

Quick Reference

Create Internal Purchase Order (ZINT)

ME21N

Objectives

Use this procedure to create a Purchase Order (PO) for buying goods and services from WFP Internal Vendors e.g. buying from UNHRDs or FESO.

Major Changes

This activity underwent the following modifications with the WINGS II redesign process:

- A new Document Type (ZINT) and Purchasing Organization (INTL) have been created.
- User interface has changed (your screen looks different).
- There is an additional field available on the WFP Data tab at the PO header area to allow for indication if the supplier defaults on the contract.
- Material groups have been revised to facilitate requisitioning, ordering and the production of statistics.
- Plant codes have been revised.
- It is possible to place an incomplete PO on hold. This will allow you to save any work on a PO if you are missing essential information for it to be finalized.
- It is possible to print preview the PO prior to it being released.
- It is possible for the system to check the PO for you prior to saving the PO. The system will inform you whether the document is complete.

Trigger

Perform this procedure when you have to create an Internal Purchase Order for buying goods or services from a WFP vendor

Prerequisites

The following prerequisites need to have been established before you can create an Internal Purchase Order:

- The required Vendor must exist as a Master Record in WINGS.

Menu Path

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

Select → **Logistics** → **Materials Management** → **Purchasing** → **Purchase Order** → **Create** → **Vendor/Supplying Plant Known** to go to the → **Create Purchase Order** screen.

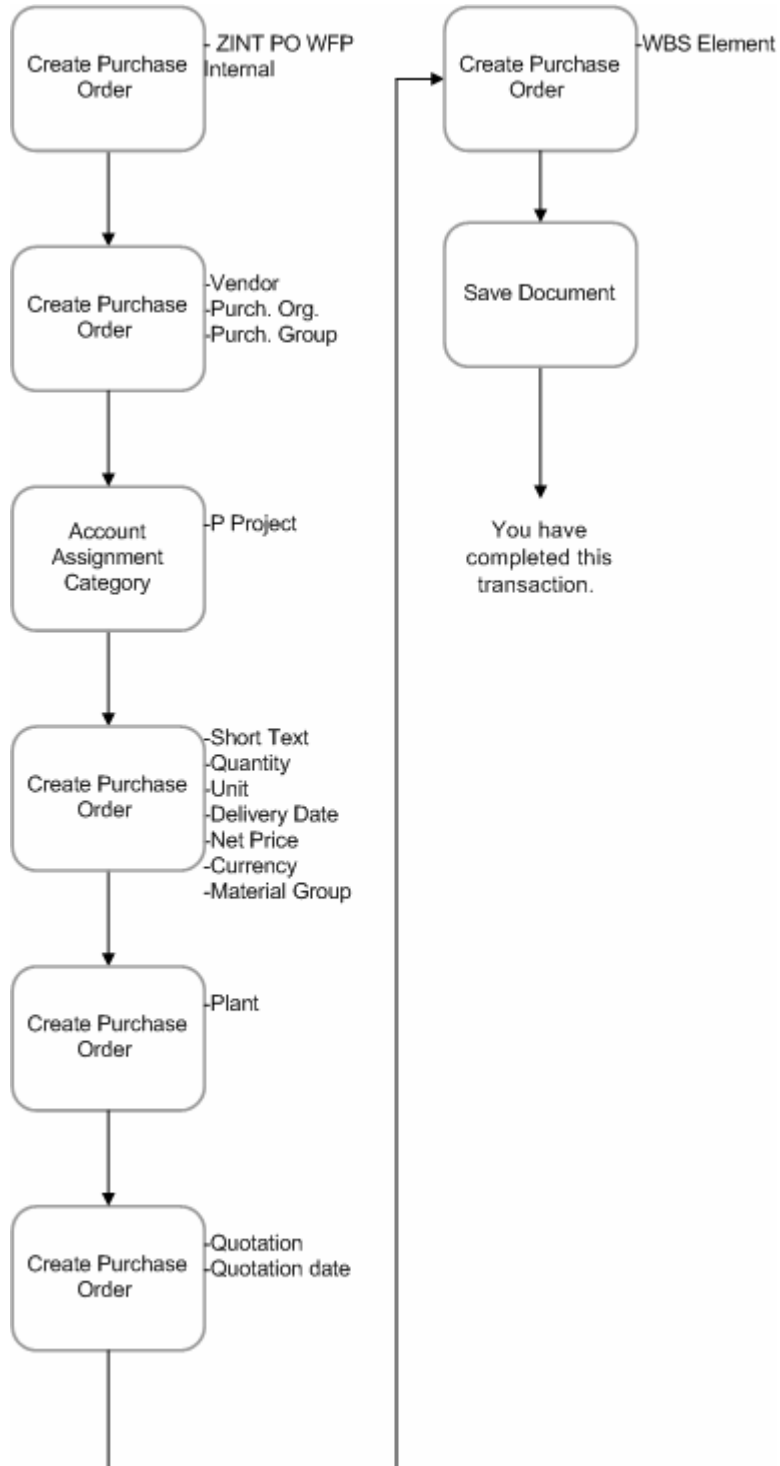
Transaction Code

ME21N

Helpful Hints and Related Activities

None

Screen Flow



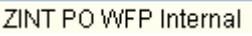
Procedure

1. Start the transaction using the menu path or transaction code **ME21N**




Create Purchase Order

2. Click PO Document type box 

3. Select  .

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

- Vendor

5. Click Vendor match code button  to search for the vendor number if you do not know it.



Restrict Value Range (2)

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

- Purch. Organization

7. click on the Dropdown tab list button  .



Purch. Organization 9 Entries found

8. Select  .

9. Click enter button  .



Restrict Value Range (2)




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

- Name

11. Click enter button  .




Restrict Value Range (2) 1 Entry found

12. Click  
13. Click .





Create Purchase Order

14. As required, complete/review the following fields:
- Purch. Org.
15. Click the Purch.Org match code button  to search for the appropriate Purchasing Organization.




Purchasing Organization (2) 9 Entries found

16. Select .
17. Click enter button .



Create Purchase Order

18. As required, complete/review the following fields:
- Purch. Group
19. Click Purchasing Group match code button .




Purchasing Group (2) 142 Entries found

20. Click find button .



Purchasing Group (2) 142 Entries found

21. As required, complete/review the following fields:
- Find Text box
22. Click execute button .



Purchasing Group (2) 142 Entries found

23. Select **TD1** WFP Chad .

24. Click enter button  .



Create Purchase Order


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

- A



The valid account assignment categories are listed in the table below. Further explanations on Account Assignment Entries are given in Understanding the Account Assignment Entries document.

AAC	Description	Use
F	Order	Used in two situations: (1) The WINGS I 'cost centre has been replaced by a WINGS II statistical order. What this means is that when you are using PSA funding, you will need to know the statistical internal order assigned to your office. This internal order is linked to a cost centre in WINGS II. (2) The normal internal order as is used in WINGS I e.g. trust funds.
P	Project	Used as per WINGS I functionality.

26. Click **A** (ACC) match code button  .



Account Assignment Category (2) 17 Entries found

27. Select **P** Project .

28. Click enter button  .




Create Purchase Order

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

- Short Text
- Quantity
- Unit
- Delivery Date

- Net Price
- Currency
- Material Group

30. Click Material Group Match code button  .



Material Group (2) 287 Entries found

31. Click find button  .



Material Group (2) 287 Entries found

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

- Find Text box



Find

33. Click execute button  .



Material Group (2) 287 Entries found

34. Select

N003001 IT EQUIPMENT DESKTOP COMPUTERS

35. Click enter button  .



Create Purchase Order

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

- Plant

37. Click enter button  .



Create Purchase Order

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

- Quotation
- Quotation Date

39. Click enter button  .


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

- WBS Element



Further explanations on Account Assignment Entries are given in Understanding the Account Assignment Entries document.

41. Click enter button  .

42. Click Check Input button  .



The System will check the PO and inform you whether it is complete.



Messages

43. Click enter button  .

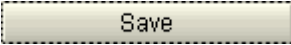


Create Purchase Order

44. Click Save button  .



Save Document

45. Click  button.



The system displays the message "Purchase Order xxxx Created"

46. You have completed this transaction.

Summary

You have created an Internal Purchase Order.

Troubleshooting

In case you experience problems, please contact your Local Process Expert as listed in the e-Guide.

Support Resources

- Understanding the Account Assignment Entries document.
- ME22N Change Purchase Order NFI-Services document.

- UNHRD Website:
<http://www.unhrd.org/>