# Create a Purchase Order

| Explanation | Screenshot |
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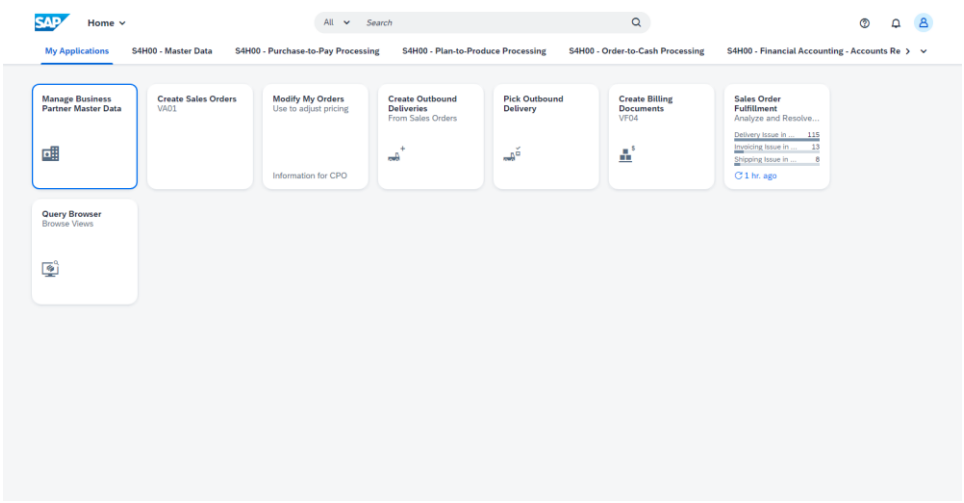
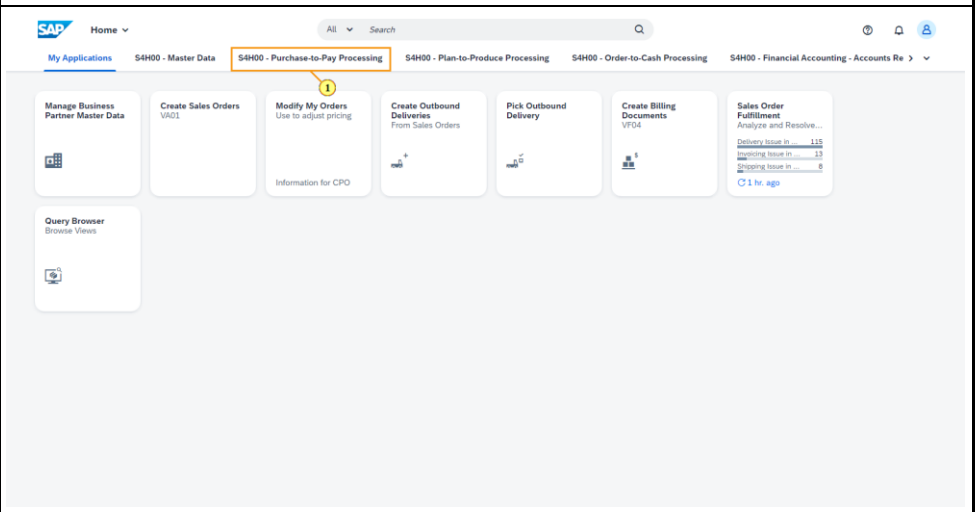
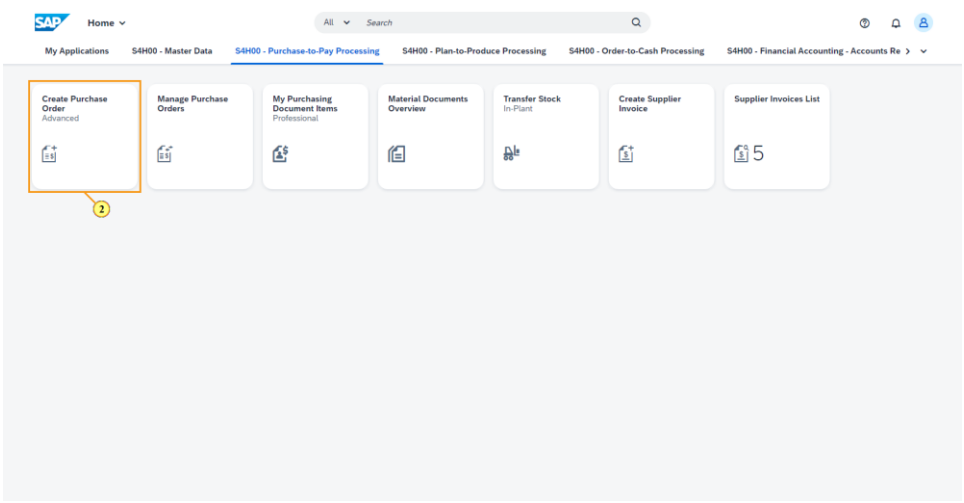
| ⓘ To learn more about how to create a purchase order, follow this interactive tutorial. |  |
| 1. Choose *S4H00 - Purchase-to-Pay Processing*. |  |
| 2. To open the app, select the *Create Purchase Order* tile. |  |

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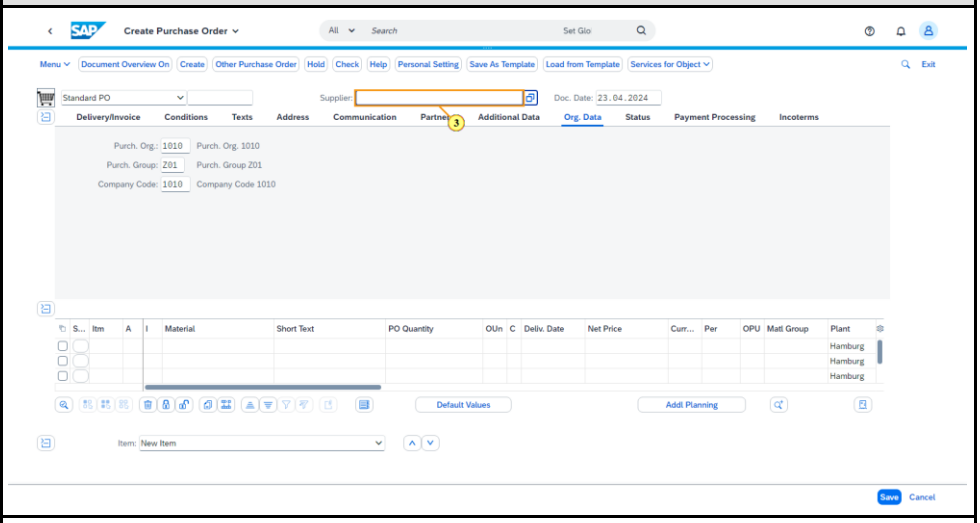
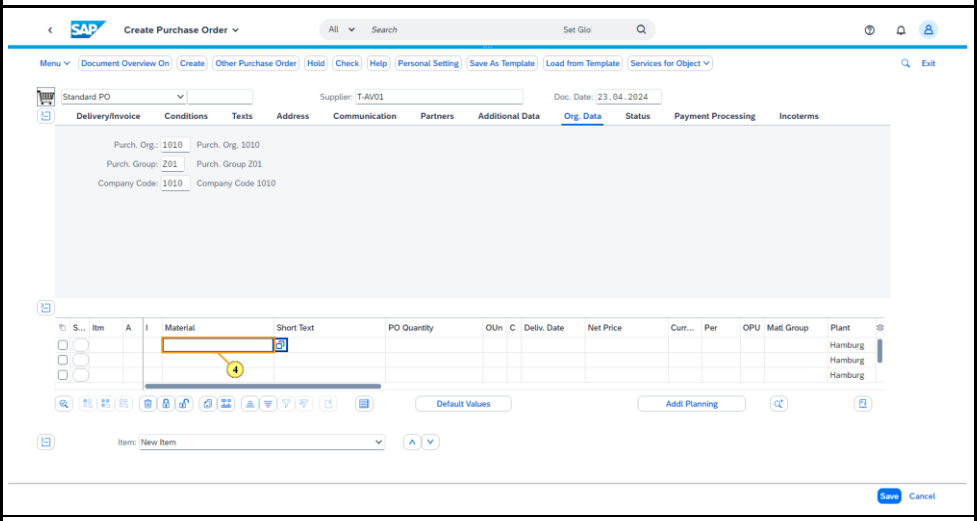
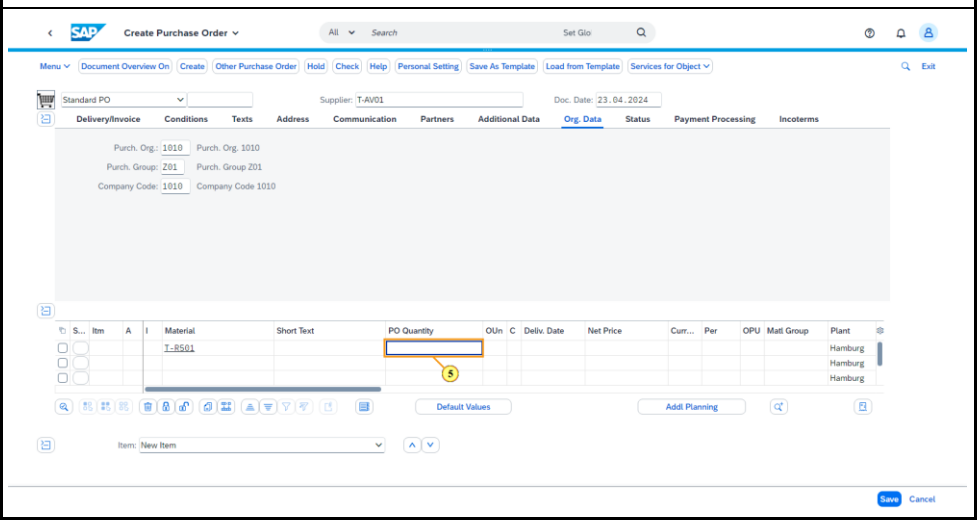
| 3. In the *Supplier* field, enter **T-AV01**. |  |
| 4. In the *Material* field, enter **T-R501**. |  |
| 5. In the *PO Quantity* field, enter **300**. |  |

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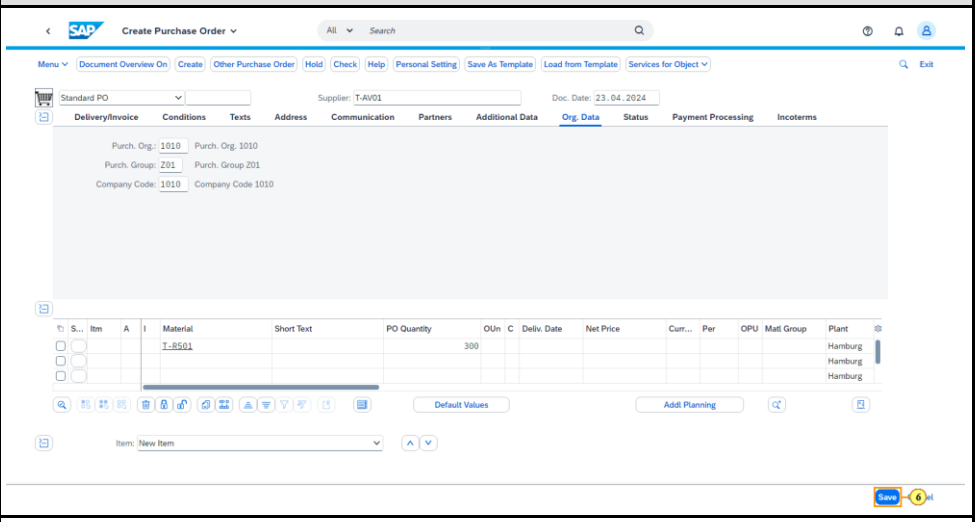
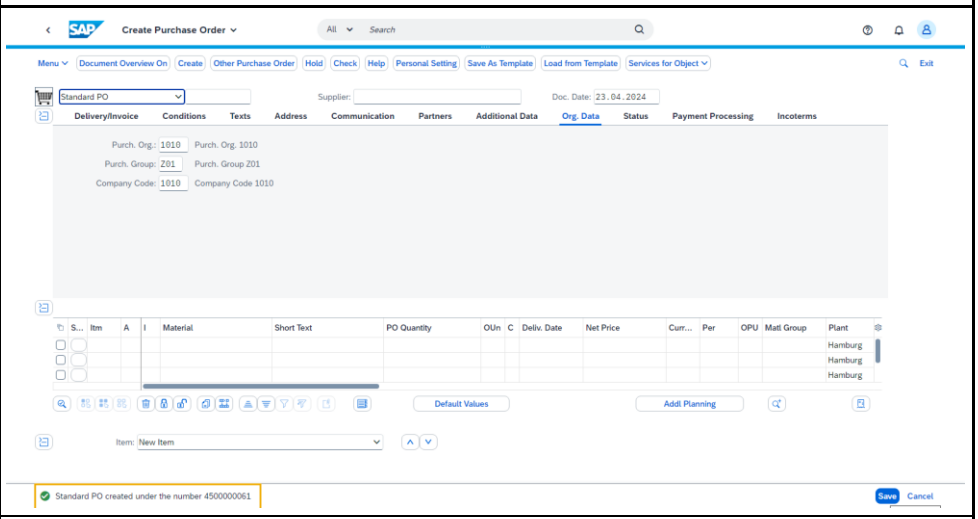
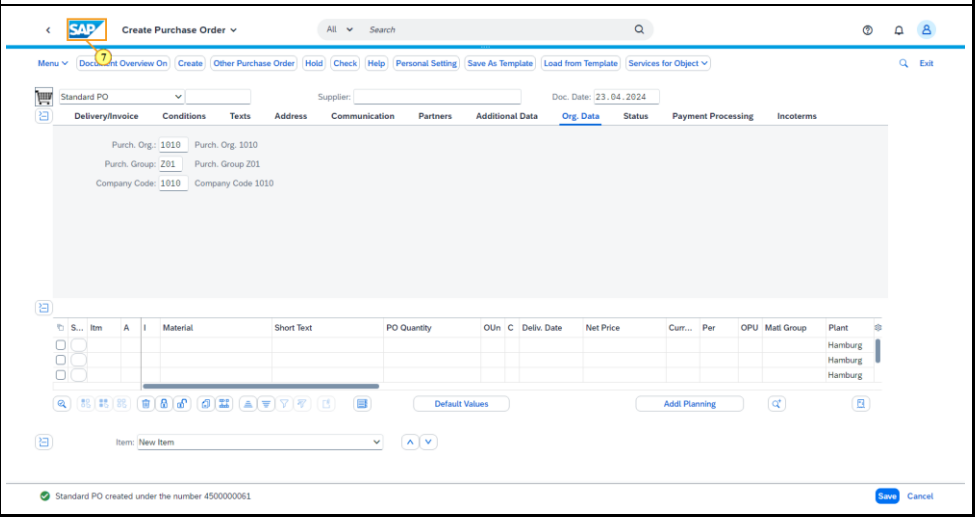
| 6. Choose *Save*. |  |
| ⓘ<br>You can now see the system message. |  |
| 7. To return to the launchpad, choose *SAP*. |  |

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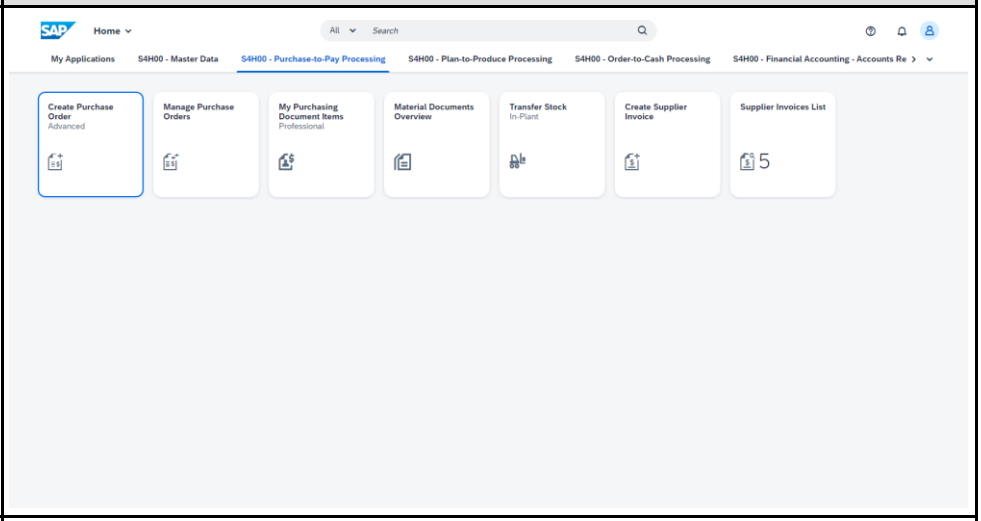
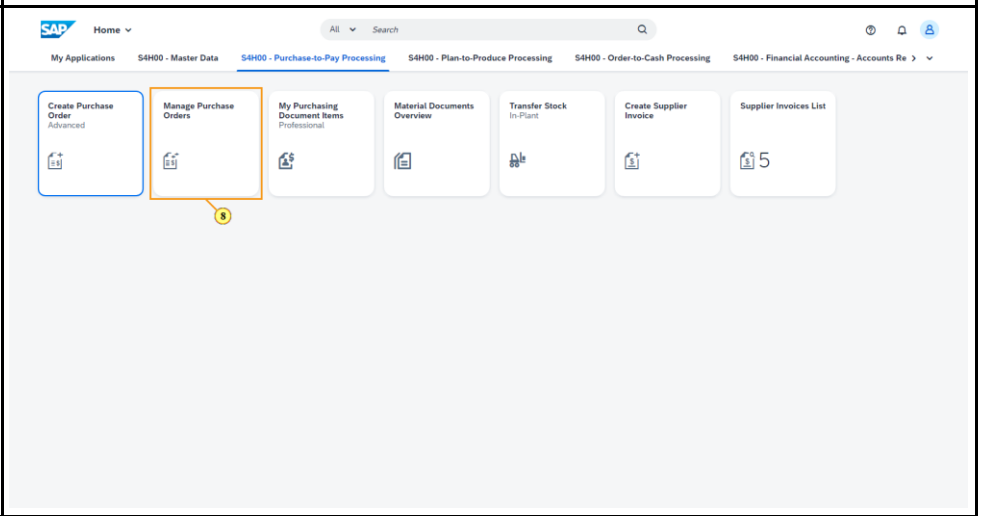
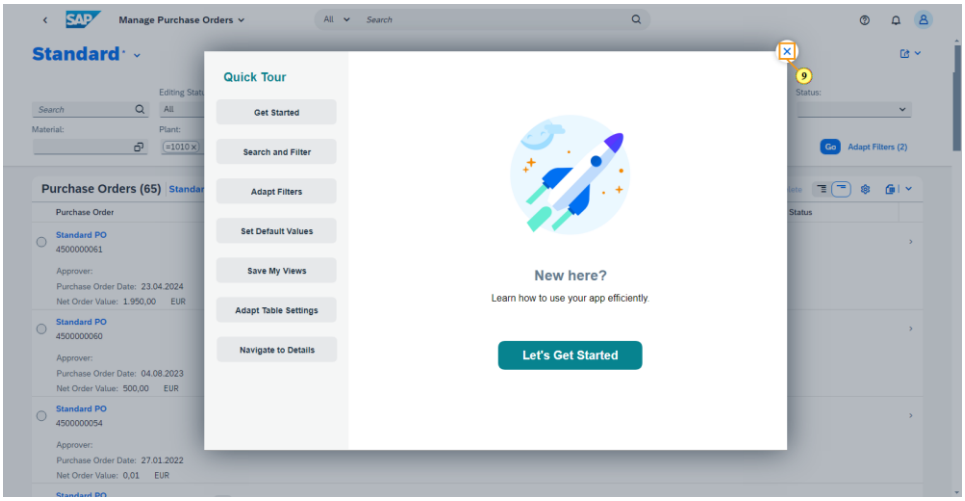
| ⓘ<br>In the following steps, you will select all Purchase Orders (POs) for supplier and the purchasing group. |  |
| 8. To open the app, select the *Manage Purchase Orders* tile. |  |
| 9. Choose *Close*. |  |

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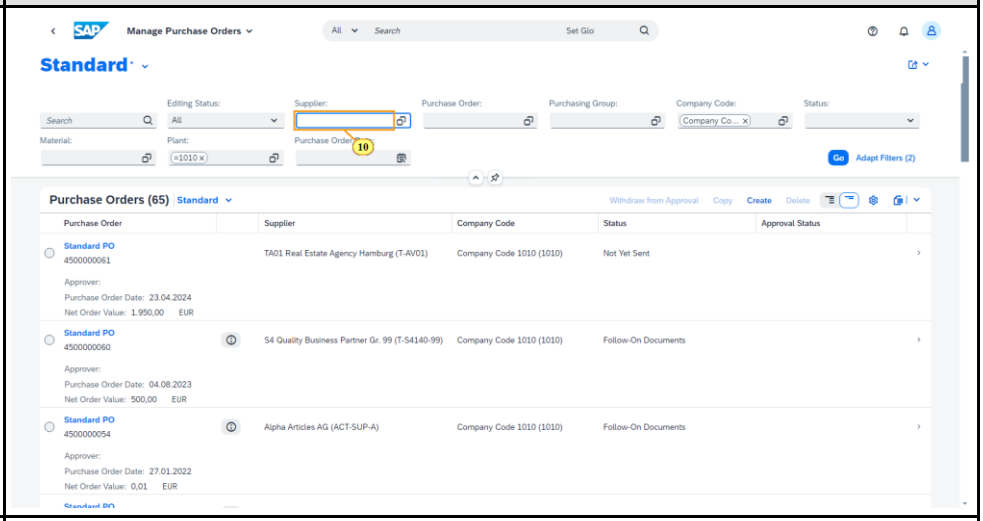
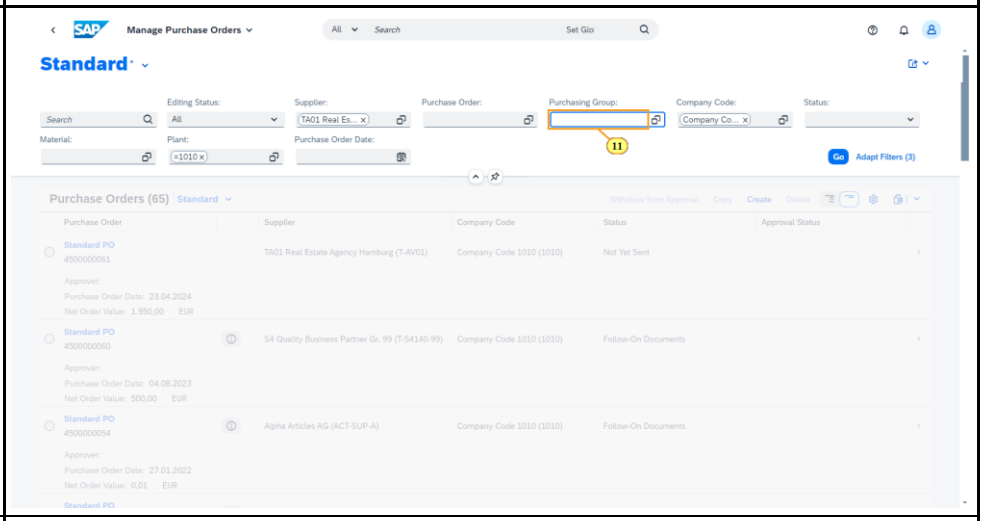
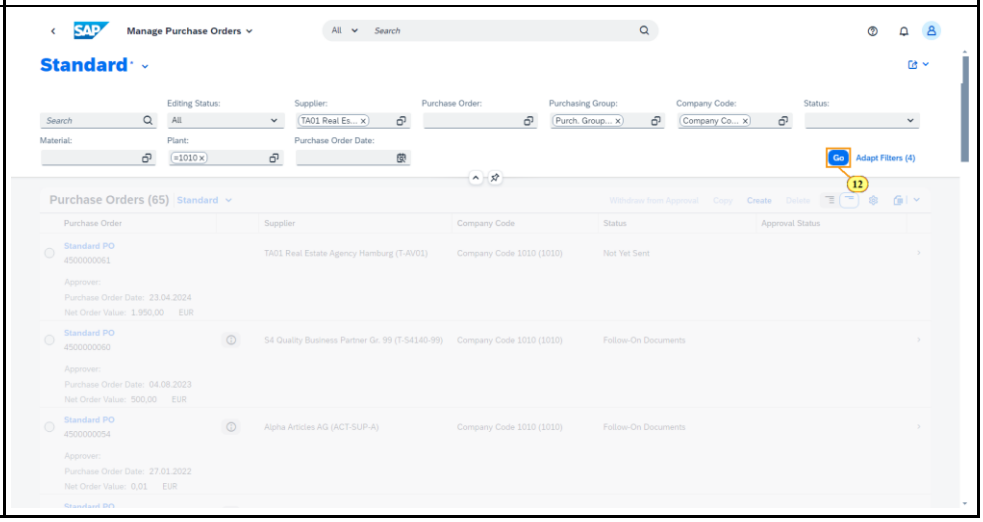
| 10. In the *Supplier* field, enter **T-AV01**. |  |
| 11. In the *Purchasing Group* field, enter **Z01**. |  |
| 12. Choose *Go*. |  |

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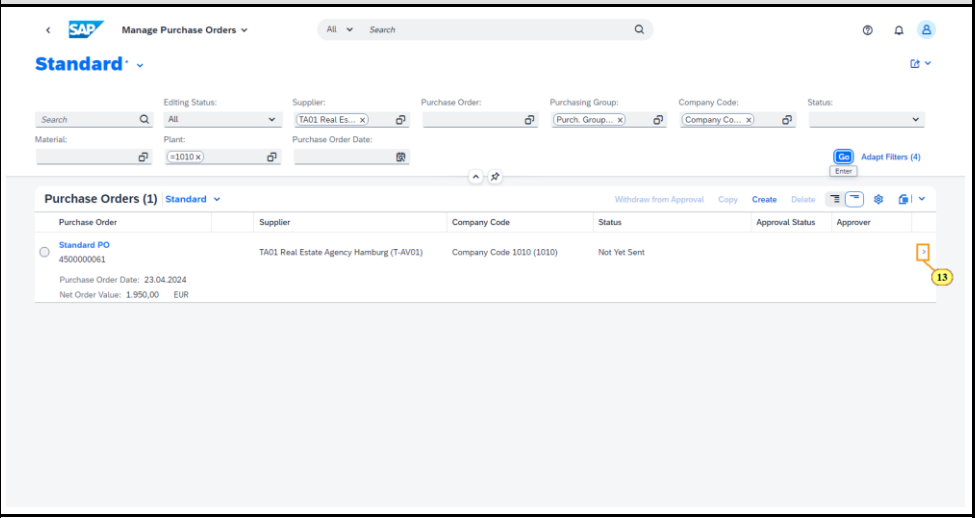
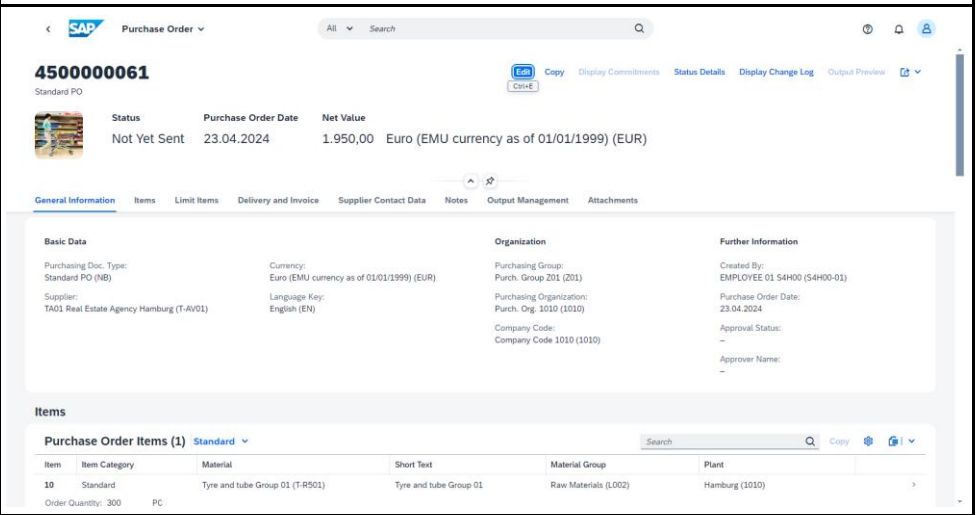
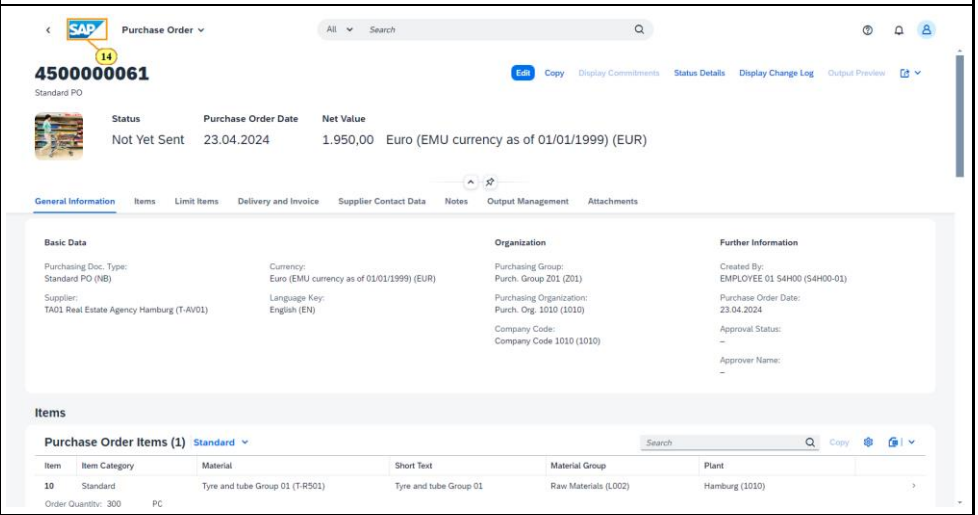
| 13. To view the *4500000061* details, choose the arrow. |  |
| ⓘ<br>You can now see the details of the purchase order. |  |
| 14. To return to the launchpad, choose *SAP*. |  |

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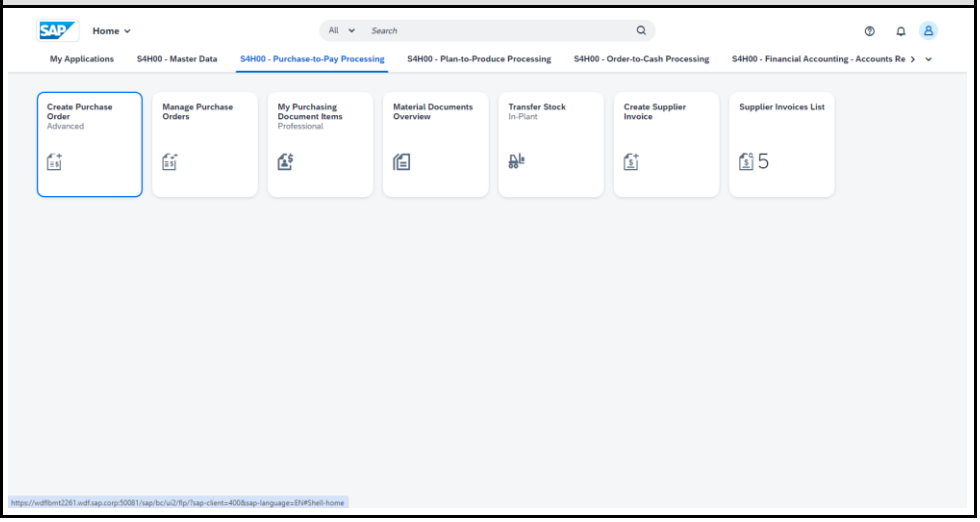
| ⓘ<br>You have succesfully created a purchase order.<br><br>This concludes the interactive tutorial. |  |