

Create Periodic Invoicing Plan Purchase Order (ME21N)

Use this procedure to create the SAP purchase order transaction type Periodic Invoicing Plan (IP) for MFD Leases under multiple contracts:

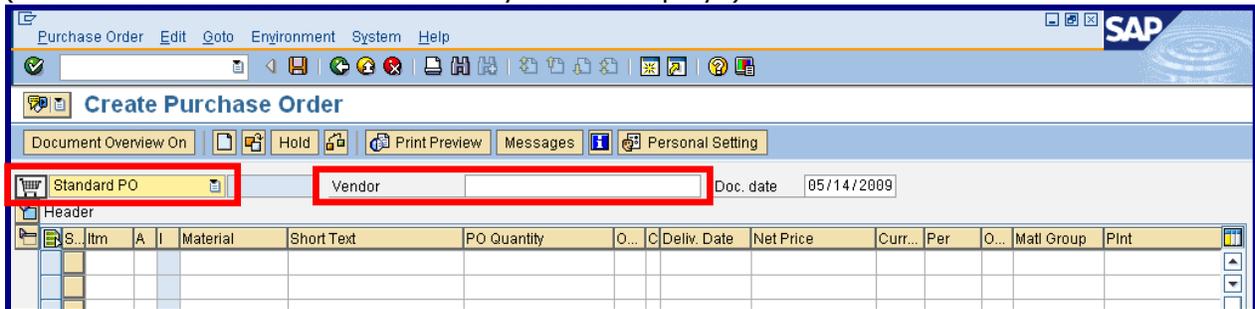
CONTRACT NUMBER	VENDOR NUMBER	VENDOR NAME
4600015235	102519	Konica Minolta
4600015237	172615	Kyocera MITA America
4600015250	172181	Hewlett Packard Co
4600015251	102545	Sharp Electronics Corp
4600015253	104274	Xerox Corp
4600015254	102592	Canon USA Inc
4600015260	115691	Ricoh USA

These IPs will generate scheduled monthly lease payments and do not require monthly input of a goods receipt.

Part 1: Creating and Issuing the Purchase Order

1. Select ME21N Create Purchase Order from the SAP menu.

(the Create Purchase Order data entry screen displays)



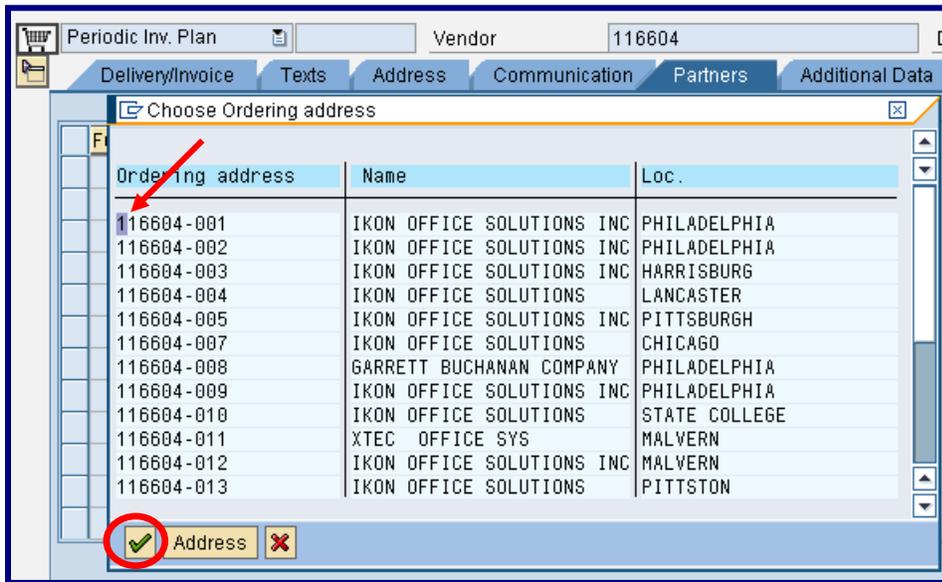
2. Select the ITEM LIST icon  in the *Order type* field; choose **Periodic Inv. Plan** from the resulting list.

3. Enter vendor number **116604** in the *Vendor* field

a. Upon the entry, you will be prompted to choose 1) an *Ordering Address* first, and 2) *Invoice Presented by*.

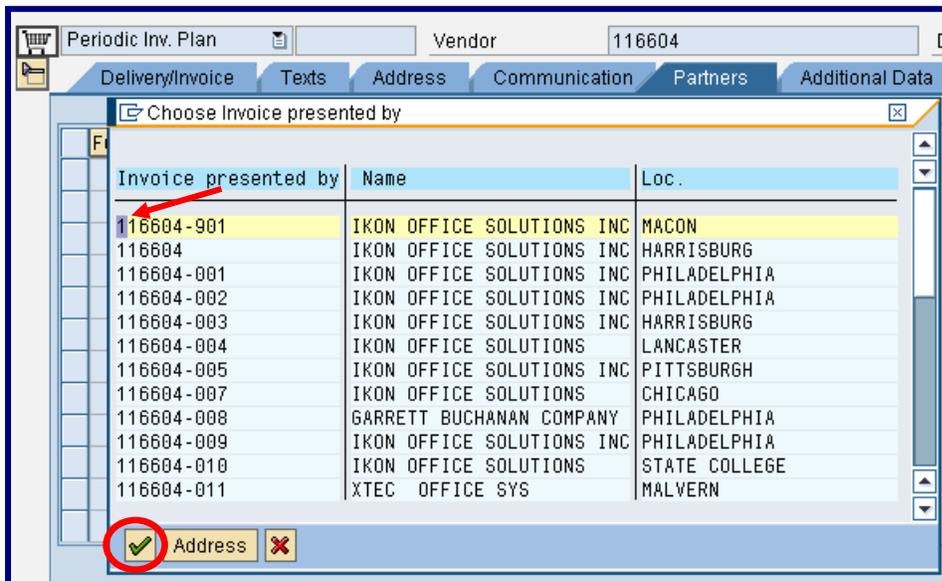
b. The Ordering Address (OA) defaults to 116604-001, and can be accepted by pressing the **Enter** key or selecting the green checkmark.

- c. To choose an alternate OA, place the cursor on the appropriate number and **Enter**.



Note: The Invoice Presented by defaults correctly to 116604-901 and should not be changed.

- d. Accept this number by pressing the **Enter** key or selecting the green checkmark.



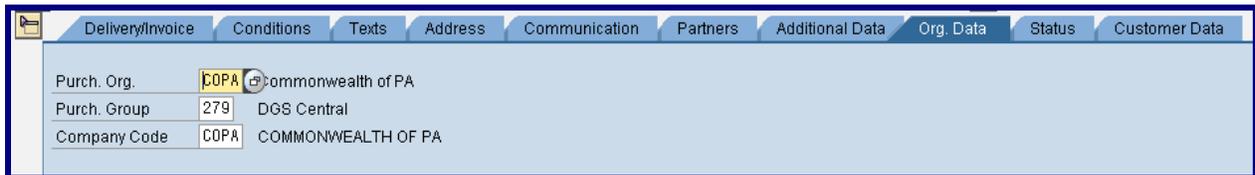
4. Select the EXPAND HEADER  icon.



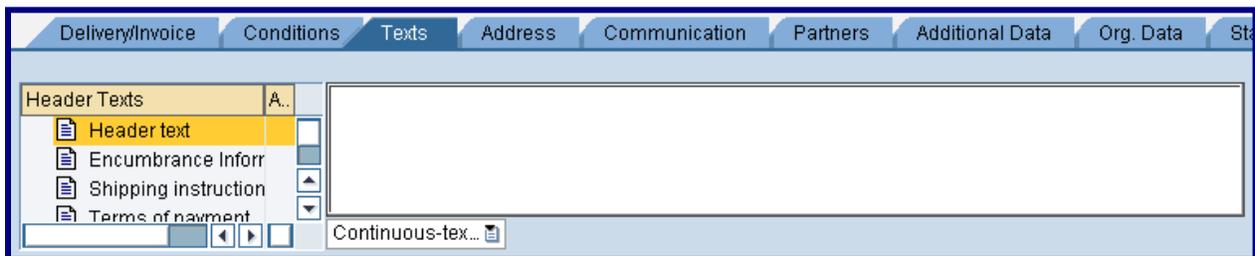
(Note: the Header data tabs are visible for selection, as shown below)



5. Select the **Org. data**  tab and complete the required fields, as shown below, substituting your own Purchasing Group number for 279 (DGS Central).



6. Select the **Texts**  tab and enter information in the applicable text areas.



7. Select the **Additional data**  tab and populate the validity date fields with a start and end for the plan period.

Note: The Validity start and end dates are being used as start and end dates for the invoicing plan, and are not to be confused with the validity dates in the statewide MFD Lease contract.

Validity Start	7/1/2009
Validity End	6/30/2010

Collective No. Reas. for Canc.

IMPORTANT: The **Validity start** date on the PO should always be the first day of the month **after** the copier is (or will be) received.

Examples:

<u>Copier received on:</u>	<u>Validity start:</u>
May 5, 2014	June 1, 2014
July 15, 2014	August 1, 2014
August 1, 2014	September 1, 2014

IMPORTANT: The **Validity end** date on the PO may not extend beyond June 30th – the end of every fiscal year.

Examples:

May 1, 2014 through June 30, 2014
July 1, 2014 through June 30, 2014

Special note regarding Purchase Orders where Federal funds are used:

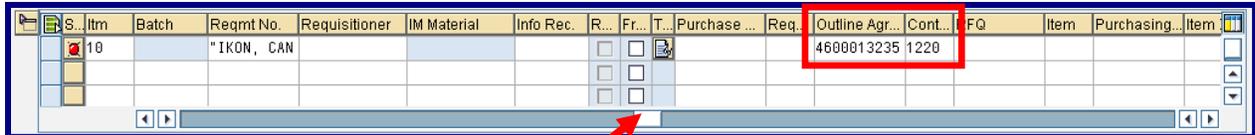
- ❖ **When Federal funds are used, additional rules related to the Validity end date on the PO will apply.**
- ❖ **The PO also may not extend beyond September 30th – the end of the Federal fiscal year.**

Examples:

May 1, 2014 through June 30, 2014
July 1, 2014 through September 30, 2014
October 1, 2014 through June 30, 2015
July 1, 2015 through September 30, 2015

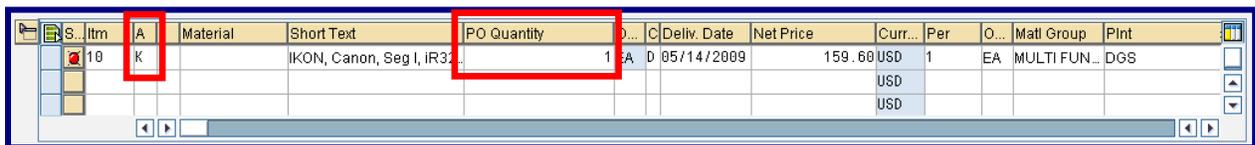
8. Enter line item information, beginning with the Outline Agreement field:

- a. Enter the Outline Agreement number.
- b. Enter applicable Agreement Item (contract line item).
- c. Select the ENTER icon  to pull the contract item details into the Purchase Order.



(Scroll to the right to access the Outline Agreement field.)

- d. Enter the PO (line item) quantity. *
*Limit of **one copier base unit** per Purchase Order.
- e. Enter the applicable Account Assignment category.
- f. Enter the net price per line item (should be the same as the quoted price received from the contractor).
- g. Allow the remaining default line item information to remain.



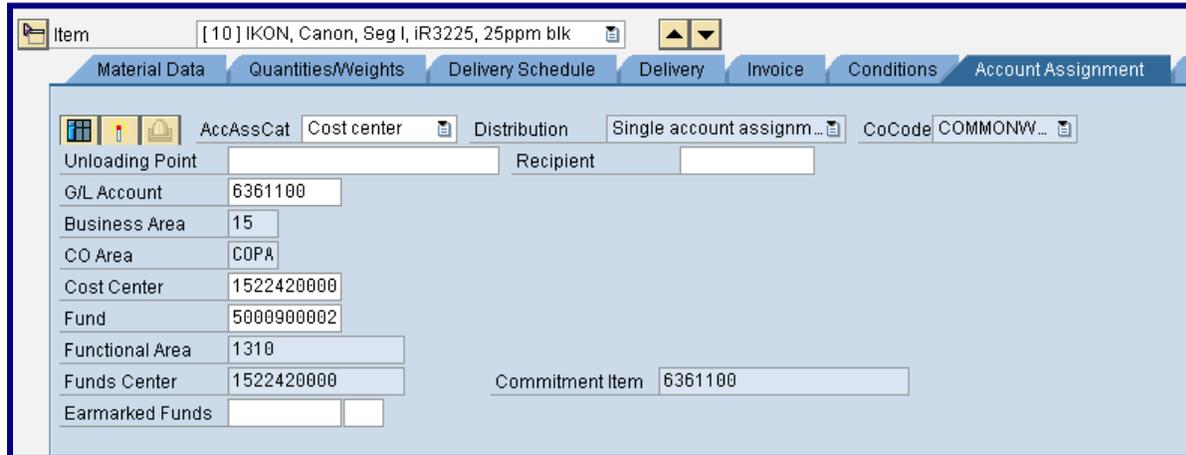
Repeat Step #8, as necessary, until all line items (optional accessories) have been entered.

9. Select the EXPAND ITEM DETAILS  icon.

(the Item data tabs are visible for selection, as shown below)



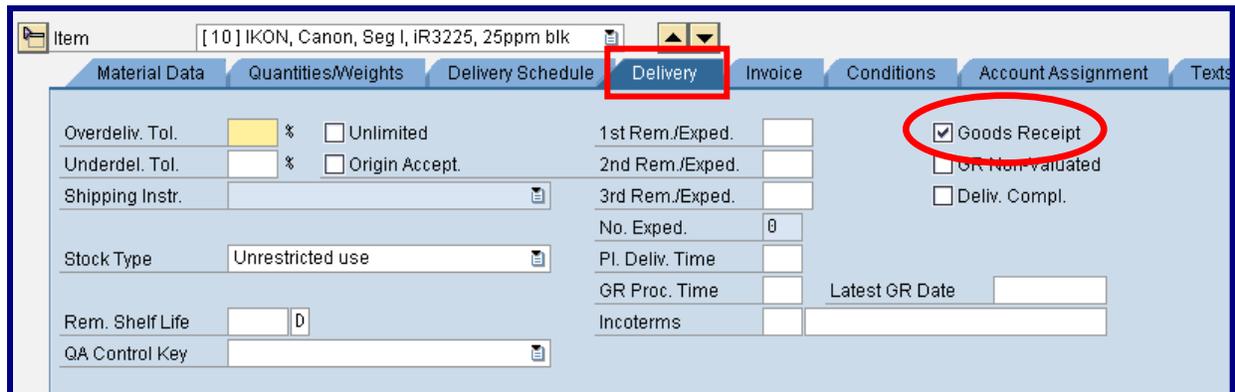
10. Select the **Account Assignment** Account Assignment tab and enter the applicable account code information.



The screenshot shows the SAP 'Account Assignment' tab for item [10] IKON, Canon, Seg I, IR3225, 25ppm blk. The 'CoCode' is COMMONW... The 'Cost Center' is 1522420000. The 'Fund' is 5000900002. The 'Commitment Item' is 6361100. Other fields include Unloading Point, Recipient, G/L Account (6361100), Business Area (15), CO Area (COPA), Functional Area (1310), and Funds Center (1522420000).

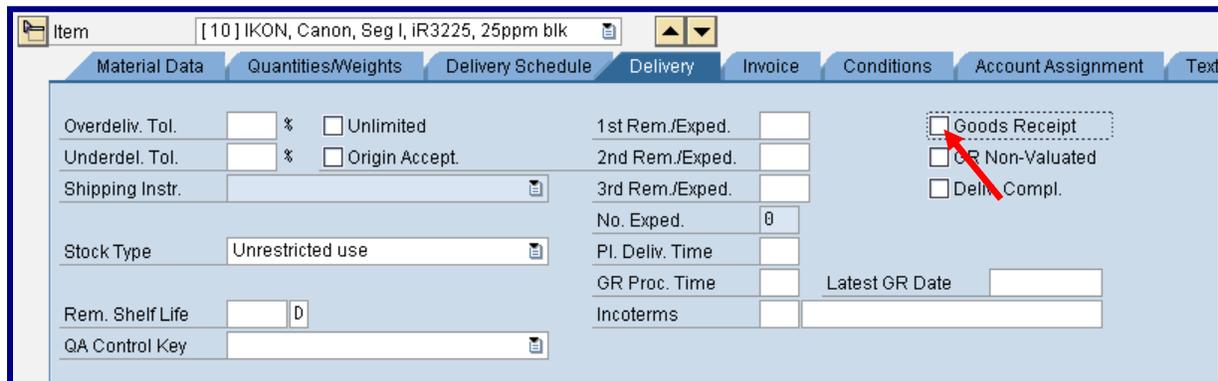
a. To distribute costs among multiple account assignments, please reference the separate instructional document "IP with Multiple Account Assignment".

11. Select the **Delivery** Delivery tab.



The screenshot shows the SAP 'Delivery' tab for the same item. The 'Goods Receipt' checkbox is checked and circled in red. Other fields include Overdeliv. Tol., Underdel. Tol., Shipping Instr., Stock Type (Unrestricted use), Rem. Shelf Life (D), and various delivery-related fields like 1st Rem./Exped., 2nd Rem./Exped., 3rd Rem./Exped., No. Exped. (0), Pl. Deliv. Time, GR Proc. Time, Latest GR Date, and Incoterms.

a. Remove the check mark from the Goods Receipt box in the Delivery tab, as shown below.

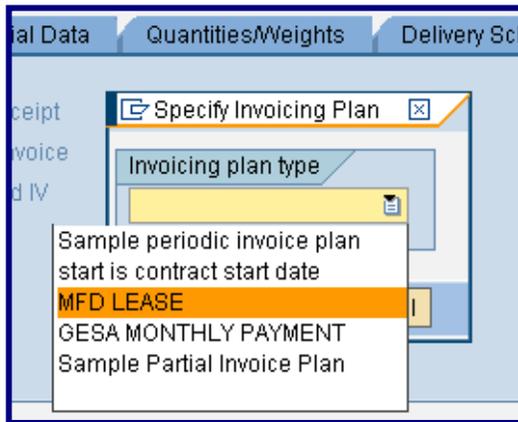


The screenshot shows the same SAP 'Delivery' tab, but the 'Goods Receipt' checkbox is now unchecked and circled in red. A red arrow points to the checkbox. All other fields remain the same as in the previous screenshot.

12. Select the **Invoice** Invoice tab.



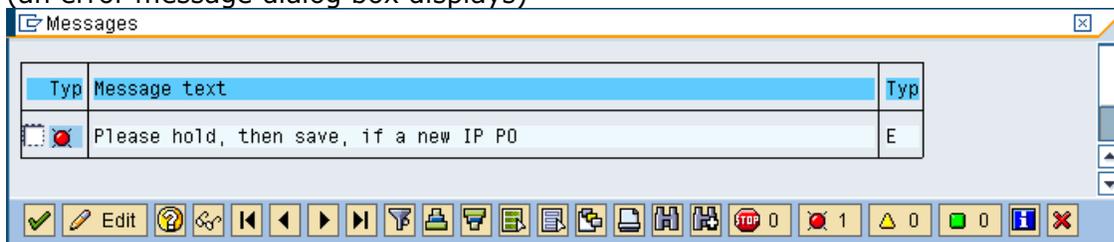
- a. Ensure that the GR-based IV box is unchecked, as shown above.
- b. Select the *Invoicing Plan* button.
- c. In the *Specify Invoicing Plan* box, select **MFD Lease** from the menu, as shown below.



Note: Based upon the Invoicing Plan type that was chosen, payment dates and amounts are automatically populated between the Validity start and end dates; the data screen is for viewing only – do NOT change any of the defaulted information.

13. Select the CHECK icon  to see if the PO contains any errors.

(an error message dialog box displays)



14. At the message prompt, hold the PO by selecting the **HOLD**  button.

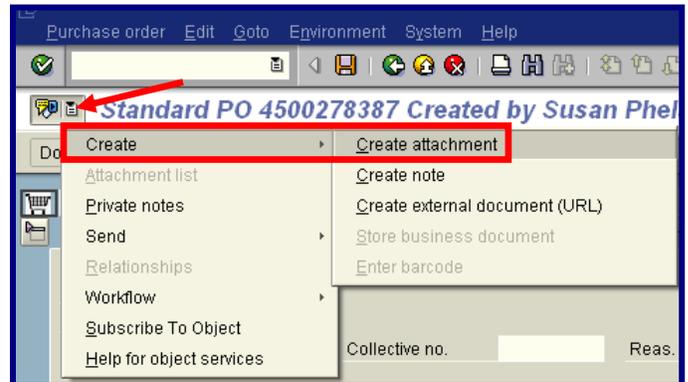
15. Save the PO by selecting the **SAVE**  icon.

16. Select the **CHANGE**  icon to edit (continue working in) the PO.

17. Add any necessary attachments by selecting the *Services for Object* icon, as shown below:

a. Select **Create**

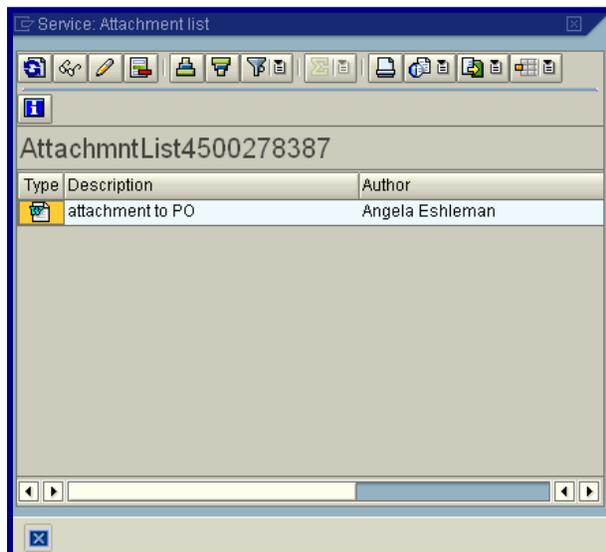
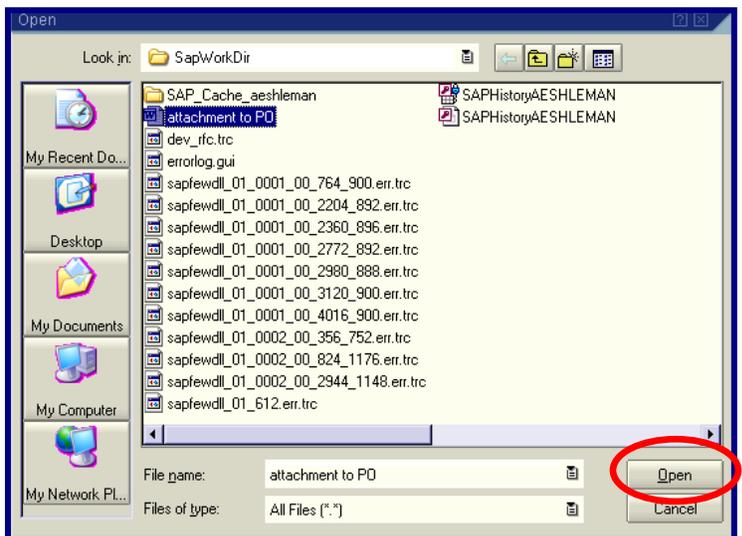
b. Select **Create attachment**



18. Select (highlight) the applicable document from the directory folder.

19. Select the **OPEN** button.

20. Continue the process until all attachments have been added, as shown below.



21. Select either "X" to exit the *Service Attachment list*.
22. Re-save the PO by selecting the SAVE  icon.
23. Upon approval, issue the PO to the contracted supplier to order your MFD.

IMPORTANT:

- ❖ **As noted in Step 7, the validity periods for each Purchase Order are specifically defined.**
- ❖ **As noted in step 8.d., each Purchase Order has a limit of one MFD (copier) base unit.**

Therefore, continue creating and issuing additional Purchase Orders, as necessary, for each copier needed and the subsequent validity periods.

Sample Scenario

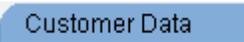
The Purchaser needs to lease three copiers for their office through the end of the MFD lease contract.

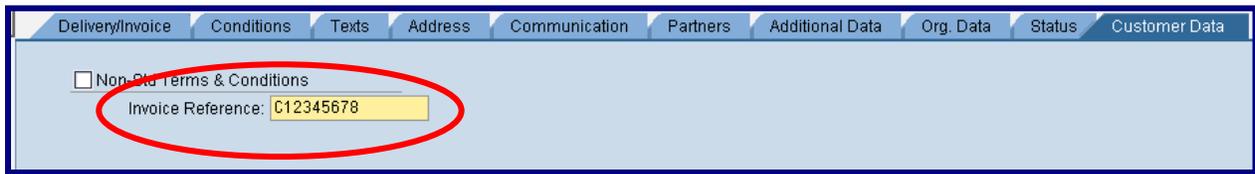
Copier #1	6/1/2014 to 6/30/2014	PO 4500700001
	7/1/2014 to 6/30/2015	PO 4500700002
	7/1/2015 to 6/30/2016	PO 4500700003
Copier #2	6/1/2014 to 6/30/2014	PO 4500700004
	7/1/2014 to 6/30/2015	PO 4500700005
	7/1/2015 to 6/30/2016	PO 4500700006
Copier #3	6/1/2014 to 6/30/2014	PO 4500700007
	7/1/2014 to 6/30/2015	PO 4500700008
	7/1/2015 to 6/30/2016	PO 4500700009

As the above sample scenario indicates, multiple Purchase Orders are necessary to meet the Purchaser's requirement of three copiers over the length of the MFD lease contract.

Part 2: Commencing Payments

The steps outlined below should be completed, as necessary, for each Purchase Order once the machine has been delivered.

1. Select *ME22N Change Purchase Order* from the SAP menu.
2. Select the **Customer data** tab  at the header level and insert the Serial number for your newly delivered copier into the *Invoice Reference* field, as shown below.

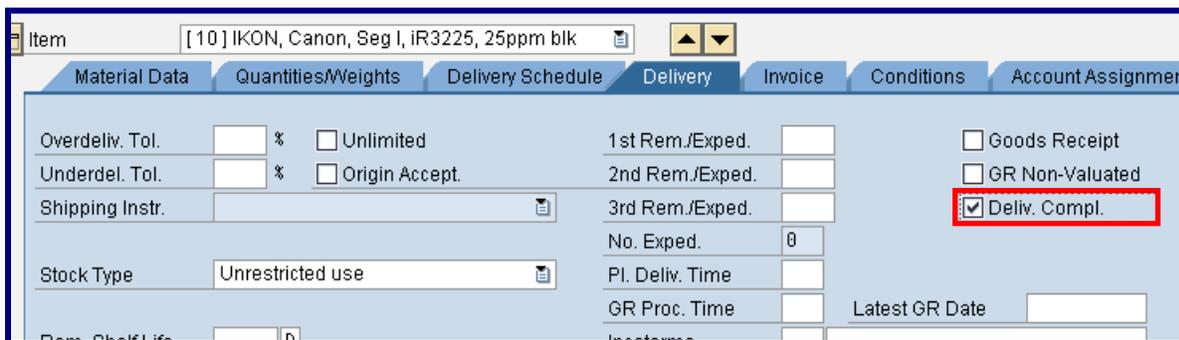


The screenshot shows the SAP Customer Data tab. The 'Invoice Reference' field is highlighted with a red oval and contains the value 'C12345678'. Other tabs visible include Delivery/Invoice, Conditions, Texts, Address, Communication, Partners, Additional Data, Org. Data, Status, and Customer Data.

Do not use any spaces or special characters such as #, \$, @, etc.

Note: The machine delivery packing slip must reference the serial number to be applied to the Invoice Reference field. The machine delivery packing slip must also identify the purchase order # for the first fiscal year.

3. Select the **Delivery** tab  at the item level and select the *Delivery complete* check-box, as shown below.



The screenshot shows the SAP Delivery tab for item '[10] IKON, Canon, Seg I, iR3225, 25ppm blk'. The 'Deliv. Compl.' checkbox is checked and highlighted with a red box. Other tabs visible include Material Data, Quantities/Weights, Delivery Schedule, Invoice, Conditions, and Account Assignmer.

Note: The Invoicing Plan is triggered by the start date in the *Invoicing Plan* box, as well as the selection of the Delivery completed box in the **Delivery** tab.

Repeat Step #3, as necessary, for all line items

4. Re-save the PO by selecting the SAVE  icon.

IMPORTANT: If any issues arise with MFD's leased through these contracts, contact Ray Jaime (rjaime@state.pa.us, 717-346-3827) with the Bureau of IT Procurement in OA.

- ❖ **Ray will work with the suppliers to resolve these issues.**
- ❖ ***DO NOT suspend or discontinue payment on your Purchase Order(s)!***