



AASIS Multiple Vendor OA

updated 11-02-15

Selecting the Proper Vendor

1. Create PO in reference to PR. Open the Document Overview, Select your PR number, highlight it and click the “adopt” icon. 
2. Select an ordering address (OA).
 - Be very careful which OA you select. If you do not select the correct OA at this stage, you cannot change it.
3. OA popup is immediately followed by one requesting you select an Invoice Presented by (PI) address.
 - If you have saved your defaults, your Purch. Org. will default, if not, you will be prompted to change your Purch. Org.
 - If you are prompted to change your Purch. Org. you will need to select an ordering address (OA) followed by an Invoice Presented by (PI).

Printing PO to the Proper Vendor

1. In order to create a PO for your Ordering Address vendor, click the “messages” button 
2. On the next line, enter the output “neu”, select your desired output medium (print or email), enter the function “OA” and the vendor number of the partner you selected for this PO.

Sta	Output	Description	Medium	Fun	Partner	Lan	Ch
OA	NEU	Purchase ord	Print output	VM	100168714	EN	
	neu		Print output	oa	100145319		

3. Enter your printer information if you choose to print out this PO.
4. In order to print out your PO officially, go to ME9F. Enter your PO Number and processing status 0. Execute.
5. When you choose a partner on your document, you will have the option of printing either that partner or the manufacturer vendor.
 - Remember the partner is the OA vendor and the manufacturer is the VN vendor. The OA partner is recorded as BA below and the VN vendor is recorded as LF below under the “partner role”.

Purch.Doc.	Vendor	Name 1	PGr	Doc. D		
Msg.	Lng	Partner	Role	Created on Time	Time N	User name
4501410563	100168714	CRUSE UNIFORMS AND EQUIPMENT INC	COO	01/30/2014		
	NEU	EN	100149868	BA	01/30/2014 11:31:04	3 X SLBANASIEWIC
	NEU	EN	100168714	LF	01/30/2014 09:44:41	3 SLBANASIEWIC