SAP IMPLEMENTATION

END USER MANUAL



CIAL_SAP_MM_EUM_03_PO

PREPARED BY



ABBREVATIONS

ABBREVATION	DESCRIPTION		
CIAL	Cochin International Airport Ltd.		

CHANGE HISTORY

Versi on	Description	Created by	Date	Reviewed by	Date

Table of Content

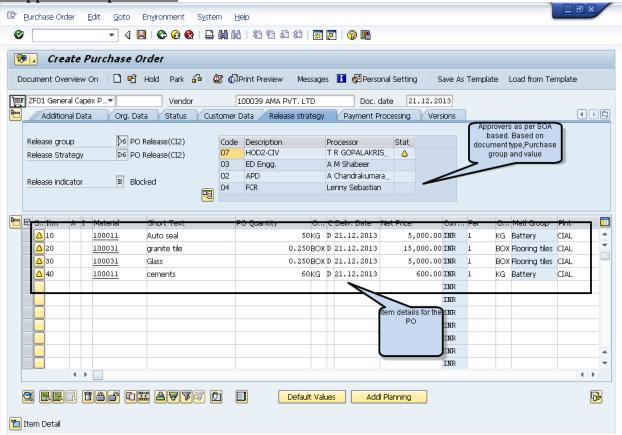
1. Purchase Order-Approval/Rejection process Error! Bookmark not defined.

1. Purchase Order-Approval/Rejection process

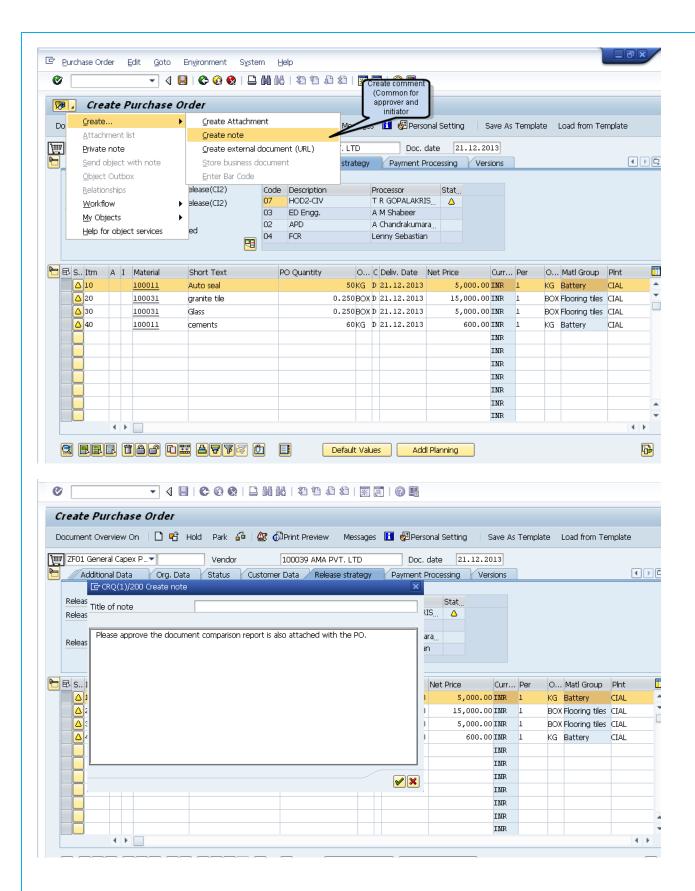
Overview

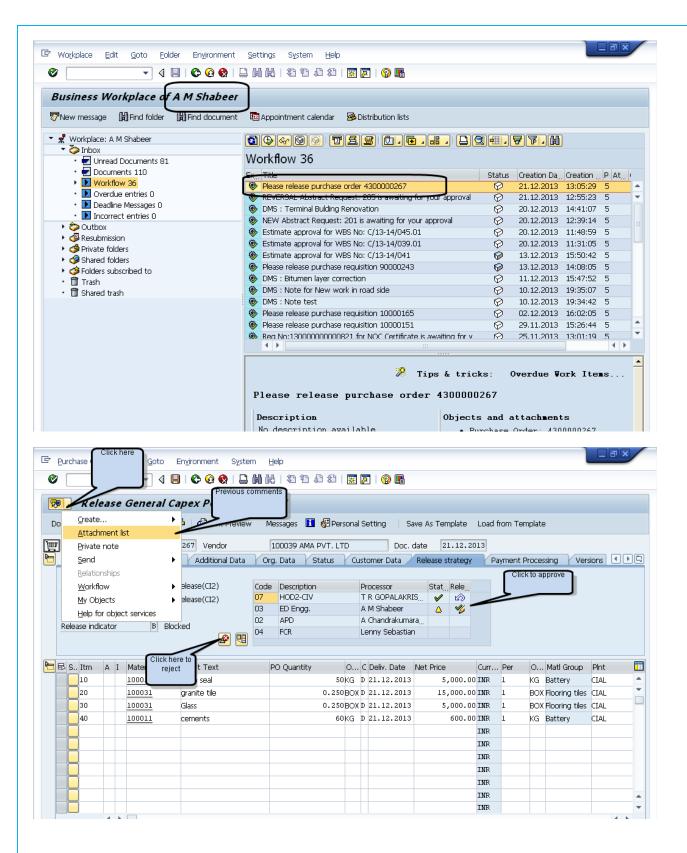
Purchase order is created for procuring material or service from the successful Bidder/Vendor. Purchase order is prepared by the operating department for the works to be awarded or procurement to be effected. Purchase order will undergo approval as per SOA. Step1

1. Approval as per DOP:

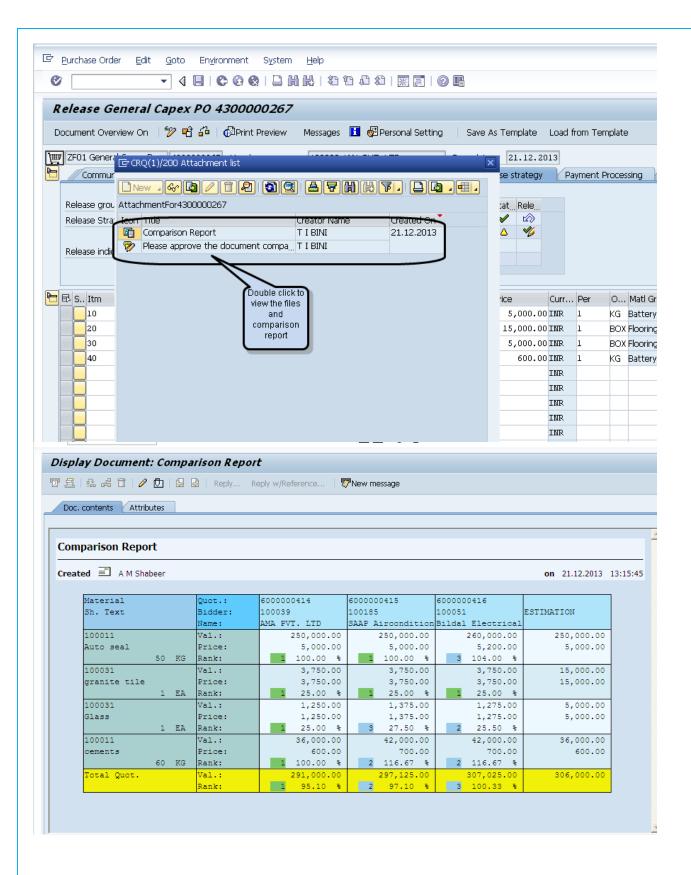


2. Create comments:

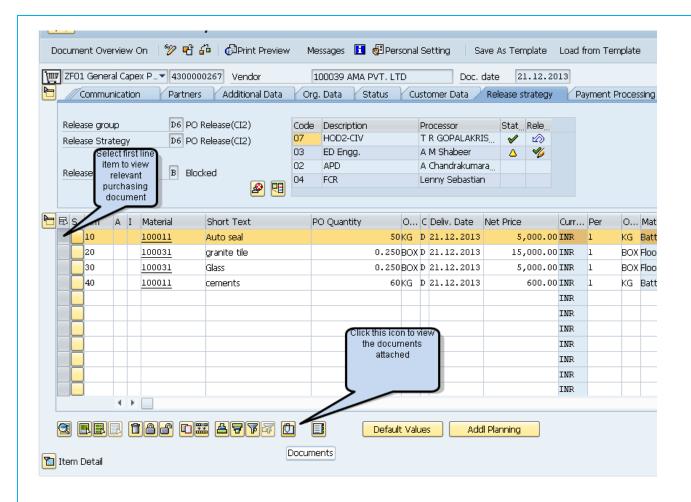


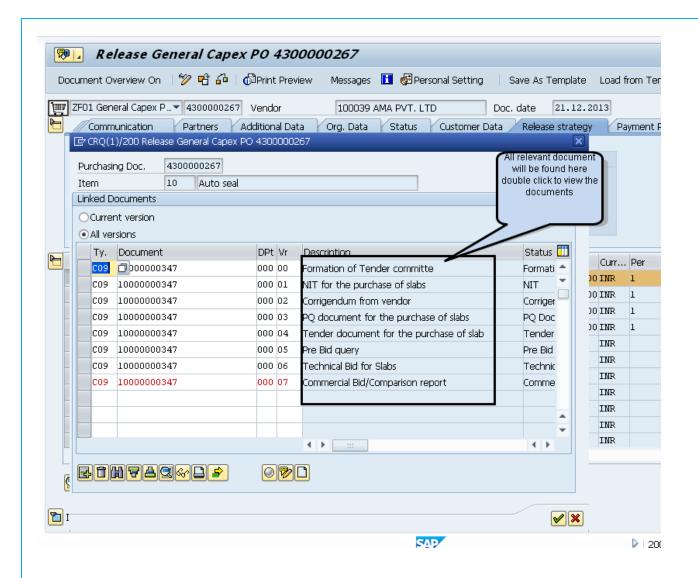


3. Previous Comments and Comparison report:

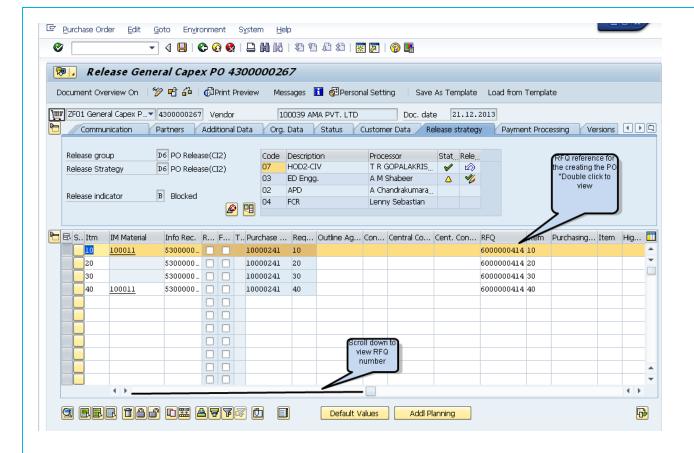


4. Tendering documents:

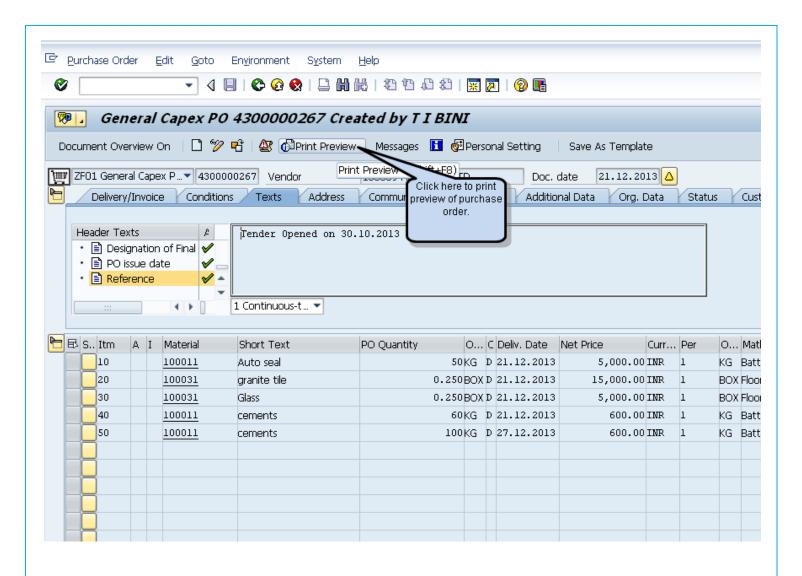


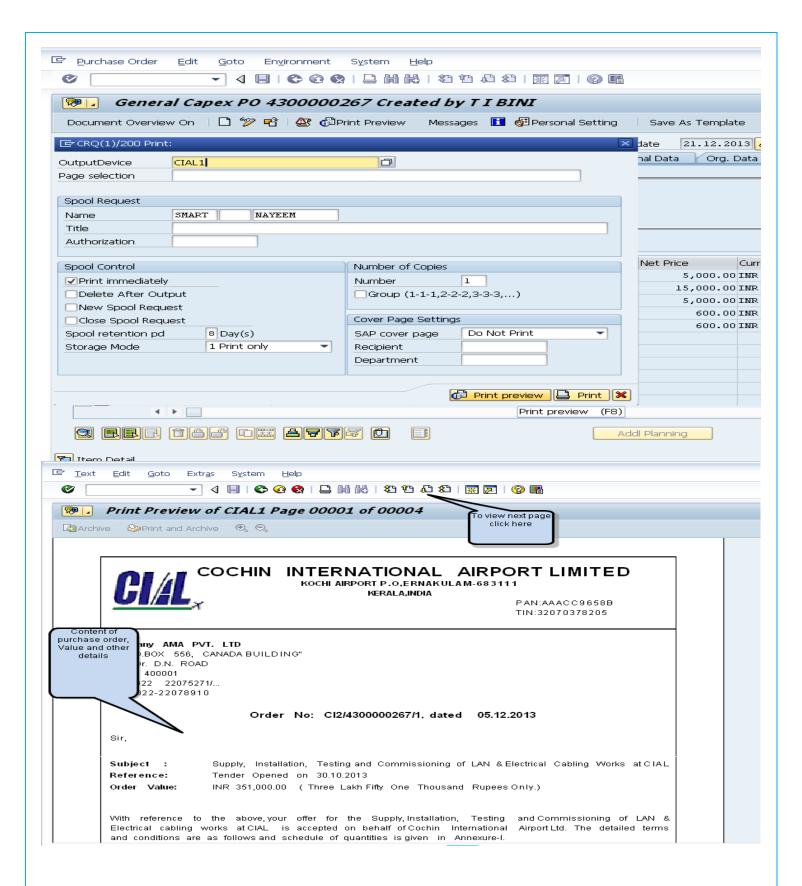


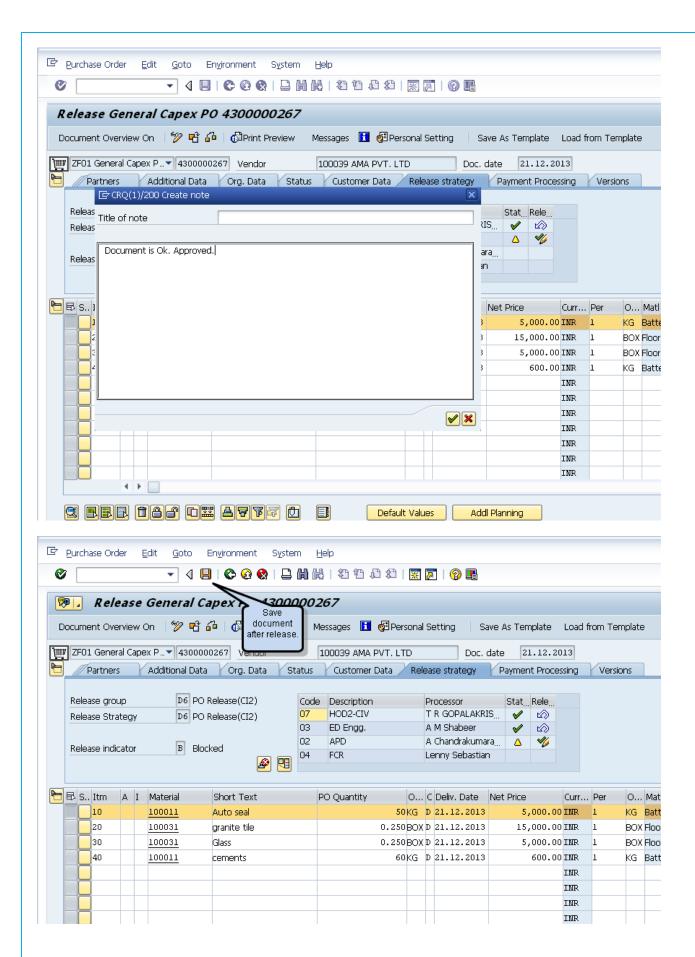
5. Reference document:



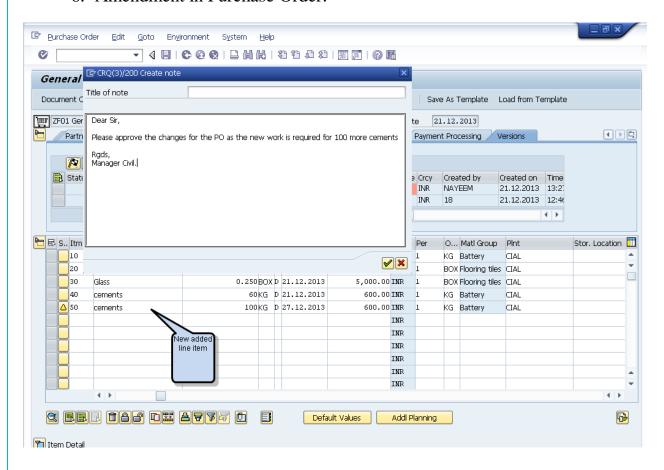
To view the copy of Purchase order:

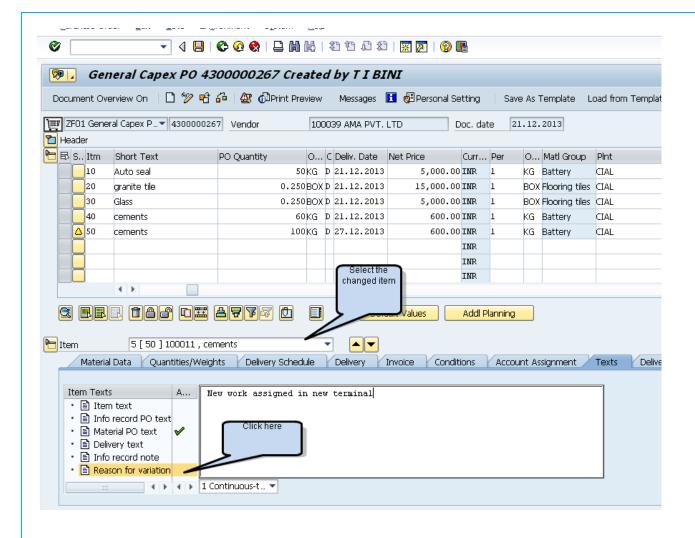




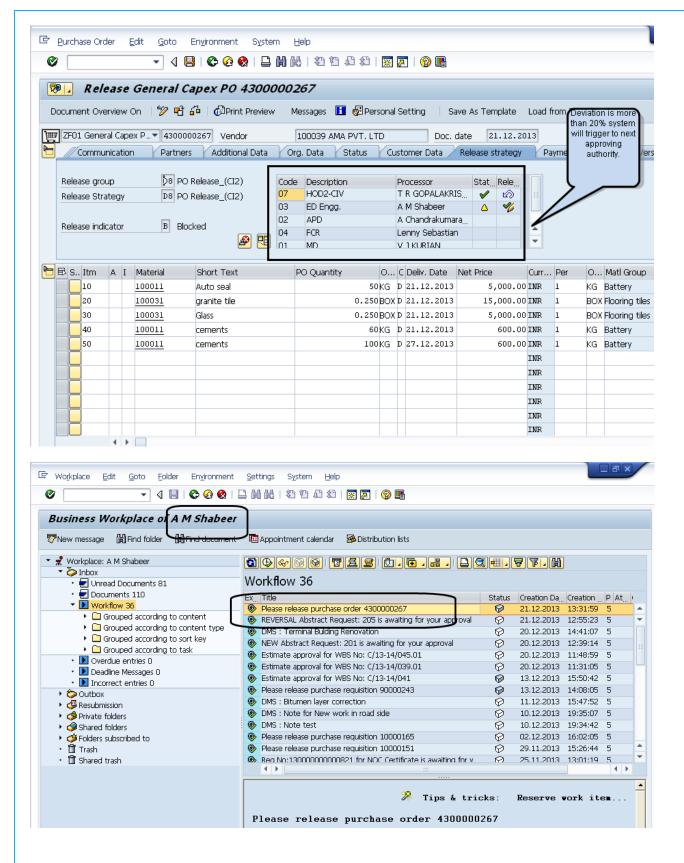


6. Amendment in Purchase Order:





7. New Approvers as per the deviation:



8. Changes in Value for the PO:

