

Display List of Released Purchase Requisitions

Use

This activity is performed to display the list of Released Purchase Requisitions.

Procedure

1. Access the transaction using the following navigation option:

SAP Graphical User Interface (SAP GUI)

SAP menu	<i>Logistics → Materials Management → Purchasing → Purchase Requisition → List Display → General</i>
Transaction code	ME5A

2. On the **List Display of Purchase Requisitions : Initial Screen**, enter the necessary data:

Field name	User action and values	Remarks
Scope of List	'ALV'	Parameter that determines how the list is edited
Released Requisitions Only	'X' – Check Box	Specifies whether the list display is also to include already-released (approved) purchase requisitions.
Requisns for Overall Release	'X' – Check Box	If you set this indicator, the system lists all purchase requisitions that have to be released (approved) in their entirety.

A screenshot of the SAP GUI showing the 'Scope of List' field. The field is highlighted with a red box and contains the value 'ALV'. To the right of the field is a scroll bar. Below the field, there are other fields like 'Plant' and 'to' with arrows pointing to the right.

A screenshot of the SAP GUI showing two checkboxes. The first checkbox is labeled 'Released Requisitions Only' and is checked. The second checkbox is labeled 'Requisns for Overall Release' and is also checked. Both checkboxes are highlighted with a red box.

3. Click **Execute**  button.

4. List of closed Purchase Requisitions will be displayed, choose the necessary Layout to view the desired details of PRs.

List Display of Purchase Requisitions

A screenshot of the SAP GUI showing the 'List Display of Purchase Requisitions' table. The table has a toolbar at the top with various icons. The table columns are: Item, S, D, I, A, Material, Short Text, Quantity, Unit, C, Deliv. Date, Matl Group, Plant, SLoc, PGr, Requisitioner. The table contains two rows of data for Purchase Requisition 10000011.

Item	S	D	I	A	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	SLoc	PGr	Requisitioner
10	N	<input checked="" type="checkbox"/>			RM007-00001318	RMPM - Sticker - NF Beef Longganisa (Ara	100,000	PC	D	20100714	CDOPM0015	BP02		001	k torres
20	N	<input checked="" type="checkbox"/>			RM007-00001317	RMPM - Sticker - NF Beef Longganisa (Eng	100,000	PC	D	20100714	CDOPM0015	BP02		001	k torres

Create Request for Quotation

Use
Typical to purchasing, inquiries are sent to possible vendors, who submit an offer / quotation, which is then stored in the system.

Procedure

1. Access the transaction using the following navigation option:

SAP Graphical User Interface (SAP GUI)

SAP menu	<i>Logistics → Materials Management → Purchasing → RFQ/Quotation → Request for Quotation → Create</i>
Transaction code	ME41

2. On the **Create RFQ: Initial Screen**, enter the necessary data, and then click **Enter**.

Field name	User action and values	Remarks
RFQ Type		Identifier allowing differentiation between the various kinds of request for quotation (RFQ) in the SAP system.
Language Key	EN	The language key designates the language in which you use
RFQ Date	Date today	Date the request for quotation (RFQ) was created.
Quotation Deadline	Date of deadline	Date by which the vendor is to submit the quotation .
Organizational Data		
Purch. Organization		Denotes the purchasing organization .
Purchasing Group		Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.

RFQ Type

Language Key

RFQ Date

Quotation Deadline

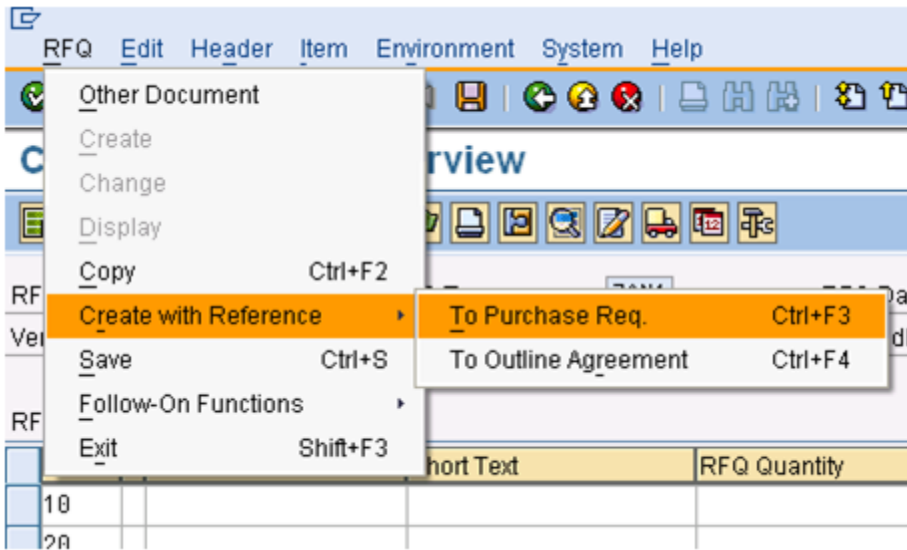
RFQ


Organizational Data

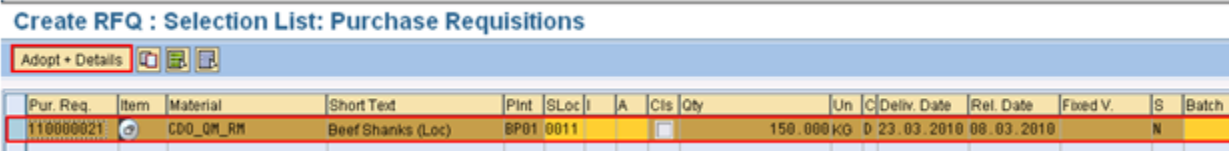
Purch. Organization



Purchasing Group

3. On the **Create RFQ: Item Overview screen**, go to **RFQ → Create with Reference → To Purchase Req.** or using the shortcut **Ctrl + F3**.



4. Key in the Purchase Requisition Number.
5. Details will appear based on the referenced Purchase Requisition. Click the leftmost button of the line item to highlight all the details and click the **Adopt + Details**  button.



6. Click the **Header details**  icon.
7. Enter Collective Number (for easier to Monitor), then click the **Vendor Address**  icon




To administer several requests for quotations, a tracking number can be assigned to each request. This makes it possible to list and monitor the requests for quotations. Furthermore, the quotations can be compared and further processed according to the tracking number. The following steps create the tracking number.

Field name	User action and values	Remarks
Administrative Fields Section		
<i>Coll. no.</i>		Enter a special tracking number



In the next step, you enter the vendors from whom you would like to receive a quotation.

8. Enter Vendor code (choose from the drop down list) on the vendor field. Press **Enter**. The details regarding the Vendor will be adapted. Click the **Save**  Button. The system will generate an **RQF reference number**. Below will appear *RFQ - X created under the number XXXXXXXXXXXX*.
9. To add another Vendor, Repeat Step 8.
10. If done click the **Exit** or **Shift + F3**.

Maintain Quotation

Use
 In this section the quotations from the vendors are entered into the system. These quotations reference the request for quotations created in the previous section.

Procedure


1. Access the transaction using one of the following navigation options:

SAP Graphical User Interface (SAP GUI)

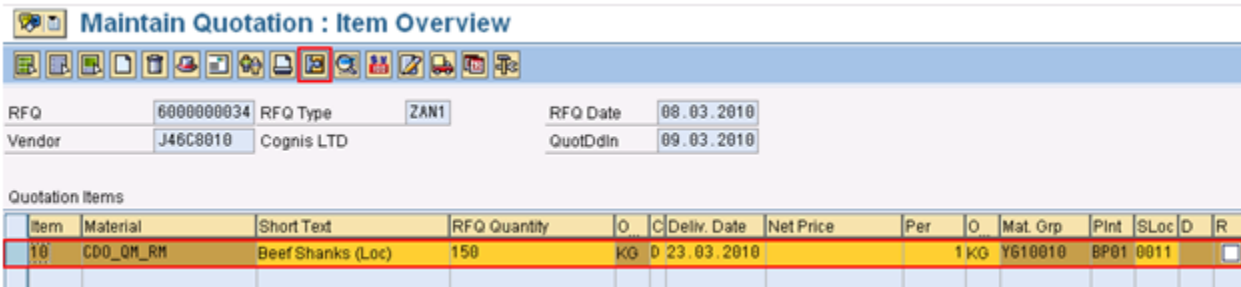
SAP menu	<i>Logistics → Materials Management → Purchasing → RFQ/Quotation → Quotation → Maintain</i>
Transaction code	ME47


2. On the **Maintain Quotation: Initial screen**, input the following entry then press **Enter**.

Field name	User action and values	Remarks
RFQ	Enter your RFQ number	Choose from dropdown list

3. On the **Maintain Quotation: Item Overview screen**. Click the leftmost button to select the material or line item to be maintained. Click the **Item Details**  icon. Enter the following fields:

Field name	User action and values	Remarks
Quotation Data Section		
<i>Net Price</i>		Enter the Price given by the suppliers
<i>Tax Code</i>		Optional



4. Choose **Save**  icon. Below a message will appear - 'Quotation for RFQ - XXXXXXXXXXXX Maintained'.

5. Maintain the next *Quotation* by using the same procedure with the previous transaction.

Price Comparison

Use


You can compare the prices among the quotations received as a result of a competitive bidding process using the price comparison list. The comparison list ranks the quotations by item from lowest to highest price.

Procedure

1. Access the transaction using one of the following navigation options:

SAP Graphical User Interface (SAP GUI)

SAP menu	<i>Logistics → Materials Management → Purchasing → RFQ / Quotation → Quotation → Price Comparison</i>
Transaction code	ME49

2. On the **Price Comparison List screen**, enter the following fields and press the **Execute**  icon.

Field name	User action and values	Remarks
<i>Purchase Organization</i>	Required	Denotes the purchasing organization
<i>Quotation</i>	Optional	Alphanumeric key uniquely identifying the document.
<i>Collective RFQ</i>	Enter the Collective Number	Number or code facilitating the collective management of a number of individual RFQs (or inquiries) or purchase orders.
<i>Vendor</i>	Optional	Alphanumeric key uniquely identifying the vendor.
<i>Material</i>	Optional	Alphanumeric key uniquely identifying the material.

3. At the Price Comparison List in Currency PHP, a rank will be noted on which one have the lowest to highest quoted price.

Price Comparison List in Currency PHP

Material	Quot. :	6000000032	6000000034	6000000033
Sh. Text	Bidder:	J49C7000	J46C8010	J73C7230
Qty. in Base Unit	Coll. No. :	TESTING13	TESTING13	TESTING13
CDO_QM_RM	Val.:	1,350.00	1,500.00	1,650.00
Beef Shanks (Loc)	Price:	9.00	10.00	11.00
150 KG	Rank:	1 90 %	2 100 %	3 110 %
Total Quot.	Val.:	1,350.00	1,500.00	1,650.00
	Rank:	1 90 %	2 100 %	3 110 %

4. If an item has been chosen, double click the rejected quoted item then put a tick mark on it as shown below. Press the **Save** icon. Repeat this step for all of the rejected quoted items. Note the RFQ numbers that have been approved to be used on creating Contract.

Quotation Edit Header Item Environment System Help

Maintain Quotation : Item 00010

Item	6000000034	10	ItCat.		Plant	BP01
Material	C00_QM_RM		Mat. Grp	Y610010	Stor. Loc.	0011
Short Text	Beef Shanks (Loc)					

Quantity and Date

RFQ Quantity	150	KG	QuotDdln	09.03.2010
Delivery Date	D 23.03.2010			

Deadline Monitoring

1st Rem./Exped.	10	TrackingNo	
2nd Rem./Exped.	20	V. Mat.	
3rd Rem./Exped.	30		
No. Exped.	0		

Quotation Data

Net Order Price	10.00	PHP	/	1	KG	InfoUpdate	
Qty Conv.	1	KG	<->	1	KG	Tax Code	I1
Quot. Comment							
<input checked="" type="checkbox"/> Rej. Ind.							

Result

You can compare the material prices quoted by different vendors. This comparison enables you to purchase materials from the vendor offering the lowest prices.

Create Purchase Order

Use

A purchase order is the request or instruction from a purchasing organization to a vendor (external supplier) or a plant to deliver a certain quantity of material or to perform services at a certain date.

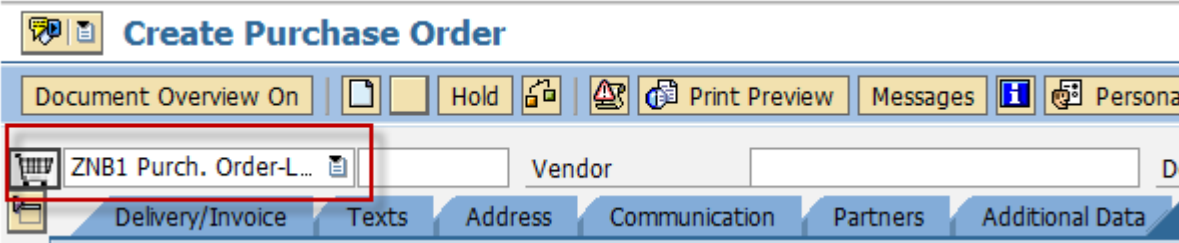
Procedure

1. Access the transaction using the following navigation option:

SAP Graphical User Interface (SAP GUI)

SAP menu	<i>Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor / Supplying Plant Known</i>
Transaction code	ME21N

2. Choose the appropriate *Order Type*.



3. Click the **Document Overview On**  button.

4. Choose the **Selection Variant**  button to display purchasing documents created.

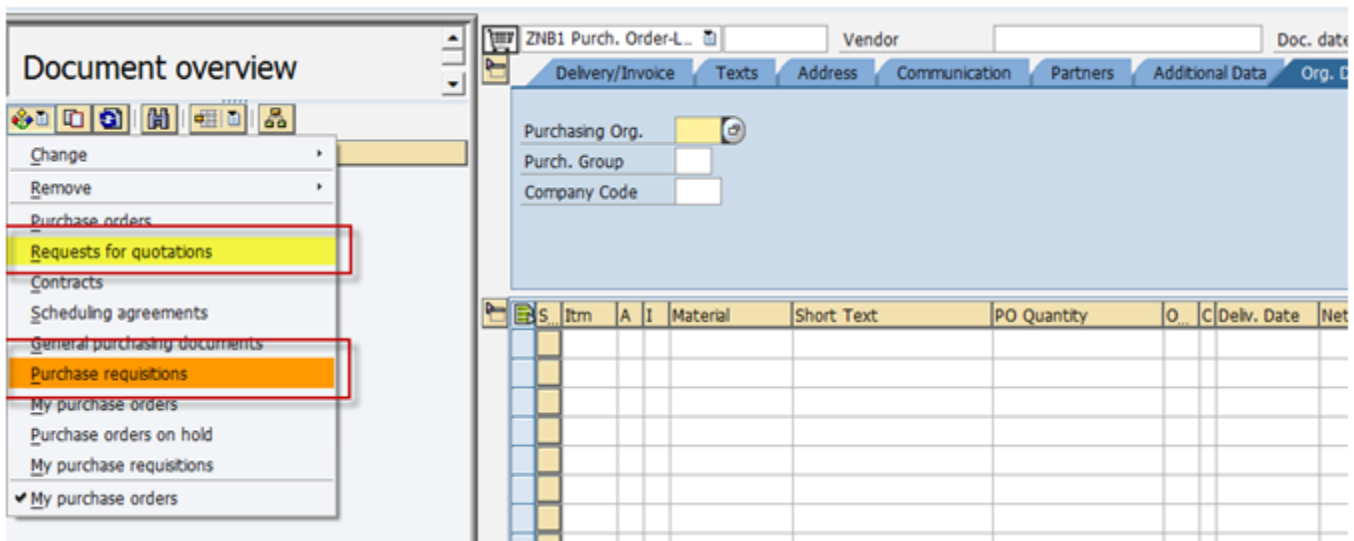


A purchase order may be in reference to a purchase requisition, a request for quotation, a contract, or based on another purchase order. It can also be created without any reference to another purchasing document. Details of the reference will be copied to the new purchase order being created.

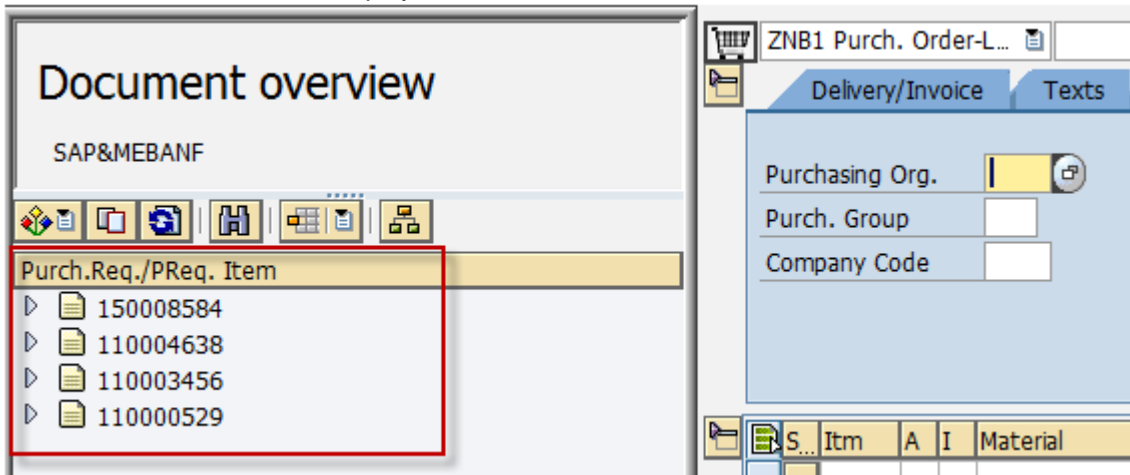
5. Choose reference as **Purchase Requisitions** (or any other purchasing document).




If the Purchase Requisition was referenced to a *Request for Quotation* (RFQ) document, choose **Request for quotations** from the options instead of Purchase Requisitions.



6. A parameter selection screen is displayed to search for the purchasing document.
7. A list of all the purchasing documents whether Purchase Requisitions or Request for Quotations depending on the selected criteria, will be displayed in the **Create Purchase Order screen**.



8. Drag and drop the purchase requisition or any purchasing document selected to the **Shopping Cart**  icon.
9. The details of the document are copied to the purchase order being created.
10. In the Header Portion of the screen, select **Org. Data** tab and make the following entries:

Field name	User action and values	Remarks
Vendor	Choose from the list	Number and name of the vendor (external supplier) or supplying plant from which the materials are to be procured.
Purchasing Org.	Choose from the list	Choose from the list
Purch. Group	Choose from the list	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.
Company Code	BP01	The company code is an organizational unit within financial accounting.

11. In the **Item Overview screen**, make the following entries:

Field name	User action and values	Remarks
A	Choose from the list - Blank for stock items A – Asset K – Cost Center	Account Assignment – Specifies whether accounting for an item is to be effected via an auxiliary account.
I	Choose from the list - Blank for standard K – Consignment L – Subcontracting D - Service	Item Category – Key defining how the procurement of a material or service item is controlled.
Material	Choose from the list	Enter a material number if you want to order a material with a material master record.
PO Quantity		Quantity ordered by the buyer, to be supplied by the vendor.
Plnt	Choose from the list	Plant in which you produce or for which you wish to procure materials or services.

Purchasing Org.	BP01	Purch. Org. LOCAL
Purch. Group	001	MRM / ECB
Company Code	BP01	CDO Foodsphere, Inc.

S	Item	A	I	Material	Short Text	PO Quantity	O	C	Delv. Date	Net Price	Curre	Per	O	Matl Group	Plnt	Stor. Lc
10				SUP001-00011586	OFC Ballpen - Blue		5	PC	D 07/26/2012	2.50	PHP	1	PC	Local-OfcSu	Valenzuela 2 (P2)	
20				SUP001-00000129	OFC Paper - Bond, Short...		10	RM	D 07/26/2012	185.00	PHP	1	RM	Local-OfcSu	Valenzuela 2 (P2)	
30				SUP001-00015680	OFC Form GMP-Cold Stor...		105	RM	D 07/26/2012	500.00	PHP	1	RM	Local-OfcSu	Malvar Plant (P3)	

12. In the **Item Detail screen**, select the **Conditions** tab and make the following entries :

Field name	User action and values	Remarks
Amount		Determines how the system calculates pricing using this condition

Item: 1 [10] SUP001-00011586 , OFC Ballpen - Blue

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | **Conditions** | Texts

Qty: 5 PC Net: 12.50 PHP

N	CnTy	Name	Amount	Crcy	per	Uo...	Condition value	Curr.	Status
		FBXX Gross Price	2.50	PHP		1 PC	12.50	PHP	
		Net value incl. disc	2.50	PHP		1 PC	12.50	PHP	
		NAVS Non-Deductible Tax	0.00	PHP			0.00	PHP	

13. In the **Item Detail screen**, select the **Invoice** tab and enter **Tax Code**:

Item: 3 [30] SUP001-00015680 , OFC Form GMP-C...

Material Data | Quantities/Weights | Delivery Schedule | Delivery | **Invoice** | Conditions | Texts | Delivery Add

Inv. Receipt
 Final Invoice
 GR-Bsd IV

Tax Code [] Taxes

14. If the Item being used is a *generic material*, an error with message "Please enter an MPN material" will appear. Select the **Material Data** tab and at the **Search Help** of **MPN material** field, enter and choose the appropriate brand for the item.

Item: 1 [10] RM088-00005888 , RMCSG - Happa Ne...

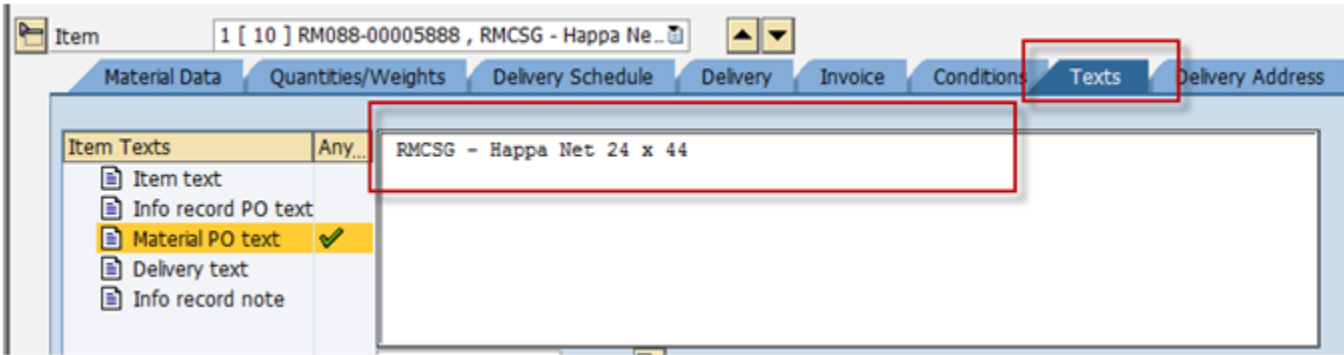
Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Texts | Delivery Address

Batch: [] Vendor Batch: [] InfoUpdate:

MPN material: RM018-00000020 [] RMCSG - Happa Net 24 x 44

Mfr Part Number: RM018-00000020 Manufacturer: 4361

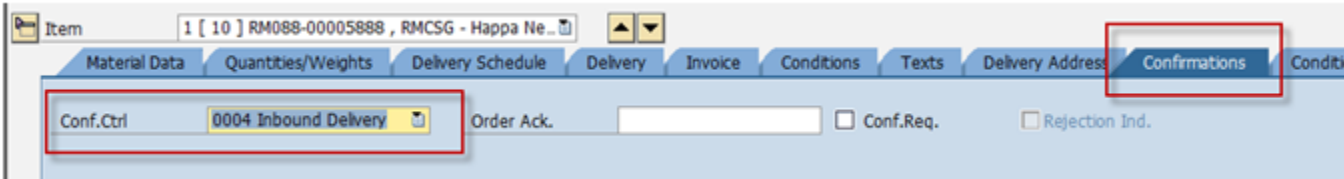
15. In the **Item Detail screen**, select the **Text** tab and enter text entries:



The screenshot shows the SAP Item Detail screen for item 1 [10] RM088-00005888, RMCSG - Happa Ne... The 'Texts' tab is selected. The 'Item Texts' table shows the following entries:

Item Texts	Any...
Item text	
Info record PO text	
Material PO text	RMCSG - Happa Net 24 x 44
Delivery text	
Info record note	

16. In the **Item Detail screen**, select the **Confirmations** tab and choose **Inbound Delivery** as *Confirmation Control*:



The screenshot shows the SAP Item Detail screen for item 1 [10] RM088-00005888, RMCSG - Happa Ne... The 'Confirmations' tab is selected. The 'Conf.Ctrl' field is set to '0004 Inbound Delivery'.

17. Click **Check**  icon or **Ctrl + Shift + F3**.


18. A dialog box appears containing system messages. Confirm warning messages. An error message will prevent you from saving the document.


19. Confirm messages by pressing Enter.

20. Click **Save** .


Result

Purchase Order Created. A message "Purchase Order - XXX created under the number 47XXXXXXXXX" is displayed in the status bar.

 Purch. Order-Local created under the number 4700024749

 After a successful creation, the P.O. Number will then be manually recorded by the Buyer onto his / her plotting sheet to keep track and monitor the status of the P.O. particularly if it is not yet printed or already printed.

 To change / edit / block / delete the Purchase Order, go to transaction **ME22N**.

 To display the purchase order, go to transaction **ME23N**.


Release Purchase Order

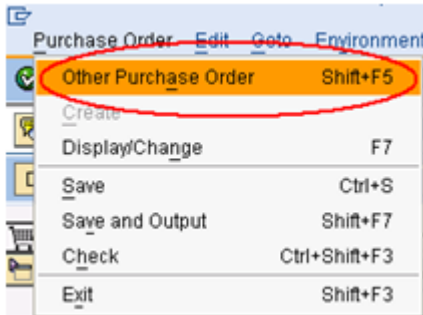
Procedure

1. Access the transaction using the following navigation option:

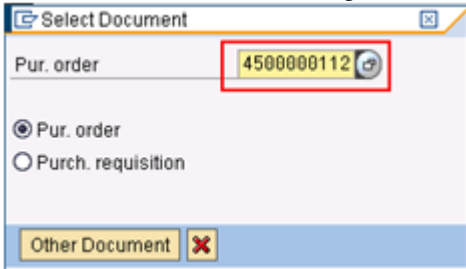
SAP Graphical User Interface (SAP GUI)

SAP menu	Logistics → Materials Management → Purchasing → Purchase Order → Release → Individual Release
Transaction code	ME29N


2. In the **Release Purchase Ord. - Local XXXXXXXXX: Initial Screen**, Go to **Purchase Order > Other Purchase Order** or click the  icon to select a document other than the last displayed by the system.

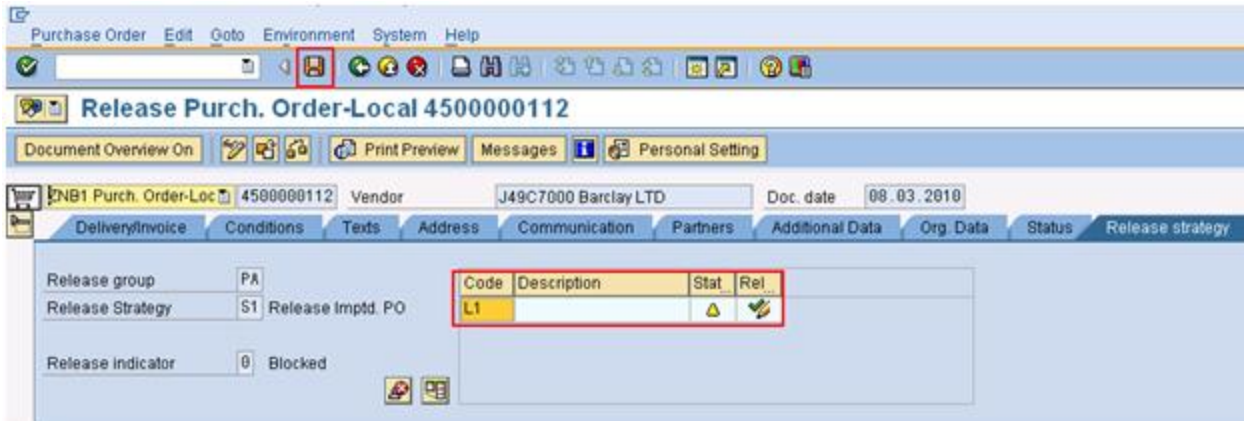


3. A **Select Document** dialog box will appear. Enter the Purchase order number and press **Enter**.




4. In the Header portion of the screen, select the **Release Strategy** tab.



5. Press the **Release**  icon to release / approve the Purchase Order.

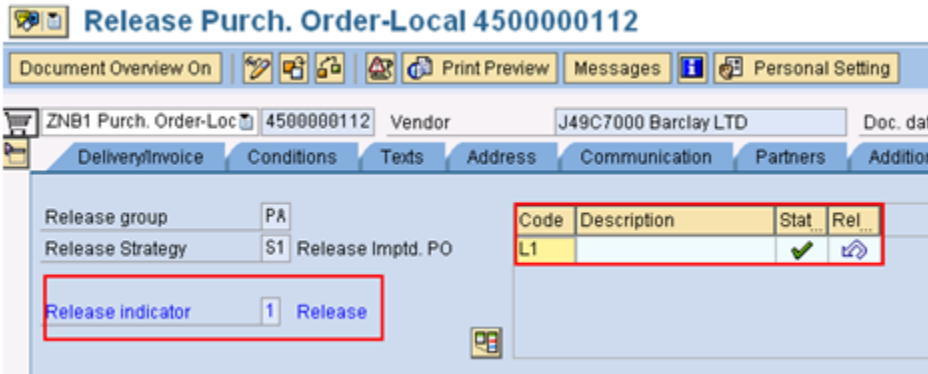


6. When the **Release** button is pressed, the **Release indicator** will then change from 0 to 1 for release.

7. Click **Save**  icon to save the changes in the document.

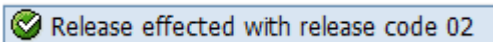


To cancel the release, go to the **Release Strategy** tab and press the **Release**  icon to unreleased the Purchase Order. Click **Save**  icon to save the changes in the document.



Result

The Purchase Order is now approved. A message “*Release effected with release code XX*” is displayed in the status bar. Please refer to *Appendix B* for the PO Release Strategy matrix.



Print Purchase Order

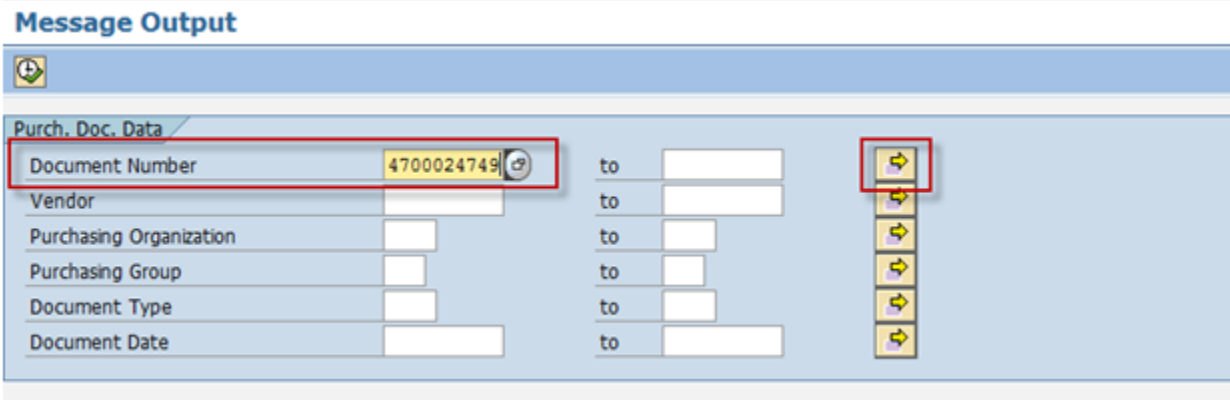
Procedure

1. Access the transaction using the following navigation option:


SAP Graphical User Interface (SAP GUI)

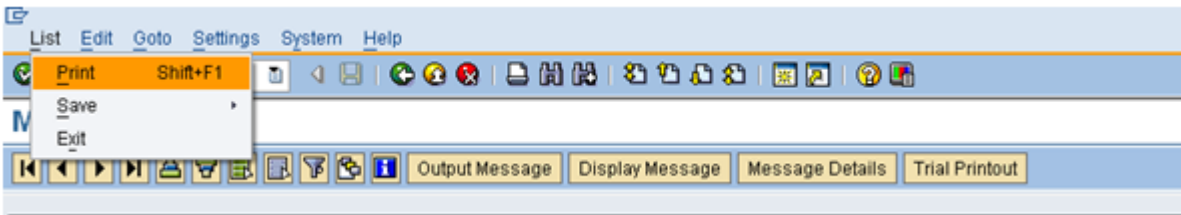
SAP menu	Logistics → Materials Management → Purchasing → Purchase Order → Messages → Print/Transmit
Transaction code	ME9F

2. In the **Message Output screen**, enter the **purchase order** number to be printed in the *Document Number* field, and / or enter selection parameters.



3. Click the **Execute**  icon.

4. In the succeeding screen, select the purchasing document to be printed. Choose **Output Message** to process the document.
5. Choose **Display Message** to preview the document.
6. A print preview will be displayed.
7. Choose  icon or function **F3** to go back to the **Message Output screen**.
8. Go to **List** → **Print**.



9. A print ALV List dialog box is displayed. Make the following entries:

Field name	User action and values	Remarks
Output device		Printer name
Number of copies		

10. Choose  icon.

Result

The Purchase Order document is printed.

Appendix

Purchase Order Process Flow Chart

