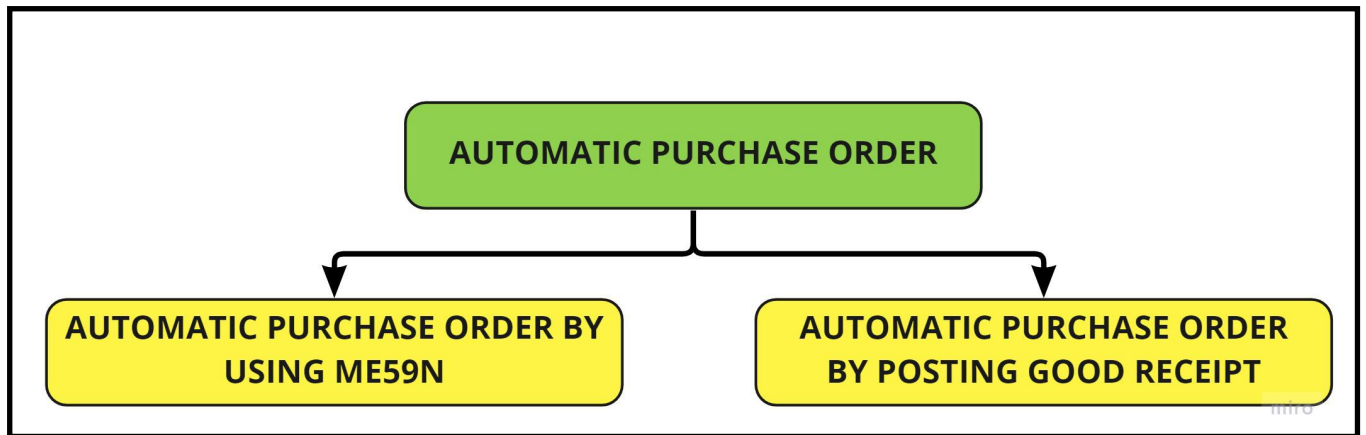


## **AUTOMATIC PURCHASE ORDER**



## **AUTOMATIC GENERATION OF PO WHILE POSTING GOOD RECEIPT**

- We can post good receipt without generation of purchase order . Automatic purchase order generate automatically.

## **BUSINESS SCENARIO**

- Sometime production department require material very urgently they don't have time to procure material as per procurement steps
- They directly called vendor to send the material as soon as possible
- When company receive the material we post good receipt and purchase order can be generate automatically with it

## **PREREQUISITES**

The screenshot shows the SAP Customizing and Application windows. The Customizing window is on the left, and the Application window is on the right. A plus sign (+) is in the center, indicating a combination of settings.

**Customizing**

- Enterprise structure**  
Standard purchasing organization – assign plant
- Purchasing**  
Define default values for doc. type (PO) depending on transaction (MB01)
- Inventory management**

MvT	Automatic PO
101	<input checked="" type="checkbox"/>
102	<input type="checkbox"/>
...	

**Application**

- Material master M-01**  
valuated material
- Purchasing info record**

Vendor	1000
Material	M-01
Standard purchasing organization	1000

  
valid price

## STEP 1 SET PREREQUISITES

### A) ACTIVATE MOVEMENT INDICATOR TO AUTO PO

**Display IMG**

Existing BC Sets BC Sets for Activity Activated BC Sets for Activity

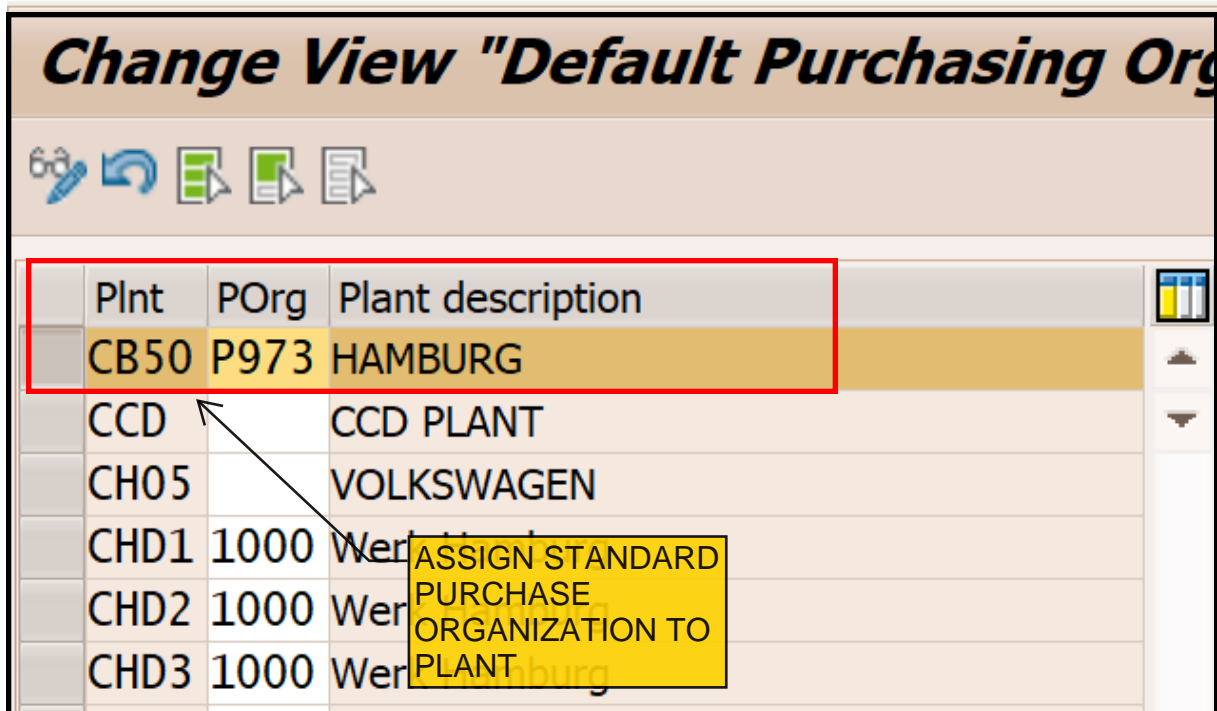
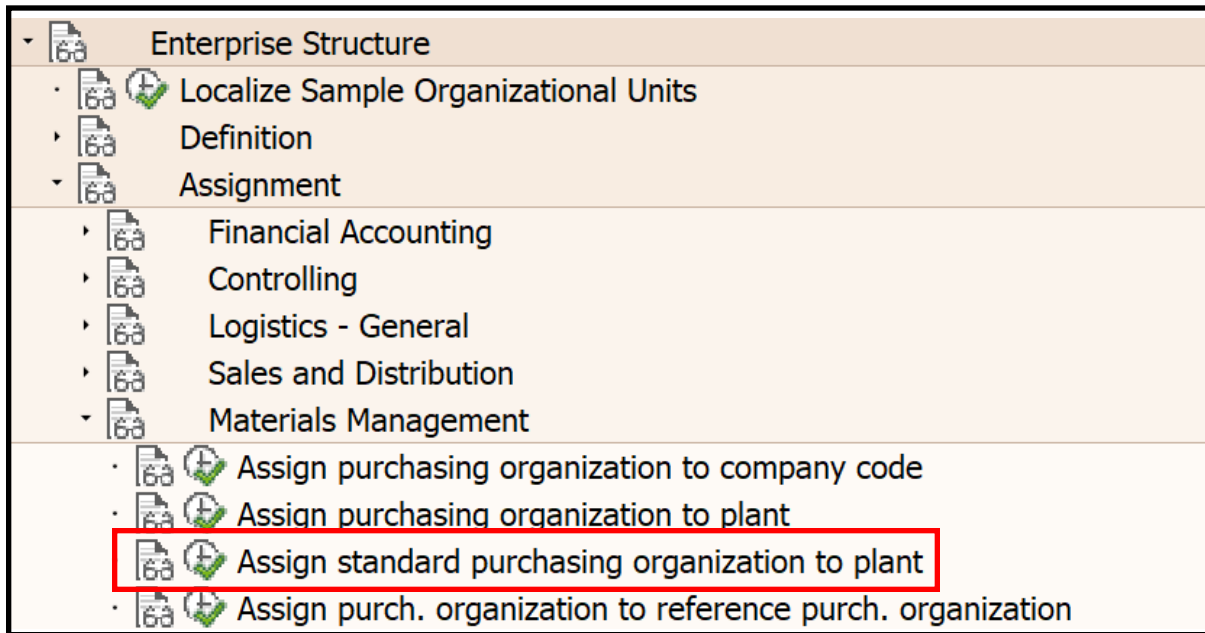
Structure

- Sales and Distribution
- ▾ Materials Management
  - General Settings for Materials Management
  - Consumption-Based Planning
  - Purchasing
  - External Services Management
  - ▾ Inventory Management and Physical Inventory
    - Plant Parameters
    - Define Attributes of System Messages
    - Number Assignment
    - Field Selection for Goods Movements Initial/Header Screens
    - Settings for Enjoy Transactions
    - Goods Issue / Transfer Postings
    - ▾ Goods Receipt
      - Set Tolerance Limits
      - Create Storage Location Automatically
      - Create Purchase Order Automatically

**Change View "Automatic creation of pur**

MvT	Movement Type Text	Automatic PO
101	GR goods receipt	<input checked="" type="checkbox"/>
102	Reversal of GR	<input type="checkbox"/>

## B) ACTIVATE STANDARD ORGANIZATION TO PLANT



## C) CREATE MATERIAL VENDOR AND INFO RECORD

**Display Info Record: Purch. Organization Data 1**

General Data   Conditions   Texts

Info Record	5300012356	
Vendor	319	ALOK INGOT VASAI
Material	10008	FURANACE INSULATATION
Material Group	001	Metal Processing
Purchasing Org.	P973	Plant CB50 Standard

Control

Pl. Deliv. Time	2 Days	Tol. Underdl.	0,0 %	<input type="checkbox"/>
Purch. Group	AB0	Tol. Overdl.	0,0 %	<input type="checkbox"/>
Standard Qty	1	PC	<input type="checkbox"/> Unlimited	Cc
Minimum Qty	0	PC	<input type="checkbox"/> GR-Bsd IV	Ta
Rem. Shelf Life	0 D		<input type="checkbox"/> No ERS	
Differential Invoicing	01 Not Rele..			
Shippg Instr.	<input type="checkbox"/>			Uc
Max. Quantity	0	PC		RM

Conditions

Net Price	150,00 EUR	/ 1	PC	Valid to
Effective Price	150,00 EUR	/ 1	PC	<input type="checkbox"/> No Cash Disc.

**MAINTAIN NET PRICE FOR AUTOMATIC ORDER**

## STEP 2 MAKE GOOD RECEIPT

**Goods Receipt Purchase Order - CHAITANYA003**

Show Overview   Hold   Check   Post   Help

A01 Goods Receipt   R01 Purchase Order   Plant CB50   GR goods receipt 101

Gen... Ven...

**CLICK TO CREATE NEW**

Line	Mat. Short Text	Quantity in UnE	EUn	SLoc	Batch	Valuation T...	M...	D Stock Type

Delete   Contents

Mate...   Quantity   Where

**Goods Receipt Purchase Order - CHAITANYA003**

Show Overview | Hold | Check | Post | Help

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc
1	FURANACE INSULATION	<input checked="" type="checkbox"/>	150	PC	SL ONE

ENTER MATERIAL QTY PLANT STORAGE LOCATION VENDOR

Qty in Unit of Entry: 150 PC  
 Qty in SKU: 150 PC  
 Qty in Delivery Note:   
 Ext. Amount LC:   
 No. Containers:

Item OK | Line 1

**Display Material Document 5000002695 - CHAITANYA003**

Show Overview | Hold | Check | Post | Help

A04 Display | R02 Material Docume. | 5000002695 | 2022

Gen... Vendor Doc. info

Document Date: 23.07.2022 | Delivery Note: | Vendor: A  
 Posting Date: 23.07.2022 | Bill of Lading: | HeaderText:   
 1 Individual Slip | GR/GI Slip No.:

Line	Mat. Short Text	Qty in UnE	EUn	SLoc
1	FURANACE INSULATION		PC	SL ONE

PURCHASE ORDER CREATED AUTOMATICALLY

Material: Purchase Order | Quantity: 4500024121 | 10 | Item Category: Stand |  
 DCI for Mat. Doc. Item

## **AUTOMATIC GENERATION OF PO AFTER PURCHASE REQUISITION**

- Due to automatic purchase order purchase team save the time and effort to create purchase order

### **PREREQUISITES**

- 1) Material master automatic indicator on
- 2) Vendor master automatic purchase indicator on
- 3) Info record and source list to be maintained
- 4) In purchase requisition source of supply should be maintained

### **STEP 1 SET PREREQUISITES**

#### **A) SET AUTOMATIC PURCHASE INDICATOR ON**

**Create Material 10009 (ROH MATERIAL A)**

Additional Data   Org. Levels   Check Screen Data

Basic data 2   **Purcha...**   Foreign trade import   Purchase order text   Plant data / stor. 1   Plant ...

Material: 10009   HEATER  

Plant: CB50   HAMBURG

**General Data**

Base Unit of Measure	PC	Pieces	Order Unit		Var. OUn	<input type="checkbox"/>
Purchasing Group	AB0		Material Group	001		
Plant-sp.matl status			Valid from			
Tax ind. f. material			Qual. f. FreeGoodsDis			
Material freight grp			<input checked="" type="checkbox"/> Autom. PO			
<input type="checkbox"/> Batch management			OB Management			
			OB ref. material			

## Create Vendor: Purchasing data



### Conditions

Order currency	EUR
Terms of paymnt	0001
Incoterms	
Minimum order value	
Schema Group, Vendor	<input type="checkbox"/> Standard procedure vendor
Pricing Date Control	<input type="checkbox"/> No Control
Order optim.rest.	

### Sales data

Salesperson	
Telephone	

### Control data

<input type="checkbox"/> GR-Based Inv. Verif.	ABC indicator	<input type="checkbox"/>	<input type="checkbox"/> RMA Required
<input type="checkbox"/> AutoEvalGRSetmt Del.	ModeOfTrnsprt-Border	<input type="checkbox"/>	
<input type="checkbox"/> Acknowledgment Reqd	Office of entry		
<input checked="" type="checkbox"/> Automatic purchase order	Sort criterion		By VSR sequence number
<input type="checkbox"/> Subsequent settlement			

## B) CREATE INFO RECORD AND SOURCE LIST



## Create Info Record: Purch. Organization Data 1

General Data   Conditions   Texts

Info Record		
Vendor	321	TATA STEEL
Material	10009	HEATER
Material Group	001	Metal Processing
Purchasing Org.	P973	Plant CB50 Standard

### Control

Pl. Deliv. Time	2 Days	Tol. Underdl.	%	<input type="checkbox"/> No MText
Purch. Group	AB0	Tol. Overdl.	%	<input type="checkbox"/> Ackn. Rqd
Standard Qty		<input type="checkbox"/> Unlimited		Conf. Ctrl
Minimum Qty		<input type="checkbox"/> GR-Bsd IV		Tax Code
Rem. Shelf Life	D	<input type="checkbox"/> No ERS		
Differential Invoicing				
Shippg Instr.				
Max. Quantity		Procedure		UoM Group
		Rndg Prof.		RMA Req.

### Conditions

Net Price	200 EUR	/	1	PC	Valid to	
Effective Price	0,00 EUR	/	1	PC	<input type="checkbox"/> No Cash Disc.	

## C) CREATE SOURCE LIST

**Maintain Source List: Overview Screen**

Material: 10009 HEATER  
Plant: CB50 HAMBURG

**SET FIXED INDICATOR TO ONE INDICATOR**

Source List Records

Valid from	Valid to	Vendor	POrg	PI	OUn	Agmt	Item	Central Con...	Cent. Contr...	Fix	Blk
23.07.2022	31.12.2023	319	P973							<input checked="" type="checkbox"/>	<input type="checkbox"/>
23.07.2022	31.12.2023	322	P973							<input type="checkbox"/>	<input type="checkbox"/>

## STEP 2 CREATE PURCHASE REQUISITION

**Create Purchase Requisition**

Document Overview On | Hold | Park | Personal Setting | Save As Template | Load from Template

NB Purch.requis. N | Source Determination

Header

Stat	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr
	10		10009	HEATER	20	PC	D	27.07.2022	Metal Processin	HAMBURG	SL ONE	AB0

Item: 1 [ 10 ] 10009, HEATER

Material D... | Quantities/Dates | Valuation | Source of Sup... | Status | Contact Person | Release strategy | Texts | Delivery Address

Agreement: Purch.Org.  
CentContr.:  
Fixed Vendor: 319 ALOK INGOT VASAI  
Info Record: 5300012358  
Desired Vendor:

**VENDOR SHOULD BE ASSIGN**

Assign Source of Supply

## STEP 3 CONVERT PURCHASE REQ TO PURCHASE ORDER

**Automatic Creation of Purchase Orders from Requisitions**

Purchase Order	OTyp	POrg	PGr	Agreement	Item	Purchase Req.	Item Det	Sta	Message Text
<b>Vendor 120094 ALOK INGOT</b>									
4500024596	NB	1000	T02			10028635	10		<input checked="" type="checkbox"/> Purchase order successfully created <input checked="" type="checkbox"/> Requisition successfully converted