a released (approved) purchase order can be sent to the vendor
- Selecting the EXPAND/COLLAPSE HEADER  icon will expand or collapse section details

**Procedure**

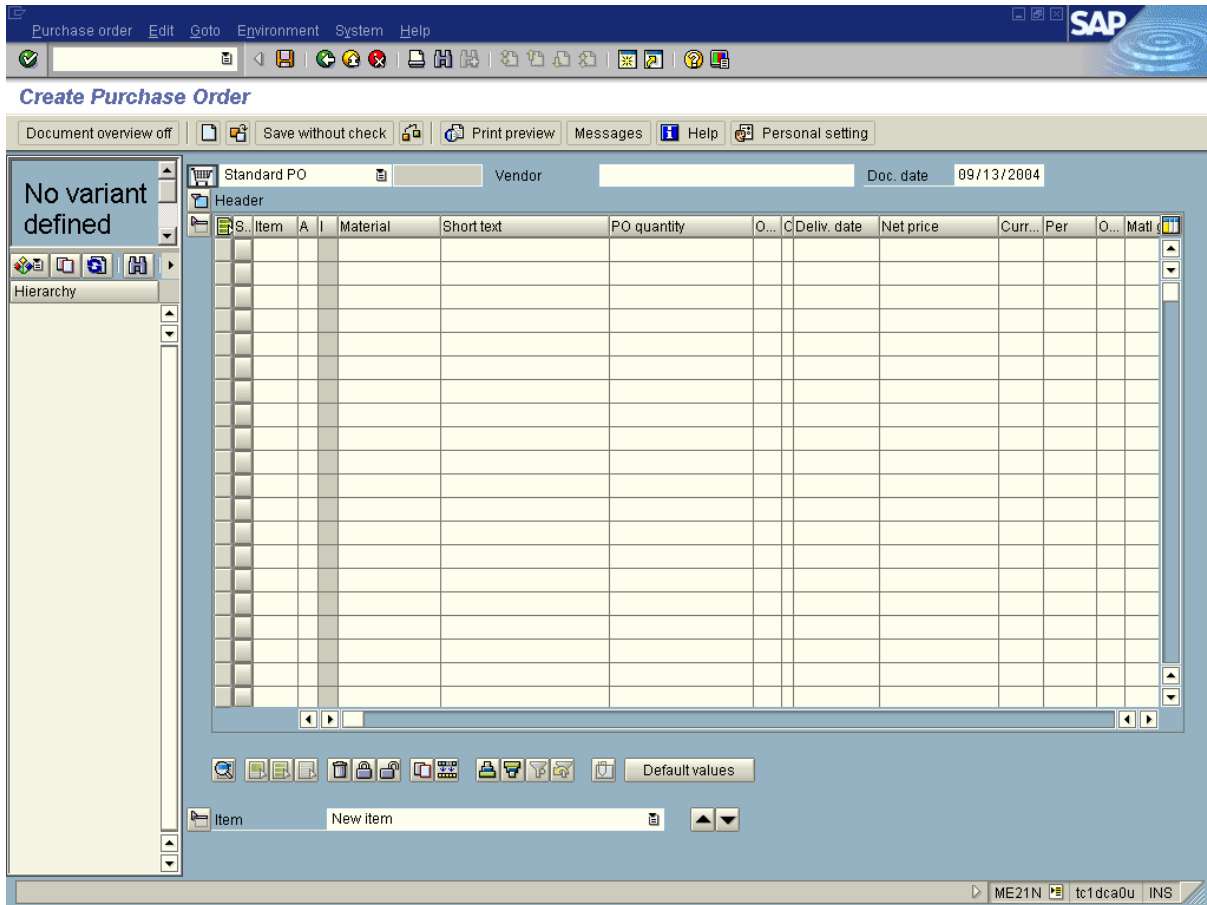
1. Start the transaction using the menu path or transaction code.

**Create Purchase Order**



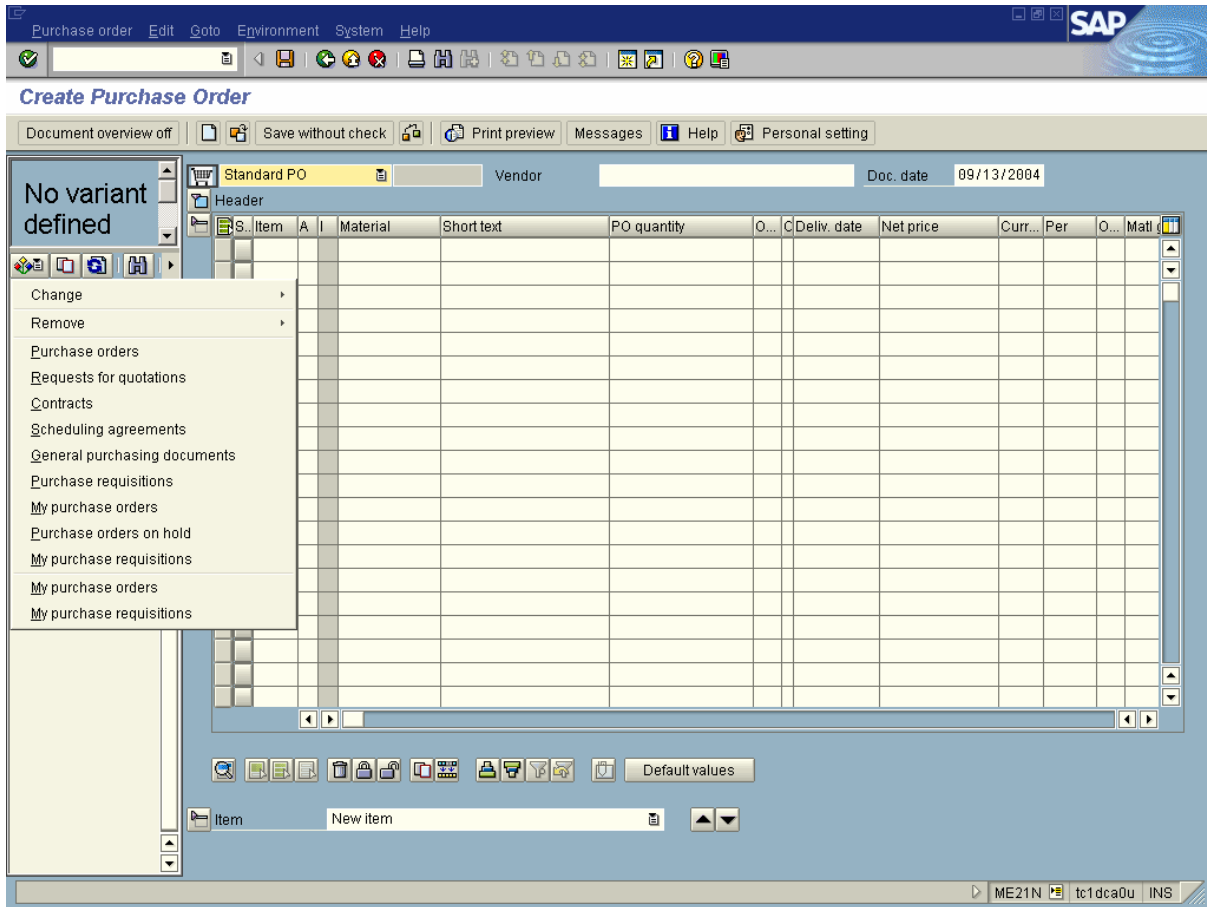
To display the *Document Overview* screen section on the *Create Purchase Order* screen, select the DOCUMENT OVERVIEW ON  button.

## Create Purchase Order



2. Select the SELECTION VARIANT  icon.

### Create Purchase Order



**3. Select Requests for quotations.**

## Purchasing documents




General selections

Max. no. of hits 5000

Program selections





Material Number		to		
Document date		to		
Document type		to		
Document category	A			
Company code		to		
Purchasing document		to		
Purchasing group		to		
Purchasing organization		to		
Name of person responsible		to		
Vendor		to		
Supplying plant		to		
Storage location		to		
Material group		to		
Material description		to		
Plant		to		
Selection parameters		to		

ME21N tc1dca0u INS

4. As required, complete/review the following fields:
  - 4.1 Enter the RFQ number, if known in the **Purchasing document** field.
  - 4.2 If RFQ number is unknown, completing additional fields will narrow the search for a list of RFQ's.
  - 4.3 To select only awarded quotations.
  - 4.4 Select the DYNAMIC SELECTIONS  icon.
  - 4.5 Select the  icon beside **Purchasing Document** field to display a list of additional fields.
  - 4.6 Select the SCROLL  icon.
  - 4.7 Select the **Quotation comment** field.

**4.8** Select the ADOPT SELECTED ITEMS  icon.

**4.9** Enter "OKA" (Awarded/Appointed) in the field.

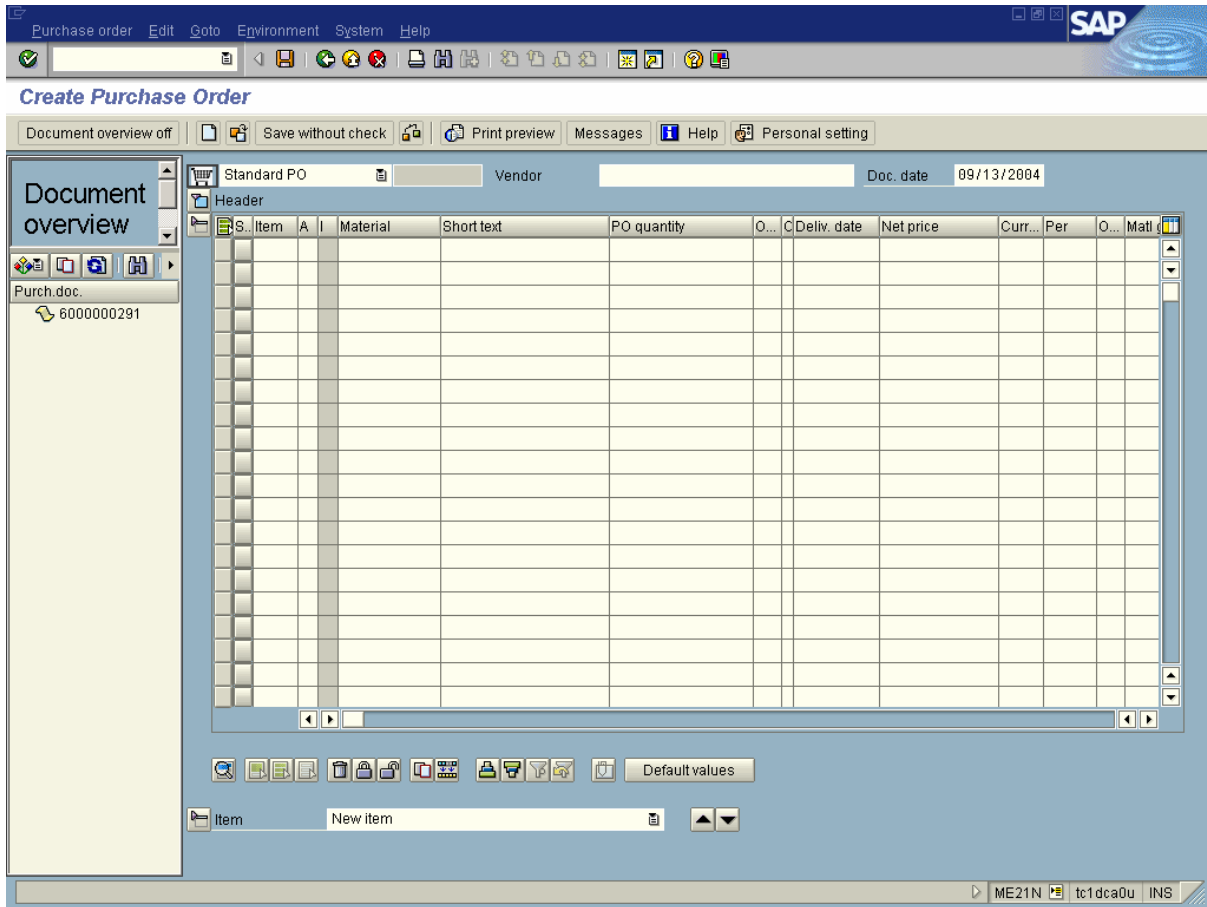
Field Name	R/O/C/D/	Description
Max. no. of hits	D	Maximum number of hits that are to be displayed in the document overview. Please note that each purchasing document item counts as one hit. Normally, a maximum of 5000 hits are displayed in the document overview. <b>Example:</b> 5000
Document category	D	Controls the posting of payment plan items.  Defaults to "A" request for quotation. <b>Example:</b> A
Purchasing document	C	Instrument used by the purchasing department to procure materials or services.  Enter the RFQ number that the purchase order is being created with reference to. <b>Example:</b> 6000000291
Purchasing organization	C	An organizational unit that procures materials and services, negotiates conditions of purchase with vendors, and bears responsibility for such transactions.  If the RFQ number is not known, enter the purchasing organization making the purchase. <b>Example:</b> COPA
Purchasing group	C	A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials.  If the RFQ number is not known, enter the purchasing group making the purchase. <b>Example:</b> 368




R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

**5.** Select the EXECUTE  icon.

## Create Purchase Order



6. Select, drag and drop the RFQ number over the SHOPPING CART  icon.

### Create Purchase Order

The screenshot displays the SAP 'Create Purchase Order' interface. At the top, the SAP logo and menu bar are visible. Below the menu bar, the title 'Create Purchase Order' is centered. A toolbar contains various icons for document management. The main area is divided into several sections:

- Document overview:** Located on the left, it shows the purchase document number '6000000291'.
- Header:** Displays 'Standard PO' and 'Vendor: 100176 PHILLIPS OFFICE PRODUC...'. The document date is '09/13/2004'.
- Table:** A table with columns: S., Item, A, I, Material, Short text, PO quantity, O..., C, Deliv. date, Net price, Curr..., Per, O..., Matl. The first row shows Item '10', Material '100174', Short text 'PAPER,SHREDDER,ST...', PO quantity '21', and Net price '1,195.00 USD'.
- Item:** A detailed view for item '[10] 100174, PAPER,SHREDDER,STRAIGHT-...'. It includes tabs for 'Conditions', 'Account assignment', 'Texts', 'Delivery address', 'Confirmations', 'Condition control', and 'Retail'. The 'Account assignment' tab is active, showing fields for 'AccAssCat', 'Cost center', 'Distribution', 'Single account assignm...', and 'CoCode COMMONW...'. Other fields include 'Unloading point', 'Recipient', 'G/L account no. 6380110', 'Business area 15', 'CO area COPA', 'Cost center 1522550000', 'Commitment item 6380110', 'Funds center 1522550000', 'Fund 1011003000', and 'Functional area 1310'.
- Status Bar:** At the bottom, it indicates 'Effective price is 1,195.00 USD, material price is 2,195.00 USD' and shows user information 'ME21N tc1dca0u INS'.

7. Select the DOCUMENT OVERVIEW OFF  button.



## Create Purchase Order


The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'Create Purchase Order' and contains a 'Document overview on' section with buttons for 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The 'Header' section shows 'Standard PO', 'Vendor: 100176 PHILLIPS OFFICE PRODUC...', and 'Doc. date: 09/13/2004'. Below the header is a table with columns: S... Item, A, I, Material, Short text, PO quantity, O..., C, Deliv. date, Net price, Curr..., Per, O..., and Matl. The table contains one row with the following data:

S... Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl.
10	K		100174	PAPER,SHREDDER,ST...	21	EA	D	06/30/2004	1,195.00	USD	1	EA	OFFH

Below the table is a 'Default values' section. The 'Item' section shows '[10] 100174, PAPER,SHREDDER,STRAIGHT-...'. Below this is a 'Conditions' section with tabs for 'Account assignment', 'Texts', 'Delivery address', 'Confirmations', 'Condition control', and 'Retail'. The 'Account assignment' tab is active, showing a form with the following fields:

Unloading point	Recipient
G/L account no. 6380110	
Business area 15	
CO area COPA	
Cost center 1522550000	
Commitment item 6380110	
Funds center 1522550000	Fund 1011003000
Earmarked funds	Functional area 1310

At the bottom right of the window, there is a status bar with 'ME21N', 'tc1dca0u', and 'INS'.

8. Review the details of all data copied from the RFQ.
9. Make any data corrections as necessary to the purchase order.
10. Select the EXPAND HEADER  icon.

## Create Purchase Order

Purchase order Edit Goto Environment System Help

**Create Purchase Order**

Document overview on Save without check Print preview Messages Help Personal setting

Standard PO Vendor 100176 PHILLIPS OFFICE PRODUC... Doc. date 09/13/2004

Texts Address Communications data Partners Additional data Org. data Status Customer data

Purchasing org. COPA Commonwealth of PA  
Purch. group 366 DPW Central  
Company Code COPA COMMONWEALTH OF PA

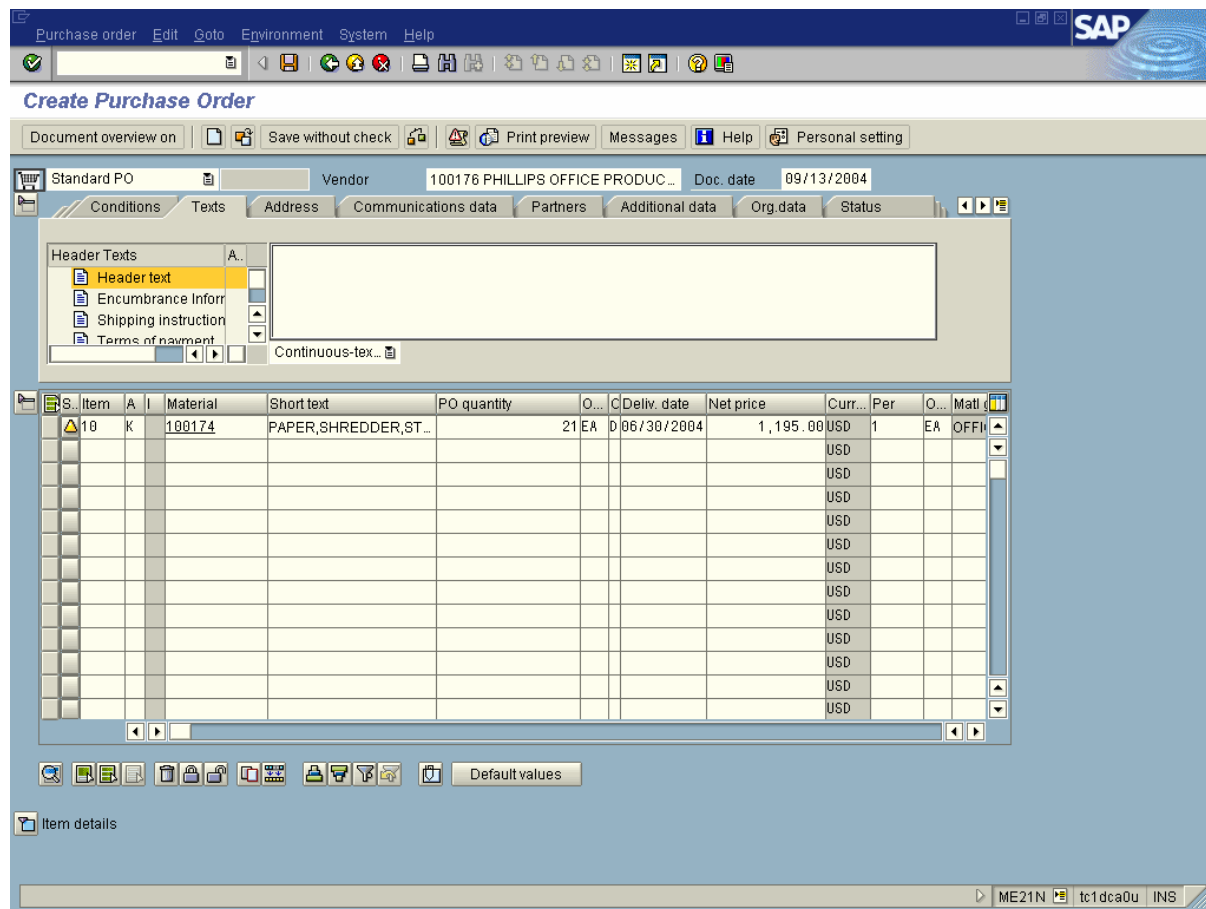
S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl
10	K			100174	PAPER, SHREDDER, ST...	21	EA	D	06/30/2004	1,195.00	USD	1	EA	OFFI
											USD			
											USD			
											USD			
											USD			
											USD			
											USD			
											USD			
											USD			
											USD			
											USD			

Item details

ME21N tc1dca0u INS


11. Select the **Texts** TAB.

## Create Purchase Order



12. As required, complete/review the following fields:

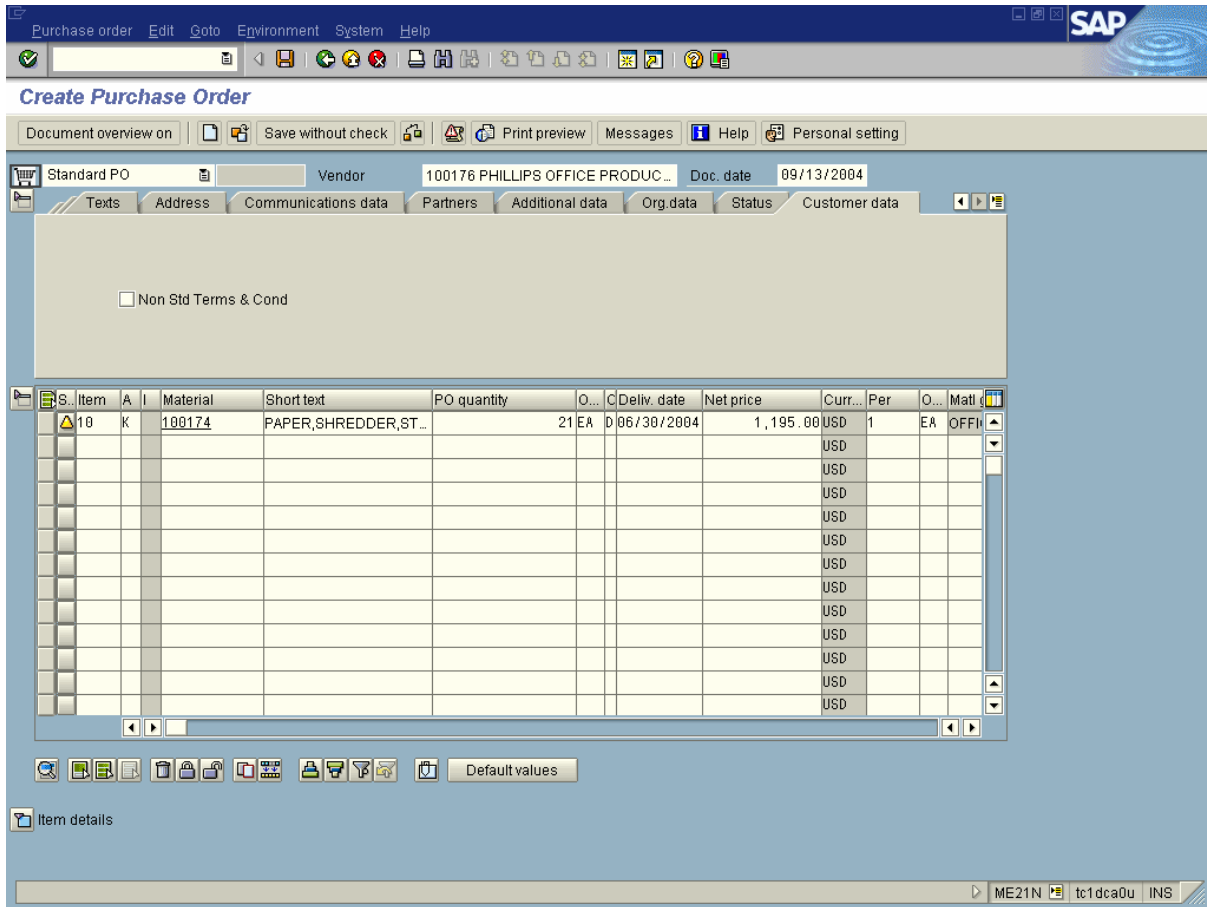
Field	Description
Header text	This text will copy from the RFQ. Used to store any special instructions and conditions to the buyer. This text will be printed in the purchase order that will be sent to the vendor.
Encumbrance information	This text will NOT copy from the RFQ. This area may be used to pass information to all approvers. This text will NOT print in the purchase order that will be sent to the vendor.

Field	Description
Shipping instructions	This text will copy from the RFQ. Used to enter any specific shipping instructions to vendor related to all items on the purchase order. This text will be printed in the purchase order that will be sent to the vendor.
Terms of Payment	This text will copy from the RFQ. Used to enter any special payments that need to be communicated to the vendor. This text will be printed in the purchase order that will be sent to the vendor. .  This is not used to establish the standard payment period for an invoice.
Insurance information	This text will NOT copy from the RFQ. Used to input any insurance information related to the purchase order. This text will be printed in the purchase order that will be sent to the vendor.
Bond information	This text will NOT copy from the RFQ. Used to input any bond information related to the purchase order. This text will be printed in the purchase order that will be sent to the vendor.
Vendor memo general	This text copies from the vendor master record. This text will be printed out in the purchase order that will be sent to the vendor
Vendor memo purchasing org	This text copies from the vendor master record. This text will be printed out in the purchase order that will be sent to the vendor.
Confidential terms of payment	This text copies from the RFQ. Used for communication with the invoice processor. This text will NOT be printed in the purchase order that will be sent to the vendor. This information will appear in a message when the invoice processor enters the invoice.

13. Select the LIST  icon.

14. Select the **Customer data**  tab.

### Create Purchase Order



15. As required, complete/review the following fields:

Field Name	R/O/C/D/I	Description
Non Std Terms & Cond	C	Select to indicate that there are changes to the Commonwealth's standard terms and conditions. Automatically adds Attorney General and Office of General Counsel to release strategy.

16. Select the EXPAND ITEM DETAILS  icon.

## Create Purchase Order


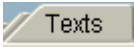
The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'Create Purchase Order' and contains a 'Document overview on' section with buttons for 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The main area is divided into 'Header' and 'Item' sections. The 'Header' section shows 'Standard PO', 'Vendor: 100176 PHILLIPS OFFICE PRODUC...', and 'Doc. date: 09/13/2004'. The 'Item' section shows a table with one item:

S. Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Matl...
10	K		100174	PAPER,SHREDDER,ST...	21	EA	06/30/2004	1,195.00	USD	1	EA	OFFH

Below the table is a 'Default values' button. The 'Item' section is expanded to show 'Texts' and 'Delivery address' tabs. The 'Texts' tab is active, showing a form with the following fields:

- Unloading point: [ ]
- Recipient: [ ]
- G/L account no.: 6380110
- Business area: 15
- CO area: COPA
- Cost center: 1522550000
- Commitment item: 6380110
- Funds center: 1522550000
- Fund: 1011003000
- Earmarked funds: [ ]
- Functional area: 1310

At the bottom right of the window, there is a status bar with 'ME21N', 'tc1dca0u', and 'INS'.

17. Review the details of all data copied from the RFQ.
18. Make any data corrections as necessary in the purchase order.
19. Select the LIST  icon.
20. Select the **Texts.**  tab

## Create Purchase Order


21. As required, complete/review the following fields:



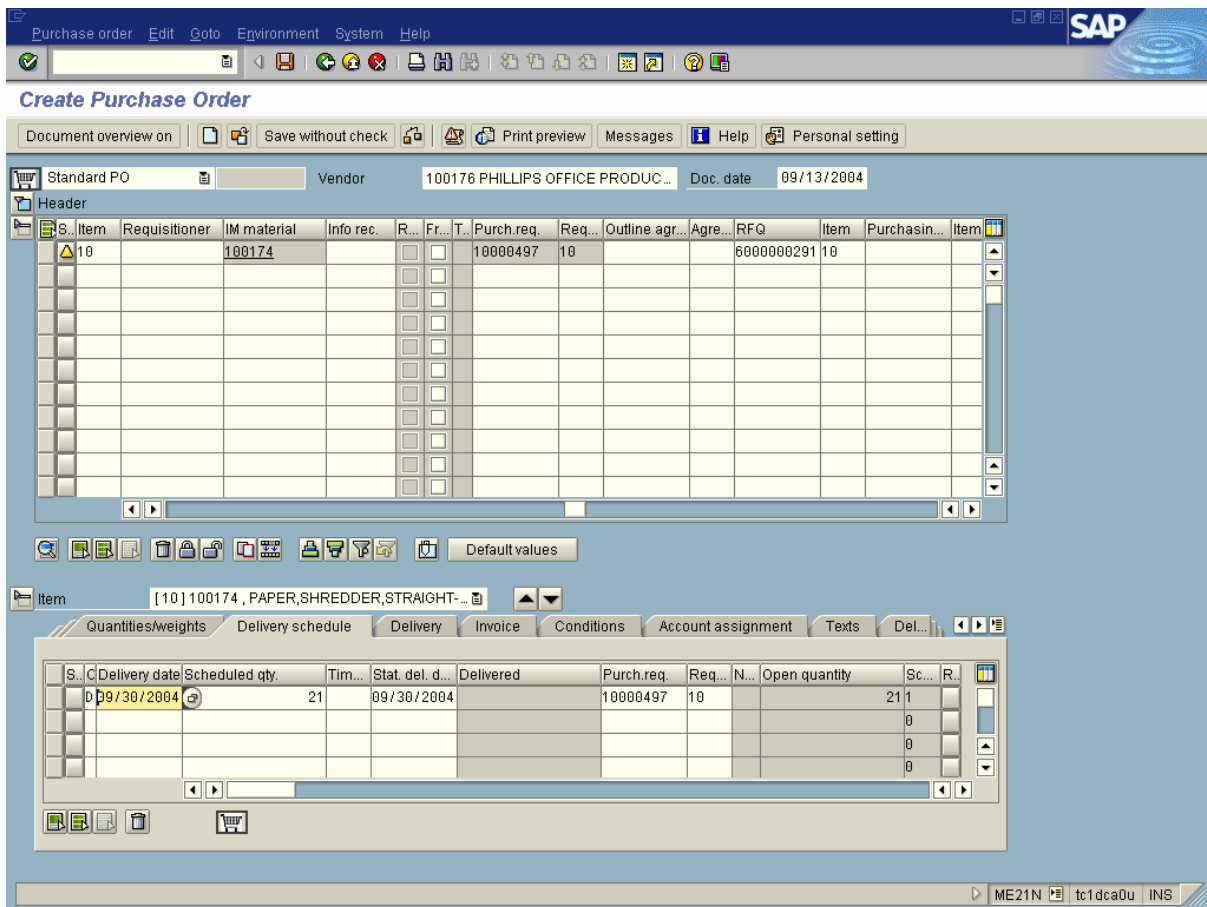
Item texts are used to store information on a purchase order that will be applicable to a particular line item in the order.

Item Texts	Value
Item text	This text will copy from the RFQ. Used to store special instructions and conditions to the buyer. This text will be printed out in the purchase order that will be sent to the vendor.
Material PO text	This text copies from the material master record. Used to supply additional descriptive information for the material. This text will be printed out in the purchase order that will be sent to the vendor.

Item Texts	Value
Shipping instructions.	This text will copy from the RFQ. Used to enter any specific shipping instructions to the vendor that applies to an individual item in the order. This text will be printed out in the purchase order that will be sent to the vendor

22. Check the referenced RFQ for attachments and, if required, add the attachments after the PO is created. Transaction ME22N is required to attach the document.
23. Select the SCROLL  icon to view additional information.

### Create Purchase Order



The screenshot shows the SAP 'Create Purchase Order' window. At the top, the title bar reads 'Purchase order Edit Goto Environment System Help' with the SAP logo. Below the title bar is a menu bar with icons for Save, Undo, Redo, Print, and Help. The main window has a toolbar with 'Document overview on', 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The main area displays a 'Standard PO' for 'Vendor 100176 PHILLIPS OFFICE PRODUC...' with a 'Doc. date' of '09/13/2004'. A table below shows the 'Header' data:

S. Item	Requisitioner	IM material	Info rec.	R...	Fr... T...	Purch.req.	Req...	Outline agr...	Agre...	RFQ	Item	Purchasin...	Item
10		100174				10000497	10			6000000291	10		

Below the table are icons for 'Default values' and a section for 'Item [10] 100174, PAPER, SHREDDER, STRAIGHT-...'. This section has tabs for 'Quantities/weights', 'Delivery schedule', 'Delivery', 'Invoice', 'Conditions', 'Account assignment', 'Texts', and 'Del...'. A sub-table shows delivery schedule data:

S. C	Delivery date	Scheduled qty.	Tim...	Stat. del. d...	Delivered	Purch.req.	Req...	N...	Open quantity	Sc...	R...
D	09/30/2004	21		09/30/2004		10000497	10		21	1	
									0		
									0		
									0		

At the bottom right of the window, the status bar shows 'ME21N tc1dca0u INS'.

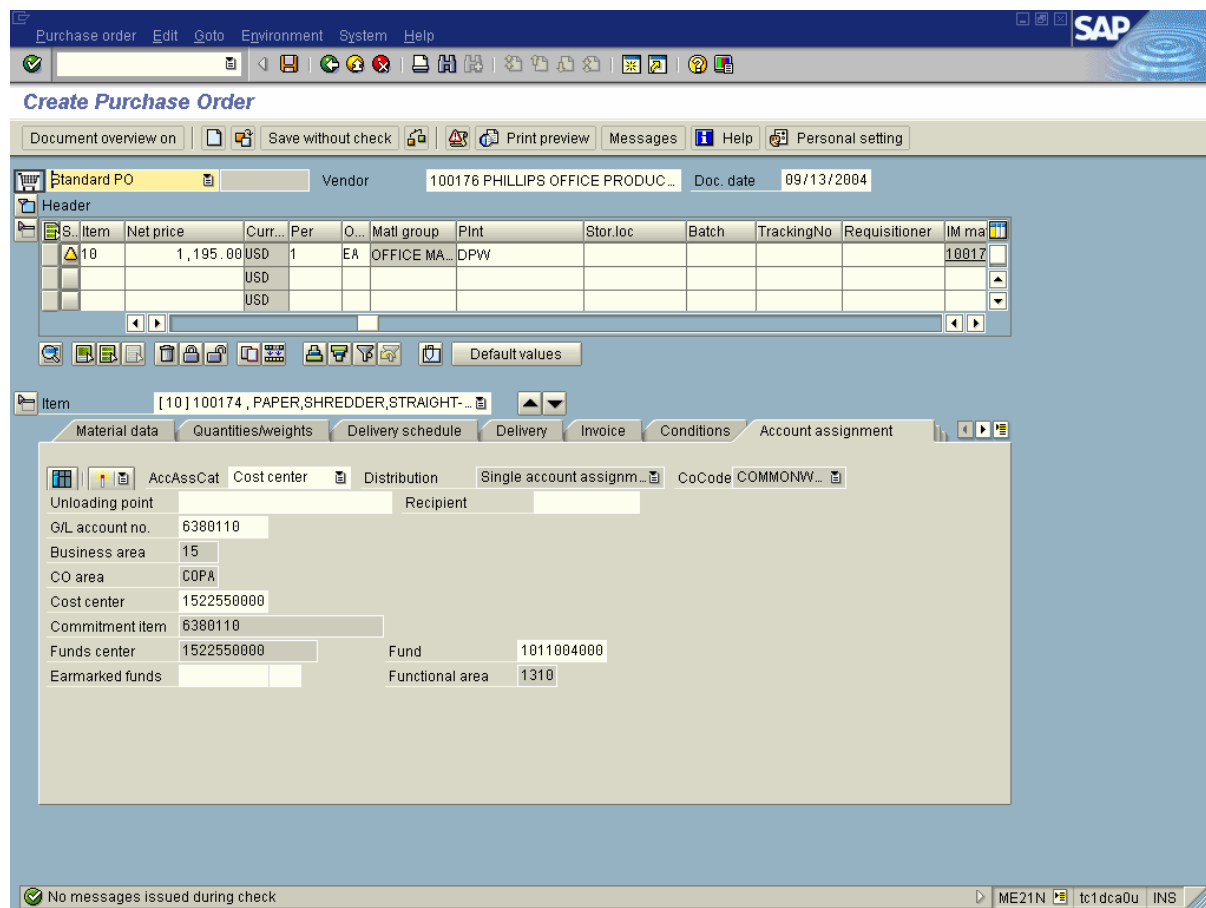


This area shows the associated purchase requisition and request for quote (RFQ).



24. Select the CHECK  icon.

### Create Purchase Order



The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Create Purchase Order' and contains a 'Document overview on' section with buttons for 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The 'Standard PO' is selected, and the 'Vendor' is '100176 PHILLIPS OFFICE PRODUC...'. The 'Doc. date' is '09/13/2004'. A table with columns 'S. Item', 'Net price', 'Curr...', 'Per', 'O...', 'Matl group', 'Plnt', 'Stor.loc', 'Batch', 'TrackingNo', 'Requisitioner', and 'IM ma' is visible. Below the table, there are tabs for 'Material data', 'Quantities/weights', 'Delivery schedule', 'Delivery', 'Invoice', 'Conditions', and 'Account assignment'. The 'Account assignment' tab is active, showing fields for 'AccAssCat', 'Cost center', 'Distribution', 'Single account assignm...', and 'CoCode COMMONW...'. Other fields include 'Unloading point', 'Recipient', 'G/L account no. 6380110', 'Business area 15', 'CO area CDPA', 'Cost center 1522550000', 'Commitment item 6380110', 'Funds center 1522550000', 'Fund 1011004000', 'Earmarked funds', and 'Functional area 1310'. At the bottom, a status bar shows 'No messages issued during check' and 'ME21N tc1dca0u INS'.




If no errors exist in the purchase order, the system displays the message “No messages issued during check”. If errors exist in the purchase order, the *Message* screen is displayed listing the data errors requiring correction.

25. Select the SAVE  icon.

## Create Purchase Order



The system displays the message, "YYYYYYY PO created under the number 45XXXXXXXXXX."

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

### Result

You have successfully completed the transaction Create Purchase Order with reference to RFQ (ME21N).

### Comments

Congratulations!