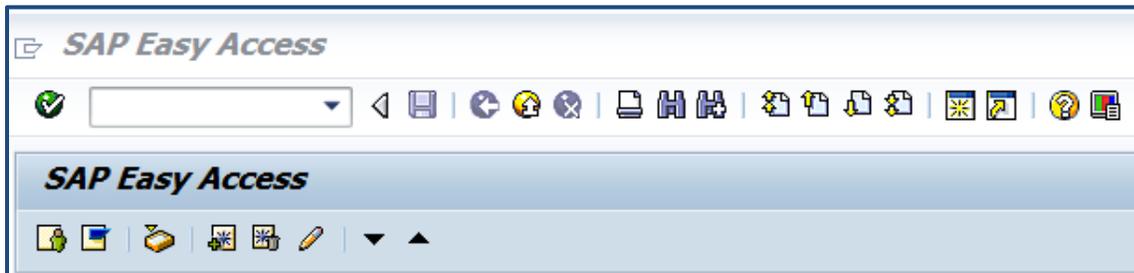


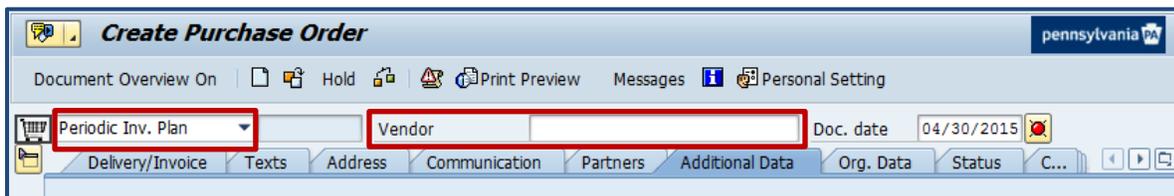
Creating a Multiple line Item/Multiple Fiscal Year Invoicing Plan Purchase Order

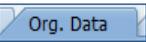
Use this procedure to create a multiple line item/multiple fiscal year SAP Purchase Order Periodic Invoicing Plan for Digital Multi-Functional Devices (MFD) leases using transaction type ME21N.

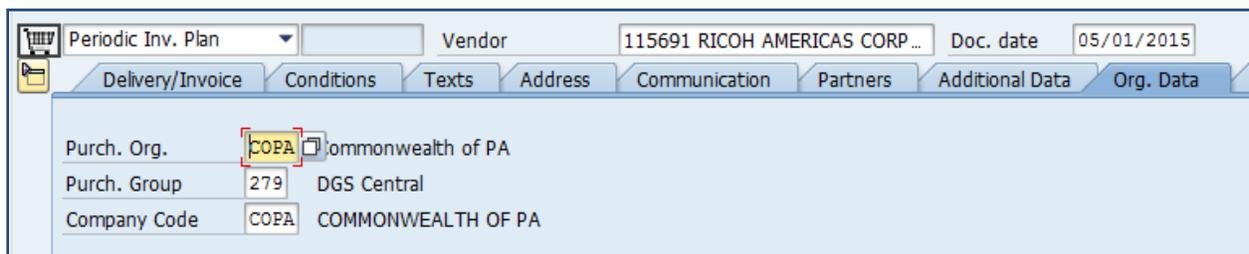
1. Launch, ECC 6.0 (SAP), select **ME21N** from the drop down menu or type **ME 21N** within the search field
2. Select the ENTER  icon.

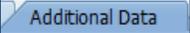


3. The Create Purchase Order entry screen displays.
4. Choose the **Periodic Invoice Plan** type from the dropdown menu.
5. Enter the applicable supplier's vendor number within the Vendor field.



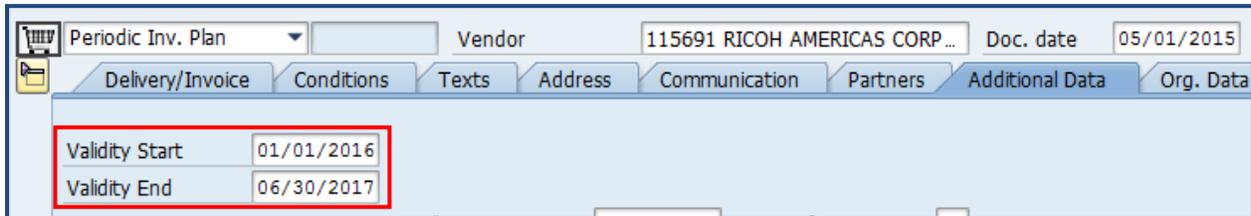
6. Select the **Org. data**  tab and complete the required fields, as shown below, substituting your own Purchasing Group number for 279 (DGS Central).



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.

In the example below, the PO will cover more than one fiscal year.

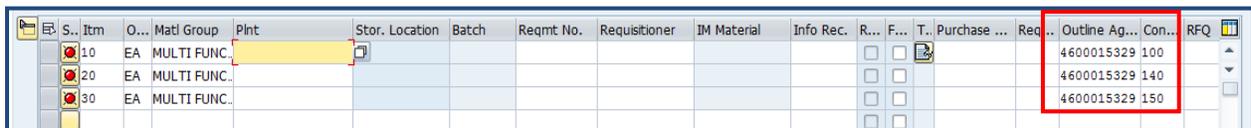


Periodic Inv. Plan Vendor: 115691 RICOH AMERICAS CORP... Doc. date: 05/01/2015

Additional Data tab selected.

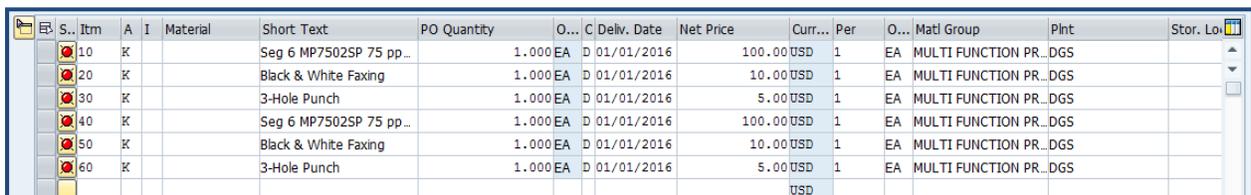
Validity Start: 01/01/2016
Validity End: 06/30/2017

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.



S...	Itm	O...	Matl Group	Plnt	Stor. Location	Batch	Reqmt No.	Requisitioner	IM Material	Info Rec.	R...	F...	T...	Purchase ...	Req...	Outline Ag...	Con...	RFQ
10	EA	MULTI FUNC														4600015329	100	
20	EA	MULTI FUNC														4600015329	140	
30	EA	MULTI FUNC														4600015329	150	

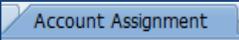
- d. Enter the PO (line item) quantity.
- e. Enter the applicable Account Assignment category.
- f. Enter the net price per line item (should be the same as the quoted price received from the contractor).
- g. Allow the remaining default line item information to remain.

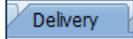


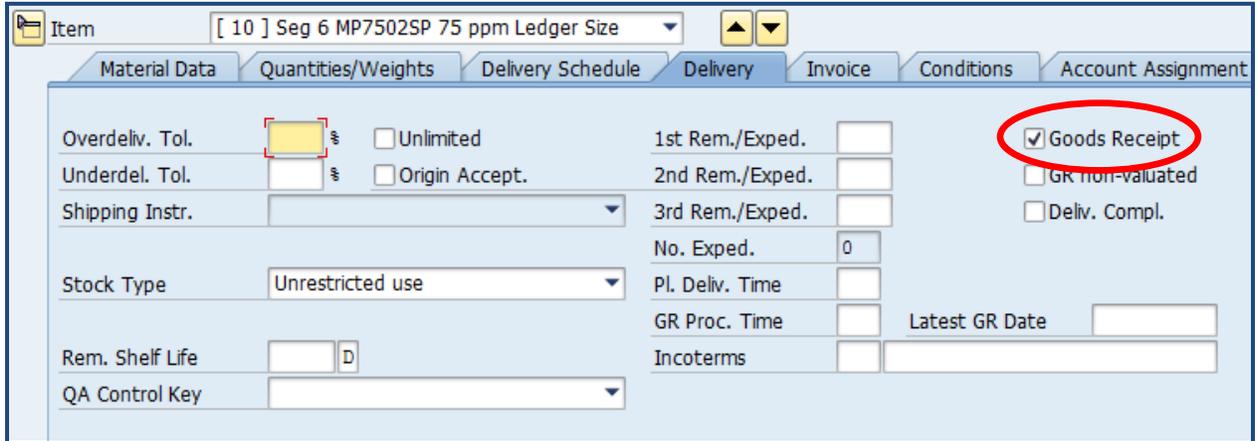
S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Lo
10	K			Seg 6 MP7502SP 75 pp...	Seg 6 MP7502SP 75 pp...	1.000	EA	D 01/01/2016	100.00	USD	1	EA	MULTI FUNCTION PR...	DGS	
20	K			Black & White Faxing	Black & White Faxing	1.000	EA	D 01/01/2016	10.00	USD	1	EA	MULTI FUNCTION PR...	DGS	
30	K			3-Hole Punch	3-Hole Punch	1.000	EA	D 01/01/2016	5.00	USD	1	EA	MULTI FUNCTION PR...	DGS	
40	K			Seg 6 MP7502SP 75 pp...	Seg 6 MP7502SP 75 pp...	1.000	EA	D 01/01/2016	100.00	USD	1	EA	MULTI FUNCTION PR...	DGS	
50	K			Black & White Faxing	Black & White Faxing	1.000	EA	D 01/01/2016	10.00	USD	1	EA	MULTI FUNCTION PR...	DGS	
60	K			3-Hole Punch	3-Hole Punch	1.000	EA	D 01/01/2016	5.00	USD	1	EA	MULTI FUNCTION PR...	DGS	

Note that in the above line items, 10 – 30 are for FY 2015, and 40 – 60 are for FY 2016.

9. Repeat Step #8, as necessary, until all line items have been entered.

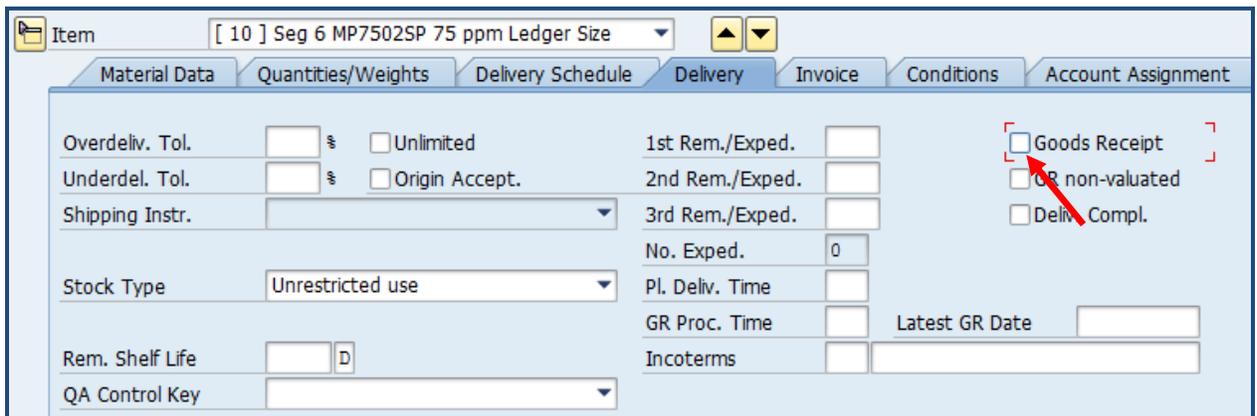
10. Select the **Account Assignment**  tab and enter the applicable account code information.

11. Select the Delivery  tab.

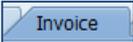


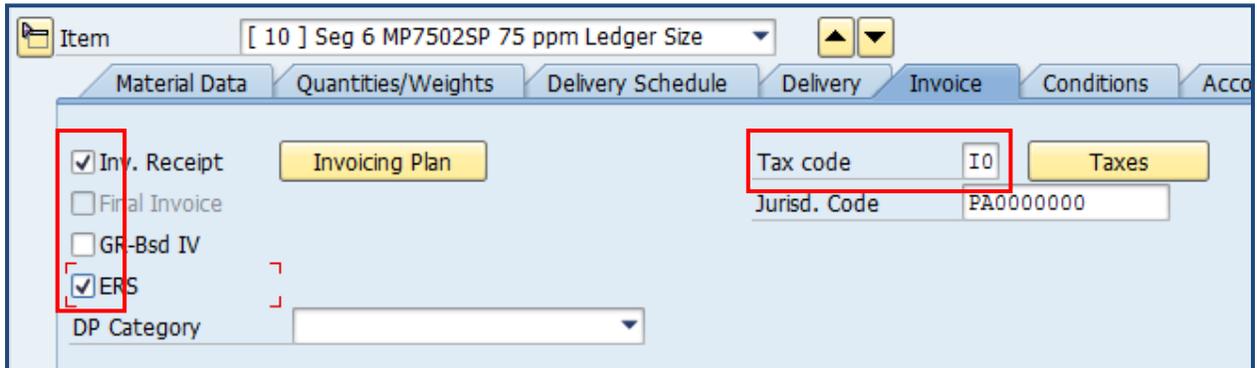
The screenshot shows the SAP Item Maintenance interface for item [10] Seg 6 MP7502SP 75 ppm Ledger Size. The 'Delivery' tab is active. In the 'Goods Receipt' section, the 'Goods Receipt' checkbox is checked and circled in red. Other options in this section include 'GR non-valuated' and 'Deliv. Compl.', both of which are unchecked. The 'Overdeliv. Tol.' field is highlighted with a yellow box.

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

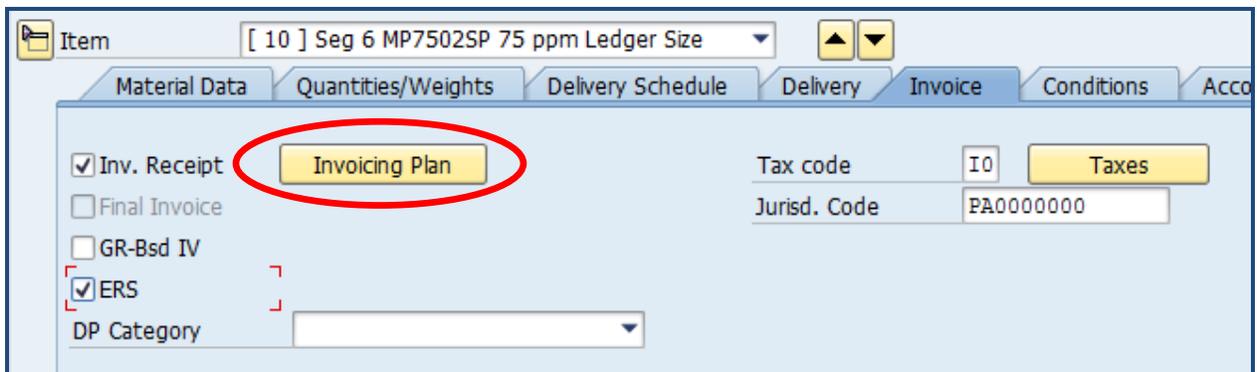


The screenshot shows the same SAP Item Maintenance interface as above, but the 'Goods Receipt' checkbox is now unchecked. A red arrow points to the checkbox, and a red dashed box highlights the 'Goods Receipt' label and its checkbox.

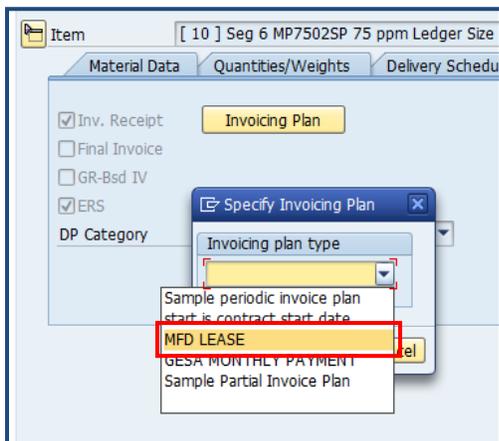
12. Select the **Invoice**  tab.



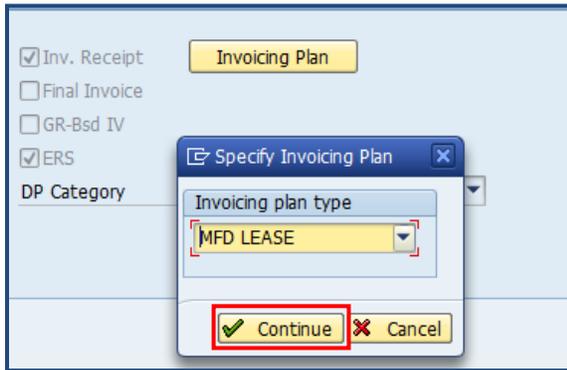
- a. Ensure that the GR-based IV box is unchecked.
- b. Ensure that the ERS and Inv. Receipt boxes are checked.
- c. Ensure that the Tax Code field is populated with I0 (I zero).



- d. Select the *Invoicing Plan* button.
- e. In the *Specify Invoicing Plan* box, select **MFD Lease** from the menu, as shown below.

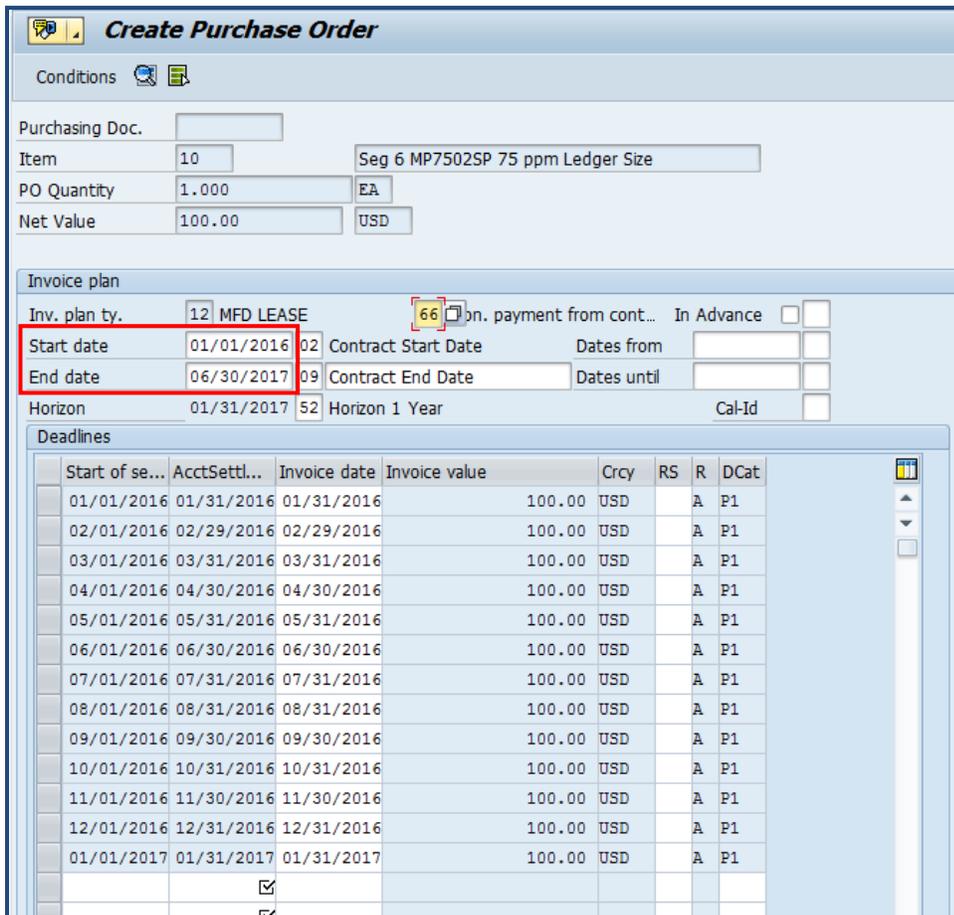


f. Select the CONTINUE button.



13. When the Invoicing Plan payment dates screen displays, the line items for the various fiscal years will need to be changed so that they fall within a single fiscal year.

a. In our example, line items 10 – 30 (FY 2015) need to have their Invoicing Plan End dates changed to fall within one fiscal year.



Note that the monthly dates adjust automatically when the End Date is changed:

Create Purchase Order

Conditions

Purchasing Doc. []
 Item 10 Seg 6 MP7502SP 75 ppm Ledger Size
 PO Quantity 1.000 EA
 Net Value 100.00 USD

Invoice plan
 Inv. plan ty. 12 MFD LEASE [66] On. payment from cont... In Advance
 Start date 01/01/2016 02 Contract Start Date Dates from [] []
 End date 06/30/2016 Dates until [] []
 Horizon 01/31/2017 52 Horizon 1 Year Cal-Id []

Deadlines

Start of se...	AcctSettl...	Invoice date	Invoice value	Crcy	RS	R	DCat
01/01/2016	01/31/2016	01/31/2016	100.00	USD		A	P1
02/01/2016	02/29/2016	02/29/2016	100.00	USD		A	P1
03/01/2016	03/31/2016	03/31/2016	100.00	USD		A	P1
04/01/2016	04/30/2016	04/30/2016	100.00	USD		A	P1
05/01/2016	05/31/2016	05/31/2016	100.00	USD		A	P1
06/01/2016	06/30/2016	06/30/2016	100.00	USD		A	P1

14. Important: Verify that the budget period is correct for each Fiscal Year. You may change the Budget Period manually, as necessary.

Item [10] Seg 6 MP7502SP 75 ppm Ledger Size

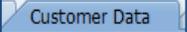
Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment

AccAssCat Cost center Distribution Single account assignme... CoCode COMMONWE...

Unloading Point [] Recipient []
 G/L Account 6361100
 Business Area 15
 CO Area COPA
 Cost Center 1577140000
 Fund 1007400700 BP 2015
 Functional Area 1310
 Funds Center 1577140000
 Earmarked Funds [] []
 Commitment Item 6361100 [] More

Ensure that the BP is correct for all line items. In our example, the BP for lines 40 – 60 would need to be 2016.

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

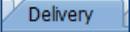
1. Select *ME22N Change Purchase Order* from the SAP menu.
2. Select the **Customer data** tab  at the header level and insert the Serial number for your newly delivered copier into the *Invoice Reference* field, as shown below.

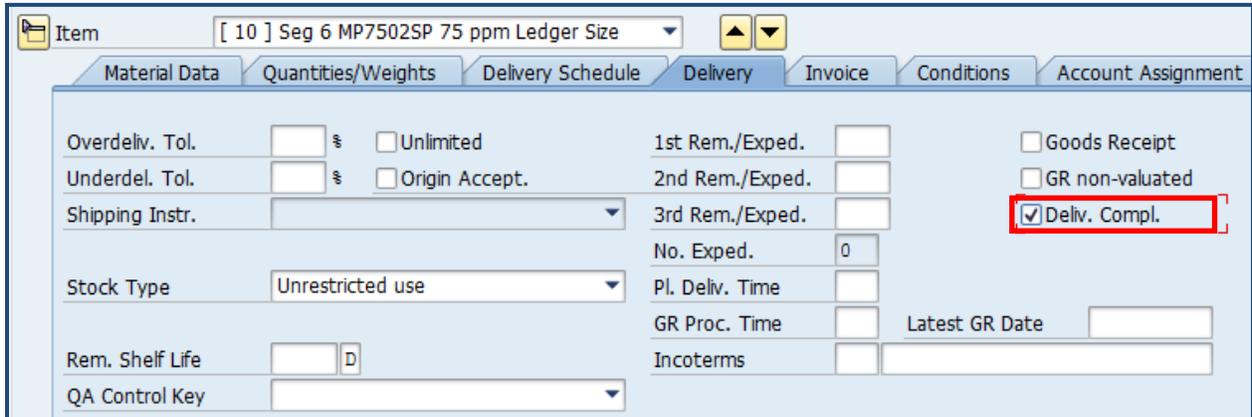


The screenshot shows the SAP Customer Data tab for a purchase order. The 'Invoice Reference' field is highlighted with a red circle and contains the value 'C123456789'. Other fields include 'Non-Std Terms & Conditions' (unchecked), 'Description', and 'Vendor' (115691 RICOH AMERICAS CORP...). The document date is 05/01/2015.

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 number.

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 an item. The 'Deliv. Compl.' checkbox is checked and highlighted with a red box. Other fields include 'Overdeliv. Tol.', 'Underdeliv. Tol.', 'Shipping Instr.', 'Stock Type' (Unrestricted use), 'Rem. Shelf Life', 'QA Control Key', '1st Rem./Exped.', '2nd Rem./Exped.', '3rd Rem./Exped.', 'No. Exped.' (0), 'Pl. Deliv. Time', 'GR Proc. Time', 'Latest GR Date', 'Incoterms', 'Goods Receipt', and 'GR non-valuated'.

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. It is very important that this has been done for all line items. The delivery complete will not be able to be selected once any of the payments have been generated.

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

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