

Utilize Document Overview

How to utilize document overview on SAP purchase order

Role: Supply Chain Buyer Staff

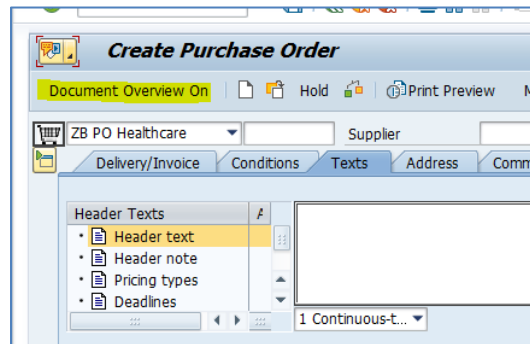
Frequency: As Needed

**Document Overview can be used not only for large orders, but also to find open requisitions that are “hung up” and to see if there are open orders for a specific SAP#

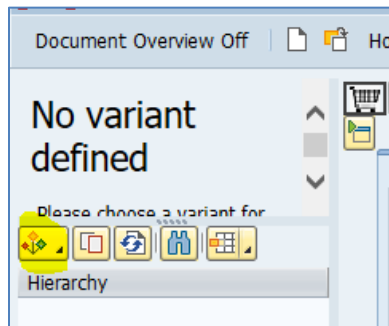
- Go into ME21N

• ★ ME21N - Create Purchase Order

- Click Document Overview on the left-hand side



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



Utilize Document Overview

LARGE ORDER SUBMISSION

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

The screenshot shows the 'Purchase Requisitions' screen. In the 'General selections' section, 'Max. no. of hits' is set to 5000. The 'Open only' and 'Released only' checkboxes are selected. In the 'Program selections' section, the 'Purchase Requisition Number' is entered as 20559904. The 'Plant' is set to UK00. Other fields like 'Name of Requisitioner/Requester', 'Requisition (Request) Date', 'Requirement Tracking Number', 'Item Number', 'Document Type', 'Purchasing Group', 'Purchasing Organization', 'MPN Material', 'Name of Processor', 'Fixed Vendor', 'Account Assignment Category', 'Outline Agreement Number', 'Outline Agreement Item', 'Desired Vendor', 'Material Group', 'Material', 'Item Category', 'Supplying Plant', and 'Plant' are also visible.

OPEN ORDERS FOR BUYER

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

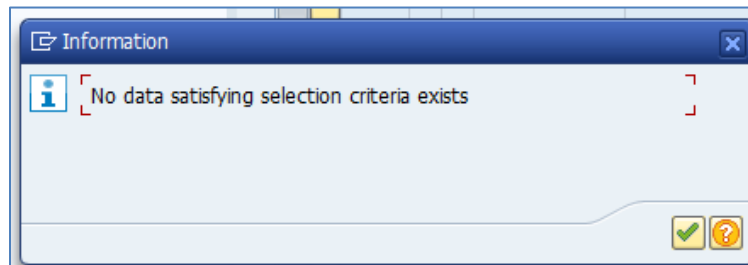
The screenshot shows the 'Purchase Requisitions' screen. In the 'General selections' section, 'Max. no. of hits' is set to 5000. The 'Open only' and 'Released only' checkboxes are selected. In the 'Program selections' section, the 'Purchase Requisition Number' is entered as 20450663. The 'Purchasing Group' is set to 125. The 'Plant' is set to UK00. Other fields like 'Name of Requisitioner/Requester', 'Requisition (Request) Date', 'Requirement Tracking Number', 'Item Number', 'Document Type', 'Purchasing Organization', 'MPN Material', 'Name of Processor', 'Fixed Vendor', 'Account Assignment Category', 'Outline Agreement Number', 'Outline Agreement Item', 'Desired Vendor', 'Material Group', 'Material', 'Item Category', 'Supplying Plant', and 'Plant' are also visible.

Utilize Document Overview

**It's EXTREMELY important to check the Open only and Released only boxes so you are not viewing orders already placed

**If your queue is empty via ME57 and ME59N but a requisition populates, this is an open order that needs worked – involve Management to coordinate a resolution

**If the below message appears, you have no open orders



OPEN ORDERS FOR SAP

- Delete any pre-filled data (Except for Plant UK00), enter the SAP #, 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		
Requirement Tracking Number		to		
Item Number		to		
Document Type		to		
Purchasing Group	138	to		
Purchasing Organization	UK00	to		
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	33	to		
Material		to		
Item Category		to		
Supplying Plant		to		
Plant	UK00	to		

Utilize Document Overview

**If the below message appears, there are no open orders for that SAP #

