

Work Instruction

ME57 - Assign and Process

ME57

Purpose

Use this procedure to Assign and Process a PR/RFC to a PO/CO.

Trigger

Perform this procedure when you wish to convert a PR/RFC to a PO/CO..

Prerequisites

- A PR or a RFC must be created and approved/released.

Menu Path

Use the following menu path(s) to begin this transaction:

- Select **Logistics > Materials Management > Purchasing > Purchase Requisition > Follow on Functions** to go to the **ME57 – Assign and Process** screen.

Transaction Code

ME57

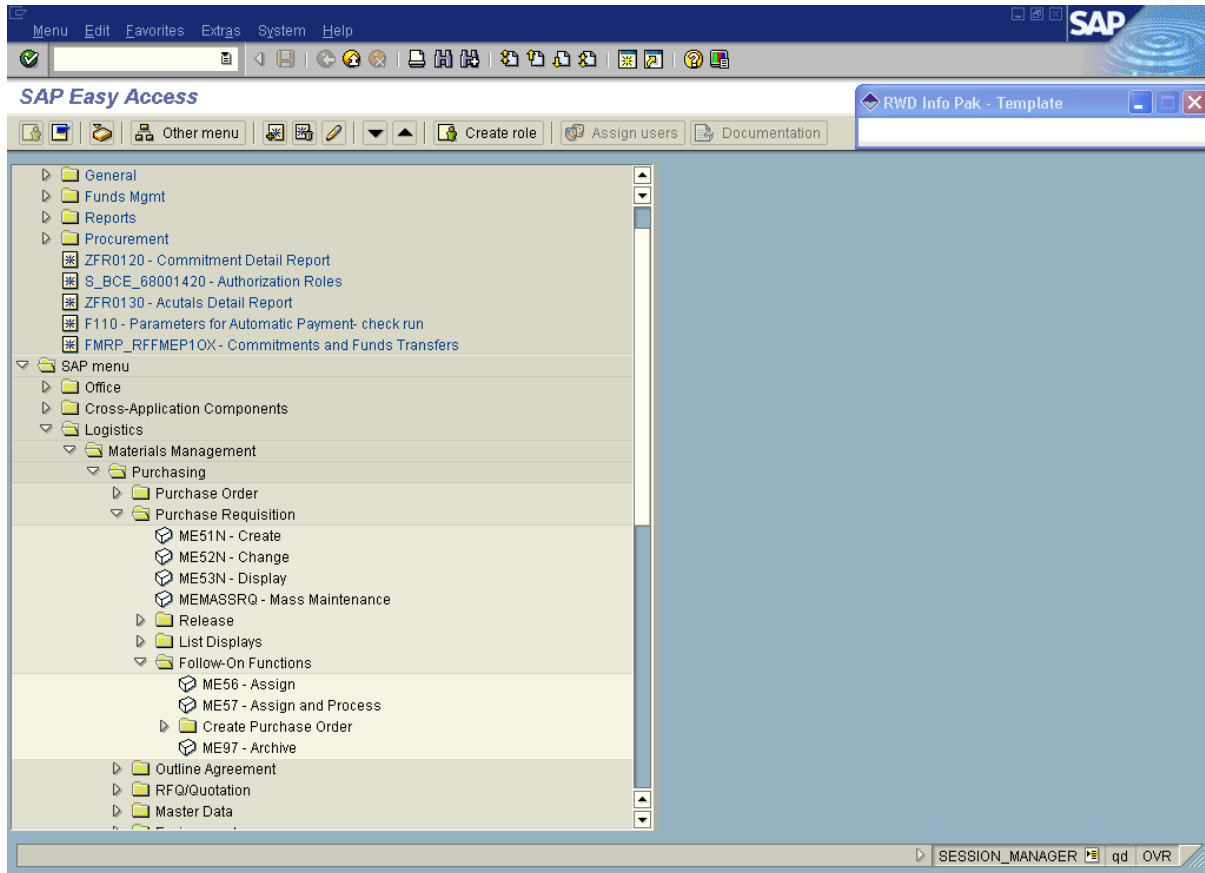
Helpful Hints

None

Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access



2. Double-click **ME57 Assign and Process** .

Assign and Process Purchase Requisitions

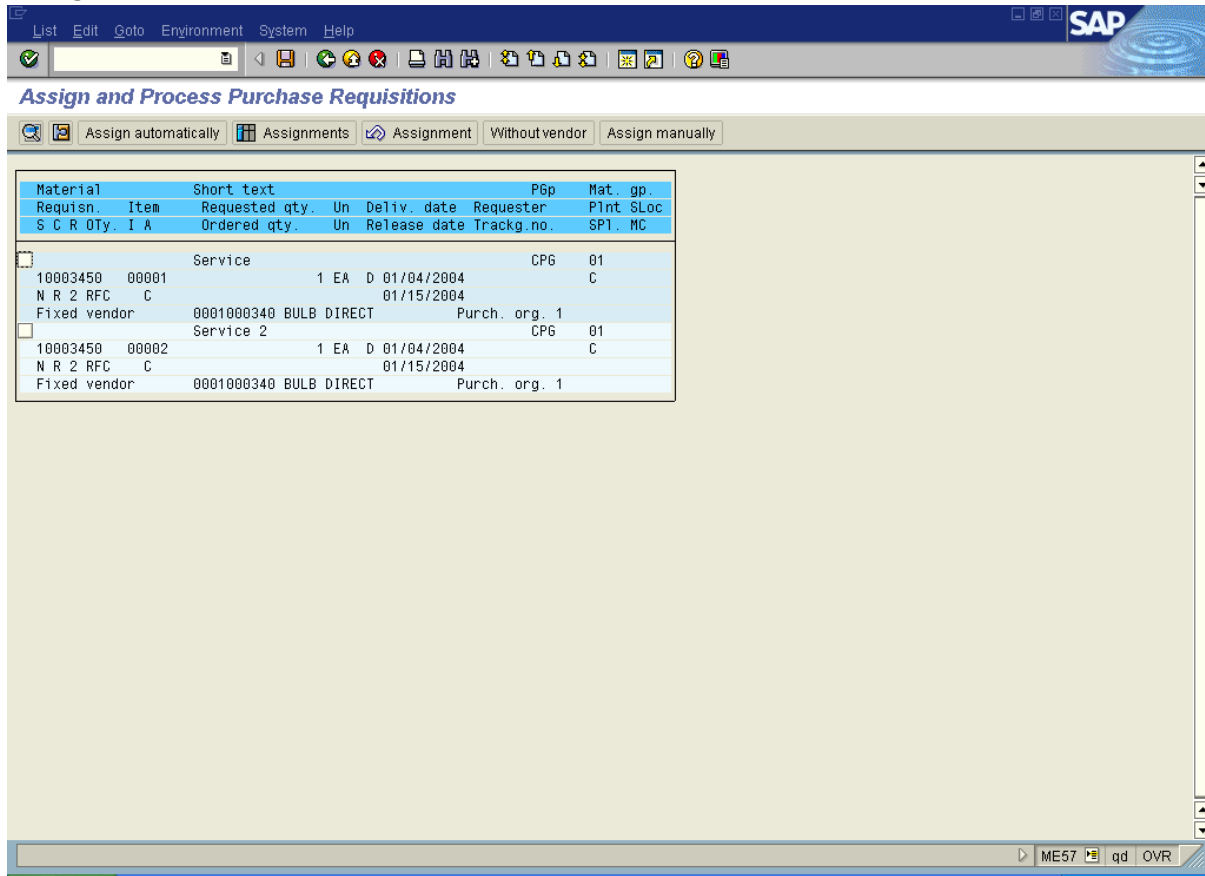
3. As required, complete/review the following fields:

Field Name	R/O/C	Description
Purchase requisition	R	Enter the Purchase requisition number. Example: 10003450

4. Check Assigned purchase requisitions .

5. Click  .

Assign and Process Purchase Requisitions

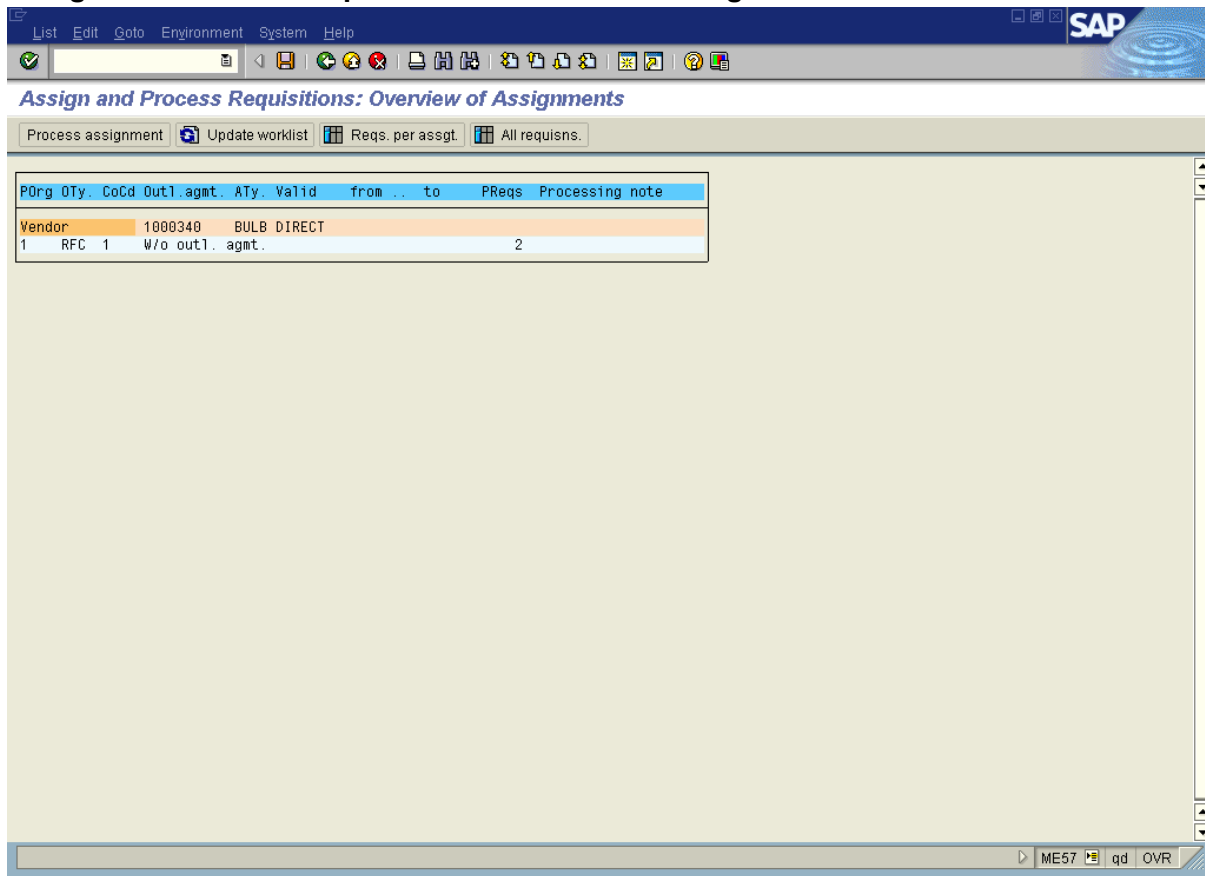


6. Check the PR line items that you wish to convert.

Material	Short text	PGp	Mat. gp.
Requisition	Item	Requested qty.	Un Deliv. date Requester PInt SLoc
S C R QTy.	I A	Ordered qty.	Un Release date Trackg.no. SP1. MC
<input checked="" type="checkbox"/>	Service	CPG	01
10003450	00001	1 EA	D 01/04/2004
N R 2 RFC	C		01/15/2004
Fixed vendor	0001000340 BULB DIRECT		Purch. org. 1
<input checked="" type="checkbox"/>	Service 2	CPG	01
10003450	00002	1 EA	D 01/04/2004
N R 2 RFC	C		01/15/2004
Fixed vendor	0001000340 BULB DIRECT		Purch. org. 1

7. Click  Assignments .

Assign and Process Requisitions: Overview of Assignments



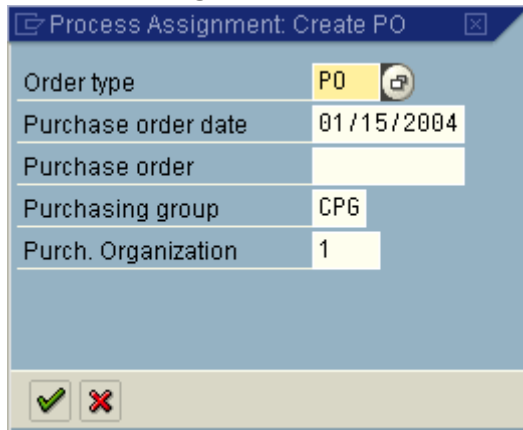
8. Choose the Vendor that you wish to use. In the case above, there is only one Vendor to choose from. To choose the vendor, you must click on the white line.

P0rg	DTy.	CoCd	Outl.	agmt.	ATy.	Valid	from ..	to	PREqs	Processing	note
Vendor		1000340			BULB	DIRECT					
1	RFC	1	W/o	outl.	agmt.				2		

P0rg	DTy.	CoCd	Outl.	agmt.	ATy.	Valid	from ..	to	PREqs	Processing	note
Vendor		1000340			BULB	DIRECT					
1	RFC	1	W/o	outl.	agmt.				2		

9. After you highlight the white line, click .

Process Assignment: Create PO



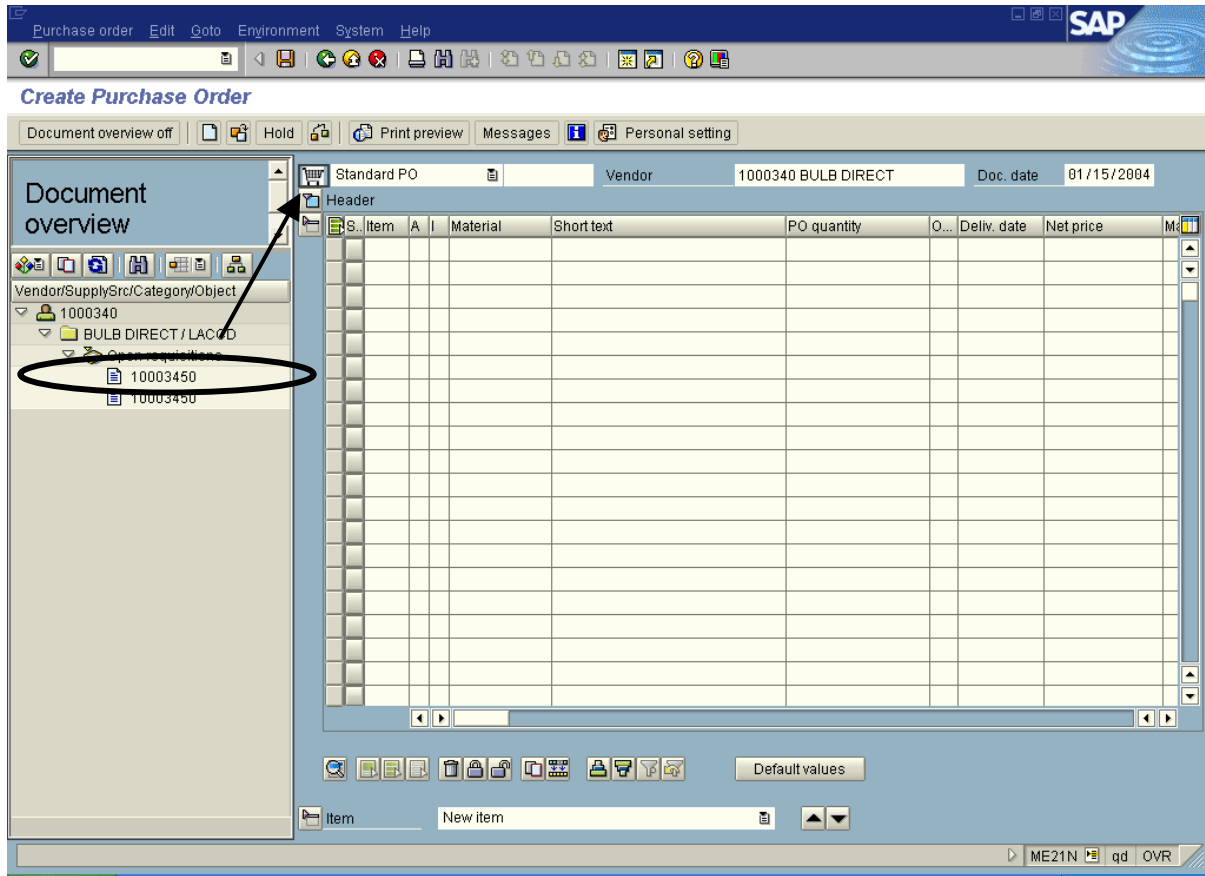
Order type	PO
Purchase order date	01/15/2004
Purchase order	
Purchasing group	CP6
Purch. Organization	1


In this step, you are converting the PR/RFC to a PO/CO.

In the **Order type** field, enter 'PO' if you wish to convert the document to a PO or enter 'CO' if you wish to convert the document to a Contract Order.

10. Click  .

Create Purchase Order



11. Left Click (and hold) the PR line item you wish to convert **10003450** and drag (and drop) it into the cart .

Create Purchase Order

Document overview off | Hold | Print preview | Messages | Personal setting

Standard PO | Vendor: 1000340 BULB DIRECT | Doc. date: 01/15/2004

S.	Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Net price	M...
1	C				Service		1 EA	01/04/2004	5,001.00	01

Item: [1] Service

Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment

Inv. receipt | Invoicing plan | Tax code: 1

Final invoice

GR-based IV

Enter Tax code | ME21N | qd | OVR




Once you drop the PR line item into the cart, it is added to the Purchase Order.

Create Purchase Order

The screenshot displays the SAP ME57 'Create Purchase Order' interface. The 'Document overview' sidebar on the left shows a tree structure with '10003450' highlighted and circled. An arrow points from this item to the 'Item' table in the main window, which contains one line item: '1 Service' with a net price of 5,001.00. The 'Item' details pane at the bottom shows 'Inv. receipt' checked and 'Tax code' set to '11'.

S.	Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Net price	M...
1	C				Service		1 EA	01/04/2004	5,001.00	01

12. To add another line item from the PR, repeat step 11: Drag and Drop the next line item, 10003450, into the shopping cart .

Create Purchase Order

Purchase order Edit Goto Environment System Help

Create Purchase Order

Document overview off Hold Print preview Messages Personal setting

Standard PO Vendor 1000340 BULB DIRECT Doc. date 01/15/2004

Header

S.	Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Net price	M...
1	C				Service		1 EA	01/04/2004	5,001.00	01
2	C				Service 2		1 EA	01/04/2004	5,000.00	01

Item [2] Service 2


Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment

Inv. receipt Invoicing plan Tax code 11

Final invoice

GR-based IV

Enter Tax code ME21N qd OVR

13. Click  to save your transaction.

Assign and Process Requisitions: Overview of Assignments

Process assignment | Update worklist | Reqs. per assgt. | All requisits.

POrg	DTy	CoCd	Outl	agmt	ATy	Valid	from	..	to	PReqs	Processing	note
Vendor		1000340			BULB	DIRECT						
	RFC	1		W/o	outl.	agmt.				2	Ordered	2

Standard PO created under the number 4500025585



The system displays the message, "Standard PO created under the number 4500025585."

14. You have completed this transaction.

Result

You have converted a PR/RFC to a PO/CO.

Comments

None

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