

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:

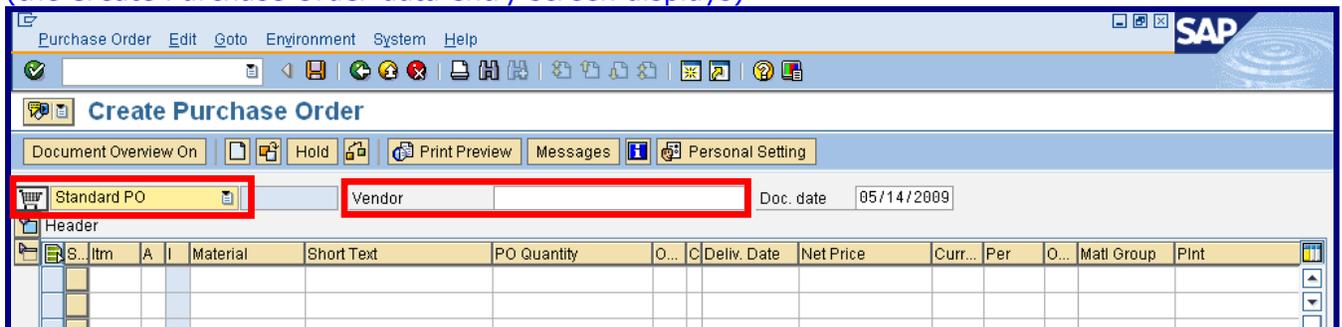
CONTRACT NUMBER	VENDOR NUMBER	VENDOR NAME
4600015235	102519	Konica Minolta Business Solutions USA, Inc.
4600015237	172615	Kyocera MITA America Inc.
4600015250	172181	Hewlett Packard Co
4600015251	102545	Sharp Electronics Corporation
4600015253	104274	Xerox Corporation
4600015254	102592	Canon USA Inc
4600015713	116604	Ricoh USA, Inc.

This IP will generate scheduled monthly lease payments and does 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 in the *Vendor* field

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

The Ordering Address (OA) defaults , and can be accepted by pressing the **Enter** key or selecting the green checkmark. To choose an alternate OA, place the cursor on the appropriate number and **Enter**.

Periodic Inv. Plan Vendor 116604

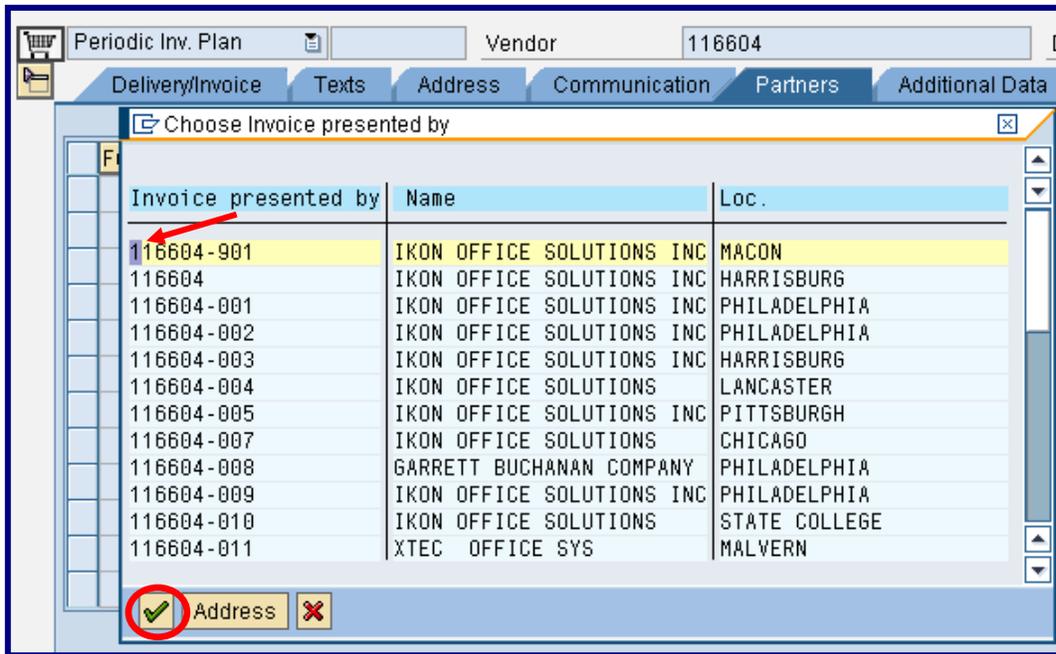
Delivery/Invoice Texts Address Communication Partners Additional Data

Choose Ordering address

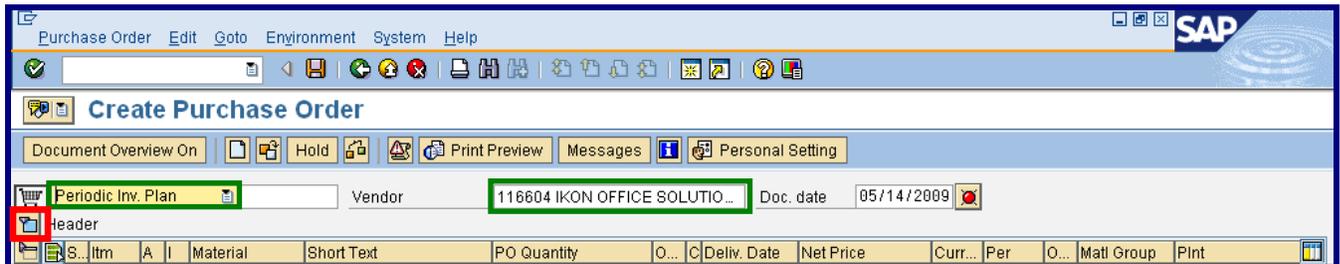
Ordering address	Name	Loc.
116604-001	IKON OFFICE SOLUTIONS INC	PHILADELPHIA
116604-002	IKON OFFICE SOLUTIONS INC	PHILADELPHIA
116604-003	IKON OFFICE SOLUTIONS INC	HARRISBURG
116604-004	IKON OFFICE SOLUTIONS	LANCASTER
116604-005	IKON OFFICE SOLUTIONS INC	PITTSBURGH
116604-007	IKON OFFICE SOLUTIONS	CHICAGO
116604-008	GARRETT BUCHANAN COMPANY	PHILADELPHIA
116604-009	IKON OFFICE SOLUTIONS INC	PHILADELPHIA
116604-010	IKON OFFICE SOLUTIONS	STATE COLLEGE
116604-011	XTEC OFFICE SYS	MALVERN
116604-012	IKON OFFICE SOLUTIONS INC	MALVERN
116604-013	IKON OFFICE SOLUTIONS	PITTSTON

Address

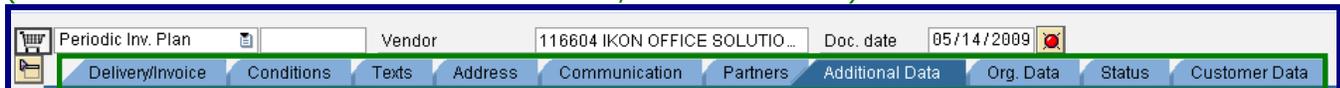
The Invoice Presented by defaults correctly to and should not be changed. Accept this number by pressing the **Enter** key or selecting the green checkmark.



4. Select the EXPAND HEADER  icon



(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)

Purch. Org.	COPA	Commonwealth of PA
Purch. Group	279	DGS Central
Company Code	COPA	COMMONWEALTH OF PA

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

Header Texts

- Header text
- Encumbrance Inforr
- Shipping instruction
- Terms of payment

Continuous-tex...

7. Select the **Additional data** 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:

<i>Copier received on:</i>	<i>Validity start:</i>
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:

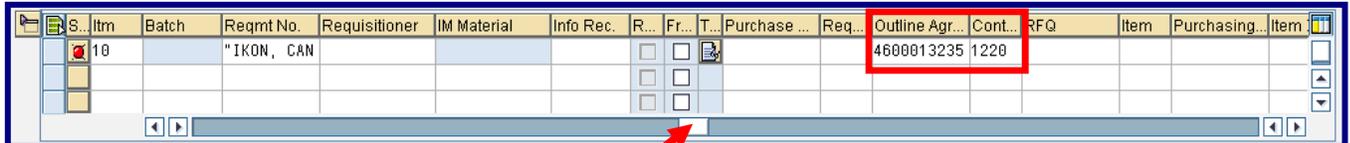
- ❖ **When Federal funds are used, additional rules related to the Validity end date on the PO will apply**
- ❖ **The PO also may not extend beyond September 30th – the end of the Federal fiscal year**

Examples:

May 1, 2014 through June 30, 2014
July 1, 2014 through September 30, 2014
October 1, 2014 through June 30, 2010
July 1, 2010 through September 30, 2010

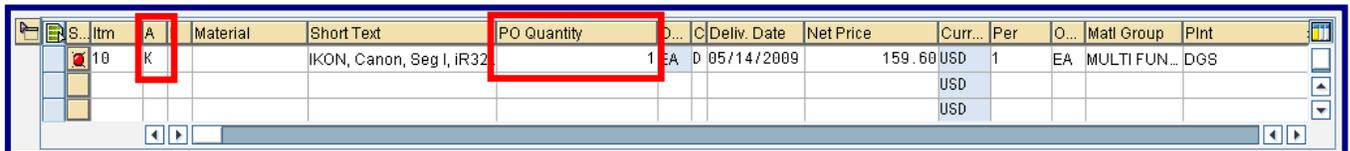
8. Enter line item information, beginning with the Outline Agreement field:

- a. Enter Outline Agreement
- 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)

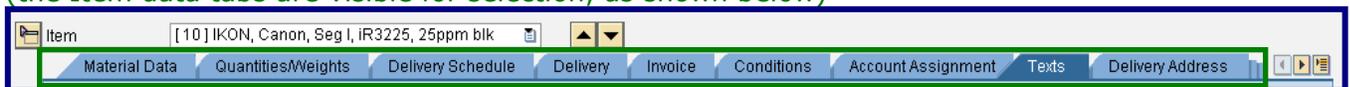
- d. Enter the PO (line item) quantity *
*Limit of **one** copier base unit per Purchase Order
- e. Enter the applicable Account assignment category
- f. Enter the net price per line item (should be the same as the quoted price received from the contractor).
- g. Allow the remaining default line item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



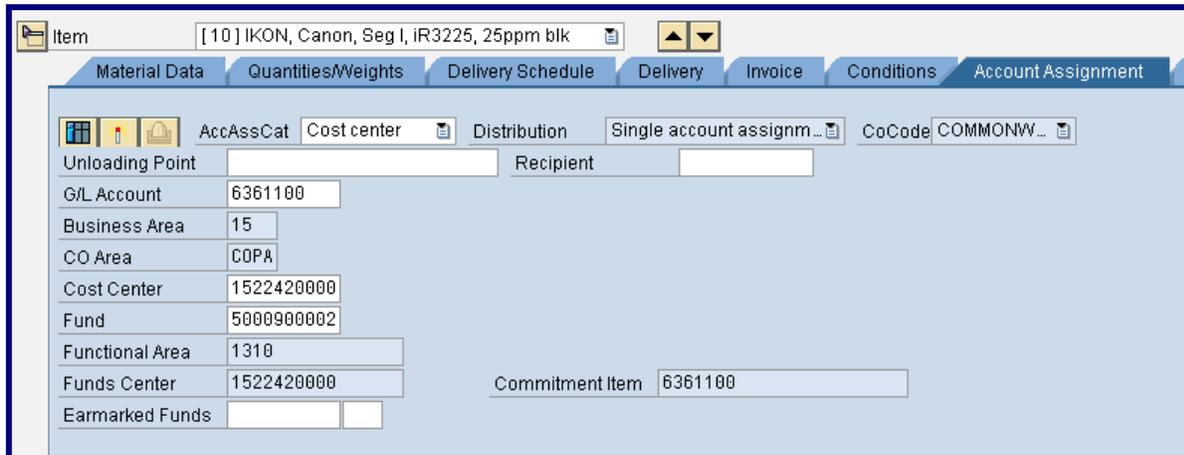
Repeat Step #8, as necessary, until all line items (optional accessories) have been entered

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

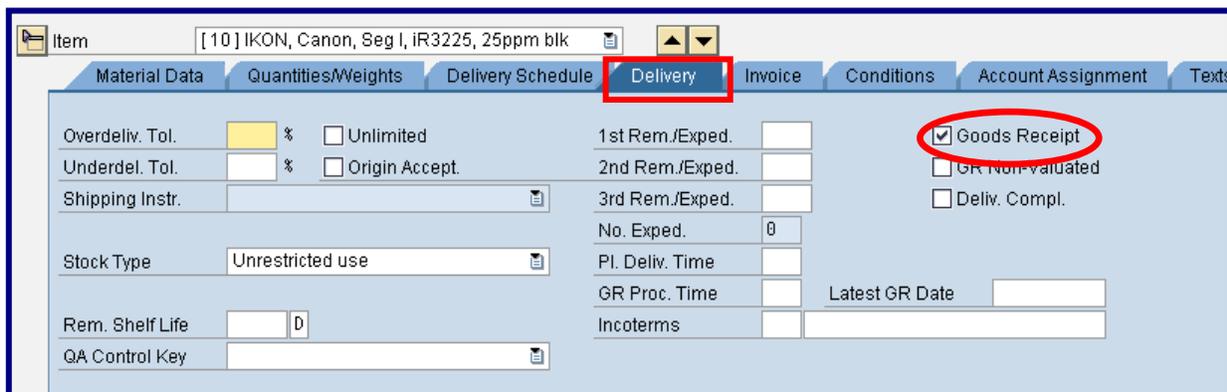


The screenshot shows the SAP Account Assignment tab for item [10] IKON, Canon, Seg I, iR3225, 25ppm blk. The 'Account Assignment' tab is selected. The form contains the following fields:

Unloading Point		Recipient	
G/L Account	6361100		
Business Area	15		
CO Area	CPA		
Cost Center	1522420000		
Fund	5000900002		
Functional Area	1310		
Funds Center	1522420000	Commitment Item	6361100
Earmarked Funds			

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

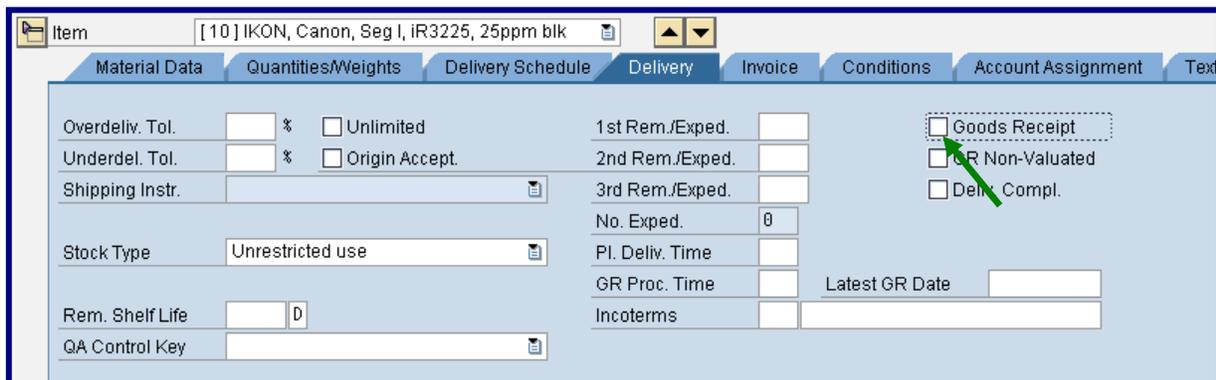
11. Select the **Delivery** Delivery tab



The screenshot shows the SAP Delivery tab for item [10] IKON, Canon, Seg I, iR3225, 25ppm blk. The 'Delivery' tab is selected. The 'Goods Receipt' checkbox is checked and circled in red.

Overdeliv. Tol.		%	<input type="checkbox"/> Unlimited	1st Rem./Exped.		<input checked="" type="checkbox"/> Goods Receipt
Underdel. Tol.		%	<input type="checkbox"/> Origin Accept.	2nd Rem./Exped.		<input type="checkbox"/> GR Non-Valuated
Shipping Instr.				3rd Rem./Exped.		<input type="checkbox"/> Deliv. Compl.
Stock Type	Unrestricted use			No. Exped.	0	
Rem. Shelf Life		D		Pl. Deliv. Time		
QA Control Key				GR Proc. Time		Latest GR Date

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



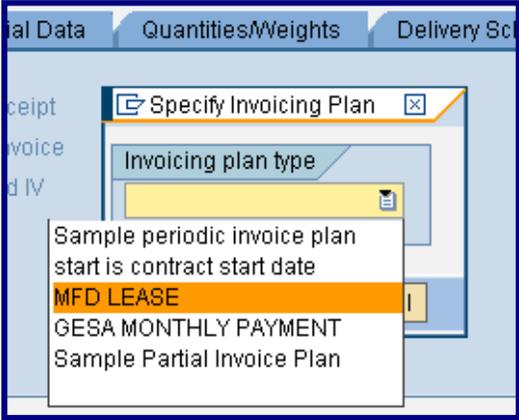
The screenshot shows the SAP Delivery tab for item [10] IKON, Canon, Seg I, iR3225, 25ppm blk. The 'Goods Receipt' checkbox is now unchecked, as indicated by a green arrow.

Overdeliv. Tol.		%	<input type="checkbox"/> Unlimited	1st Rem./Exped.		<input type="checkbox"/> Goods Receipt
Underdel. Tol.		%	<input type="checkbox"/> Origin Accept.	2nd Rem./Exped.		<input type="checkbox"/> GR Non-Valuated
Shipping Instr.				3rd Rem./Exped.		<input type="checkbox"/> Deliv. Compl.
Stock Type	Unrestricted use			No. Exped.	0	
Rem. Shelf Life		D		Pl. Deliv. Time		
QA Control Key				GR Proc. Time		Latest GR Date

12. Select the **Invoice**  tab



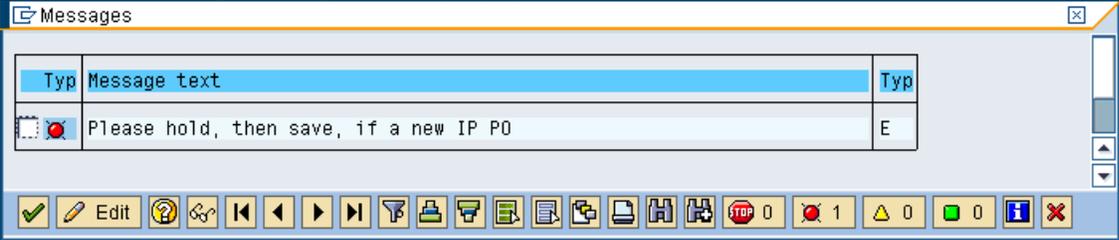
- a. Ensure that the GR-based IV box is unchecked, as shown above
- b. Select the *Invoicing Plan* button
- c. In the *Specify Invoicing Plan* box, select **MFD Lease** from the menu, as shown below



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)



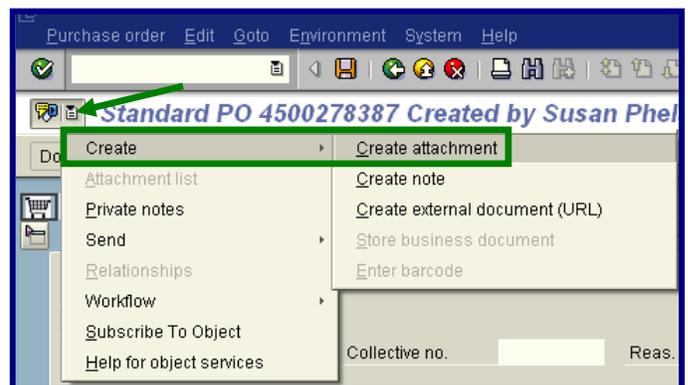
14. At the message prompt, hold the PO by selecting the *HOLD*  button

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

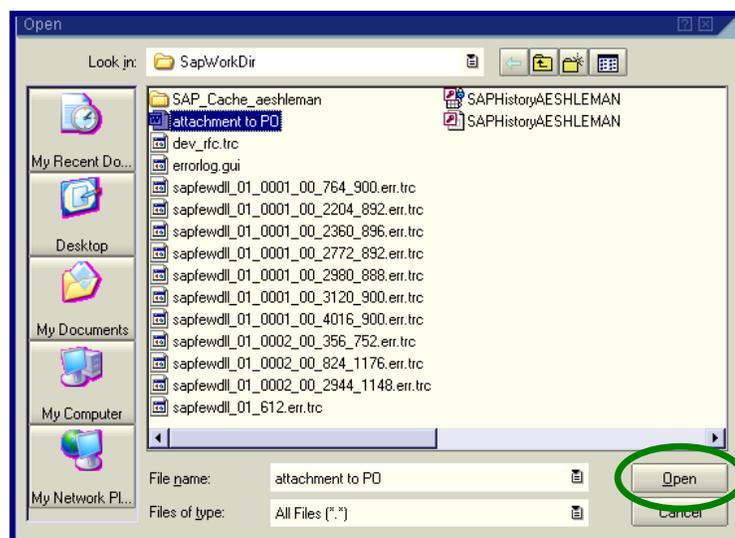
- a. Select **Create**
- b. Select **Create attachment**

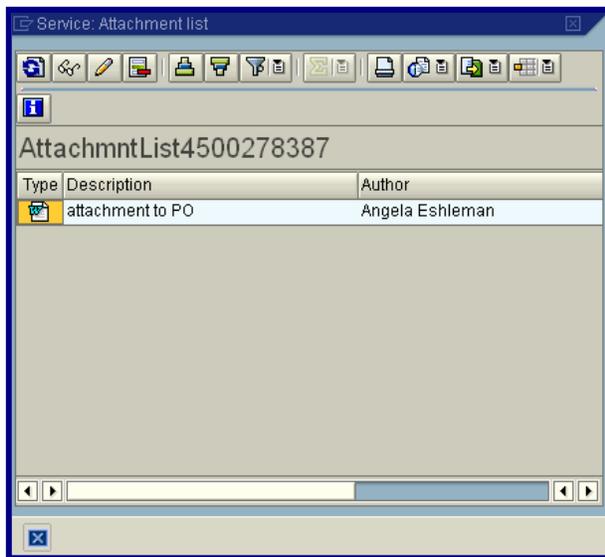


18. Select (highlight) the applicable document from the directory folder

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 Ikon 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

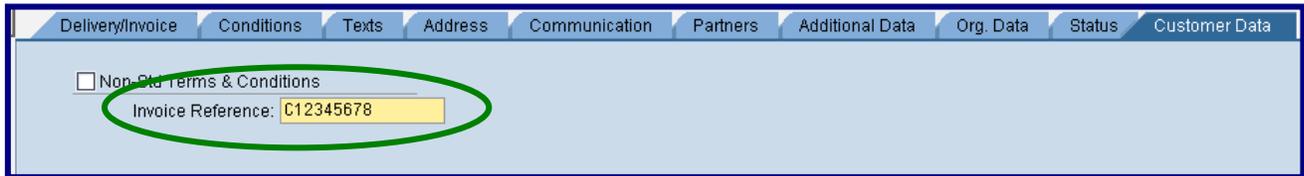
Copier #1	6/1/2014 to 6/30/2014	PO 4500700001
	7/1/2014 to 6/30/2015	PO 4500700002
	7/1/2015 to 6/30/2016	PO 4500700003
Copier #2	6/1/2014 to 6/30/2014	PO 4500700004
	7/1/2014 to 6/30/2015	PO 4500700005
	7/1/2015 to 6/30/2016	PO 4500700006
Copier #3	6/1/2014 to 6/30/2014	PO 4500700007
	7/1/2014 to 6/30/2015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

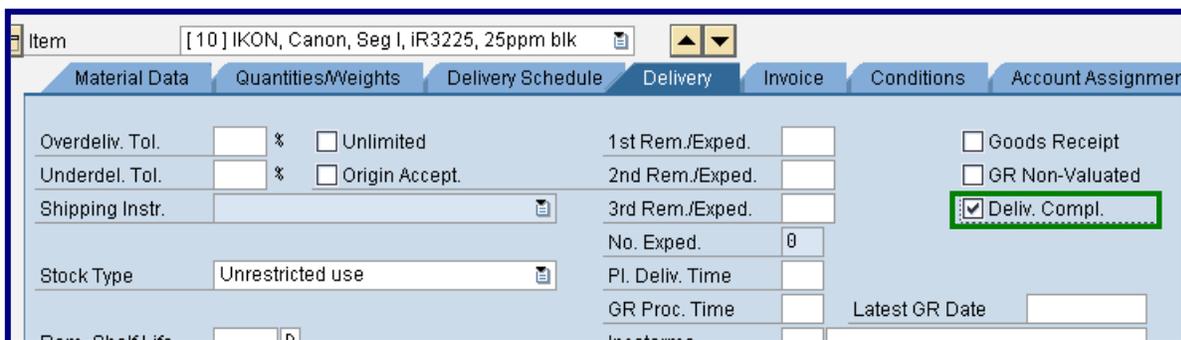


The screenshot shows the SAP Customer Data tab. The 'Invoice Reference' field is highlighted with a green oval and contains the value 'C12345678'. Other tabs visible include Delivery/Invoice, Conditions, Texts, Address, Communication, Partners, Additional Data, Org. Data, Status, and Customer Data.

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.' check-box is checked and highlighted with a green box. Other tabs visible include Material Data, Quantities/Weights, Delivery Schedule, Invoice, Conditions, and Account Assignment.

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

Sample Scenario, cont'd

Copier #1	6/1/2014 to 6/30/2014	PO 4500700001
	7/1/2014 to 6/30/2010	PO 4500700002
	7/1/2010 to 6/30/2011	PO 4500700003
Copier #2	6/1/2014 to 6/30/2014	PO 4500700004
	7/1/2014 to 6/30/2010	PO 4500700005
	7/1/2010 to 6/30/2011	PO 4500700006
Copier #3	6/1/2014 to 6/30/2014	PO 4500700007
	7/1/2014 to 6/30/2010	PO 4500700008
	7/1/2010 to 6/30/2011	PO 4500700009

Using our previous example (shown above), serial numbers would be inserted for:

- Copier #1 into PO 4500700001, 002, and 003
- Copier #2 into PO 4500700004, 005, and 006
- Copier #3 into PO 4500700007, 008, and 009

The *Delivery Completed* checkboxes should be selected for all PO's, including those for future fiscal years

IMPORTANT: If any issues arise with MFD's leased through these contracts, contact Amy McFadden (ammcfadden@pa.gov) , 717-346- 3828 with the Bureau of IT Procurement in OA.

Amy will work with the contractors to resolve these issues

❖ *DO NOT suspend or discontinue payment on your Purchase Order(s)!*