

Work Instruction

ME57 - Assign and Process a Limited Order

ME57

Purpose

Use this procedure to assign and process a limited order-RFC.

Trigger

Perform this procedure when you wish to convert a limited order-RFC to a limited order-CO.

Prerequisites

- The limited order-RFC must exist
- The limited order-RFC must be approved/released.

Menu Path

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

- Select **SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisitions > Follow on functions > Assign and Process** to go to the ME57 screen.

Transaction Code

ME57

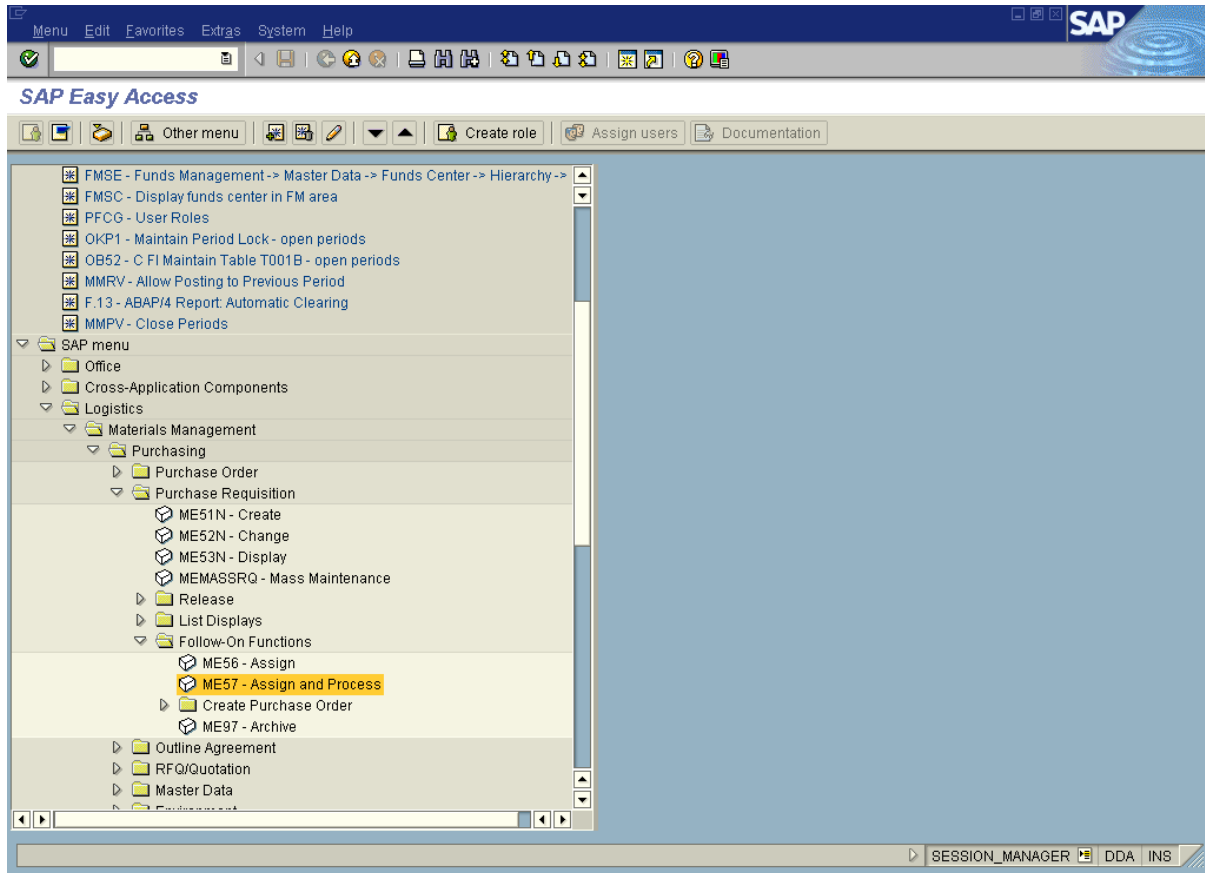
Helpful Hints

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 PR number to be processed. Example: 10002721

4. Check Assigned purchase requisitions .

5. Click  .

Assign and Process Purchase Requisitions

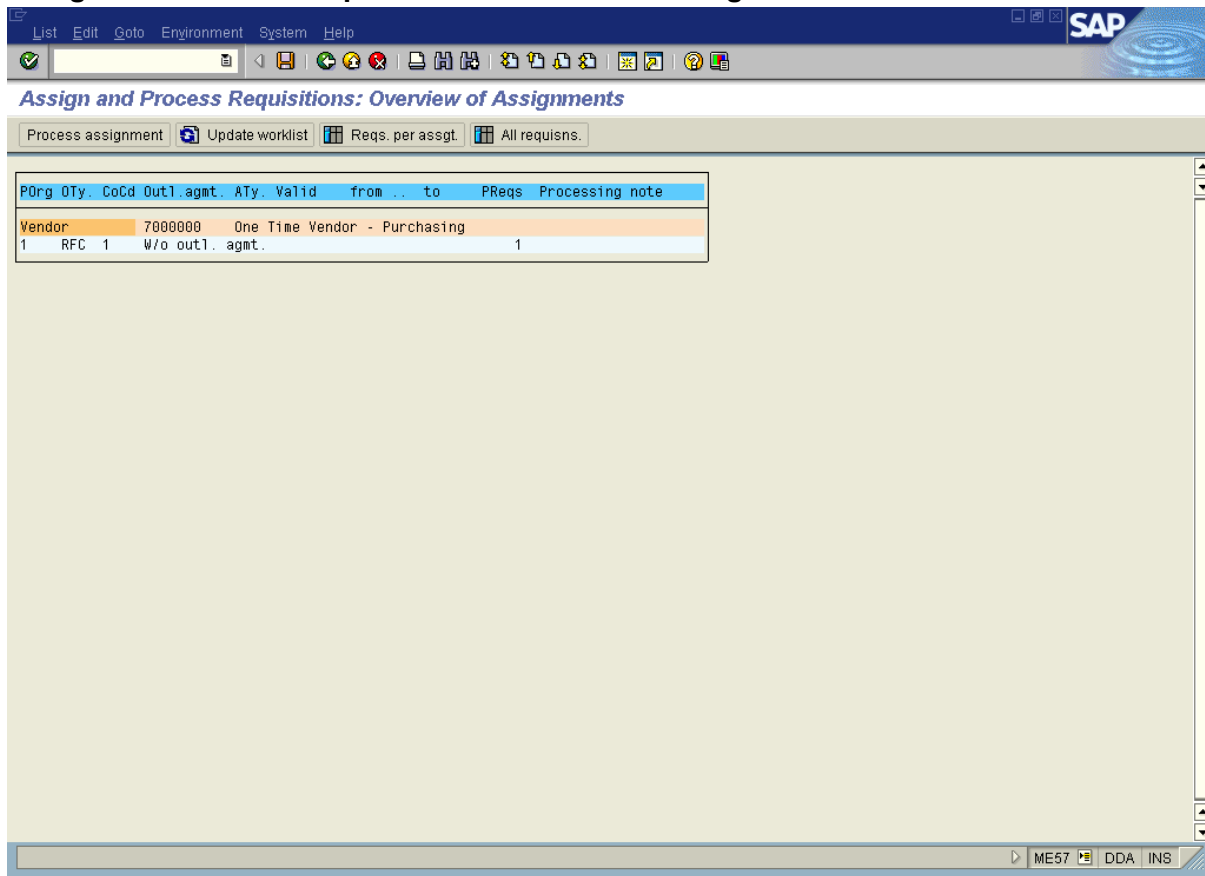
Material	Short text	P6p	Mat. gp.
Requisn. Item	Requested qty. Un	Deliv. date	Requester
S C R OTy. I A	Ordered qty. Un	Release date	Trackg.no. SP1. MC
10002721 00001	1 AU D	04/20/2004	VAT 2011
N R RFC B C		04/20/2004	V
Fixed vendor	0007000000 One Time Vendor - PurPurch. org. 1		

6. Check the PR line item(s) that you wish to convert.

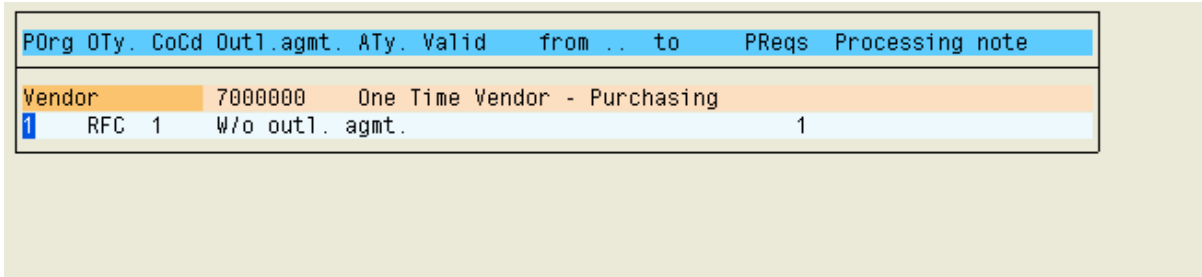
Material	Short text	P6p	Mat. gp.
Requisn. Item	Requested qty. Un	Deliv. date	Requester
S C R OTy. I A	Ordered qty. Un	Release date	Trackg.no. SP1. MC
<input checked="" type="checkbox"/> 10002721 00001	1 AU D	04/20/2004	VAT 2011
N R RFC B C		04/20/2004	V
Fixed vendor	0007000000 One Time Vendor - PurPurch. org. 1		

7. Click  Assignments .

Assign and Process Requisitions: Overview of Assignments



8. Select the **7000000** vendor by clicking once on the white line.



9. Click .

Process Assignment: Create PO

Process Assignment: Create PO

Document Type	CO
Purchase order date	04/20/2004
Purchase order	
Purchasing group	VAT
Purch. Organization	1

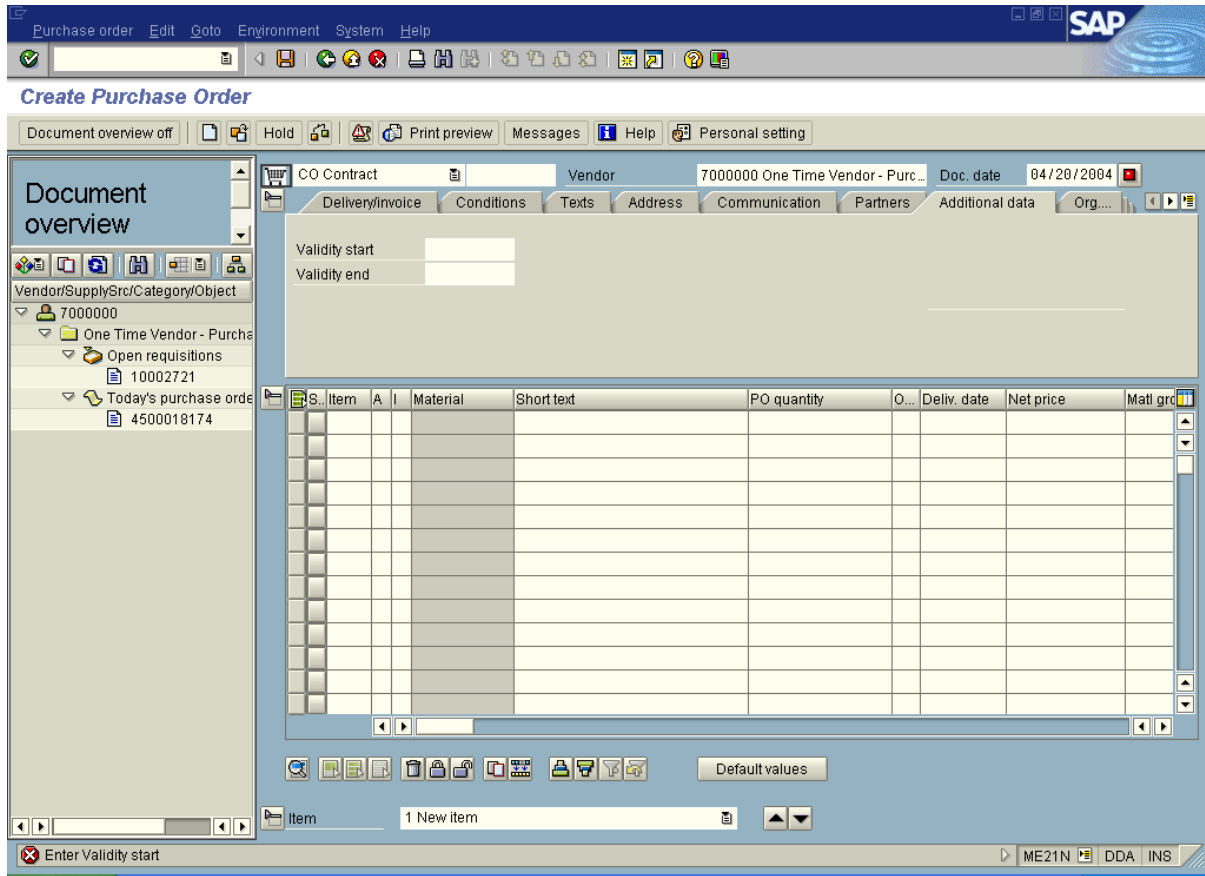
✓ ✗

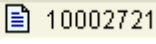

10. As required, complete/review the following fields:

Field Name	R/O/C	Description
Document Type	R	Change the Document type from PO to CO. Example: CO

11. Click  .

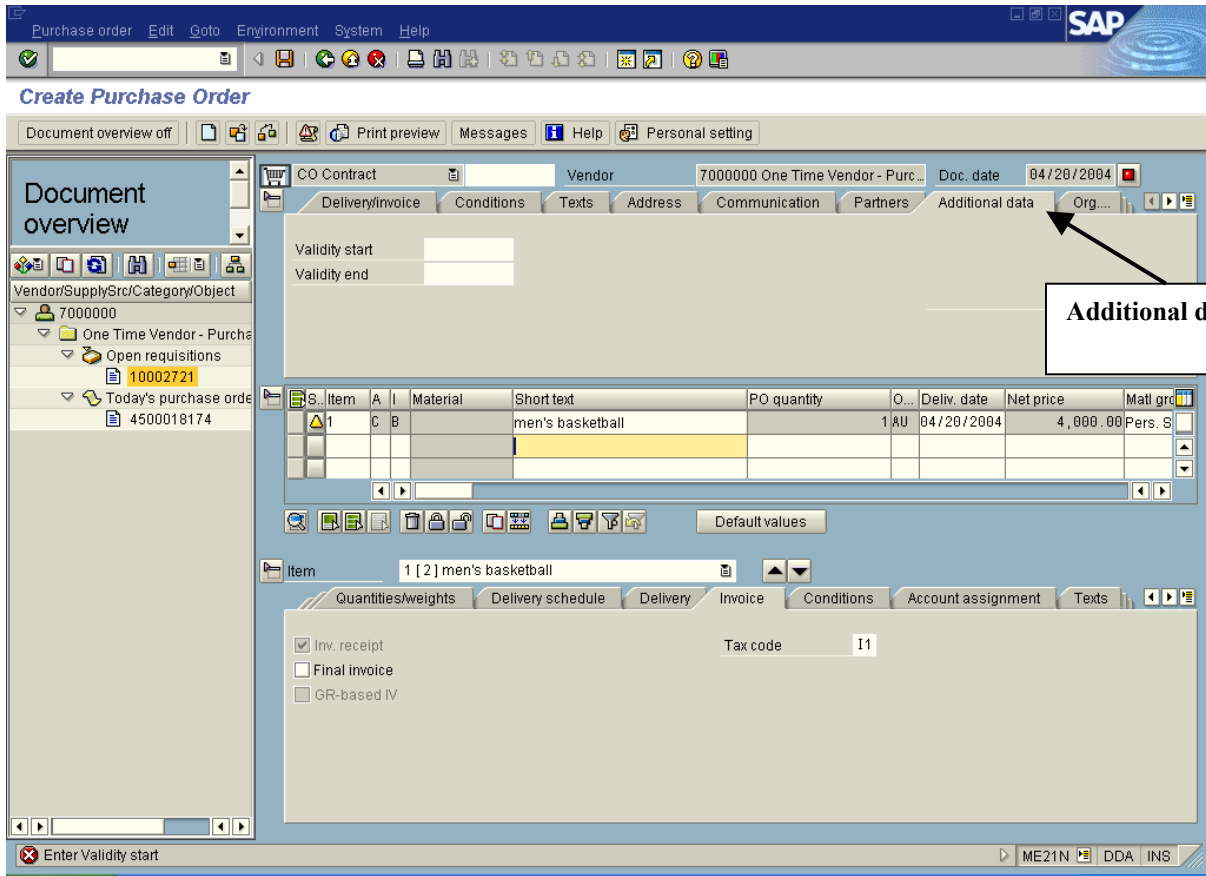
Create Purchase Order



12. Click, hold, and drag the PR  10002721 into the shopping cart .

The screenshot shows the SAP ME57 'Create Purchase Order' interface. The menu bar includes 'Purchase order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The title bar reads 'Create Purchase Order'. Below the title bar, there are buttons for 'Document overview off', 'Hold', and 'Print preview'. The main area is divided into a left sidebar and a right main panel. The sidebar, titled 'Document overview', shows a tree structure with 'Vendor/SupplySrc/Category/Object' and '7000000' expanded to show 'One Time Vendor - Purcha', 'Open requisitions' (with '10002721' highlighted), and 'Today's purchase orde' (with '4500018174' listed). The main panel shows 'CO Contract' with a shopping cart icon, 'Delivery/invoice', and 'Conditions' tabs. Below these are fields for 'Validity start' and 'Validity end'. At the bottom, a table with columns 'S.. Item', 'A', 'I', and 'Material' is visible. Two callout boxes provide instructions: one points to the shopping cart icon with the text 'Shopping Cart', and another points to the PR number '10002721' with the text 'PR number/line item'. A third callout box on the right contains the text: 'Click and drag the PR number into the shopping cart [shopping cart icon]. Note: if the PR has more than one line item, you may need to repeat the click and drag process for the other line items. \ In this example, there is only one PR line item.'

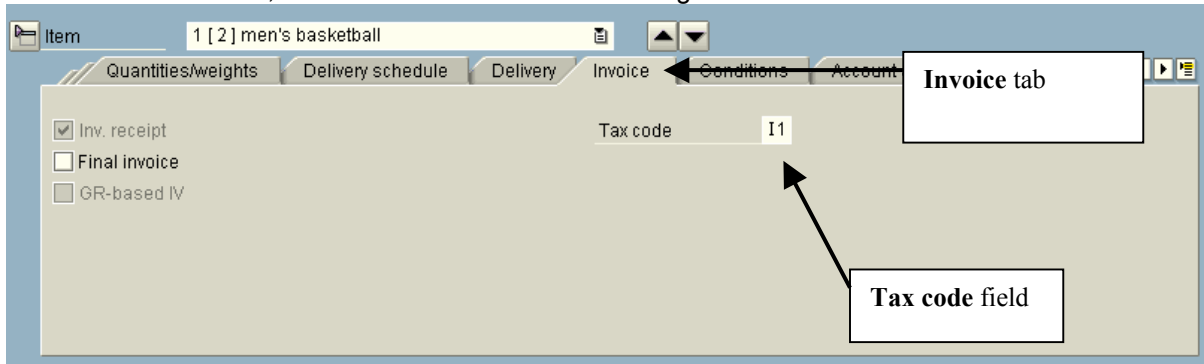
Create Purchase Order



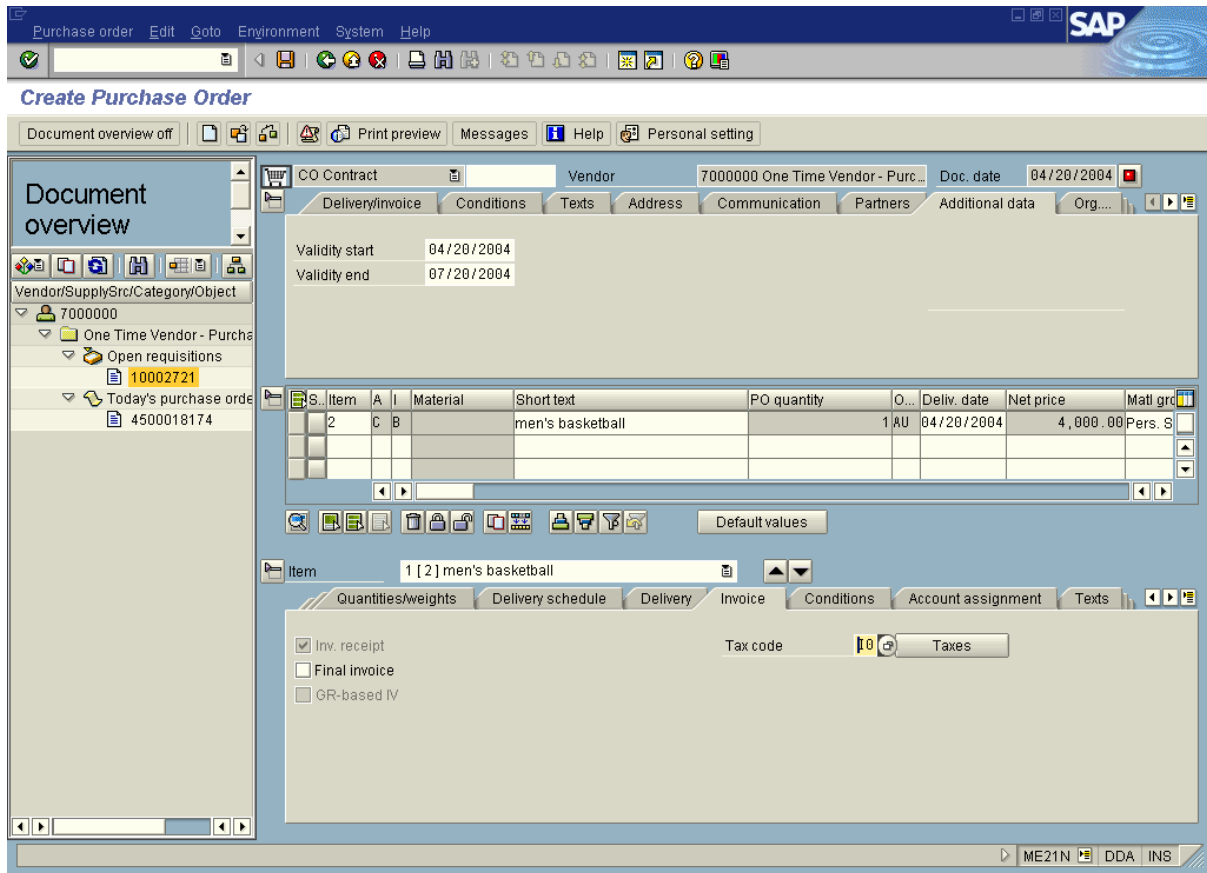
13. As required, complete/review the following fields on the **Additional data** tab:

Field Name	R/O/C	Description
Validity start	R	Enter the Validity start date. Example: 04/20/04
Validity end	R	Enter an approximate end date. Example: 07/20/04

14. Go to the Item section, click on the **Invoice** tab and change the tax code to IO.



Create Purchase Order



Create Purchase Order

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

CO Contract | Vendor: 7000000 One Time Vendor - Purc... | Doc. date: 04/20/2004

Delivery/invoice | Conditions | Texts | **Address** | Communication | Partners | Additional data | Org...

Validity start: 04/20/2004
Validity end: 07/20/2004

S.	Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Net price	Matl gr.
	2	C	B		men's basketball	1 AU		04/20/2004	4,000.00	Pers. S

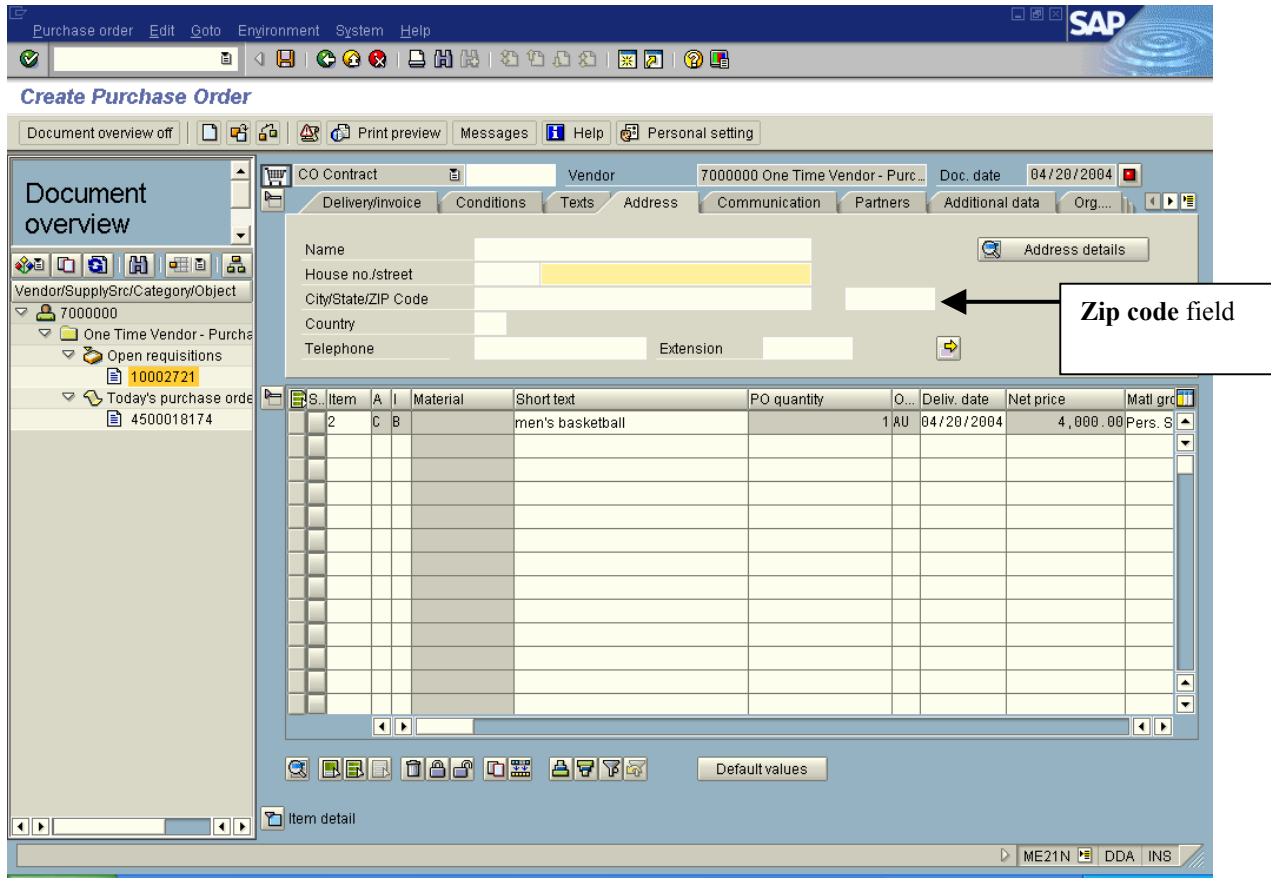
Default values

Item detail

ME21N | DDA | INS

15. In the Header section, click the **Address** tab.

Create Purchase Order



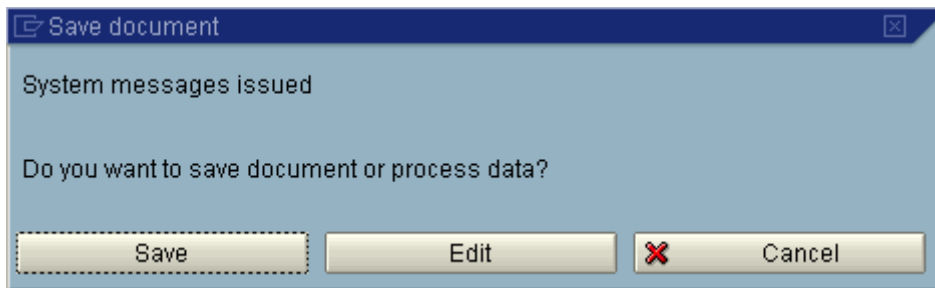
16. As required, complete/review the following fields:

Field Name	R/O/C	Description
Name	R	Description of the Athletic Department. Example: Athletic Department Valley College
House no./street	R	Description of the House no./street. Example: 123 Taft Ave.
City/State	R	Description of the City and State. Example: Los Angeles, CA
Zip Code	R	Enter the zip code. Example: 90017
Country	R	Enter the country. Example: us

Field Name	R/O/C	Description
Phone number	R	Enter the phone number Example: 213 891 2117
Extension	O	Enter the extension. Example: 1234

17. Click  .

Save document

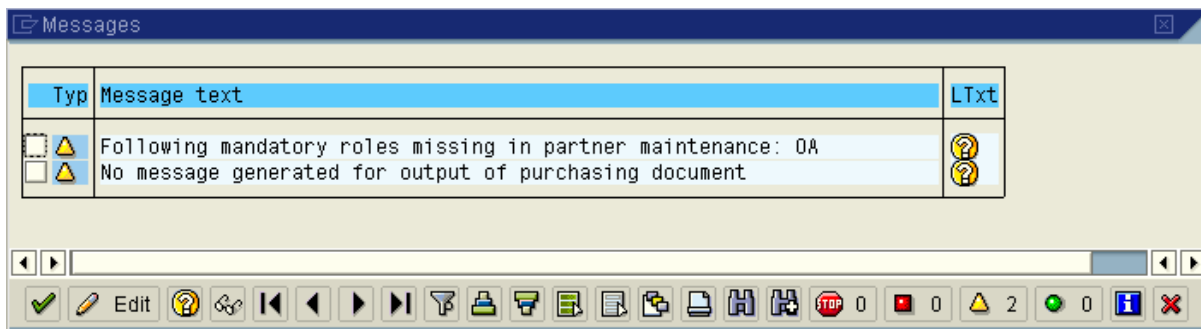



18. To display the system message, Click  .



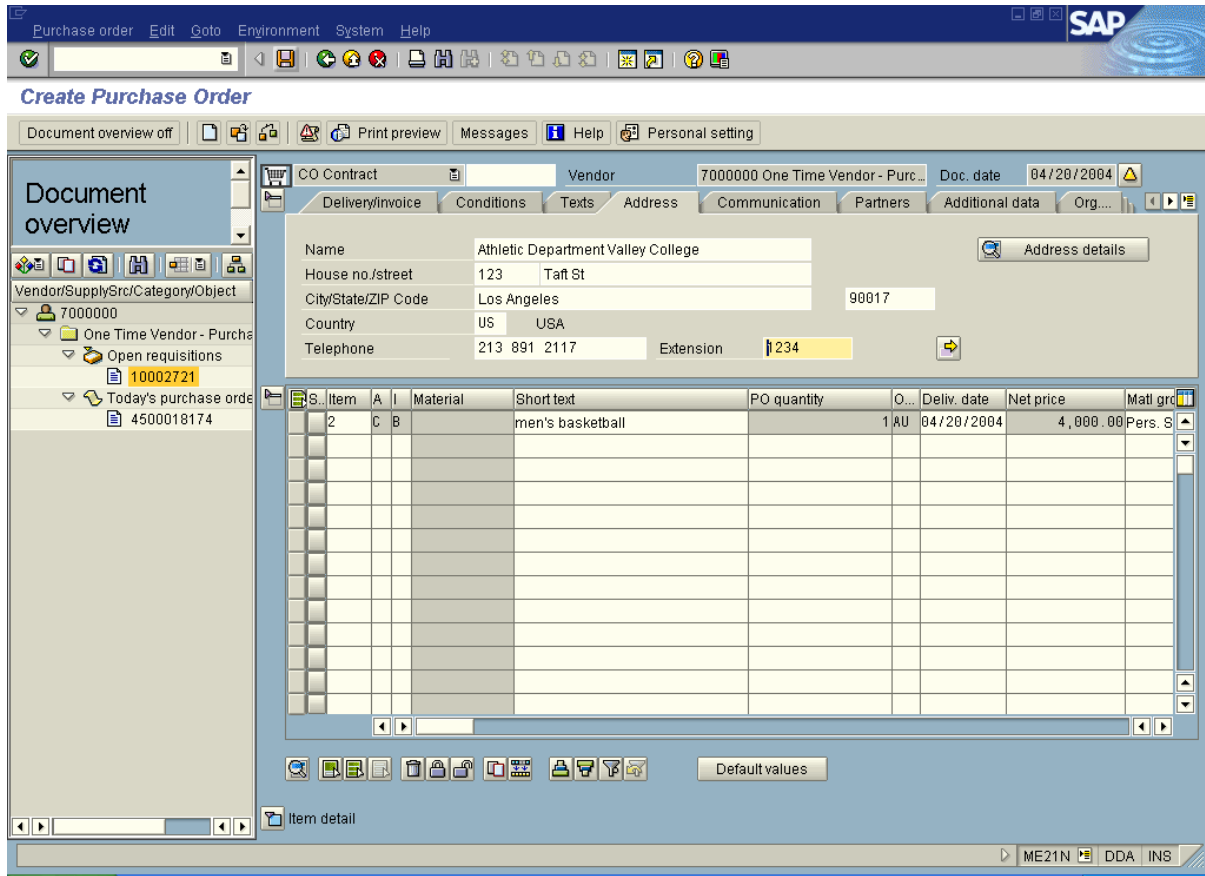
It is always important to review the system messages.

Messages



19. If the above warning messages appear, ignore them by clicking  .

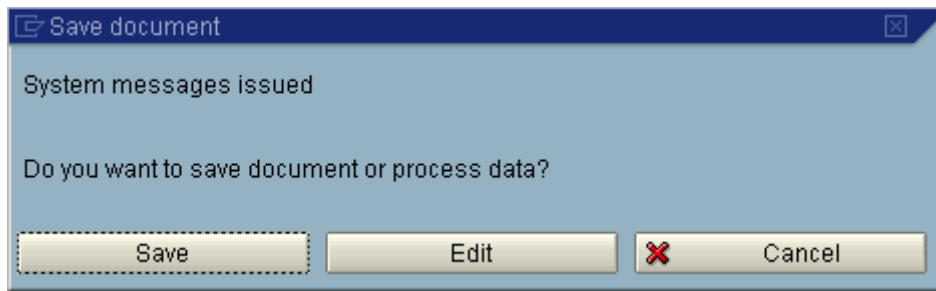
Create Purchase Order

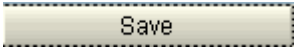


The screenshot shows the SAP 'Create Purchase Order' (ME57) transaction. The interface includes a menu bar (Purchase order, Edit, Goto, Environment, System, Help), a toolbar with various icons, and a main data entry area. The 'Vendor' field is set to '7000000 One Time Vendor - Purc...'. The 'Doc. date' is '04/20/2004'. The 'Address' tab is active, showing details for 'Athletic Department Valley College' at '123 Taft St, Los Angeles, CA 90017, USA'. A table below contains one line item: 'men's basketball' with a quantity of 1 and a net price of 4,000.00. The status bar at the bottom right shows 'ME21N DDA INS'.

20. Click the **save**  button again.

Save document



21. When you reach the save document box, click  .

Assign and Process Requisitions: Overview of Assignments

The screenshot shows the SAP interface for 'Assign and Process Requisitions: Overview of Assignments'. The title bar includes 'List Edit Goto Environment System Help' and the SAP logo. Below the title bar, there are buttons for 'Process assignment', 'Update worklist', 'Reqs. per assgt.', and 'All requis.'. The main area contains a table with the following data:

POrg	OTy	CoCd	Outl	agmt	ATy	Valid from	to	PReqs	Processing note
Vendor		7000000							One Time Vendor - Purchasing
		RFC	1	W/o outl.	agmt.			1	Ordered

At the bottom of the window, a status bar displays the message: 'Contract created under the number 4500018175'. The status bar also shows 'ME57 DDA INS'.



The system displays the message, "Contract created under the number 4500018175."

22. You have completed this transaction.

Result

You have assigned and processed a limited order-RFC to a limited order-CO.

Comments

Once the limited order-CO is approved/released, it is ready to be invoiced.