



## Practice

## MM Using Purchase Order Templates


## Audience

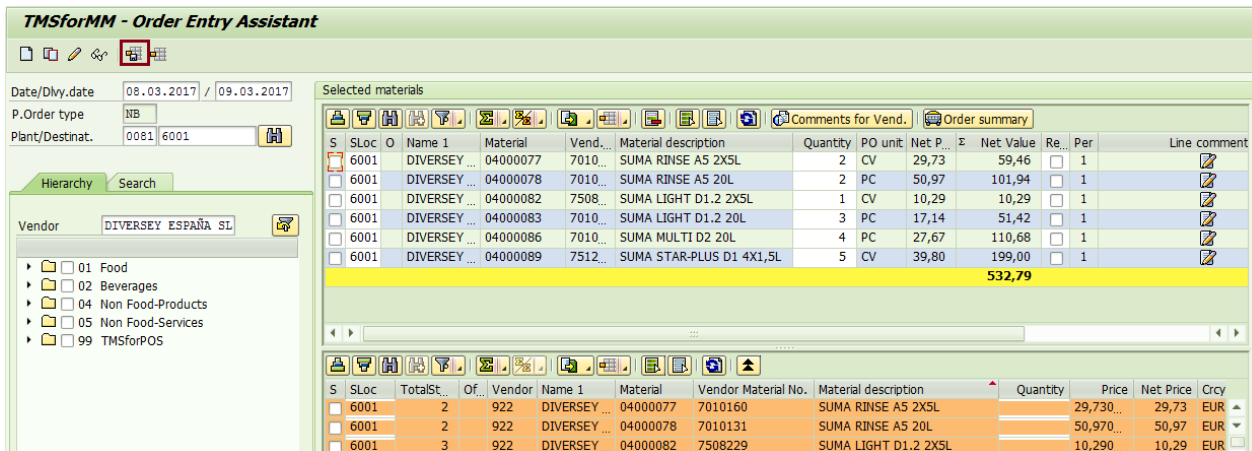
All MM Users

## Details.

SAP allows the creation of order templates, which can be very useful for cases in which the user usually requests the same materials from a supplier. For these cases the use of templates will allow us to save working time, since once created, we will only have to enter the quantities and save the order.

To create a template, you must follow the following steps:

1.- Select all the materials you want to add to your template in the PO Assistant and click "Save Template"  in the menu and give it a name.



**TMSforMM - Order Entry Assistant**

Date/Dlvry.date: 08.03.2017 / 09.03.2017  
P.Order type: NB  
Plant/Destnat.: 0081 6001

Selected materials

S	SLoc	O	Name 1	Material	Vend.	Material description	Quantity	PO unit	Net P.	Σ	Net Value	Re.	Per	Line comment
<input type="checkbox"/>	6001		DIVERSEY ...	04000077	7010...	SUMA RINSE AS 2XSL	2	CV	29,73		59,46	<input type="checkbox"/>	1	
<input type="checkbox"/>	6001		DIVERSEY ...	04000078	7010...	SUMA RINSE AS 20L	2	PC	50,97		101,94	<input type="checkbox"/>	1	
<input type="checkbox"/>	6001		DIVERSEY ...	04000082	7508...	SUMA LIGHT D1.2 2XSL	1	CV	10,29		10,29	<input type="checkbox"/>	1	
<input type="checkbox"/>	6001		DIVERSEY ...	04000083	7010...	SUMA LIGHT D1.2 20L	3	PC	17,14		51,42	<input type="checkbox"/>	1	
<input type="checkbox"/>	6001		DIVERSEY ...	04000086	7010...	SUMA MULTI D2 20L	4	PC	27,67		110,68	<input type="checkbox"/>	1	
<input type="checkbox"/>	6001		DIVERSEY ...	04000089	7512...	SUMA STAR-PLUS D1 4X1,5L	5	CV	39,80		199,00	<input type="checkbox"/>	1	
											<b>532,79</b>			

Vendor: DIVERSEY ESPAÑA SL

Hierarchy: Search

- ☐ 01 Food
- ☐ 02 Beverages
- ☐ 04 Non Food-Products
- ☐ 05 Non Food-Services
- ☐ 99 TMSforPOS

S	SLoc	TotalSt.	Of.	Vendor	Name 1	Material	Vendor Material No.	Material description	Quantity	Price	Net Price	Crcy
<input type="checkbox"/>	6001	2	922	DIVERSEY ...	04000077	7010160		SUMA RINSE AS 2XSL		29,730...	29,73	EUR
<input type="checkbox"/>	6001	2	922	DIVERSEY ...	04000078	7010131		SUMA RINSE AS 20L		50,970...	50,97	EUR
<input type="checkbox"/>	6001	3	922	DIVERSEY ...	04000082	7508229		SUMA LIGHT D1.2 2XSL		10,290...	10,29	EUR



### Practice

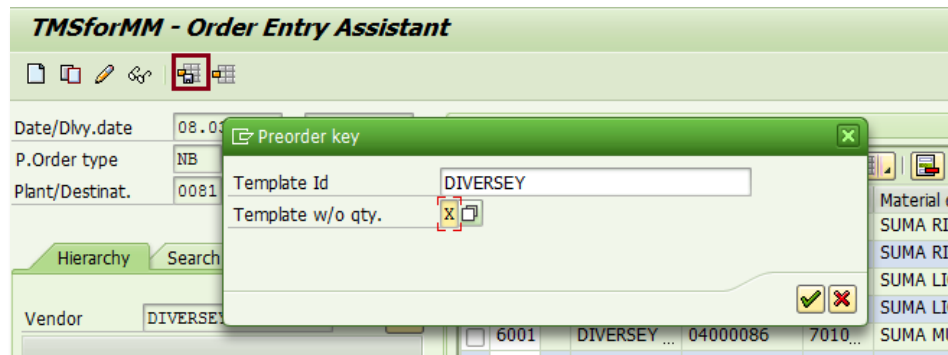
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All MM Users

### Details.

2.- You can choose to save your template with materials and quantities or save only the materials (by checking the box with an "X") and enter new quantities each time you use it.



3.- You can save all the templates you need and you can make one template per supplier or a template with several suppliers.

4.- To access the saved templates, click "Use Template"  in the PO Assistant and select from the list the one you want to use to make a new order. Once you have selected it, the data of the template will be displayed on the right. You must click on "Use template"  to load it in the PO Assistant.



## Practice

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## Details.

**TMSforMM - Order Entry Assistant**

Date/Dlvry.date: 08.03.2017 09.03.2017  
P.Order type: NTB  
Plant/Destinat.: 0081

Hierarchy Search

Vendor:

Selected materials

S	SLoc	O	Name 1	Material	Vend...	Material description	Quantity	PO unit	Ne

**Order model selection**

Pre-order:   
Creator user: E00000089335  
Pre-order key:

Sel.	Template Id	User Name	Date	Vendor	Material	Net Price	Per	Unit	Quantity	Net	Free	Return ite
<input checked="" type="checkbox"/>	1.000.004.223	DIVERSEY	08.03.2017	922	04000077	29,73	1	CV	0	59,46	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1.000.004.224	AMENITIES PACK	08.03.2017	922	04000078	50,97	1	PC	0	101,94	<input type="checkbox"/>	<input type="checkbox"/>
				922	04000082	10,29	1	CV	0	10,29	<input type="checkbox"/>	<input type="checkbox"/>
				922	04000083	17,14	1	PC	0	51,42	<input type="checkbox"/>	<input type="checkbox"/>
				922	04000086	27,67	1	PC	0	110,68	<input type="checkbox"/>	<input type="checkbox"/>
				922	04000089	39,80	1	CV	0	199,00	<input type="checkbox"/>	<input type="checkbox"/>

You can place the order with the same quantities, change quantities, delete materials or even add new materials from the same supplier as in any normal order.