Create Sales Orders - VA01

To create a sales order using the Create Sales Orders - VA01 app, you have the following options:

- Choose the Create Sales Orders - VA01 app.
- In the Manage Sales Orders app, choose the create button and then Create Sales Order - VA01.
- In the Manage Sales Orders app, choose a sales order ID and then Create Sales Order - VA01.
- In the Sales Order app, choose Create Sales Order - VA01 from the related apps.
- Use the Enterprise Search in the header bar of the SAP Fiori launchpad to search for a sales order. In the results list, choose Create Sales Order - VA01.

Note

You can either create an independent sales order or create a sales order with reference to a preceding document (for example, a sales inquiry). If you create a sales order with reference, the system copies the relevant data from the preceding document.

When you create a sales order, you first select an order type. Depending on the order type, a specific business process is triggered that is also associated with specific default values.

Example

When you create a consignment fill-up, you usually create a delivery as a subsequent document, and you also post the goods issue. The goods movement type is automatically determined as stock transfer.

For the organizational data, there are three options:

- The system determines the default values for the sales area (sales organization, distribution channel, division) from your user-specific parameters.
- You don't enter any data and the system uses the sold-to or ship-to party to derive the data for the sales organization, the distribution channel, and the division.

    Note

    If there are several sales areas for the sold-to or ship-to party, the system asks you to choose one of them.

- You overwrite the default values and enter other data.

Header Level

On header level, you must enter the following information:

- Sold-to party or ship-to party

- o   Enter a sold-to party. If only one ship-to party is defined for it, the system automatically uses the same information for the ship-to party.
- o   Enter a ship-to party. The system determines the sold-to party and, if necessary, the sales area. If several sold-to parties or sales areas for the ship-to party exist, the system asks you to choose one of them.

Note

When you confirm a sold-to or ship-to party, the system derives master data and automatically includes it in the sales order (for example, address information, texts, payment terms, or the document currency).

- Customer reference

  The customer uses this alphanumeric key to uniquely identify a purchasing document (for example, a purchase order). During correspondence with the customer, you can use the key to find certain information about the document.

- Customer reference date

  This date is shown on the customer's purchasing document. It can, for example, be the date on which the customer created the purchase order.

Item Level

You can create one or more items for a sales order by entering a material (that is, a product) and a quantity. Whenever you confirm an item, the system derives master data and automatically includes it in the sales order (for example, descriptions and texts from the material master or the customer-material info record).

Every sales order item has an item category, which is also determined automatically. The item category has a similar role as the order type, only on a lower level (that is, on item level). Depending on the item category, specific follow-on processes are triggered. It determines, for example, if an availability check is performed, if pricing is carried out, or if the item is relevant for billing or for delivery processing.

Note

Depending on the business process and related settings, it is possible that the system automatically creates additional items when you enter and confirm a specific material. This is the case, for example, in free goods processing. When you create an item with a quantity that exceeds the minimum quantity for free goods, the system automatically creates a second, dependent item. This item is specified as relevant for delivery, but free of charge.

Multiple Customer Addresses and Address-Dependent Data
When multiple address handling for SD documents is active in your system, the app's functionality is enhanced as follows:

- When you create a new sales document and multiple addresses are maintained in the customer's business partner master data, the system prompts you to select the relevant addresses for partner functions such as the sold-to party, ship-to party, and bill-to party after you have entered and confirmed the sold-to party. For each partner function at header and item level, you can then change the proposed address by using the address selection button to select an alternative valid address.

  For more information about how the system offers addresses for selection, see [Understanding Address Selection in SD Documents](#).

- If address-dependent data has been maintained (in the master data) for a customer address, and you select this address for one of the document's partner functions, the system automatically propagates the associated address-dependent data to the relevant fields of the document.

  For example, if specific Incoterms have been maintained for the address that you have selected as your document's sold-to party address, these Incoterms are automatically propagated to the Incoterms field of the document header. In some situations, this can cause a previously entered value to be overwritten.

  Tip

  If both address-dependent and customer-dependent data has been maintained for a BP master record field, address-dependent data takes priority over customer-dependent data.