# Exercise 28: Create a Purchase Order with Reference to a PReq.

## Create the Purchase Order

Follow this menu path:

**Logistics** **→ Material Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known**

Make sure the Document Overview is On.

Use the Selection Variant (left-most drop down in the document overview) to select My Purchase Requisitions.

Select your requisition number (don’t double-click it) and click the Adopt icon above the list

Enter the following data:

|  |  |
| --- | --- |
| Vendor | Use your search term (###) to find the vendor you extended in exercise 25 |

Open the Header section.

Enter the following data:

|  |  |
| --- | --- |
| Purch. Org. | US00 |

Click Enter and click enter to bypass the warnings about the delivery dates.

Click Save.

|  |  |
| --- | --- |
| Record your Purchase Order number. |  |

## Run a Purchase Order Report

Follow this menu path:

**Logistics → Material Management → Purchasing → Purchase Order → Reporting → General Analysis**

Enter the following data:

|  |  |
| --- | --- |
| Plant | DL00 |
| Purchasing Organization | US00 |

Click Execute.

From this report you can drill to the purchase order, the vendor or the material.