

Automated Non-Ordered Material PO Generation during Goods Receipt



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Automated Non-Ordered Material PO Generation during Goods Receipt:

Typically, our operational procedure adheres to the Procure to Pay cycle for material procurement, encompassing various types such as Raw Materials, Spare Parts, and Consumables. Nevertheless, specific situations may arise wherein the need for certain materials becomes urgent, leaving no leeway for prior Purchase Order (PO) generation before Goods Receipt. These circumstances could be driven by critical operational requirements.

To address these exigencies, SAP incorporates predefined configurations designed for managing such urgent scenarios. In these instances, when we undertake the Goods Receipt process for pre-ordered materials associated with an existing PO, an additional provision exists for the inclusion of non-ordered materials during the Goods Receipt.

Outlined below is the procedural breakdown of the Automatic Purchase Order (Auto PO) mechanism applicable during Goods Receipt for Non-Ordered Materials:

Step 1:

Initiate the process by creating a Standard Material utilizing the designated Transaction Code: MM01.

Classific	ation 📝 🎯	Purcha	ising	Foreign trade import	Purchase of	der text	M	10
Aaterial	100000000	000004	0066 AL	ito PO while GR- Ordered I	tem Test			-
lant	CPMG		Tr	aining Plant MM - 01				- The second
	Ger 🗋							
General Da	ata							
Base Unit	of Measure	EA	Eac	h Order Unit	15	8	Var. OUn	
Purchasing	Group	M		Material Group	0	04	- Leve	
Plant-sp.m	nati status			Valid from				
Tax ind. f.	material			Qual.f.FreeGood	sDis.			146
Material fr	eight grp	-		Autom, PO				
				OB Management				
Batch n	nanagement			OB ref. matrial			1	
Purchasing) values							
Purchasing	y value key	-	10	Shipping Instr.				
1st Remin	der/Exped.	0	days	Underdel. Tolerance	0.0	percent		
2nd Remin	nder/Exped.	0	daya	Overdeliv. Tolerance	0.0	percent		
3rd Remin	der/Exped.	0	days	Min. Del. Qty in %	0.0	percent		
StdValueD	DelivDateVar	0	daya	Unitd Overdelivery		knowledg	ment Regd	

1]Ordering Material in Purchase Order

While creating Material master only one Pre-requisite is Tick mark Autom. PO in Purchasing View



→ Material 10000000000040066 created.

			77// 5366			74 25 27		28
Classification	Purcha	ising [Foreign	trade import P	urchase c	order text	M	고님
aterial 10000000	0000040	067 AL	uto PO w	hile GR- Non Ordere	ed Item in	PO		
ant CPMG		Tr	aining Pla	ant MM - 01				
68 🗋								
Seneral Data								
Base Unit of Measure	EA	Eac	h	Order Unit		KG	Var. OUn	
Purchasing Group	CPO			Material Group		004		
Plant-sp.matl status				Valid from				
Tax ind. f. material				Qual.f.FreeGoods	Dis.			:32
Material freight grp				Autom. PO				
				OB Management				
Batch management				OB ref. matrial	1			
Purchasing values								
Purchasing value key		1	Shippi	ng Instr.				
1st Reminder/Exped.	0	days	Under	del. Tolerance	0.0	percent		
2nd Reminder/Exped.	0	days	Overd	eliv. Tolerance	0.0	percent		
3rd Reminder/Exped.	0	days	Min. D	el. Qty in %	0.0	percent		
StdValueDelivDateVar	0	days	Unl	td Overdelivery	A	cknowledg	iment Reqd	

- → While creating Material master only one Pre-requisite is Tick mark Autom. PO in Purchasing View
- → Material 100000000000040067 created

Step 2:

The subsequent prerequisite entails activating the "Automatic Purchase Order" feature within the Vendor Master. This is achieved by selecting the designated checkbox as



illustrated below:

7 61 63 EI			
endor 40000 urchasing Org. CP00	02912 Prati	st Vendor for Vendor Master - ice_MM_MS	01
Conditions			
Order currency	INR	Indian Rupee	
Terms of paymnt	0001		
Incoterms			
Minimum order value	0.0		
Schema Group, Vendor		rd procedure vendor	
Pricing Date Control	N	o Control	
Order optim.rest.			
Sales data			
Salesperson			
Jaicaperson			
Telephone			
Telephone Acc. with vendor			
Telephone Acc. with vendor Control data			
Telephone Acc. with vendor Control data		ABC indicator	RMA Required
Telephone Acc. with vendor Control data GR-Based Inv. Venf. AutoEvalGRSetmt Del.		ABC indicator ModeOfTrnsprt-Border	RMA Required
Telephone Acc. with vendor Control data GR-Based Inv. Venf. AutoEvalGRSetmt Del. AutoEvalGRSetmt Ret		ABC indicator ModeOfTrnsprt-Border Office of entry	RMA Required
Telephone Acc. with vendor Control data GR-Based Inv. Venf. AutoEvalGRSetmt Del. AutoEvalGRSetmt Ret Acknowledgment Requ		ABC indicator ModeOfTrnsprt-Border Office of entry Sort criterion	RMA Required
Telephone Acc. with vendor Control data GR-Based Inv. Venf. AutoEvalGRSetmt Del. AutoEvalGRSetmt Ret AutoEvalGRSetmt Ret AutoEvalGRSetmt Ret AutoEvalGRSetmt Ret	l l der	ABC indicator ModeOfTrnsprt-Border Office of entry Sort criterion PROACT control prof.	RMA Required By VSR sequence number
Telephone Acc. with vendor Control data I GR-Based Inv. Venf. I AutoEvalGRSetmt Del. I AutoEvalGRSetmt Ret Acknowledgment Requ Automatic purchase or Subsequent settlemen	j der t	ABC indicator ModeOfTrnsprt-Border Office of entry Sort criterion PROACT control prof. Revaluation allowed	RMA Required By VSR sequence number

Step: -3

→ Create Standard PO by using T-Code: -ME21N for ordered material i.e 10000000000040066



Delvers/Invoic Purch. Org. Purch. Group Company Code	CPEO Pratico N CPEO Pratico N CPEO CPINE Pu S300 Training (NM_NS Aur. Grp Company	Address Communication	Partnets Addtoonel Da	is / Org. Data	Status	Payment	Processing			
Purch, Org. Purch, Group Company Code	CP00 Pratice_N CP0 CPHE Pu 5300 Training (NM_NS Aur. Grp Company									
Purch, Group Company Code	CPO CPHE Pu 5300 Trang (lur. Grp Company									
Company Code	5300 Training (Company									
						autorecontra	light Drice	Curr	Per	O Nati Group	Pin []]
S. Itm A I	Material	Sho	ort Text	PO Quantity	O_ C Del	eev, Date 1	CONTRACTOR OF CONTRACTOR			the ships	And I I
5 Itm A I	Material 1000000000004	Sho 40066 Auto	ort Text to PO while GR- Ordered Item	PO Quantity Test	0_ C Del 10KG D 26.	ew, Date 12.2022	5	O.O.INE	4	KG 004	CPI
S., Itm A I	Material	Sho 40064 Auto	ort Text to PO while GR- Ordered Item (PO Quantity Test	0_ C Del 10KG D 26.	ew, Date 1.12.2022	3	50.0INR JHR	1	NG 004	(P)
S. Rm A I	Material	Sho 41066 Auto	iort Text to PO while GR- Ordered Item 1	PO Quantity Test	0_ C Del 10KG D 26.	ew, Date 1.12.2022	3	io.ojnik jnik jnik	1	KG 004	
S., Itm A I	Material	5h0 41066 Auto	ort Text to PO while GR- Ordered Term	PO Quattity Test	0_ C Del 10KG D 26.	ew, Date 12.2022	5	io.ozer zur zur	1	KG 004	
S., Itm A E	Material 1000000000000000000000000000000000000	Sho 40066 Auto	ort Text to PO while Gill-Ordered Item	PO Quantity	0 C Del 10KG D 24.	env, Date 1.12.2022	5	io.o Ink Juk Ink	1	KG 004	
S. Itm A I	Material 1000000000000000000000000000000000000	Sho 40044 Auto	ort Teat to PO while Gill-Ordered Item 2 Ite I Defa	PO Quantity Test uit Values	0_ C Del 10KG D 24.	env, Date	3	io.o Ink Juk Ink		KG 004	
S. Em A E	Material 1000000000000000	Sho 40044 Auto	ort Teat to PO while GR- Ordered Item I III Defa	PO Quantity Tent uit Values Addi Plan	0_ C Del 10KG D 26.	ew, Date 5.12.2022	3	io.03NN Jur Zhu	-	KG 004	
S. Em A E	Material 1000000000004 +	Sho 40055 ALO 5000040066 , Al	ont Teat to PO while GR- Ordered Team E III Defa	PG Quantity Test suit Values Addi Plan	0_ C Del 10KG D 26.	ew, Date	3	50.03NN 3NR 2NN	1 Det	KG 004	
S. IIII A I	Material 1000000000000000000000000000000000000	Sho 40044 Auto 0000040000 Au	ort Text to PO while Gill- Ordered Item I III III IIII IIII IIIIIIIIIIIIIIIII	PO Quantity Test uit Values Addi Plan	0_ C Del 10KG D 24.	env, Date	5	50.03NR 3NR 2NN		KG 004	

- → Check & Save PO
- → Std.Pur.Doc. Test-1 created under the number 4500027754

Step: -4

- → Do the Goods Receipt by using T-Code: MIGO
- After entering PO no, it will fetch the data from of ordered material only for Goods Receipt.

Goods Receipt Purchase Order - N	WMM86							
tone Overserve 🗅 Hotel Check Post 🛄 Herp								
Goods Recept * Kitl Purchase Order +	Plant C		OR goods rece	et ini			:	
and the second second								
General Vender 1 - 20		-						
Document Date 23.32.2022 Delivery Note	ERITER PROPERTY	Vendor Test Vendo	far Vendor Ho	Ś.				
Postny Date 22.12.2022 Bill of Liding		HeaderText						
une St Mat. Short Text	OK Ob in Use	E Slot	Batich	Valuation	H. D Stock Type	Pirc 8	S 666	
1 CCB Auto FO while GR. Ondered Join Test	200	KS Raw Material			101 + Novertraum.	+ THINK PLL		
							4.4	
AIVI WWW ID Detris	Contanta 00	10 Bit						
and the second s		Ban-Ondered Iters						
Material Quantity Where Putchase Order D	Rarther We	on .						



For add Non-Ordered material in Goods Receipt click on **Non-Ordered Item** under **Item Overview** as shown above.

General Vendor									_11
locument Date 23.12.2022	Delvery Note	23.12.2022	Vendor	Test Vendo	for Vendor Nas	101			
osting Date 23.12.2022	Bill of Lading GR/GT Sile No.		Header1	top					
n o laure doctoriant region		Add the Provident	1115-0	dan ser	Detro Londo Cobre	Party and a	Marine and Marine	in the second	
St., Net, Short Text	from Test	OK Qty in UnE	Enco	SLOC Pres Material	Cost Center	Order	Wes Element	Network.	
 COAuto PO while GR- from Dro 	wed them in PD	10/1	EA	Marc Material					
* * 🖸		111-						4	. *
	b 🔂 Delete	Contents	- A - B	P					
1777 - C.197									
Material Quantity When	Purchase Order Dat	a Pather W	/eigh						_

When we add **Non-Ordered material** in **Goods receipt** system is **not allowing** to do GR & Showing error like **This item has been not ordered**.

Step: -5

 \rightarrow For this error we do some configuration in system as below

First Configuration

1] Activating the Auto PO for 101 Movement

Path to Activate Auto PO for Movement: -

SPRO->IMG-> Materials Management-> Inventory Management and Physical Inventory-> Goods Receipt-> Create Purchase Order Automatically



nange view Auto	made creation of pur	chase orders at yoous receipt .
C. 1827 C. 28 19	- 15 W - WAR 1995	
M Movement Type Text	Automatic PO	
101 GR goods receipt		*
102 Reversal of GR		*
103 GR into blocked stck		
104 Rev. GR to blocked		

Just Tick the Automatic PO for 101 Movement & Save.

Second Configuration

2] Assign Standard Purchasing Organization to Plant

Path to Assign Standard Purchasing Organization to Plant: -

SPRO-> IMG-> Enterprise Structure-> Assignment-> Materials Management-> Assign standard purchasing organization to plant

5		B B		
Pint	POrg	Plant description		
CPMG	CPOO	Training Plant MM - 01	*	
CPP1	1000	manu travels	*	
CPR	1000	MALLIK ENGINEERING PVT LTD		

Just check & Assign if not. Save

Step: -6

→ Check the stock of Non-Ordered Material in system by using TCode: -MMBE



	ew: Dasic List					
<u>6</u> 9						
Selection						
Material	10000000000040067	Auto PO while	GR- Non Ordered It	tem in PO		
Material Type	YROH	Std. Raw Mater	ial Test-01			
Unit of Measure	EA	Base Unit of Me	asure	EA		
VAMB.C	Detailed Display					
Client/Company Code	e/Plant/Storage Location/Batc	h/Special Stock	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation
	ng company					

We have no stock as well as no any PO for this material.





→ Do the Goods Receipt by using T-Code: -MIGO

Add the Non-Ordered Material as above shown while doing Goods Receipt.

ioods Recept =	R01 Purchase On	per =	Part	CEHO (2)/0	GR .	poods receipt	[103]]			
General V	endor 2n									_1
ocument Date	25.12.2022	Delivery Note	23.12.2022	Vendar	Test Vendor for	Vendor: Master				
ceting Date	25.12.2022	Gill of Lading	-	Header Text	4 M					
D G COM	1014 SID *	GR/GI SID NO.								
H St. Hat I	ibort Test		OK QLY IN UNE	E., S.(ic i	Cost Cantar On	der	WBS Element	Network	
COLLAuto I	PD while GR- Ordere	d Item Test	10	KG Rav	v Material					12
3 M. L. Auto I	PO while GR-Num O	dated Barn in FD	9.2	EA. RW	Mataria					-21
Deplay logs				-				14	*	
1					-1					
Typ Ites Heaps	age text									
2 Pleas	e enter pet pri	ce'						-		-1
- Marine					-					
Sin Tech	neal Information		Current daplay	variant 10-10-	De Print Mill	C a = 1		C LL Help M		
OW D	1917		1	Weight	-					
rom Weight	0.000									
	-									

→ After entering all the details of Non-Ordered Material. System gives an error as above to enter Price.

As we are procuring this material **first time** we need to Create PIR.

→ For this error we need to **Create Purchase Info record** of Non-Ordered Material.

→ Purchasing info record 6126 CP00 CPMG created

After Creating PIR system will allow to post the Material Document.

Document Date	10.2022	Delivery Note:	123.12.2022	-	Vendor	Test Vendor for	Vendor Haster	8				
Posting Date 13	13.2032	Bill of Lading			HeaderText	1						
G 3 Collective 5	łu •	GR/GT Sile No.										
ane Hat. Short Text			Qty in Unit	10.0	Rec	Batuth	Valuetore	H D	Stock Type	Pint	S Queter	-
Auto PD while GR	- Crowerd Item 7	wat in	1.0	NG.	Revol Marternal			101 =	Unrestruct	* Training Flu.		Ξ.
2 Auto PO while GR	Non Ordered Ib	em m PO	2.	EA	Rave Material			101 =	Unrestrict.	* Training Pla.		•
····												 *
	100102	d										
Manwill Quarte	Where	Purchase Order	Data Partner	We	rich							 _
			uni Yaab	1 111	1000000000004	0066						
Manarial	Auto PD white	e GR. Ordered Ha										
Material Vendor Material No.	Auto PD white	e GR. Ordered Di	COLLEGE .									



→ Material document 6000000194 posted

Step: -7

→ Now Display Material Document & Check the Automatic Created Purchase Order for Non-Ordered Material.

ocument Date	23.12.2022	Delivery Note		23,12.2022		Vendor	Test Vendor fo	r Vendor Master						
osting Date	23.12.2022	BB of Lading				HeaderText								
a Cole	ctive Sip *	GR/GI SID NO.												
e Mat. Short	Text		Qty-in	UnE	.E.,	SLOC	Batch	Valuation	M	Stock Type	Pint	5	Customer	E
1 Auto PO w	le GR- Ordered Item	Test	10		KG	Raw Material			101 +	Unrestrict.	* Training Pla			C
2 Auto PO wi	life GR- Non Ordered	Earn in PO	23		EA	Raw Material			101 -	Derestrict.	• Training Plu			
-														
														•
1	00													
Material	wanthy Where	Perchase Order	Oata	Partner	We	righ								

→ Click on Purchase Order Data & Double Click on PO No.

Jocument Overview On	🕉 🔁 🕘 Print Preview	Messages III & Personal Setti	ng Save As	emplate						
ASH Purchase Order(. + 45	0002775€ Vendor	4000002912 Test Vendor for V	e. Doc. date	43.12.2022						
Delivery/Invoice Cond	Bons Texts Address	Communication Partners	Additional Data	Org. Data	Status	Payment P	tocessing.	L		_
Purch, Group Choip Purch, Group Choi Company Code 5300 1	racce_HH_Hs PWG Pur. Grp ranning Company									
Purch, Group Croip Purch, Group Croi Company Code 5300 1	vacce_verg_es 2940 Par: Brp Tarang Company									
Purch, Group Croip Purch, Group Croi Company Code 5330 1	acce_me_es pwg.Par. Grp rarang Company Short Tex	¢.	PD Quantite	0	C Deliv. Date	Net Price	Curr	Per	O Matt Group	
Fit S., Ibm A I Material	Short Teo 000000000 Short Teo	t Maie GH- Morr Ordered Itom in PO	PD Quantit	O	C Delir, Date 23, 12, 2422	Net Pice	Curr 50,0 DXR	Per	O Nati Group KG: 004	

→ System will Display the Auto PO. It will look like same as we create PO Manually.



→ Now check the Stock of Non-Ordered Item by using T-Code: -MMBE

□ £1			
Selection			
Material	10000000000040067 Duto PO while	e GR- Non Ordered I	tem in PO
Material Type	YROH Std. Raw Mat	erial Test-01	
Unit of Measure	EA Base Unit of M	leasure	EA
Stock Overview			
	Detailed Display		
Stock Overview	Detailed Display e/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection
Stock Overview	Detailed Display e/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection
Stock Overview	Detailed Display e/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection
Stock Overview	Detailed Display e/Plant/Storage Location/Batch/Special Stock ng Company raining Plant MM - 01	Unrestricted use 2.000 2.000 2.000	Qual. inspection

→ Now it's showing stock of Non-Ordered Material as per Goods Receipt.



THANK YOU



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