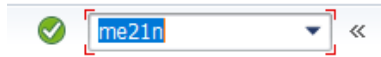Create a purchase order in SAP: ME21N

A need to make a purchase was created via a purchase requisition. A supplier was chosen after we sent out requests for quotations and we chose the best quote. We're now ready to create the purchase order. Purchase orders give our suppliers a written confirmation of what materials need to be ordered, the quantity, and the agreed price.

To create a purchase order in our system, we'll enter the transaction code me21n and press Enter.
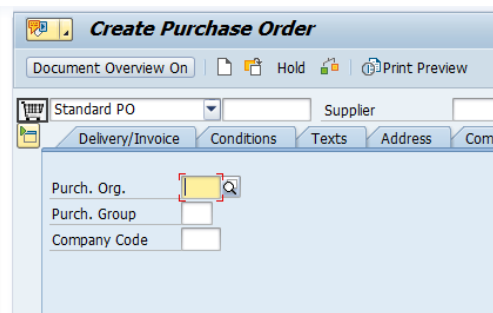
We could create this purchase order from scratch, but in our example, we're going to create it by referencing a request for quotation. To do this, we'll use our document overview area.
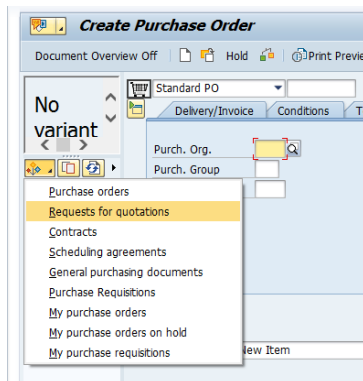
We'll click the drop-down on our selection variant button and choose Requests for quotations.

Purchasing Documents

General selections	
Max. no. of hits	5000

Program selections

Field	Value		to		
Material Number			to		
Selection Parameters			to		
Plant			to		
Material Short Text			to		
Supplying Plant			to		
Storage Location			to		
Material Group			to		
Purchasing Organization	171p		to		
Purchasing Group	001		to		
Purchasing Document			to		
Name of Person Responsible			to		
Document Type			to		
Document Category	A				
Company Code			to		
Document Date			to		
Vendor			to		

Our purchasing organization and purchasing group fields are auto-populated, so we can execute.

Pur. Do — Adopt
- 41____0
- 4100000001
- 6000000049
- 6000000050
- 6000000050
- 6000000050
- 6000000050
- 6000000051
- 6000000051
- 6000000051
- 6000000058
- 6000000058
- 6000000059
- 6000000059
- 6000000060
- 6000000060
- 6000000061
- 6000000061
- 6000000064

We see the request for quotation we want, ending in 64. We'll click it and choose Adopt.

Pricing Elements

I...	CnTy	Description	Amount	Crcy	per	U...	Condition Value	Curr.
	PMP0	Manual Gross Price	0,20	USD	1	PC	200,00	USD
		Gross Value	0,20	USD	1	PC	200,00	USD
		Sum Surcharges/Discoun...	0,00	USD	1	PC	0,00	USD

To de-clutter our screen, we'll click Document Overview Off. We can see that we already have an error message. We must enter the plant, so we'll scroll across and enter plant 1710 and press Enter. We can see that we're about to purchase 1,000 pieces of this raw material. The delivery date is set to three weeks from today. This field is editable if we needed this product earlier. We can also see the net price is 20 cents per piece.

PayT	Own Explanation
	within 10 days 3 % cash discount
	within 15 days Due net
M222	IMMEDIATE PAYMENT
	IMMEDIATE PAYMENT
NT00	Payable immediately Due net
NT08	within 8 days Due net
NT15	within 15 days Due net
NT30	within 30 days Due net
NT45	within 45 days Due net
NT60	within 60 days Due net
P&G	IMMEDIATE PAYMENT
R001	within 10 days Due net
R002	within 10 days Due net
R003	within 10 days Due net

We'll open our header and we'll click the Delivery/Invoice tab. We can see that our payment terms are set to 0001, which is pay immediately. We'll say that this vendor has extended us net 30 payment terms. We'll click the match code button and choose NT30 within 30 days Due net.

Conditions	Texts	Address	Communication	Partners	A

Net   200,00 USD

Now we'll click the Conditions tab. This screen shows all our pricing conditions for this order. We can see that in our net price field, this order is 200 US dollars. There are many fields in our purchase order that are available depending on our requirements, but for now, we're ready to save.

☑ Standard PO created under the number 4500000328

We now have a success message that shows our standard purchase order was created and assigned a document number. Our PO has now been created, and it can be transmitted to our supplier so we get the materials we need on time.