

# APAC - PO Creation (Commodities PO)

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PO Creation

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# 1.INTRODUCTION

## 1.1 Objectives and scope of this procedure

This Operating Procedure explains how to create a commodities PO i.e. natural gas, electricity, water treatment and water supply by adding a new line item into the fixed PO .

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

Applicable to system WP1 (RCS).

## 1.2 Material groups in scope

- **The purchase orders in scope are related to:** Energy Only.

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

Create specification and PREQ

Approve PREQ/ administer PREQ

Create PO/send PO to supplier

Manage and follow up POs

Record receipts of goods and services

End product :

**Chancharoen, Chin** <chin.chancharoen@solvay.com>  
to Jiquan, Zhichen, Krittapas, Pattra, HuiJuan, Jianghao, YAOMING

Dear All,

PO no.4501289746 天然气订单 - GAS-2017.12 已经更新好了。

谢谢！

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**Best regards,**

**Chin C. (曾彬新)**  
**PtP SC Provisioning - SBS Bangkok Services Center**

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11th & 16th Fl., Wave Place, 55 Wireless Rd.,  
Pathumwan, Bangkok 10330 Thailand

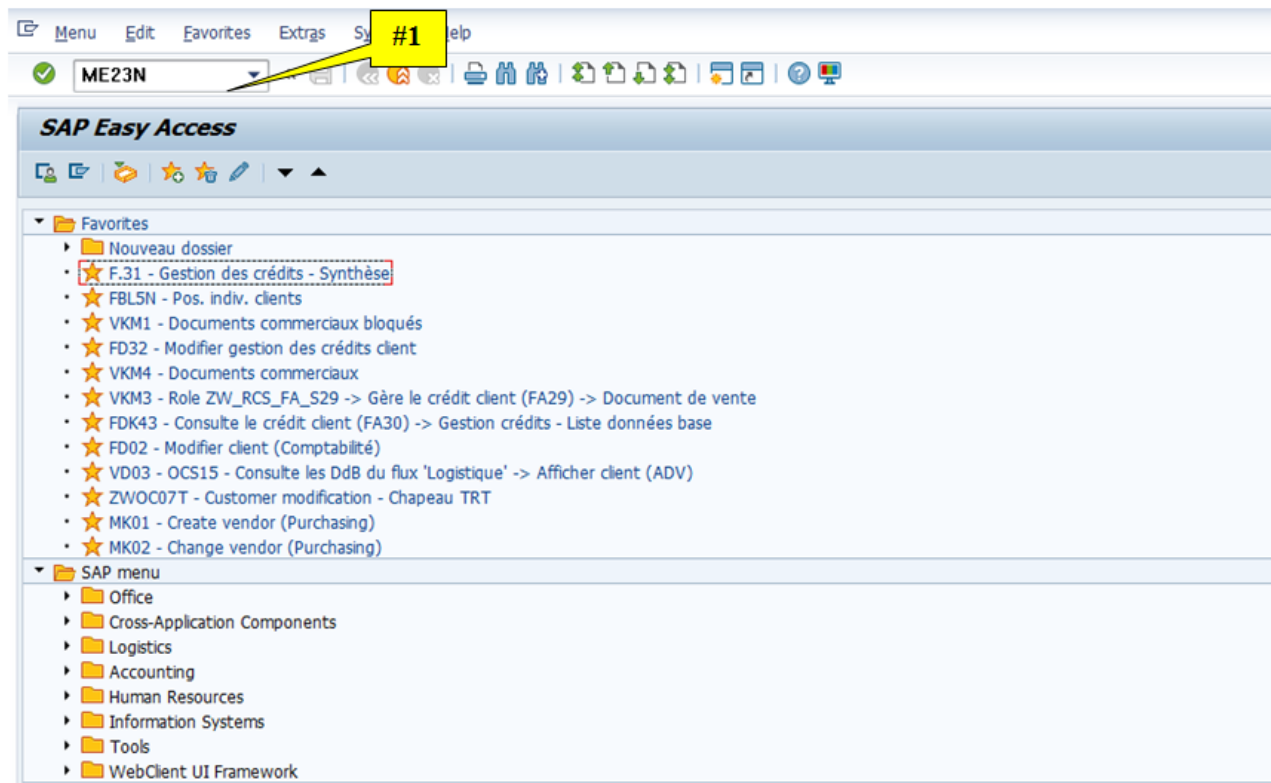
## 1.3 Abbreviations

Abbr.	Description	Abbr.	Description
PR	Purchase Requisition	SC	Shopping Cart
Cocd	Company Code	PtP	Procure to Pay
AP	Account Payable	PS	Provisioning Specialist
PO	Purchase Order	GR	Goods Receipt

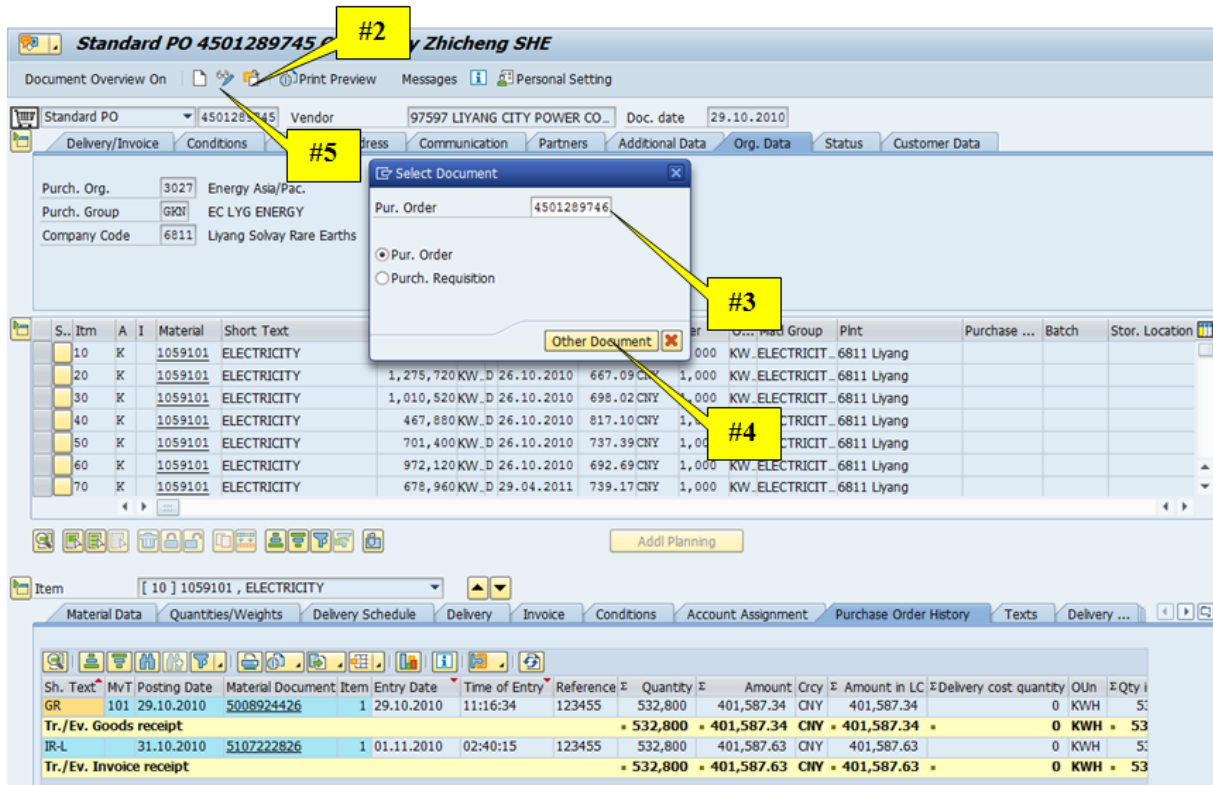



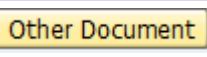

## 2. OPERATING PROCEDURE DESCRIPTION

### PO Creation




#	Main activities	Key points	Tips / Best practices
1	Enter transaction ME23N		



#	Main activities	Key points	Tips / Best practices
2	Click on 		
3	Key in the PO number	<ul style="list-style-type: none"> <li>Gas</li> </ul> <p>PO no. 4501289746 (Cocd : 6811) PO no. 4502593422 (Cocd : 6875)</p>	<p>For other utilities, please refer to hyperlink:</p> <p><a href="#">Electricity Key Points</a></p> <p><a href="#">Water Treatment and Supply Key Points</a></p>
4	Click on 		
5	Click on 		

The screenshot shows the SAP Standard PO interface for document 4501289746. The main table lists items with columns for Item, Material, Short Text, PO Quantity, and Delivery Date. Item 1260 is highlighted in yellow, with a callout #6 pointing to it. Below the table, the 'Item' view for material 1260 is shown, with a callout #7 pointing to the 'Add Planning' button.

Item	Material	Short Text	PO Quantity	Deliv. Date
1220	1616072	GAS-2017.09	7,964.900	31.08.2017
1230	1616072	GAS-2017.10	7,964.900	10.10.2017
1240	1616072	GAS-2017.11	61,728.000	14.11.2017
1250	1616072	GAS-2017.12	6,913.000	30.11.2017
1260	1616072	GAS-2018.01	4,907.260	03.02.2018

#	Main activities	Key points	Tips / Best practices
6	Click on this area to highlight this row for copying		Only 6811 (Water) needs to highlight for copying on water treatment and water supply lines
7	Click on  for adding a new line item		

**#10**

Standard PO 4501289746 Created by Zhicheng SHE

Document Overview On [Icons] Print Preview Messages Personal Setting

Standard PO 4501289746 Vendor 98052 LIYANG ANSHUN NATURA Doc. date 29.10.2010

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

Purch. Org. 3027 Energy Asia/Pac.  
 Purch. Group GKN EC LYG ENERGY  
 Company Code 6811 Lyang Solvay Rare Earths

Item	S.	Item	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Pr...	Curr...	Per	O...	Mati Group	Pint	Purchase ...	Batch
1160	K	1616072			GAS-2017.03		268,168.410	NM3	D	03.03.2017	2.97	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1170	K	1616072			GAS-2017.04		119,185.960	NM3	D	31.03.2017	2.97	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1180	K	1616072			GAS-2017.05		297,964.900	NM3	D	30.04.2017	2.97	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1190	K	1616072			GAS-2017.06		238,371.920	NM3	D	30.05.2017	2.97	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1200	K	1616072			GAS-2017.07		119,185.960	NM3	D	30.06.2017	2.97	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1210	K	1616072			GAS-2017.08		89,389.470	NM3	D	31.07.2017	2.97	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1220	K	1616072			GAS-2017.09		297,964.900	NM3	D	31.08.2017	2.97	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1230	K	1616072			GAS-2017.10		297,964.900	NM3	D	10.10.2017	2.97	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1240	K	1616072			GAS-2017.11		61,728.000	NM3	D	14.11.2017	2.92	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1250	K	1616072			GAS-2017.12		246,913.000	NM3	D	30.11.2017	2.92	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1260	K	1616072			GAS-2018.01		484,907.260	NM3	D	03.02.2018	2.92	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		
1270	K	1616072			GAS-2018.02		242,453.630	NM3	D	28.02.2018	2.92	CNY	1	NM3	SEMI FIN.&F..6811	Lyang		

**#9**



Item [ 1220 ] 1616072, GAS-2017.09

Material Data Quantities/Weights Delivery Schedule Delivery Invoicing Conditions Account Assignment Purchase Order History Texts Delivery ...

**#8**

Inv. Receipt  Invoicing Plan Tax code QY Taxes  Final Invoice  GR-Bsd IV

#	Main activities	Key points	Tips / Best practices
8	Key in Tax code	<ul style="list-style-type: none"> <li>Gas</li> </ul> <p>Tax Code : QY (11%)</p> <p>For other utilities, please refer to hyperlink:</p> <p><a href="#">Electricity Key Points</a></p> <p><a href="#">Water Treatment and Supply Key Points</a></p>	

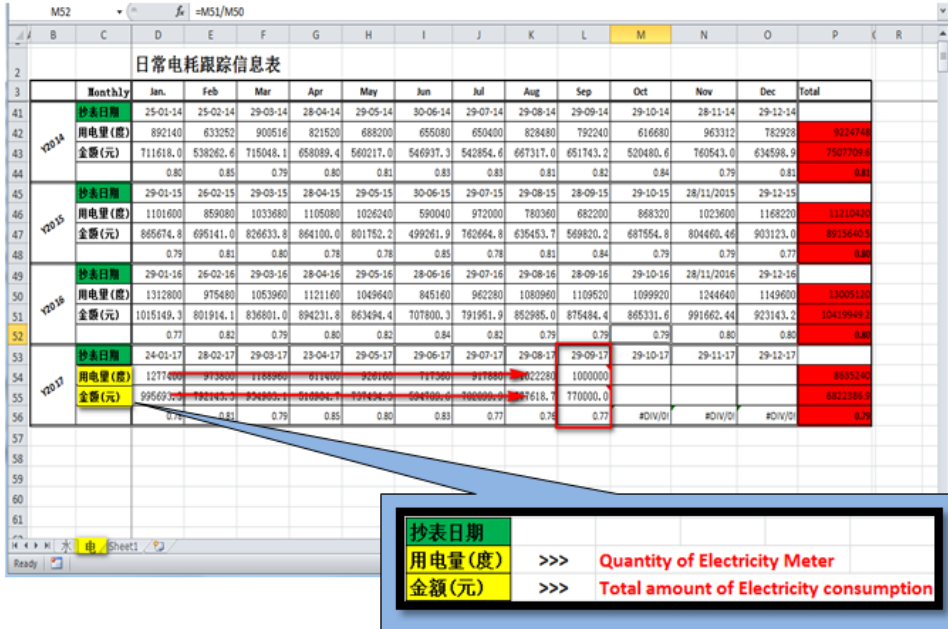
<p><b>9</b> Key in the details of Short Text, PO Quantity and Delivery Date based on information provided by Purchasing</p>	<p><b>Gas</b></p> <ul style="list-style-type: none"> <li>• Short Text : Specify month and year</li> <li>• Delivery Date : Specify the last day of the month</li> <li>• PO Quantity :</li> <li>• Cocd 6875 : Key in the amount which provided by Purchasing</li> <li>• Cocd 6811 : Calculate the amount by below formula</li> </ul> <p><i>Note: PO Quantity = Amount of Payment Request/Net price/1.11* (*Tax rate)</i></p> <div style="text-align: center;">  <p><b>付款申请单</b> <b>PAYMENT REQUEST</b></p> <p>编号: Ref No.:</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>申请人 Applicant: 余志成</td> <td>申请人编码 Employee Code:</td> <td>成本中心 Cost Center:</td> <td>申请日期 Date: 11-30-2017</td> <td>电话 Telephone:</td> <td>采购订单号 Purchase Order: 4501289746</td> <td>订单项目 PO Itm:</td> </tr> <tr> <td colspan="2">付款公司名称 Payer's Name: 深阳索尔维福士新材料有限公司</td> <td>公司代码 Company Code: 6811</td> <td colspan="4">付款用途说明 Description:</td> </tr> <tr> <td colspan="7">币种 Currency: 人民币CNY</td> </tr> <tr> <td colspan="2">收款人 Payee's name: 深阳安联电气有限公司</td> <td>收款人编码 Payee's SAP code: 98052</td> <td colspan="4"></td> </tr> <tr> <td colspan="7">收款人银行 Payee's bank name:</td> </tr> <tr> <td colspan="7">银行账号 Bank account No:</td> </tr> <tr> <td colspan="7">大写金额 Amount in words: 捌拾万元整</td> </tr> <tr> <td colspan="7">小写金额 Amount in numbers: 800000RMB</td> </tr> <tr> <td>签字 Employee Signature</td> <td>部门经理审批 Dept. Manager</td> <td>部门审批 Function Director</td> <td>跨部门审批 Cross-Dept. Approval</td> <td>财务总监审批 Finance Director</td> <td>总裁审批 Managing Director</td> <td>应付账款经理审批 Accounts Payable Manager</td> </tr> <tr> <td>日期 date</td> <td>日期 date</td> <td>日期 date</td> <td>日期 date</td> <td>日期 date</td> <td>日期 date</td> <td>日期 date</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">For other utilities, please refer to hyperlink:</p> <p style="text-align: center; margin-top: 10px;"><a href="#">Electricity Key Points</a></p> <p style="text-align: center; margin-top: 10px;"><a href="#">Water Treatment and Supply Key Points</a></p>	申请人 Applicant: 余志成	申请人编码 Employee Code:	成本中心 Cost Center:	申请日期 Date: 11-30-2017	电话 Telephone:	采购订单号 Purchase Order: 4501289746	订单项目 PO Itm:	付款公司名称 Payer's Name: 深阳索尔维福士新材料有限公司		公司代码 Company Code: 6811	付款用途说明 Description:				币种 Currency: 人民币CNY							收款人 Payee's name: 深阳安联电气有限公司		收款人编码 Payee's SAP code: 98052					收款人银行 Payee's bank name:							银行账号 Bank account No:							大写金额 Amount in words: 捌拾万元整							小写金额 Amount in numbers: 800000RMB							签字 Employee Signature	部门经理审批 Dept. Manager	部门审批 Function Director	跨部门审批 Cross-Dept. Approval	财务总监审批 Finance Director	总裁审批 Managing Director	应付账款经理审批 Accounts Payable Manager	日期 date	日期 date	日期 date	日期 date	日期 date	日期 date	日期 date
申请人 Applicant: 余志成	申请人编码 Employee Code:	成本中心 Cost Center:	申请日期 Date: 11-30-2017	电话 Telephone:	采购订单号 Purchase Order: 4501289746	订单项目 PO Itm:																																																																	
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日期 date	日期 date	日期 date	日期 date	日期 date	日期 date	日期 date																																																																	
<p><b>10</b> Click on</p> 																																																																							

After saving, PS will send the information of PO completed to AP team to post down payment.



### 3. REFERENCES

#### Electricity Key Points

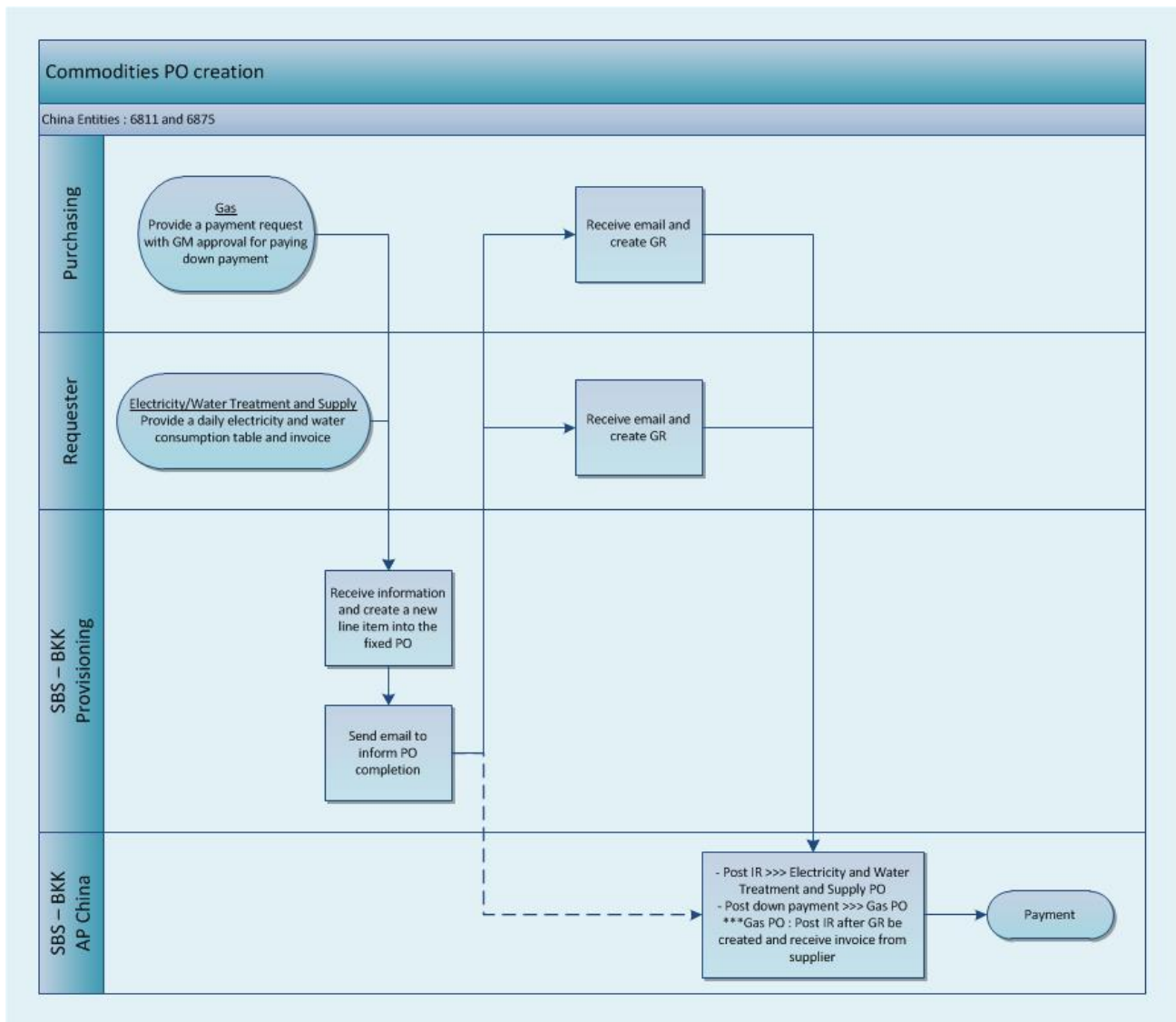
#	Main activities	Key points	Tips / Best practices
1	Key in the PO number	PO no. 4501289745 (Cocd : 6811) PO no. 4502400477 (Cocd : 6875)	
	Key in Tax code	Tax Code : JQ (17%)	
	Key in the details of Short Text, PO Quantity, Net price and Delivery Date based on attached file provided by Purchasing	<ul style="list-style-type: none"> <li>• <b>Short Text</b> : Specify month and year</li> <li>• <b>Delivery Date</b> : Specify the last day of the month</li> <li>• <b>PO Quantity</b> : Key in the amount which provided by Purchasing</li> <li>• <b>Net price</b> : Calculate the amount by below formula</li> </ul> <p><b>Note</b> : Net price = Total amount of Electricity consumption /1.17 / Quantity of Electricity Meter*1000</p> 	Normally net price based on the price of previous month. If there is net price changes, Purchasing will inform to PS.

#### Water Treatment and Supply Key Points

#	Main activities	Key points	Tips / Best practices
1	Key in the PO number	<ul style="list-style-type: none"> <li>• <b>Cocd : 6811</b></li> </ul> <p>Water Treatment : PO no. 4501289747 Water Supply : PO no. 4501289747</p> <ul style="list-style-type: none"> <li>• <b>Cocd : 6875</b></li> </ul> <p>Water Treatment : PO no. 4502872632 Water Supply : PO no. 4502400481</p>	

<p>Key in Tax code</p>	<ul style="list-style-type: none"> <li><b>Cocd : 6811</b> PO no. 4501289747 INDUSTRIAL WATER = Water Treatment line : LA (6%) Water transport = Water Supply line : JP (0%)</li> <li><b>Cocd : 6875</b> PO no. 4502872632 INDUSTRIAL WATER = Water Treatment line : JP (0%) PO no. 4502400481 INDUSTRIAL WATER = Water Supply line : JP (0%)</li> </ul>																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
<p>Key in the details of Short Text, PO Quantity, Net price and Delivery Date based on attached file provided by Purchasing</p>	<ul style="list-style-type: none"> <li><b>Short Text</b> : Specify month and year</li> <li><b>Delivery Date</b> : Specify the last day of the month</li> <li><b>Net Price</b> : Based on the previous month</li> <li><b>PO Quantity</b> : Key in the amount that provided by Purchasing through excel file</li> </ul> <p><b>Cocd : 6811</b></p> <table border="1" data-bbox="379 638 1284 1070"> <caption>日常水耗跟踪信息表</caption> <thead> <tr> <th>Monthly</th> <th>Jan.</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>抄表日期</td> <td>05-01-15</td> <td>05-02-15</td> <td>05-03-15</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>自来水(吨)</td> <td>42566</td> <td>43141</td> <td>34811</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>金额(元)</td> <td>157494.2</td> <td>159621.7</td> <td>128804.4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>单价:</td> <td>3.70</td> <td>3.70</td> <td>3.70</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3.67</td> </tr> <tr> <td>抄表日期</td> <td>05-01-16</td> <td>05-02-16</td> <td>05-03-16</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>自来水(吨)</td> <td>42136</td> <td>44335</td> <td>31105</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>金额(元)</td> <td>155902.8</td> <td>164039.5</td> <td>115088.5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>单价:</td> <td>3.70</td> <td>3.70</td> <td>3.70</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3.70</td> </tr> <tr> <td>抄表日期</td> <td>24-01-17</td> <td>28-02-17</td> <td>29-03-17</td> <td>29-04-17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>自来水(吨)</td> <td>33523</td> <td>30496</td> <td>33521</td> <td>30250</td> <td>21389</td> <td>30253</td> <td>22041</td> <td>29914</td> <td>31812</td> <td>36435</td> <td></td> <td></td> <td>354309</td> </tr> <tr> <td>金额(元)</td> <td>124035.1</td> <td>112835.2</td> <td>124027.7</td> <td>59188.3</td> <td>110836.0</td> <td>78369.3</td> <td>110847.0</td> <td>80758.2</td> <td>109604.9</td> <td>116559.2</td> <td>133497.8</td> <td></td> <td>1303086.4</td> </tr> <tr> <td>单价:</td> <td>3.70</td> <td>3.70</td> <td>3.70</td> <td>3.66</td> <td>3.66</td> <td>3.66</td> <td>3.66</td> <td>3.66</td> <td>3.66</td> <td>3.66</td> <td>3.66</td> 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<th>序号</th> <th>名称</th> <th>水费(元)</th> <th>污水费(元)</th> <th>水费(元)</th> <th>污水费(元)</th> <th>合计(元)</th> <th>用水量(吨)</th> <th>备注</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1月水费</td> <td>5</td> <td>1</td> <td>31965</td> <td>6393</td> <td>38358</td> <td>6393</td> <td></td> </tr> <tr> <td>2</td> <td>2月水费</td> <td>5</td> <td>1</td> <td>22885</td> <td>4577</td> <td>27462</td> <td>4577</td> <td></td> </tr> <tr> <td>3</td> <td>3月水费</td> <td>5</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>4月水费</td> <td>5</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>5月水费</td> <td>5</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>6月水费</td> <td>5</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>7月水费</td> <td>5</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>8月水费</td> <td>5</td> 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colspan="9">2015年1月水费调整为5.6元/吨</td> </tr> <tr> <td colspan="9">2015年4月24日水务局校验1#井智能水表、100机械水表</td> </tr> <tr> <td colspan="9">2015年12月1日污水处理费调整为1元, 水费5元</td> </tr> <tr> <td colspan="9">2017年11月28日3#井安装智能水表</td> </tr> <tr> <td colspan="9">2017年12月1日费改税</td> </tr> </tbody> </table>	Monthly	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	抄表日期	05-01-15	05-02-15	05-03-15											自来水(吨)	42566	43141	34811											金额(元)	157494.2	159621.7	128804.4											单价:	3.70	3.70	3.70										3.67	抄表日期	05-01-16	05-02-16	05-03-16											自来水(吨)	42136	44335	31105											金额(元)	155902.8	164039.5	115088.5											单价:	3.70	3.70	3.70										3.70	抄表日期	24-01-17	28-02-17	29-03-17	29-04-17										自来水(吨)	33523	30496	33521	30250	21389	30253	22041	29914	31812	36435			354309	金额(元)	124035.1	112835.2	124027.7	59188.3	110836.0	78369.3	110847.0	80758.2	109604.9	116559.2	133497.8		1303086.4	单价:	3.70	3.70	3.70	3.66	3.66	3.66	3.66	3.66	3.66	3.66	3.66		3.68	抄表日期	29-01-18	28-02-18	29-03-18	29-04-18	29-05-18	29-06-18	29-07-18	29-08-18	29-09-18	29-10-18	29-11-18	29-12-18		自来水(吨)	41579												71598	金额(元)	153831.3	164819.2											263814.5	单价:	3.66	3.66	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.66	序号	名称	水费(元)	污水费(元)	水费(元)	污水费(元)	合计(元)	用水量(吨)	备注	1	1月水费	5	1	31965	6393	38358	6393		2	2月水费	5	1	22885	4577	27462	4577		3	3月水费	5	1	0	0	0			4	4月水费	5	1	0	0	0			5	5月水费	5	1	0	0	0			6	6月水费	5	1	0	0	0			7	7月水费	5	1	0	0	0			8	8月水费	5	1	0	0	0			9	9月水费	5	1	0	0	0			10	10月水费	5	1	0	0	0			11	11月水费	5	1	0	0	0			12	12月水费	5	1	0	0	0			<b>合计金额</b>						65820	10970		水费: 5 元/吨		污水费: 1元/吨						2012.2.29日更换3#井水表									水费4月调整为2.6元一吨									2013年5月9日更换3#井水表									2013年11月14日水务局更换1#井智能水表									2014年6月25日更换3#井水表, 新表数字0.									2015年1月水费调整为5.6元/吨									2015年4月24日水务局校验1#井智能水表、100机械水表									2015年12月1日污水处理费调整为1元, 水费5元									2017年11月28日3#井安装智能水表									2017年12月1日费改税									<p>Normally net price based on the price of previous month If there is net price changes, Purchasing will inform to PS</p>
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## Commodities PO Creation Flowchart





## 4. ATTACHMENTS

- No References