



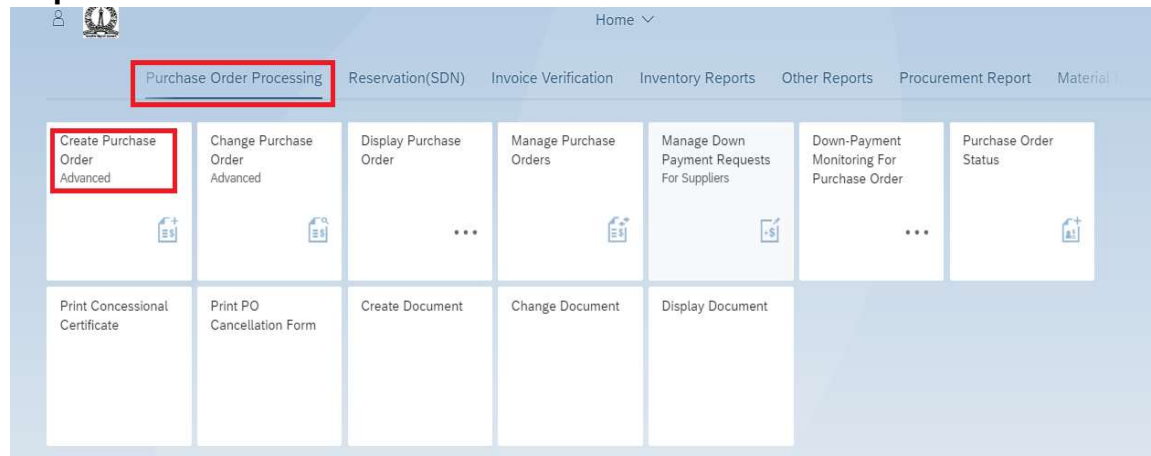
## 1.1 User Manual to Create Purchase Order

**Step 1.** Send a Mail to [fixedassets.fna@iisc.ac.in](mailto:fixedassets.fna@iisc.ac.in) Along with a soft copy of the invoice.

**Step 2.** After the finance department creates and provides an asset number follow the next steps.

**Step 3.** Click on "Purchase Order Processing" on Home Screen

**Step 4.** Click on "Create Purchase Order

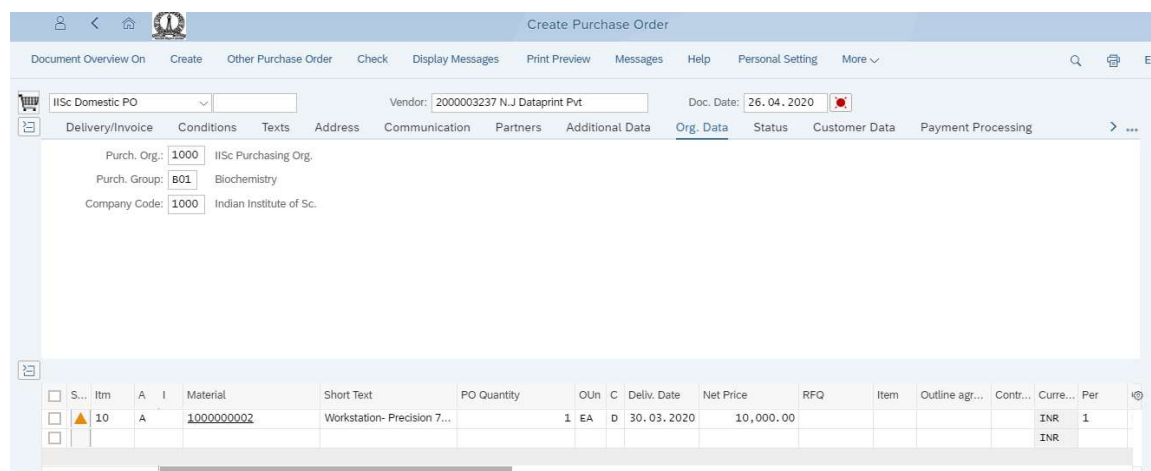


**Step 5.** Select the type of Purchase Order from the dropdown menu.

Select Document type (ZAPO- Admin PO, ZDPO - Domestic PO, ZFPO - Foreign PO, ZWPO - Work Order)

**Step 6.** Enter vendor, Purchase organization, Purchase Group, company code in the header details.

**Step 7.** Chose account assignment "A" and enter material no., quantity, net price and plant in item overview.



**Step 8.** Enter tax detail in Invoice tab in item details.

**Step 9.** In account assignment tab enter Fixed Asset number received from Finance Department and business area and cost center.



The screenshot shows the SAP 'Create Purchase Order' interface. The main table contains the following data:

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	RFQ	Item	Outline agr...	Contr...	Curre...	Per
	10	A		1000000002	Workstation- Precision 7...		1	EA	D 30.03.2020	10,000.00					INR	1

Below the table, the 'Material Data' section is visible with the following fields:

- Item: [10]1000000002 . Workstation- Precision 7820 Tower 950W
- AccAssCat: Asset
- Distribution: Single account assignment
- CoCode: Indian Institute of
- Unloading Point: [ ]
- Recipient: [ ]
- GL Account: 106508
- Business Area: Z001
- Asset: 4000038 [0]
- CO Area: 1000
- Cost Center: BC01
- Order: [ ]
- WBS element: [ ]
- Network: [ ]

**Step 9.** Click on save and System Will Generate Purchase Order Number for Future Tracking Purpose.

The screenshot shows the SAP 'Create Purchase Order' interface at the 'Header' level. The 'IISc Foreign PO' dropdown is selected, and the 'Vendor' field is empty. The 'Doc. Date' is set to 26.04.2020. At the bottom of the screen, a message states: 'IISc Domestic PO created under the number 4200000246'. The 'Save' button is highlighted in blue.

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## 1.2 User Manual For reimbursement for purchase of fixed asset.

The Physical documents (For E.g. Original Invoice) is to be submitted to the concerned Finance Department that is F&A or Schemes.