

	Responsible Area: FI – MM /AP	BUSINESS PROCESS PROCEDURE Report: Finding New Framework Purchase Order Numbers When Using the MIR7 Invoice Transaction
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Overview

REPORT PURPOSE: When entering an invoice against a framework purchase order created in reference to a contract issued by the Purchasing Department, you must enter the correct framework purchase order number to insure the proper payment of the invoice. The purchasing department is in the process of converting the number range of framework purchase orders created in reference to a contract from a number range that begins with a 45 to a number range that begins with a 65. As the framework purchase orders are converted you will not be able to process invoices against the old framework orders that begin with a 45. If you know the old framework purchase order number that begins with a 45 and you simply want to find the replacement framework order number that begins with a 65, you can use the report that is described below.

In addition to the report described in the BPP, you can find the correct framework purchase order number to use by accessing the report **ZME_FRAMEWORK_ORDERS - Purch Contract/Framework Order Display**. This report will display additional summarized information on the purchasing contract to include the correct framework purchase order number to use when paying invoices.

Procedural Steps

Step 1. Access the transaction.

The report transaction is: ZME_NEW_FO_NBR

The report name is: Find New Purch Contract FO Nbr

The report **can be accessed** via the following SAP menu paths:

*Logistics>Material Management>Logistics Inv Verification>Document Entry

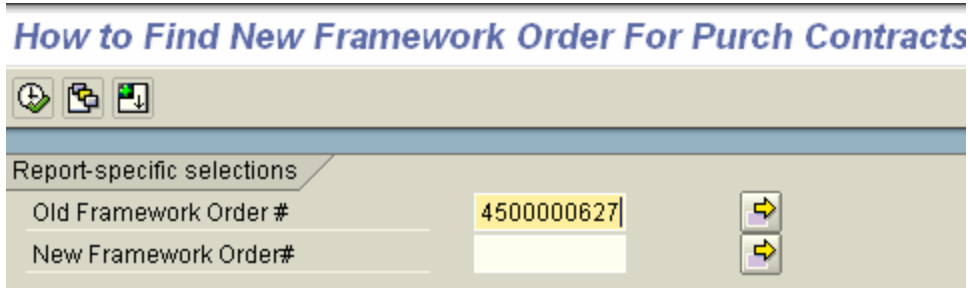
*IRIS Reporting>Financial>Purchasing

*IRIS Reporting>Financial>Accounts Payable

*Logistics>Material Management>Purchasing>Outline Agreement>Contract


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Step 2. Enter Selection Criteria for the Report. Once the report is accessed, the selection criteria screen will be displayed as shown below. Enter the Old Framework Purchase Order Number that begins with a 45.




How to Find New Framework Order For Purch Contracts

Report-specific selections

Old Framework Order # 

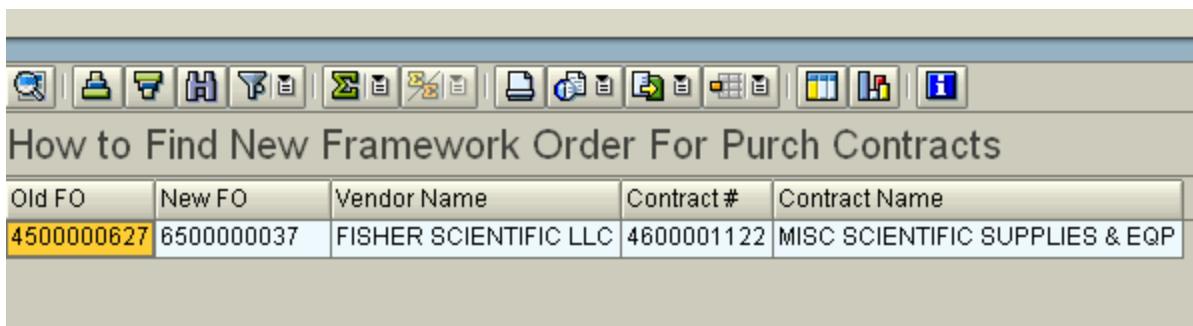
New Framework Order# 

Explanation of the fields on this screen:

Field Name	Description	R/O/C	User Action and Values
Old Framework Order #	Enter the old framework order number that begins with a 45	R	Entry of this document number will display the replacement framework order number.
New Framework Order #	N/A	O	N/A
	Execute Button	R	Once you have entered your selection criteria, select the execute button.

(Note: On above table, in column "R/O/C"; "R" = Required, "O" = Optional, "C" = Conditional)

Step 3: Report Display - Once selection criteria for the report is entered – select the execute button, the report should be displayed as shown below.



How to Find New Framework Order For Purch Contracts

Old FO	New FO	Vendor Name	Contract #	Contract Name
4500000627	6500000037	FISHER SCIENTIFIC LLC	4600001122	MISC SCIENTIFIC SUPPLIES & EQP

Explanation of the fields on this screen:

Field Name	Description	R/O/C	User Action and Values
Old FO	This is Old Framework Order number	N/A	N/A
New FO	This is the replacement Framework Order – Use this number when making invoice payments in MIR7 for invoices against contracts issued by the purchasing	N/A	N/A

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	department.		
Vendor Name	Name of the Contract Vendor	N/A	If the name of the vendor does not match the name of the vendor on your invoice – contact the purchasing department.
Contract #	The document number of the contract issued by purchasing.	N/A	
Contract Name	A general description of the items covered by the contract issued by purchasing.	N/A	