

# Limit Purchase Order Process “Tips”

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Limit Purchase Orders can be used to procure services or goods with a very low dollar value in order to avoid creating multiple Purchase Orders (PO).

Limit Purchase Orders are mostly used for small unplanned services that happen over a period of time and where the details of the service are not available at the time of the Purchase Order creation. For example: maintenance purchase orders for vehicles or machinery where the amount of time required for the service is not known at the time of PO creation.

A Limit Purchase Order can be used as required over the PO period.

Listed below are some helpful “Tips” in creating/processing a Limit Purchase Order:

- The same Limit Purchase Order can be used to pay multiple invoices.
- You only need to enter the **Product Category** and **Value Limit** in the Purchase Order Item details.
- No detailed items or services are required to be entered in the Purchase Order (e.g. Product Details, Quantity, Unit Price or Unit of Measure).
- The **Required Dates**, in the Purchase Order, should be a range and the dates should be considered the validity dates for the Purchase Order. Please note that these dates are not verified during the goods receipt or invoicing process.
- You cannot refer to a Contract in the Purchase Order.
- The Confirmation is optional and must be entered using Service Entry Sheets (transaction code ML81N). The Product Details, Unit Price, Quantity, and Unit of Measure are entered during the Confirmation process.
- Multiple Confirmations can be created for the Limit Purchase Order.
- The Expected Value is the amount that will be encumbered.

# Limit Purchase Order Process "Tips"



Details for Item 1 Limit Test

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents | Delivery | Extended PO History | S

Order as Direct Material

▼ Basic

Item Number: 1

Configurable Item Number:

Item Type:

Description:

Product Category: 45074  Hardware, Shaft Couplings, Flexible and Rigid

Required: Between 09/30/2013 - 10/31/2013

Value Limit:  USD  Unlimited

Expected value:  USD

USD

Tax Code:

Subcontracting:

▼ Contract Limit

Add Delete

Contract	Value	Currency
	0.00	USD

Value Limit is the amount the PO **cannot** exceed.

Expected Value is the amount you want to encumber.

The contracts fields are disabled in Purchase Order.

# Limit Purchase Order Process "Tips"



## Confirmation- Service Entry Sheet

Entry Sheet: 100000051 No acceptance Returns Indicator

For Purchase Order: 4000004532 1

Short Text: test

Basic Data | Accept. Data | Vals. | LongText | History

Line	D.	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	CrCY	Cost Center	S...
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		service test	10	EA	1.00	USD	1701031400	
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		

Item Description, Quantity, Unit of Measure and Price are entered during the Confirmation process.