

ГАРЫН АВЛАГА

Үндсэн хөрөнгө худалдан авах процесс
Asset Purchase process

ӨӨРЧЛӨЛТИЙН ТҮҮХ

Хувилбар	Боловсруулсан	Огноо	Зөвшөөрсөн
V1.0	П. Саранчуулун	27-12-2023	
V2.0	Б. Өлзийнаран	08-04-2025	

ЗӨВШӨӨРЧ БАТАЛСАН

Хариуцсан ажилтан	Албан тушаал	Нэр	Гарын үсэг
Боловсруулсан:	Модуль менежер (ММ)	Б. Өлзийнаран	
Шалгасан:	Модуль менежер	Б. Золжаргалбаяр	
Хянасан:	Систем хөгжүүлэлтийн хэлтэсийн дарга	О. Нансалмаа	

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ЗӨВШӨӨРЧ БАТАЛСАН..... ERROR! NO BOOKMARK NAME GIVEN.

GOBI	SAP S/4 HANA: UM_MM_232 Author: Ulziinaran.B	Date: 07-05-2025 Version: V2.0
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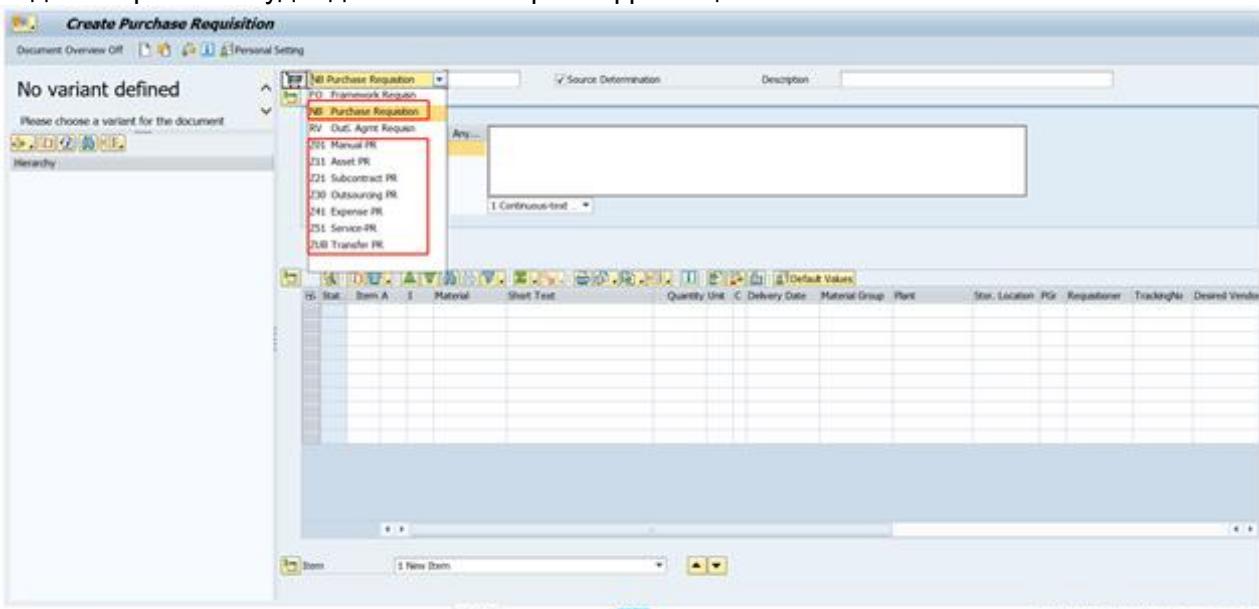
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1 Asset purchase process

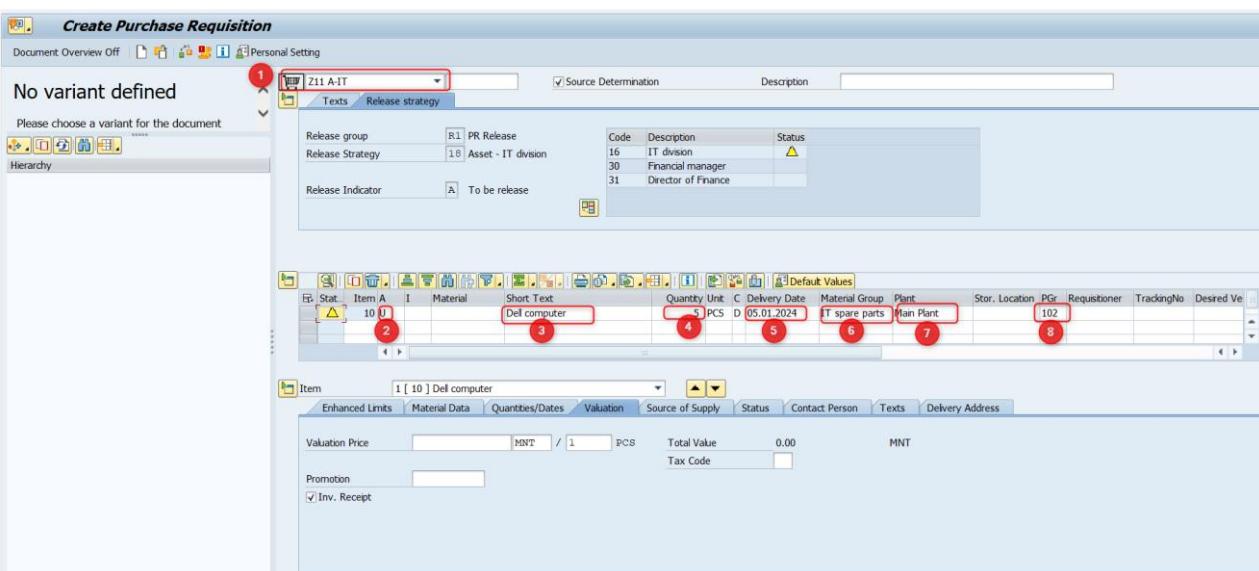
1.1 Create purchase requisition

T-Code: **ME51N**

Үндсэн хөрөнгийн худалдан авалтын хүсэлт үүсгэх цонх



Үндсэн хөрөнгө худалдан авах захиалгын хүсэлт үүсгэх гэж байгаа бол Asset PR буюу **Z11**-ийг сонгоно.



1. Asset: Үндсэн хөрөнгө гэсэн төрлийг сонгоно.
2. Account assignment: Unknown /анх худалдан авалтын хүсэлт (PR) үүсгэхдээ Asset биш буюу Unknown-г сонгоно. /РО үүсгэхдээ А буюу Asset болгож өөрчлөнө.
3. Short text: Үндсэн хөрөнгийн текстийг оруулна./үндсэн хөрөнгө материалын кодгүй/
4. Quantity: Худалдаж авах шаардлагатай тоо ширхэгээ оруулна.
5. Delivery date: Хэрэгцээтэй байгаа огноог оруулна.
6. Material Group: Үндсэн хөрөнгөтэй холбоотой материалын группээ сонгоно.
7. Plant: 8001 Main plant сонгоно.
8. Purchase group: Аль зах зээлээс худалдаж авч байгааг оруулна.

Холбоотой мэдээлэлүүдээ оруулаад Check товчлуурыг дарж дутуу ямар мэдээлэл

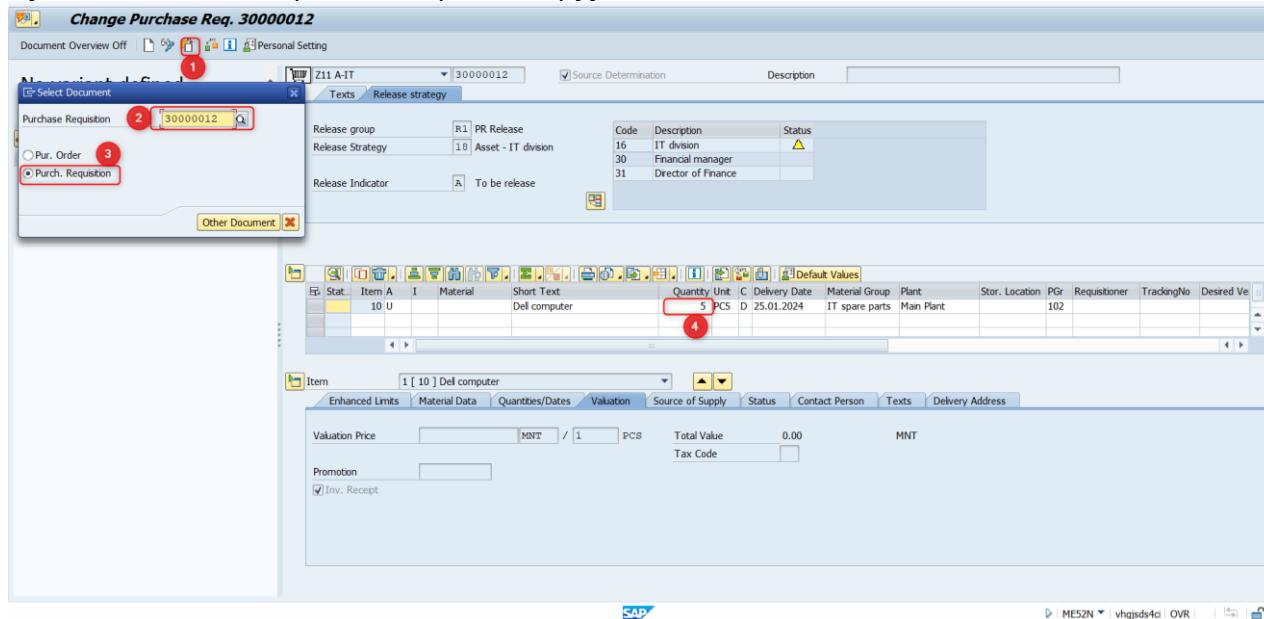
байгааг шалгана. No messages issued during check
дараад Purchase requisition number 003000012 created

ингэж гарч ирсэний дараа  Save товчлуурыг зүүн доод буланд PR дугаар гарч ирсэнээр худалдан авалтын хүсэлт үүссэн гэж үзнэ.

1.2 Update purchase requisition

T-code: **ME52N**

Худалдан авалтын хүсэлтэд өөрчлөлт оруулах цонх



The screenshot shows the SAP ME52N interface for updating a purchase requisition. The top navigation bar includes 'Change Purchase Req. 30000012', 'Document Overview Off', and various icons. The main area displays a table with columns: Release group, Release Strategy, Code, Description, and Status. Below this is a grid for items, showing Item A (Short Text: Dell computer, Quantity: 5 PCS, Unit: U). The bottom section contains tabs for Item, Enhanced Limits, Material Data, Quantities/Dates, Valuation, Source of Supply, Status, Contact Person, Texts, and Delivery Address. A note at the bottom right indicates the document is saved.

-  товчлуурыг дарсанаар PR дугаар оруулах цонх гарч ирнэ.
- Purchase requisition: PR дугаараа оруулна.
- Purchase requisition-ийг сонгоно.
- Материалын нэр(Short text) эсвэл тоо ширхэг(quantity)-т өөрчлөлт оруулж болно. Өөрчлөлт оруулсаны дараа “**Save**” товчлуурыг дарсанаар өөрчлөлт хадгалагдана.

1.3 Display purchase requisition

T-code: **ME53N**

Худалдан авалтын хүсэлтийг харуулах цонх

Display Purchase Req. 30000012

Document Overview Off | Personal Setting

No variant defined

Please choose a variant for the document

Hierarchy

Z11 A-IT	30000012	Description		
Texts	Release strategy			
Release group	R1 PR Release	Code	Description	Status
Release Strategy	18 Asset - IT division	16	IT division	
		30	Financial manager	
		31	Director of Finance	
Release Indicator	A To be released			

Ep.	Stat.	Item A	I	Material	Short Text	Quantity/Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requisitioner	TrackingNo	Desired Vendor
		10 U			Del computer	5 PCS		D 25.01.2024	IT spare parts	Man Plant		102			

Item	[10] Del computer	Enhanced Limits	Material Data	Quantities/Dates	Valuation	Source of Supply	Status	Contact Person	Texts	Delivery Address
Valuation Price	0.00	MNT	/ 1 PCS		Total Value	0.00	MNT			
Promotion					Tax Code					
<input checked="" type="checkbox"/> Inv. Receipt										

PR дугаарын дагуу тус бүрчлэн харж болно.

1.4 Purchase requisition list

T-code: **ME5A**

Худалдан авалтын хүсэлтийг массаар нь жагсааж харуулах цонх

List Display of Purchase Requisitions

(1 active)

Purchase Requisition	to		
Purchasing Group	to		
Material	to		
Material Group	to		
Requirement Tracking Number	to		
Plant	to		
Document Type	to		
Item Category	to		
Account Assignment Category	to		
Delivery Date	to		
Release Date	to		
Materials Planner/Controller	to		
Processing Status	to		
Fixed Supplier	to		
PReq. processing state	to		
Blocking Indicator	to		
Requisitioner			
Short Text			
Sort Indicator	1		

Ямар төрлөөр жагсааж хармаар байна, холбоотой талбарууд дээр утгыг оруулж Executive товчлуурыг дарсанаар жагсаалт гарч ирнэ.



List	Edit	Goto	Views	Environment	Settings	System	Help																				
List Display of Purchase Requisitions																											
Item	S	Del. Ind.	I	A	Material	Short Text	Quantity	Un	C	Delv. Date	Matl Group	Plant	Location	PGr	Requisitioner	TrackingNo	Vendor	Fix.Vend.	SPt	POrg	Agmt.	Item	Info record	MPN Matl	eNo.	PReq. C	
10 B	<input type="checkbox"/>				RR000200	Raw cashmere-beige	9.091	KG	D	20231130	OO	8001			Raw material		100022	8000		5300000079			3			1 B	
10 B	<input type="checkbox"/>				RR000200	Raw cashmere-beige	1,718.182	KG	D	20231229	OO	8001	000		Raw material		100022	8000		5300000079			1 B			1 R	
10 B	<input type="checkbox"/>	U				Computer Leveno	10	PC	D	20231109	Z1	8001		102													

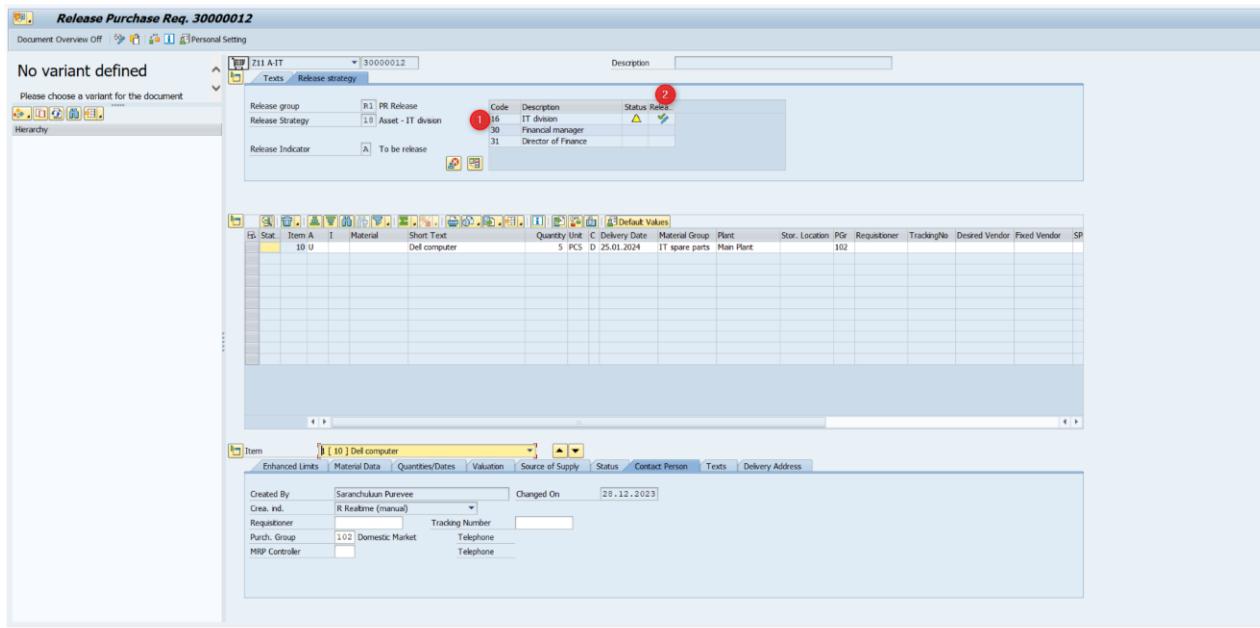
1.5 Release purchase requisition

T-code: **ME54N**

Худалдан авалтын хүсэлтийг батлах цонх

Stat.	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requisitioner	TrackingNo	Desired Ve
10 U				Del computer	5	PCS	D	25.01.2024	IT spare parts	Main Plant		102			

1. товчлуурыг дарсанаар PR дугаар оруулах цонх гарч ирнэ.
2. Purchase requisition: PR дугаараа оруулна.
3. Purchase requisition-ийг сонгоон “Enter” дарна.
4. Баруун талд холбоотой худалдан авалтын хүсэлтийн мэдээлэл гарч ирнэ.



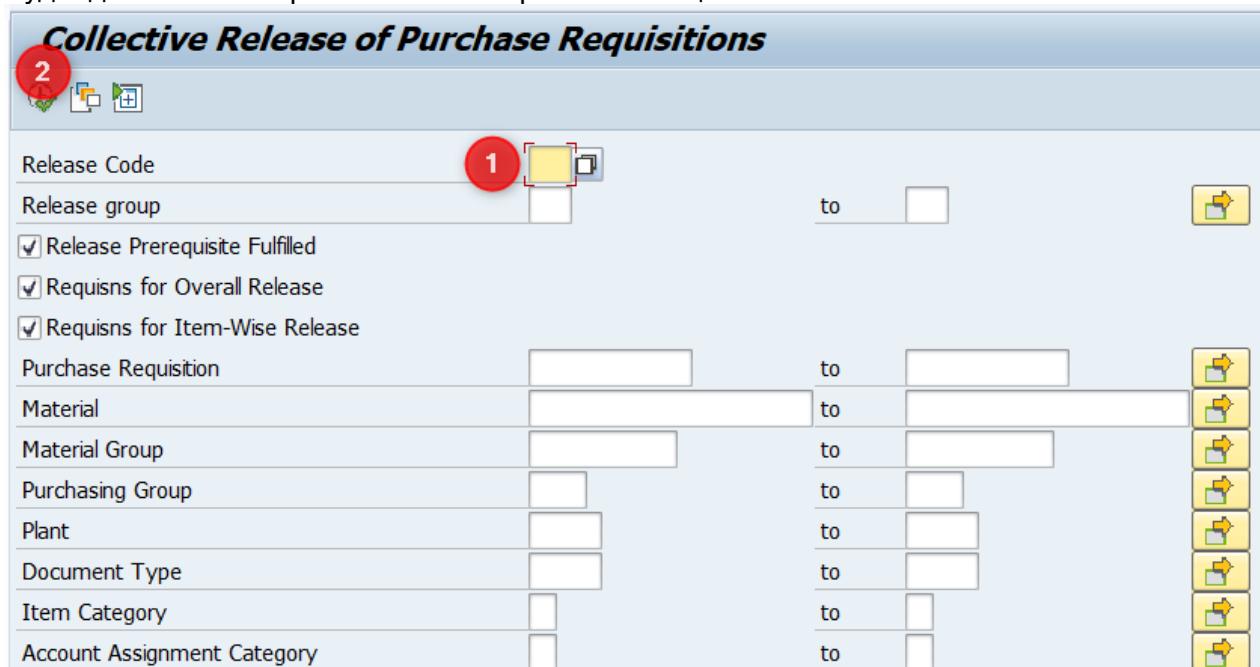
The screenshot shows the SAP S/4 HANA Purchase Requisition Release screen. At the top, it displays 'Release Purchase Req. 30000012'. The main area is divided into two tabs: 'Texts' and 'Release strategy'. Under 'Release strategy', there is a table with columns 'Code', 'Description', and 'Status'. A red circle with the number '1' is on the 'Code' column of the first row. Another red circle with the number '2' is on the 'Status' column of the same row. Below this table is a large grid for item entry, showing columns like 'Item', 'Quantity', 'Delivery Date', and 'Material Group'. At the bottom of the screen, there is a detailed view of an item record for 'Dell computer'.

- Хүсэлтийг баталж буй албан тушаалтанууд өөр өөрсдийн нэвтрэх кодоор орно.
- Release-ын доор  товчлуурыг дарж "Save" дарсанаар  Purchase requisition 005000005 changed хүсэлт батлагдана. Буцаад  товчлуурыг дарсанаар захиалгын хүсэлтийг цуцлана.

1.6 Mass release purchase requisition

T-code: ME55

Худалдан авалтын хүсэлтийг массаар нь батлах цонх



The screenshot shows the SAP T-code ME55 - Collective Release of Purchase Requisitions screen. It has several input fields and checkboxes. A red circle with the number '1' is on the 'Release group' field. A red circle with the number '2' is on the 'Release Prerequisite Fulfilled' checkbox. Below these are sections for 'Purchase Requisition', 'Material', 'Material Group', 'Purchasing Group', 'Plant', 'Document Type', 'Item Category', and 'Account Assignment Category', each with a corresponding input field and a yellow 'Next' button to its right.

- Захиалгын хүсэлтийг баталж буй албан тушаалтан өөрийн кодоор нэвтэрч орно.
-  товчлуурыг дарсанаар өөр дээр батлагдахаар хүлээгдэж буй захиалгын хүсэлтийн жагсаалт гарч ирнэ.

Collective Release of Purchase Requisition																									
Item	Release	S	Del. Ind.	I	A	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Locat..	PGr	Requisitioner	TrackingNo	Vendor	Fixed Vendor	Supplying	POrg	Agmt.	Item Purchasing info rec.	MPN Mat	xNo. PReq.
10	N					CD03010220	RRS Black...	0.221	KG	D	20231201	CD	8001		103	Chemical m...		300028	8000					1	
10	N					LE710025G	Tote bag	100	PCS	D	20231214	LE	8001		101			300003	8000					1	
10	N					CD030800120	RRS cyan...	663.3...	KG	D	20231212	CD	8001		103	Chemical m...		300012	8000					1	
10	N					CD03140020	RRS Mag...	452.7...	KG	D	20231212	CD	8001		103	Chemical m...		300012	8000					1	
10	N					CD03200120	RRS Yekw...	0.967	KG	D	20231212	CD	8001		103	Chemical m...		300012	8000					1	
10	N					CD03200120	RRS Blue...	142.1...	KG	D	20231212	CD	8001		103	Chemical m...		300012	8000					1	
10	N					CD03143119	RRS black...	77.757	KG	D	20231212	CD	8001		103	Chemical m...		300028	8000					1	
10	N					CD03170019	RRS red...	5.975	KG	D	20231212	CD	8001		103	Chemical m...		300012	8000					1	
10	N					AZ060328614...	2 reversbl...	6	PCB	D	20240301	AZ	8001		000	Auxiliary ma...		100000	8000					1	
10	N					CD03160019	RRS Oran...	178.7...	KG	D	20231212	CD	8001		103	Chemical m...		300028	8000					1	
10	N					OT555025-00	Other th...	135.9...	KG	D	20240113	OT	8001		101	Auxiliary ma...		300008	8000					1	
10	N					PM980031-00	Package	0.042	KG	D	20231212	PM	8001		101	Auxiliary ma...		300016	8000					1	
10	N					OT517225-14	Other th...	0.231	M	D	20231212	OT	8001		101	Auxiliary ma...		100000	8000					1	
10	N					CC010000C22	Lubricant	23.265	KG	D	20231212	CC	8001		102	Chemical m...		300011	8000					1	
10	N					CC420000C18	Sodium c...	3.165	KG	D	20231212	CC	8001	1007	102	Chemical m...		300007	8000					1	
10	N					LL70031G148	Hang tag	150	PCS	D	20231212	LL	8001		000	Raw material		300002	8000					1	
10	N					CC550000J000	Meisern e...	432	G	D	20240102	AS	8001		103	Chemical m...		300011	8000					1	
10	N					AS50825-004	Seving th...	20	M	D	20240102	AS	8001		101	Auxiliary ma...		300002	8000					1	
10	N					AH328825-000	Tape	0.120	M	D	20231214	AK	8001		101	Auxiliary ma...		300011	8000					1	
10	N					AH328825-000	Tape	0.120	M	D	20240102	AK	8001		101	Auxiliary ma...		300011	8000					1	
10	N					AS506025-000	Seving th...	12	M	D	20240102	AS	8001		101	Auxiliary ma...		300002	8000					1	
10	N					YW010250100	2/200 yarn	9,913...	KG	D	20231201	YW	8001		000	Raw material		300003	8000					1	
10	N					CC290000M23	Ascorbic a...	261.4	KG	D	20231214	CC	8001		000	Raw material		100026	8000					1	
10	N					CD1017001J7	Summol r...	0.001	KG	D	20231212	CD	8001		000	Raw material		300013	8000					1	
10	N					BY110012	Coarse w...	1,092	KG	D	20231218	Z301	8001		000	Raw material							1		
10	N					RT020001	Blend tec...	433.2	KG	D	20231212	RT	8001		000	Sorted cas...							1		
10	N					RT020001	Blend tec...	283.4	KG	D	20231219	RT	8001		000	Sorted cas...							1		
10	N					RR0000200	Raw cash...	2.100	KG	D	20241125	OO	8001		000	Raw material		100000	8000					1	
10	N					CC290000M23	Ascorbic a...	250	KG	D	20240124	CC	8001		102			100026	8000					1	

All-aар сонгоод Save дарвал нийтээр нь батлагдана.

1.7 Create purchase order

T-code: ME21N

Худалдан авалтын захиалга үүсгэх процесс.

Purchase order type-aac Z100 Asset PO-ыг сонгоно.

- Purchase Organization: 8000-ийг сонгоно.
- Purchase Group: 101 аль зах зээлд боловсруулалт хийгдэж байгааг сонгоно.
- Company code: 8000-ийг сонгоно.

The screenshot shows the SAP Purchase Order creation interface. The top navigation bar includes 'Create Purchase Order' (with a red circle icon), 'Document Overview Off' (highlighted with a red box), 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The main area is titled 'Document Overview' and displays a summary of delivery statuses:

	Ordered	0.00
Not Yet Sent	Delivered	0.00
Not Delivered	Still to delv.	0.00
Not Invoiced	Invoiced	0.00
	Down paymnts	0.00

Below this is a detailed table for item entries:

S..	Item	A	I	Material	Short Text	PO Quantity	OUn	C	Delv. Date	Net Price	Curr...	Per	OPU	Matl Group	Plant
1															
2															
3															
4															
5															
6															
7															
8															
9															
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99															
100															

At the bottom, there are buttons for 'Default Values' and 'Add Planning', and a footer bar with icons for 'Item', 'New Item', and other document-related functions.

1. Document Overview on- товчлуурыг дарж Document Overview off болгоно.
 товчлуурыг дарж Purchase requisition-ыг сонгоно.
 - 2.

Purchase Requisitions

General selections

Max. no. of hits	<input type="text" value="100"/>
<input checked="" type="checkbox"/> Open only	2
<input checked="" type="checkbox"/> Released only	3
<input type="checkbox"/> Open or Released	
<input type="checkbox"/> Assigned, open, and released	

Program selections

Name of Requisitioner/Requeste	<input type="text"/>	to <input type="text"/>	
Requisition (Request) Date	<input type="text"/>	to <input type="text"/>	
Purchase Requisition Number	<input type="text" value="50000005"/> 1	to <input type="text"/>	
Requirement Tracking Number	<input type="text"/>	to <input type="text"/>	
Item Number	<input type="text"/>	to <input type="text"/>	
Document Type	<input type="text"/>	to <input type="text"/>	
Purchasing Group	<input type="text"/>	to <input type="text"/>	
Purchasing Organization	<input type="text"/>	to <input type="text"/>	
MPN Material	<input type="text"/>	to <input type="text"/>	
Name of Processor	<input type="text"/>	to <input type="text"/>	
Fixed Vendor	<input type="text"/>	to <input type="text"/>	
Account Assignment Category	<input type="text"/>	to <input type="text"/>	
Outline Agreement Number	<input type="text"/>	to <input type="text"/>	
Outline Agreement Item	<input type="text"/>	to <input type="text"/>	
Desired Vendor	<input type="text"/>	to <input type="text"/>	
Material Group	<input type="text"/>	to <input type="text"/>	
Material	<input type="text"/>	to <input type="text"/>	
Item Category	<input type="text"/>	to <input type="text"/>	
Supplying Plant	<input type="text"/>	to <input type="text"/>	
Plant	<input type="text"/>	to <input type="text"/>	

1. Purchase Requisition number: Захиалгын хүсэлтийн дугаарыг оруулна
 2. Open only: Идэвхижүүлнэ
 3. Released only: Идэвхижүүлнэ.

4.  Executive товчлуурыг дарсанаар PR дугаар РО уусгэх цонх гарч ирнэ.

The screenshot shows the SAP S/4 HANA Create Purchase Order interface. The top bar displays the system name 'GOBI' and the document number 'UM_MM_232'. The main area is titled 'Create Purchase Order' and shows a purchase requisition for a Dell computer. The 'Supplier' field is populated with '100009 Мобиком корпорация ХХК'. The 'Net Price' field is set to '2,500,000.00 MNT'. In the item details tab, the 'Asset' field is assigned the value '1600004'. Various tabs like 'Material Data', 'Quantities/Weights', 'Delivery Schedule', etc., are visible at the bottom.

Purchase requisition дугаар дээрээ дараад Adopt буюу товчлуурыг дарсанаар хажуугийн цонх руу холбоотой мэдээлэлүүд шилжиж гарч ирнэ.

1. Order type: Z100 Asset PO –ыг сонгоно.
2. Supplier: search дээр дараад холбоотой ханган нийлүүлэгчийг сонгоно. Purchase information record дээр ханган нийлүүлэгчийн тохиргоог хийсэн бол автоматаар гарч ирнэ.
3. Account assignment: А буюу Asset болгож өөрчилж “Enter” товч дарна.
4. Net price: Ханган нийлүүлэгчээс өгсөн үнийн дүнг оруулна.
5. Asset: Санхүүгээс үндсэн хөрөнгийн кардын дугаарыг авч оруулна.

Check товчлуурыг дарж шалгаж үзээд асуудалгүй бол save товчлуурыг PO created under the number 4000000069 худалдан авалтын захиалгын хүсэлт үүснэ.

1.8 Update purchase order

T-code: **ME22N**

Худалдан авалтын захиалгад өөрчлөлт оруулах бол дараах цонхоор орно.

The screenshot shows the SAP S/4 HANA Asset PO 4100000008 screen. The document number '4100000008' is highlighted. The quantity '5' is entered in the header. The 'Pricing Elements' table shows various tax components and their amounts, such as 'Net Price' (2,500,000.00 MNT), 'Value Ind tax' (2,500,000.00 MNT), and 'Net value excl. tax' (2,500,000.00 MNT). The SAP logo is visible at the bottom center.

1. Purchase order No: Засвар оруулах гэж байгаа худалдан авалтын захиалгын дугаар

оруулна.

- Amount, Qty: Тoo ширхэг, нэгжийн үнэд өөрчлөлт оруулж болно.

1.9 Purchase order list

T-code: **ME2M**

Худалдан авалтын захиалгын жагсаалт харах цонх

Purchasing Documents for Material

Choose...

Material	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Purchasing Organization	<input type="text"/>	to	<input type="text"/>	
Scope of List	<input type="text" value="ALV"/>			
Selection Parameters	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Purchasing Group	<input type="text"/>	to	<input type="text"/>	
Item Category	<input type="text"/>	to	<input type="text"/>	
Account Assignment Category	<input type="text"/>	to	<input type="text"/>	
Delivery Date	<input type="text"/>	to	<input type="text"/>	
Validity Key Date	<input type="text"/>	to	<input type="text"/>	
Range of Coverage to	<input type="text"/>	to	<input type="text"/>	

- Scope of list: ALV сонгоно.

Бусад талбарууд дээр худалдан авалтын захиалгыг ямар талбараар хайх гэж байгаа утгаа оруулаад холбоотой жагсаалтаа гаргаж харна. Execute товчлуурыг дарсанаар жагсаалт гарч ирнэ.

Purchasing Documents for Material

Print Preview

Item Type Cat PGr POH Doc. Date Supplier/Supplying Plant	Matl Group	DIA	Plant	Location	Quantity	OUn	Quantity	SKU	Net Price	Crcy	Per	Quantity	OpenTgtQty	To be del.	To be del.	To be inv.	Still to be inv.	is Number
Without Material																	*** 41	
Purchasing Document 4000000010																	1	
10 NB F 301 24.11.2023 100026 Цэцүүх трейд ХХК	Z2		F 8001	1 AU	88,000,000.00	MNT	1	0	0	0	0.00	0	0.00	0	0.00	1		
Purchasing Document 4000000011																	1	
10 NB F 102 25.11.2023 100022 Хэррүү ХХК	Z1		F 8014	248 M	90,909.09	MNT	1	0	0	0	248.00	248	22,545,454.55	22,545,454.55	0	1		
Purchasing Document 4000000025																	1	
10 NB F 102 04.12.2023 100026 Цэцүүх трейд ХХК	Z212		K 8001	100 PAC	1,500.00	MNT	1	0	0	0	100.00	100	100.00	100	150,000.00	1		
Purchasing Document 4000000052																	1	
10 NB F 102 13.12.2023 100022 Хэррүү ХХК	Z400	L A 8001	20 PCS	136,363.64	MNT	1	0	0	0	0.00	0.00	0	0.00	1.000	35,000,000.00	1		
Purchasing Document 4000000065																	1	
10 NB F 301 19.12.2023 100000 Хөндлөн тэргүүс хоршоо	Z2		F 8001	1.000 H	35,000,000.00	MNT	1	0.000	0.000	0.000	0.000	0.000	1.000	1.000	35,000,000.00	1		
Purchasing Document 4100000000																	1	
10 Z100 F 102 10.11.2023 100000 Хөндлөн тэргүүс хоршоо	Z1		A 8001	1 PC	10,000.00	MNT	1	0	0	0	0.00	0	0.00	0	0.00	1		
Purchasing Document 4100000001																	1	
10 Z100 F 102 24.11.2023 100022 Хэррүү ХХК	Z121		A 8001	1 PCS	2,000,000.00	MNT	1	0	0	0.800	0.00	1	2,000,000.00	2,000,000.00	0	1		
Purchasing Document 4100000002																	1	
10 Z100 F 102 24.11.2023 100022 Хэррүү ХХК	Z121		A 8001	1 PCS	500,000.00	MNT	1	0	0	1	0.00	1	500,000.00	500,000.00	0	1		
Purchasing Document 4100000003																	1	
10 Z100 F 102 24.11.2023 100022 Хэррүү ХХК	Z121		A 8001	1 PCS	500,000.00	MNT	1	0	0	0	0.00	0	0.00	0	0.00	1		
Purchasing Document 4100000005																	1	
10 Z100 F 102 13.12.2023 300032 Dornier	Z400		F 8001	1 PCS	100,000.00	EUR	1	0	0	0	0.00	0	0.00	0	0.00	1		
Purchasing Document 4100000006																	1	
10 Z100 F 102 13.12.2023 100022 Хэррүү ХХК	Z400		A 8001	3 PCS	1,818,181.82	MNT	1	0	0	0	0.00	0	0.00	0	0.00	1		
Purchasing Document 4100000007																	1	
10 Z100 F 102 13.12.2023 100022 Хэррүү ХХК	Z400		A 8001	20 PCS	136,363.64	MNT	1	0	0	0	0.00	0	0.00	0	0.00	1		
Purchasing Document 4300000000																	1	
10 Z300 F 000 23.11.2023 100022 Хэррүү ХХК	Z21		F 8014	225,454 M	100,000.00	MNT	1	0	0	0	0.00	0	0.00	0	0.00	1		
Purchasing Document 4300000001																	1	
10 Z300 F 000 25.11.2023 300012 Fuji-Seko	46		F 8014	50 M	1,000	JPY	1	0	0	50	0	50	50,000	50,000	0	1		
Purchasing Document 4300000002																	1	
10 Z300 F 000 25.11.2023 100022 Хэррүү ХХК	Z21		F 8014	248 M	1,590,909.09	MNT	1	0	0	248	0.00	248	394,545,454.55	394,545,454.55	1	1		
Purchasing Document 4300000003																	1	
10 Z300 F 000 25.11.2023 100022 Хэррүү ХХК	Z21		F 8014	248 M	45,454.55	MNT	1	0	0	248	0.00	248	11,272,727.27	11,272,727.27	0	1		
Purchasing Document 4300000004																	1	
10 Z300 F 301 12.12.2023 300012 Fuji-Seko	Z211		F 8014	340 M	820	JPY	1	0	0	0	0	0	0	0	0	1		

1.10 Release purchase order

T-code: **ME29N**

The screenshot shows the SAP S/4 HANA Purchase Order Release screen. The header information includes:

- Release Asset PO 4100000006
- Supplier: 100022 Хөхрүүлэг XXX
- Doc. Date: 13.12.2023

The main table displays a single item:

S.. Itm	A	Material	Short Text	PO Quantity	OUn	C Delv. Date	Net Price	Curr...	Per	OPU	Matl Group	Plant
1.0	A		Macbook pro	3PCS	D	13.12.2023	1,818,181.82 MNT	1	PCS	Asset	Man Plant	

The detailed view shows the following data:

Item	1 [10] Macbook pro	Material Data	Quantities/Weights	Delivery Schedule	Delivery	Invoice	Conditions	Account Assignment	Purchase Order History	Texts	Delivery Address	Confirmation																																																																																																																						
Quantity	3 PCS	Net	5,454,545.45 MNT																																																																																																																															
<table border="1"> <thead> <tr> <th colspan="2">Condition Record</th> <th colspan="2">Analysis</th> <th colspan="9">Update</th> </tr> </thead> <tbody> <tr> <td>L...</td> <td>CnTy</td> <td>Description</td> <td>Amount</td> <td>Ccy</td> <td>per</td> <td>U...</td> <td>Condition Value</td> <td>Curr.</td> <td>Status</td> <td>NumCo</td> <td>ATO/MTS Component</td> <td>OUn</td> <td>CCOnDe</td> <td>Un</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>PBXN</td> <td>Gross Price</td> <td>2,000,000.00</td> <td>MNT</td> <td></td> <td>1PCS</td> <td>6,000,000.00</td> <td>MNT</td> <td></td> <td>1</td> <td></td> <td>PCS</td> <td>1PCS</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>ZTAX</td> <td>Value incl tax.</td> <td>2,000,000.00</td> <td>MNT</td> <td></td> <td>1PCS</td> <td>6,000,000.00</td> <td>MNT</td> <td></td> <td>1</td> <td></td> <td>PCS</td> <td>1PCS</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NAVY</td> <td>Input Tax %</td> <td>10.000-%</td> <td></td> <td></td> <td></td> <td>545,454.55-MNT</td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NAVY</td> <td>Non-Deductible Tax</td> <td>0.00</td> <td>MNT</td> <td></td> <td></td> <td>0.00</td> <td>MNT</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>SRTO</td> <td>Net value excl. tax</td> <td>1,818,181.82</td> <td>MNT</td> <td></td> <td>1PCS</td> <td>5,454,545.45</td> <td>MNT</td> <td></td> <td>1</td> <td></td> <td>PCS</td> <td>1PCS</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>SRTO</td> <td>Cash Discount</td> <td>0.000</td> <td>%</td> <td></td> <td></td> <td>0.00</td> <td>MNT</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>													Condition Record		Analysis		Update									L...	CnTy	Description	Amount	Ccy	per	U...	Condition Value	Curr.	Status	NumCo	ATO/MTS Component	OUn	CCOnDe	Un	<input checked="" type="checkbox"/>	PBXN	Gross Price	2,000,000.00	MNT		1PCS	6,000,000.00	MNT		1		PCS	1PCS		<input checked="" type="checkbox"/>	ZTAX	Value incl tax.	2,000,000.00	MNT		1PCS	6,000,000.00	MNT		1		PCS	1PCS		<input checked="" type="checkbox"/>	NAVY	Input Tax %	10.000-%				545,454.55-MNT			0					<input checked="" type="checkbox"/>	NAVY	Non-Deductible Tax	0.00	MNT			0.00	MNT		0					<input checked="" type="checkbox"/>	SRTO	Net value excl. tax	1,818,181.82	MNT		1PCS	5,454,545.45	MNT		1		PCS	1PCS		<input checked="" type="checkbox"/>	SRTO	Cash Discount	0.000	%			0.00	MNT		0				
Condition Record		Analysis		Update																																																																																																																														
L...	CnTy	Description	Amount	Ccy	per	U...	Condition Value	Curr.	Status	NumCo	ATO/MTS Component	OUn	CCOnDe	Un																																																																																																																				
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<input checked="" type="checkbox"/>	ZTAX	Value incl tax.	2,000,000.00	MNT		1PCS	6,000,000.00	MNT		1		PCS	1PCS																																																																																																																					
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<input checked="" type="checkbox"/>	NAVY	Non-Deductible Tax	0.00	MNT			0.00	MNT		0																																																																																																																								
<input checked="" type="checkbox"/>	SRTO	Net value excl. tax	1,818,181.82	MNT		1PCS	5,454,545.45	MNT		1		PCS	1PCS																																																																																																																					
<input checked="" type="checkbox"/>	SRTO	Cash Discount	0.000	%			0.00	MNT		0																																																																																																																								

1. товчлуурыг дарсанаар РО дугаар оруулах цонх гарч ирнэ.
2. Purchase order: РО дугаараа оруулна.
3. Purchase order-ийг сонгөд “Enter” дарна.
4. Баруун талд холбоотой худалдан авалтын захиалгын мэдээлэл гарч ирнэ.
Худалдан авалтын захиалгыг баталж буй албан тушаалтанууд өөр өөрсдийн нэвтрэх кодоор орно. РО дугаар, Supplier Харилцагчийн мэдээлэл зэргийг шалгаад батлана. Release-ын доор товчлуурыг дарж **Save** дарсанаар хүсэлт батлагдана. Буцаад товчлуурыг дарсанаар захиалгын хүсэлтийг цуцлана.

1.11 Mass release purchase order

T-code: **ME28**

Худалдан авалтын захиалгыг массаар батлах цонх руу орно.

Release (Approve) Purchasing Documents

1. Release Code: 10 (highlighted with a red circle)

2. Scope of List: ALV (highlighted with a red circle)

3. Execute button (highlighted with a red circle)

Other fields and buttons include: Set Release, Cancel Release, Release Prerequisite Fulfilled, List with Items, and various document category, organization, number, type, group, supplier, plant, and date fields.

- Release Code:** Зөвшөөрөл өгч буй албан тушаалтан өөрийн нэвтрэх кодоороо орно.
- Scope of List:** ALV – ыг сонгоно.

3. Execute товчлуурыг дарсанаар жагсаалтууд гарч ирнэ.

Release Purchasing Documents with Release Code 10

Item	Release Type	Cat	PGr	POH	Doc.	Date	Material	Short Text	Matl Group	D	I	A	Plant	Location	Quantity	OUn	Quantity	SKU	Net Price	Cry	Per	Quantity	OpenTgtQty	To be del.	Still to be deliv.	To be inv.	Still t
Supplier/Supplying Plant 100000 Хөндлийн тэрмийн харшио																											
Purchasing Document 4900000017																											
10	✓	7900 F	101	25.01.2024	RR000400			Raw cashmere-brown	OO			8001	1001	200	KG	200	KG	150,000.00	MNT	1	0	0	200	30,000,000.00	200	30,000	
20	✓	7900 F	101	25.01.2024	RR000400			Raw cashmere-brown	OO			8001	1001	300	KG	300	KG	150,000.00	MNT	1	0	0	300	45,000,000.00	300	45,000	
Purchasing Document 4900000018																											
10	✓	7900 F	101	25.01.2024	RR000400			Raw cashmere-brown	OO			8001	1001	200	KG	200	KG	150,000.00	MNT	1	0	0	200	30,000,000.00	200	30,000	
20	✓	7900 F	101	25.01.2024	RR000400			Raw cashmere-brown	OO			8001	1001	300	KG	300	KG	150,000.00	MNT	1	0	0	300	45,000,000.00	300	45,000	
Supplier/Supplying Plant 100001 Түншмэл мөлөр эрдэнэ харшио																											
10	✓	NB F	101	12.01.2024	1000000001			Input dispenser	Z1			8001		1	PC	1	PC	33,222,222.00	MNT	1	0	0	1	33,222,222.00	1	33,222	
Purchasing Document 40000000103																											
10	✓	NB F	101	13.01.2024	OT517225-148100000-000			Other thread	OT			8001		13	PCS	2,600	M	20,909.09	MNT	1	0	0	13	271,818.18	13	271	
Supplier/Supplying Plant 100009 Мобиком корпорација ХХК																											
10	✓	7500 F	102	02.01.2024				ERP төслийн хэрэглэгчийн сургалтын хөтөл Z215	F	8001		1	AU			500,000.00	MNT	1	0	0	1	0.00	1	500			
Supplier/Supplying Plant 100026 Цэнүүх трайд ХХК																											
10	✓	Z400 F	103	24.01.2024				Spare part	Z256			K 8001		1,000	M			800.00	MNT	1	0	0	1,000	0.00	1,000	800	
Supplier/Supplying Plant 300002 Hangzhou Fuhai garment Co.,ltd																											
10	✓	NB F	101	20.12.2023	LL760032G148150000-000			Hang tag	LL			8001		200	PCS	200	PCS	0.25	CNY	1	0	0	200	50.00	200		
Purchasing Document 4000000067																											
10	✓	NB F	101	08.01.2024	LL760032G148150000-000			Hang tag	LL			8001		11	PCS	11	PCS	0.03	USD	1	0	0	11	0.33	11		
Purchasing Document 4200000008																											
20	✓	Z200 F	102	24.01.2024	SU660001-0057L0000-001E			Sneakers	66	L	8001		10	PCS			24.00	USD	10	0	0	10	24.00	10			
Purchasing Document 4200000009																											
10	✓	Z200 F	102	24.01.2024	SU660001-1300L0000-001E			Cashmere shoes	66	L	8001		35	PAA	35	PAA	12.00	USD	1	0	0	35	420.00	35			
Purchasing Document 4200000010																											
20	✓	Z200 F	102	24.01.2024	SU660001-0057L0000-001E			Sneakers	66	L	8001		10	PCS	10	PCS	24.00	USD	10	0	0	10	24.00	10			
Purchasing Document 4200000011																											
10	✓	Z200 F	102	24.01.2024	SU660001-1300L0000-001E			Cashmere shoes	66	L	8001		35	PAA	35	PAA	12.00	USD	1	0	0	35	420.00	35			
Purchasing Document 4200000012																											
20	✓	Z200 F	102	24.01.2024	SU660001-0057L0000-001F			Sneakers	66	I	8001		10	PCS	10	PCS	24.00	USD	10	0	0	10	24.00	10			

Release буюу товчлуурыг нэг бүрчлэн дарж батална.