



SAP Purchasing

Q & A

Session

Transitioning Purchase Orders

Transitioning Open Purchase Orders from FRS to SAP

Open Purchase Orders:

- ◆ Invoiced but Not Received
- ◆ Received but Not Invoiced
- ◆ Not Invoiced and Not Received

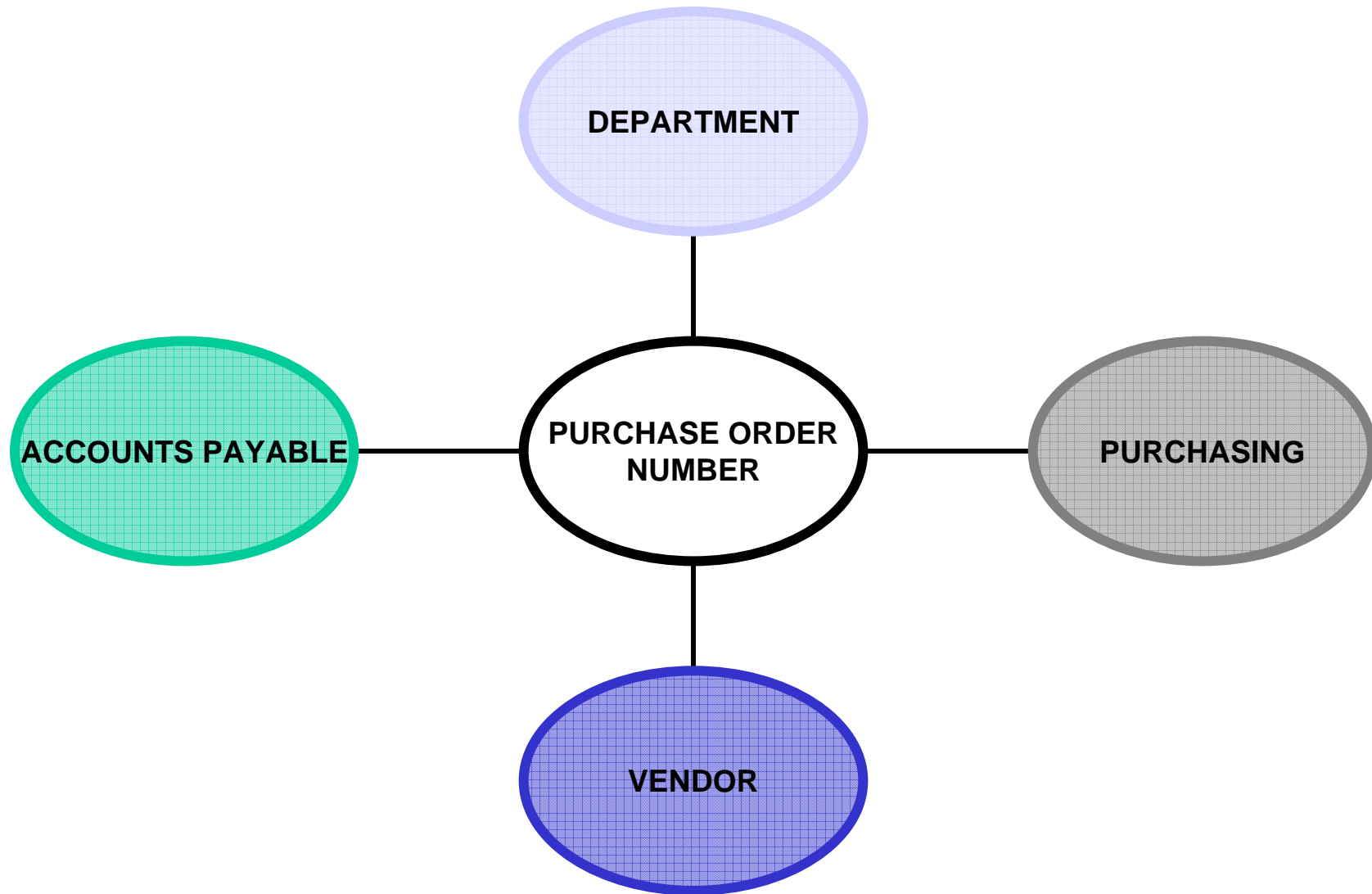
Policy & Business Process Changes

- All invoices will be sent to Accounts Payable.
- All Requisitions & Purchase Orders are encumbered.
 - ◆ This will effect multi-year purchase orders.
- There are two ways to make a purchase:
 - ◆ Procurement Card
 - ◆ Purchase Order
- Purchasing can create Purchase Orders only after a department enters a requisition. POs will not be printed by Purchasing.

Policy & Business Process Changes

- DAVs will continue to be used as a payment document. They may only be used to purchase certain goods and services.
 - ◆ See Matrix
- There are no confirmation orders.
- FRS will be available for display only.
- There are no more C-Orders, X-Orders or M-Orders
- The Purchase Order number is the common reference point between Accounts Payable, Departments, Purchasing and the Vendor.

Purchase Order Number



Purchase Orders in SAP

- **Framework Order:**
 - ◆ Creates a maximum pool of money for a specific period of time.
 - ◆ Two-way match – No Receiving
- **Standard Purchase Order:**
 - ◆ Line item driven by quantity and unit price
 - ◆ Three-way match – Receiving Required

Framework Order

Framework order 450000390 Created by Kevin R Stevens

Document overview on | Print preview | Messages | Personal setting

FO Framework order 450000390 Vendor 100000 Test Vendor Doc. date 09/19/2005

Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org. data | Status

Header text | Header note | Pricing types | Deadlines

1 Continuous-t...

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc	Bas
1		K	B		Capital Construction Contract		1	AU	09/30/2005	1,000,000.00	USD	1	AU	Capital Con...	University of Kentu..		
											USD				University of Kentu..		
											USD				University of Kentu..		
											USD				University of Kentu..		
											USD				University of Kentu..		
											USD				University of Kentu..		
											USD				University of Kentu..		
											USD				University of Kentu..		

Item 1 [1] Capital Construction Contract

Limits | Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address | Conf...

Overall limit 1,000,000.00 USD No limit

Expected value 1,000,000.00

"Actual" value 0.00

Standard Purchase Order

Standard PO 4500000398 Created by Kevin R Stevens

Document overview on | Print preview | Messages | Personal setting

NB Standard PO | 4500000398 | Vendor: 121107 Baxter Healthcare Corp | Doc. date: 09/21/2005



Header

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc
1	K				IV Bags	10	EA	D	09/30/2005	100.00	USD	1	EA	Medical Supplie..	University of Kentu..	
2	K				Beds	10	EA	D	09/30/2005	10.00	USD	1	EA	Medical Supplie..	University of Kentu..	
3	X				Wheels	5	EA	D	09/30/2005	15.00	USD	1	EA	Medical Supplie..	University of Kentu..	
											USD				University of Kentu..	
											USD				University of Kentu..	
											USD				University of Kentu..	
											USD				University of Kentu..	
											USD				University of Kentu..	
											USD				University of Kentu..	

Purchase Orders in SAP

- Reverse Purchase Orders:
 - ◆ Creates a pool of money in a Standard Purchase Order
 - Quantity is always the total dollar amount of pool
 - UOM is always LOT
 - Unit Price is always \$1.00
 - Department receives quantity as total dollar for each invoice
 - ◆ Reverse Purchase Orders may be used for:
 - Personal Service Contracts
 - Leases
 - Master Orders
 - Printing
 - Furniture

Reverse Purchase Order

 NB Standard PO
 
 Vendor: 100000 Test Vendor
 Doc. date: 09/26/2005

Delivery/invoice
 Conditions
 Texts
 Address
 Communication
 Partners
 Additional data
 Org.data
 Status

Payment terms: 0001
 Currency: USD

Payment in: days %
 Exchange rate: 1.00000
 Exch.rate fixed

Payment in: days %

Payment in: days net

Incoterms: FOB Destination PPY and Add
 GR message

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group
	1	K			Personal Service Contract to provide	130.0	HR	D	10/31/2005	350.00	USD	1	HR	Personal S...
	2	K			Expenses for Consultants to include	6,000	LOT	D	10/31/2005	1.00	USD	1	EA	Personal S...
											USD			
											USD			
											USD			

Who do I contact for SAP HELP?



- IRIS Training Team:
 - ◆ IRISTraining@email.uky.edu
- IRIS Technical Team:
 - ◆ iris@email.uky.edu
- PURCHASING Help Team:
 - ◆ Purch.SAPhelp@email.uky.edu



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