Agency Instructions for Partnering on the Tire Contracts

Creating a PO Using Partnering

1. Click on Create Purchase Order (ME21N) In the Org. Data Tab, type in Purchase Org and Purchase Group. Click on Selection Variant > Contracts

2. Type outline agreement number in the Purchasing Document space to adopt contract > click Execute.

3. Select Item Numbers to adopt. > Click on Adopt Icon. > Ordering Address Box will appear > Double click on correct Local Dealer vendor number. Make a record the vendor #.

4. **Note: This step must be done before saving the PO.** Click on Messages next to Print Preview. > On the next line, enter the output "neu". > Under Medium, Select Print Output > Enter the Function "OA" (ordering address) and the vendor number of the partner you selected for this PO. *(If local dealers don't pop up, call or email John Leverett,)* > Hit back arrow.

   This process is designed to create a purchase order with the manufacturer's vendor number designated as the Invoice Presented by (PI) address. It will also present your local dealer as the Ordering Address (OA) vendor.

5. When Create Purchase Order Output box comes up, cut and paste printer destination. > Select Print Immediately . > Select Release After Output. > Click back arrow twice. > Finish the PO and save.

6. When printing, to select local dealer's ordering address, select BA.