

**End User Procedure (EUP)**

**Create Purchase Order**

**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 orders for a material and/or service without reference to another purchasing document.

**Prerequisites**

Before beginning this task, obtain the following information:

- Vendor 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**

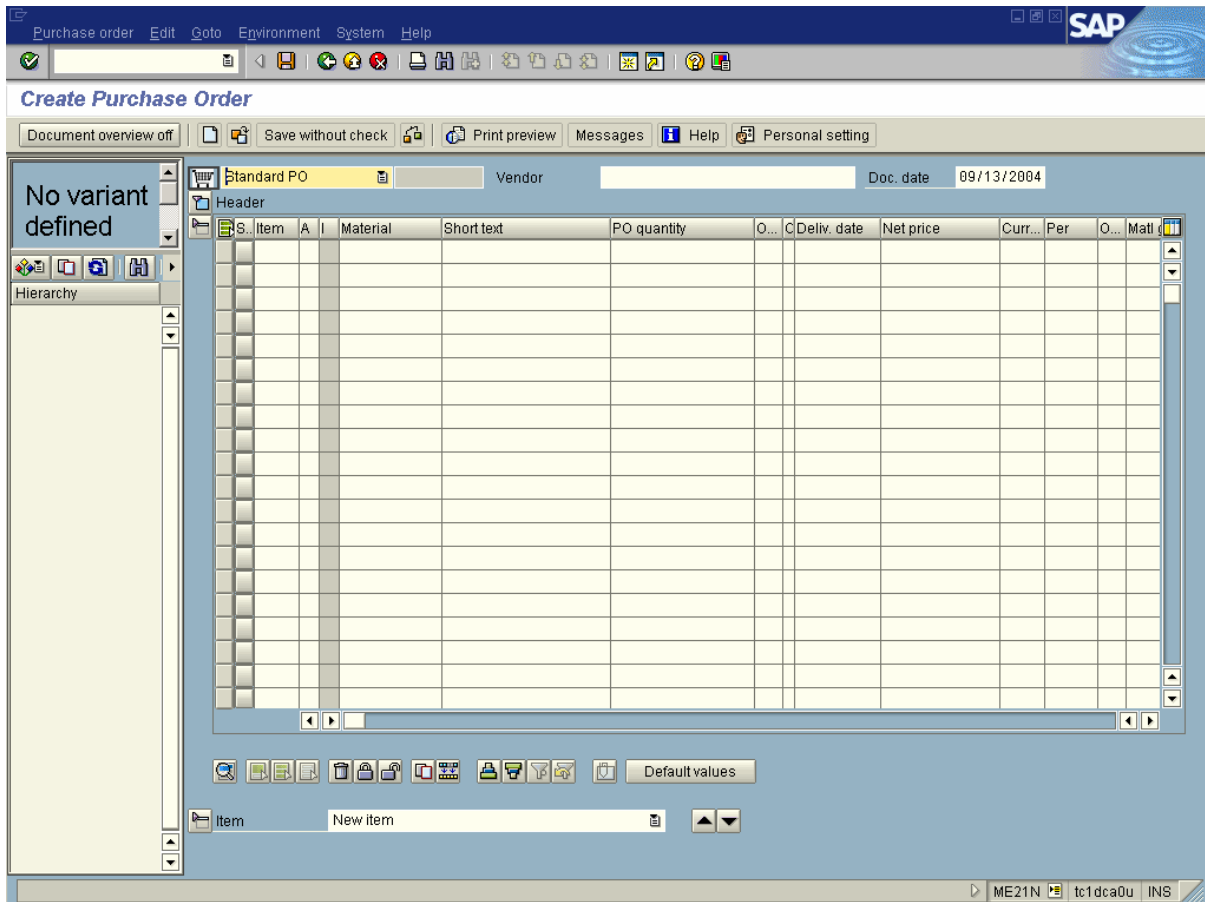
Review the following:


- 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**



- 1.1 If the *Document Overview* screen is on; select the DOCUMENT OVERVIEW OFF  button to close the screen.

## Create Purchase Order






The *Create Purchase Order* screen is divided into three sections as follows:

Section	Description
Header	This section contains information applicable to all line items contained on the purchase order.
Item overview	This section contains information on the materials and/or services to be delivered or rendered.
Item details	This section contains information that will be applicable to a particular line item in the purchase order.



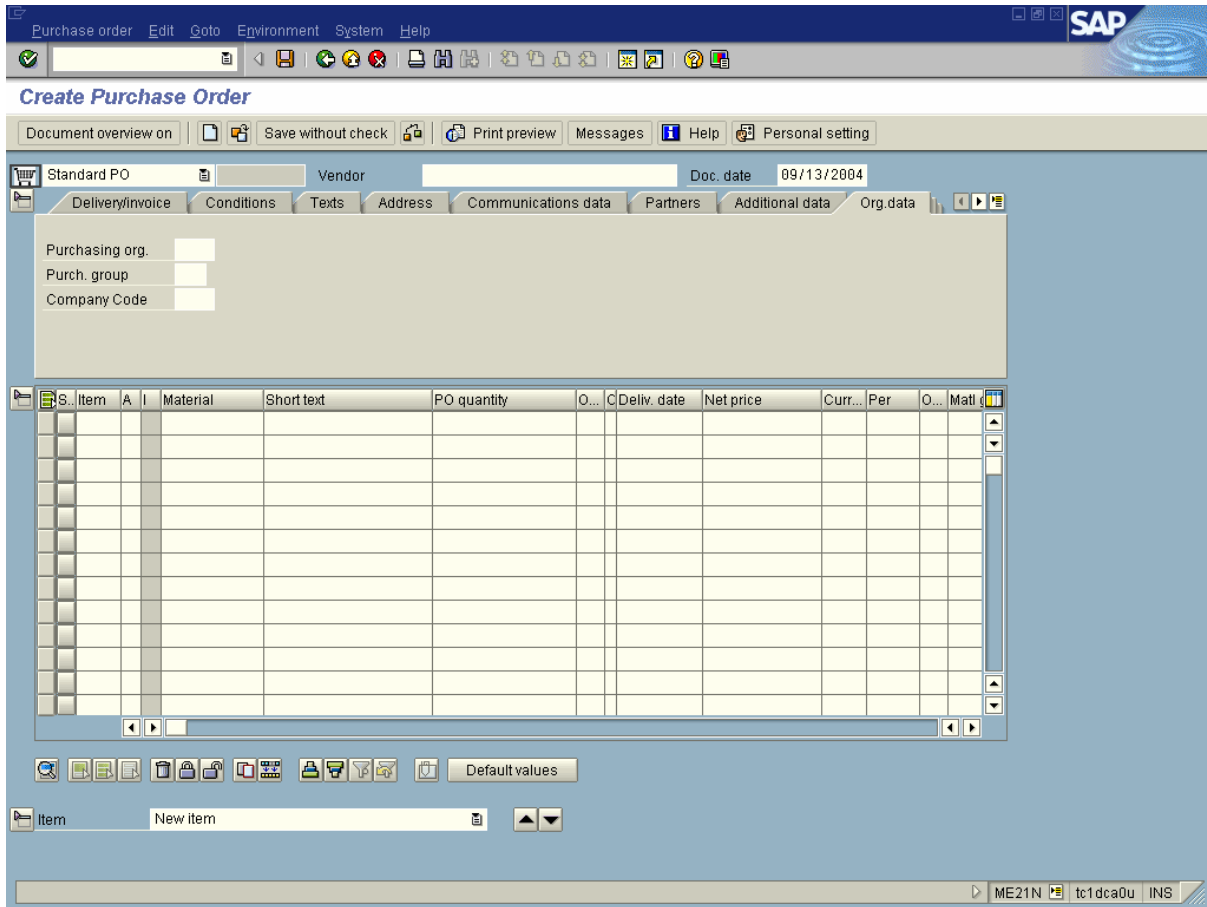
R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

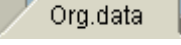
2. As required, complete/review the following fields:

Field Name	R/O/C/D/	Description
(Order type)	R	Identifier allowing differentiation between the different kinds purchase order in the SAP system.  Select the LIST  icon for possible selections. <b>Example:</b> Standard PO
Vendor	R	Business partner that provides materials or services each having a unique identification value assigned as it is processed in SAP. The system automatically assigns a numbers.
Doc. Date	D	Date which appears in the document header and can be used for any defined purpose.  Defaults to current date, may change this date to a future date.

3. Select the EXPAND HEADER  icon.

### Create Purchase Order



4. As required, complete/review the following fields on the **Org. data**  tab:

Field Name	R/O/C/D/I	Description
Purchasing org.	R	An organizational unit that procures materials and services, negotiates conditions of purchase with vendors, and bears responsibility for such transactions. <b>Example:</b> COPA
Purch. group	R	Purchasing group. Number used to identify a buyer or group of buyers. <b>Example:</b> 279
Company Code	R	COPA for Commonwealth of PA. <b>Example:</b> COPA

5. Perform one of the following:





If	Go To
Create a material line item	Step 6
Create a service line item	Step 8

6. As required, complete/review the following fields in the *Item overview* screen section:



The following is a guideline for a material request. It may be necessary to select the SCROLL icon to access additional fields.

Field Name	R/O/C/D/I	Description
A	R	(Account Assignment) Category that identifies specific settlement receiver types such as cost centers, internal orders, work orders, asset accounts, or project WBS elements.  Select the MATCHCODE  icon for possible entries. A = Asset F = Order (Non-grant Internal Order) K = Cost Center P = Project (Construction) Z = Grant Internal Order (Federal) X = All aux.acc.assgts. (Combination of any or all of the above) <b>Example:</b> K
Material	R	A unique number identifying a material. This number is automatically assigned by SAP during the initial creation. <b>Example:</b> 100174
Short text	D	Text description with limited number of characters.  Information will default from the material master record when the ENTER  icon is selected.
PO Quantity	R	Quantity of materials to be purchased. <b>Example:</b> 40


Field Name	R/O/C/D/I	Description
O...	D	(Order Unit) The order unit or base unit of measure is taken from the material master record.  Information will default from the material master record when the ENTER  icon is selected.
Deliv. date	R	Delivery date requested by the customer (desired delivery date) or date confirmed in the vendor's order acknowledgement or shipping confirmation. <b>Example:</b> 09/30/2004
Net price	R	Price (rate) of the item after any discounts and surcharges are applied. <b>Example:</b> 2,195.00
Curr...	R	(Currency) Medium of exchange (i.e. USD = US Dollars). <b>Example:</b> USD
Matl group	D	Code identifying an allocated group of materials with the same features.  Information will default from the material master record when the ENTER  icon is selected.
Plant	R	The agency organization unit number. <b>Example:</b> 1500







**7.** Perform one of the following:

If	Go To
Create another material line item	<a href="#">Step 6</a>
Create a service line item	<a href="#">Step 8</a>
Continue with purchase order	<a href="#">Step 10</a>




**8.** As required, complete/review the following fields:



The following is a guideline for a service request. If the intent of the purchase is for a service, the first line item must be the service. It may be necessary to select the SCROLL  icon to access additional fields.

Field Name	R/O/C/D/I	Description
A	R	(Account Assignment) Category that identifies specific settlement receiver types such as cost centers, internal orders, work orders, asset accounts, or project WBS elements.  Select the MATCHCODE  icon for possible entries. A = Asset F = Order (Non-grant Internal Order) K = Cost Center P = Project (Construction) Z = Grant Internal Order (Federal) X = All aux.acc.assgts. (Combination of any or all of the above) <b>Example:</b> K
Short text	R	Text description with limited number of characters.  Enter a short text description of service to be purchased. <b>Example:</b> BOILER REPAIRS
PO Quantity	R	Quantity of materials to be purchased. <b>Example:</b> 75
O...	R	(Order Unit) The order unit or base unit of measure.  Select the MATCHCODE  icon for possible entries. <b>Example:</b> H
Deliv. Date	R	Delivery date requested by the customer (desired delivery date) or date confirmed in the vendor's order acknowledgement or shipping confirmation. <b>Example:</b> 10/04/2004
Net price	R	Price (rate) of the item after any discounts and surcharges are applied. <b>Example:</b> 40.25
Matl group	R	Code identifying an allocated group of materials with the same features.  Service material groups begin with a "7", "8" or "9". <b>Example:</b> 80101507
Plant	R	The agency organization unit number. <b>Example:</b> 1500



Field Name	R/O/C/D/I	Description
A	R	<p>(Account Assignment) Category that identifies specific settlement receiver types such as cost centers, internal orders, work orders, asset accounts, or project WBS elements.</p> <p> Select the MATCHCODE  icon for possible entries.</p> <p>A = Asset            F = Order (Non-grant Internal Order)            K = Cost Center            P = Project (Construction)            Z = Grant Internal Order (Federal)            X = All aux.acc.assgts. (Combination of any or all of the above)</p> <p><b>Example:</b> K</p>
Short text	R	<p>Text description with limited number of characters.</p> <p> Enter a short text description of service to be purchased.</p> <p><b>Example:</b> BOILER REPAIRS</p>

**9.** Perform one of the following:

If	Go To
Create another service line item	<a href="#">Step 8</a>
Create a material line item	<a href="#">Step 6</a>
Continue with purchase order	<a href="#">Step 10</a>

**10.** Select the ENTER  icon.

## Create Purchase Order



The system displays the message “Please enter Cost center”.

11. Perform one of the following:

If	Go To
Using single account assignment	<b>Step 12</b>
Using multiple account assignments	<b>Step 14</b>

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

**12.1** Single account assignment

Field Name	R/O/C/D/I	Description
G/L account no.	R	Accounting ledger created to support the creation of statutory reports. <b>Example:</b> 6361100
Cost center	R	Organizational unit that represents a revenue or cost collector. First 7 positions are the same as the funds center. Positions 8 through 10 represent the agency defined part of the cost center. <b>Example:</b> 1522550000
Fund	R	Represents the lowest level source of funding required for budgeting and monitoring. First 7 positions equates to an appropriation level (includes ledger, appropriation, appropriation fiscal year). Last 3 positions are agency defined which would be a lower level of an appropriation. <b>Example:</b> 1011004000





13. Perform one of the following:

If	Go To
Continue creating the purchase order	<a href="#">Step 15</a>
Use multiple account assignments	<a href="#">Step 14</a>

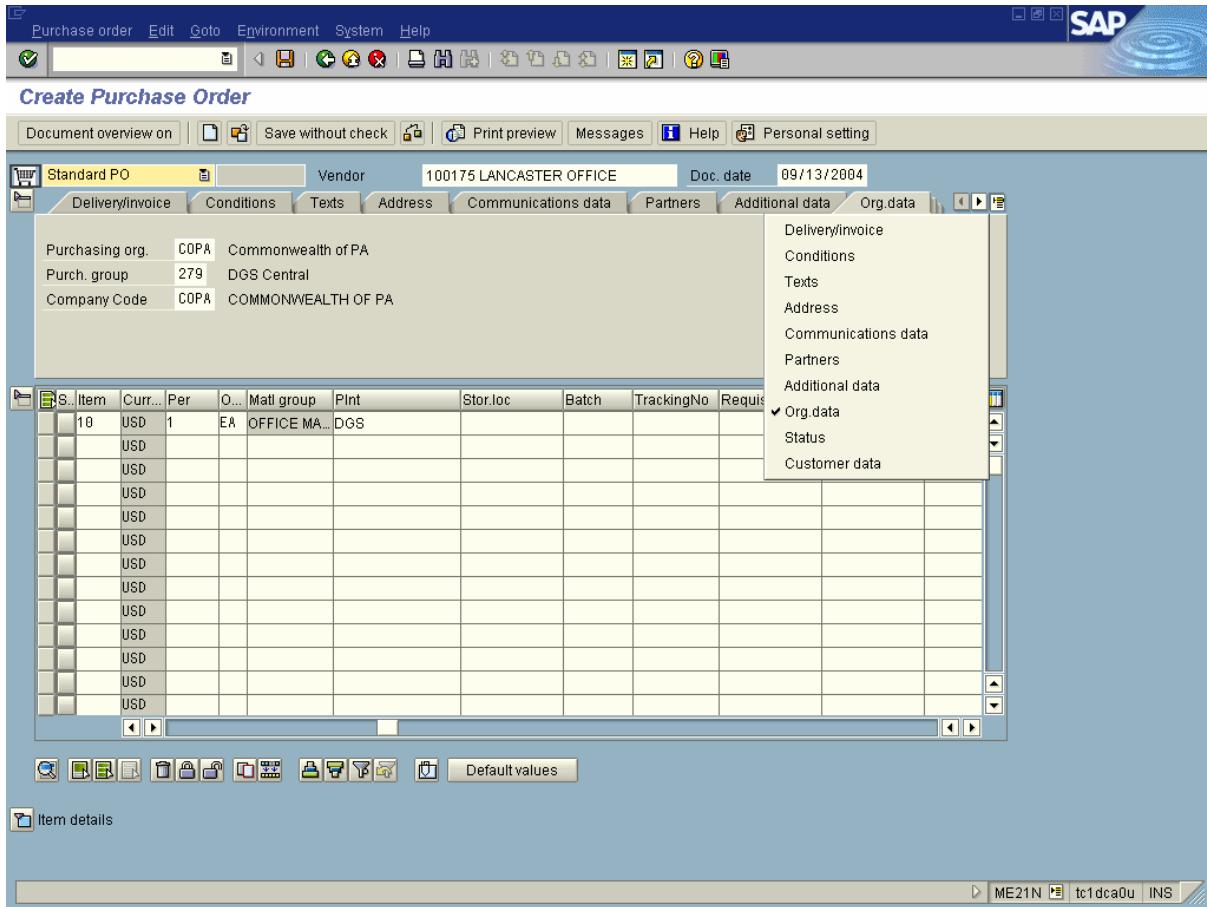
14. Select the MULTIPLE ACCOUNT ASSIGNMENT  icon.

## Create Purchase Order

The screenshot displays the SAP 'Create Purchase Order' interface. The main window title is 'Create Purchase Order'. The header section shows 'Standard PO', 'Vendor: 100175 LANCASTER OFFICE', 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 first row contains: 10, X, 100174, PAPER, SHREDDER, ST..., 40, EA, D, 09/30/2004, 2,195.00, USD, 1, EA, OFFI. Below this is the 'Item' section with tabs for 'Material data', 'Quantities/weights', 'Delivery schedule', 'Delivery', 'Invoice', 'Conditions', and 'Account assignment'. The 'Account assignment' tab is active, showing a table with columns: S., S., Quantity, Perce, Cost ctr, G/L acct, BA, Order, WBS element, Commitm..., and Funds ctr. The first row contains: 1, 40.000, 6380110. At the bottom, a status bar shows an error: 'No funds center entered/derived in item 00010 (COPA/6380110)' and 'TC1 (1) (130) tc1dca0u INS'.


- 14.1 Complete the appropriate fields based on the field selection available on the **Account Assignment** tab (i.e., **A, F, K, P, Z** or **X**).
- 14.2 SCROLL  right for additional fields.
15. Select the ENTER  icon to verify information.
16. Select the EXPAND HEADER  icon.
17. Select the LIST  icon.

## Create Purchase Order



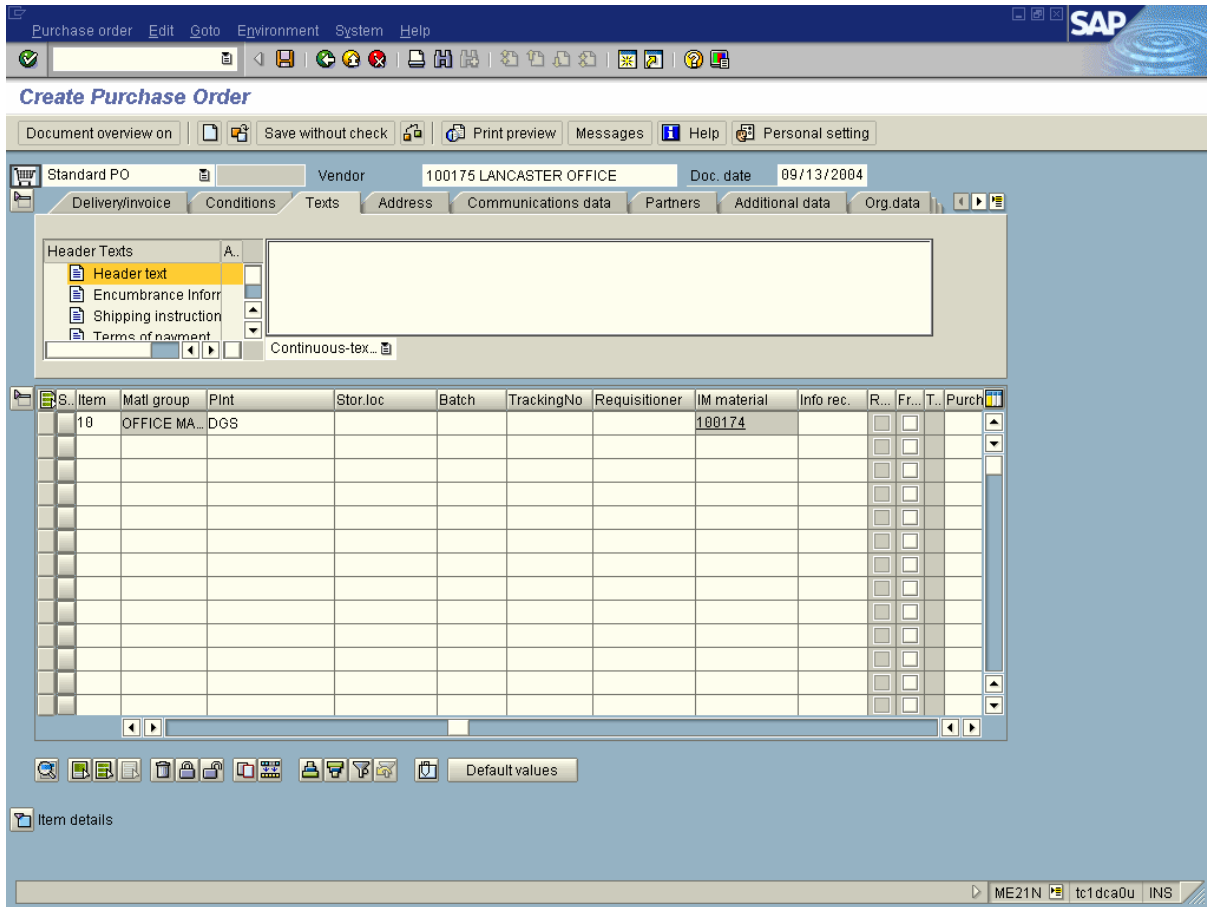
A list of the available Header tabs is displayed. Information entered here is applicable to all line items contained on the purchase order.

Tab	Description
Delivery/Invoice	Information defaults from Vendor Master record.
Conditions	Pricing conditions for the purchase order. Discounts and surcharges are entered here.
Texts	Text relating to the purchase order.
Address	Information defaults from Vendor Master data.
Communication data	Information regarding the sales person responsible for any queries.
Partners	Information defaults from Vendor Master data.

Tab	Description
Additional data	Validity begin and end date, collective no. and reason for cancellation.
Org. data	Organizational data.
Status	Progress or status of the purchase order. (i.e., delivery and invoicing)
Customer data	<p>Non Std Terms &amp; Condition indicator is located on this tab. If selected, attach other documents manually or electronically to the purchase order. Indicates that there are changes to the Commonwealth's standard terms and conditions. Automatically adds Attorney General and office of General Counsel to release strategy.</p> <p> Attachments to purchase order can only be made in the change transaction. After the purchase order is created, transaction ME22N is required to attach the document.</p>


18. Select the **Texts**  tab.

### Create Purchase Order



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

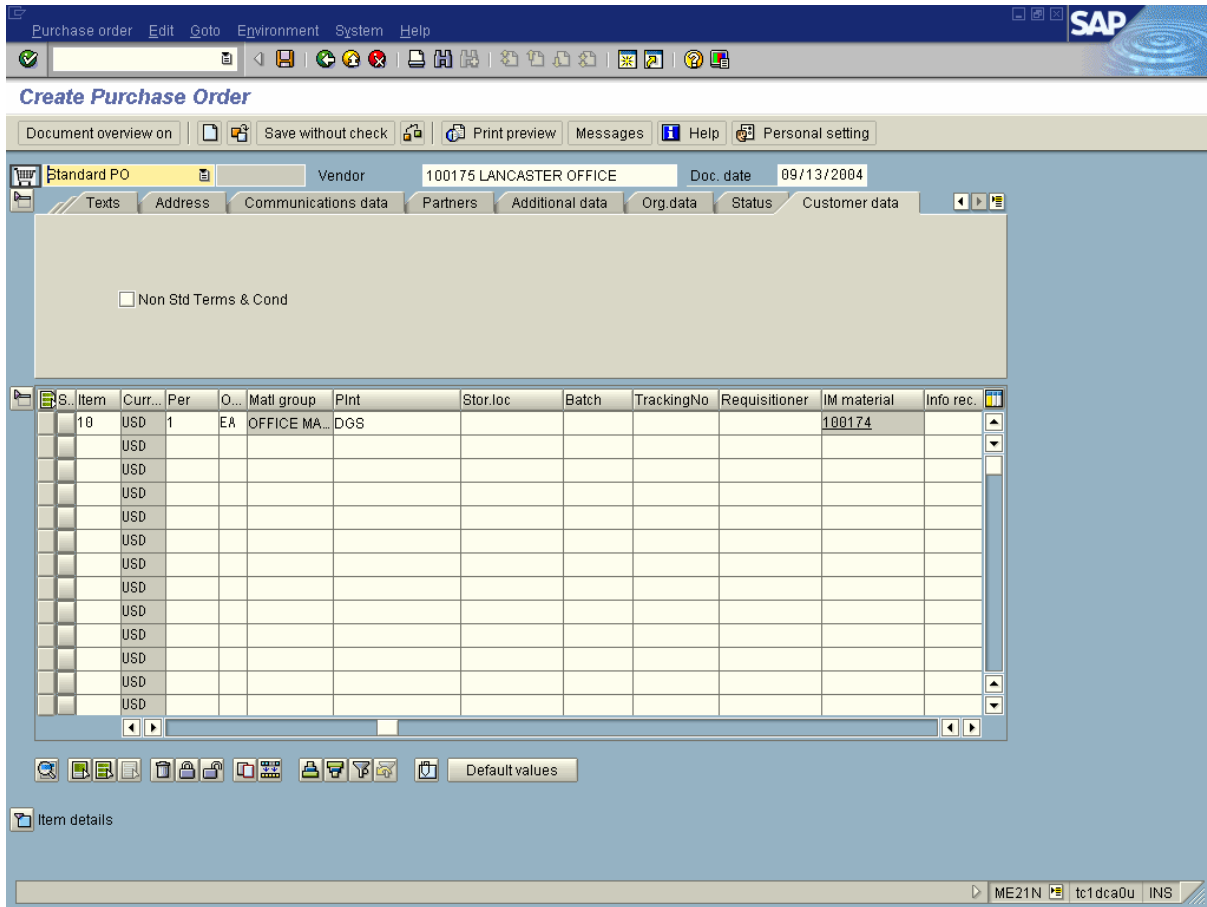
Field Name	R/O/C/D/I	Description
Header text	C	Used to store any special instructions and conditions to the buyer. This text will be printed in the purchase order that will be sent to the vendor.
Encumbrance information	C	This text will not be printed on the document. This area may be used to pass information to all approvers.
Shipping instructions	C	Used to enter any specific shipping instructions to the vendor that relates to all items on the purchase order. This text will be printed in the purchase order that will be sent to the vendor.

Field Name	R/O/C/D/I	Description
Terms of payment	C	Used to enter any type of special payments that need to be communicated to vendor. This text will be printed in the purchase order that will be sent to the vendor.  This text is not used to establish the standard payment period for an invoice.
Insurance information	C	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	C	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	D	Information copies from vendor master record. This text will be printed in the purchase order that will be sent to the vendor.
Vendor memo purchasing org	D	Information copies from vendor master record. This text will be printed in the purchase order that will be sent to the vendor.
Confidential terms of payment	C	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.

20. Select the **Customer data**  tab.



## Create Purchase Order




21. 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.

22. 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 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 'Header' section shows 'Standard PO', 'Vendor: 100175 LANCASTER OFFICE', and 'Doc. date: 09/13/2004'. A table lists items, with the first item being '10 OFFICE MA... DGS' and 'IM material: 100174'. Below the table is a 'Default values' section. The 'Item' section is expanded to show 'Account assignment' details for item '[10] 100174, PAPER, SHREDDER, STRAIGHT-...'. The account assignment fields include: Unloading point, Recipient, G/L account no. (6361100), Business area (15), CO area (COPA), Cost center (1522550000), Commitment item (6361100), Funds center (1522550000), Fund (1011004000), and Functional area (1310). The bottom status bar shows 'ME21N tc1dca0u INS'.

23. Select the LIST  icon.

### Create Purchase Order

The screenshot shows the SAP 'Create Purchase Order' window. The 'Item' tab is selected, and a context menu is open, listing the following detail tabs: Material data, Quantities/weights, Delivery schedule, Delivery, Invoice, Conditions, Account assignment, Texts, Delivery address, Confirmations, Condition control, and Retail. The 'Account assignment' tab is currently selected in the main window.



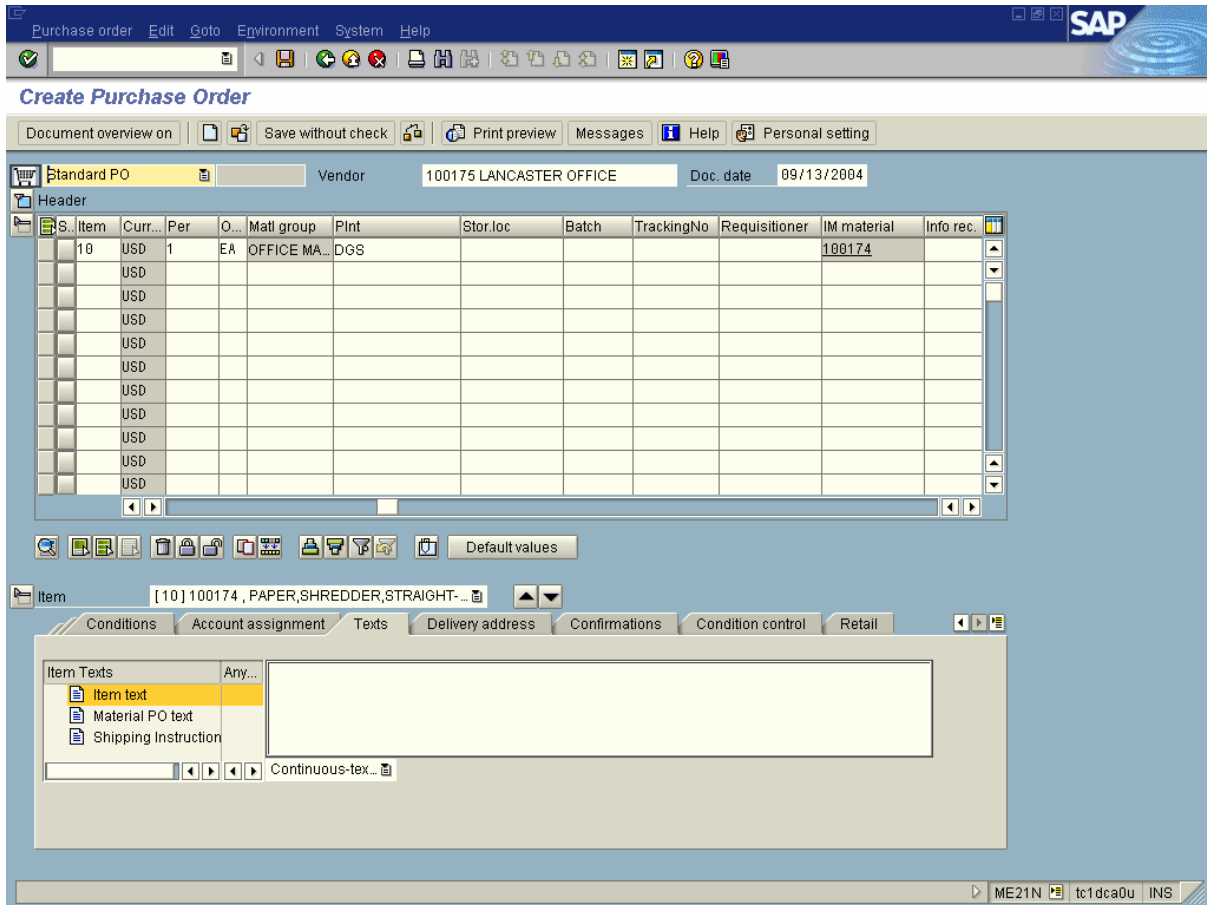
A list of the available **Item detail** tabs is displayed. Information entered here is specific to individual line items contained on the purchase order.

Tab	Description
Material data	Information defaults from material master record.
Quantities/weights	Information from the order quantity and order price of the item ordered.
Delivery schedule	Information from the requested delivery date.
Delivery	Information regarding over/under delivery tolerances.
Invoice	Information defaults from vendor master record.

Tab	Description
Conditions	Information related to pricing conditions such as discounts, surcharges, freight costs, and sales taxes associated with the specific line item.
Account assignment	Information such as the G/L account number, cost center and fund center associated with the specific line item.
Texts	Special text related to the specific line item.
Delivery address	Address to where the specific line item is to be delivered.
Confirmations	Confirmations expected for the purchase order item such as order acknowledgement and shipping notification.
Condition control	Information defaults from purchase order.
Retail	Tab is not currently used by COPA.

24. Select the **Texts**  tab.


**Create Purchase Order**



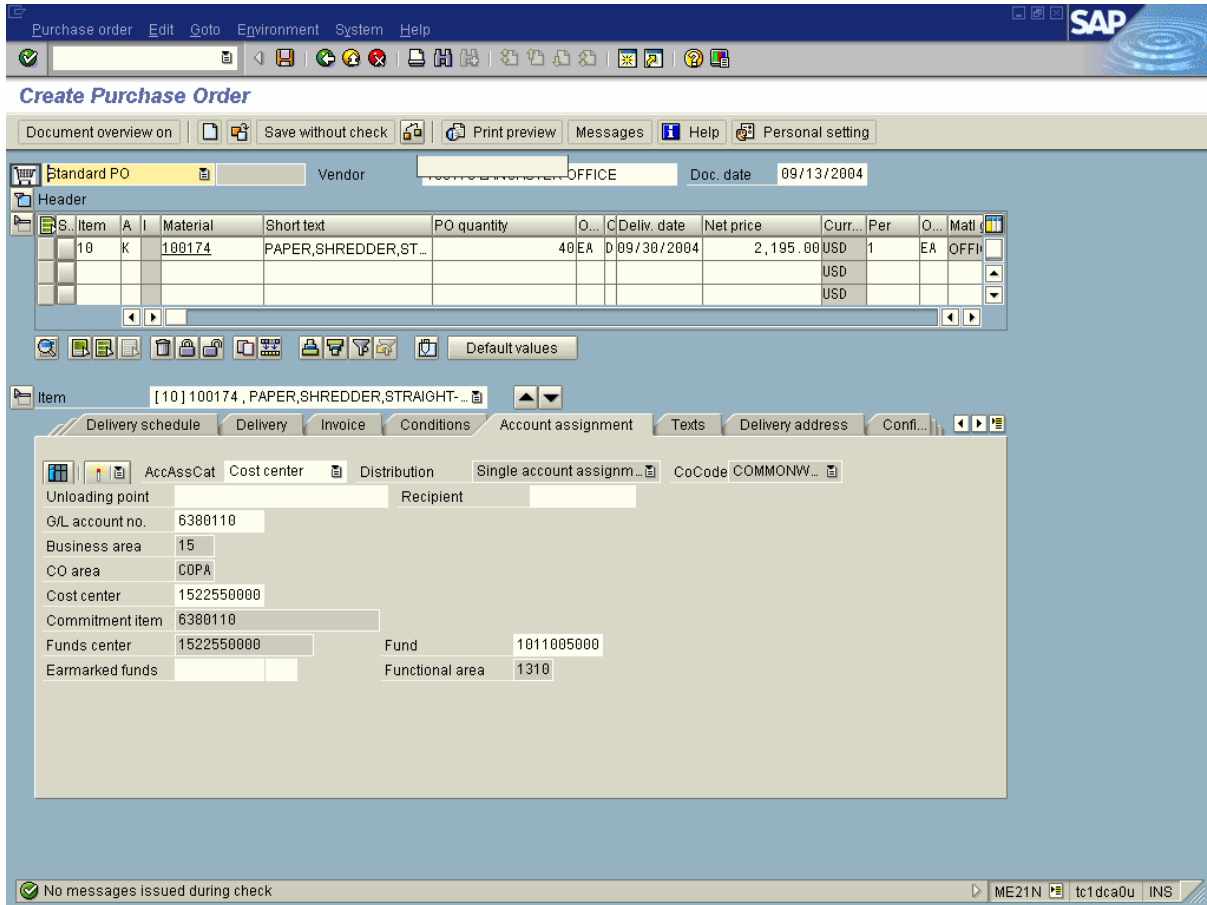
25. As required, complete/review the following fields:

Field	Value
Item text	Used to store any special instructions and conditions to the buyer related to the specific line item. This text will be printed in the purchase order that will be sent to the vendor.
Material PO text	Information defaults from the material master record. This text will be printed in the purchase order that will be sent to the vendor.
Shipping instructions	Used to enter any specific shipping instructions that apply to the specific line item on the purchase order. This text will be printed in the purchase order that will be sent to the vendor.

26. Attachments to the purchase order can only be made in the change transaction. After the purchase order is created, transaction ME22N is required to attach to document.

27. Select the CHECK  icon.

**Create Purchase Order**




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.

28. Select the SAVE  icon.

## Create Purchase Order



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

29. Select the EXIT  icon until the *SAP Easy Access* screen is displayed.
30. You have completed this transaction.

### Result

You have successfully completed the transaction Create Purchase Order (ME21N).

### Comments

Congratulations!

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