

Pay Only Purchase Orders

How to setup and manage pay-only purchase orders

Role: Supply Chain Buyer Staff

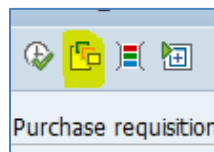
Frequency: As Needed

**These are not real orders, but rather a PO built to pay for items used during cases.

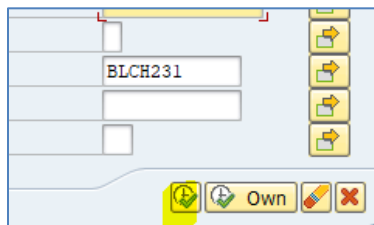
- Go into ME57 – Assign and Process Requisitions

• ★ ME57 - Assign and Process Requisitions

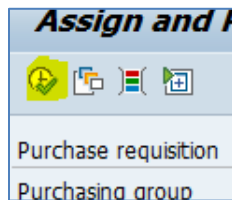
- Click the variant icon at the top



- Click the execute icon on the pop-up

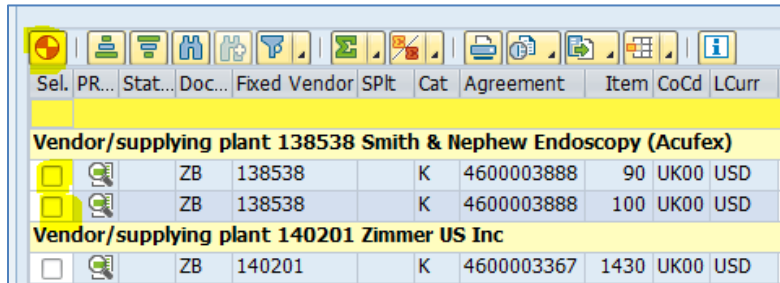


- Click the execute icon at the top to access your queue



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- Select the boxes under one vendor and select the hazard icon to populate

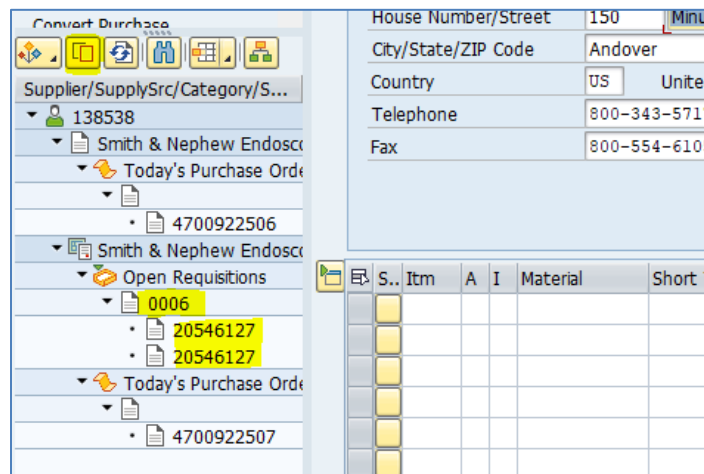


Sel.	PR...	Stat...	Doc...	Fixed Vendor	SPlt	Cat	Agreement	Item	CoCd	LCurr	C
Vendor/supplying plant 138538 Smith & Nephew Endoscopy (Acufex)											
<input checked="" type="checkbox"/>				ZB	138538		K	4600003888	90	UK00	USD
<input checked="" type="checkbox"/>				ZB	138538		K	4600003888	100	UK00	USD
Vendor/supplying plant 140201 Zimmer US Inc											
<input type="checkbox"/>				ZB	140201		K	4600003367	1430	UK00	USD

- Select the same req #'s and select the adopt icon

**You can select more than one by holding CTRL and selecting

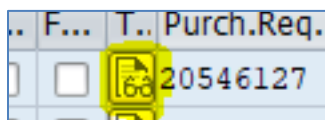
**If all the requisitions under the storage location are the same, you can also select the storage location rather than the individual requisitions



S.	Itm	A	I	Material	Short
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					

- Slide to the right until you get to the Purchase Requisition column

**A Truck icon tells you there is a special text noted for you to review, you can find this under the Texts tab at the bottom and also in the requisition itself



F...	T.. Purch.Req.
<input type="checkbox"/>	20546127

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**The Text tab at the bottom shows me this is a Pay-Only PO

1 [1] 8575 , SCREW CANNU-FLEX 7MM 20MM

Quantities/Weights Delivery Schedule Delivery

A... **PAY ONLY**
DO NOT SHIP
DOS 2/19/24
DR IRELAND

xt ✓
ord PO text
PO text

- Double-click into the requisition to make sure no lines are missing

**It's important to have all lines of a Pay-Only together on one Purchase Order

IM Material	Info rec.	R...	F...	T...	Purch.Req.	Req...	Outline ag...	Con...	Central C
8575	00010215	<input type="checkbox"/>	<input type="checkbox"/>	63	20546127	1	4600003888	90	
8576	5300012...	<input type="checkbox"/>	<input type="checkbox"/>	63	20546127	2	4600003888	100	
		<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>						

Default Values Addl Planning

**This requisition only shows two lines, which matches what I have on the Purchase Order

St...	Item	A	Material	Vendor	Vendor Material Number
1	K		8575		
2	K		8576		

S..	Itm	A	I	Material	Short Text
1		K		8575	SCREW CANNU-FLEX 7
2		K		8576	SCREW CANNU-FLEXI 7

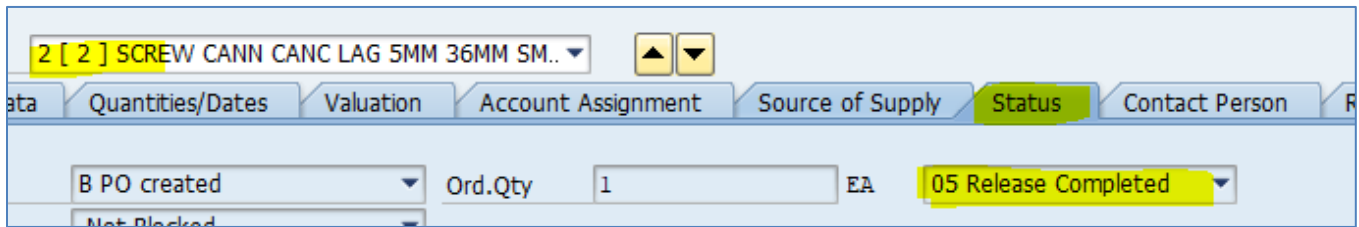
**The below example is a requisition that has an off-formulary request (no SAP #) and needs to be added to the PO if it was released (Release Completed)

A	Material	Vendor	Vendor Material Number	Short Text
K	29907			PIN CANN 5
K		140201	180253036	SCREW CANI
K	29913			SCREW CANI

Quick Reference Card

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**Check release status by going to the correct line at the bottom and checking the Status tab

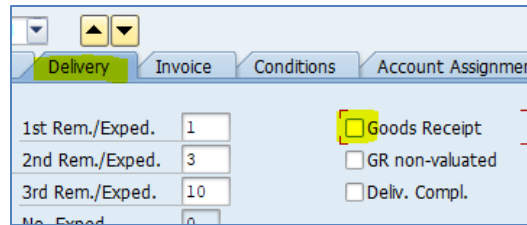


The screenshot shows the SAP Purchase Order line item interface. The item description is '2 [2] SCREW CANN CANN LAG 5MM 36MM SM..'. The 'Status' tab is selected, showing a dropdown menu with '05 Release Completed' highlighted. Other tabs include 'Data', 'Quantities/Dates', 'Valuation', 'Account Assignment', 'Source of Supply', and 'Contact Person'. The 'B PO created' dropdown is set to 'Not Blocked', and the 'Ord.Qty' is '1'.

**SAP #s will be 02 Active, Items still being considered are 03 In Release, Items approved to add to the Purchase Order are 05 Release completed, Items denied and are not to be added are 08 Release Refused

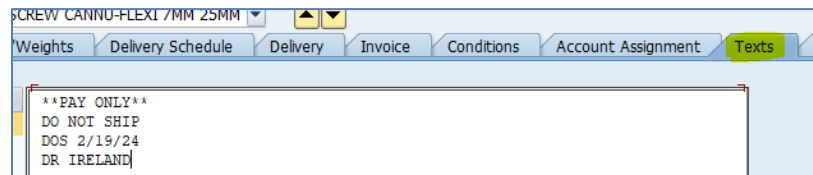
- On the Delivery tab on the bottom, uncheck the "Goods Receipt" box for each line

**We do not expect any product to come in, this is only to pay for used items on a case

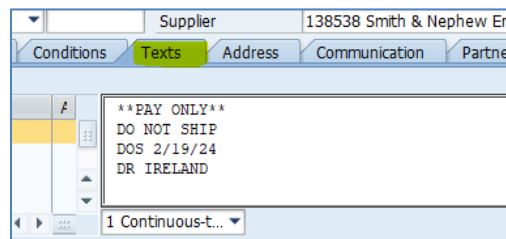


The screenshot shows the 'Delivery' tab for a SAP Purchase Order line item. The 'Goods Receipt' checkbox is unchecked. Other tabs include 'Invoice', 'Conditions', and 'Account Assignment'. The '1st Rem./Exped.' is '1', '2nd Rem./Exped.' is '3', and '3rd Rem./Exped.' is '10'.

- Copy the text from the Texts tab on the bottom to the Header Text at the top



The screenshot shows the 'Texts' tab for a SAP Purchase Order line item. The text content is:
PAY ONLY
DO NOT SHIP
DOS 2/19/24
DR IRELAND



The screenshot shows the 'Texts' tab for a SAP Purchase Order header. The text content is:
PAY ONLY
DO NOT SHIP
DOS 2/19/24
DR IRELAND

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- Delete any Fax# listed under the Address tab at the top

*This means when we output, it will go to the email on file

The screenshot shows the 'Address' tab of a software interface. It contains fields for address, city, state, and phone numbers. The 'Address' field is highlighted with a red box and contains 'Minuteman Park'. The 'City' field contains 'Andover'. The 'State' field is set to 'US' and 'United States'. There are two phone number fields: '800-343-5717' and '800-554-6105'. The 'Extension' field is empty.

- Click Messages at the top

The screenshot shows the 'Messages' tab of a software interface. It contains a 'Preview' button, a 'Messages' button, and a 'Personal' button. Below these buttons is a 'Supplier' field with a dropdown arrow and the value '11'.

- Change the output to 1 Print Output by clicking the arrow drop-down

The screenshot shows a table with columns: 'Description', 'Medium', 'Fu...', and 'Partn'. The first row contains 'Purchase ord...', 'EDI', 'VN', and '1385'. A yellow box highlights the 'Medium' column, and a red box highlights the dropdown arrow next to 'VN'.

The screenshot shows a table with columns: 'Medium', 'Fu...', and 'Partn'. The first row contains 'Print output', 'VN', and '138'. A yellow box highlights the 'Medium' column, and a red box highlights the dropdown arrow next to 'VN'.

- Click Communication Method at the top

The screenshot shows a 'Communication method' field with a dropdown arrow and a 'Communication method' button.

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- Input the highlighted information (RIGHTFAX, ZUKPURCHPO_RIGHT)

Printing information	
Logical destination	RIGHTFAX
Number of messages	<input type="checkbox"/>
Spool request name	<input type="checkbox"/>
Suffix 1	<input type="checkbox"/>
Suffix 2	<input type="checkbox"/>
SAP cover page	Do Not Print
Recipient	<input type="text"/>
Department	<input type="text"/>
Cover Page Text	<input type="text"/>
Authorization	<input type="text"/>
Storage Mode	<input type="text"/>
Format	
Form	ZUKPURCHPO_RIGHT

- Click the "back" green arrow at top

Change Pur. Order :: Output		
Vendor	118456	Zoll Medical Corp
Output type	NEU	Purchase order
Printing information		
Logical destination	RIGHTFAX	

- Click the Save icon at the top to complete this output and send to vendor

der :: Output		
Communication method	Processing log	Full