

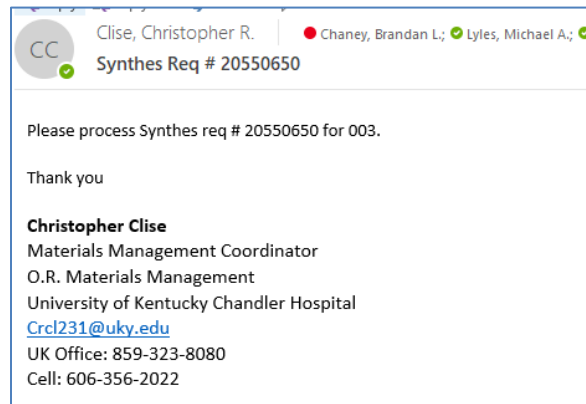
Document Overview for Large Orders

How to use Document Overview on SAP purchase order.

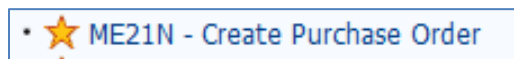
Role: Supply Chain Buyer Staff

Frequency: As Needed

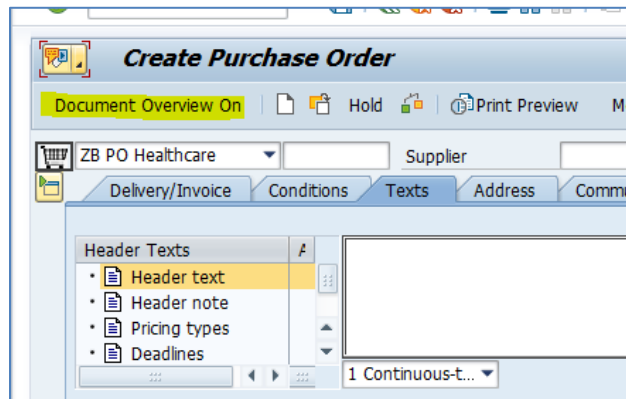
- **Large orders will populate in the queue and sometimes an email notification is sent
- **Using Document Overview is often easier to get these orders submitted
- **Synthes requisitions are popular among these and will arrive next day by default



- Copy the requisition and go into ME21N

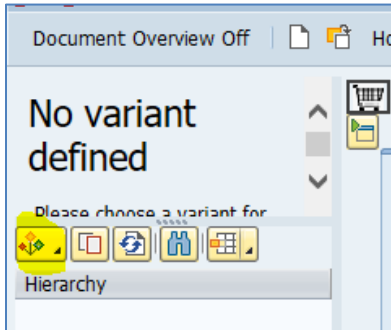


Click Document Overview on the left-hand side



Document Overview for Large Orders

- Click the Selection Variant icon (flower) and choose Purchase Requisitions



- Delete any pre-filled data (Except for Plant UK00), paste the requisition number, select the Open only and Released only boxes, and click execute

Purchase Requisitions

General selections

Max. no. of hits: 5000

☒ Open only

☒ Released only

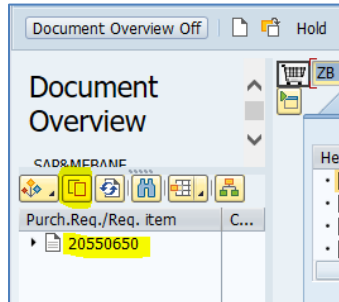
☐ Assigned, open, and released

Program selections

Name of Requisitioner/Requester	to		
Requisition (Request) Date	to		
Purchase Requisition Number	to	120550650	
Requirement Tracking Number	to		
Item Number	to		
Document Type	to		
Purchasing Group	to	136	
Purchasing Organization	to	UK00	
MPN Material	to		
Name of Processor	to		
Fixed Vendor	to		
Account Assignment Category	to		
Outline Agreement Number	to		
Outline Agreement Item	to		
Desired Vendor	to		
Material Group	to		
Material	to	016884	
Item Category	to		
Supplying Plant	to		
Plant	to	UK00	

Document Overview for Large Orders

- Select the requisition and click adopt



- Slide to the right and double-click the requisition to review

to rec.	R...	F...	T..	Purch.Req.	Req...	Outlin
00092...	<input type="checkbox"/>	<input type="checkbox"/>		20550650	1	4600
00092...	<input type="checkbox"/>	<input type="checkbox"/>		20550650	2	4600
00003...	<input type="checkbox"/>	<input type="checkbox"/>		20550650		4600

- **Ensure the line number on the requisition matches the line amount on the Purchase Order
- **There's a chance all lines didn't convert so double-check and add missing lines as needed

53	K	244509	
54	K	199771	
55	K	69115	

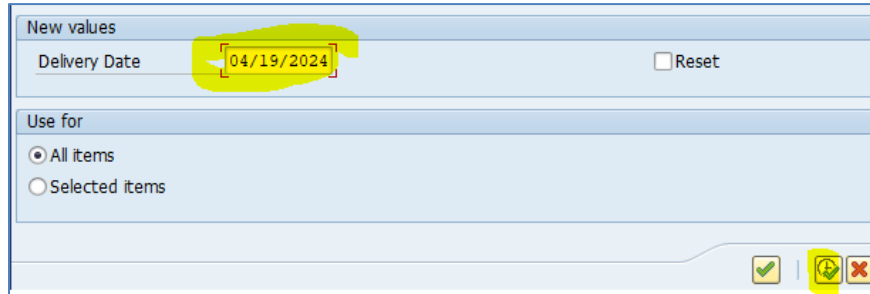
54	K	199
55	K	69

- Select the green back button to go back to the Purchase Order
- Review the lines to make sure there are no "bombs" and fix as needed
- Highlight the Delivery Date column and select the Fast Change icon

aterial	Short Text	PO Quantity	O...	C Deliv. Date	Net Price
7210	DRILL BIT 3FLUTED 3.2...		1 EA	D 04/18/2024	
7222	DRILL BIT 3FLUTED 3.2...		2 EA	D 04/18/2024	
375	NAIL TI LK IM 4MM 32M...		1 EA	D 04/18/2024	
376	NAIL TI LK IM 4MM 34M...		1 EA	D 04/18/2024	
378	NAIL TI LK IM 4MM 38M...		1 EA	D 04/18/2024	
379	NAIL TI LK IM 4MM 40M...		1 EA	D 04/18/2024	
380	NAIL TI LK IM 4MM 42M...		1 EA	D 04/18/2024	
2638	SCREW MATRIX NEURO ...		14 EA	D 04/18/2024	
571	MATRIX SCREW SELF-DR...		2 EA	D 04/18/2024	
720	SCREW 3.5MM CORTEX ...		1 EA	D 04/18/2024	
721	SCREW 3.5MM SELF TAP...		3 EA	D 04/18/2024	
722	SCREW 3.5MM CORTEX ...		4 EA	D 04/18/2024	
011	SCREW CTX 3.5MM SELF...		3 EA	D 04/18/2024	

Document Overview for Large Orders

- Enter the appropriate delivery date and click execute



- If you're ready to send the Purchase Order, click the Save icon to output to the supplier

