Creating Purchase Orders for Non-Stock Goods and Services

STATE INFORMATION TECHNOLOGY

B&CB
SC BUDGET AND CONTROL BOARD

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Use this guide if you are a Buyer.

SCEIS ECC Procurement

Creating Purchase Orders for Non-Stock Goods and Services

Work Instructions

Follow these work instructions if you are involved in creating Purchase Orders for services and non-stock goods for your agency and you are a Buyer or a "backup".

These instructions outline the *ME22N Change Purchase Order* procedure for completing a Purchase Order in the SCEIS Procure-to-Pay process for services and non-stock goods. The procedure is initiated in the ECC system and is used to process state-standard Purchase Orders originating in the SRM system. NOTE: These work instructions do not cover the procedure for creating Purchase Orders for inventory items (stock).

The ME22N Change Purchase Order procedure is the <u>fifth procedure</u> of the SCEIS Procure-to-Pay process for procuring services and non-stock goods. <u>Procedures one through four</u> are covered in the document **Shop and Order Non-Stock Goods and Services.** You can retrieve that document from the SCEIS uPerform system at https://uperform.sc.gov in the *content area Materials Management Quick Reference Cards (QRC).*

ME22N Change Purchase Order is a transaction in the SCEIS ECC system.

Once the Buyer creates a state standard Purchase Order in SRM, SCEIS uses that data to create a state standard Purchase Order in ECC.

In ECC, the Buyer can change the state standard Purchase Order to another type of Purchase Order such as a Sole Source or Blanket Purchase Order.

> ECC is the SCEIS SAP Enterprise Central Component system. ECC contains the master data needed to <u>complete</u> SCEIS accounting transactions. All SCEIS applications are integrated with ECC.
>
> Unlike the SRM application, business process procedures in the ECC system have a transaction code and a transaction title. In this case, "ME22N" is the transaction code to change a PO. Periodically, you may hear or read references to this procedure (ECC transaction) as simply "ME22N".

Changes made by the Buyer may need approval by the SRM Approver for that purchase.

When modifying Purchase Orders, the Buyer adheres to South Carolina Procurement Code and Regulations, internal policies and best practices.

To change/modify a Purchase Order in SCEIS ECC system, the Buyer will:

   a. Locate the Purchase Order.
   b. Display (Review) the Purchase Order.
   c. Change the Purchase Order type, if required.
   d. Add tax, freight and goods receipt, if required.
   e. Make any other changes, if required.
   f. Save, print and mail Purchase Order to suppliers (vendors).

> Be sure to Save 💾 the Purchase Order following any changes and periodically, especially if you are taking some time to complete your efforts
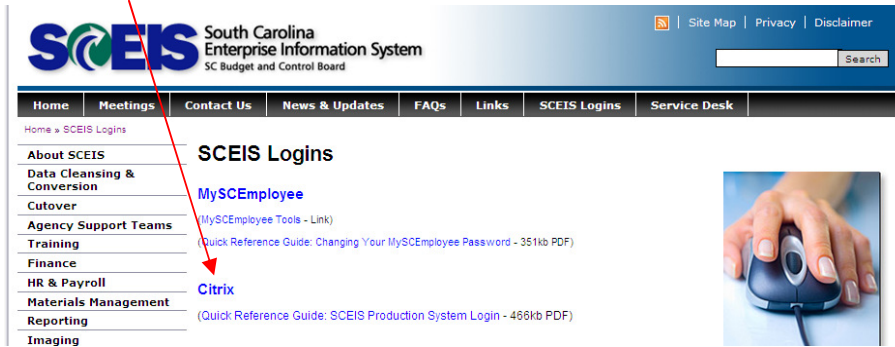
Begin this business process procedure by going to the SCEIS website and login to ECC.

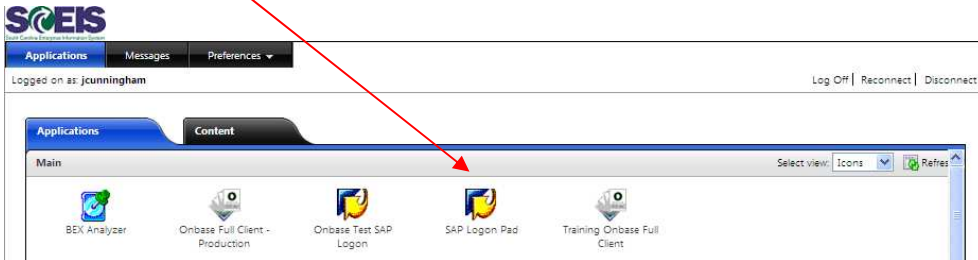# Business Process Procedure: ME23N Change Purchase Order
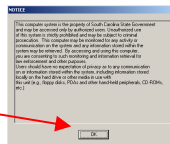
1. **Click SCEIS Logins.**
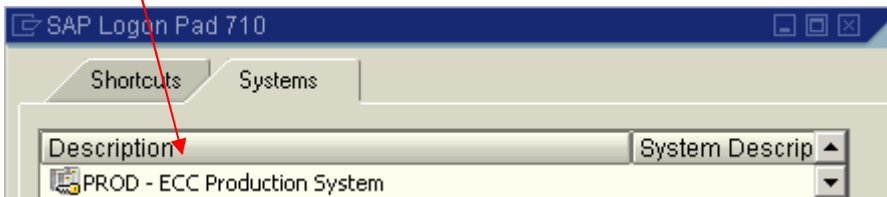

2. **Click Citrix.**

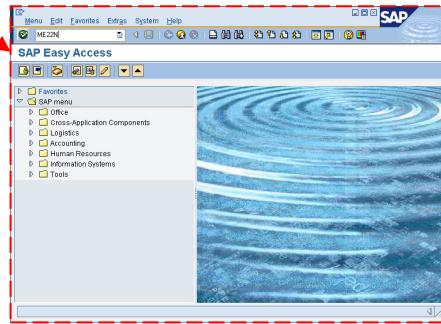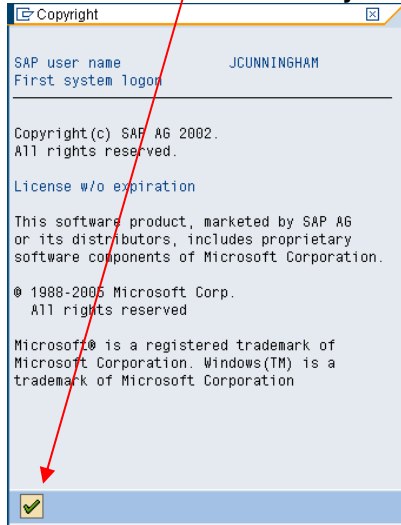3. **Click SAP Logon Pad.**

4. **Click OK on the dialog box.**

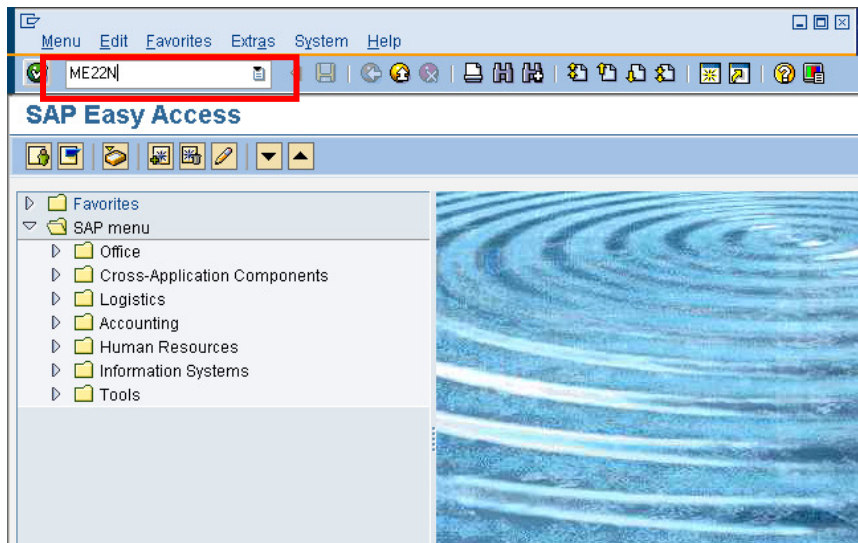5. **Double-click PROD – ECC Production System on the menu.**

As a first-time ECC user you will receive the below. Respond to the system by clicking the **green checkmark** . **SAP Easy Access** screen next appears. Think of this as your ECC homepage.


6. **Type ME22N in the Command Box and click Enter.**

   That is, strike the Enter key on the keyboard or click the Green Check button.


7. **The transactions ME22N and ME23N.** The first time you enter transaction **ME22N Change Purchase Order**, ECC will switch to transaction **ME23N Display Purchase Order** and offer **"Help"** (highlighted below). This is because the system knows you have not previously "changed" a Purchase Order. The next time you enter **ME22N**, ECC will open **ME22N** and display the last Purchase Order you viewed.

Since you will receive assistance in this document, exit the "**Help**" by clicking **Close**. Next, find (look-up) the PO to be viewed and changed.
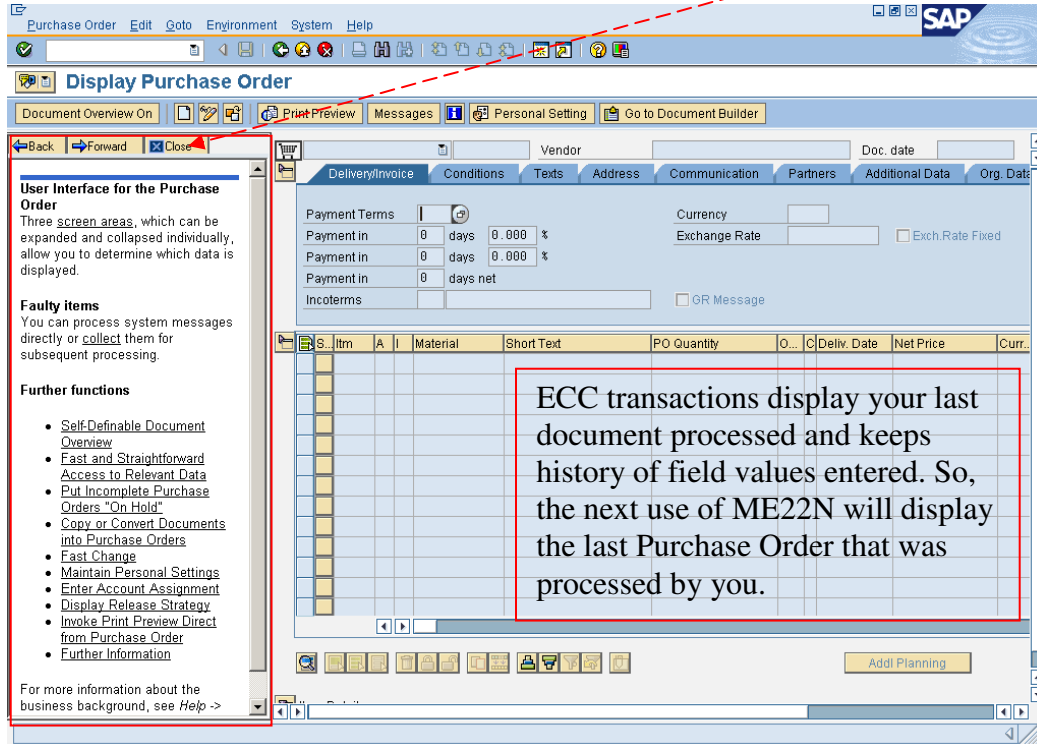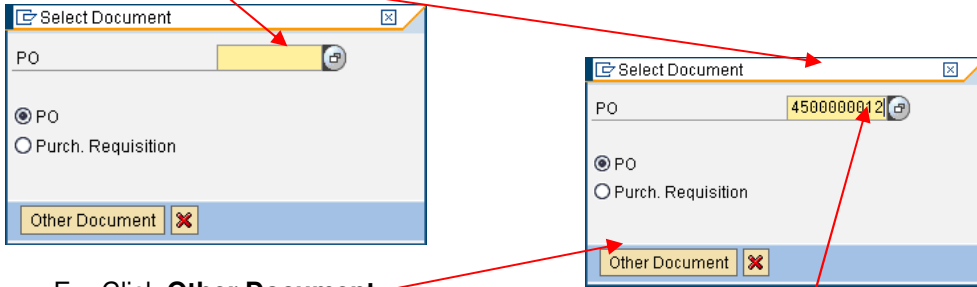

8. **Look-up a Purchase Order (PO) when you know the PO#.** You may only need to use this approach the first time you use ECC and ME22N. Thereafter, you will most likely use the approach in step #9.

   A. Click **Purchase Order**.
   B. Click **Other Purchase Order**.
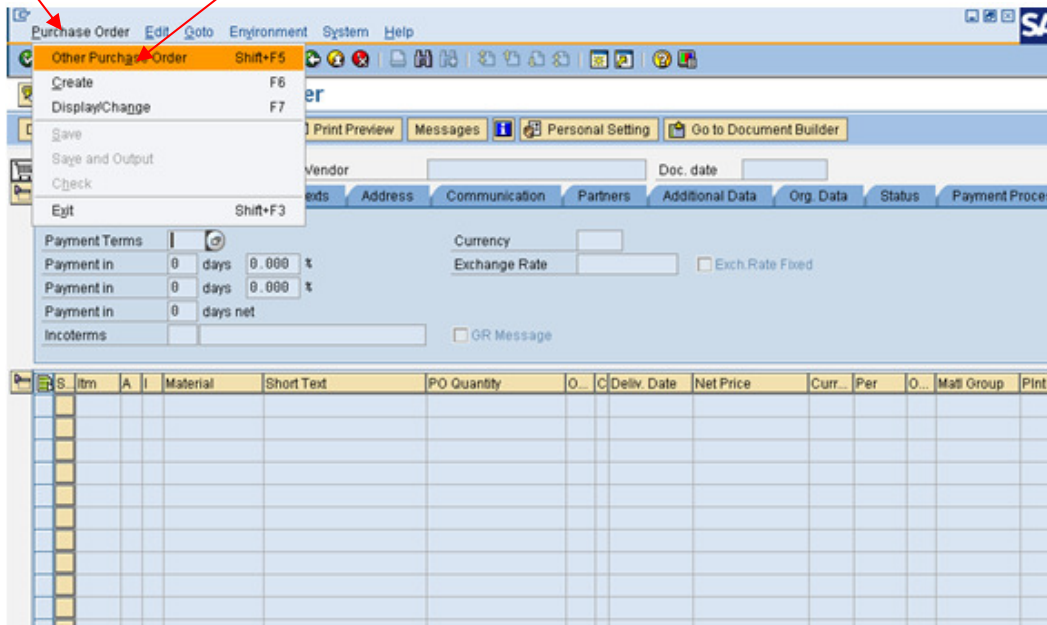
   C.

D. Enter PO number. In this example, the PO# is 4500000012.

E. Click **Other Document**.
F. If the PO exists, ECC will display it. Be careful to type zeroes and not "O's" --a common mistake for new ECC users. Notice a zero contains a "dot" in its center.
G. **NOTE**: If you click the **Matchcode** button, a list of POs will appear. You could select your desired PO from that list, however, this list grows as POs are created in the system and you may not be able to "find" a specific PO without its date or vendor. See step #9.

Proceed to step #11.

9. Look-up a Purchase Order when you do not know the PO#.

ECC transaction **ME2N Purchasing Documents per Document Number** is recommended for this task. This transaction is documented in the SCEIS uPerform system. It allows you to search for and list Purchase Orders by any combination of twenty-five (25) fields, including delivery date, validity dates, item category, plant, vendor, purchase order type, material group, financial account assignment, etc. Go to the SCEIS uPerform system and Search for the **ME2N** document. SCEIS uPerform can be accessed at https://uperform.sc.gov.
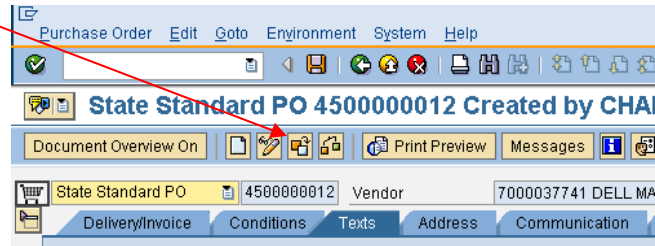
ECC ME2N Transaction search screen
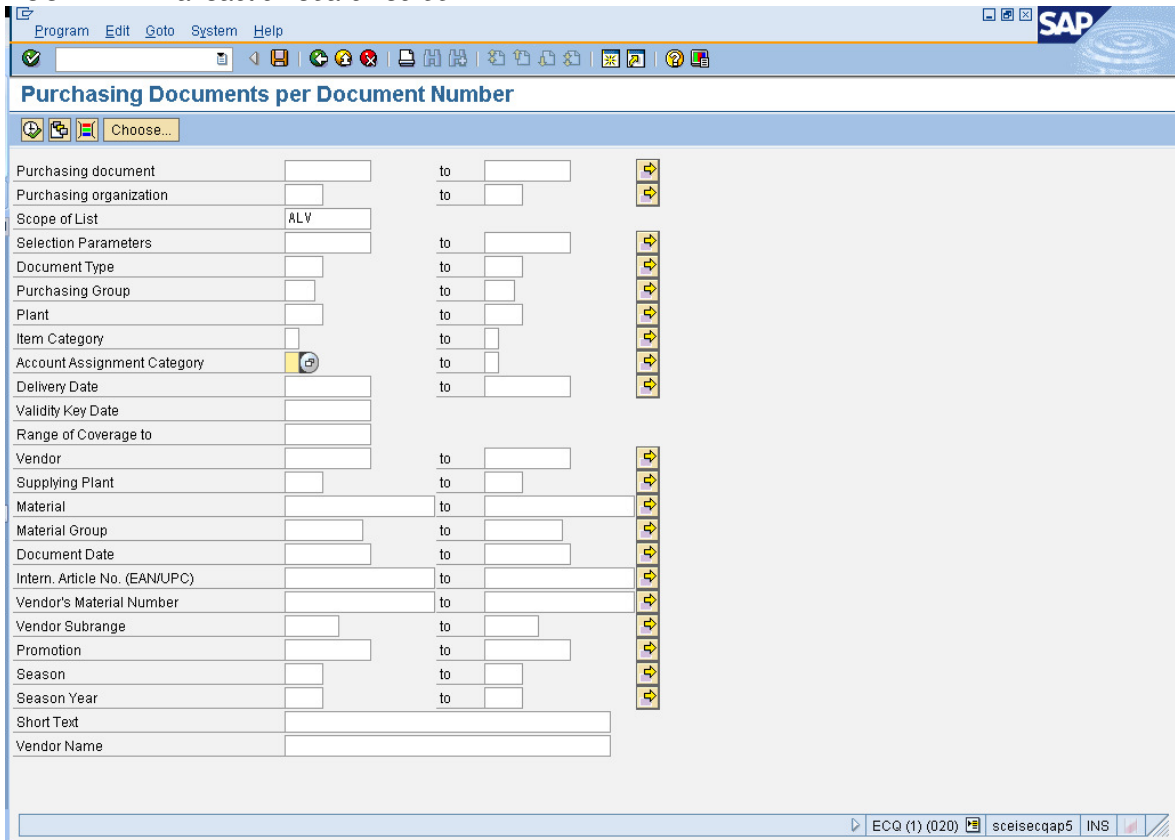
Proceed to the step #11.

10. Look-up a Purchase Order when the PO displayed is not the one you need.

If a Purchase Order is displayed in ME22N but it is not the PO you want to view/change, you can switch to a different PO by finding the needed PO# via step #8 or step #9, and then clicking the button for ME23N, and entering that PO#.
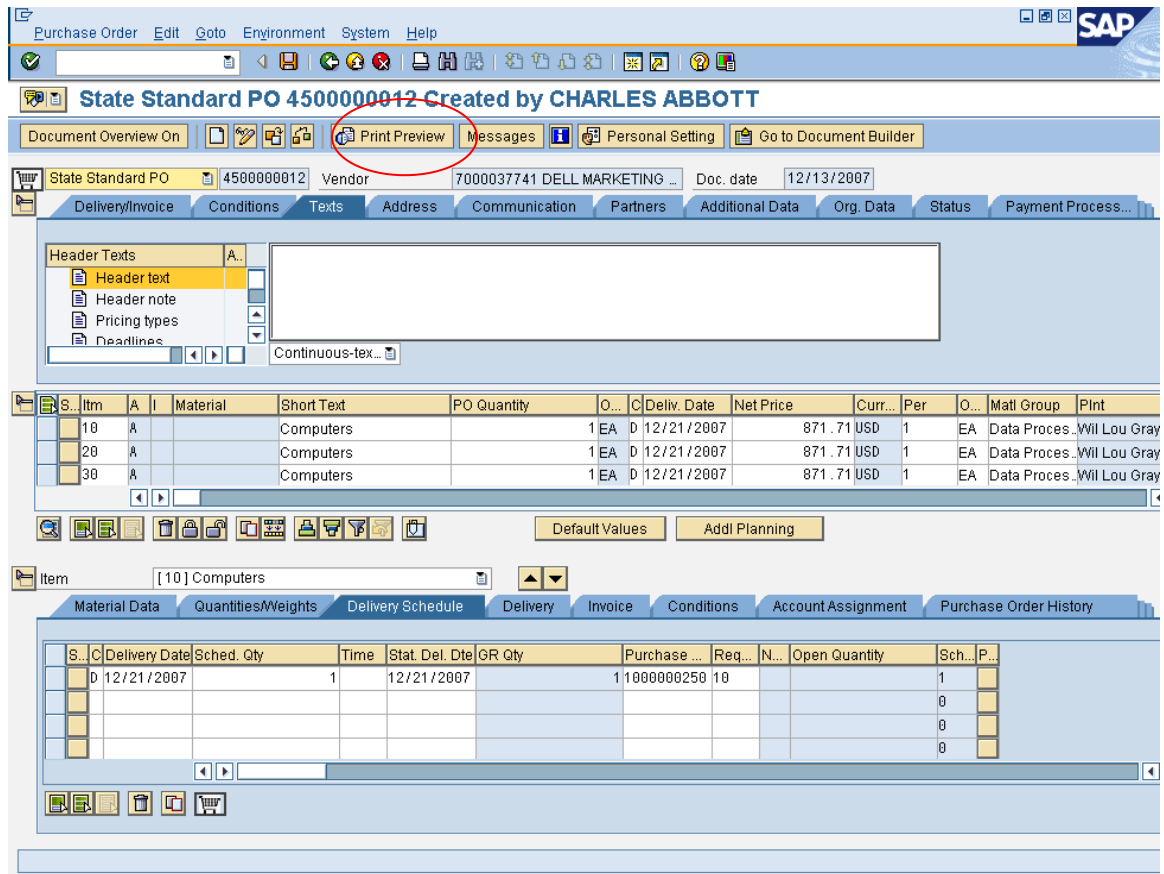

Proceed to step #11.

11. (Print) Preview a found Purchased Order.

Using one of the look-up methods (above) in the example below, Charles Abbott found a State Standard PO# 4500000012 that was created in SRM and was workflowed to ECC to him.

Review your Purchase Order details.

Click **Print Preview** (circled below) to review the look-and-feel of the printed version of the Purchase Order that will be sent to the source of supply (vendor).

Sample SCEIS Purchase Order

PURCHASE ORDER	Page 1 of 1
Wil Lou Gray Opportunity Sch	

Purchasing Office:	Invoice To:
Wil Lou Gray Opportunity School	Wil Lou Gray Opportunity School
Attn: Procurement Office	Attn: Accounts Payable
3300 West Campus Road	3300 West Camput Road
West Columbia, SC 29170	Columbia, SC 29170
Phone: (803) 896-6480	Phone: (803) 896-6480
Fax: (803) 896-6467	Fax: (803) 896-6511

Purchase Order: 4600000928	Payment Terms:
Date Issued: 05/14/2008	within 22 Days 0.000 Percent Discount
PO Number must appear on all Invoices and Delivery Slips.	

Vendor: 7000025876	Deliver To:
HERNDON CHEVROLET INC	Wil Lou Gray Opportunity School
PO Box 339	3300 WEST CAMPUS ROAD
LEXINGTON SC 29072	West Columbia, SC 29170-2134
USA	

INSTRUCTIONS TO VENDOR

Item No.	Quantity	Unit of Measure	Description	Unit Price	Amount
00010	1	AU	2008 Chevy Uplander Mini-Van St. Contract: 08-57608-A13403. Base: $17,829.00; Extended	21,614.00	21,614.00

> Recall that Shopping Cart creators can add notes to vendors for any Shopping Cart item and that these notes are added to the Purchase Order. It is best practice for Buyers and Approvers to review these notes.
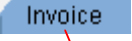
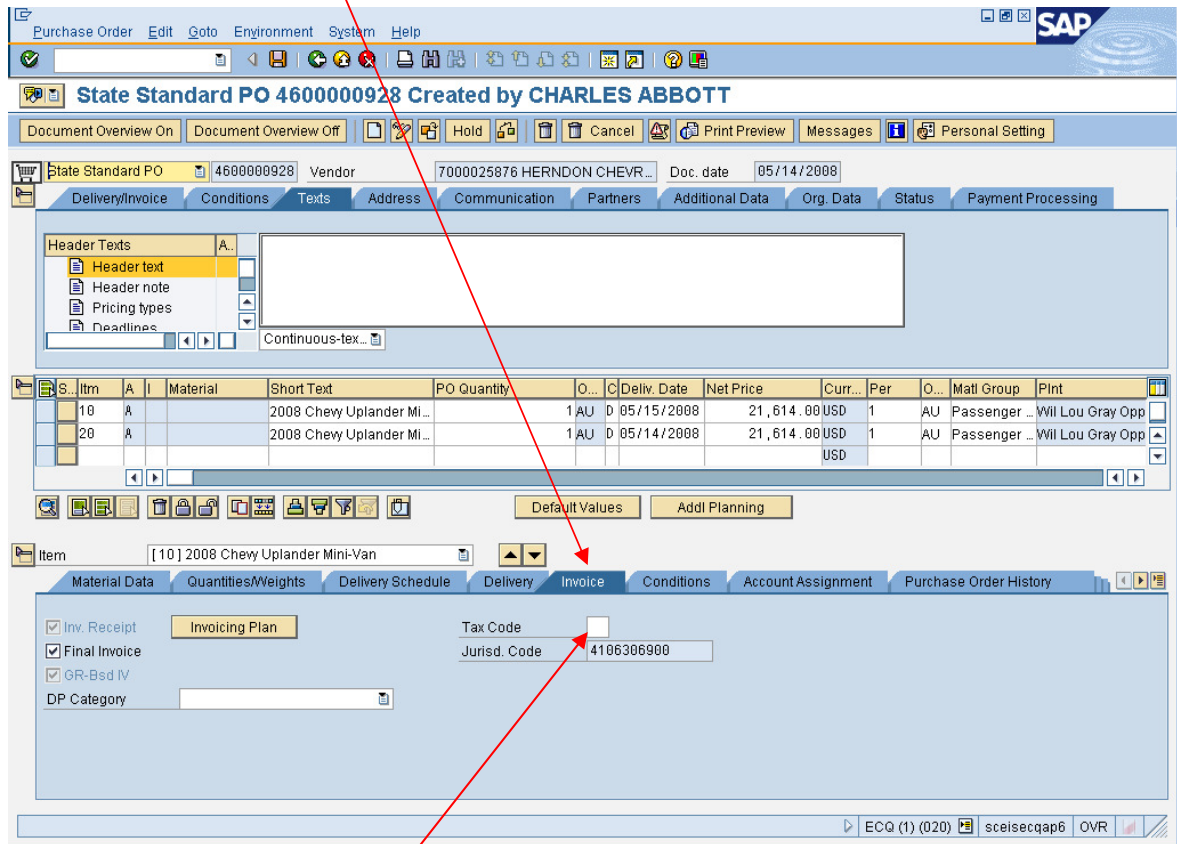**12.** **Click the Back arrow** **to return to ME22N.**

13. **If required, change the State Standard Purchase Order into a Purchase Order of another type.** Recall that the Carry Out Sourcing procedure creates a State Standard Purchase Order. However, your Purchase Order type may need to be changed to a type such as Blanket PO. SCEIS has designed the different types of Purchase Orders in the system for reporting purposes. Below is only a sample of the types of Purchase Orders in SCEIS.
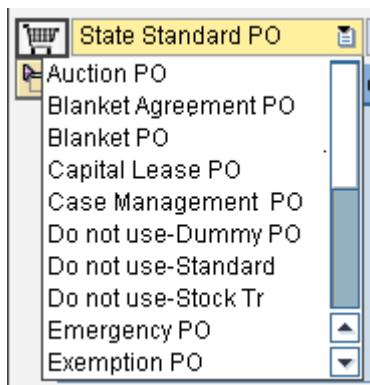
> For additional information on Purchase Order types refer to the uPerform document *Purchase Order Document Types* in the content area *Materials Management Quick Reference Cards (QRC).*
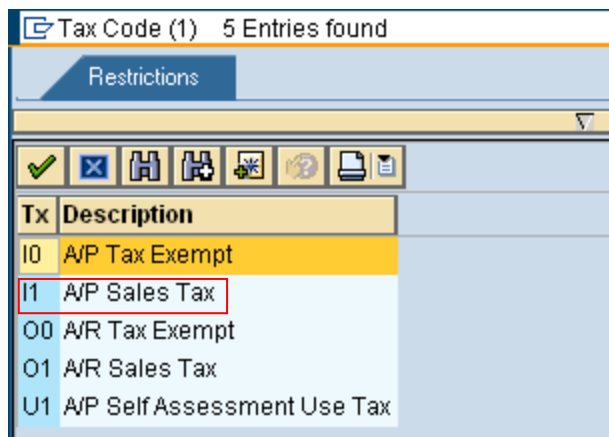
14. Add tax to the Purchase Order.

Click the **Invoice** tab [Invoice]. Notice the example is in transaction **ME22N**.

Click the **Tax Code** text box [ ] and the **Matchcode** button [ ] will appear. Click the button.
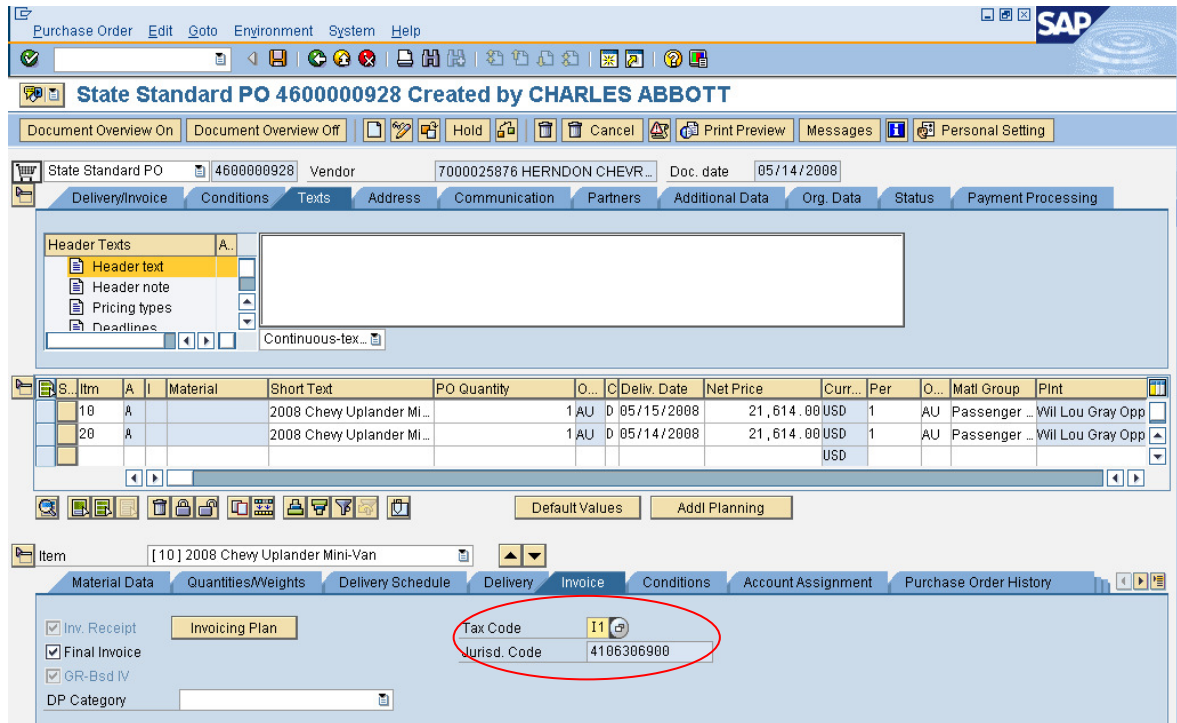
Five (5) tax types will appear. Select your tax type. You will only select either "**A/P Sales Tax**" or "**A/P Self Assessment Use Tax**" (Use Tax).

A/P is "Accounts Payable." In the above example, "**A/P Sales Tax**" will be selected.

Click ![checkmark] and the tax type will be added to the Purchase Order. The tax amount is then automatically calculated by ECC based on this selected tax type and the Tax Jurisdiction Code of the Ship-To Location's Zip+4. The tax line does not display as a line item on this screen and is calculated in the background and is available in the Display Taxes screen.
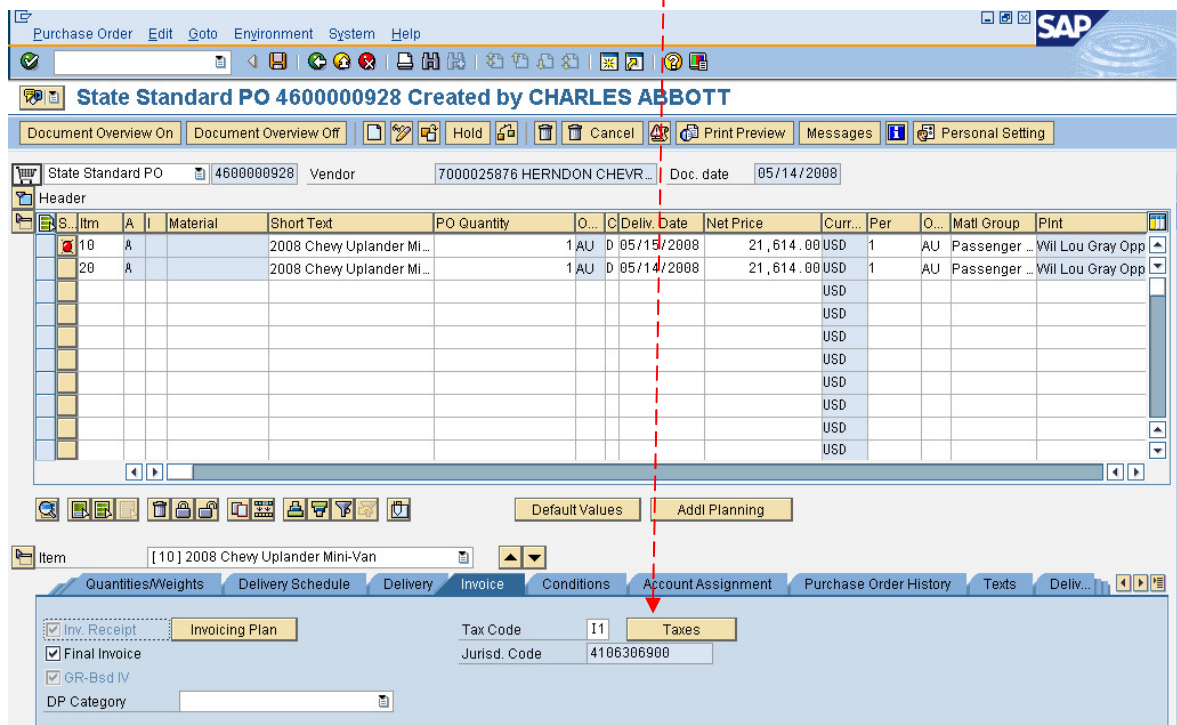
Notice below that Tax code is selected and tax jurisdiction is entered but the latter is not editable.
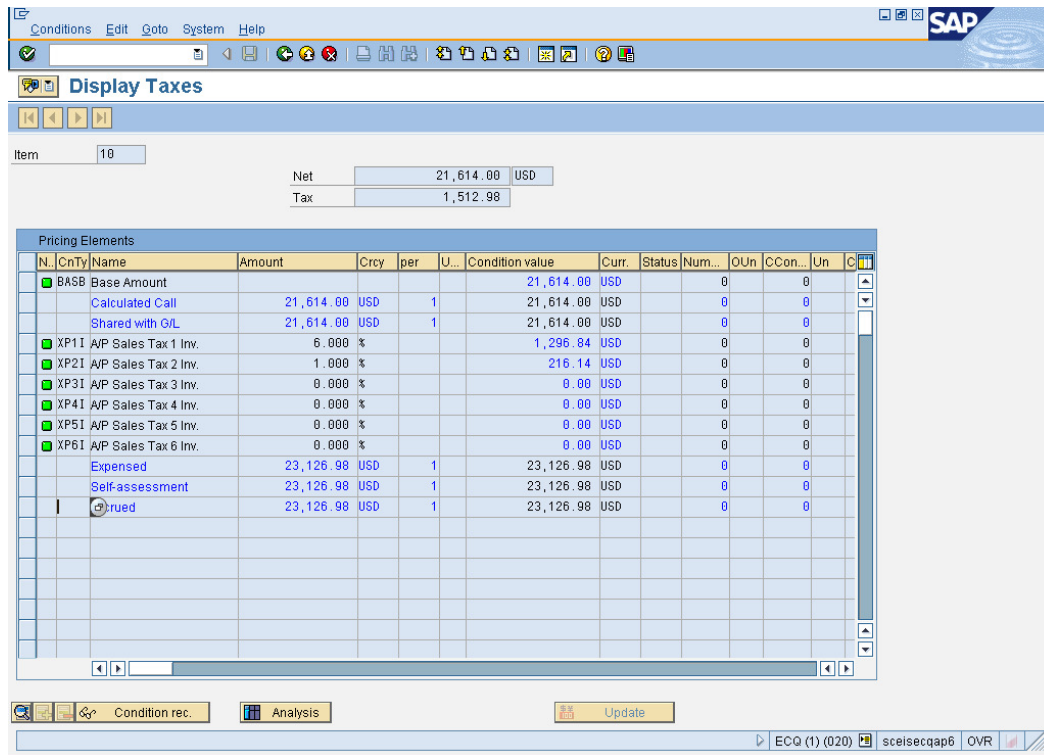
Once taxes are calculated by ECC, you can click the **Taxes** button (see below) to **Display Taxes**.

Display Taxes Transaction

Click the Back arrow to return to the Purchase Order.

15. Indicate whether Goods Receipt and Goods Receipt Non-Valuated are required.

A Goods Receipt (GR) is an official document in SCEIS that acknowledges receipt of a Purchase Order item(s). For non-stock items, goods receipts tell Finance processors that items have been delivered. For State Standard Purchase Order (non-stock) items, **Goods Receipt** and **Goods Receipt Non-Valuated** are **required** and **are checked** on the Purchase Order by default.

Click the **Delivery** tab [Delivery] (circled). Notice the example is in transaction **ME22N.** The Buyer has indicated the following:

> A goods receipt is required (Goods Receipt is checked).
> Financial posting is <u>not</u> triggered to occur automatically, allowing opportunity to change the funding source or fund split, if necessary, when the invoice is to be paid (highlighted).
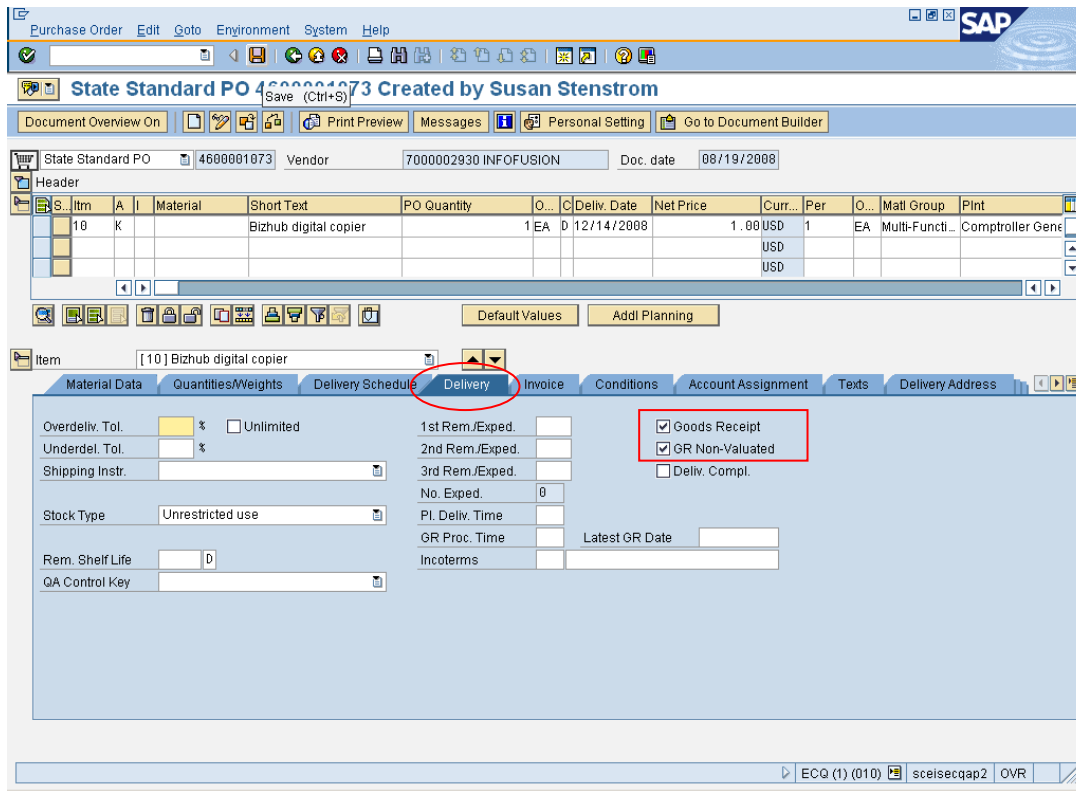
16. Add freight (shipping costs).

Freight is added under the **Conditions** tab [Conditions] of the Purchase Order. Freight charges are applied in the line item details.
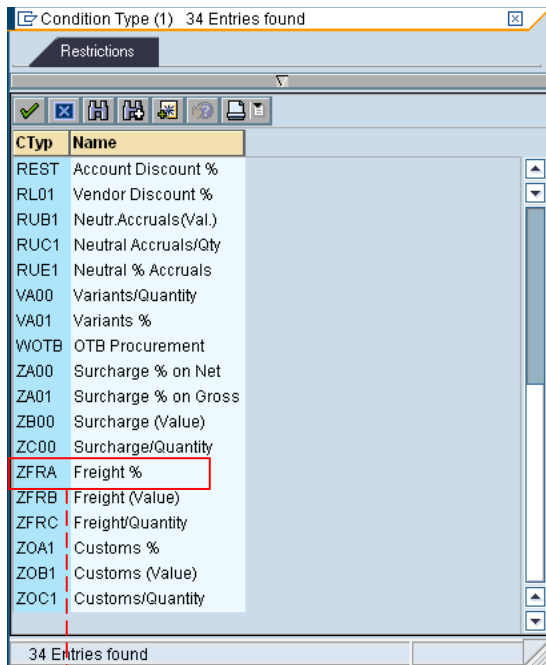
Select the "Insert Row" icon [icon] to add freight cost. This will add a new line to the Purchase Order.
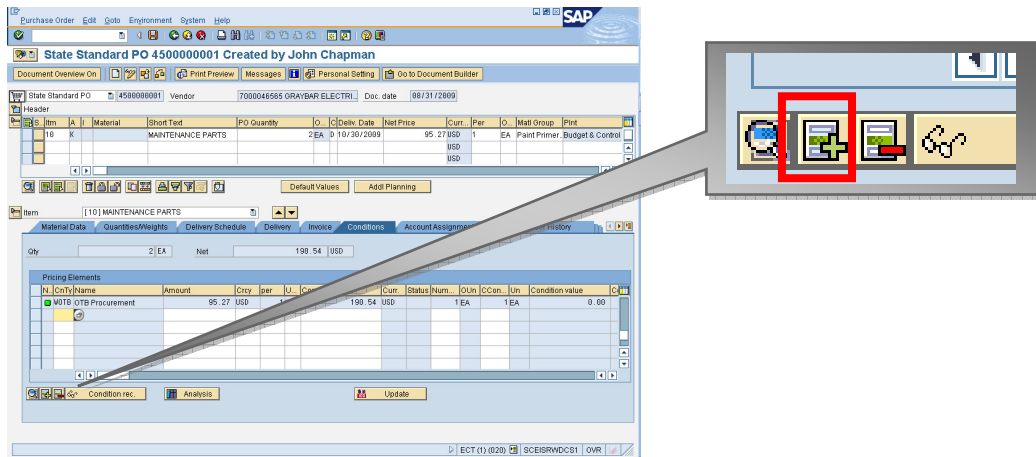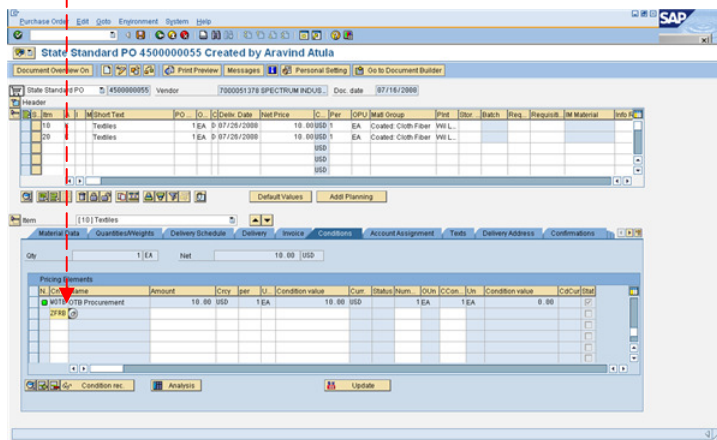
Click the Matchcode menu code to select the freight type

[icon] . A list of options is displayed. Select the appropriate freight. For instance, to enter freight by a predetermined dollar amount, Double-click ZFRB Freight (Value)

To enter freight by quantity you would select ZFRC in the menu. To select Freight %, select ZFRA.

Click Save and the freight will be added to the cost.

17. Save the Purchase Order.

Click Save .

18. Preview and Print the Purchase Order.

Send/Mail the Purchase Order to your Source of Supply, as appropriate.

19. Return to the SAP Easy Access screen.

Click .