

SAP Purchase Order Instructions

Contents

Select a section number to jump to its title page.

01 Purchase Order Creation Slides 5–13

02 Purchase Order Search Slides 14–16

03 Adding Attachments to Purchase Orders Slides 17–19

04 Approval of Purchase Orders Slides 20–23

05 Procurement Contacts and Resources Slides 25–27



Purpose

The purpose of this document is to provide clear step by step work instructions on how to create, search, add attachments, and view approvers of purchase orders for business purchases that are \$1.00 or more.

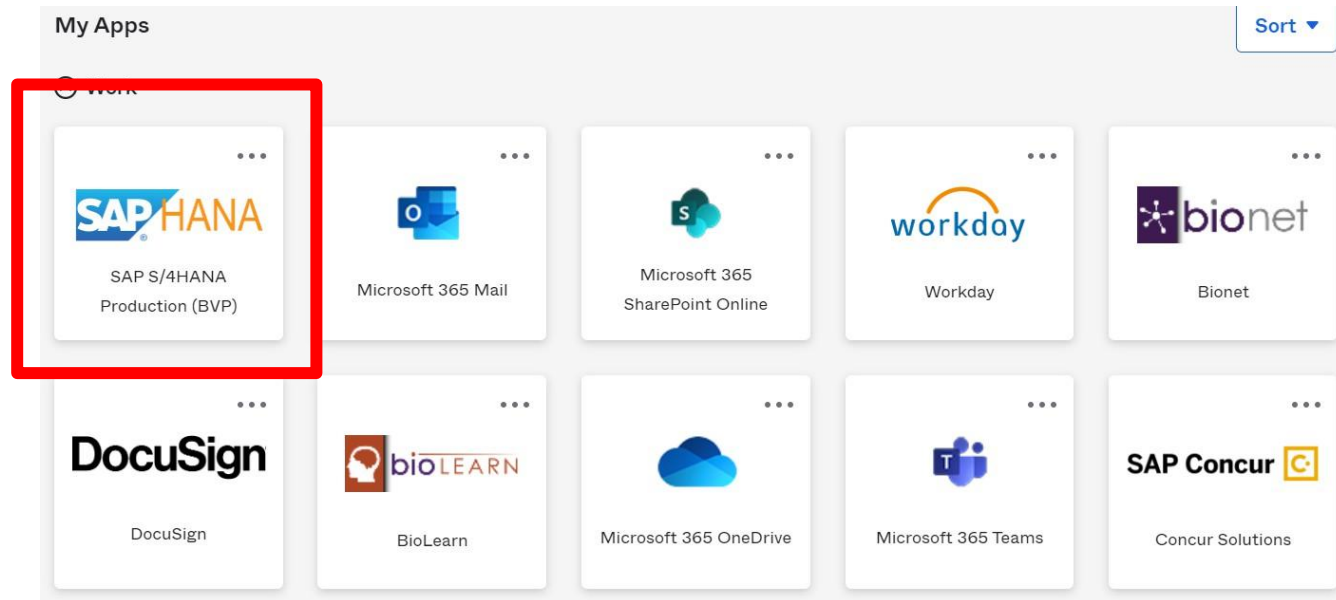
A PO should be created before goods or services are received and before the supplier submits an invoice.

PO Checklist

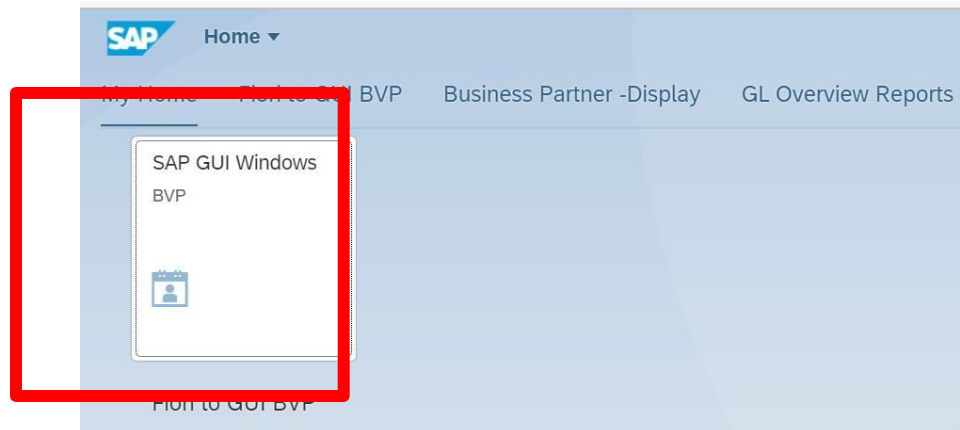
- To create a Purchase Order, you will need to gather the following information from the PO Requestor or Finance.
 - ✓ Vendor Number
 - ✓ Cost Center
 - ✓ G/L (General Ledger)
 - ✓ Profit Center
 - ✓ Expected Delivery Date
 - ✓ Estimated Spend
 - ✓ Quote/SOW/Contract Required? (Yes/No)

PO Creation

- Access SAP from the Okta Apps home page.



- Select SAP GUI BVP



PO Creation

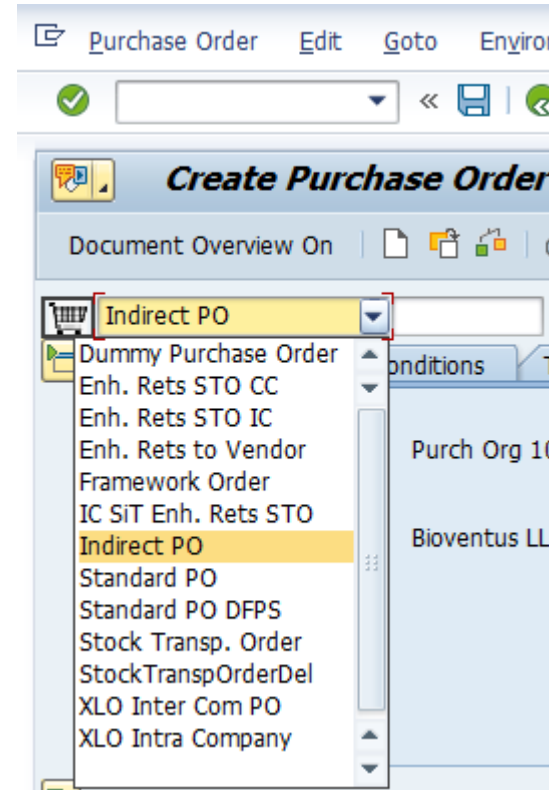
- Select:

ME21N-Create-Purchase Order-Vendor Known



PO Creation

- Select the PO type
 - We will be using the **Indirect PO** type within SAP
- Indirect Procurement purchases are goods and services that a company needs for daily operations, but which do not become part of the final product or service it sells



PO Creation

Search for the Vendor,
"Staples"

1. Click into the **Vendor** field
and type the first 3 or 4 letters
of the vendor name

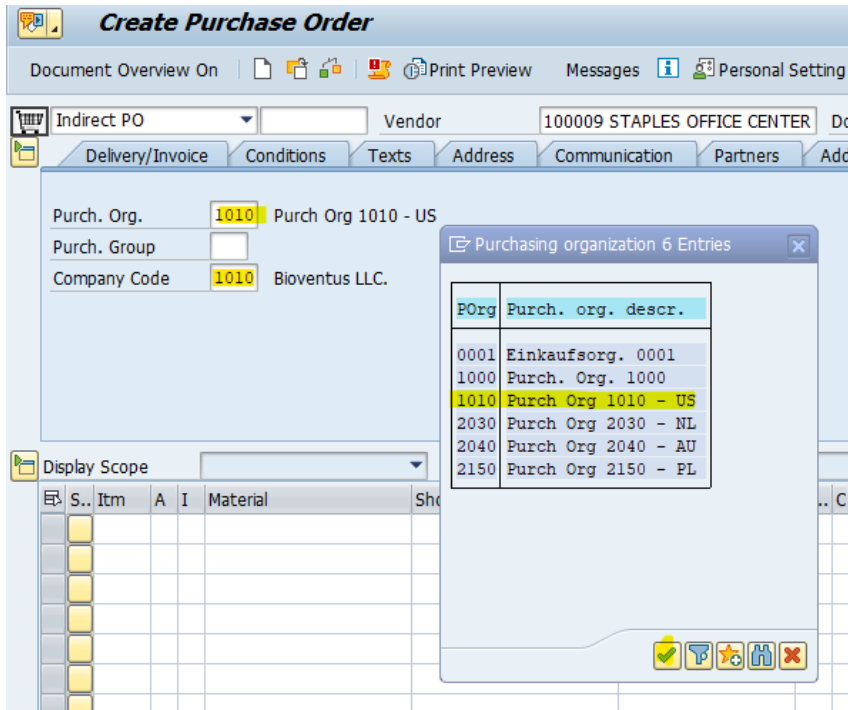
- Example: Type in the name
"stap" to bring up a list of possible
vendor selections for the vendor,
Staples
- Select the vendor whose Name,
Street, City, and Country, that
matches your request
- Double click the Vendor number,
and it will load into the Vendor
field

The screenshot shows the 'Create Purchase Order' window. At the top, there's a header bar with 'Create Purchase Order' and navigation links like 'Document Overview On', 'Print Preview', 'Messages', and 'Personal Setting'. Below this, a search bar shows 'Indirect PO' and 'Vendor' with the text 'stap' entered. The 'Doc. Date' is '09/04/2026'. A tabbed interface below the search bar includes 'Delivery/Invoice', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', 'Status', 'Tax Result', 'Incoterms', and 'Flexible Workflow'. The 'Name 8 Entries' window is open, displaying a table of search results.

Name	Vendor	Search Term 1	Street	City	Ctr
STAPLES OFFICE CENTER	100009	STAPLES	Rondebeltweg 102	Almere	NL
Staples Advantage	100191	CORPORATE EXPRESS	c/o T04446C PO BOX 4446	Toronto	CA
STAPLES TECHNOLOGY SOLUTIONS	1005139	STAPLES	P O BOX 95230	CHICAGO	US
STAPLES BUSINESS ADVANTAGE	1006986	STAPLES	PO BOX 405386; DEPT ATL	ATLANTA	US
STAPLES #1004	1029155	STAPLES		ORLANDO	US
STAPLES PROMOTIONAL PRODUCTS	1053403	STAPLES	Bin #150003, PO Box 88003	Milwaukee	US
STAPLES - VA	10033874	STAPLES - VA	PO BOX 70242	PHILADELPHIA	US
STAPLES CREDIT PLAN	10034055	STAPLES CREDIT PLAN	PO BOX 78004	PHOENIX	US

PO Creation

- Select **Purch. Org.** and **Purch. Group** by clicking on the  icon to the right of each field
- Select “**1010**” for Purch. Org. and Company Code
- Select the Purch. Group (ask Procurement for your assigned group #)



Create Purchase Order

Document Overview On | Print Preview | Messages | Personal Setting

Indirect PO | Vendor: 100009 STAPLES OFFICE CENTER

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Add

Purch. Org. **1010** Purch Org 1010 - US

Purch. Group

Company Code **1010** Bioventus LLC.

Display Scope

S..	Itm	A	I	Material	Sho

Purchasing organization 6 Entries

POrg	Purch. org. descr.
0001	Einkaufsorg. 0001
1000	Purch. Org. 1000
1010	Purch Org 1010 - US
2030	Purch Org 2030 - NL
2040	Purch Org 2040 - AU
2150	Purch Org 2150 - PL



Company Code 93 Entries

CoCd	Company Name
0001	SAP A.G.
0MB1	IS-B Musterbank Deutschl.
1000	Company Code 1000
1005	Bioventus Inc
1010	Bioventus LLC.
1020	Exogen Inc
1030	BioStructures LLC
1040	Bioventus Holdings LLC
1060	Harbor MedTech Inc.
1070	Harbor Medtech Inc
1080	Perseus Intermediate, Inc
1081	Bioness Inc.
1091	Misonix OnCo LLC

PO Creation

Fill in the required fields in

Item Overview Section:

"A" Account Assignment Cat:

- Select **"K"** Cost Center w/o GR
- Select **"F"** if the Requestor provides an I/O number

Account Assignment Category 19 Entries	
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
P	Project
Q	Proj. make-to-order
T	All new aux.acct.ass.
U	Unknown
X	All aux.acct.assgts.
Y	3rd Party W/O SN
Z	MTO valued with RA

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Print Preview Messages Personal Setting

Indirect PO Vendor Doc. Date 09/10/2026

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Tax Result Incoterms

Purch. Org. 1010 Purch Org 1010 - US

Purch. Group

Company Code 1010 Bioventus LLC.

Display Scope Char. Display

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt

PO Creation

Fill in the remaining required fields in Item Overview Section:

- Leave “Item Category” and “Material Blank
- Short Text: Example “**Miscellaneous Accounting Activities**”
- PO Quantity (typically “1” for Indirect spend)
- Order Unit “EA”
- Delivery Date (the planned or actual date when goods or services arrive)
- Net Price (Total Cost)
- Currency
- Plant
- Material Group
- **Press** “Enter”, SAP will tell you which field(s) you still need to complete

Create Purchase Order

Document Overview On | Print Preview | Messages | Personal Setting

Indirect PO | Vendor | Doc. Date 09/10/2026

Delivery/Invoice | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Tax Result | Incoterms | Flexible Workflow

Purch. Org. 1010 Purch Org 1010 - US
Purch. Group
Company Code 1010 Bioventus LLC.

Display Scope Char. Display

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Lc
10	K				Micellaneous Accounting	1	EA	D	09/10/2026	50,000.00	USD		EA	Indirect Matl..	Bioventus MOC	
											USD					
											USD					

Default Values | Add Planning

PO Creation

Fill in the required fields in Item Detail Section:

- Please reach out to your Finance Business Partner if you need this information.
- Go to the **Account Assignment** tab
- Fill in these fields:
 - G.L. Account
 - Business Area
 - CO Area
 - Cost Center
 - Profit Center

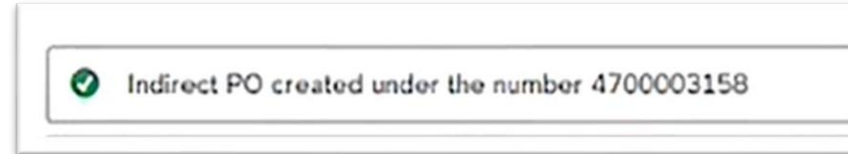
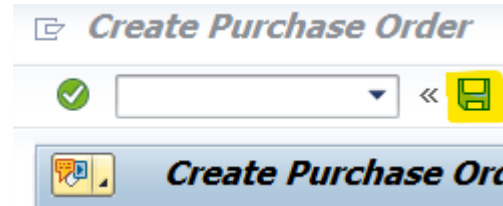
The screenshot shows the SAP Item Detail Section with the 'Account Assignment' tab selected. The 'Item' field is set to '[10] Miscellaneous Accounting'. The 'Account Assignment' tab contains the following fields and values:

Field	Value
AccAssCat	Cost center w..
Distribution	[No Title]
Single Account Assignm...	
CoCode	Bioventus LL...
Partial Inv.	Derive from Account As...
Unloading Point	
G/L Account	510000
Company Code	
Business Area	
CO Area	
Cost Center	
Profit Center	P100
ServiceDoc	

A 'More' button is visible at the bottom right of the form.

PO Creation

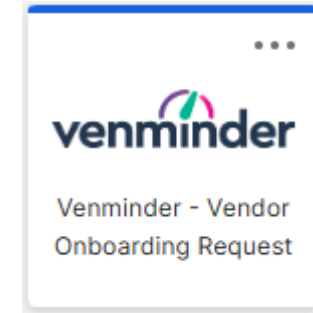
- Click **Save** in the top left-hand corner of your screen
- A confirmation will pop up on the bottom bar stating **“Indirect PO created under the number ...”**
 - All Indirect POs begin with “47”
 - All Direct POs begin with “45”



Tips

Can't find the Vendor in SAP?

Submit a Vendor Setup request in Venminder from the Bioventus Okta Dashboard before creating the PO.



Do I Need a PO?

- Is the purchase over \$1? → Yes → Create PO
- Existing PO still has available funds and less than 1 year old? → Yes → Use existing PO
- Existing PO consumed or Existing PO consumed? → Verify with Finance/Procurement
- New fiscal year? → Verify with Finance/Procurement
- Contract amendment increasing value? → New or revised PO may be required

Need Help With

Contact

SAP Vendor Setup

Procurement

Cost Center / GL

Finance Business Partner

PO Approvals

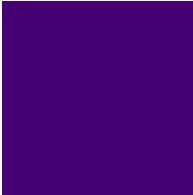
Procurement

SAP Issues

IT Help Desk

Contract Questions

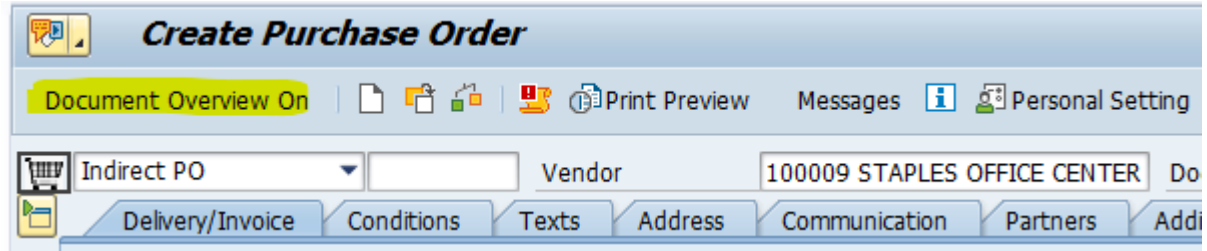
Procurement



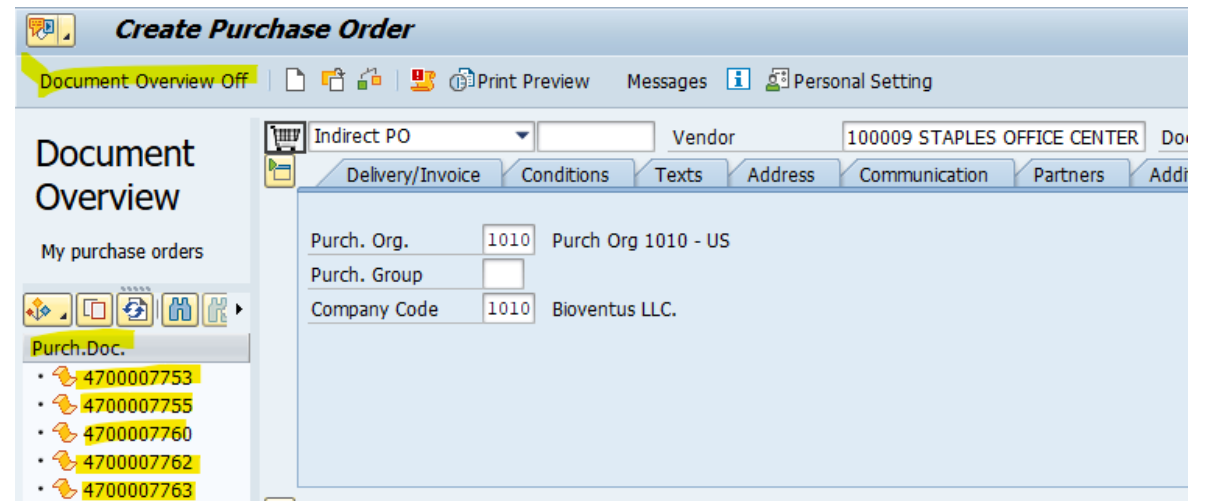
Purchase Order Search

PO Search

- To Search for a PO, select "**Document Overview On**" from the Create Purchase Order page
- POs you have created will appear in the list labeled "**Purch.Doc.**"
- Select "**Document Overview Off**" to close list of Purchase Orders



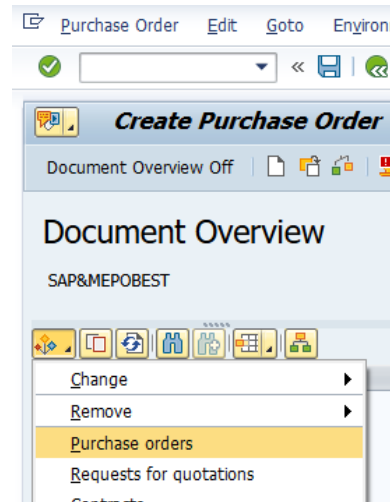
The screenshot shows the 'Create Purchase Order' interface. At the top, the title 'Create Purchase Order' is displayed. Below it, a navigation bar includes 'Document Overview On' (highlighted in yellow), 'Print Preview', 'Messages', and 'Personal Setting'. A dropdown menu for 'Indirect PO' is open, showing a list of purchase orders. The 'Vendor' field is set to '100009 STAPLES OFFICE CENTER'. At the bottom, there are tabs for 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', and 'Add'.



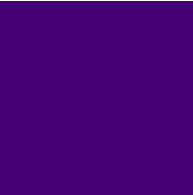
The screenshot shows the 'Create Purchase Order' interface with 'Document Overview Off' selected. On the left, a sidebar titled 'Document Overview' contains a section 'My purchase orders' with a list of purchase orders under the heading 'Purch.Doc.'. The list includes several entries with IDs like 4700007753, 4700007755, 4700007760, 4700007762, and 4700007763. The main area displays the 'Indirect PO' dropdown menu, the 'Vendor' field set to '100009 STAPLES OFFICE CENTER', and a table with purchase order details. The table has columns for 'Purch. Org.', 'Purch. Group', and 'Company Code'. The data shows 'Purch. Org.' as '1010' (Purch Org 1010 - US), 'Purch. Group' as an empty field, and 'Company Code' as '1010' (Bioventus LLC.).

PO Search

- If you need to search any other POs, click on the Selection Variant  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



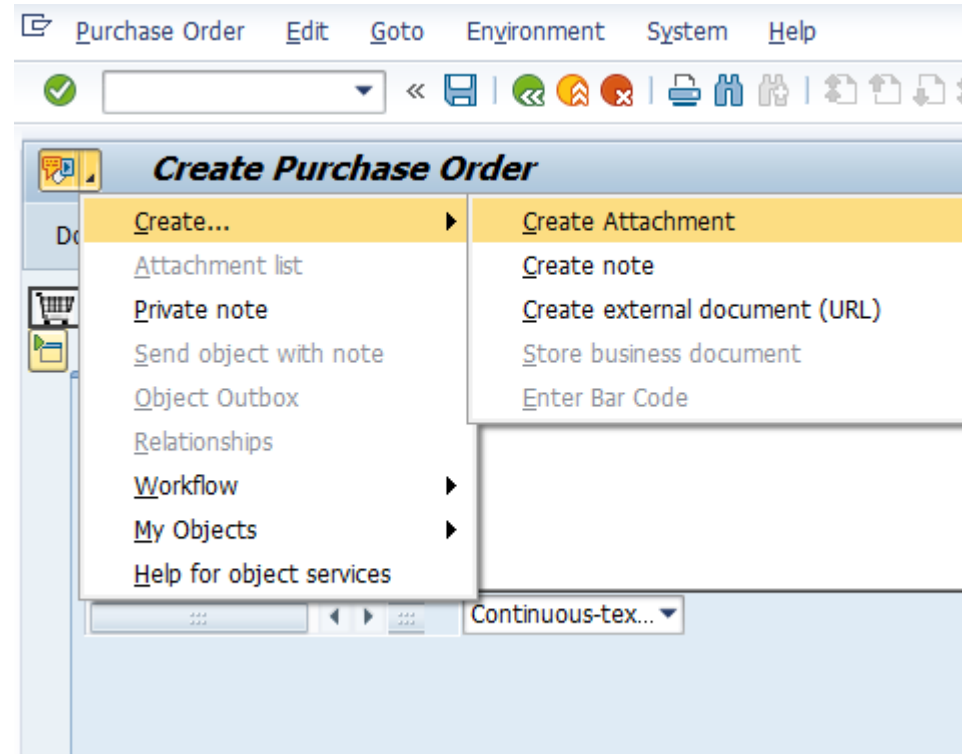
Purchasing Documents			
General selections			
Max. no. of hits		5000	
Program selections			
Material Number		to	
Selection Parameters		to	
Plant		to	
Material Short Text		to	
Document on Hold		to	
Supplying Plant		to	
Storage Location		to	
Material Group		to	
Purchasing Organization		to	
Purchasing Group		to	
Purchasing Document		to	
Name of Person Responsible		to	
Document Type		to	
Document Category	F	to	
Company Code		to	
Document Date		to	
Vendor		to	



Adding Attachments

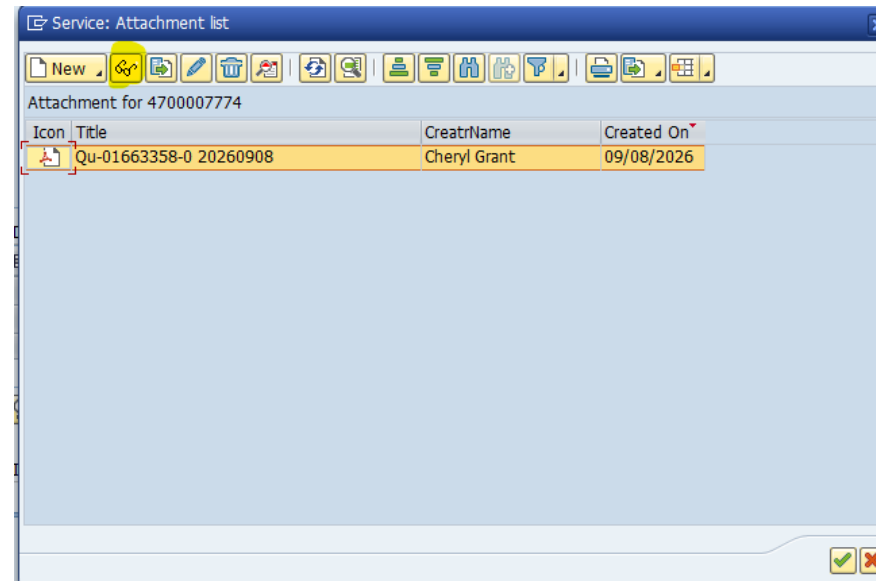
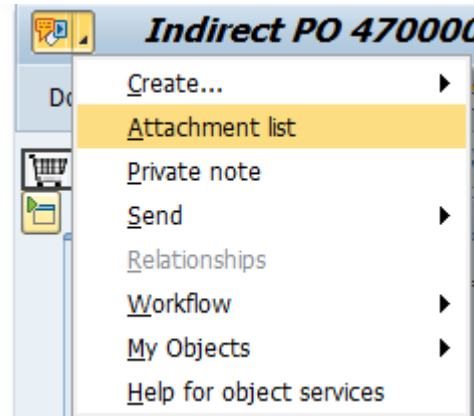
Adding Attachments to PO

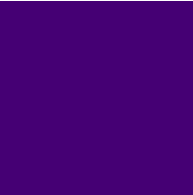
- To add an attachment under a PO navigate to the icon on the top left-hand corner of the screen  **Create...**
- Click the drop down on the right side and select **Create...** and then select **Create Attachment**



Adding Attachments to PO

- Pick an attachment, and click **Open**
- To view the attachments, click on the  drop down and select **Attachment list**
- Click on the attachment you would like to open and select Display (eyeglasses in the toolbar)





Approval of Purchase Orders

Approval of POs

- To view approvers of the PO, select the **Flexible Workflow** tab
- Once the PO is approved, it is released and a .pdf PO attachment will be emailed to the PO creator only
- The PO creator will send you the PO.pdf
- Ensure your supplier includes the correct PO number (47xxxx) on all invoices to avoid payment delays.

The screenshot displays the SAP 'Indirect PO 4700007774 Created by Cheryl Grant' window. The 'Flexible Workflow' tab is selected, showing a table of workflow steps. The table has columns for Type, Name, Status, Comment, Processors, and Recipients. The first step, 'Level 1', is 'Purchase Order Released' and is highlighted with a red box. The other steps are 'Skipped'.

Type	Name	Status	Comment	Processors	Recipients
Level 1	Purchase Order Released	Purchase Order Released		Elena Palumbo	Agent Determination by BAdI
Level 2	Skipped	Skipped		Workflows SAP_WFRT	Agent Determination by BAdI
Level 3	Skipped	Skipped		Workflows SAP_WFRT	Agent Determination by BAdI
Level 4	Skipped	Skipped		Workflows SAP_WFRT	Agent Determination by BAdI
Level 5	Skipped	Skipped		Workflows SAP_WFRT	Agent Determination by BAdI

Approval of POs

- The PO is routed based on a matrix stored within SAP called **ZMMT_PO_APP – Flexible PO Workflow Approvers**
- Routes the PO for approval for any amount of \$10,000 and over
- Routes the PO for approval for any amount of \$10,000 and over

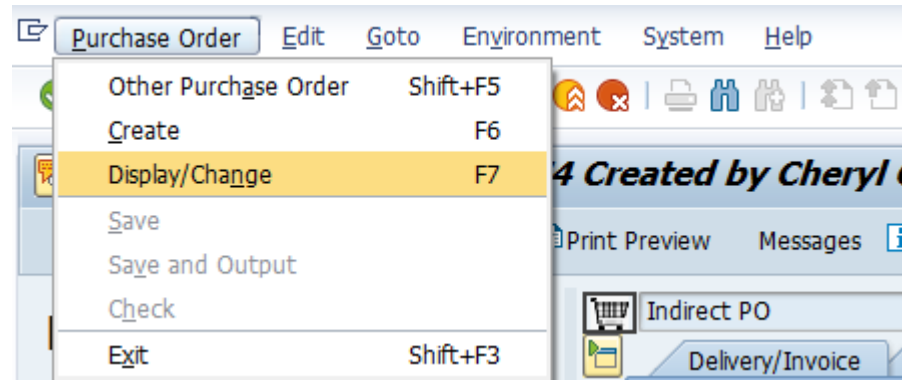
Change View "ZMM_FLEXI_PO_APP": Overview

New Entries

ZMM_FLEXI_PO_APP													
Cost Center	POrg	L1 0 and up	Full Name	L2 10k and up	Full Name	L3 50k and up	Full Name	L4 250k and ...	Full Name	L5 1m and up	Full Name	L6 5m and up	Full Name
1011102	1010	BC598	Lance Hanni	BV3659	Chris Burcky	BV3659	Chris Burcky	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1011135	1010	BC598	Lance Hanni	BV3659	Chris Burcky	BV4031	Eric Staves	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1012201	1010	BV2019	Sridya Venkat	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1012202	1010	BV3283	Mandy Smith	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1012203	1010	BV2019	Sridya Venkat	BV628	Christine Trogdon	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1012261	1010	BV2019	Sridya Venkat	BV4254	Philip Modesti	BV2249	Jane Fitzpatrick	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1012263	1010	BV4389	Spencer Cline	BV1958	Katrina Pope	BV1958	Katrina Pope	BV1958	Katrina Pope	BV3072	Mark Singleton	BV3780	Rob Claypoole
1013801	1010	BV3203	Amanda Shaginaw	BV390	Derek Hurdle	BV390	Derek Hurdle	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1013802	1010	BV3273	Elena Palumbo	BV390	Derek Hurdle	BV390	Derek Hurdle	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1013803	1010	BV3203	Amanda Shaginaw	BV390	Derek Hurdle	BV390	Derek Hurdle	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1016937	1010	BV3428	Cathi Below	BV3493	Kelle Stefaniak	BV3493	Kelle Stefaniak	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1016938	1010	BV3428	Cathi Below	BV3493	Kelle Stefaniak	BV3493	Kelle Stefaniak	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081000	1010	BV3311	Jeff Grontkowski	BV1242	Anthony Doyle	BV1242	Anthony Doyle	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081010	1010	BV3283	Mandy Smith	BV1242	Anthony Doyle	BV1242	Anthony Doyle	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081020	1010	BV3283	Mandy Smith	BV1242	Anthony Doyle	BV1242	Anthony Doyle	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081030	1010	BV3283	Mandy Smith	BV1242	Anthony Doyle	BV1242	Anthony Doyle	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081100	1010	BC598	Lance Hanni	BV3659	Chris Burcky	BV4031	Eric Staves	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081110	1010	BV3428	Cathi Below	BV3659	Chris Burcky	BV4031	Eric Staves	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081120	1010	BV3428	Cathi Below	BV3493	Kelle Stefaniak	BV3493	Kelle Stefaniak	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081140	1010	BC598	Lance Hanni	BV2360	Michael Lopez	BV3523	Mike Crowe	BV3523	Mike Crowe	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081500	1010	BC598	Lance Hanni	BV3163	Barry Mitchell	BV3523	Mike Crowe	BV3523	Mike Crowe	BV3072	Mark Singleton	BV3780	Rob Claypoole
1081510	1010	BC598	Lance Hanni	BV3163	Barry Mitchell	BV3523	Mike Crowe	BV3523	Mike Crowe	BV3072	Mark Singleton	BV3780	Rob Claypoole
1091100	1010	BC598	Lance Hanni	BV3659	Chris Burcky	BV2882	Jasmin Nuhic	BV3523	Mike Crowe	BV3072	Mark Singleton	BV3780	Rob Claypoole
1091500	1010	BC598	Lance Hanni	BV3163	Barry Mitchell	BV3523	Mike Crowe	BV3523	Mike Crowe	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150462	1010	BV2019	Sridya Venkat	BV4031	Eric Staves	BV4031	Eric Staves	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150464	1010	BV2019	Sridya Venkat	BV2471	Dave Crawford	BV2471	Dave Crawford	BV2471	Dave Crawford	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150465	1010	BV3428	Cathi Below	BV4031	Eric Staves	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150466	1010	BV3428	Cathi Below	BV3493	Kelle Stefaniak	BV3493	Kelle Stefaniak	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150467	1010	BV3428	Cathi Below	BV546	Neil Pounder	BV3493	Kelle Stefaniak	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150468	1010	BV2019	Sridya Venkat	BV4031	Eric Staves	BV4031	Eric Staves	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150471	1010	BV3196	Jacob Scott	BV1052	Mary Kottke	BV4031	Eric Staves	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150472	1010	BV2019	Sridya Venkat	BV4031	Eric Staves	BV4031	Eric Staves	BV4031	Eric Staves	BV3072	Mark Singleton	BV3780	Rob Claypoole
1150474	1010	BV683	Derek Wu	BV628	Christine Trogdon	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3072	Mark Singleton	BV3780	Rob Claypoole

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





Procurement Contacts and Resources

Who Can I Contact with Questions?



Global Procurement Team

- Cheryl Grant, Indirect Category Manager
- Parker Graham, Direct Sourcing & Planning Manager
- Paul Ditter, Direct Category Manager
- Elizabeth Spiers, Director, Supply Chain Planning & Procurement VP Operations & Quality
- Chris Burcky, VP Global Supply
- procurement@bioventus.com