University of Kentucky Purchasing Division	**Document Number:** **09-05-06**	**Title:** **SAP – Process Framework Order**	**Page 1 of 2**

Framework orders are for repeat bulk ordering of goods over a time range and require a two-way match (PO and invoice). They are generally used for a limited number of commodities (food, personal service contracts, etc.). Since they remove the requirement for a Goods Confirmation/Goods Receipt, use of Framework Orders must be approved by an Associate/Assistant Director or Procurement Manager before establishing.

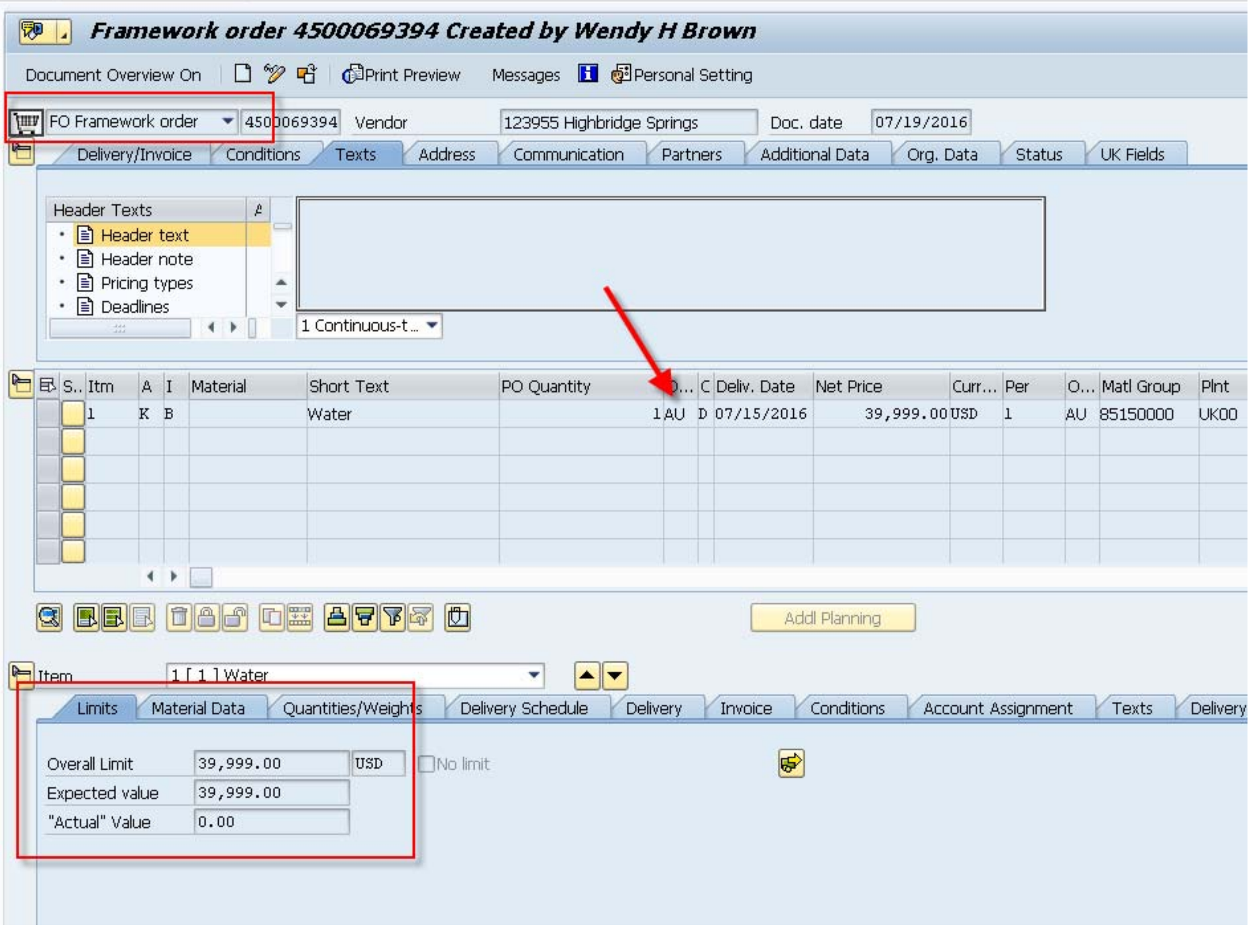
Framework purchase orders can only be converted from Framework requisitions. The requisitioner must select the FO document type when entering the requisition as well as set the dollar “limits” of the purchase. The requisition must also state the validity period for the framework order.

When processing the Framework requisition into a Framework Purchase Order, the Purchasing buyer ensures the following:

- The PO is document type FO
- The Limits tab in the bottom Details section contains valid entries
- The date range on the Additional Data tab in the header section is valid for the purchase period.

Note: Framework orders automatically populate AU as the unit of measure

Important: Since there is no requirement for a Goods Confirmation/Goods Receipt, invoice payments for FO orders release as soon as posted in conjunction with the PO payment terms.



Framework order 4500069394 Created by Wendy H Brown

Document Overview On
Print Preview
Messages
Personal Setting
Delivery/Invoice
Conditions
Texts
Address
Communication
Partners
Additional Data
Org. Data
Status
UK Fields
Header Texts
Header text
Header note
Pricing types
Deadlines
1 Continuous-t...
Addl Planning
Limits
Material Data
Quantities/Weights
Delivery Schedule
Delivery
Invoice
Conditions
Account Assignment
Texts
Delivery

FO Framework order 4500069394 Vendor 123955 Highbridge Springs Doc. date 07/19/2016

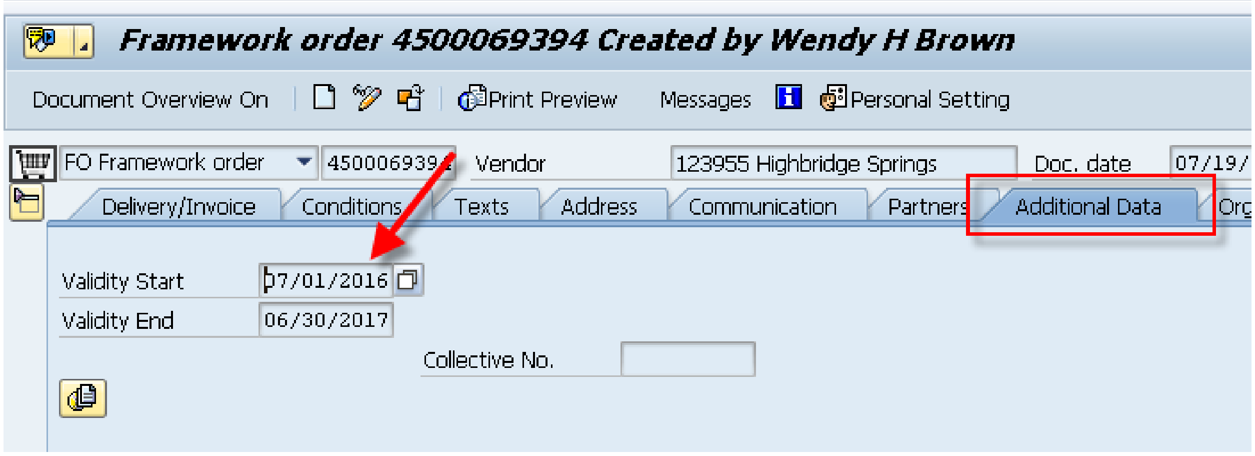
S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	1	K	B		Water	1	AU	D	07/15/2016	39,999.00	USD	1	AU	85150000	UK00

Item 1 [1] Water

Overall Limit 39,999.00 USD ☐ No limit

Expected value 39,999.00

"Actual" Value 0.00



Framework order 4500069394 Created by Wendy H Brown

Document Overview On
Print Preview
Messages
Personal Setting
Delivery/Invoice
Conditions
Texts
Address
Communication
Partners
Additional Data
Org

FO Framework order 450006939 Vendor 123955 Highbridge Springs Doc. date 07/19/

Validity Start 07/01/2016

Validity End 06/30/2017

Collective No.