



Purpose

Use this procedure to create a purchase order with reference to an outline agreement.

Auto Playback Simulation view records one example of the transaction with **example data only**. Accurate data entry relies on a particular agency's business processes.

To access the Auto Playback Simulation use the following link

http://rwdprd.dfa.arkansas.gov/ucontent/1c1013df3c3d422b89a93e7dcb215f69_en-US/sim/flash//index.htm

and then click on the words "Auto Playback Simulation" near the center of your screen.

Prerequisites

A system generated outline agreement.

Menu Path

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

Logistics → Materials Management → Purchasing → Purchase Order → Create → ME21N - Vendor/Supplying Plant Known

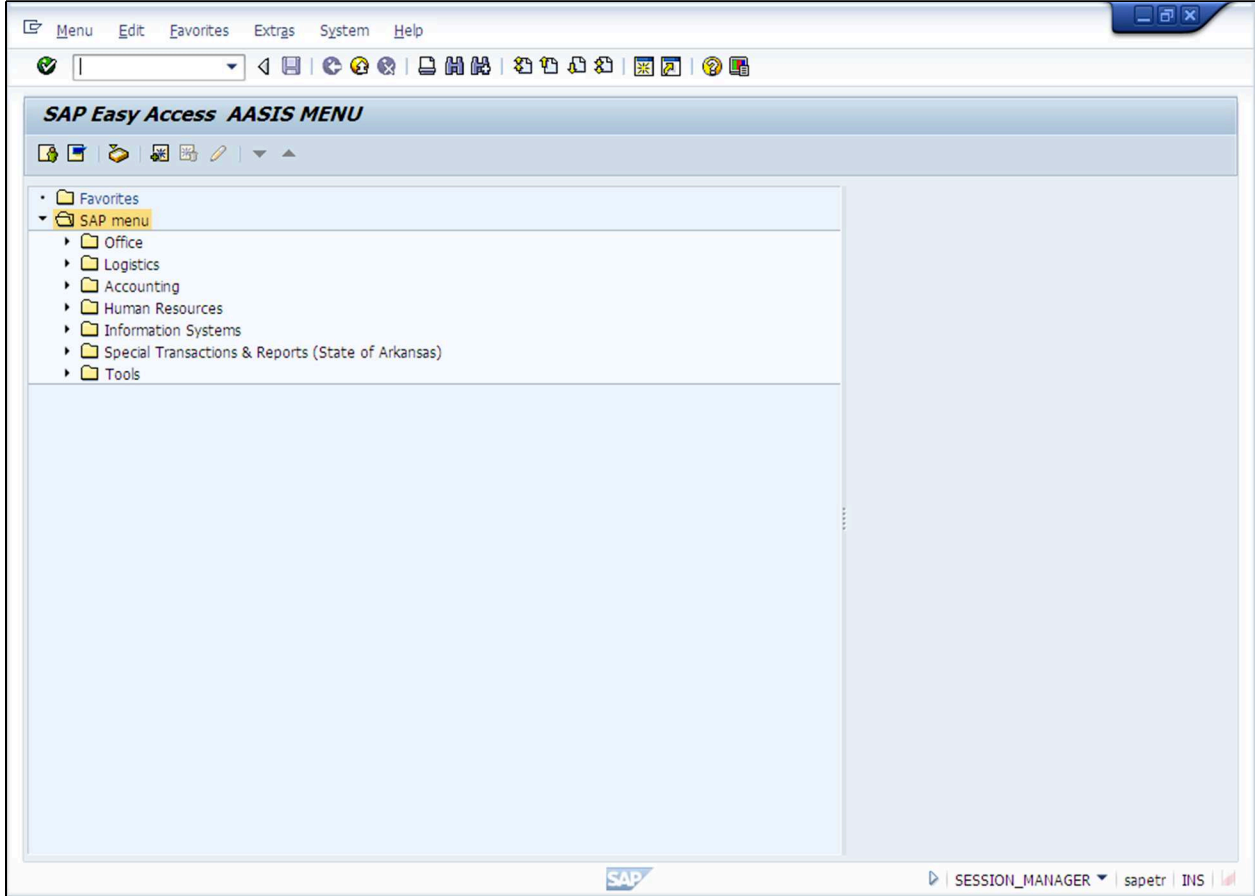
Transaction Code

ME21N

Procedure

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

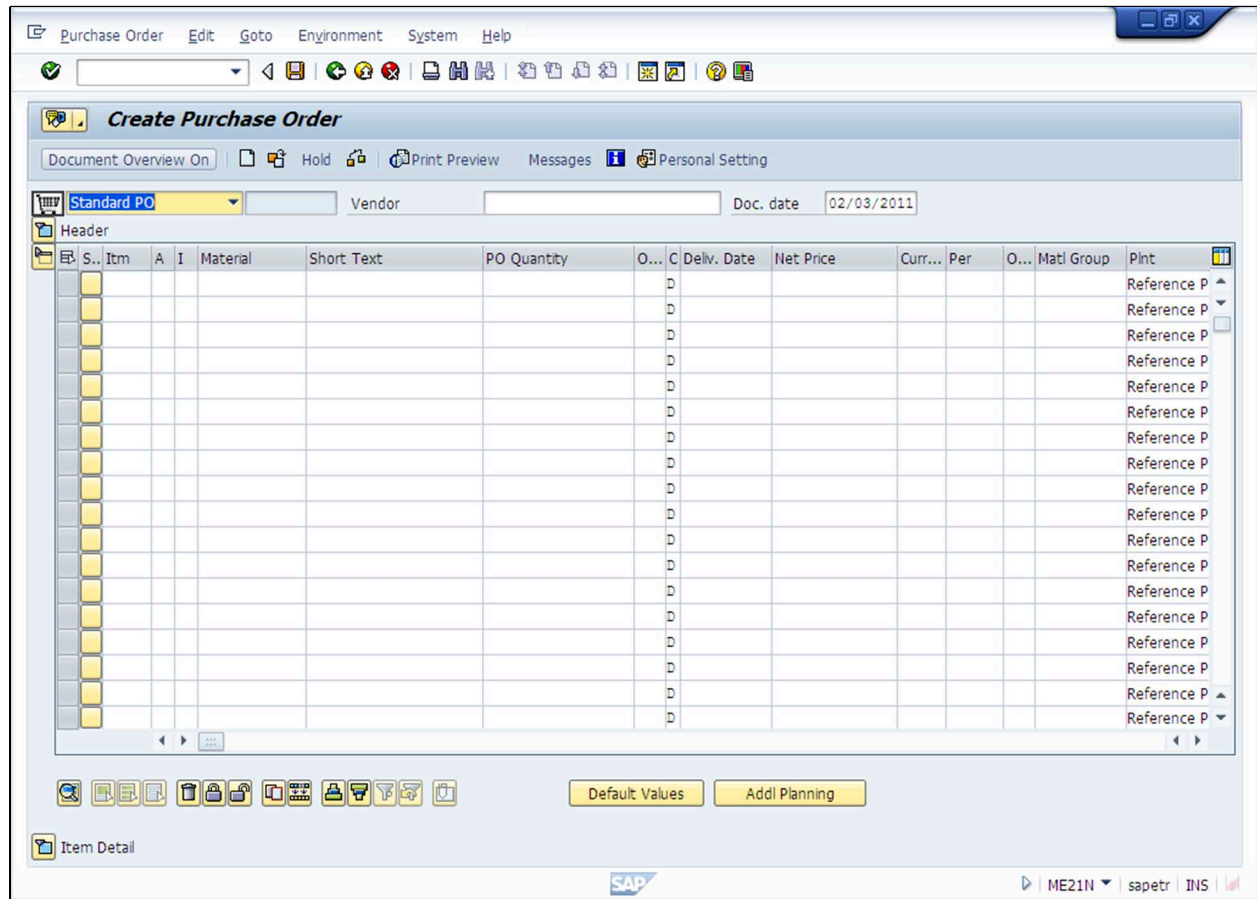
SAP Easy Access AASIS MENU

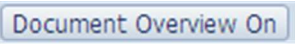



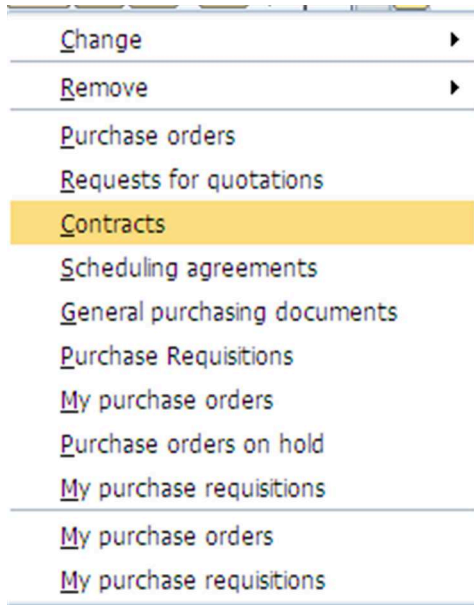
2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Optional	<p>Example: me21n</p>

Create Purchase Order

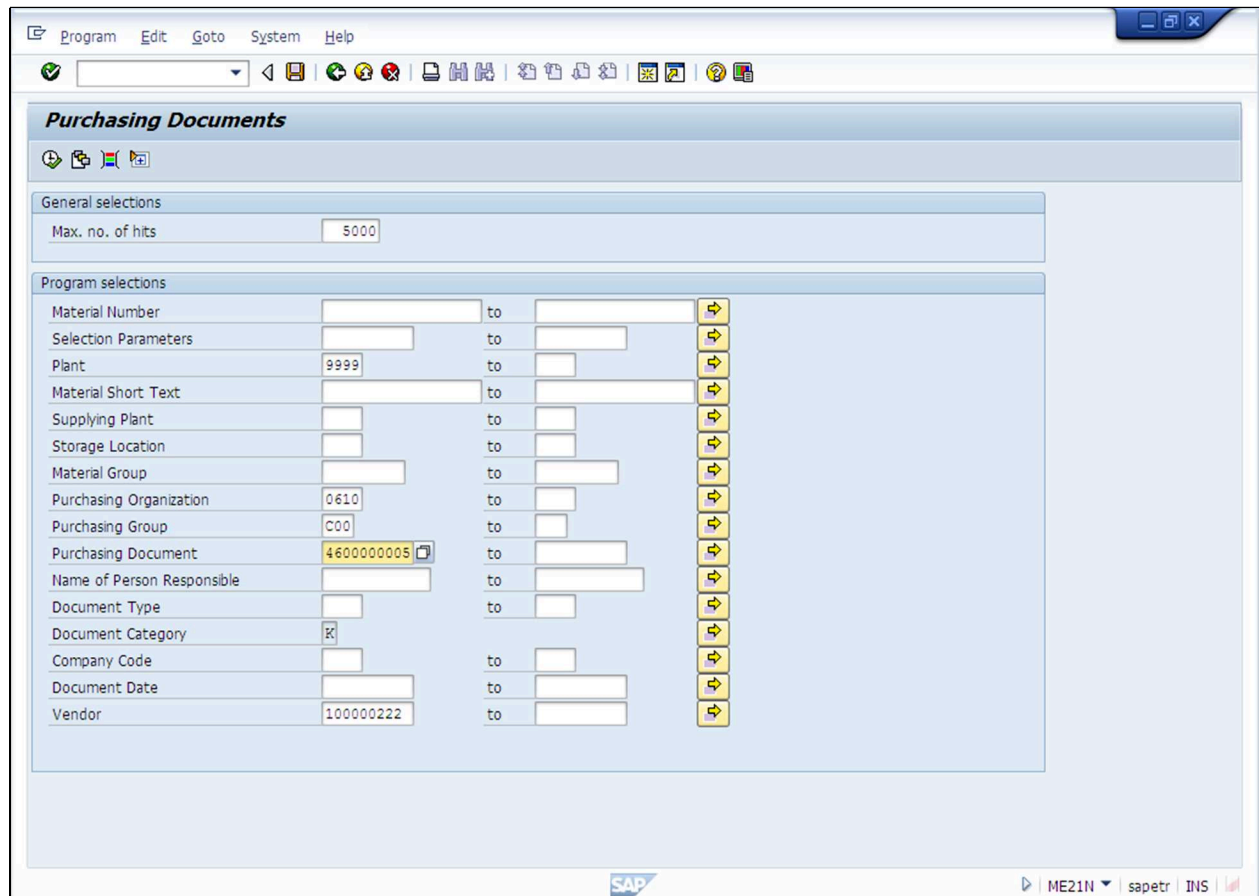


3. Click the Document Overview On  button .
4. Click the Selection variant  button.
5. Click on Contracts from the drop down list.



In this scenario we are referencing an outline agreement. It will be basically the same process to reference a purchase requisition, RFQ or another purchase order.

Purchasing Documents



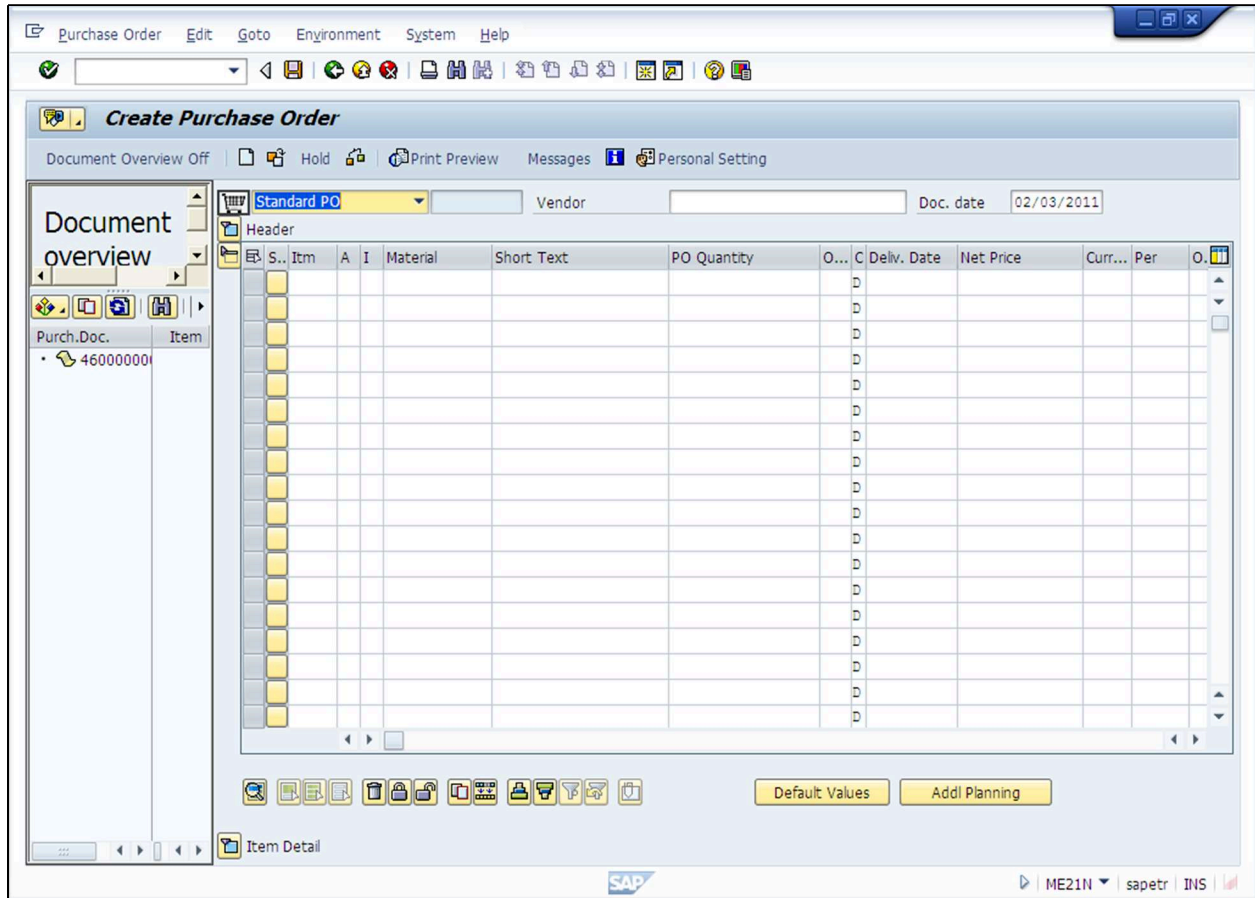
6. Type the outline agreement number in the **Purchasing Document** field.




If you do not know the outline agreement number you can narrow your search by populating known fields (like **vendor, purchasing group, purchasing organization**, etc. or by clicking the button to the right of the **purchasing document** field and doing a search.

7. Click the Execute button .

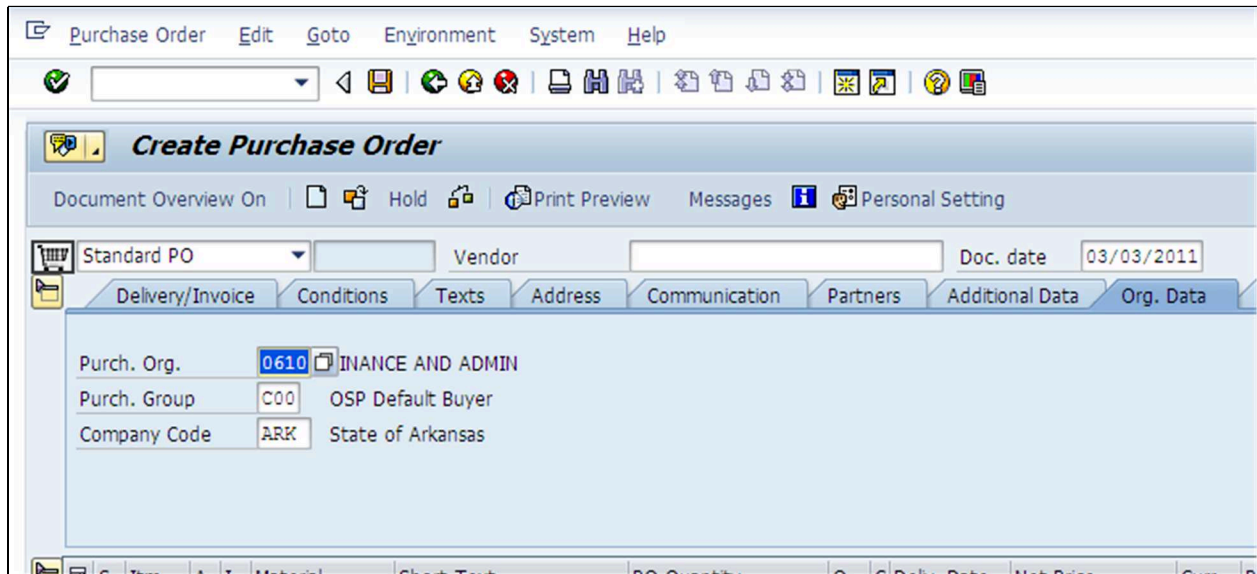
Create Purchase Order



8. Click on the outline agreement number to highlight. 

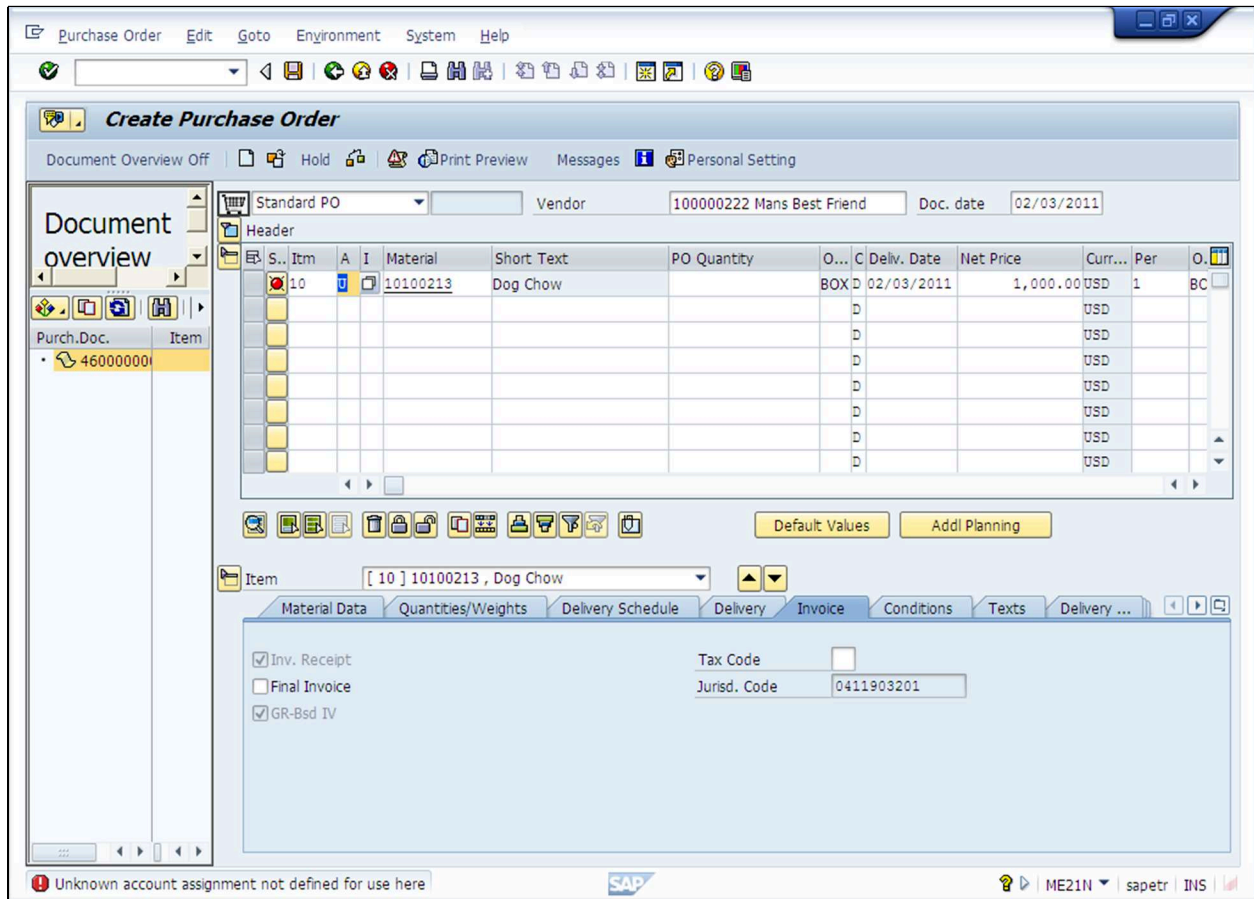
9. Click the Adopt button .

Create Purchase Order



10. If this is a PO referencing a State Term (ST on Our Reference - Communications Tab) the *Org. Data* tab (header) will need to be changed from 9999/C0X to the agency's Purch. Org. and Purch. Group.

Create Purchase Order



- Click in the "A" column of the purchase order. The "U" populated from the outline agreement and must be changed on the purchase order. An account assignment must be entered into the field.



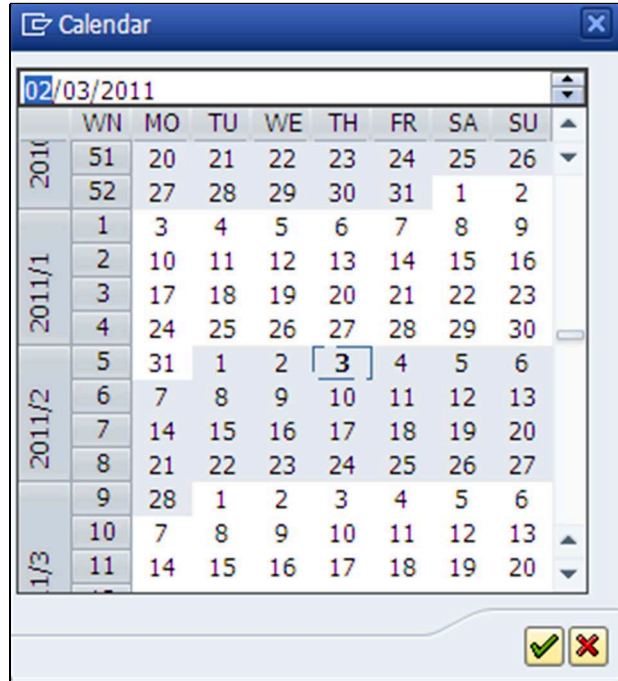
Examples of acct. assign. are K=Cost Center, A=Asset, F=Internal order and P= Project.

- As required, complete/review the following fields:

Field	R/O/C	Description
A	Required	Example: k
PO Quantity	Required	Example: 100.00

- Click in the **Deliv. Date** field.
- Click the calendar display button .

Calendar

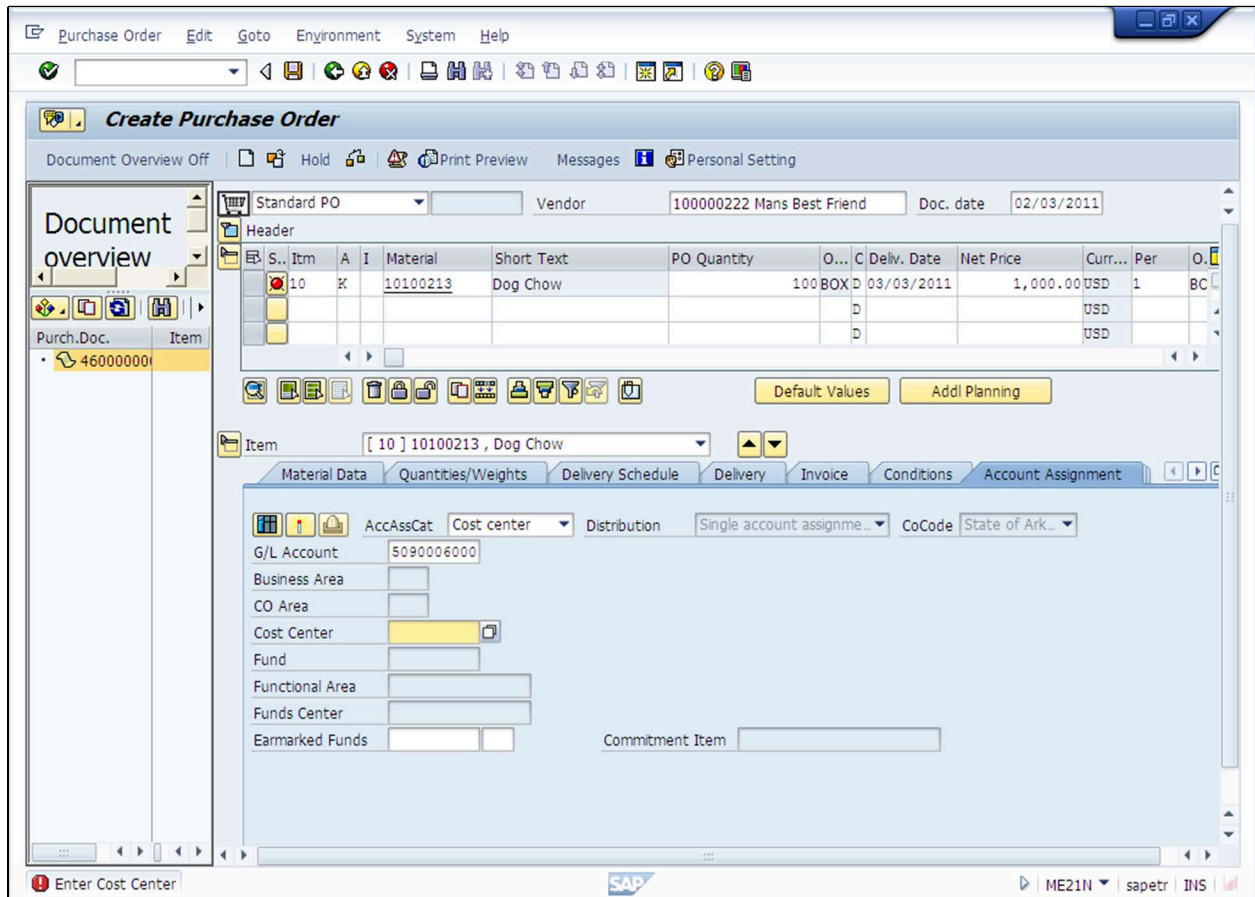


15. Click on the appropriate delivery date.




Once the date is populated into the purchase order press enter. You will be taken to the *Account Assignment* tab.

Create Purchase Order




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

Field	R/O/C	Description
Cost Center	Required	Example: 383210

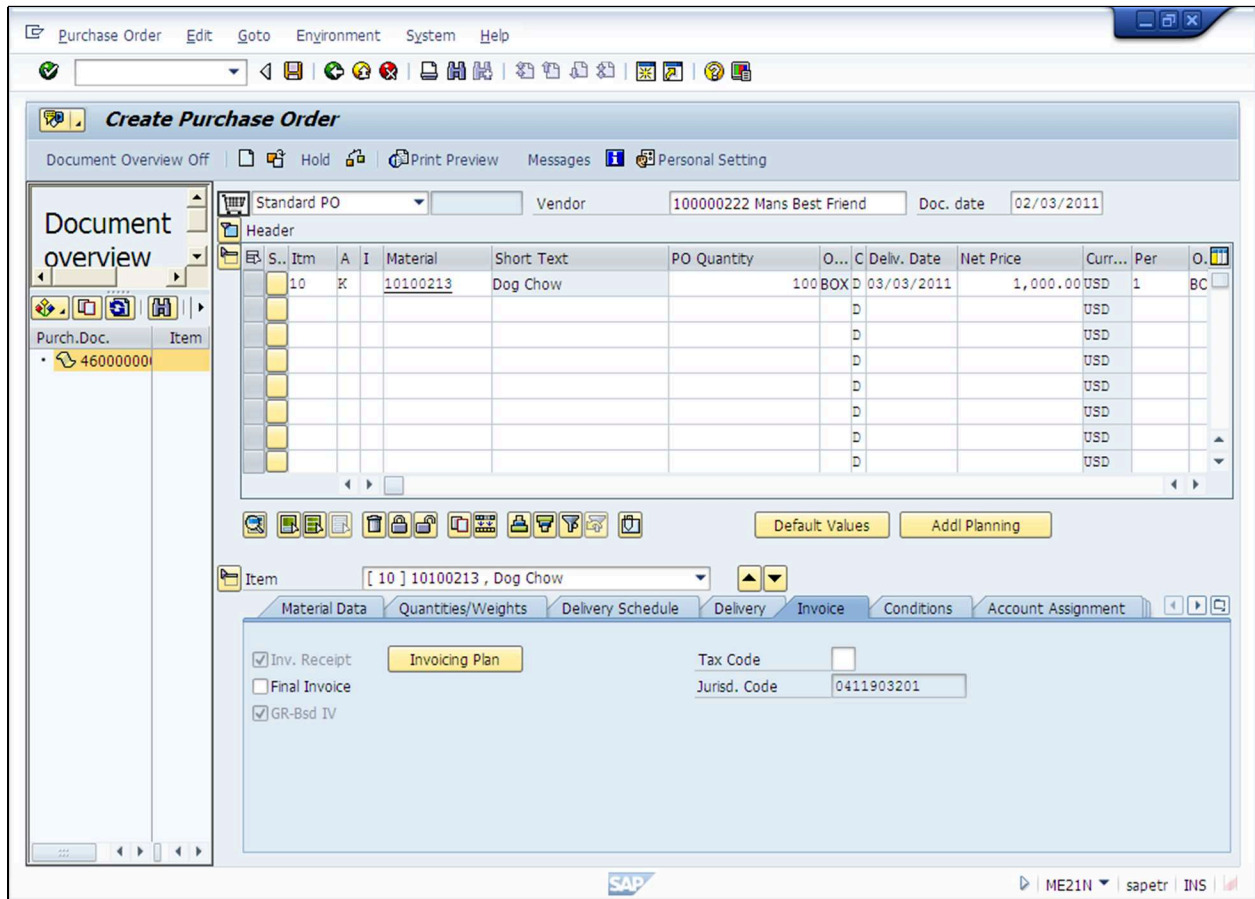
 Remember, what you enter in the "A" column will determine what account assignment you will enter on the *Account Assignment* tab.

17. Once you have typed in the appropriate account assignment number, press enter.

 In this scenario we have used a cost center. Upon pressing enter the cost center will derive the fund, funds center, functional area, and business area.

18. Click on the **Invoice** tab .


Create Purchase Order

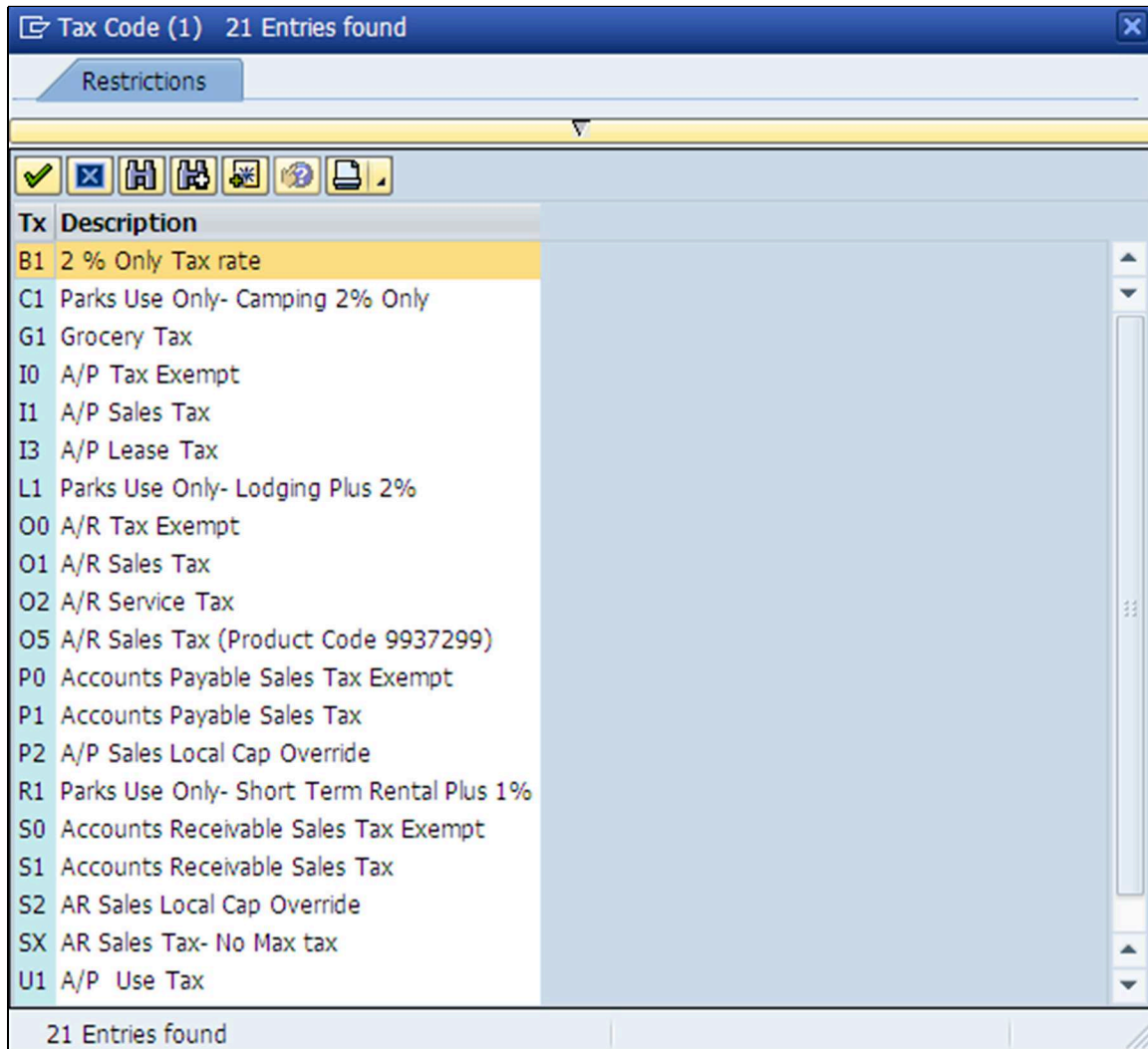


The screenshot shows the SAP 'Create Purchase Order' (ME21N) transaction. The main window displays the 'Create Purchase Order' title bar and a menu bar with options like 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Document Overview:** Shows 'Standard PO' and 'Vendor: 100000222 Mans Best Friend'. The document date is '02/03/2011'.
- Table:** A table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Net Price, Curr..., Per, O. The first row shows: 10, K, 10100213, Dog Chow, 100, BOX, D, 03/03/2011, 1,000.00, USD, 1, BC.
- Item Selection:** A dropdown menu shows '[10] 10100213 , Dog Chow'.
- Invoice Tab:** Contains fields for 'Tax Code' (empty) and 'Jurisd. Code' (0411903201). There are also checkboxes for 'Inv. Receipt', 'Final Invoice', and 'GR-Bsd IV', and an 'Invoicing Plan' button.

The SAP logo is visible at the bottom center, and the user ID 'ME21N | sapetr | INS' is at the bottom right.

19. Click in the **Tax Code** field.
20. Click the drop down button .

Tax Code (1) 21 Entries found

Tx	Description
B1	2 % Only Tax rate
C1	Parks Use Only- Camping 2% Only
G1	Grocery Tax
I0	A/P Tax Exempt
I1	A/P Sales Tax
I3	A/P Lease Tax
L1	Parks Use Only- Lodging Plus 2%
O0	A/R Tax Exempt
O1	A/R Sales Tax
O2	A/R Service Tax
O5	A/R Sales Tax (Product Code 9937299)
P0	Accounts Payable Sales Tax Exempt
P1	Accounts Payable Sales Tax
P2	A/P Sales Local Cap Override
R1	Parks Use Only- Short Term Rental Plus 1%
S0	Accounts Receivable Sales Tax Exempt
S1	Accounts Receivable Sales Tax
S2	AR Sales Local Cap Override
SX	AR Sales Tax- No Max tax
U1	A/P Use Tax

21. Click P1 if the good or service is taxable.

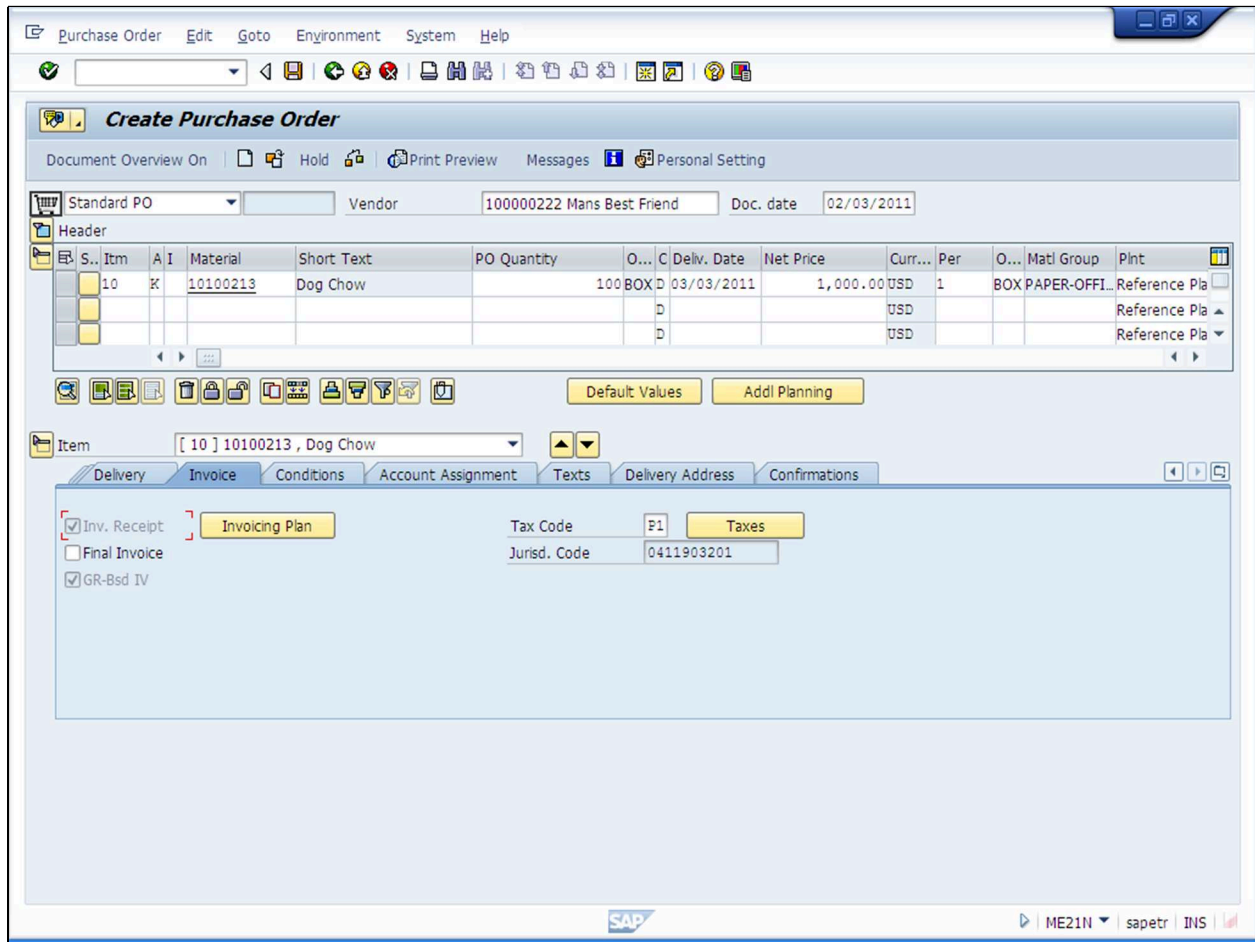


P1 = sales tax.

PO = sales tax exempted.

U1 = use tax.

Create Purchase Order



The screenshot shows the SAP ME21N 'Create Purchase Order' interface. The 'Texts' tab is active, displaying the following details:

- Item:** [10] 10100213 , Dog Chow
- Inv. Receipt:** (with 'Invoicing Plan' button)
- Final Invoice:**
- GR-Bsd IV:**
- Tax Code:** F1 (with 'Taxes' button)
- Jurisd. Code:** 0411903201

At the top of the screen, the 'Header' section shows:

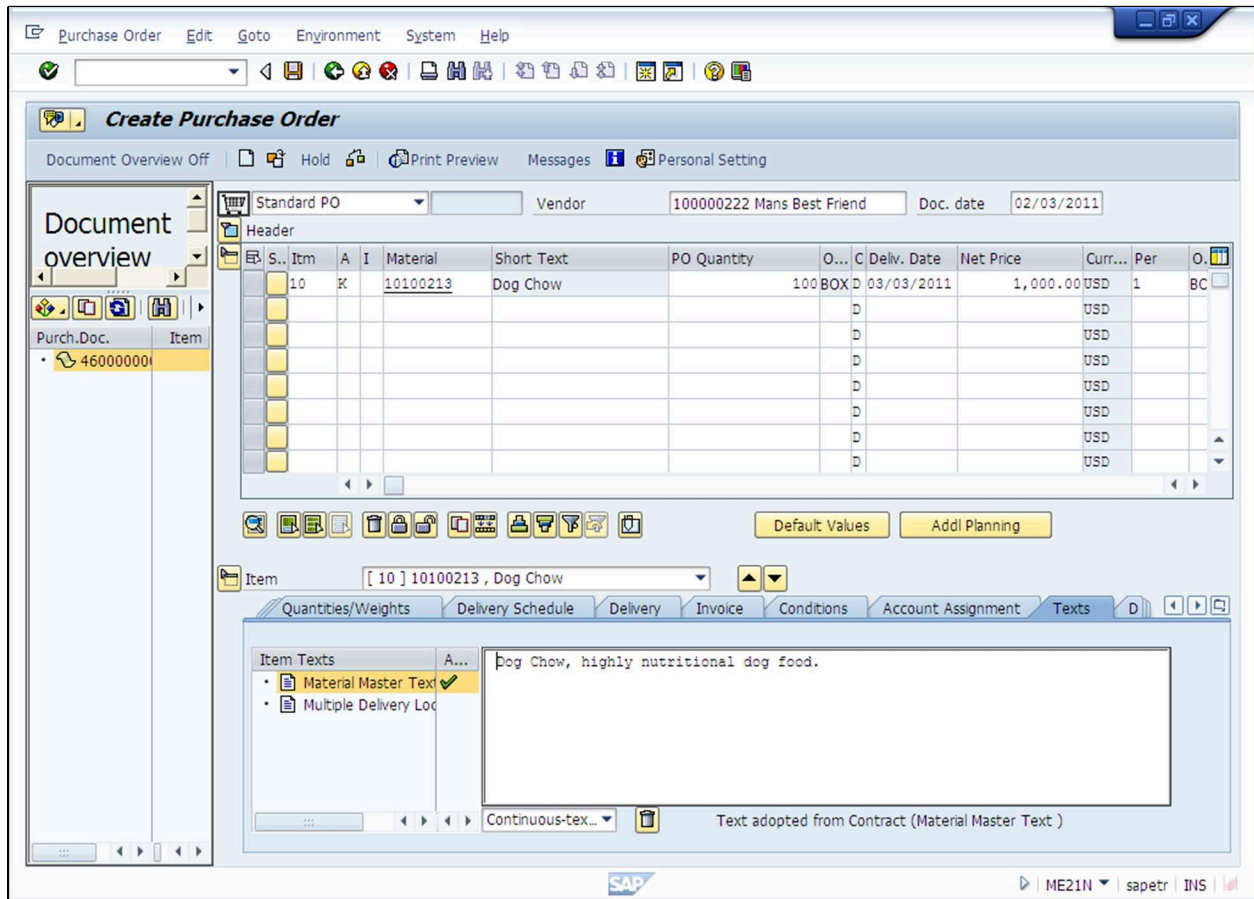
- Standard PO** dropdown
- Vendor:** 100000222 Mans Best Friend
- Doc. date:** 02/03/2011

The main table below the header contains the following data:

S...	Itm	A I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	10	K	10100213	Dog Chow			D	03/03/2011	1,000.00	USD	1		BOX PAPER-OFFI...	Reference Pla
							D			USD				Reference Pla
							D			USD				Reference Pla

22. Click the **Texts** tab.

Create Purchase Order

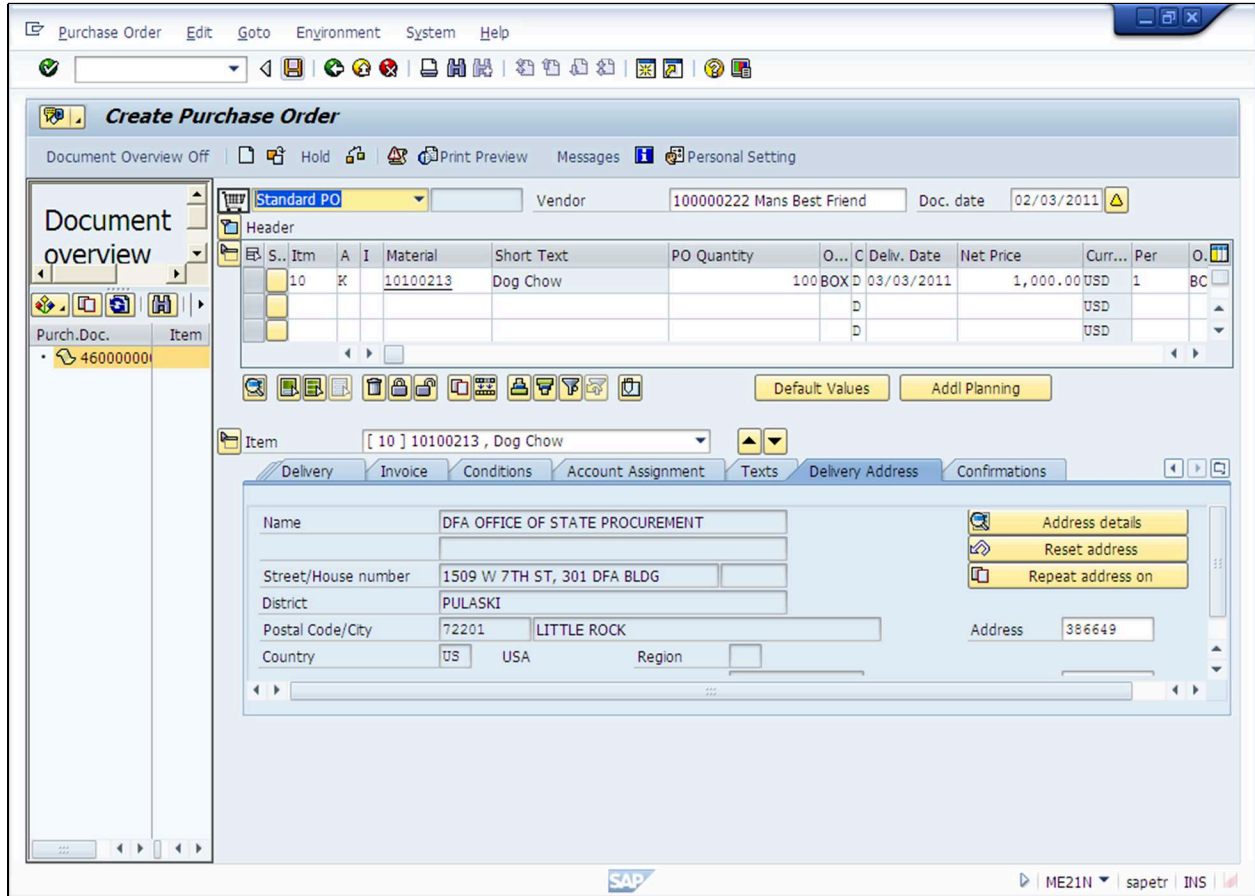



23. As required, complete/review the following fields:

Field	R/O/C	Description
Material Master Text	Optional	Example: Dog Chow, highly nutritional dog food. Recycled packaging.

24. Double check that the delivery address tab was populated from the Outline Agreement.

Create Purchase Order



25. Click the Save button  and the system will generate a purchase order number at the bottom of the screen.

Next Steps

- Once the goods or services are delivered you must perform the goods receipt (MIGO) transaction.
- Pay the vendor invoice using MIRO.



Summary