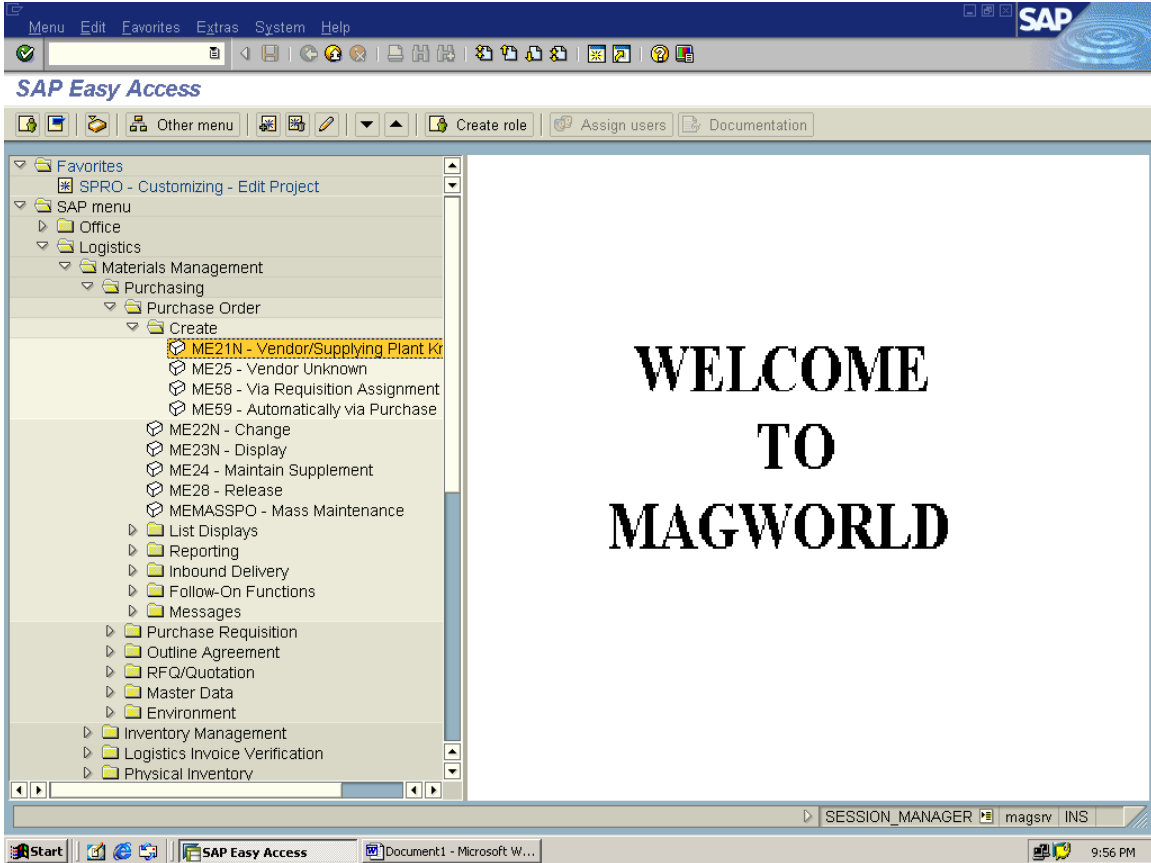


# Create Purchase Order: ME21N



### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor Doc. date 09.10.2005

Delivery/invoice
Conditions
Texts
Address
Communications data
Partners
Additional data
Org. data
Status

Purchasing org. 1000 IDES Deutschland  
 Chef.H.  
 Company Code 1000 IDES AG

S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr

Default values

Item

**Create Purchase Order**

Document overview on Hold Print preview Messages Help Personal setting

Standard PO  Vendor **BHEL BHEL** Doc. date 09.10.2005

Delivery/invoice Conditions Texts Address Communications data Partners Additional data Org. data Status

Payment terms	0002	Currency	EUR
Payment in	14 days 3.000 %	Exchange rate	1.00000 <input type="checkbox"/> Exch. rate fixed
Payment in	30 days 2.000 %		
Payment in	45 days net		
Incoterms	FOB Chennai		<input type="checkbox"/> GR message

S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			

Item

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO  Vendor BHEL BHEL Doc. date 09.10.2005

Delivery/invoice Conditions Texts Address Communications data Partners Additional data Org. data Status

Net  EUR

CnTy	Name	Rate	Curr.	per	U...	Condition value	Curr.	NumC...	OUn	CConDeUn	Condition va
RA01	Discount % on Gross	2.000	%			0.00	EUR	0	0	0	
	Net incl. disc.					0.00	EUR	0	0	0	
	Net incl. tax					0.00	EUR	0	0	0	
	Actual Price					0.00	EUR	0	0	0	

Condition rec. Activate

S. Item	A	I	Material	Short text	PO quantity	O...	CDeliv. date	Net price	Curr...	Per	O...	Matl gr
									EUR			
									EUR			
									EUR			

Default values ME21N magsrv INS

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor: BHEL BHEL Doc. date: 09.10.2005

Delivery/invoice Conditions Texts Address Communications data Partners Additional data Org. data Status

Purchasing org. 1000 IDES Deutschland  
Purch. group 000 Chef.H.  
Company Code 1000 IDES AG

S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			

Default values

Item New item

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO  Vendor BHEL BHEL Doc. date 09.10.2005

Delivery/invoice Conditions Texts Address Communications data Partners Additional data Org data Status

Purchasing org. 1000 IDES Deutschland  
 Purch. group 000 Chef.H.  
 Company Code 1000 IDES AG

S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
10			IRON_ORE	Iron ore grade-A	1,000	T0		028.12.2005	1,100.00	EUR	1	T0	Steels
20			1090	Coke	500	T0		028.12.2005	2,000.00	EUR	1	T0	Steels
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			

Default values

Item details

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor BHEL BHEL Doc. date 09.10.2005

Header

S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
10			IRON_ORE	iron ore grade-A	1,000	T0		28.12.2005	1,100.00	EUR	1	T0	Steels
20			1090	Coke	500	T0		28.12.2005	2,000.00	EUR	1	T0	Steels
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			

Default values

Item [ 10 ] IRON ORE , Iron ore grade-A

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment Texts

Material group 00101 Revision level

Vendor mat. no. EAN/UPC

Vendor sub-range Cross-plant CM

Batch Vendor batch  InfoUpdate

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor: BHEL BHEL Doc. date: 09.10.2005

Header

S. Item	A	I	Material	Short text	PO quantity	O. C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
10			IRON_ORE	Iron ore grade-A	1,000	T0	28.12.2005	1,100.00	EUR	1	T0	Steels
20			1090	Coke	500	T0	28.12.2005	2,000.00	EUR	1	T0	Steels
									EUR			
									EUR			
									EUR			
									EUR			
									EUR			

Item: [ 10 ] IRON ORE , Iron ore grade-A

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment Texts

Order quantity	1,000	T0	Order unit <-> Order price un.	1	T0	<->	1	T0
Order qty (SKU)	1,000,000	KG	Order unit <-> Stock unit	1	T0	<->	1,000	KG
Net weight		/1 T0	Net weight	0.000				/ Item
Gross weight		/1 T0	Gross weight	0.000				/ Item
Volume		/1 T0	Volume	0.000				/ Item
Points		/1 T0	Points	0.000				/ Item

ME21N magsrv INS



### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor: BHEL BHEL Doc. date: 09.10.2005

Header

S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
10			IRON_ORE	Iron ore grade-A	1,000	T0		28.12.2005	1,100.00	EUR	1	T0	Steels
20			1090	Coke	500	T0		28.12.2005	2,000.00	EUR	1	T0	Steels
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			

Default values

Item [ 10 ] IRON ORE , Iron ore grade-A

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment Texts

Overdeliv. tol.	5.0 %	<input type="checkbox"/> Unlimited	Reminder 1	3	<input checked="" type="checkbox"/> Goods receipt
Underdel. tol.	5.0 %		Reminder 2	6	<input type="checkbox"/> GR non-valuated
Shipping instr.			Reminder 3	10	<input type="checkbox"/> Deliv. compl.
Stock type	Quality inspection		No. reminders	0	
Rem. shelf life		D	PInd dely time		
QA control key			GR proc. time	1	Latest GR date 20.12.2005
			Incoterms		

Purchase order Edit Goto Environment System Help SAP

---

**Create Purchase Order**

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor BHEL BHEL Doc. date 09.10.2005

Header

S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
10			IRON_ORE	Iron ore grade-A	1,000	T0		28.12.2005	1,100.00	EUR	1	T0	Steels
20			1090	Coke	500	T0		28.12.2005	2,000.00	EUR	1	T0	Steels
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			

Default values

Item [ 10 ] IRON ORE , Iron ore grade-A

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment Texts

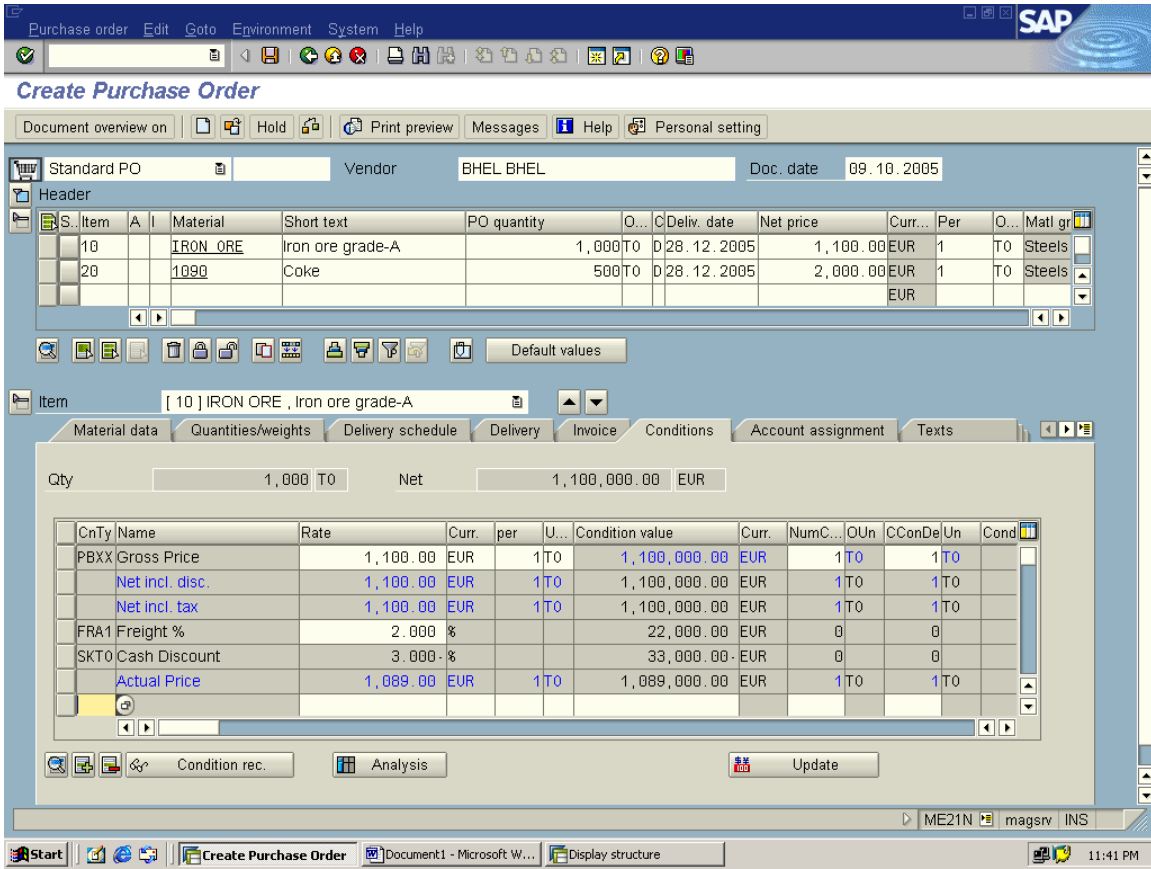
Inv. receipt  
 Final invoice  
 GR-based IV

Tax code  
Jurisdict. code

ME21N magsrv INS

Start Create Purchase Order Document1 - Microsoft W... Display structure 11:39 PM

For free items uncheck the Inv.Receipt indicator



In case Material supplier and transporting vendor is different,  
 Then select the relevant condition type, in this e.g. FRA1  
 THEN click on details icon

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO  Vendor BHEL BHEL Doc. date 09.10.2005

Header

S. Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Matl gr
10			IRON_ORE	iron ore grade-A	1,000	T0	28.12.2005	1,100.00	EUR	1	T0	Steels
20			1090	Coke	500	T0	28.12.2005	2,000.00	EUR	1	T0	Steels
									EUR			

Default values

Item [ 10 ] IRON ORE , Iron ore grade-A

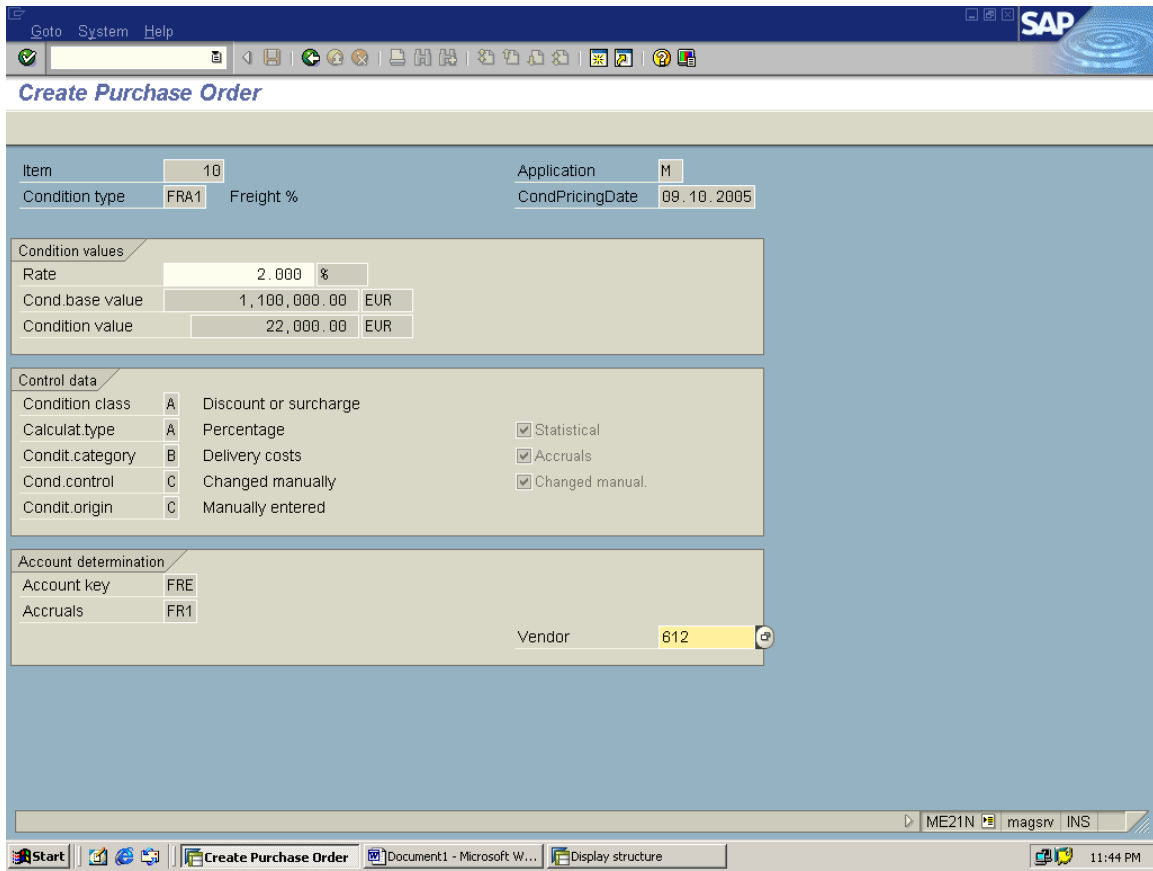
Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment Texts

Qty 1,000 T0 Net 1,100,000.00 EUR

CnTy	Name	Rate	Curr.	per	U...	Condition value	Curr.	NumC...	OUn	CConDe	Un	Cond
PBXX	Gross Price	1,100.00	EUR		1T0	1,100,000.00	EUR	1	T0	1	T0	
	Net incl. disc.	1,100.00	EUR		1T0	1,100,000.00	EUR	1	T0	1	T0	
	Net incl. tax	1,100.00	EUR		1T0	1,100,000.00	EUR	1	T0	1	T0	
FRA1	Freight %	2.000	%			22,000.00	EUR	0		0		
SKT0	Cash Discount	3.000	%			33,000.00	EUR	0		0		
	Actual Price	1,089.00	EUR		1T0	1,089,000.00	EUR	1	T0	1	T0	

Condition rec. Analysis Update

Condition detail



**Go back**

**Repeat the same incase of Insurance, customs if required**

**Go back**

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO  Vendor BHEL BHEL Doc. date 09.10.2005

Header

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
	10			IRON_ORE	iron ore grade-A	1,000	T0		28.12.2005	1,100.00	EUR	1	T0	Steels
	20			1090	Coke	500	T0		28.12.2005	2,000.00	EUR	1	T0	Steels
											EUR			
											EUR			
											EUR			
											EUR			
											EUR			

Default values

Item [ 10 ] IRON ORE , Iron ore grade-A

Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment Texts Delivery address

Item texts: Purchase order A

- Info record PO text
- Material PO text
- Delivery text**
- Info record note

Delivery through first flight couriers

Continuous-tex...

Purchase order Edit Goto Environment System Help SAP

**Create Purchase Order**

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor BHEL BHEL Doc. date 09.10.2005

Header

S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl gr
10			IRON_ORE	Iron ore grade-A	1,000	T0		28.12.2005	1,100.00	EUR	1	T0	Steels
20			1090	Coke	500	T0		28.12.2005	2,000.00	EUR	1	T0	Steels
										EUR			
										EUR			
										EUR			
										EUR			
										EUR			

Default values

Item [ 10 ] IRON ORE , Iron ore grade-A

Delivery schedule Delivery Invoice Conditions Account assignment Texts Delivery address Confirmations

Title Company  
 Name Werk Hamburg  
 Street/House number Alsterdorferstr. 13  
 Postal code/City 22299 Hamburg  
 Country DE Germany  
 Address  
 Vendor  SC vend

ME21N magsrv INS

Start Create Purchase Order Document1 - Microsoft W... Display structure 11:45 PM

**Delivery address by default is Plant address. If it differs then user can change the address**

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor BHEL BHEL Doc. date 09.10.2005

Header

S. Item	A	Material	Short text	PO quantity	O...	Deliv. date	Net price	Curr...	Per	O...	Matl gr
10		IRON_ORE	iron ore grade-A	1,000	T0	28.12.2005	1,100.00	EUR	1	T0	Steels
20		1090	Coke	500	T0	28.12.2005	2,000.00	EUR	1	T0	Steels
								EUR			

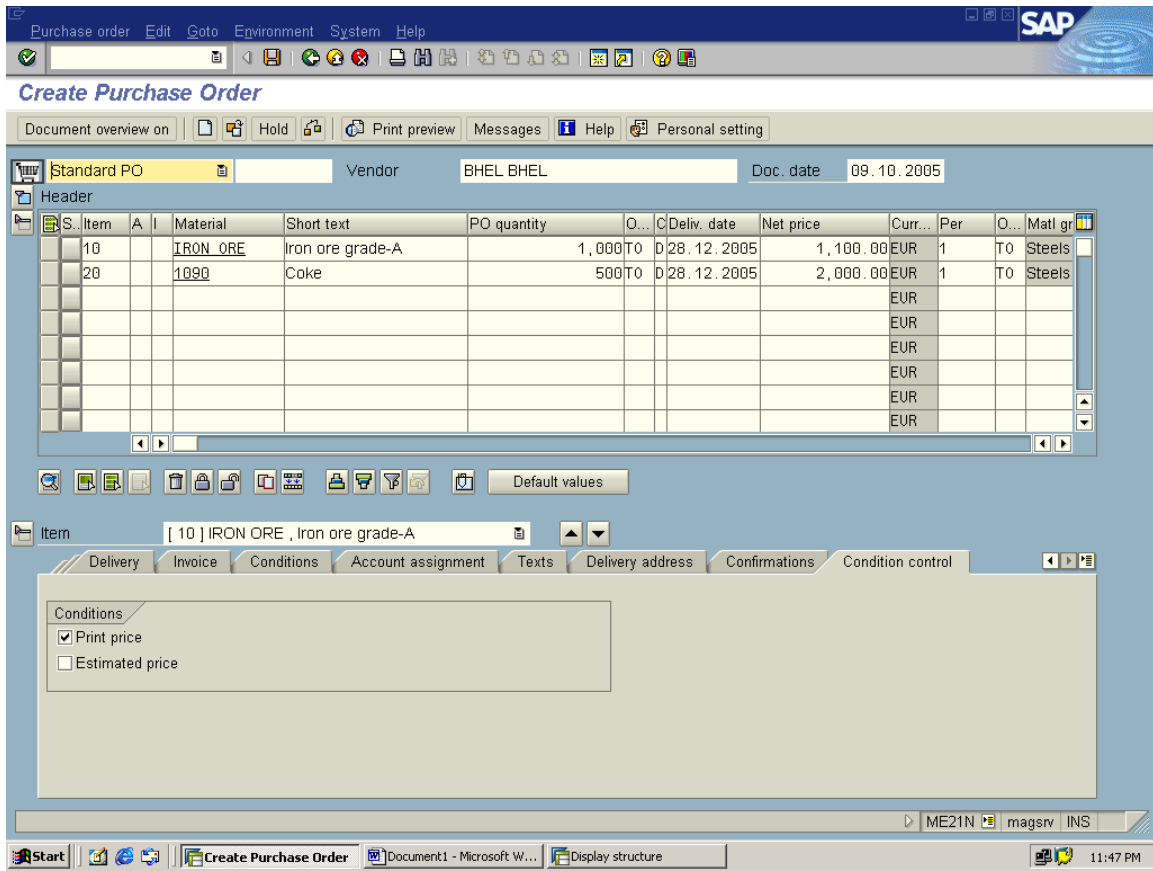
Default values

Item [ 10 ] IRON ORE , Iron ore grade-A

Delivery Invoice Conditions Account assignment Texts Delivery address Confirmations Condition control

Conf. control Shipping notificat. Order acknowl.  Acknowl. reqd

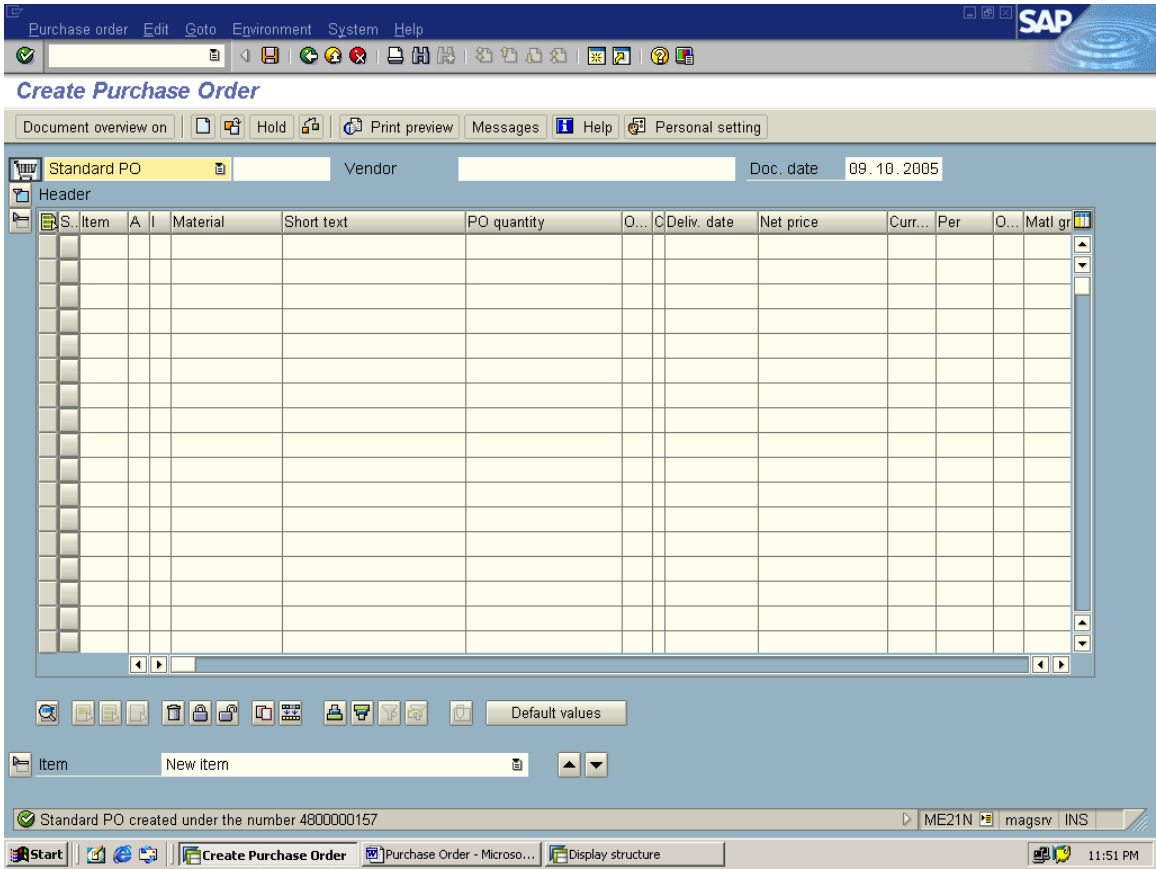




**select the estimate price, if buyer not knows exact amount. This can vary at the time of IR.**

**Repeat the same process for remaining line items**

**Then save the entries**



**Creating the PO with ref. To RFQ : ME21N**

### Create Purchase Order

Document overview off | Hold | Print preview | Messages | Help | Personal setting

**Document overview**

Hierarchy

Standard PO | Vendor | Doc. date 09.10.2005

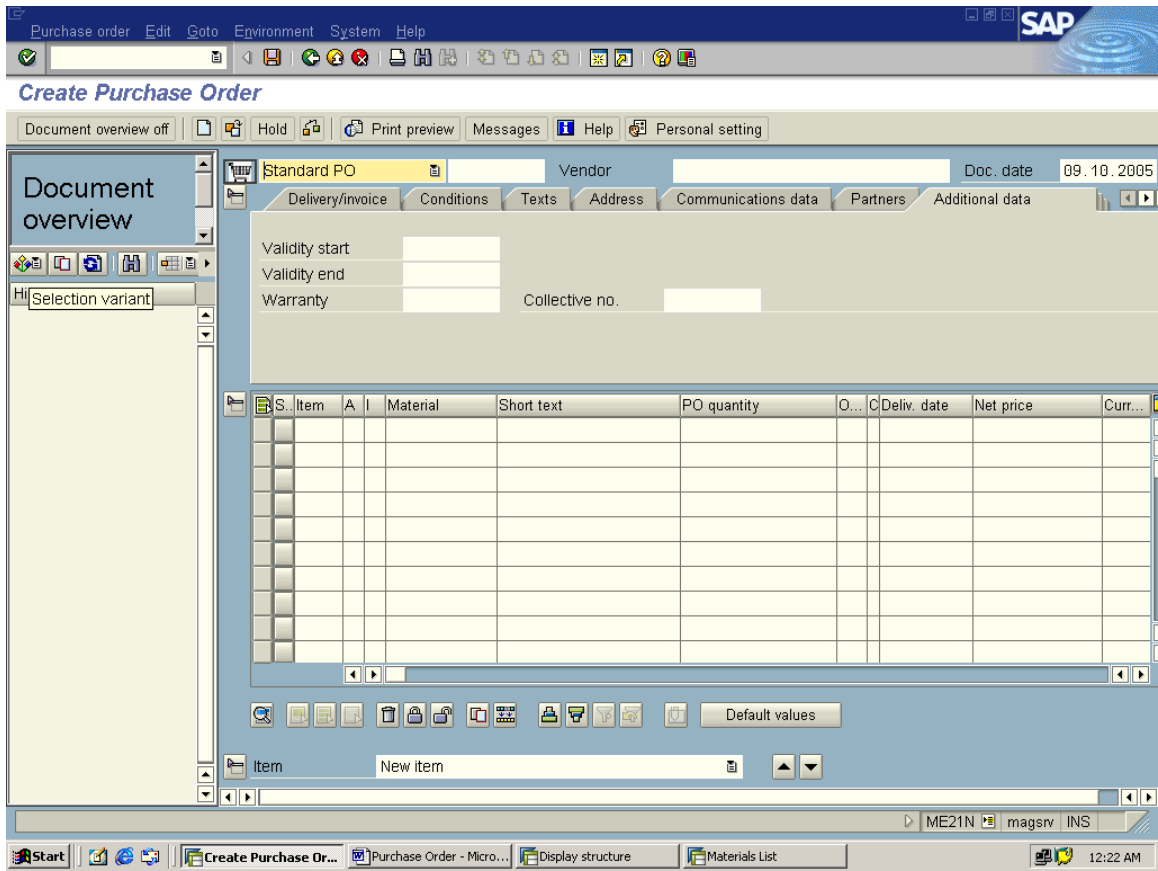
Delivery/invoice | Conditions | Texts | Address | Communications data | Partners | Additional data

Validity start  
Validity end  
Warranty | Collective no.

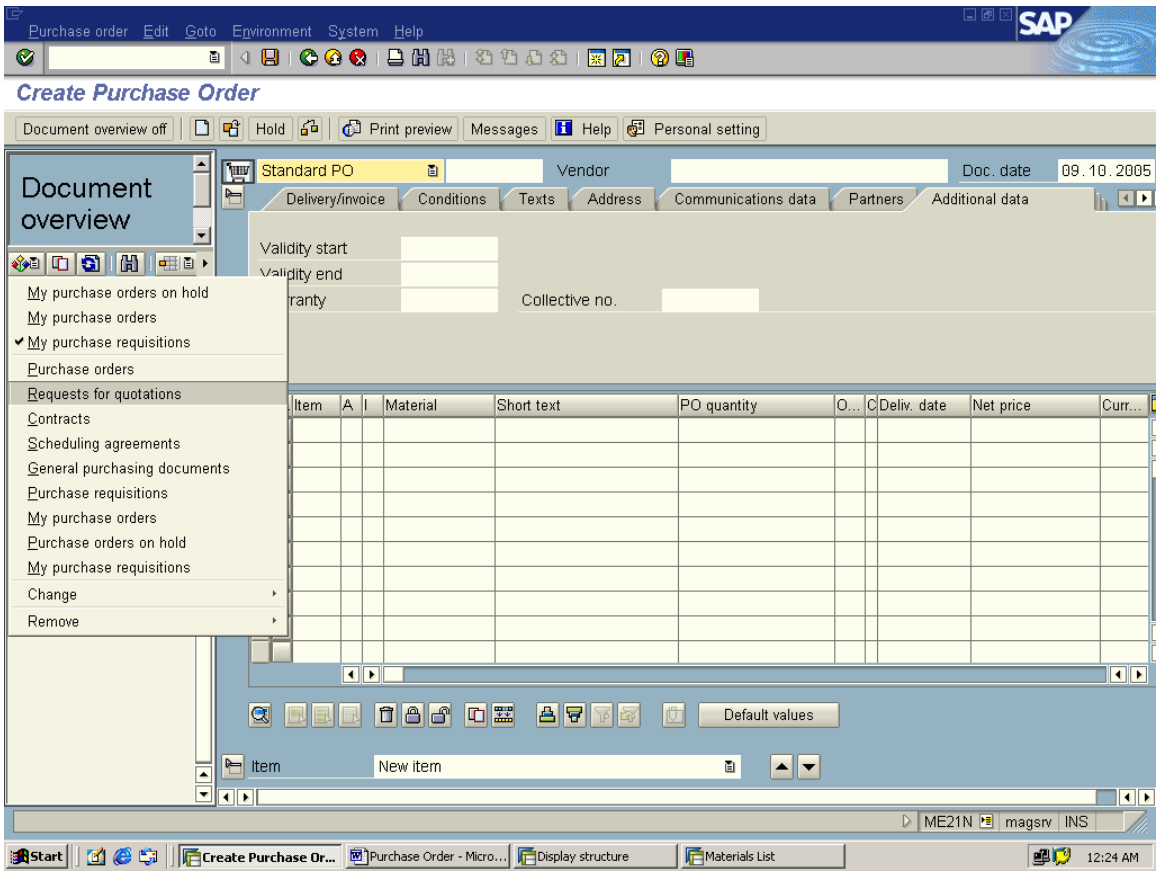
S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...

Default values

Item New item



**Click on the Icon: Selection variant**



**select RFQ and click**

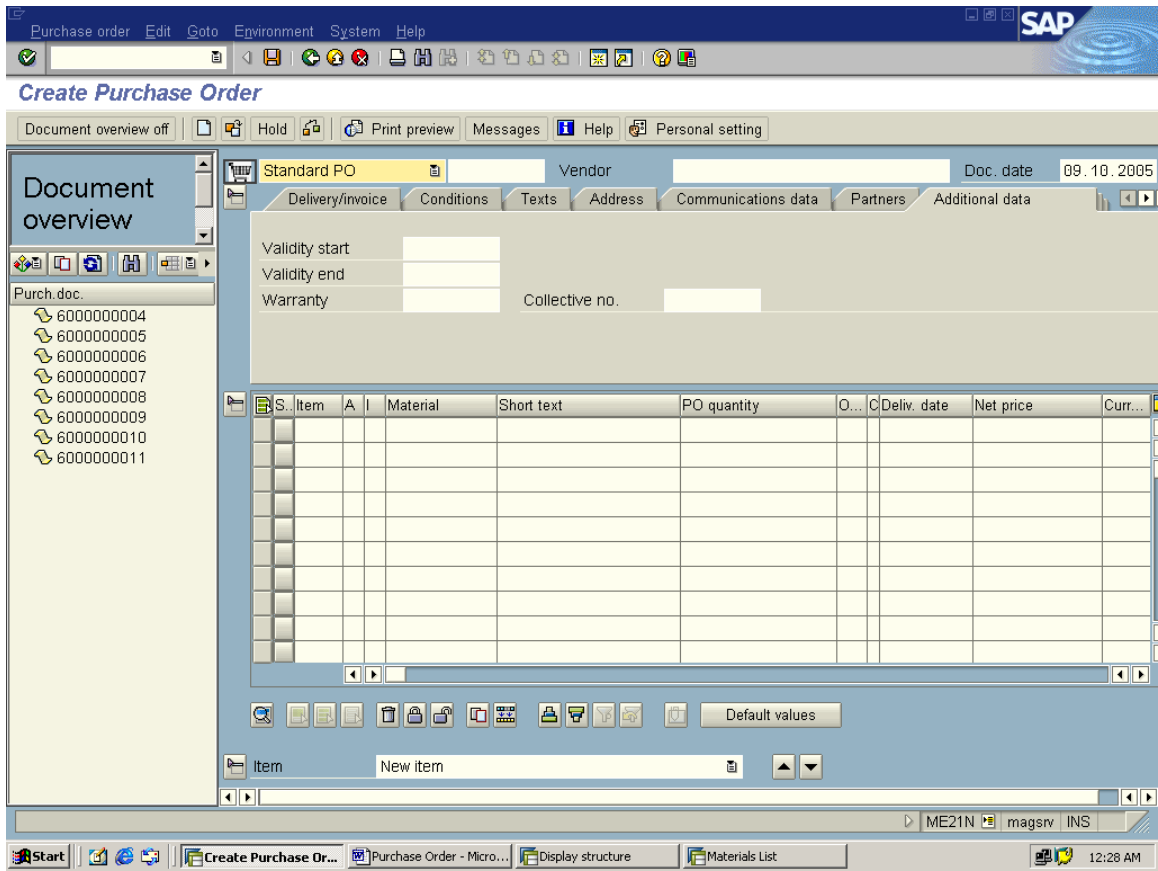
### Purchasing documents



General selections	
Max. no. of hits	5000

Program selections	
Supplying plant	to
Storage location	to
Material group	to
Material number	to
Material description	to
Plant	1000 to
Selection parameters	to
Vendor	to
Document date	to
Document type	AN to
Document category	A to
Company code	to
Purchasing document	to
Purchasing group	to
Purchasing organization	1000 to
Name of person responsible	to



**SELECT THE DOCUMENT NO., DRAG AND DROP INTO SHOPPING CART**

**or**

**Click on adopt icon**

**Rest of the process is same**

### Create Purchase Order

Document overview on Hold Print preview Messages Help Personal setting

Standard PO Vendor Doc. date 09.10.2005

Header

S. Item	A I	Material	Short text	PO quantity	O... C	Deliv. date	Net price	Curr...	Per	O...	Matl gr

Default values

Item New item

Standard PO created under the number 4800000159 ME21N magsrv INS

**Change PO: ME22N**



SAP Easy Access

Other menu Create role Assign users Documentation

- ▼ Favorites
  - SPRO - Customizing - Edit Project
- ▼ SAP menu
  - Office
  - Logistics
    - Materials Management
      - Purchasing
        - Purchase Order
          - Create
            - ME22N - Change**
            - ME23N - Display
            - ME24 - Maintain Supplement
            - ME28 - Release
            - MEMASSPO - Mass Maintenance
          - List Displays
          - Reporting
          - Inbound Delivery
          - Follow-On Functions
          - Messages
        - Purchase Requisition
        - Outline Agreement
        - RFQ/Quotation
        - Master Data
        - Environment
      - Inventory Management
      - Logistics Invoice Verification
      - Physical Inventory
      - Valuation
      - Material Requirements Planning (MRP)
      - Service Entry Sheet
      - Service Master
      - Foreign Trade/Customs

**WELCOME  
TO  
MAGWORLD**

SESSION\_MANAGER | magsrv | INS