

# CreateSalesOrder

Name: CreateSalesOrder

Description:

Author: oarha

Copyright:

Left click here

The screenshot shows the SAP Easy Access interface. The top menu bar includes Menu, Edit, Favorites, Extras, System, and Help. The SAP Easy Access toolbar contains icons for navigation and actions. A blue callout box points to the first icon in the toolbar with the text "Left click here". The left sidebar displays a tree structure of SAP Menu items, including Favorites, Office, Cross-Application Components, Logistics, Accounting, Human Resources, Information Systems, and Tools. The main content area features a word cloud visualization with four quadrants: top-left (green background) with words like "Passion", "Team", "Innovation", and "Enthusiasm"; top-right (dark grey background) with words like "Partner", "Relationship", "Trust", and "Confidence"; bottom-left (dark green background) with words like "Profit", "Market intelligence", "Customer Loyalty", and "Efficiency"; and bottom-right (light green background) with words like "Progress", "Innovation", "Development", and "Continuation". A grey bar at the bottom contains the text "Go to the Sales Order creation transaction". The bottom right corner shows the SAP logo and system status: "DEV (1) 300 | SRVNL12 | INS |".

Left click here

Go to the Sales Order creation transaction

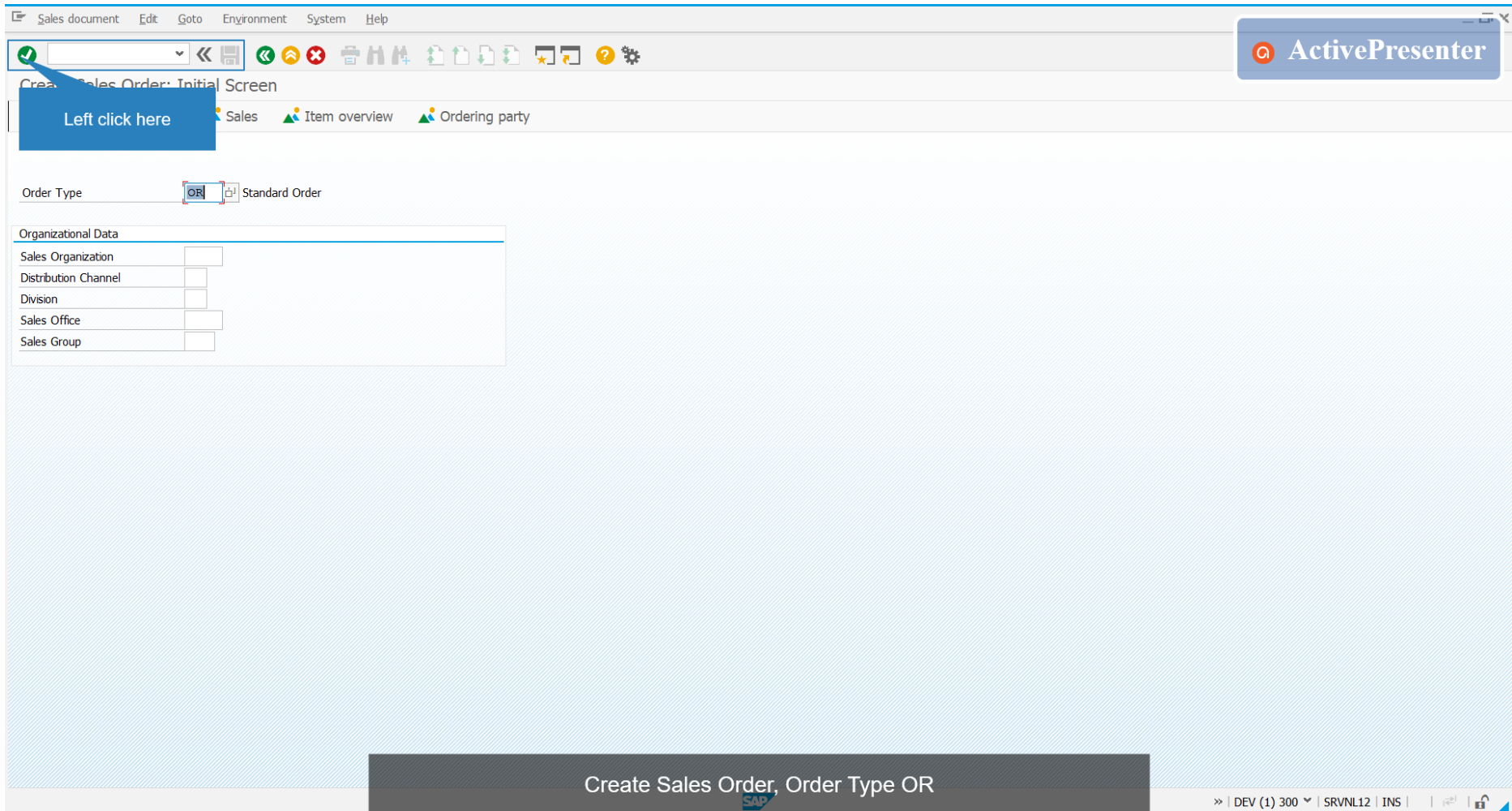
Type va01

The screenshot displays the SAP Easy Event Manager web application. The top navigation bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. The 'ActivePresenter' logo is in the top right corner. On the left, a 'Favorites' list contains items like 'OOCU\_RESP - Customizing Responsibilities' and 'SAP Menu'. A blue callout box with the text 'Type va01' points to the search input field. The main content area features four word clouds: 'Passion' (green), 'Partner' (grey), 'Profit' (dark green), and 'Progress' (light green). A grey bar at the bottom contains the instruction 'Go to the Sales Order creation transaction' and the SAP logo. The bottom right status bar shows 'DEV (1) 300', 'SRVNL12', and 'INS'.

Left click here

[illegible]

Left click here



The screenshot shows the SAP 'Create Sales Order: Initial Screen'. A blue callout box with the text 'Left click here' points to the 'Order Type' field, which contains the value 'OR'. The 'Organizational Data' section includes fields for Sales Organization, Distribution Channel, Division, Sales Office, and Sales Group. The SAP logo is visible in the bottom right corner of the screen.

Sales document Edit Goto Environment System Help

ActivePresenter

Create Sales Order: Initial Screen

Left click here

Order Type  Standard Order

Organizational Data

Sales Organization	<input type="text"/>
Distribution Channel	<input type="text"/>
Division	<input type="text"/>
Sales Office	<input type="text"/>
Sales Group	<input type="text"/>

Create Sales Order, Order Type OR

» | DEV (1) 300 | SRVNL12 | INS |

## Type 3046635

Sales document Edit Goto Extras Environment System Help

ActivePresenter

Create Standard Order: Overview

Standard Order  Net value 0,00

Sold-To Party

Ship-To Party

PO Number  Date

Type 3046635

Sales Item overview Procurement Shipping Reason for rejection

Req. deliv.date D 15.07.2020 Deliver.Plant

☐ Complete delv. Total Weight 0,000

Delivery block  Volume 0,000

Billing block  Pricing date 14.07.2020

Payment card  Exp.date

Card Verif.Code

Payment terms  Incoterms

Order reason

All items

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order Header Data

» | DEV (1) 300 | SRVNL12 | INS |



Left click here

Sales document Edit Goto Extras Environment System Help

ActivePresenter

### Create Standard Order: Overview

Standard Order  Net value

Sold-To Party

Ship-To Party

PO Number  PO date

Sales Item overview **Left click here** Procurement Shipping Reason for rejection

Req. deliv.date  Deliver.Plant

☐ Complete delv. Total Weight

Delivery block  Volume

Billing block  Pricing date

Payment card  Exp.date

Card Verif.Code

Payment terms  Incoterms

Order reason

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order Header Data

» | DEV (1) 300 | SRVNL12 | INS |

## Type 3046635

Sales document Edit Goto Extras Environment System Help

ActivePresenter

Create Standard Order: Overview

Standard Order  Net value

Sold-To Party

Ship-To Party

PO Number  PO date

Sales Item overview **Type 3046635** Procurement Shipping Reason for rejection

Req. deliv.date   Deliver.Plant

☐ Complete delv. Total Weight

Delivery block  Volume

Billing block  Pricing date

Payment card  Exp.date

Card Verif.Code

Payment terms  Incoterms

Order reason

All items

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order Header Data

» | DEV (1) 300 | SRVNL12 | INS |



Left click here

Sales document Edit Goto Extras Environment System Help

ActivePresenter

### Create Standard Order: Overview

Standard Order:  Net value: 0,00

Sold-To Party: 3046635

Ship-To Party: 3046635

PO Number:  PO date:

Sales Item overview Procurement Shipping Reason for rejection

Req. deliv.date: D

☐ Complete delv.

Delivery block:  Total Weight: 0,000

Billing block:  Volume: 0,000

Payment card:  Pricing date: 14.07.2020

Card Verif.Code:  Exp.date:

Payment terms:  Incoterms:

Order reason:

Left click here

All items

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order Header Data

» | DEV (1) 300 | SRVNL12 | INS |

## Type TEST1234

Sales document Edit Goto Extras Environment System Help

ActivePresenter

Create Standard Order: Overview

Standard Order: Overview

Sales Item overview Procurement Shipping Reason for rejection

Req. deliv.date: 15.07.2020  
Complete delv.: ☐  
Delivery block: ☐  
Billing block: ☐  
Payment card: ☐  
Card Verif.Code: ☐  
Payment terms: ☐  
Order reason: ☐

Net value: 0,00

PO Number:

Type TEST1234

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order Header Data

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Left click here

Sales document Edit Goto Extras Environment System Help

ActivePresenter

### Create Standard Order: Overview

Standard Order:  Net value:

Sold-To Party:

Ship-To Party:

PO Number:  PO date:

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date:   Deliver.Plant:

☐ Complete delv. Total Weight:

Delivery block:  Volume:

Billing block:  Pricing date:

Payment card:  Exp.date:

Card Verif.Code:

Payment terms:  Incoterms:

Order reason:

Left click here

All items

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order item Data

» | DEV (1) 300 | SRVNL12 | INS |

Type 8804283

**Create Standard Order: Overview**

Sales document   Edit   Goto   Extras   Environment   System   Help

ActivePresenter

Standard Order: Overview

Standard Order: [ ] Net value: 0,00

Sold-To Party: 3046635

Ship-To Party: 3046635

PO Number: TEST1234 PO date: [ ]

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date D 15.07.2020 Deliver.Plant [ ]  
☐ Complete div. Total Weight 0,000  
Delivery block [ ] Volume 0,000  
Billing block [ ] Pricing date 14.07.2020  
Payment card [ ] Exp.date [ ]  
Card Verif.Code [ ]  
Payment terms [ ] Incoterms [ ]  
Order reas [ ]

Type 8804283

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pln
[ ]	[ ]	[ ]				15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order item Data

DEV (1) 300 SRVNL12 | INS

Left click here

Sales document Edit Goto Extras Environment System Help

ActivePresenter

Create Standard Order: Overview

Standard Order: Overview

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date D 15.07.2020 Deliver.Plant  
☐ Complete delv. Total Weight 0,000  
Delivery block Volume 0,000  
Billing block Pricing date 14.07.2020  
Payment card Exp.date  
Card Verif.Code  
Payment terms Incoterms  
Order reason

Left click here

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
	8804283					15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order item Data

» | DEV (1) 300 | SRVNL12 | INS |

## Press Numpad 1

Sales document Edit Goto Extras Environment System Help

ActivePresenter

Create Standard Order: Overview

Standard Order  Net value

Sold-To Party

Ship-To Party

PO Number  PO date

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date   Deliver.Plant

☐ Complete delv. Total Weight

Delivery block  Volume

Billing block  Pricing date

Payment card  Exp.date

Card Verif.Code

Payment terms  Incoterms

Order reason

Press Numpad 1

Item	Material	Description	Order Quantity	Unit of Measure	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
	8804283				15.07.2020	<input type="checkbox"/>						
					15.07.2020	<input type="checkbox"/>						
					15.07.2020	<input type="checkbox"/>						
					15.07.2020	<input type="checkbox"/>						
					15.07.2020	<input type="checkbox"/>						
					15.07.2020	<input type="checkbox"/>						
					15.07.2020	<input type="checkbox"/>						

Fill the Sales Order item Data

» | DEV (1) 300 | SRVNL12 | INS |



Left click here

**SAP S/4HANA Sales Order Item Data Entry**

Menu: Sales document | Edit | Goto | Extras | Environment | System | Help

ActivePresenter

### Create Standard Order: Overview

Standard Order: [ ] Net value: 0,00

Sold-To Party: 3046635

Ship-To Party: 3046635

PO Number: TEST1234 PO date: [ ]

Tabs: Sales | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. deliv.date: D 15.07.2020 Deliver.Plant: [ ]  
☐ Complete div. Total Weight: 0,000  
 Delivery block: [ ] Volume: 0,000  
 Billing block: [ ] Pricing date: 14.07.2020  
 Payment card: [ ] Exp.date: [ ]  
 Card Verif.Code: [ ]  
 Payment terms: [ ] Incoterms: [ ]  
 Order reason: [ ]

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pn
	8804283		1			15.07.2020	<input type="checkbox"/>						
			10			15.07.2020	<input type="checkbox"/>						
			11			15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order item Data

## Type 1000

Sales document Edit Goto Extras Environment System Help

ActivePresenter

Create Standard Order: Overview

Standard Order:  Net value: 0,00

Sold-To Party: 3046635

Ship-To Party: 3046635

PO Number: TEST1234 PO date:

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date: D 15.07.2020 Deliver.Plant:

☐ Complete delv. Total Weight: 0,000

Delivery block:  Volume: 0,000

Billing block:  Pricing date: 14.07.2020

Payment card:  Exp.date:

Card Verif.Code:

Payment terms:  Incoterms:

Order reason:

All items

Item	Material	Description	Order Quantity	Un	ItCa	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Pin
	8804283		1			15.07.2020	<input type="checkbox"/>						
			10			15.07.2020	<input type="checkbox"/>						
			11			15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						
						15.07.2020	<input type="checkbox"/>						

Fill the Sales Order item Data

» | DEV (1) 300 | SRVNL12 | INS |

## Type 1200

Sales document Edit Goto Extras Environment System Help

ActivePresenter

Create Standard Order: Overview

Standard Order: Overview

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date D 15.07.2020 Deliver.Plant  
☐ Complete delv. Total Weight 0,000  
Delivery block Volume 0,000  
Billing block Pricing date 14.07.2020  
Payment card Exp.date  
Card Verif.Code  
Payment terms Incoterms  
Order reason

All items

Item	Material	Description	Order Quantity	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Sto...	Ne
	8804283			15.07.2020	<input type="checkbox"/>						1000	
				15.07.2020	<input type="checkbox"/>							
				15.07.2020	<input type="checkbox"/>							
				15.07.2020	<input type="checkbox"/>							
				15.07.2020	<input type="checkbox"/>							
				15.07.2020	<input type="checkbox"/>							
				15.07.2020	<input type="checkbox"/>							

Fill the Sales Order item Data

DEV (1) 300 SRVNL12 INS

Left click here

Sales document Edit Goto Extras Environment System Help

ActivePresenter

Create Standard Order: Overview

Left click here

Standard Order Net value 0,00

Sold-To Party 3046635

Ship-To Party 3046635

PO Number TEST1234 PO date

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date D 15.07.2020 Deliver.Plant

☐ Complete delv. Total Weight 0,000

Delivery block Volume 0,000

Billing block Pricing date 14.07.2020

Payment card Exp.date

Card Verif.Code

Payment terms Incoterms

Order reason

All items

Item	Material	Description	Order Quantity	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Plnt	Sto...	Ne
	8804283			15.07.2020	<input type="checkbox"/>						1000	1200	
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								

Confirm your entries

>> | DEV (1) 300 | SRVNL12 | INS |

Double click here

Double click here

Sales area for customer			
SORG	DC	Dv	Description
NL00	10	01	SCHIPPERS BLADEL B.V / General / General
NL00	20	01	SCHIPPERS BLADEL B.V / Webshop / General
NL00	30	01	SCHIPPERS BLADEL B.V / Representative / General

✓ ≡ ≡ ≡ ✖

Select the Sales area

Click the Continue button

date D 15.07.2020 Deliver.Plant  
re div. Total Weight 0,000

ock

Sales area for customer

SORG	DC	Dv	Description
NL00	10	01	SCHIPPERS BLADEL B.V / General / General
NL00	20	01	SCHIPPERS BLADEL B.V / Webshop / General
NL00	30	01	SCHIPPERS BLADEL B.V / Representative / General

ard  
Code  
erms  
on

Material  
804283

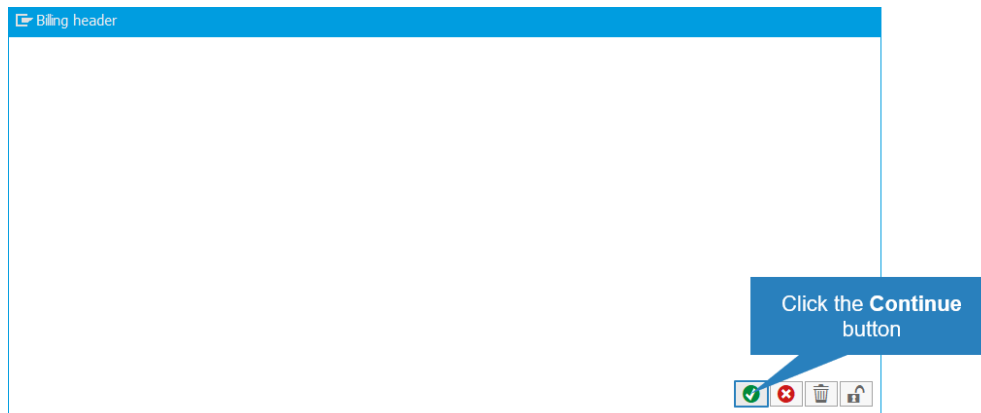
15.07.2020  
15.07.2020  
15.07.2020  
15.07.2020

Click the Continue button

Select the Sales area



Click the Continue button



Continue

Left click here

ActivePresenter

Create Standard Order: Overview

Standard Order:  Net value: 105,98 EUR

Sold-To Party: 3046635 Luc Hendriks. \\\ &lt; /> / Mierdseweg 64 / 5541 EP Reusel

Ship-To Party: 3046635 Luc Hendriks. \\\ &lt; /> / Mierdseweg 64 / 5541 EP Reusel

PO Number: TEST1234 PO date:

Sales | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. deliv.date: D 15.07.2020 Deliver.Plant:

☐ Complete delv. Total Weight: 3 KG

Delivery block:  Volume: 0,650 CD3

Billing block:  Pricing date: 14.07.2020

Payment card:  Exp.date:

Card Verif.Code:

Payment terms: SDPF Incoterms: CPT Reusel

Order reason:

All items

Item	Material	Description	Order Quantity	First date	S	Net price	Net value	Crcy	Amount	ATP Qty	Plnt	Sto...	Ne
	108804283	Mixermotor MS Milkfeeder		15.07.2020	<input type="checkbox"/>	105,98	105,98	EUR			70	1000	1200
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								
				15.07.2020	<input type="checkbox"/>								

Save your Sales Order. This is the end of this test script.

» | DEV (1) 300 | SRVNL12 | INS |