ME21N: CREATE A DIRECT CITE PURCHASE ORDER FOR AN OUTBOUND MIPR

1. Execute Transaction Code = ME21N

CREATE PURCHASE ORDER

2. Click the drop down to change Standard PO to Outbnd Direc MIPR PO
3. Click Document Overview On Button on the Menu Bar
4. Click the Selection Variant Button
5. Select the My Purchase Requisitions option if you created the Purchase Requisition, or Select the Purchase Requisitions option to pull up a specific Purchase Requisition

PURCHASE REQUISITIONS: PROGRAM SELECTIONS SECTION

6. Purchase Requisition Number Field = Enter the Purchase Requisition Number you are searching for
7. Click Execute Button on the Menu Bar

CREATE PURCHASE ORDER

8. Click on the Expand arrow next to the Purchase Requisition Number to display the line item to adopt
9. Click on the line item to adopt
10. Click on the Adopt Button
11. Click the Document Overview Off Button on the Menu Bar
12. Click the Communication Tab in the Header section
13. Your Reference Field = Pay Office DODAAC

> *Note: If a GFEBS Pay Office is populated in the Your Reference Field, a goods receipt IS required. In such an instance, please populate the item category with a value of D. If a non-GFEBS pay office is populated in the Your Reference field, a goods receipt is NOT required. In such an instance, please populate the item category with a value of B.*

14. Click the Customer Data Tab in the Header section

CONTRACT INFO SECTION

15. PIIN Field = Procurement Instrument ID Number
16. SPIIN Field = Supplemental Procurement Instrument ID Number
17. Click the Item Overview Button to expand if it is collapsed
18. Item Category Field = D (Service)
19. Press [Enter Key] on Keyboard

> *Note: You will be prompted to "Please Maintain Services or Limits"*

ITEM DETAIL SECTION

20. Click on the Limits Tab (If necessary, Click the tab list icon on the right hand side of the screen to see all available Tabs)
21. Overall Limit Field = Dollar Amounts
22. Expected Value Field = Dollar Amounts
23. Click the Green & Yellow Arrow to the right of the Field to enter LOA information

ACCOUNT ASSIGNMENT OF LIMIT SCREEN

24. Enter Line of Accounting Information for the following Fields:
    (1) Cost Object (Either Cost Center Field, Order Field, or WBS Element Field)
    (2) Fund Field
    (3) Functional Area Field
    (4) Funds Center Field
25. Click the Green Check Mark in the bottom left hand corner of the screen
26. Click the Customer Data Tab in the Item Detail section(If necessary, Click the tab list icon on the right hand side of the screen to see all available Tabs)
27. Click the Contracts sub tab
28. ACRN Field = Account Classification Reference Number
29. CLIN Field = Contract Line Item Number
30. SLIN Field = Sub Line Item (If there is no sub-clin please leave the SLIN Field blank)
31. Click the Check Button on the Menu Bar
32. If no error messages, Click the Save Button on the Menu Bar
33. Record the Outbnd Direc MIPR PO Document Number displayed in the bottom left hand corner of the screen