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## Enterprise Resource Planning Blogs by Members

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### Vendor Specific text to be printed in the Purchase order.

**former\_member198457**

Explorer



10-09-2015 11:03 AM

**8 Kudos**

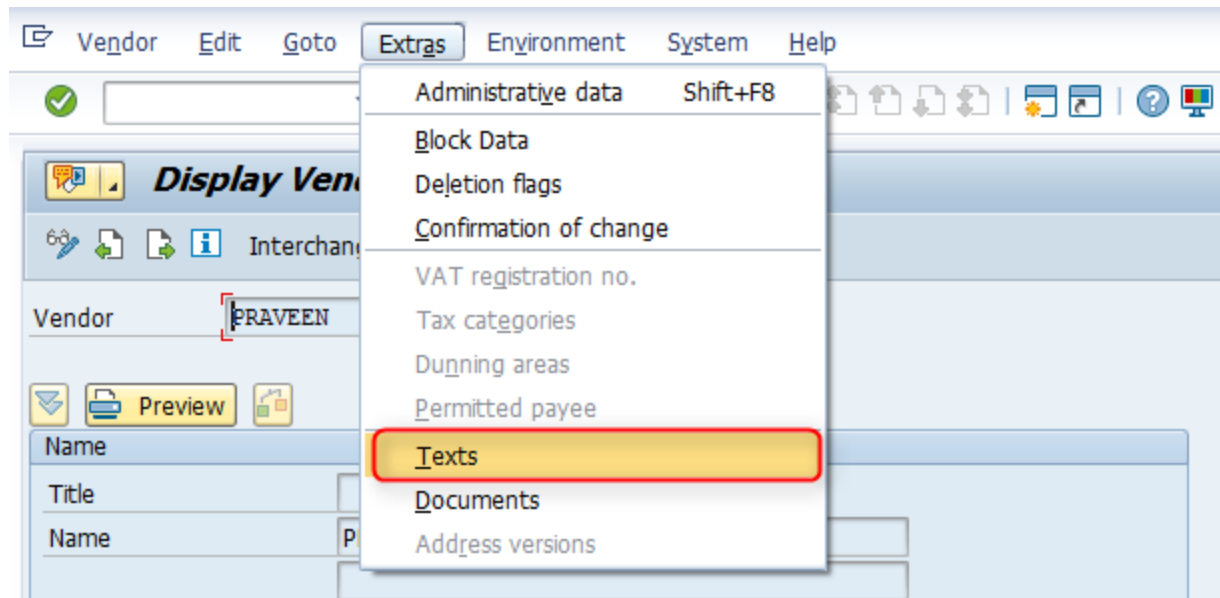
I would like share a document to populate the vendor specific texts in the purchase order.

Requirement to populate a Vendor specific text in the purchase order print out. This Requirement can be achieved with the standard SAP solution.

Transaction Code: XK02 /MK02

Vendor specific text can be maintained with respect to general date level (LFA1), Company code level (LFB1) & Purchase Organization level (LFM1) in the vendor master.

Text to be maintained in Extras menu bar in the required organizational level.



Maintain the text in the text editor and save the vendor master.

### 1. Configuration for the text Determination.

#### Central Level (LFA1)

IMG -> Materials Management- > Purchasing - > Vendor Master - > Define Text Types for Central Texts

In SAP standard, Text ID 0001 & 0002 will be available, if required a new text ID can be created based on the requirement.

**Maintain Text Determination Configuration: List**

Text Object:  Central vendor texts  
Materials management view

Text IDs

ID	Meaning	Relevant text
0001	Accounting note	<input checked="" type="checkbox"/>
0002	Purchasing memo	<input checked="" type="checkbox"/>
0003	General data gp	<input checked="" type="checkbox"/>

### Purchase organizational Level: (LFM1)

In SAP standard, Text ID 0001 & 0002 will be available, if required a new text ID can be created based on the requirement.

IMG -> Materials Management- > Purchasing - > Vendor Master - > Define Text Types for Purchasing Organization Texts

**Maintain Text Determination Configuration: List**

Text Object: LFM1 Vendor texts, purchasing

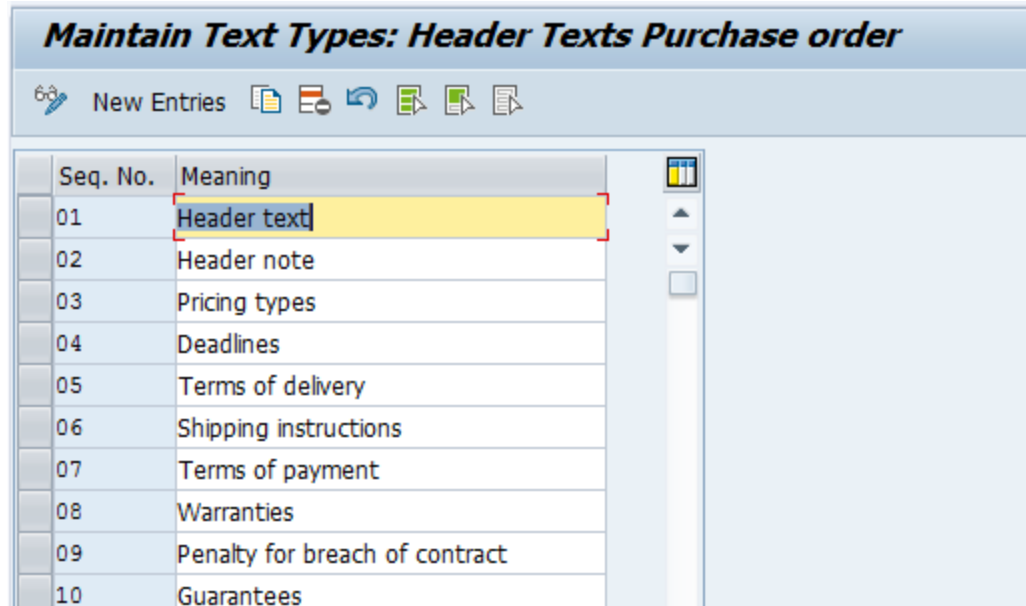
Text IDs

ID	Meaning	Relevant text
0001	Purchasing memo	<input checked="" type="checkbox"/>
0002	Purchase order text	<input checked="" type="checkbox"/>
GP01	Gp vendor specific texts	<input checked="" type="checkbox"/>

## 2. Maintain Text type for Purchase order

Check the available text type, Create your own text type if required.

IMG -> Materials Management -> Purchasing -> Purchase Order -> Texts for Purchase Orders -> Define Text Types for Header Texts



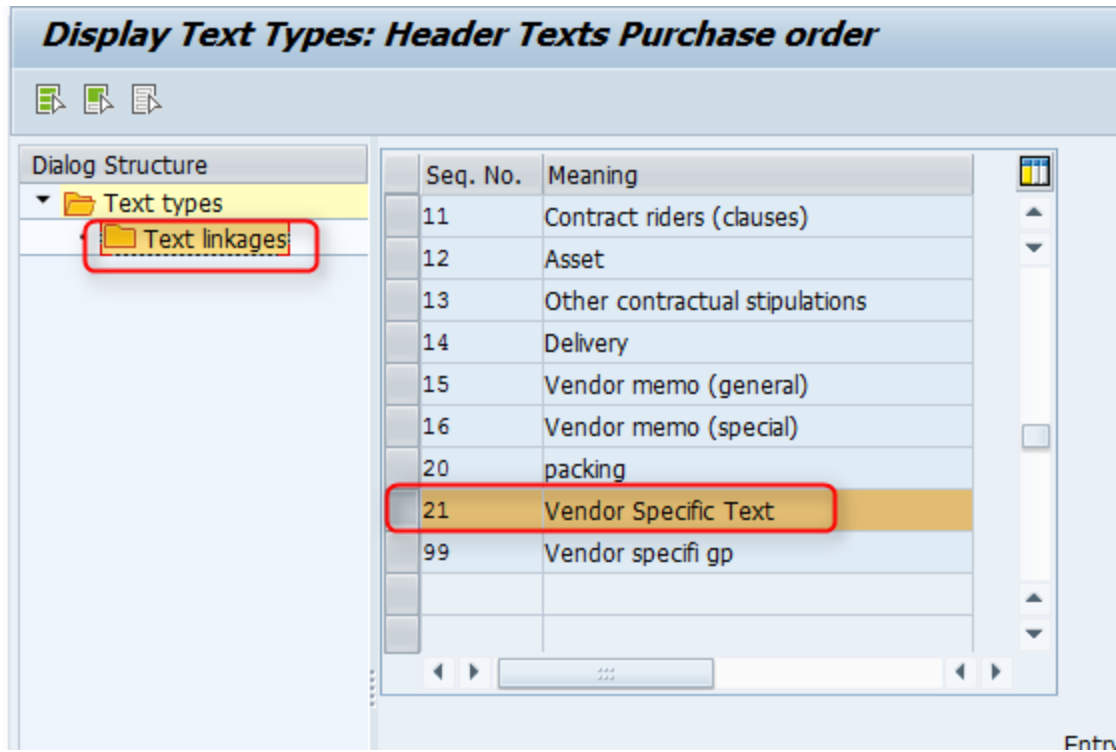
Seq. No.	Meaning
01	Header text
02	Header note
03	Pricing types
04	Deadlines
05	Terms of delivery
06	Shipping instructions
07	Terms of payment
08	Warranties
09	Penalty for breach of contract
10	Guarantees

### 3. Copying rules for the Header text

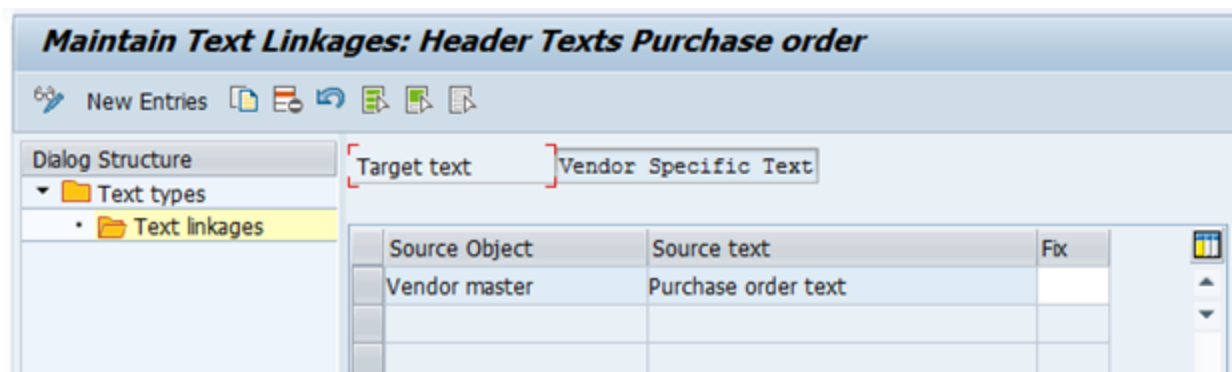
In this step, you define the copying rules for header texts in purchase orders.

Copying rules to determine which texts to be adopted from other objects to the header text of the purchase order

IMG -> Materials Management -> Purchasing -> Purchase Order -> Texts for Purchase Orders -> Define Copying Rules for Header Texts



- Select the text type required and choose Text linkages.
- Enter the source object required with F4 (Vendor master) and the source text to the purchase order.



The Text will be pulled from Source object (vendor master) to update the Purchase order text in the header.

#### 4. To print the text in the Purchase order print out.

IMG -> Materials Management- > Purchasing - > Messages- > Texts for Messages- > Define Texts for Purchase Order

Assign the Text ID with the purchase order document type with the required object (LFA1 or LFM1)

In this step operation 1, 2 ... will be for new, change, Reminder,...

**Change View "Texts for Document Header": Overview**

Dialog Structure: **Texts for Document Header** (highlighted)

Doc. Category: **Purchase order**

Operat.	Doc. Ty...	Object	Text ID	Doc. Type Descript.	Meaning
1	NB	EKKO	F01	Standard PO	Header text
1	NB	LFA1	0003	Standard PO	General data gp
1	NB	LFM1	0002	Standard PO	Purchase order text
1	NB	LFM1	GP01	Standard PO	Gp vendor specific texts
1	NB	TEXT	ST	Standard PO	Standard text
1	UB	EKKO	F01	S.T.O	Header text
2	NB	EKKO	F01	Standard PO	Header text
2	UB	EKKO	F01	S.T.O	Header text
3	NB	TEXT	ST	Standard PO	Standard text
3	UB	TEXT	ST	S.T.O	Standard text
7	NB	TEXT	ST	Standard PO	Standard text
7	UB	TEXT	ST	S.T.O	Standard text



Maintain a Print sequence number as 3, 4, to be printed in the purchase order.

**Change View "Texts for Document Header": Details**

New Entries

Dialog Structure

- Texts for Document Header
- Texts for Document Item
- Texts for Document Supplier
- Headings

Purch. Doc. Category: F Purchase order

Detailed info key



Print Operation	1 New
Purchasing Doc. Type	NB Standard PO
Text Object	LFA1 Central vendor texts
Text ID	0003 General data gp

Detailed information


Print Sequence	4
Text Name	
<input type="checkbox"/> Print Title	




If required, create a standard text in SO10 with text id ST and assign in the text name, so that the same text will be populated in the purchase order print out.

**Standard Text: Request**

Standard Text

Text Name	SWATI	
Text ID	ST	Standard text
Language	EN	

 Display  Change  Create

5. Create a Purchase order to check the message output, whether the text maintained in the vendor is populated in the print out.

### SAP Managed Tags:

SAP ERP, MM (Materials Management)

### Tags:

enterprise resource planning

ERP

mm

Purchase Order

purchasing

SAP

sap erp logistics materials management

text

### 3 Comments

**former\_member190537**

Active Contributor



10-14-2015 11:53 AM



0 Kudos

Good document

**azouz\_djelassi2**

Participant



10-14-2015 1:27 PM



0 Kudos

Merci

**former\_member724401**

Participant



12-03-2021 11:13 AM



0 Kudos

That helped me to solve mu issue, thank you !

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