

Work Instruction

PO Create from Purchase Req for Radioisotope

When to Use

For the procurement of Radioactive materials (Radioisotopes) which have been approved by Radiation Protection Services.

Prerequisite

1. Purchase requisition created in FIS. Click here for instructions [Purchase Requisition: Radioisotope](#)
2. Purchase Requisition: Radioisotope reviewed and approved daily by Radiation Protection Services.

Steps

1. Department checks for the release status of the purchase requisition
2. Select the released purchase requisition for creation of purchase order
3. Create purchase order in FIS
4. Send copy of Purchase Order to vendor through arranged method: fax, e-mail, mail.

Detailed Procedures

Access the transaction using:

Menu *Logistics >> Materials management >> Purchasing >> Purchase Order >> Create Purchase Order*

Transaction code ME21N

Purchase order Edit Goto Environment System Help

Document overview on Hold Print preview Messages Help Personal setting

NB Standard PO Vendor Doc. date 02.04.2005

Header
Item overview
Item details

Click **Document overview on** to display list of Purchase Requisitions and view their release status.

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 bar is a toolbar with various icons. The main area has a header section with 'Document overview on', 'Hold', 'Print preview', 'Messages', 'Help', and 'Personal setting'. Below this, there are input fields for 'NB Standard PO', 'Vendor', and 'Doc. date' (02.04.2005). On the left side, there are expandable sections for 'Header', 'Item overview', and 'Item details'. A white callout box with a black border is positioned in the center, containing the text: 'Click **Document overview on** to display list of Purchase Requisitions and view their release status.'


Purchase order Edit Goto Environment System Help


Document overview off Hold Print preview Me

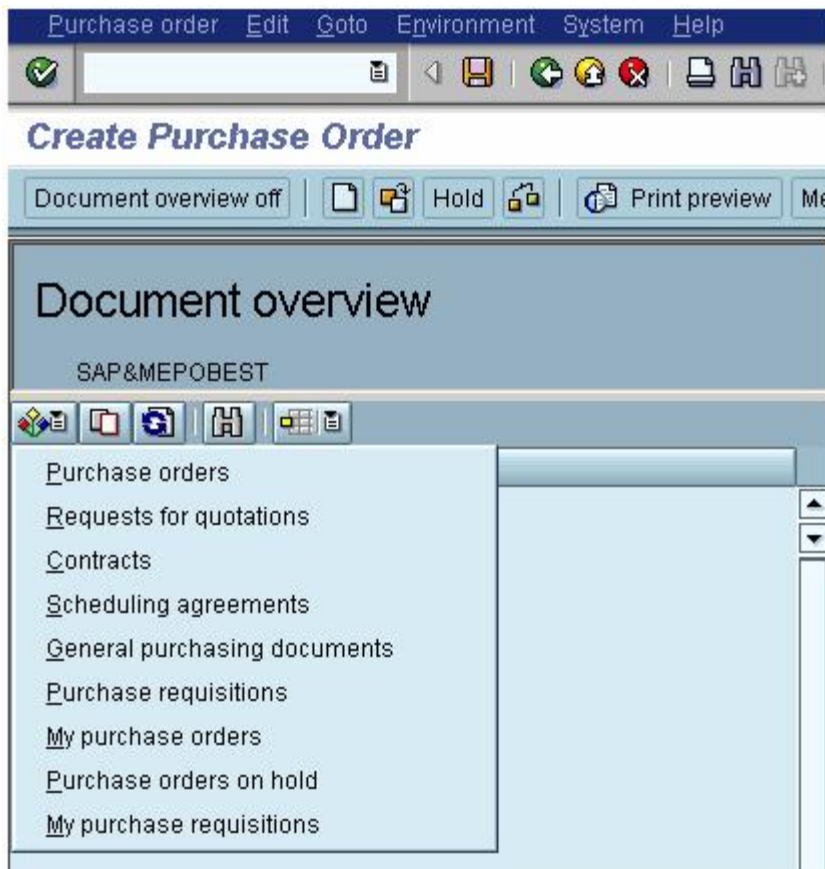
No variant defined

Please choose a variant for the document overview

Hierarchy

Select  to access variant

The screenshot shows the SAP 'Create Purchase Order' interface with an error message. The menu bar and toolbar are the same as in the first screenshot. The main area has a header section with 'Document overview off', 'Hold', 'Print preview', and 'Me'. Below this, a large grey box contains the text: 'No variant defined' and 'Please choose a variant for the document overview'. Below the error message, there is a 'Hierarchy' section with a toolbar containing several icons. A white callout box with a black border is positioned at the bottom, containing the text: 'Select  to access variant'.



Step 1

The following steps allow you to display purchase requisitions created by

- A) Other users - **Purchase requisitions**
- B) Your own purchase requisition. - **My purchase requisitions**

Step 1A - Other users - Purchase requisitions

To view purchase requisitions created by another user select: **Purchase requisitions**

Step 1B - Your purchase requisition - My purchase requisition

To view purchase requisitions created by you select: **My purchase requisition**

Program Edit Goto System Help

Purchase requisitions

General Selections

Max. No. of Hits: 5000

Only Open

Only Released

Assigned, Open, and Released

Program selections

Name of requisitioner/requs to

Requisition (request) date to

Purchase requisition number to

Requirement tracking number to

Item number to

Document type to

Purchasing group to

Purchasing organization to

MPN material to

Name of processor to

Fixed vendor to

Account assignment category to

Outline agreement number to

Outline agreement item to

Desired vendor to

Material group: RADIATION to

Material to

Item category to

Supplying plant to

Plant to

General Selections:

Only Open: for all open requisition

Only Released: for all released requisition


Assigned, Open and Released: to capture purchase requisitions of that status.

Leave Blank: to capture all requisitions

Program Selections:

Further parameters can be chosen to narrow search for desired Purchase Requisitions. Recommend to select **Material Group - Radiation.**

After entering the desired parameters select

Execute  to display Purchase Requisitions.

The results are displayed in the Document overview screen of the

Create Purchase Order screen

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Displaying the release status of a Purchase Requisition

Create Purchase Order

Document overview off

Document overview

SAP&MEBANF

Purch.req\Req. item	PO	R...
10069001		
10068944		
10068943		
10068942		
10068224		

The width of the **Document overview** column can be increased by placing the cursor on the line at the right side of the column and dragging the box further over to obtain release status information.

Purchase order Edit Goto Environment System Help

Document overview off Hold Print preview Me

Create Purchase Order

Document overview

SAP&MEBANF

Purch.req./Req. item	PO	Rel. status
10069001		
10068944		
10068943		
10068942		
10068224		
10067673		
10067512		
10067474		
10067212		

Click  to Display status of Purchase requisition

Purchase Order has already been created. Purchase requisition is not available to create a Purchase Order

Purchase Requisition released by Radiation Protection Services so Purchase Order can be created

Step 2 - Select the Purchase Requisition to Create Purchase Order

Document overview off Hold Print preview Mes

Create Purchase Order

Document overview

SAP&MEBANF

Purch.req./Req. item	PO	Rel. status
10069001		
10068944		
10068943		
10068942		
10068224		
10067673		
10067512		
10067474		

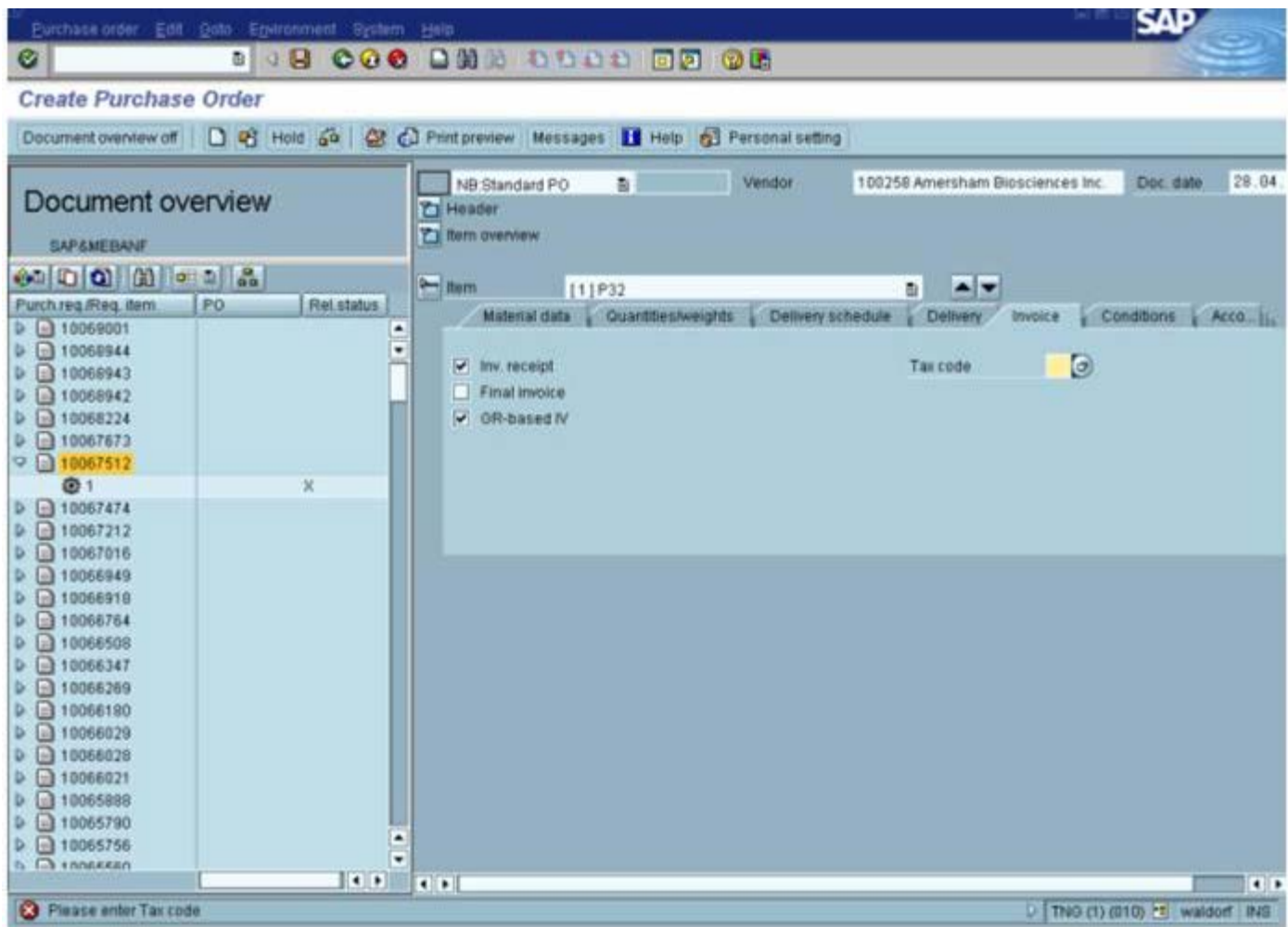
Highlight the Released Purchase Requisition that you wish to create a Purchase Order.

Select Adopt 

All the data from the purchase requisition will automatically populate the Create Purchase Order screen.

DO NOT double click – this displays the purchase requisition but does not allow you to create a purchase order.

Step 3 - Create Purchase Order





Field Name	Required (R) / Optional (O)	Description of Field Content
Tax code	R	Enter the appropriate tax code.

At this point, any allowable changes can be made to the purchase order.

After completing the item details entry and no further line item entry is required, check  to ensure warning errors have been rectified.

The following processing options are available:

Action	Icon	Description
Check		Check to ensure that all required fields have been completed and additional data necessary have been entered to the header note or item text fields as necessary.
Post		Posts the document and provides a document number. Fax the Purchase Order to the vendor. Retain the original Purchase Order on file.

End of Procedure.

