

**ERP - PROJECT**

**SUGMAYA**

**END USER DOCUMENT**

**FOR**

**MATERIAL MANAGEMENT**

**PURCHASE ORDER FOR MATERIALS**

## TABLE OF CONTENTS

<b>1</b>	<b>DOCUMENT CONTROL .....</b>	<b>4</b>
1.1	DOCUMENT HISTORY .....	4
1.2	DISTRIBUTION .....	4
<b>2.</b>	<b>BUSINESS PROCESS .....</b>	<b>5</b>
2.1	PROCESS NAME .....	ERROR! BOOKMARK NOT DEFINED.
2.2	OVERVIEW .....	ERROR! BOOKMARK NOT DEFINED.
2.3	PROCEDURAL STEPS .....	ERROR! BOOKMARK NOT DEFINED.
2.4	CREATE A PURCHASE ORDER .....	ERROR! BOOKMARK NOT DEFINED.
2.5	INPUT FIELDS .....	ERROR! BOOKMARK NOT DEFINED.
1.	DOCUMENT CONTROL .....	3
1.1	DOCUMENT HISTORY .....	3
1.2	DISTRIBUTION .....	3
<b>2.</b>	<b>BUSINESS PROCESS PROCEDURE: MAINTAIN PURCHASE ORDER FOR MATERIALS .....</b>	<b>4</b>
2.1	PROCESS NAME: CREATE PURCHASE ORDER FOR MATERIALS .....	4
2.2	OVERVIEW .....	4
2.3	PROCEDURAL STEPS .....	4
3.2	OVERVIEW .....	10
3.3	PROCEDURAL STEPS .....	10
3.3	CHANGE A PURCHASE ORDER .....	10
1.3	PROCESS NAME: DISPLAY PURCHASE ORDER .....	12
1.3.1	OVERVIEW: .....	12
1.3.2	PROCEDURAL STEPS: .....	12
1.4	PROCESS NAME: PRINT PURCHASE ORDER (OR MESSAGE OUTPUT) .....	16
1.4.1	OVERVIEW: .....	16
1.4.2	PROCEDURAL STEPS .....	16
1.4.3	ADDITIONAL COMMENTS/INFORMATION .....	20
<b>7</b>	<b>APPENDIX .....</b>	<b>22</b>
7.1	T - CODES FOR REPORTS .....	22
7.2	T - CODES OF MM RELATED TO PO .....	23
<b>6.</b>	<b>GLOSSORY .....</b>	<b>26</b>
<b>7.</b>	<b>APPENDIX .....</b>	<b>27</b>
7.1	T - CODES FOR REOPRTS .....	28
7.2	T - CODES FOR MM RELATED TO PO .....	28

## 1. Document Control

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

### 1.1 Document History

Version	Date	Author	VERSION DETAILS
V01	08-02-2018	Kumar Shwetabh	First ISSUE

### 1.2 Distribution

Date	Name	Purpose
	Ajay Kumar Singh	

## 2. Business Process Procedure: Maintain Purchase Order for Materials

### 2.1 PROCESS NAME: CREATE PURCHASE ORDER FOR MATERIALS

#### 2.2 Overview

A purchase order (PO) is a commercial document issued by a buyer to a seller, indicating the type, quantities and agreed prices for products or services the seller will provide to the buyer. Sending a PO to a supplier constitutes a legal offer to buy products or services.

POs usually specify terms of payment, incoterms for liability and freight responsibility required delivery date, terms and conditions and specifications and reference or part numbers of the items to be purchased, with quantities and prices. When accepted by the seller, it forms an agreement between the buyer and seller.

From an internal control perspective, Purchase Orders are triggered by the creation of a Purchase requisition and RFQ's w.r.t That Purchase Requisition. With the Reference of commercially agreed Vendor PO will be created with reference to that RFQ number.

**Prerequisites:** Material master records & existing valid outline agreement (if requisition is referencing agreement)

#### 2.3 Procedural Steps

##### **Run requisite transaction:**

To create a Purchase Order, we need to run the appropriate transaction by either selecting from the menu path or typing in the Tcode manually.

#### 2.4 Create a Purchase Order

##### **Menu Path and Transaction Number**

<b>Menu Path</b>	Logistics → Materials Management → Purchasing → Purchase Order → Create (vendor known)
<b>Transaction Code</b>	ME21N

##### **Screen Shot**

- “Create Purchase order (vendor known)” screen will appear as follows:

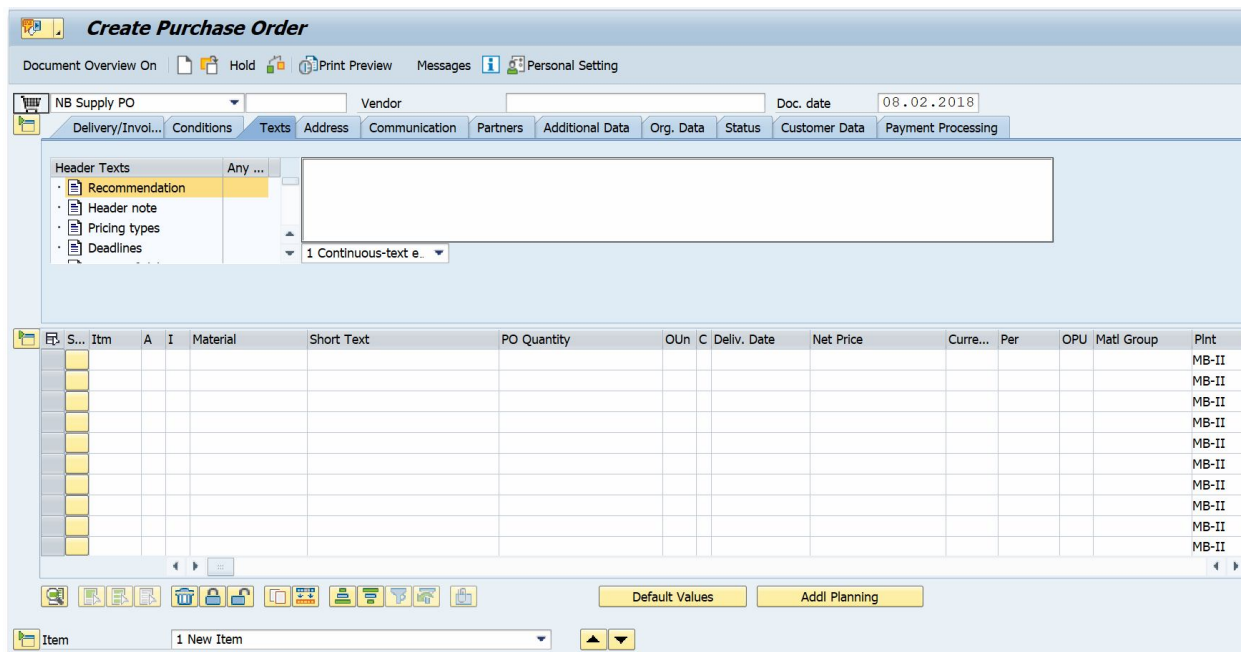


- Final screen after execution of Tcode/selection

MM- Purchase Order





For Internal Circulation Only







## Enter Header Details



### Document overview on:

- Click  so that the document overview function is displayed
- You can also click  and search for the requisition via selecting Request for Quotations from the menu.
- Enter RFQ no. In purchasing Document Field Then click on 
- Click and drag the highlighted RFQ number into the Shopping basket symbol 
- System will pick all the Details from RFQ and enter in all the respective fields SAP will not allow creating PO unless contractor/ vendor code is entered.

## 2.5 INPUT FIELDS

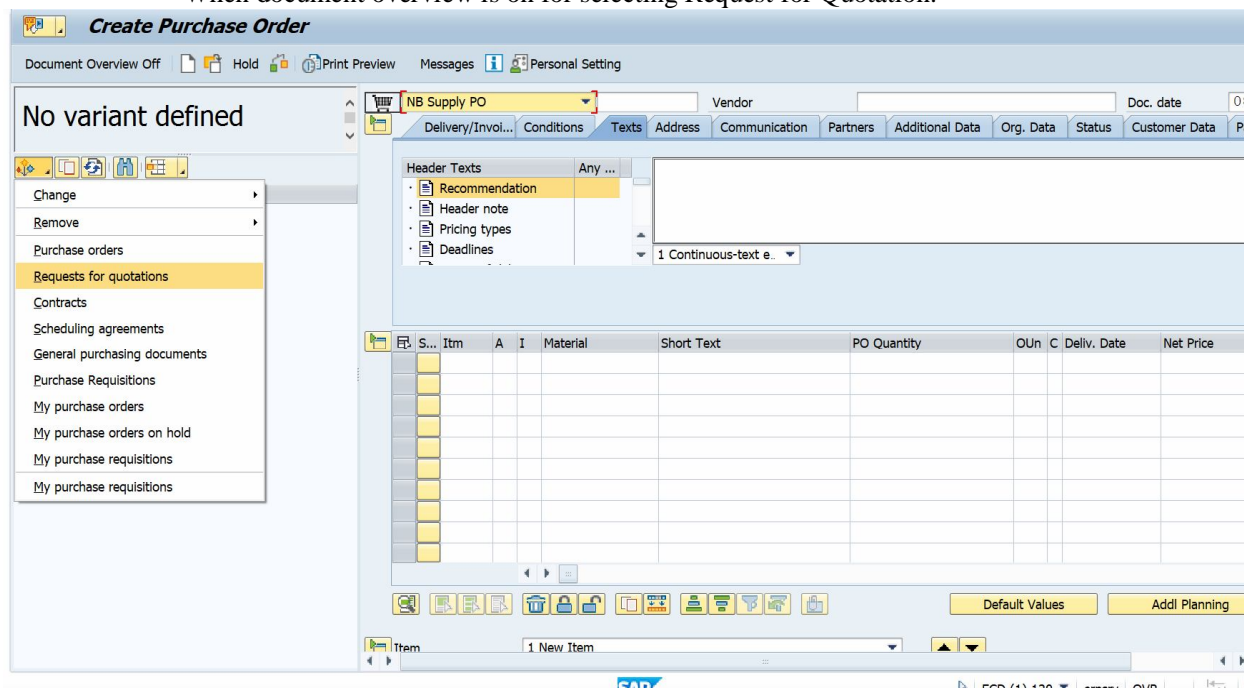
### Input Fields

Step No.	Field Name	Description	User Action and Values
1	Vendor	PO is assigned to the vendor/ contractor code entered. A Mandatory field	Enter vendor/ contractor in the field  . SAP will not allow the person to create PO unless contractor/ vendor code is entered.
2	Header: Text	This tab contains information related to any text that needs to be stored and transmitted with the PO.	In text field  enter relevant text in the fields except “Do Not Use” is mentioned.
3	Header :	Payment terms, Currency	Select Payment terms and Currency

Step No.	Field Name	Description	User Action and Values
	Delivery / Invoice	in Delivery/ Invoice field in which payment is to be made	using 
4	Header : Communication	Contact Details of contact person from contractor	Enter contact name and phone number of person from contractor / vendor
5	Header : Conditions	This tab contains information related to the total value of the PO. It includes the Net Price of all the items, tax, cash discounts, surcharges, etc. Normally, you will not need to modify any information within this tab.	Enter tax, Packaging and forwarding, custom duty etc. available in  drop down list can be used for net price. System will pick it from RFQ
6	Org. Data	Update the required and optional fields I.e. Purchasing Org, Purchasing Group, Company Code etc. as needed	Enter codes for Purchasing Org, Purchasing Group, Company Code etc. System will pick it from RFQ


### Screen Shot

- When document overview is on for selecting Request for Quotation.



















- Screen shot where Request for Quotation number is to be entered.


**Purchasing Documents**



**General selections**  
 Max. no. of hits

**Program selections**

Material Number	<input style="width: 150px;" type="text"/>	to	<input style="width: 150px;" type="text"/>	
Selection Parameters	<input style="width: 100px;" type="text"/>	to	<input style="width: 100px;" type="text"/>	
Plant	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/>	
Material Short Text	<input style="width: 150px;" type="text"/>	to	<input style="width: 150px;" type="text"/>	
Supplying Plant	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/>	
Storage Location	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/>	
Material Group	<input style="width: 100px;" type="text"/>	to	<input style="width: 100px;" type="text"/>	
Purchasing Organization	<input style="width: 50px;" type="text" value="1000"/>	to	<input style="width: 50px;" type="text"/>	
Purchasing Group	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/>	
Purchasing Document	<input style="width: 100px;" type="text"/>	to	<input style="width: 100px;" type="text"/>	
Name of Person Responsible	<input style="width: 100px;" type="text"/>	to	<input style="width: 100px;" type="text"/>	
Document Type	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/>	
Document Category	<input style="width: 50px;" type="text" value="A"/>	to	<input style="width: 50px;" type="text"/>	
Company Code	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/>	
Document Date	<input style="width: 100px;" type="text"/>	to	<input style="width: 100px;" type="text"/>	
Vendor	<input style="width: 100px;" type="text"/>	to	<input style="width: 100px;" type="text"/>	

Click on execute icon or press F8, select RFQ by clicking on RFQ No. & then click on Adopt icon 

### Enter Item Overview






The “Item Overview” section is the middle section of the PO creation screen. This contains several fields as detailed in the table below.

### Input Fields

Step No.	Field Name	Description	User Action and Values
1	Item Overview	All the details as in PR will be captured in it	If required to change this data, change it as per guidelines given for creation of PR





### Screen Shot

**Create Purchase Order**

Document Overview On  Hold   Print Preview Messages  Personal Setting 

NB Supply PO Vendor 100005 Reliance India Doc. date 08.02.2018


Delivery/Invoi... Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Payment Processing


	Active	Ordered	10	EA	3,000,000.00	INR
	Not Yet Sent	Delivered	0	EA	0.00	INR
	Not Delivered	Still to deliv.	10	EA	3,000,000.00	INR
	Not Invoiced	Invoiced	0	EA	0.00	INR
		Down paymts			0.00	INR

### Enter Item Details

The “Item Details” section is the bottommost section of the PO creation screen. This contains several tabs and many fields within each tab as detailed in the table below.

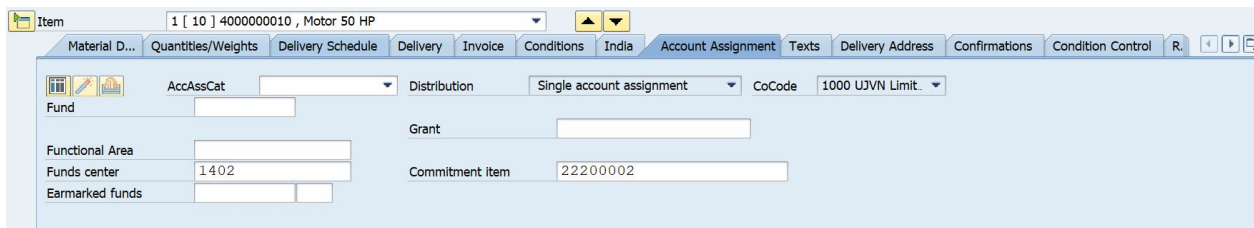
### Input Fields

Step No.	Field Name	Description	User Action & Values
1	Material	Material no. code will reflect to G/L Account no. Final price, taxes, conditions etc are entered in this.	Enter Material no. code, Quantity, price and conditions etc.
2	Quantity/Weight	This tab contains information about the quantity of material to be procured.	The details will default from the value entered in Item tab.
3	Conditions	This tab contains information related to the total value of the PO. It includes the Net Price of all the items, tax, cash discounts, surcharges, etc. Normally, you will not need to modify any information within this tab.	Enter tax, Packaging and forwarding, custom duty etc. available in  drop down list to decide net price
4	Text	Brief introduction below Item details including rates	Brief of the services required
5	Cost Center/ Order	Accounting/ budget codes	Budget code (Cost center and/or Order number as applicable). Depends on what A/c assignment category has been chosen in the Item Overview section.
6	Valuation Price	Price of requisitioned item	Expected/ estimated unit price of the item requisitioned. This is the estimated price per unit measurement.

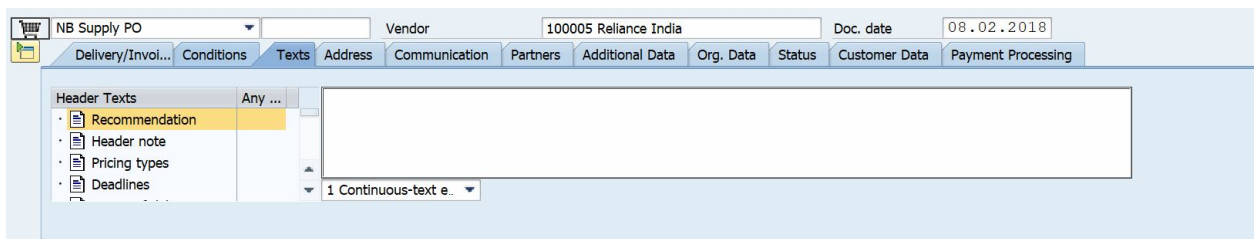
Step No.	Field Name	Description	User Action & Values
7	Agreement	Outline Agreement number	Defaults from the agreement number & line item mentioned in Item Overview section.
8	Material PO Text	Free text which is reflected in the PO text	Not required as default text exists from master records. Can make changes if required. Optional for system but mandatory as a rule. Defaults from the PO text from material master.
9	Address	Address code from Address Master to choose alternate delivery address	May select an alternate delivery address for the company. Select from drop down  & use search parameters.

## Screen Shots:


### Screenshot for Account Assignment tab:




### Screenshot for Texts tab:



### Check & save PO

- Prior to saving the Purchase order, you should press the CHECK icon  to make sure the Purchase order is free of any errors. If the Purchase order has errors, you will notice a Red light indicator with a corresponding message. The Purchase Order can only be held at this point. Yellow light indicators represent warning messages only (the Purchase order can be successfully saved).

- Finally, click on save (  ) on the top bar of the screen to save the Purchase Order and generate a unique PO number which appears at the bottom of the screen.

 Supply PO created under the number 5000000228

#### Additional Comments /Information

NONE

### 3.1 Process Name: Change Purchase Order

#### 3.2 Overview

A purchase order (PO) needs to be changed &/ or amended. The change can be done using change PO option. A Purchase order which is already released will not be able to change until it has been de-released by the releasing authority.

#### Prerequisites:

Existing purchase order

#### 3.3 Procedural Steps

##### Run requisite transaction:

To change a Purchase Order, we need to run the appropriate transaction by either selecting from the menu path or typing in the Tcode manually.

#### 3.3CHANGE A PURCHASE ORDER

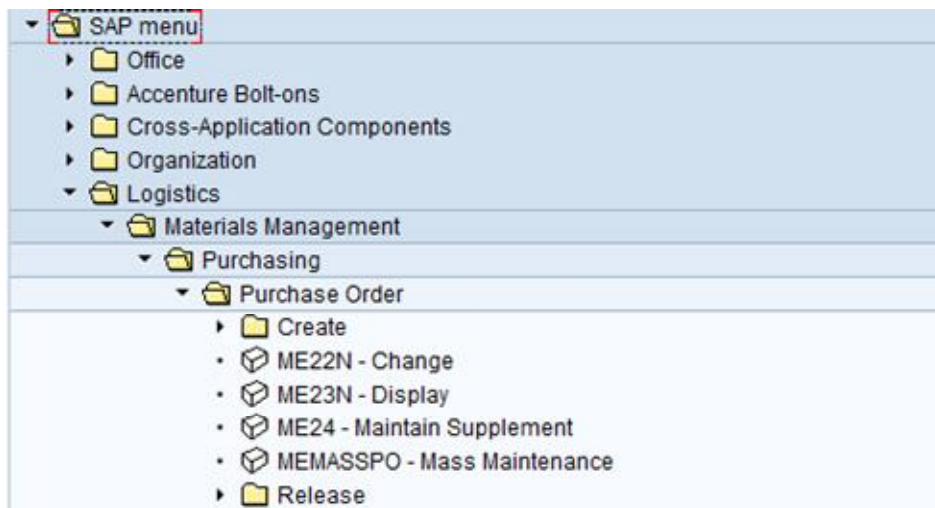
##### Menu Path and Transaction Number

Menu Path	Logistics➔ Materials Management ➔Purchasing ➔Purchase Order➔ ME22N-Change
Transaction Code	ME22N

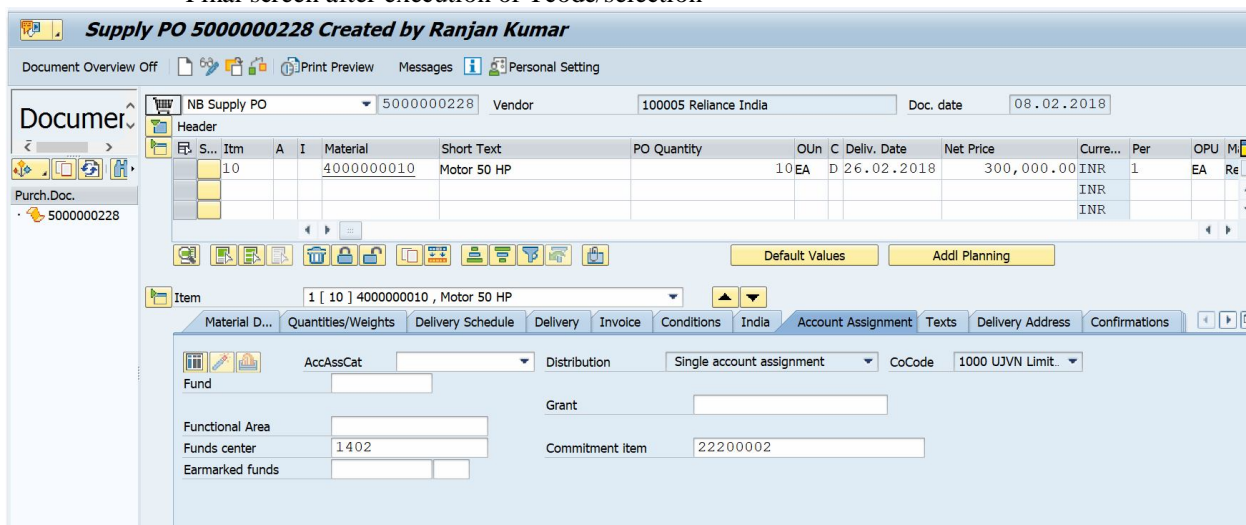
#### Screen Shot

- To select “ME22N-Change” Purchase order screen will appear as following





- Final screen after execution of Tcode/selection




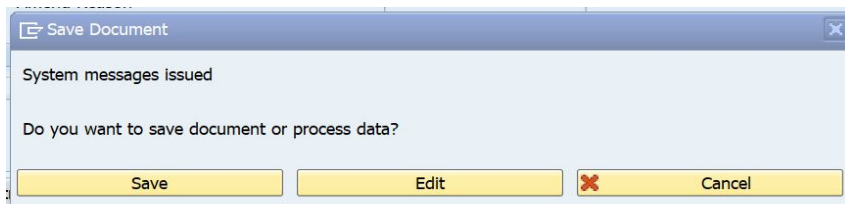
## Enter Details to be changed

### Document overview on:

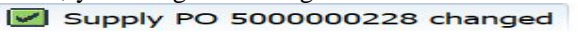
- In case New PR to be used as reference, please refer to BPP on PO creation for Service/ Material as required.
- Grey fields cannot be changed; where as white fields are editable.
- After changes in value &/or validity &/or conditions &/or PO will go under re-release of Purchase Order.

(Note: Make required changes.)

- Click on Save icon  .
- You will get a popup window asking for your confirmation, as follows



- Click on Save, you will get a message as “PO XXXXXXXXXXXX changed” on the bottom of the screen



### 1.3 PROCESS NAME: **DISPLAY PURCHASE ORDER**

#### 1.3.1 Overview:

This BPP describes the process of displaying Purchase Order records. Users may require to view the Purchase Order.

**Prerequisites:** Existing Purchase Order

#### 1.3.2 Procedural Steps:

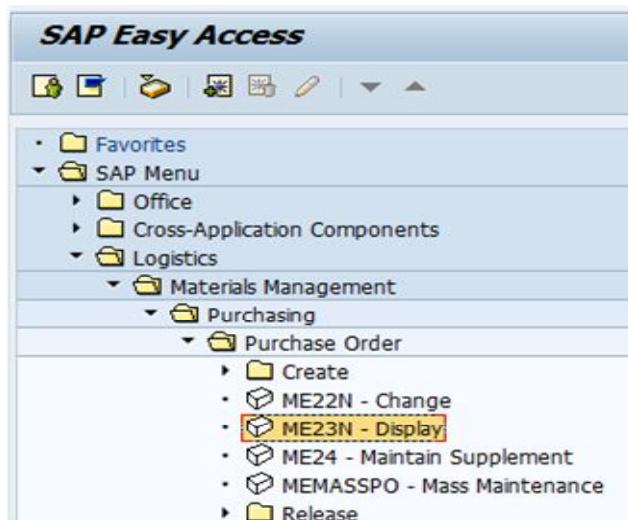
##### **Run requisite transaction:**

Display a PO by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

##### **Menu Path and Transaction Number**

<b>Menu Path</b>	Logistics → Materials Management → Purchasing → Purchase Order → Display
<b>Transaction Code</b>	ME23N

##### **Screen Shot**






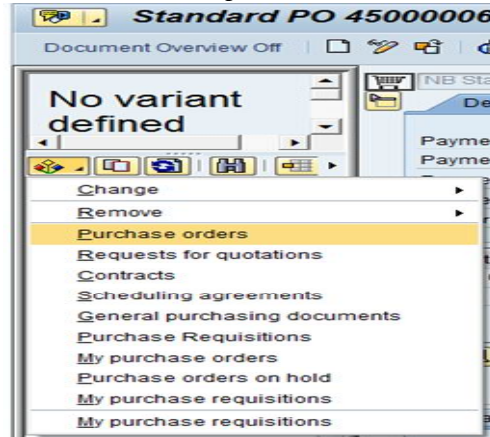
### Choose PO for viewing:

On running ME23N, the system displays the last viewed PO by default. We can view another PO by two methods:

### METHOD ONE:

#### Document Overview

- Locate **Document Overview On** button and ensure that the button is “on”.
- Use Selection Variant  button, to select what type of purchasing documents you would like to reference. Select “Purchase Orders” on the drop down.



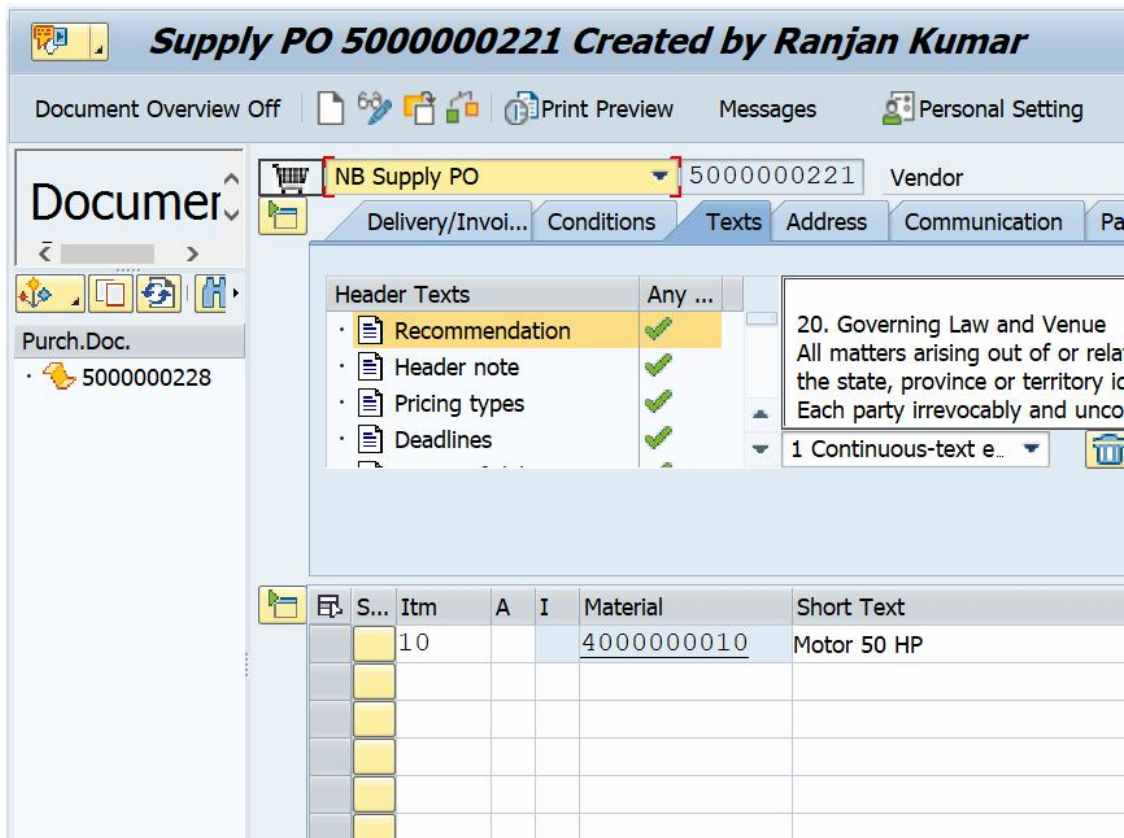
### Selection parameters to find PO

Input relevant selection values to find the correct list of PO's.





Purchasing Documents			
General selections			
Max. no. of hits	5000		
Program selections			
Material Number		to	
Selection Parameters		to	
Plant		to	
Material Short Text		to	
Document on Hold		to	
Supplying Plant		to	
Storage Location		to	
Material Group		to	
Purchasing Organization	1000	to	
Purchasing Group		to	
Purchasing Document	5000000228	to	
Name of Person Responsible		to	
Document Type		to	
Document Category	F	to	
Company Code		to	
Document Date		to	
Vendor		to	





Click Execute  button to execute query.


### Choosing the exact PO to be displayed



**Supply PO 5000000221 Created by Ranjan Kumar**

Document Overview Off |     Print Preview Messages Personal Setting





**Documer**    

Purch.Doc.  
•  5000000228

**NB Supply PO** 5000000221 Vendor

Delivery/Invoi... Conditions Texts Address Communication Pa

**Header Texts** Any ...

- Recommendation 
- Header note 
- Pricing types 
- Deadlines 

20. Governing Law and Venue  
All matters arising out of or rela  
the state, province or territory ic  
Each party irrevocably and unco

1 Continuous-text e...

S...	Itm	A	I	Material	Short Text
	10			4000000010	Motor 50 HP

- POs that fulfill selection criteria will appear within document section.
- Select the PO to be viewed by double clicking on the line item.
- Turn the document overview off to get more screen space for viewing.

### METHOD TWO:

Use “Other Purchase Order” icon at the top  which will bring up a pop up window.




**Select Document**

Pur. Order 5000000228

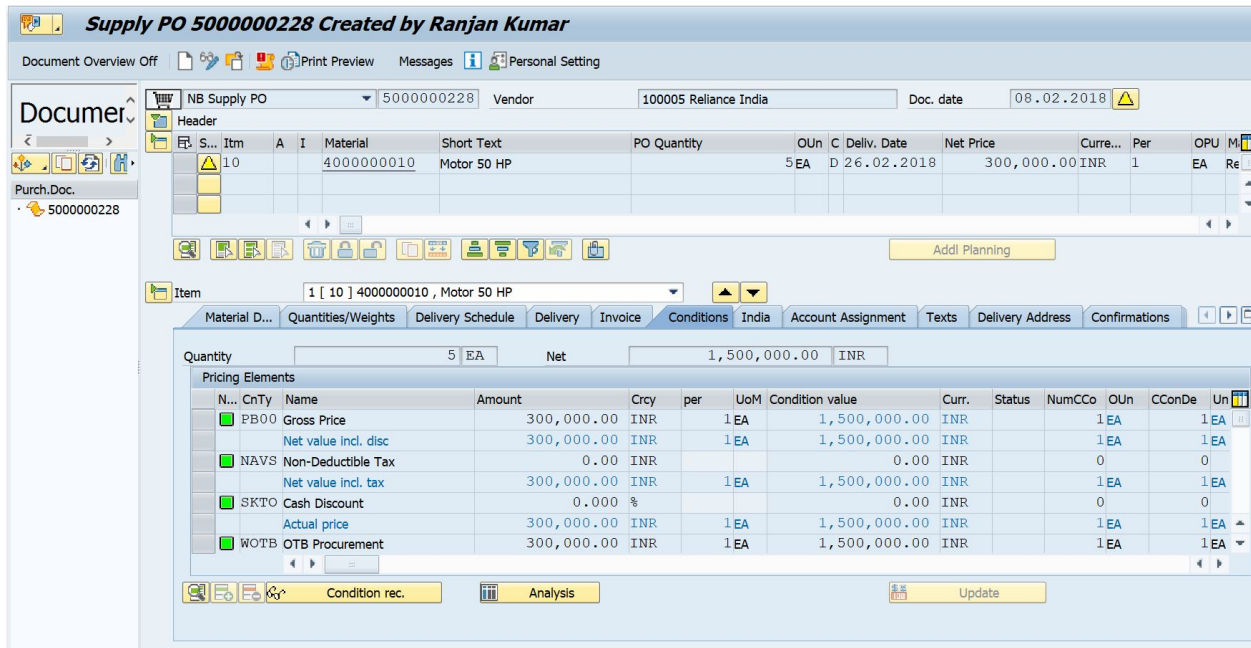
☒ Pur. Order  
☐ Purch. Requisition  
☐ SRM Contract

Other Document 

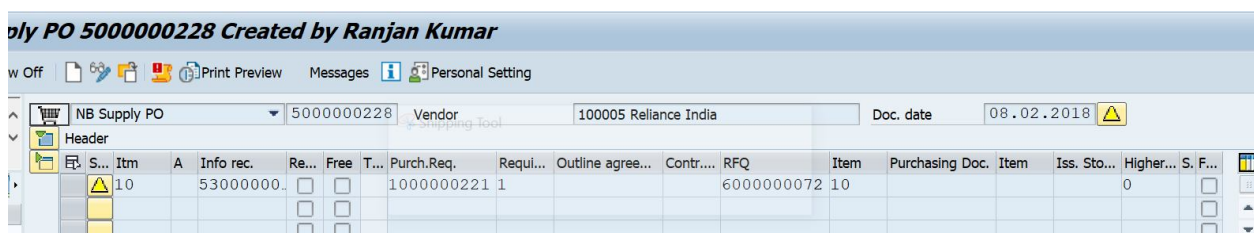
Type the number of another PO you wish to view and click on **Other Document** button. If you do not know the PO number, click on search icon  to run report on POs with selection parameters & choose the PO to be viewed.

### View PO Details:

- Once the PO is displayed, various information & details can be viewed by locating them in Header, Item Overview & Item details sections.



- To view the PO history status, open the “Purchase Order History” tab in the Item Details section. This shows the list of receipts (GRN for material & SES for services), Invoices posted against the PO.
- To view the PR number against which the particular PO line item has been created check the “Purchase Req.” & “Requisition Item” columns in the Item Overview section.



Double clicking on the PR number takes you to the PR view screen

- To check the release status, view the “Release Strategy” tab in the Header section. Green tick mark shows released PO as below.

**Supply PO 5000000228 Created by Ranjan Kumar**

Document Overview Off | Print Preview | Messages | Personal Setting

NB Supply PO | 5000000228 | Vendor | 100005 Reliance India | Doc. date | 08.02.2018

Delivery/Invoi... | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Customer Data | Release strategy | Payment Processing

Release group: R2 PO RELEASE STRATEGY  
Release Strategy: AC LTD-W > 5lacs  
Release Indicator: B Blocked

Code	Description	Processor	Status
F1	Financial Approval	Ranjan Kumar	⚠
F2	Financial Approval	Ranjan Kumar	
F3	Financial Approval	Ranjan Kumar	

Whereas yellow triangles show unreleased PO's as shown below.

**Release Supply PO 5000000228**

Document Overview On | Print Preview | Messages | Personal Setting

NB Supply PO | 5000000228 | Vendor | 100005 Reliance India | Doc. date | 08.02.2018

Delivery/Invoi... | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Customer Data | Release strategy | Payment Processing

Release group: R2 PO RELEASE STRATEGY  
Release Strategy: AC LTD-W > 5lacs  
Release Indicator: F Finance

Code	Description	Processor	Status	Relea
F1	Financial Approval	Ranjan Kumar	✓	🔄
F2	Financial Approval	Ranjan Kumar	⚠	🔄
F3	Financial Approval	Ranjan Kumar		

#### 1.4 PROCESS NAME: PRINT PURCHASE ORDER (OR MESSAGE OUTPUT)

##### 1.4.1 Overview:

Some PO's need to be printed for external use, PO printout can be taken by using PO Document number, Purchasing organization, Purchasing groups, document type, document date etc  
Sometimes Po Printout is used for final output after which any changes in the document will be taken as amendment to the PO.

**Prerequisites:** Existing released purchase orders

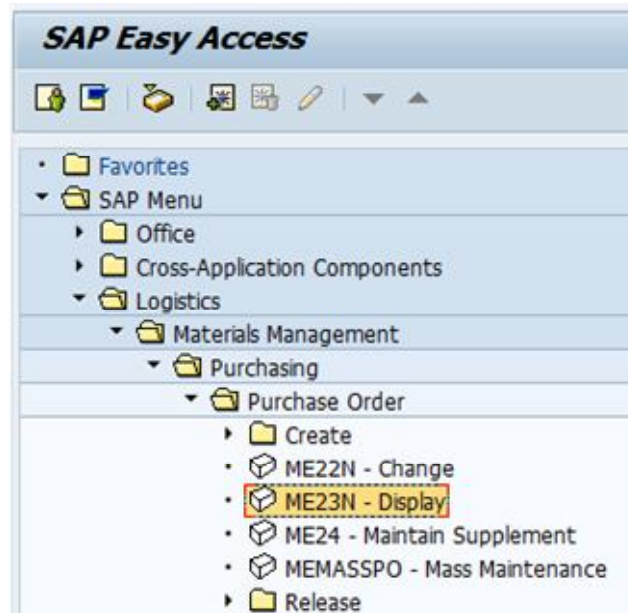
##### 1.4.2 Procedural Steps

PO can be printed by using appropriate transaction code ME9F or by following the menu path.

#### Menu Path and Transaction Number

Menu Path	Logistics ➔ Materials Management ➔ Purchasing ➔ Purchase Order ➔ Display
Transaction Code	ME23N

#### Screen Shot




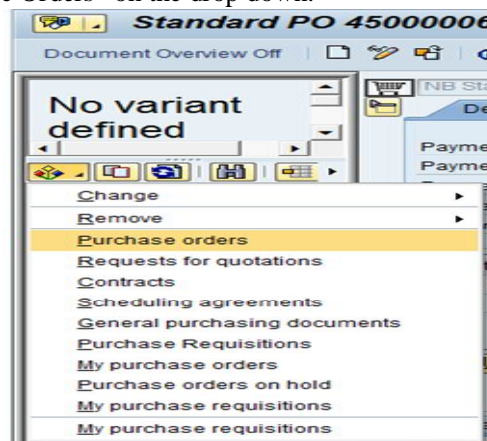
### Choose PO for viewing:

On running ME23N, the system displays the last viewed PO by default. We can view another PO by two methods:

### METHOD ONE:

#### Document Overview

- Locate **Document Overview On** button and ensure that the button is “on”.
- Use Selection Variant  button, to select what type of purchasing documents you would like to reference. Select “Purchase Orders” on the drop down.



### Selection parameters to find PO

Input relevant selection values to find the correct list of PO's.




















## Purchasing Documents



### General selections

Max. no. of hits

### Program selections

Material Number	<input type="text"/>	to	<input type="text"/>	
Selection Parameters	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Material Short Text	<input type="text"/>	to	<input type="text"/>	
Document on Hold	<input type="text"/>	to	<input type="text"/>	
Supplying Plant	<input type="text"/>	to	<input type="text"/>	
Storage Location	<input type="text"/>	to	<input type="text"/>	
Material Group	<input type="text"/>	to	<input type="text"/>	
Purchasing Organization	<input type="text" value="1000"/>	to	<input type="text"/>	
Purchasing Group	<input type="text"/>	to	<input type="text"/>	
Purchasing Document	<input type="text" value="5000000228"/>	to	<input type="text"/>	
Name of Person Responsible	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Document Category	<input type="text" value="F"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	

Click Execute  button to execute query.

### Choosing the exact PO to be displayed

**Supply PO 5000000221 Created by Ranjan Kumar**

Document Overview Off | Print Preview | Messages | Personal Setting

**Documer**

Purch.Doc.  
• 5000000228

**NB Supply PO** 5000000221 Vendor

Delivery/Invoi... Conditions **Texts** Address Communication Pa

**Header Texts** Any ...

- Recommendation ☒
- Header note ☒
- Pricing types ☒
- Deadlines ☒

20. Governing Law and Venue  
All matters arising out of or rela  
the state, province or territory ic  
Each party irrevocably and unco

1 Continuous-text e...

S...	Itm	A	I	Material	Short Text
	10			4000000010	Motor 50 HP

- POs that fulfill selection criteria will appear within document section.
- Select the PO to be viewed by double clicking on the line item.
- Turn the document overview off to get more screen space for viewing.

## METHOD TWO:


Use “Other Purchase Order” icon at the top  which will bring up a pop up window.

**Select Document**

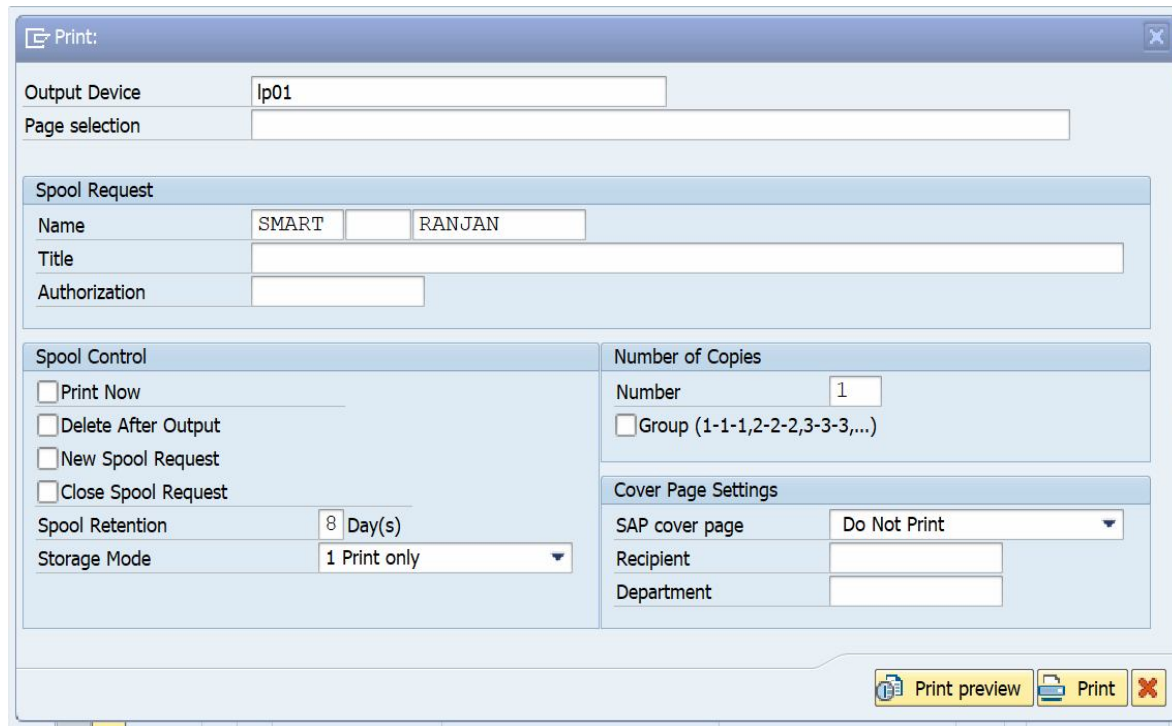
Pur. Order 5000000228

☒ Pur. Order  
☐ Purch. Requisition  
☐ SRM Contract

**Other Document**

Type the number of another PO you wish to view and click on **Other Document** button. If you do not know the PO number, click on search icon  to run report on POs with selection parameters & choose the PO to be viewed.

Click on  **Print Preview** Following window appears



The image shows a 'Print:' dialog box with the following sections:

- Output Device:** lp01
- Page selection:** (empty text box)
- Spool Request:**
  - Name:** SMART (text box) RANJAN (text box)
  - Title:** (empty text box)
  - Authorization:** (empty text box)
- Spool Control:**
  - ☐ Print Now
  - ☐ Delete After Output
  - ☐ New Spool Request
  - ☐ Close Spool Request
  - Spool Retention:** 8 Day(s)
  - Storage Mode:** 1 Print only (dropdown menu)
- Number of Copies:**
  - Number:** 1
  - ☐ Group (1-1-1,2-2-2,3-3-3,...)
- Cover Page Settings:**
  - SAP cover page:** Do Not Print (dropdown menu)
  - Recipient:** (empty text box)
  - Department:** (empty text box)

At the bottom right, there are three buttons: **Print preview** (with a magnifying glass icon), **Print** (with a printer icon), and a close button (X).

“Print” to print the PO

#### 1.4.3 Additional Comments/Information

None



## 6. Glossary

SAP ERP Central Component (ECC)	The “brand” name of the SAP application that delivers integrated business solutions. This solution contains a breadth of applications that support both specific industries and functional departments. This solution is broken into a series of logically defined modules (e.g. PS or Finance) each consisting of a series of components
SAP	Systems, Applications and Products (in data processing) The name of the software vendor selected to provide the base application for Project STA
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share common cost accounting principles and processes
MM	Material Management - a “module” within the SAP-ERP central component (ECC) that handles Materials and Services
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
PR	Purchase Requisition
PO	Purchase Order
RFQ	Request For Quotation
MIGO	Goods Receipt
LIV	Logistics Invoice Verification
SES	Service Entry Sheet

## 7 APPENDIX

### 7.1 T - CODES FOR REPORTS

T-Code	Description
ME2N	List Display of PO
ME2J	List of PO per Project
ME2K	List of PO per Acc Assignment
MMBE	Stock Overview
MM60	Material List
MB52	Stock

## 7.2 T - CODES OF MM RELATED TO PO

[illegible]

# THANK YOU