

Purchase Order Work instruction



Purpose

The purpose of this document is to provide a clear step by step work instruction on how to create a purchase orders for business purchase that are \$10,000 or more.

PO Checklist

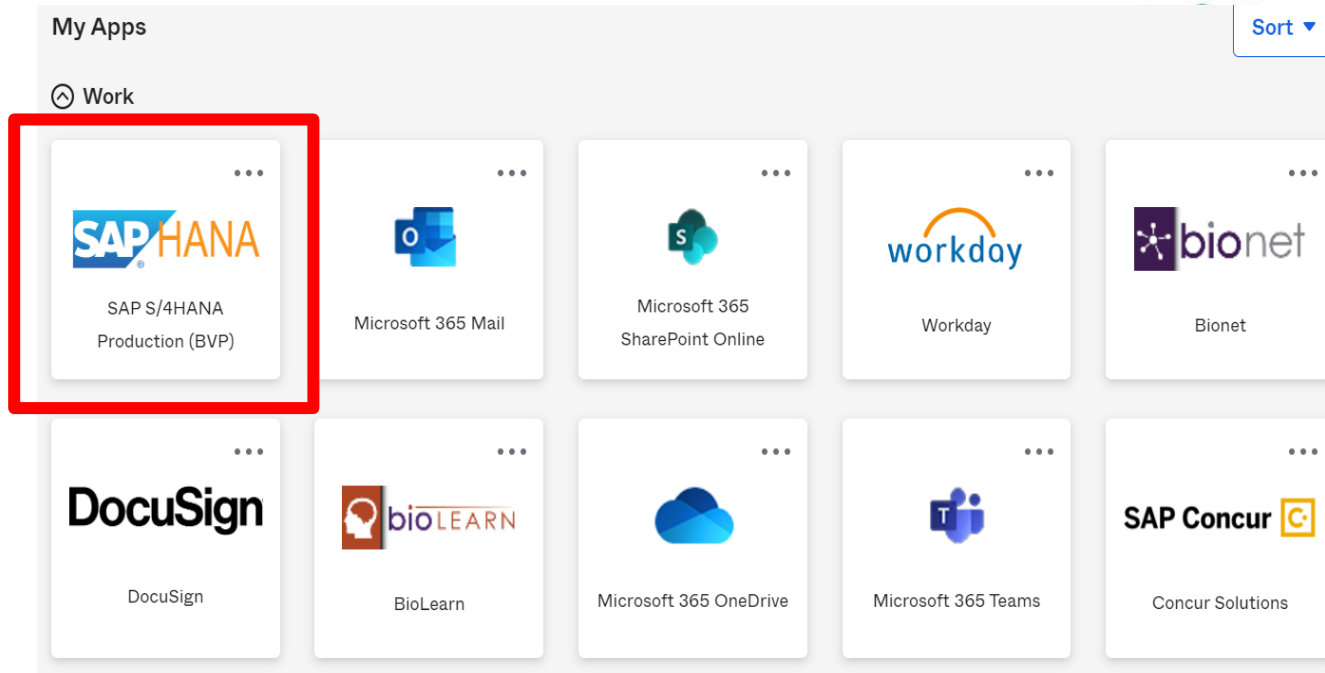
- To create a Purchase Order, you will need to gather the following information from the PO Requestor or Finance.



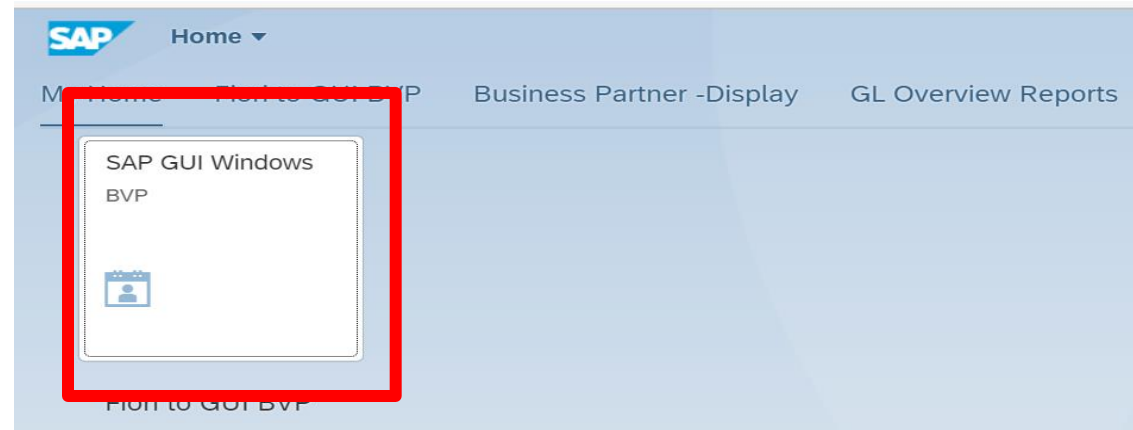
- Vendor Number
- Cost Center
- GL
- Profit Center

PO Creation

- Access SAP from the Okta Apps home page.
<https://bioventus.okta.com/app/UserHome>

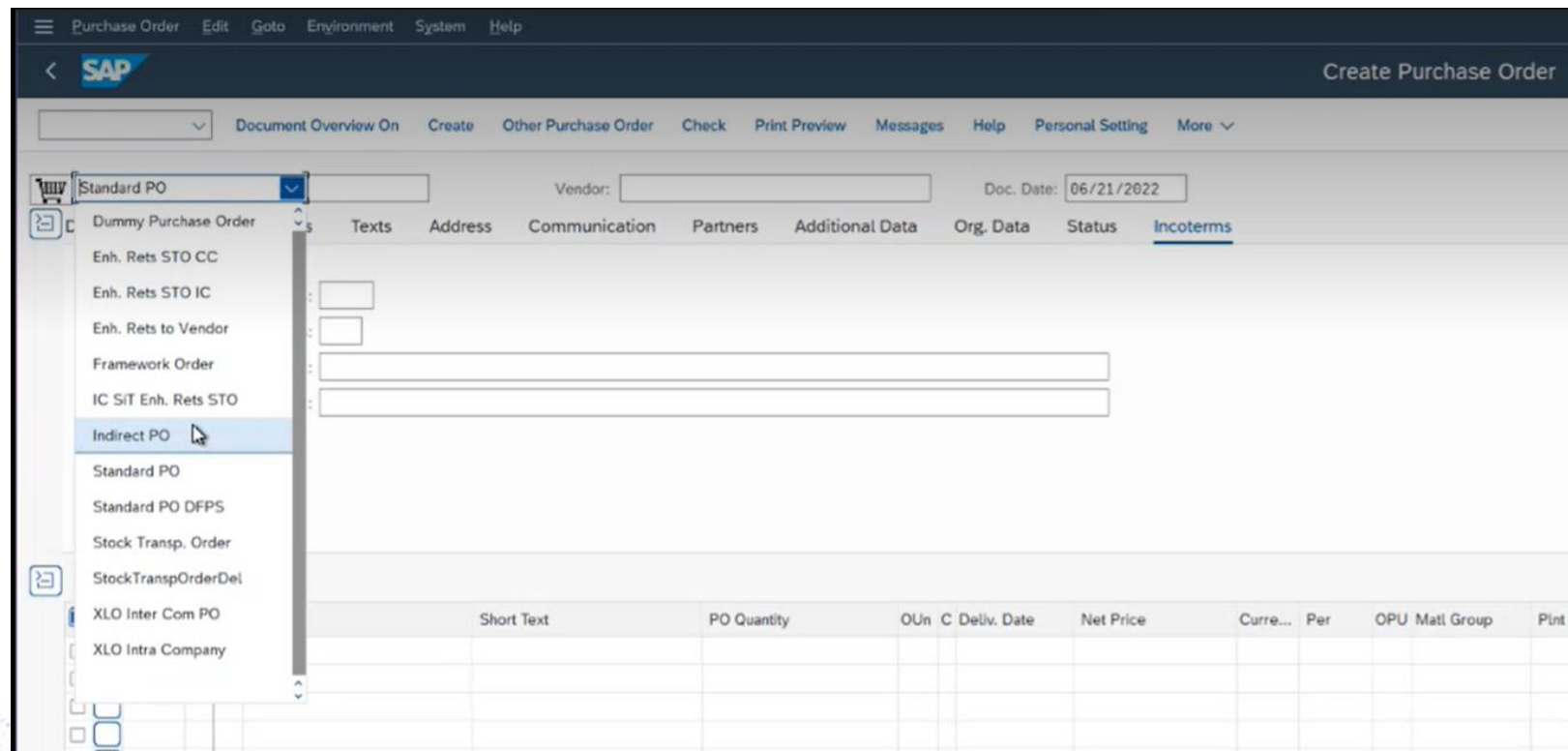


- Select SAP GUI BVP



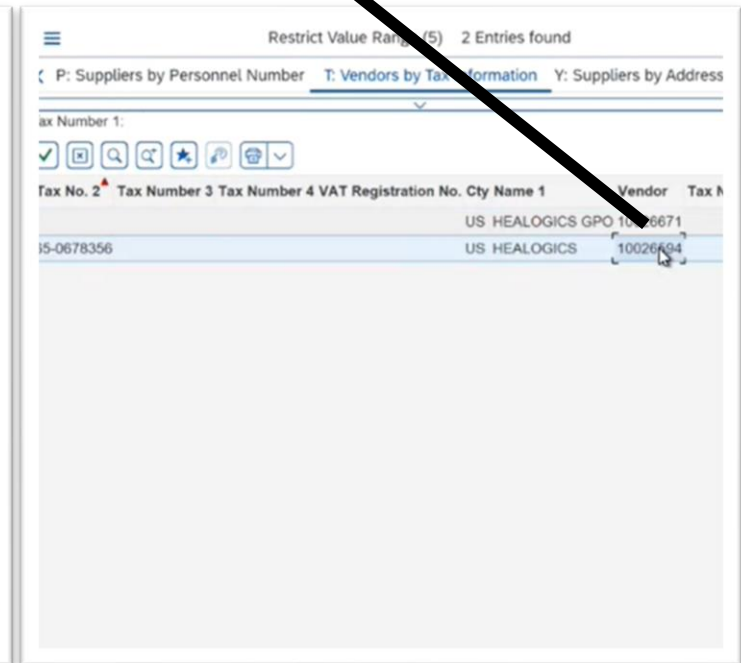
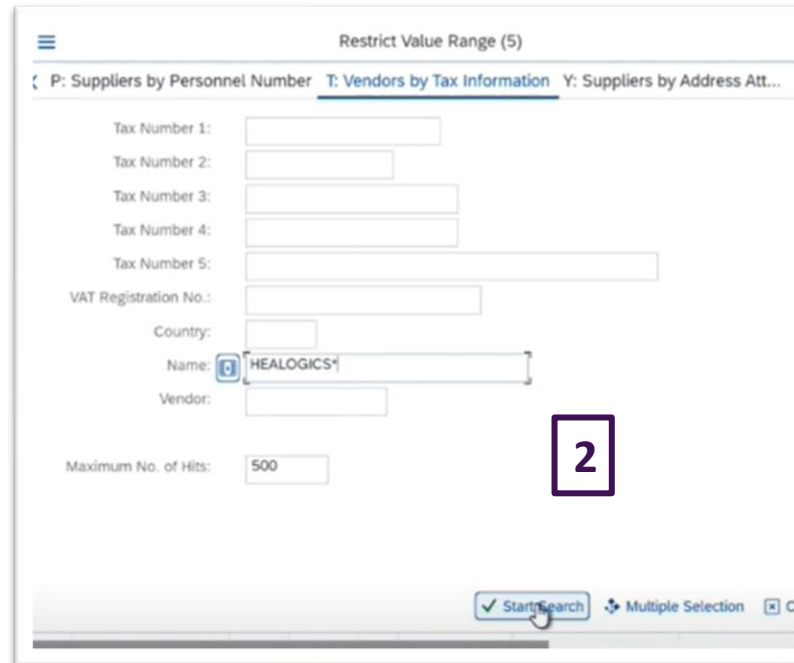
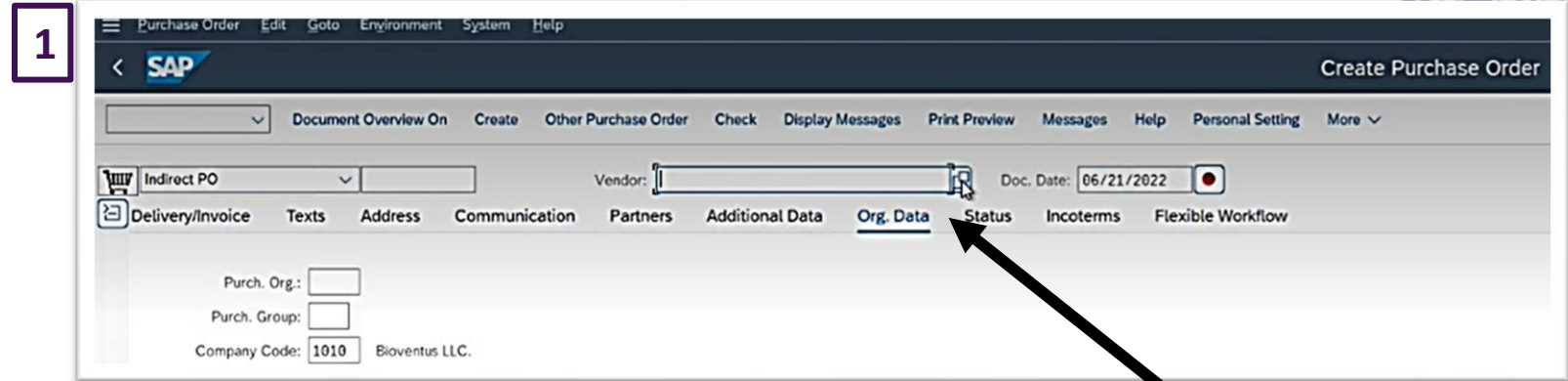
PO Creation

- Select the PO type
 - We will be using the **Indirect PO** type within SAP




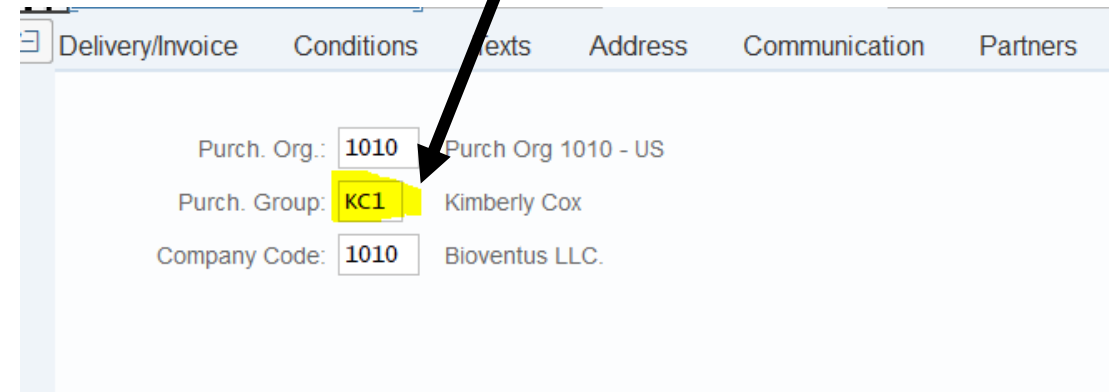
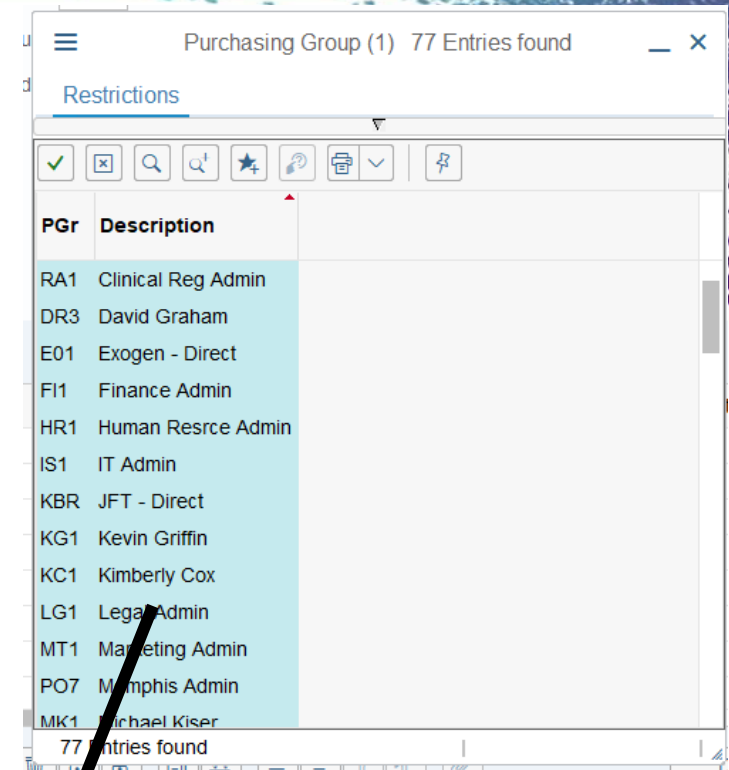
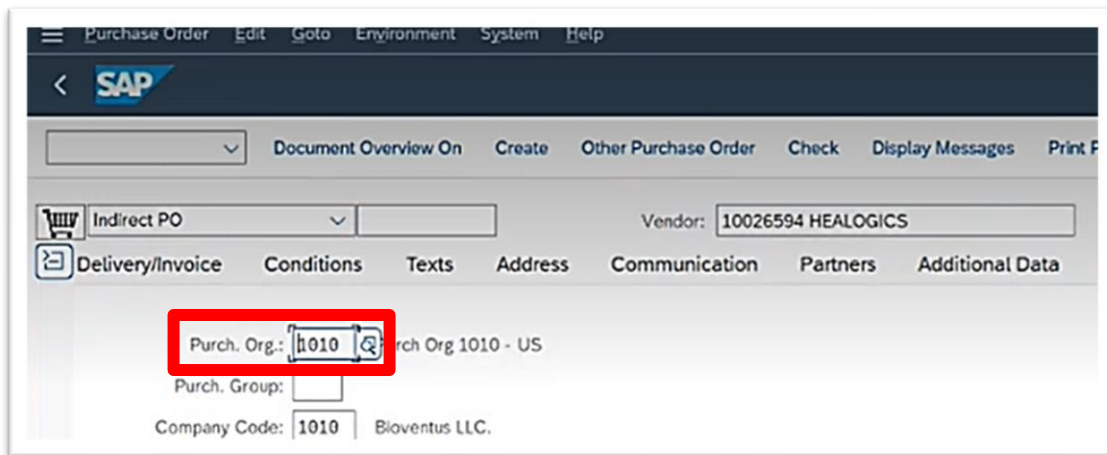
PO Creation

- Click into the **Vendor** field and select the icon to pick the vendor
- Search for the vendor you need
 - Example: Type in the name Staples* to bring up a list of possible selections
- Select the vendor number, and it will load into the **Vendor** field



PO Creation

- Select **Purch. Org.** and **Purch. Group** by clicking on the  icon
 - Select **1010** for the Purchase organization and Company Code
 - Select the Purchase Group (ask Procurement for your assigned group #)



PO Creation

- Fill in the required fields

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Org. Data' tab is active, displaying the following fields:

- Purch. Org.: 1010 (Purch Org 1010 - US)
- Purch. Group: MS2 (Misonix Indirect)
- Company Code: 1010 (Bioventus LLC.)

Below the form is a table with the following columns: S..., Itm, A, I, Material, Short Text, PO Quantity, OUn, C, Deliv. Date, Net Price, Curre..., Per, OPU, Matl Group, PInt, Stor. Location. The first row has a value 'K' in the 'A' column and a blue highlight in the 'Short Text' column.

PO Creation

- Fill in the required fields
 - Account Assignment: **K**
 - Cost Center w/o GR

Account Assignment Category (5) 19 Entries found

Restrictions

- A AcctAssgntCateg Desc
- A Asset
- B MTS prod./sales ord.
- C Sales order
- D Indiv.cust./project
- E Ind. cust. w. KD-CO
- F Order
- G MTS prod./project
- H Transfer Acct Assign
- K Cost center w/o GR**
- L Do not Use
- M Ind. cust. w/o KD-CO
- N Network

19 Entries found

Purchase Order Edit Goto Environment System Help

SAP Create Purchase Order

Document Overview On Create Other Purchase Order Check Display Messages Print Preview Messages Help Personal Setting More

Indirect PO Vendor: 10026594 HEALOGICS Doc. Date: 06/21/2022

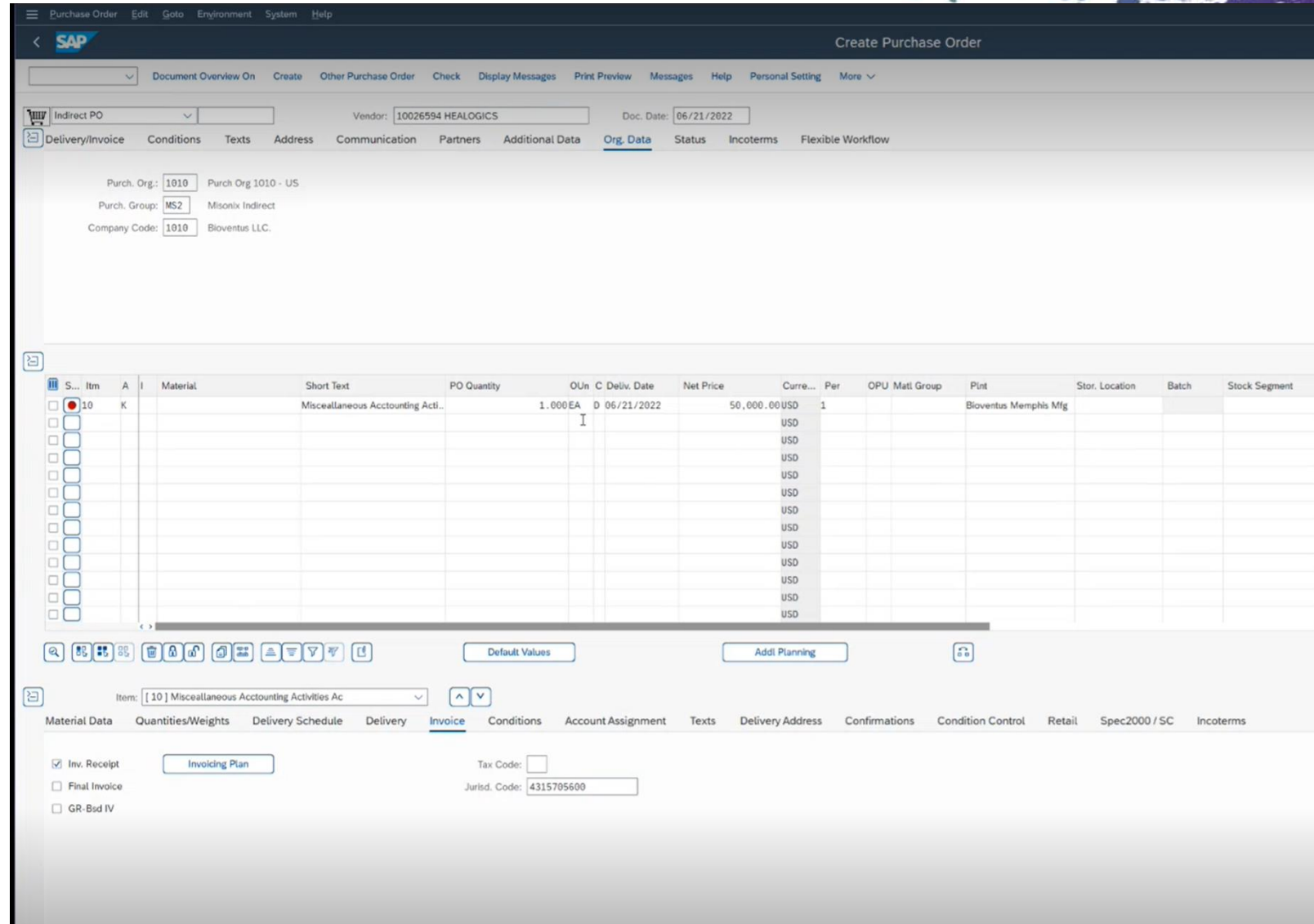
Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Incoterms Flexible Workflow

Purch. Org.: 1010 Purch Org 1010 - US
 Purch. Group: MS2 Misonix Indirect
 Company Code: 1010 Bioventus LLC.

S.	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	Pint	Stor. Location
		K														

PO Creation

- Fill in the required fields
 - Account Assignment: **K**
 - Cost Center w/o GR
 - Short Text: **Miscellaneous Accounting Activities Ac**
 - PO Quantity
 - Order Unit
 - Delivery Date
 - Net Price
 - Currency
 - Plant
- **Note:** As you hit “Enter”, SAP will tell you which field(s) you still need



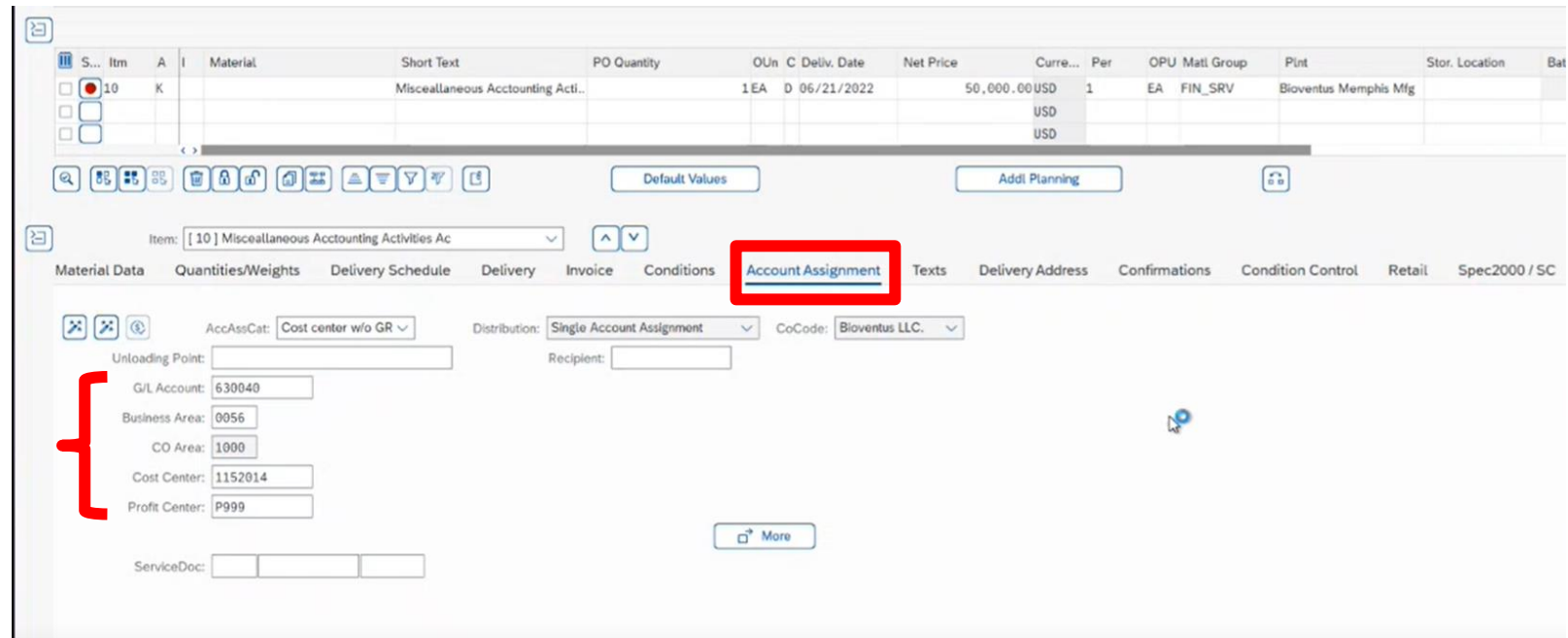
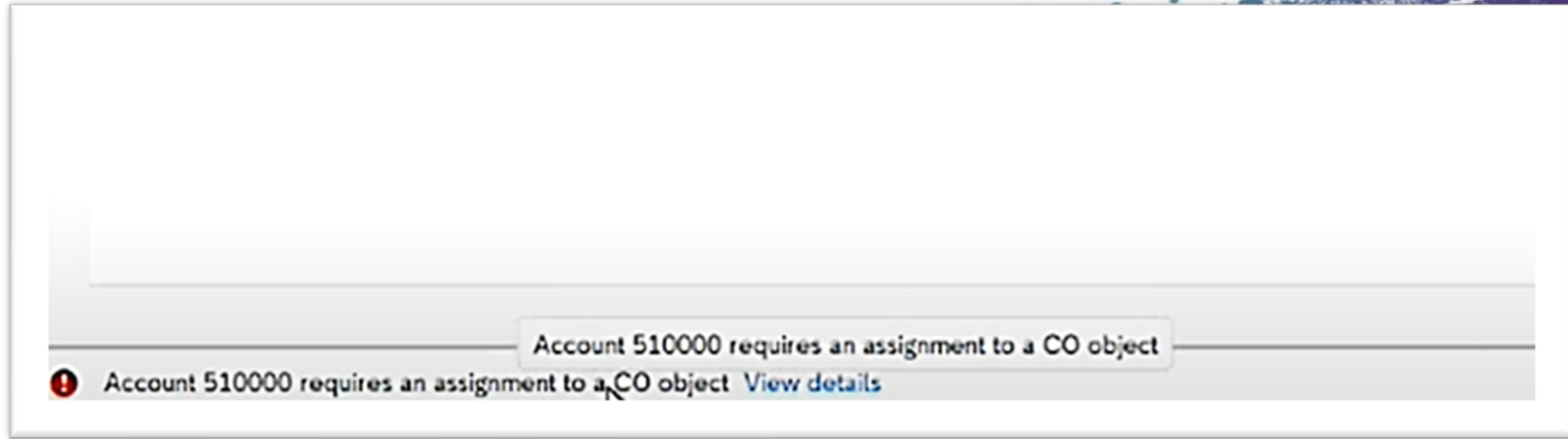
The screenshot shows the SAP 'Create Purchase Order' interface. At the top, the title bar reads 'Create Purchase Order'. Below it, the document overview includes 'Indirect PO', 'Vendor: 10026594 HEALOGICS', and 'Doc. Date: 06/21/2022'. The 'Org. Data' tab is active, showing 'Purch. Org.: 1010', 'Purch. Group: MS2', and 'Company Code: 1010'. A table below contains one line item with the following details:

S...	Item	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	Plant	Stor. Location	Batch	Stock Segment
<input type="checkbox"/>	10	K			Miscellaneous Accounting Acti...	1.000	EA	D	06/21/2022	50,000.00	USD	1			Bioventus Memphis Mfg			

Below the table, the 'Invoice' tab is selected, showing 'Invoicing Plan' and 'Jurisd. Code: 4315795600'. The bottom of the screen features a navigation bar with various icons and tabs like 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', 'Conditions', 'Account Assignment', 'Texts', 'Delivery Address', 'Confirmations', 'Condition Control', 'Retail', 'Spec2000 / SC', and 'Incoterms'.

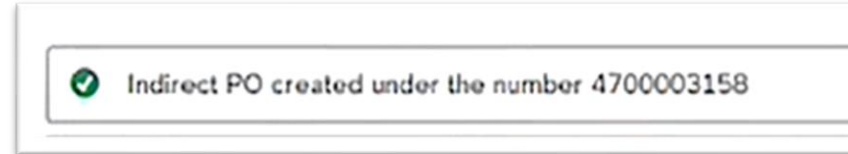
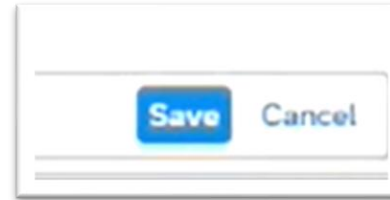
PO Creation

- Example: The account still requires an assignment to a CO object
 - Go to the **Account Assignment** tab
 - Fill in the Customer Account information
 - G.I. Account
 - Business Area
 - CO Area
 - Cost Center
 - Profit Center



PO Creation

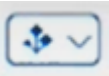
- Click **Save** in the bottom right-hand corner
- A confirmation will pop up on the bottom bar stating “**Indirect PO created under the number ...**”
 - All Indirect PO’s begin with “47”

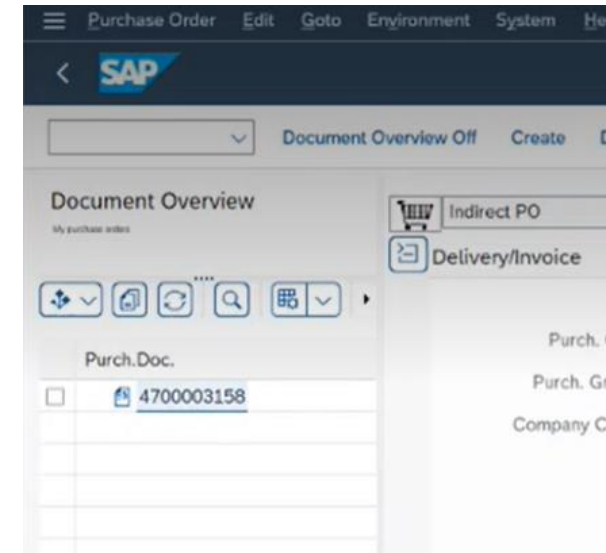
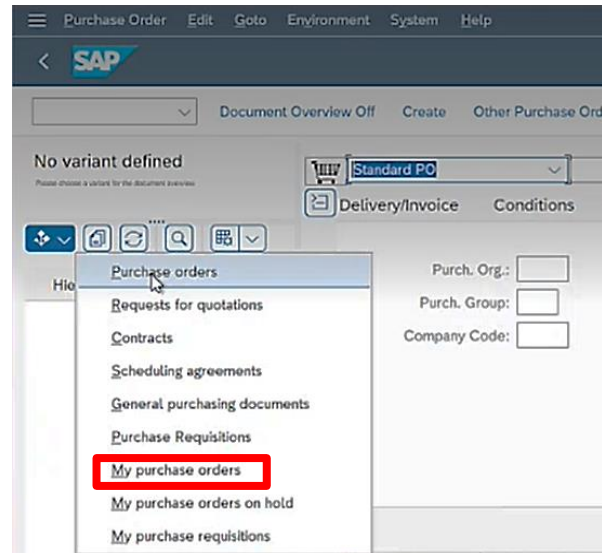
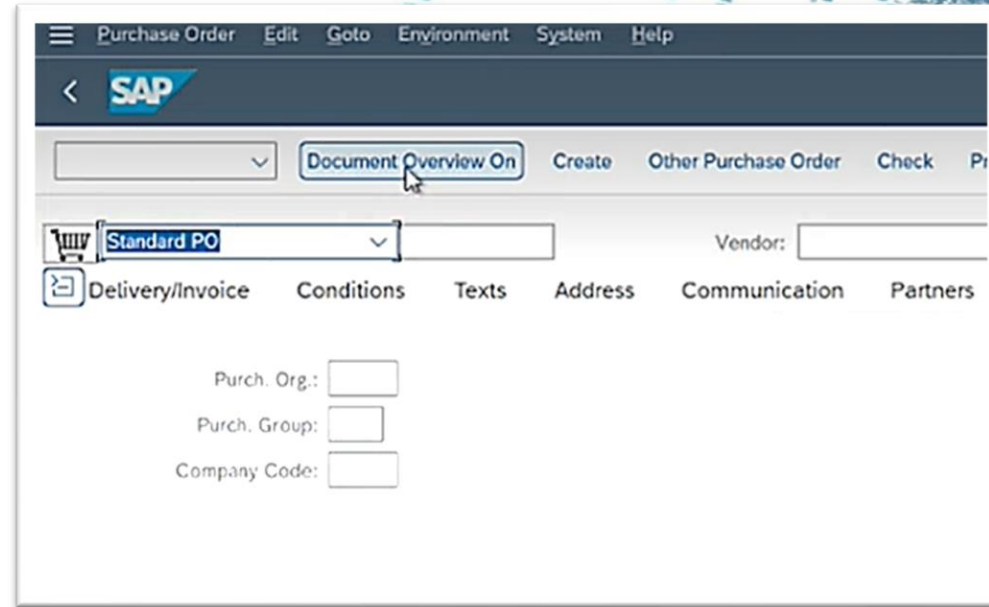


PO Search

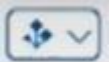


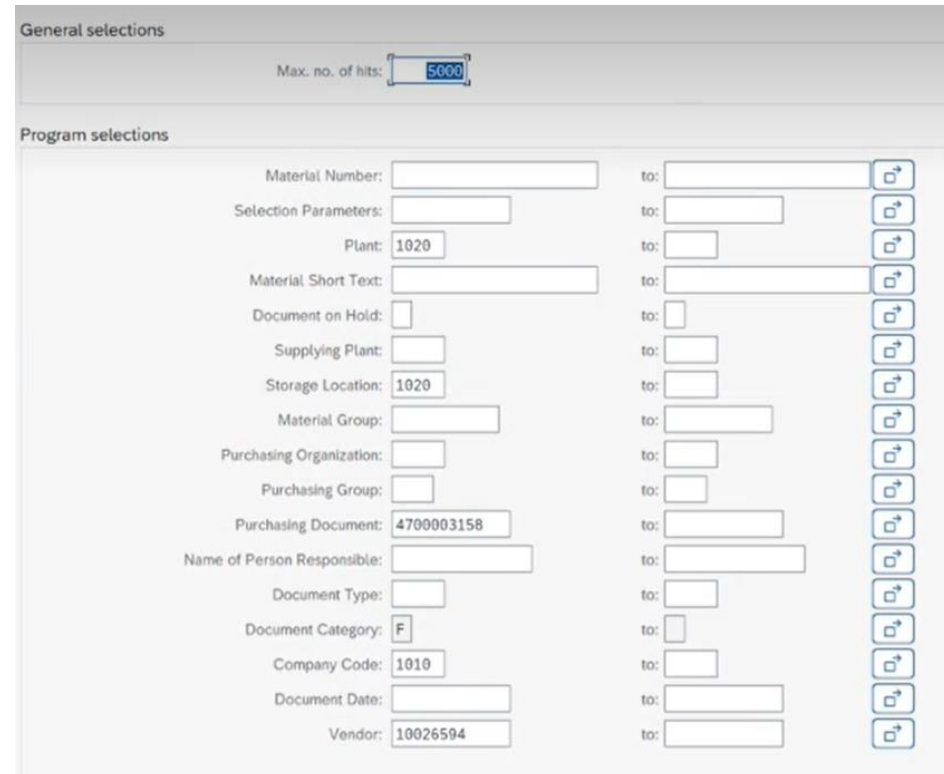
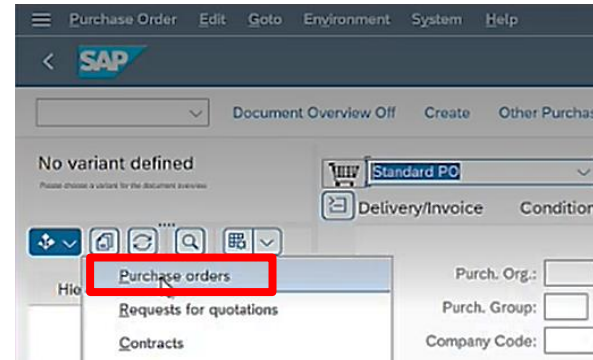
PO Search

- To Search for a PO, select **Document Overview On** from the Create Purchase Order page
- Click on the  drop down
- Select **My purchase orders**, and the PO's you have created should appear in the list



PO Search

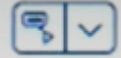
- If you need to search any other PO's, click on the  drop down and select **Purchase orders**
- This will give you an entire selection screen to pick from that you can use to search for a PO number

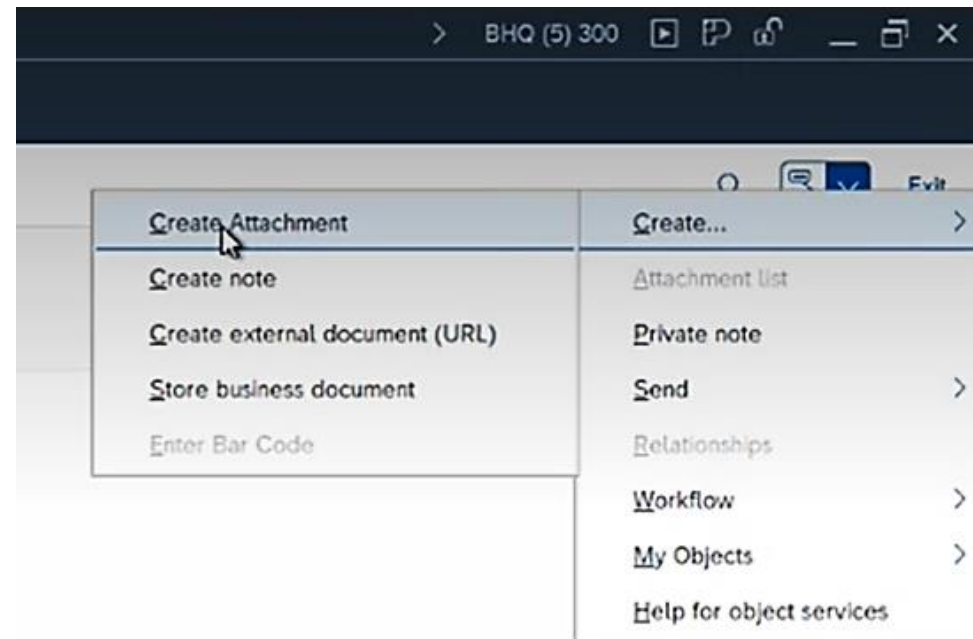
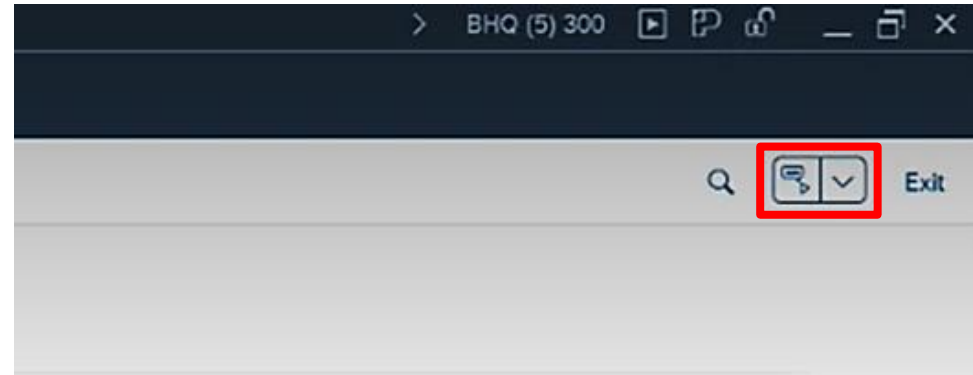


Adding Attachments

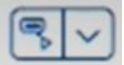


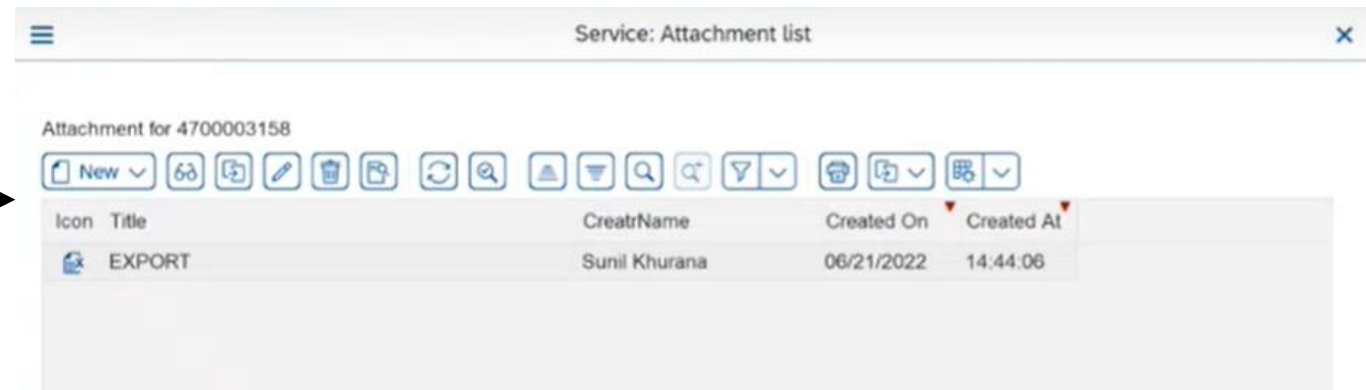
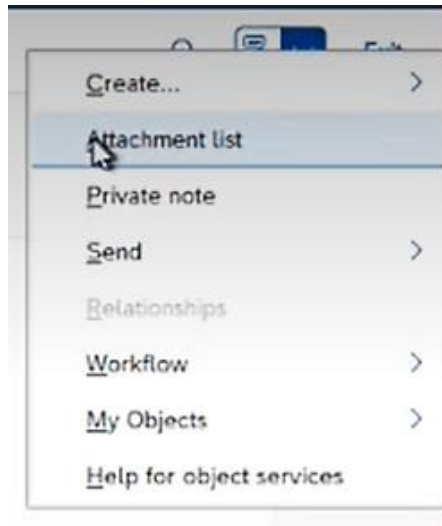
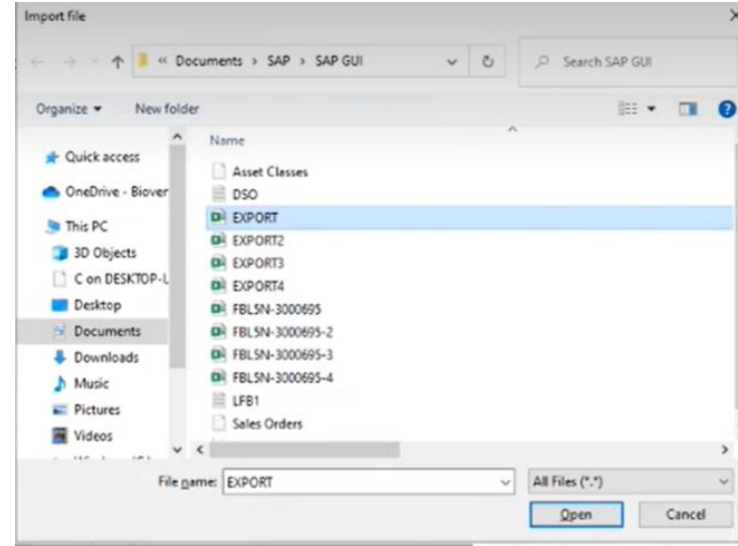
Adding Attachments to PO

- To add an attachment under a PO, navigate to the  icon on the top right-hand corner of the screen
- Hover over **Create...** and then select **Create Attachment**



Adding Attachments to PO

- Pick an attachment, and click **Open**
- To view the attachments, click on the  drop down and select **Attachment list**

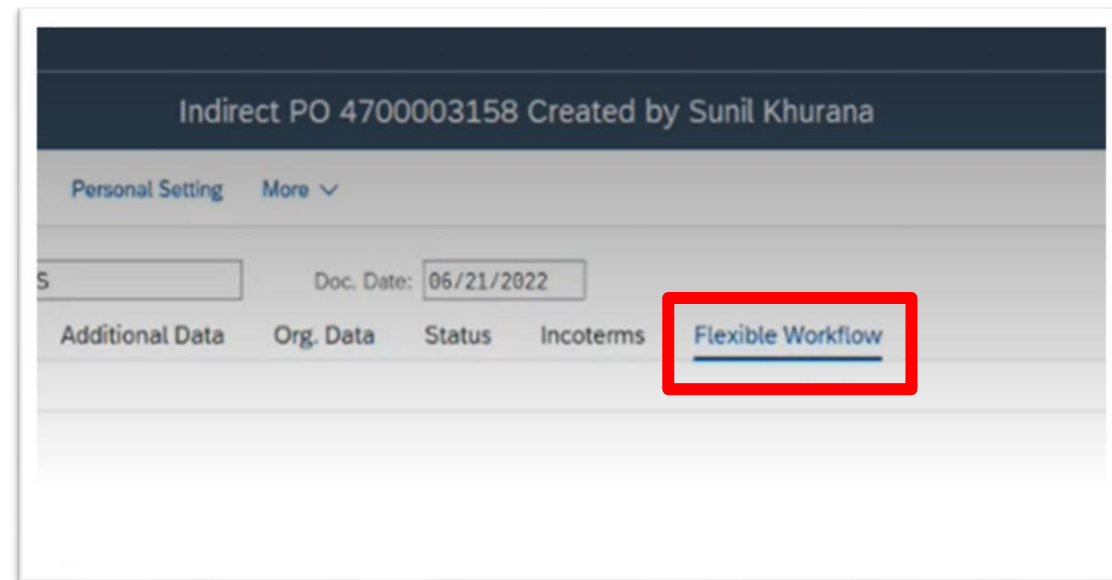


Approval of PO's



Approval of PO's

- Under the PO, select the **Flexible Workflow** tab
- Routes the PO for approval for any amount over \$10,000
- PO's under \$10,000 are automatically approved when completed



Approval of PO's

- There are various approval levels
- In this example, the approval is routed through Diane Schabinger
 - Went to her based on the **Company Code**, **Cost Center**, and **Total Value**
- Once the PO is approved, it is released

Approval Steps

Type	Overdue	Name	Status	Comment	Processors	Recipients	Deadline
		Decide Levels and PO Type	Step completed		Workflow System		
		Automatic Release of Purchase Order	Skipped		Workflow System		
		Approval Level 1	Ready		Diane Schabinger	Agent Determination by BAdI	06/23/2022 14:42:34

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per
<input type="checkbox"/>	10	K		Misceellaneous Accounting Acti..			1	EA	D 06/21/2022	50,000.00	USD	1

Item: [10] Misceellaneous Accounting Activities Ac

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Texts | Delivery Address | Conf

AccAssCat: Cost center w/o GR | Distribution: Single Account Assignment | CoCode: Bioventus LLC.

Unloading Point: | Recipient: |

G/L Account: 630040

Business Area: 0056

CO Area: 1000

Cost Center: 1152014

Profit Center: P999

ServiceDoc: | | 0

[More](#)

Approval of PO's

- The PO is routed based on a matrix stored within SAP called **ZMMT_PO_APP – Flexible PO Workflow Approvers**
- When the PO has been approved by all responsible approvers, a PDF copy of the purchase order will be emailed to the po creator.

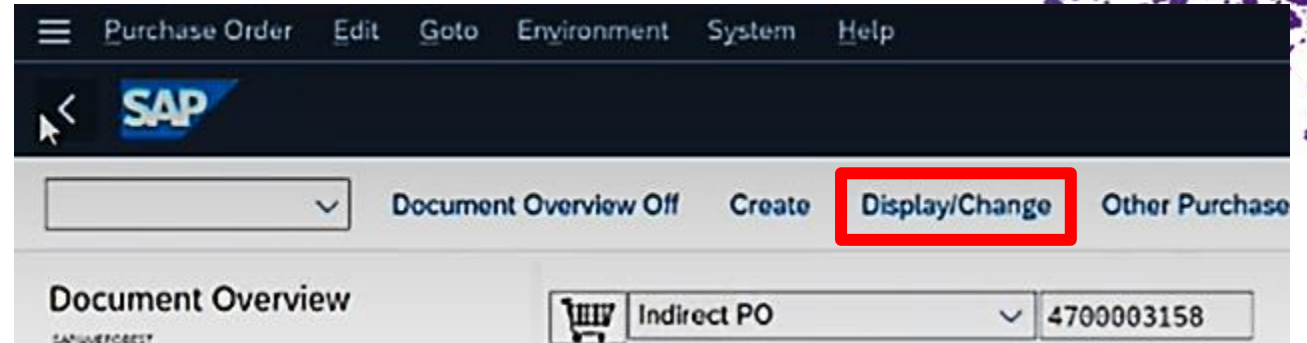
SAP Change View "Approvers for Flexible PO Workflow": Overview

Cost Center	POrg	Crcy	Amount From	Amount To	L1 Approver	L2 Approver	L3 Approver	L4 Approver	L5 Approver	L6 Approver	L7 Approver	L8 Approver
<input type="checkbox"/> 1011102	1010	USD	10,000.00	50,000.00	BV155							
<input type="checkbox"/> 1011102	1010	USD	50,000.01	1,000,000.00	BV155	BV2141						
<input type="checkbox"/> 1011102	1010	USD	1,000,000.01	5,000,000.00	BV155	BV2141	BV3072					
<input type="checkbox"/> 1011102	1010	USD	5,000,000.01	10,000,000.00	BV155	BV2141	BV3072	BV1909				
<input type="checkbox"/> 1011135	1010	USD	10,000.00	50,000.00	BV155							
<input type="checkbox"/> 1011135	1010	USD	50,000.01	1,000,000.00	BV155	BV2141						
<input type="checkbox"/> 1011135	1010	USD	1,000,000.01	5,000,000.00	BV155	BV2141	BV3072					
<input type="checkbox"/> 1011135	1010	USD	5,000,000.01	10,000,000.00	BV155	BV2141	BV3072	BV1909				
<input type="checkbox"/> 1012201	1010	USD	10,000.00	50,000.00	BV1290							
<input type="checkbox"/> 1012201	1010	USD	50,000.01	5,000,000.00	BV1290	BV3072						
<input type="checkbox"/> 1012201	1010	USD	5,000,000.01	10,000,000.00	BV1290	BV3072	BV1909					
<input type="checkbox"/> 1012202	1010	USD	10,000.00	50,000.00	BV1273							
<input type="checkbox"/> 1012202	1010	USD	50,000.01	1,000,000.00	BV1273	BV1347						
<input type="checkbox"/> 1012202	1010	USD	1,000,000.01	5,000,000.00	BV1273	BV1347	BV3072					
<input type="checkbox"/> 1012202	1010	USD	5,000,000.01	10,000,000.00	BV1273	BV1347	BV3072	BV1909				
<input type="checkbox"/> 1012203	1010	USD	10,000.00	50,000.00	BV628							
<input type="checkbox"/> 1012203	1010	USD	50,000.01	5,000,000.00	BV628	BV3072						
<input type="checkbox"/> 1012203	1010	USD	1,000,000.01	5,000,000.00	BV628	BV3072	BV1909					
<input type="checkbox"/> 1012261	1010	CAD	12,725.00	63,650.00	BV354							
<input type="checkbox"/> 1012261	1010	CAD	63,650.01	318,200.00	BV354	BV1648						
<input type="checkbox"/> 1012261	1010	CAD	318,200.01	6,365,000.00	BV354	BV1648	BV3072					
<input type="checkbox"/> 1012261	1010	CAD	6,365,000.01	12,728,450.00	BV354	BV1648	BV3072					
<input type="checkbox"/> 1012261	1010	USD	10,000.00	50,000.00	BV354							
<input type="checkbox"/> 1012261	1010	USD	50,000.01	250,000.00	BV354	BV1648						
<input type="checkbox"/> 1012261	1010	USD	250,000.01	5,000,000.00	BV354	BV1648	BV3072					
<input type="checkbox"/> 1012261	1010	USD	5,000,000.01	10,000,000.00	BV354	BV1648	BV3072	BV1909				
<input type="checkbox"/> 1012263	1010	USD	10,000.00	250,000.00	BV1958							
<input type="checkbox"/> 1012263	1010	USD	250,000.01	5,000,000.00	BV1958	BV3072						
<input type="checkbox"/> 1012263	1010	USD	5,000,000.01	10,000,000.00	BV1958	BV3072	BV1909					
<input type="checkbox"/> 1013801	1010	USD	10,000.00	50,000.00	BV390							
<input type="checkbox"/> 1013801	1010	USD	50,000.01	250,000.00	BV390	BV1728						
<input type="checkbox"/> 1013801	1010	USD	250,000.01	5,000,000.00	BV390	BV1728	BV3072					
<input type="checkbox"/> 1013801	1010	USD	5,000,000.01	10,000,000.00	BV390	BV1728	BV3072	BV1909				
<input type="checkbox"/> 1013802	1010	USD	10,000.00	50,000.00	BV390							
<input type="checkbox"/> 1013802	1010	USD	50,000.01	250,000.00	BV390	BV1728						
<input type="checkbox"/> 1013802	1010	USD	250,000.01	5,000,000.00	BV390	BV1728	BV3072					
<input type="checkbox"/> 1013802	1010	USD	5,000,000.01	10,000,000.00	BV390	BV1728	BV3072	BV1909				
<input type="checkbox"/> 1016937	1010	USD	50,000.01	1,000,000.00	BV625	BV2819						
<input type="checkbox"/> 1016937	1010	USD	1,000,000.01	5,000,000.00	BV625	BV2819	BV3072					
<input type="checkbox"/> 1016937	1010	USD	5,000,000.01	10,000,000.00	BV625	BV2819	BV3072	BV1909				
<input type="checkbox"/> 1016938	1010	USD	10,000.00	50,000.00	BV625							

Entry 1 of 967

Tips

- The PO can be edited once it's been approved
 - If a change is made, the PO will go through approval again
- Click **Display/Change** to make any edits





Who Can I Contact with Questions?

Global Procurement Team

- Kevin Griffin Director, Global Strategic Procurement
- Kimberly Cox, Sr. Category Manager
- Michael Rafidi, Indirect Category Manager
- Terry McNair, Purchasing Coordinator

BioventusIndirectPurchasing@BioventusGlobal.com

Resources

- <https://bionet.bioventus.com/wp-content/uploads/POL-000023-Global-Indirect-Purchasing-Policy-October-2020.pdf>
- <https://bionet.bioventus.com/departments/procurement/>