# APAC - PO Creation (Limit Service)

# INTRODUCTION

## Objectives and scope of this procedure

This Operating Procedure explains how to create a Recurring PO (Order Type: ZFO for WP1) and Invoicing Plan (Order Type: NB for PF1) and send to the supplier for re-occurring services to be provided at the specified date and location.

| **Who uses this document?** | | | | **What is the nature of the need** | | | **What provisioning channel does this document concern?** | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| User / PR creator | Approver | LPR/ buyer | PS | Goods | Services | e-catalogue | Goods managed in Stock | Goods and services – spot buys | Goods on Contract | Services on Contract | Emergency cases | Urgent needs |
| | | | X | | X | | | X | | X | | X |

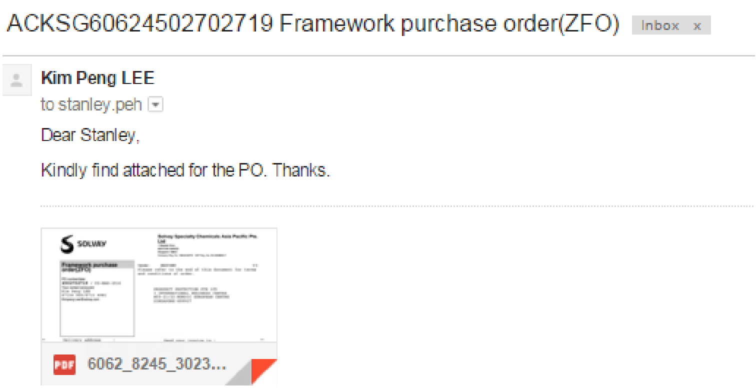
Applicable to system WP1 (RCS) and PF1 (PRS).

## Material groups in scope

- **The purchase orders in scope are related to:** Purchases under Contract or estimated as a annual budget, the expense can range from Utilities/ General Expense (Photocopy Rental/ House Rental)/ TG & TS

## Process step described in this procedure and expected end product


End product :




## Abbreviations

| Abbr. | Description | Abbr. | Description |
|---|---|---|---|
| PR | Purchase Requisition | SC | Shopping Cart |
| ZFO | Framework Order | PtP | Procure to Pay |
| RFQ | Request for Quotation | PS | Provisioning Specialist |
| ACK | Acknowledgement | GR | Goods Receipt |

# STANDARD OPERATING PROCEDURE DESCRIPTION

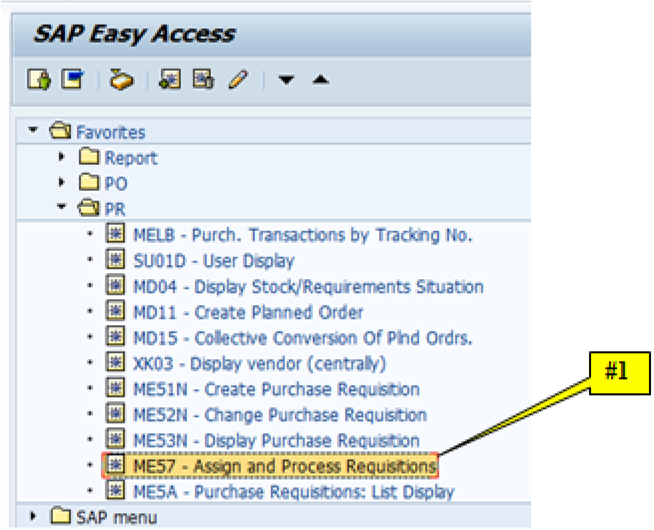
## Pre-requisities

In order to generate a ZFO (WP1), a proper PR must be created and available in ME57 ready for conversion.
A proper PR will consist of the following below:

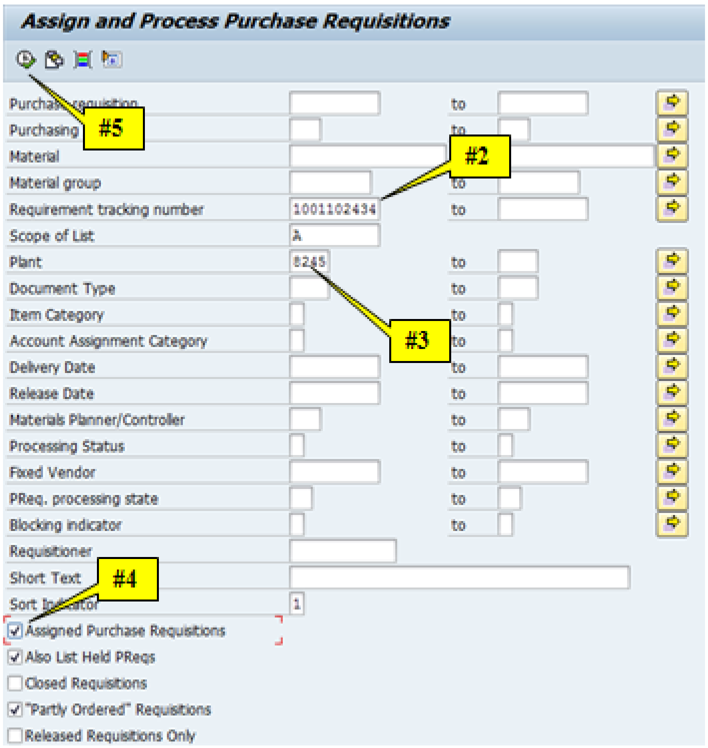
1. Attached with the selected vendor's quotation
2. Correct duration and pricing being stated in the PR
3. Vendor code being setup and ready to be tagged to the PO

## PO Creation

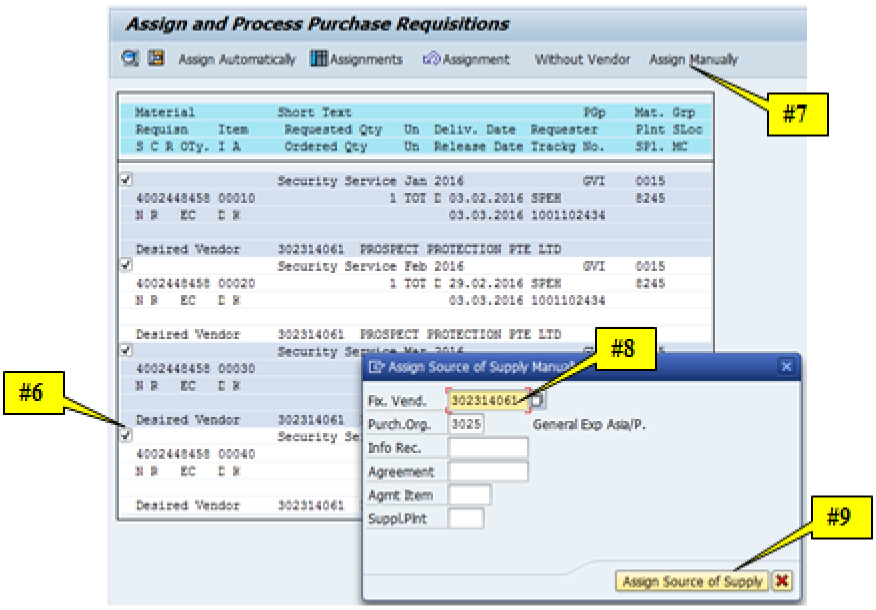
Please go to transaction ME57.

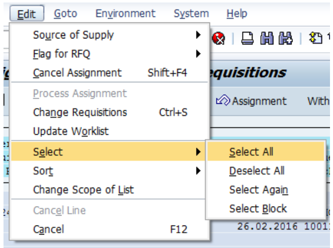
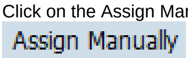


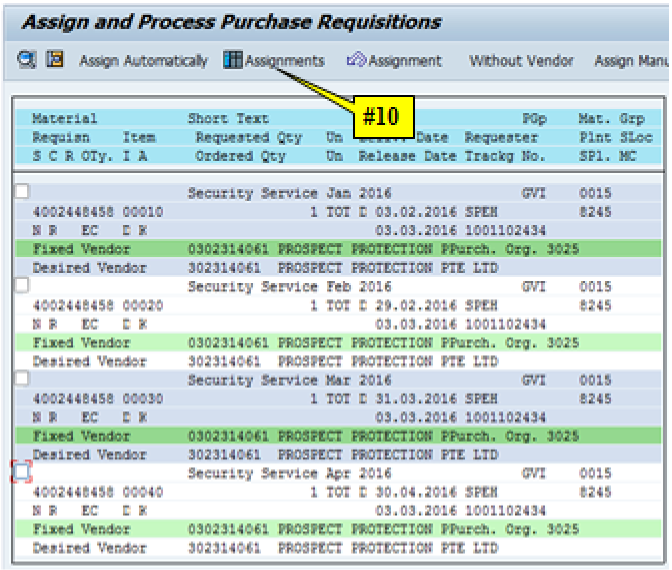

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 1 | Enter transaction ME57 by double clicking on it. | | |



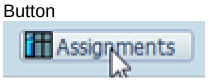

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 2 | Key in the SC number that is being provided to you by the requestor | By entering the SC number, it will bring us directly to the PR where all actions required to be performed on that PR can be carried out swiftly. | Usually Requestor will send PS the PR for urgent processing. Hence by entering ME57 using SC number, it will help the PS to segregate with other PR, avoiding unwanted mixing up |
| 3 | Enter the plant code | Plant code for Merlion Plant is 8245 | Currently, there is only one plant in Singapore<br>(please refer to the reference link: APAC CCs and Plant Code) |
| 4 | Check on the box for Assigned Purchase Requisitions | | Sometimes the Requestor might have already assigned the vendor to the PR, and if this box is not checked, that line item will not be shown during processing and will be left unprocessed. Hence, it will be a good practice to check on the box. |
| 5 | Click on the execute button | | |

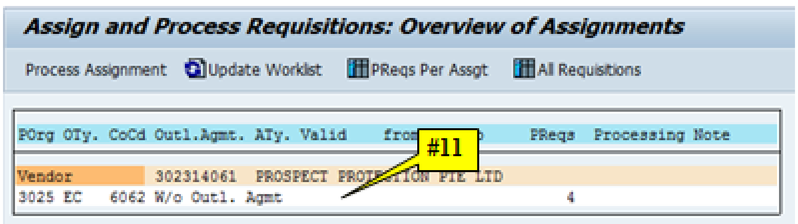


| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 6 | Check all textbox available | | If there are too many textbox to be checked, you may goto Edit=>Select=>Select All to have all the textbox to be checked.   |
| 7 | Click on the Assign Manually Button   | | |
| 8 | Enter the Desired Vendor Code | The desired vendor is the approved vendor (by the appropriate buyer) to be used for this PO | If there is no desired vendor stated, refer back to the buyer to get the approved vendor code to be used for this PO. |
| 9 | Press "Enter" on the keyboard or click on the Assign Source of Supply Button   | | |

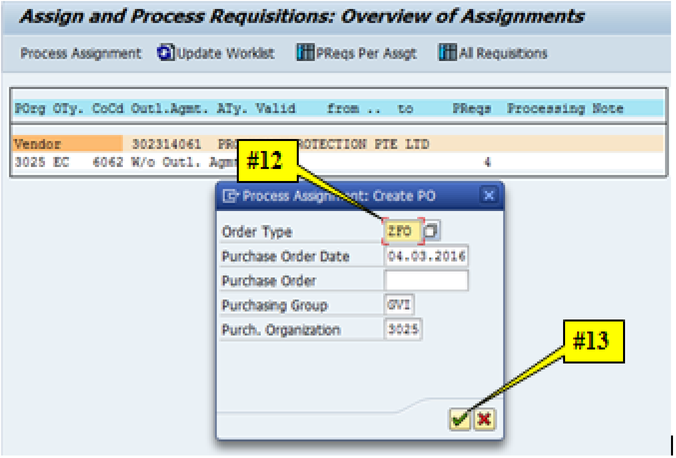



After the vendor code has been assigned to the individual line item, click on the Assignments button to proceed with the next step

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 10 | Click on the Assignments Button   | | |

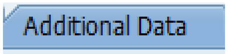


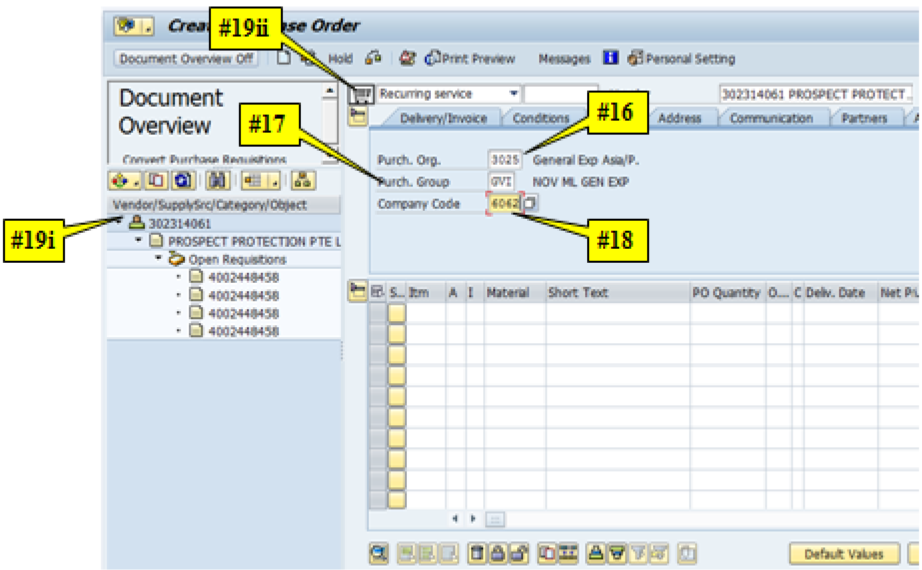

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 11 | Double Click on the white segment so as to facilitate selection | | |




The Process Assisgnment textbox should appear after you have selected the PR to be processed.

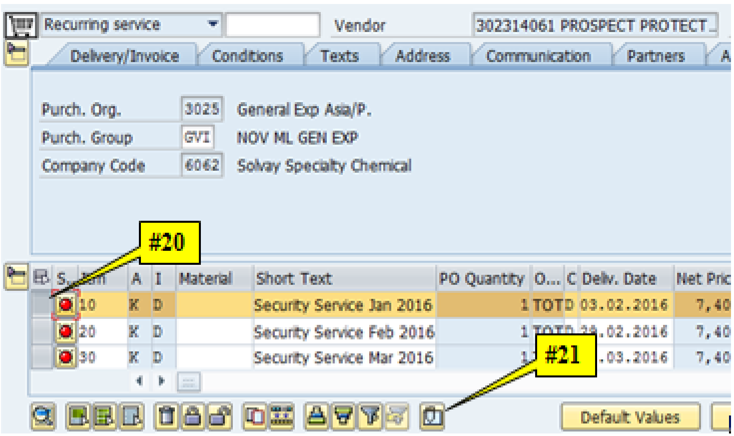
| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| **12** | Key in "ZFO" into the textbox | | |
| **13** | Click on the Continue Button  | On default, the order type is "NB" which refers to PO, service orders, inter company orders, utilities purchase orders, subcontracting purchase orders | There are also other type of orders (WP1):<br>FO – Framework Order<br>EC – E-catalogues<br>UB – Transfer Order<br>ZFO – Orders for recurring services<br><br>For PF1:<br>EC – E-catalogues<br>NB – Ad-hoc (Goods/ Services) and Limit Services (Invoicing Plan & Blanket Orders) |

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| **14** | Click on the Additional Data Tab  | | |
| **15** | Key in the start and end date for the ZFO | As this order will be auto-GRed, the start and end date has to be specific. | |

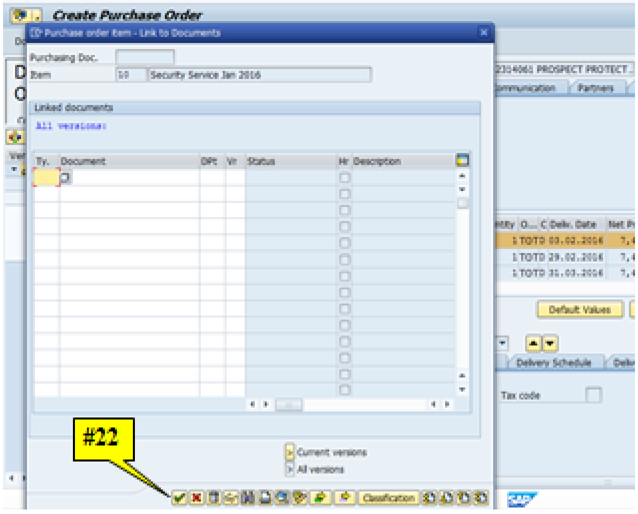



| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|

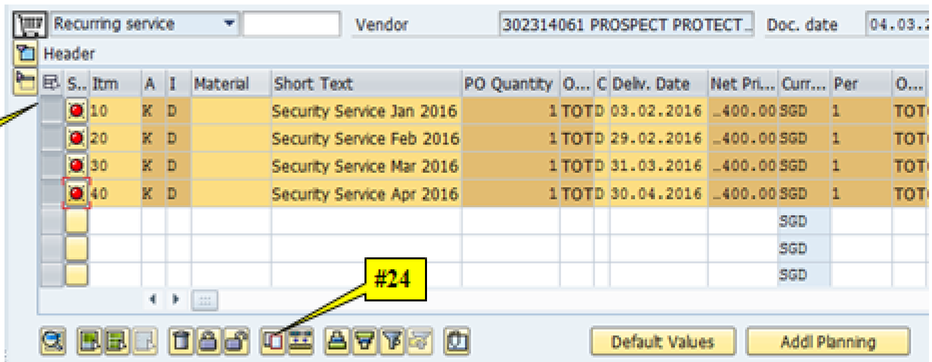
| | | | |
|---|---|---|---|
| **16** | Ensure the Purch. Org. is correct | The user should have already indicated the Purchasing Organisation during the creation of PR. Hence this information is filled up automatically. However, it will be at best practice to check on the Purch. Org. | The classification of Purch. Org. for Merlion Plant are as follows:<br>3025 – General Exp<br>3026 – Packaging<br>3027 – Energy<br>3028 – Industrial Supplies<br>3030 – Raw Material<br>3031 – Industrial Services<br>3032 – Transport/Logistics<br>3103 – Trading Third Party<br>3200 – Internal Group<br>APAC Pur. Org. (WP1 & PF1) |
| **17** | Ensure the Purch. Group is correct | The user should have already indicated the Purchasing Group during the creation of PR. Hence this information is filled up automatically. However, it will be at best practice to check on the Purch. Group. | The classification of Purch. Group for Merlion Plant are as follows:<br>GVC – NOV ML Logistics<br>GVD – NOV ML Raw Material<br>GVE – NOV ML Ind. Supplies<br>GVF – NOV ML Ind. Goods<br>GVG – NOV ML Packaging<br>GVH – NOV ML Energy<br>GVI – NOV ML General Expense<br>GVJ – NOV ML Trading<br>GVK – NOV ML Tolling |
| **18** | Enter the Company Code | The Company Code for Merlion Plant is 6062 | APAC CCs and Plant Code |
| **19** | Drag the supplier icon from #19i to the trolley symbol at #19ii | | For procedure of PF1 system, please refer to the appendix |



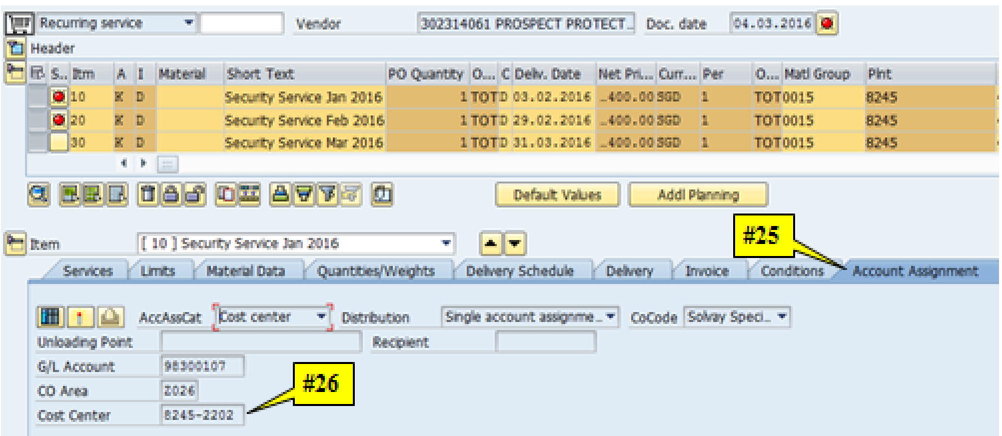

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| **20** | Click empty box beside the line item indicator to select the entire row. | | |
| **21** | Click on the attachment button to open for all files attached by the Requestor | | Always click on the attachment button to view the quotation attached so that information provided by the supplier is aligned with the Requestor |



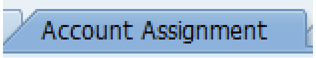

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 22 | Click on the Continue Button as there is no attachment avail | | |

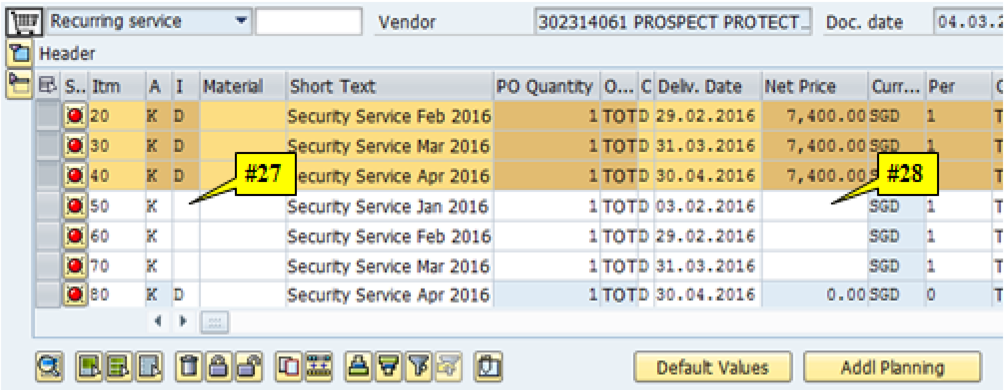



| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 23 | Click empty box beside the line item indicator to select the entire row. | | |
| 24 | Click on the Copy button | | |

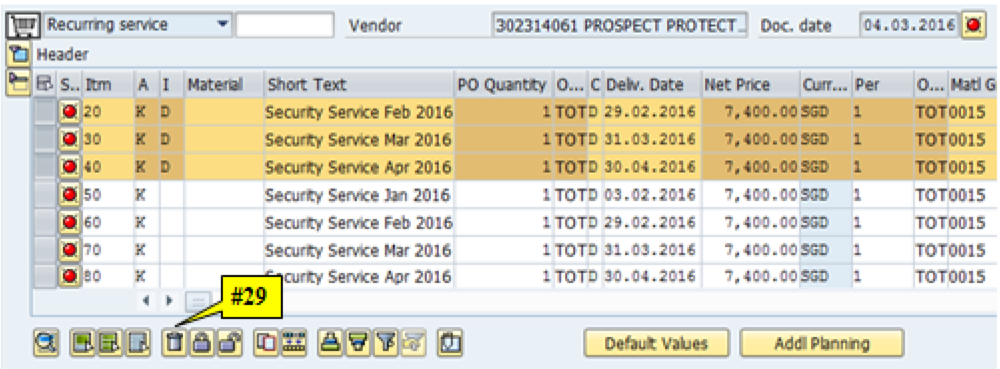



| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|

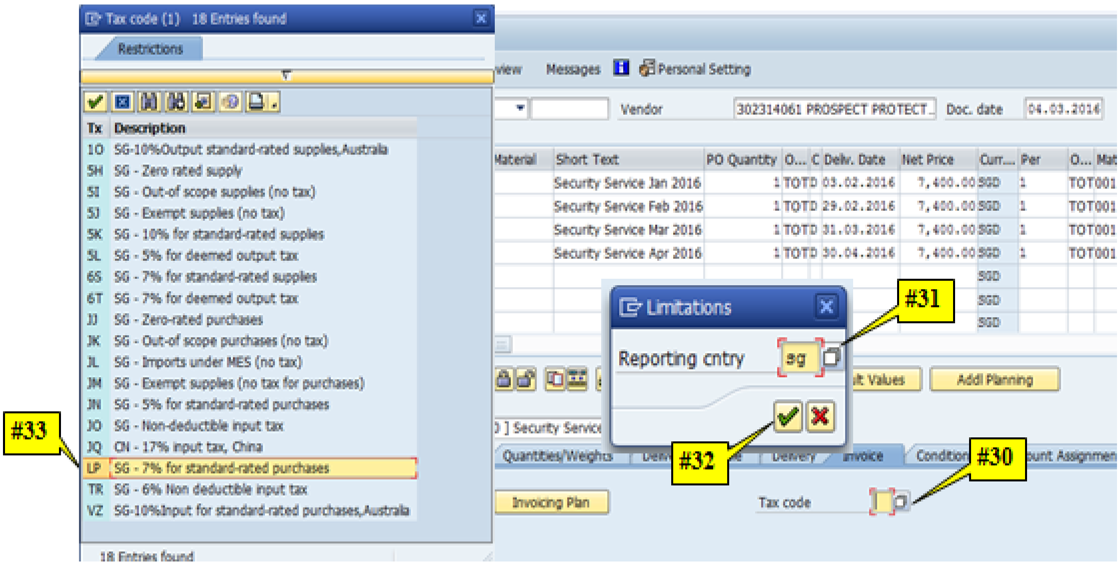
| | | | |
|---|---|---|---|
| **25** | Click on the Account Assignment tab  under the item level | | |
| **26** | Take note of the Cost Center | | Copy and paste it somewhere avail will be preferred as we will be required to key in the cost center in the later steps |




| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| **27** | Remove the letter "D" under the Item Cat. column | | |
| **28** | Key in the same amount into the Net Price column | | |



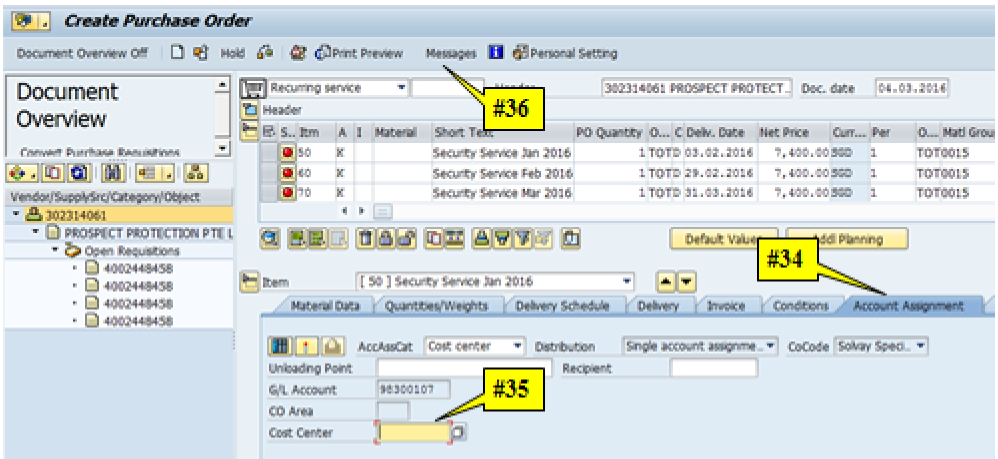

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| **29** | Click on the Delete button  to remove the previous lines | | |



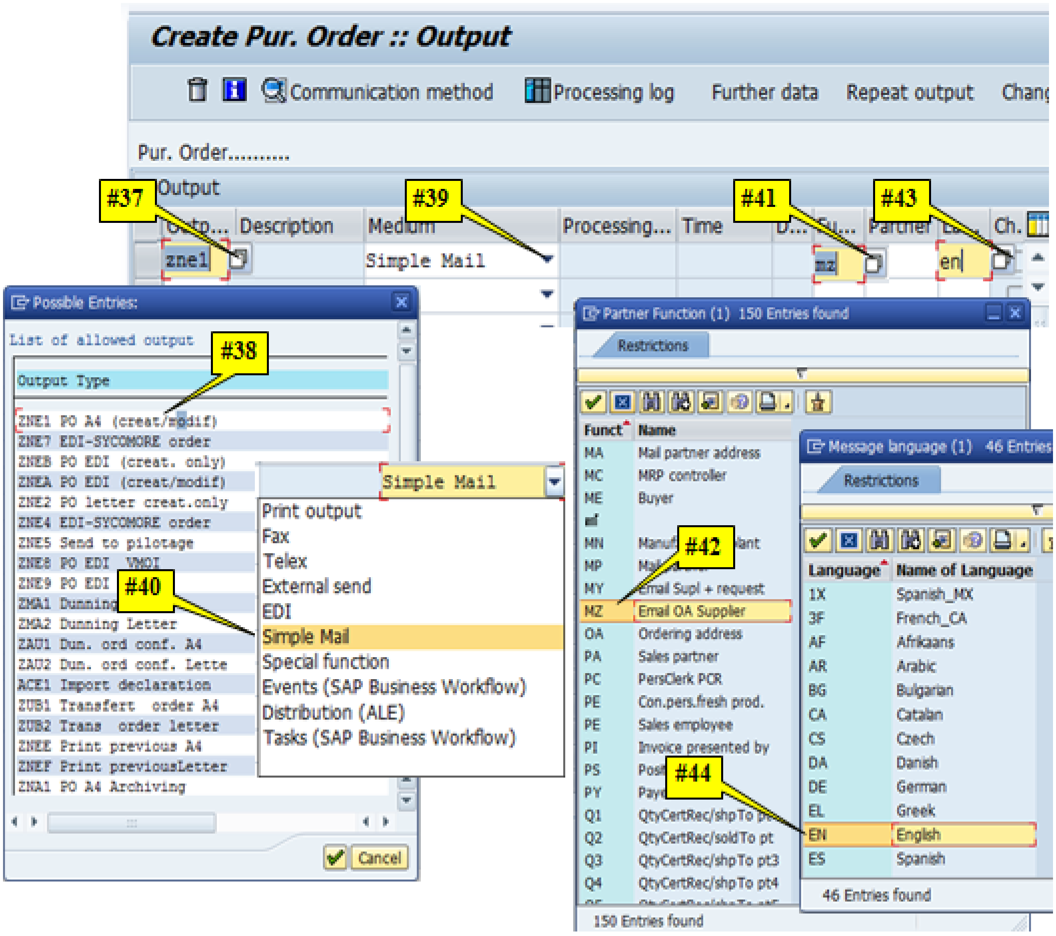

As shown in the quotation, there is a 7% (GST – Goods & Services Tax) applicable for this order.

Goto Invoice Tab Invoice under item level.

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 30 | Click on the droplist button to open the Limitation textbox | | |
| 31 | Enter the Reporting Country | Key in "SG" for Singapore | APAC - Tax Codes |
| 32 | Click on the Continue Button | | |
| 33 | Select the appropriate tax code | | |

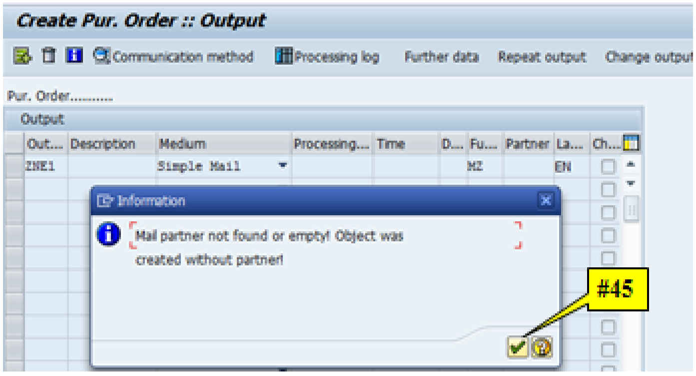



| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 34 | Click on the Account Assignment Tab under the item level | | |
| 35 | Enter the Cost Center as per #26 for all line items. | Key in the exact same Cost Center | |
| 36 | Click on the Message Button Messages for sending out this PO to the supplier | | |

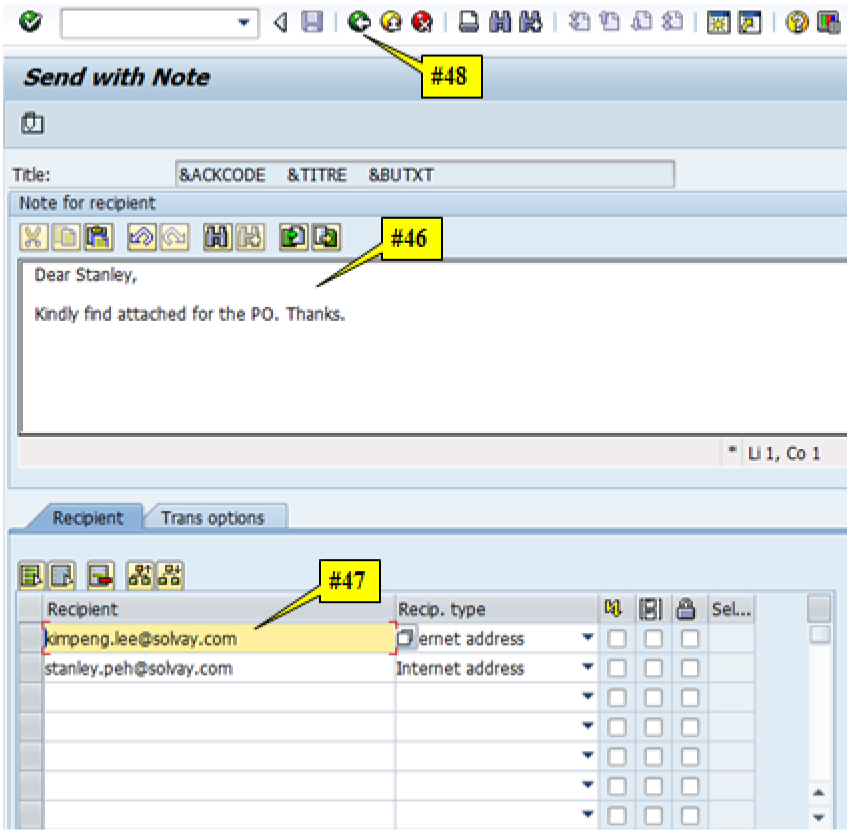



As in Singapore emailing PO in English is one of the most common way to place an order today, we will also be emailing our suppliers our PO too.

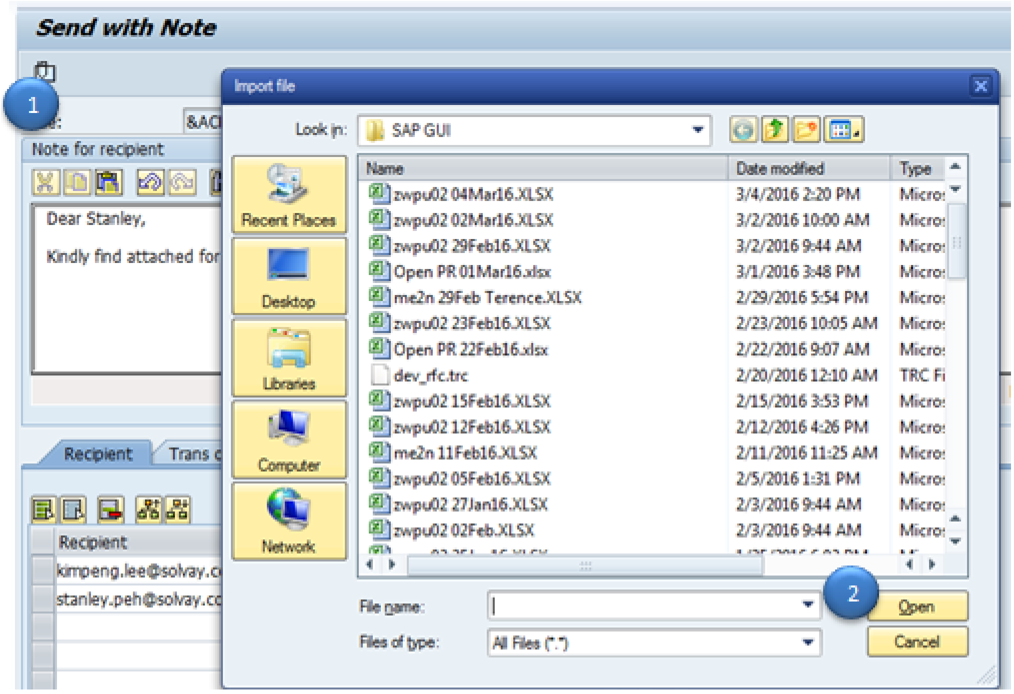
| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 37 | Click on the droplist button at the Output Type | | |
| 38 | Select the proper Output Type from the droplist | Select "ZNE1" | Output Type for PF1 and other countries |
| 39 | Click on the droplist button at the Medium | | |
| 40 | Select the type of Medium from the droplist | Select "Simple Mail" | |
| 41 | Click on the droplist button at the Function | | |
| 42 | Select the type of Function from the droplist | Select "MZ" | Function Type for PF1 and other countries |
| 43 | Click on the droplist button at the Language | | |
| 44 | Select the type of Language from the droplist | Select "EN" | |



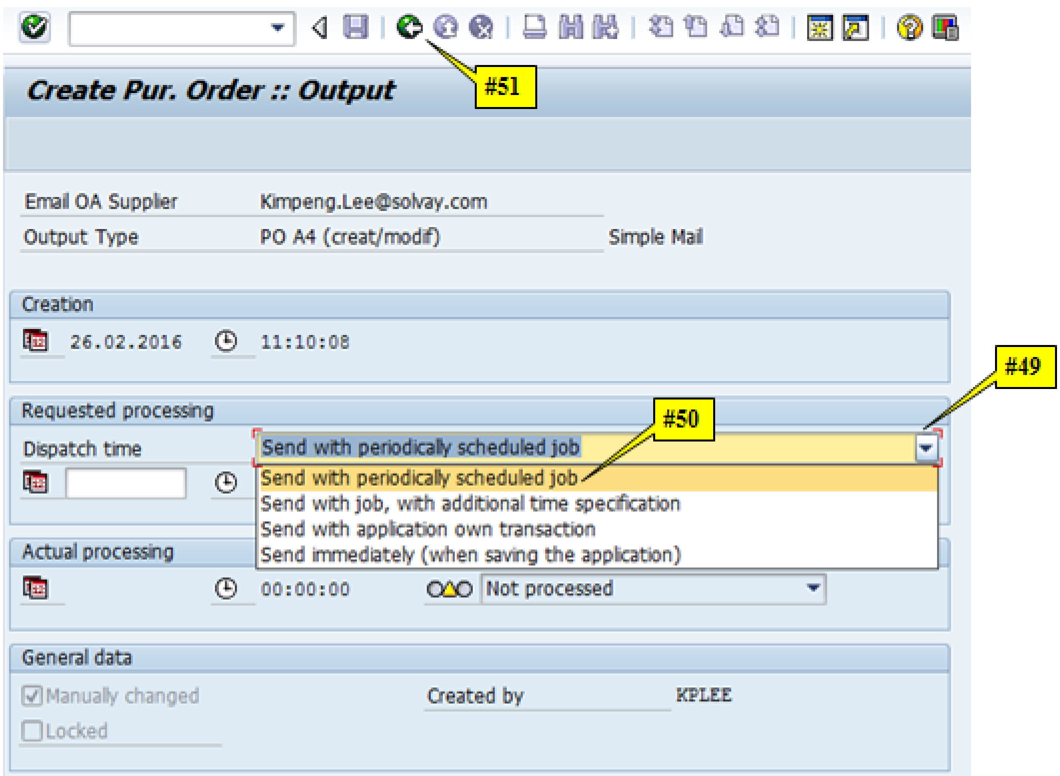

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 45 | Click on the Continue Button | This error message pops up due to lack of email address to send out this PO. Hence, we will key in the email address manually. | Email address can be entered into the RCS system via mn05 to prevent this textbox from popping out. |




| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 46 | Enter the message into this textbox and it will appear in the body of the email | | |
| 47 | Enter all parties to receive this email | | |
| 48 | Click on the Back Button twice to return back to the initial page | If there are other attachment required to be send to the supplier, you may follow the steps below. | |

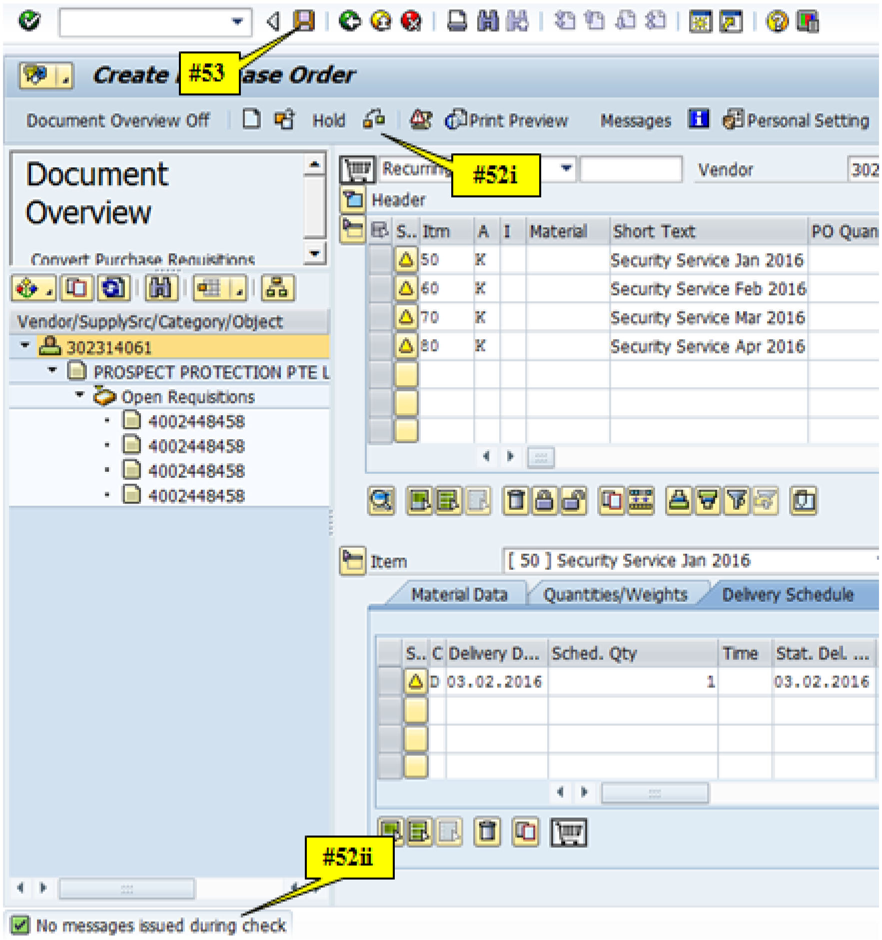



| # | Action | Key points | Tips / Best practices |
|---|---|---|---|
| 1 | Click on the Create Attachment Button | | |
| 2 | Select the file required to be attached and click on the Open Button Open | | |




| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 49 | Click on the droplist button for the selection of Dispatch Time | | |
| 50 | Select the mode of dispatch time required | Choice no.1 is preferred as it will help to lessen the load for the network as per advised by our IT professionals. | |
| 51 | Click on the Back Button to return back to the initial page | | |

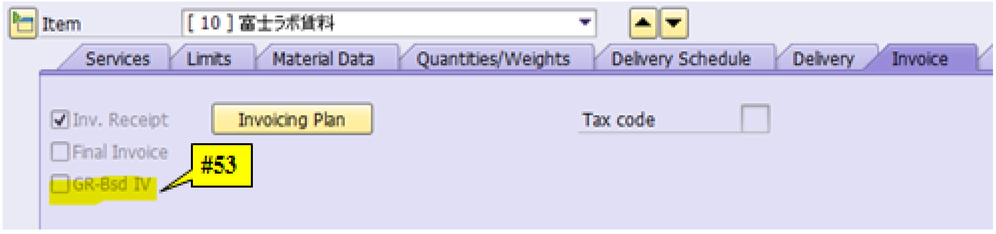


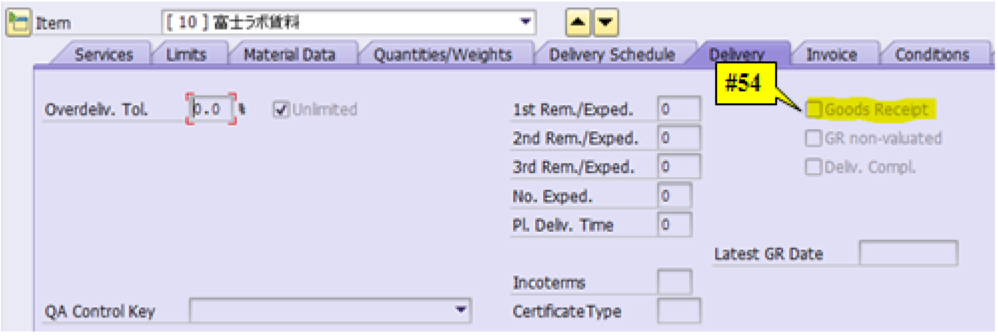

| # | Main activities | Key points | Tips / Best practices |
|---|---|---|---|
| 52 | Click on the Check Button to see if there is any error in the PO at #52i | If there is no error in the PO, a text message will appear at the bottom at #52ii | |
| 53 | Click on the Save Button | | |

After saving, the message of PO being created successfully will be displayed at the left bottom. The email will be sent to the respective parties stated at Step #36.

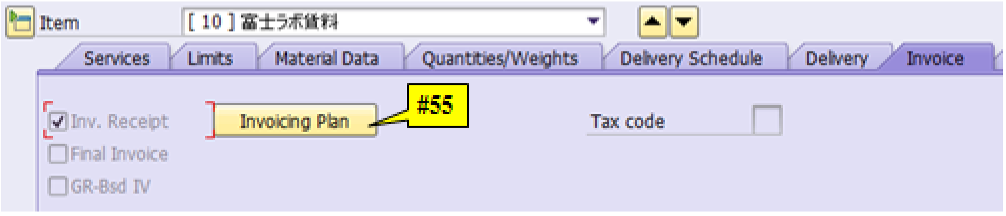
# APPENDIX

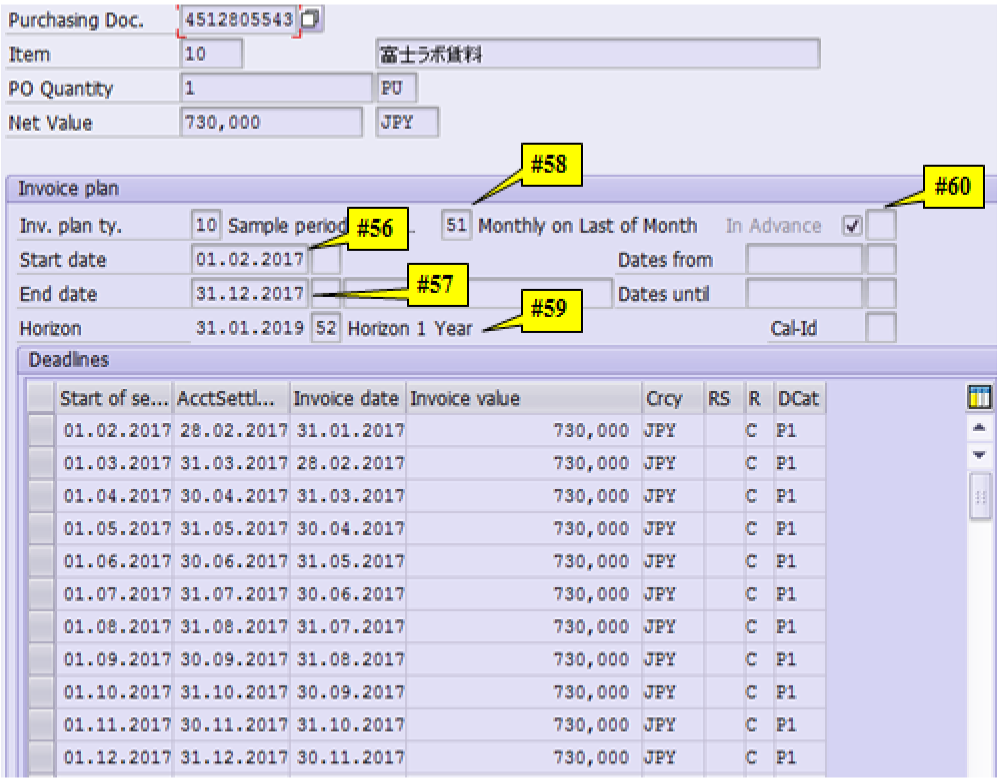
## INVOICING PLAN CREATION




| # | Action | Key points | Tips / Best practices |
|---|---|---|---|
| **53** | Go to 'Invoice' Tab and uncheck GR-based IV | This enables the invoice to be posted without the GR | |
| **54** | Go to 'Delivery' Tab and uncheck Goods Receipt | This allows no Confirmation to be created inside SRM7 | |




| # | Action | Key points | Tips / Best practices |
|---|---|---|---|
| **55** | Click on Invoicing Plan   | | |
| **56** | Enter 'Start Date' of the Contract | | |
| **57** | Enter 'End Date' of the Contract | | |
| **58** | Select the appropriate code (51 – represents 'Monthly on Last of Month') | This affects the date of 'Account Settlement' (the date that the invoice is to be paid) | |
| **59** | Select the appropriate code (52 – represents 'Horizon 1 Year') | This affects the 'Invoice Date' (the date of the invoice) | |
| **60** | Check 'In Advance' | Invoice is created in advance | |

# REFERENCES

# ATTACHMENTS

PO - 4502702719.pdf

End of document