

Create Periodic Invoicing Plan

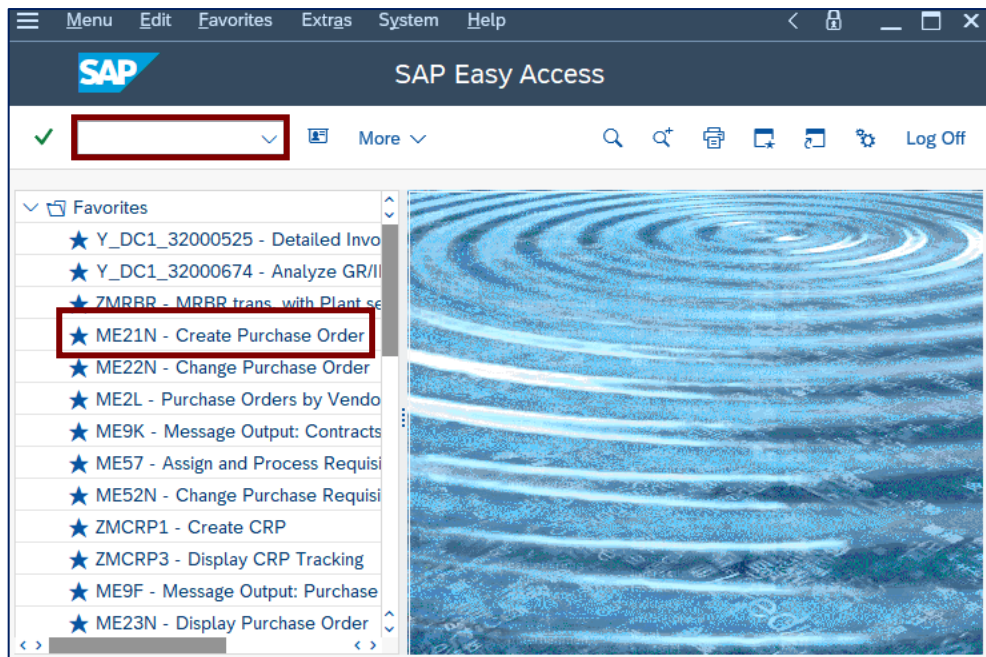
This document outlines the steps for creating a *Periodic Invoicing Plan* in the SAP system. A *Periodic Invoicing Plan* is an SAP Purchase Order (PO) created for Digital Multifunctional Devices (MFDs). Periodic Invoicing Plans will generate scheduled monthly lease payments; Goods Receipt (GR) is not required.


Listed below are the multiple Digital Multifunctional Devices (MFDs) contracts. **Note:** Search the applicable Contract Number(s) on [eMarketplace](#) to confirm the number before creating.

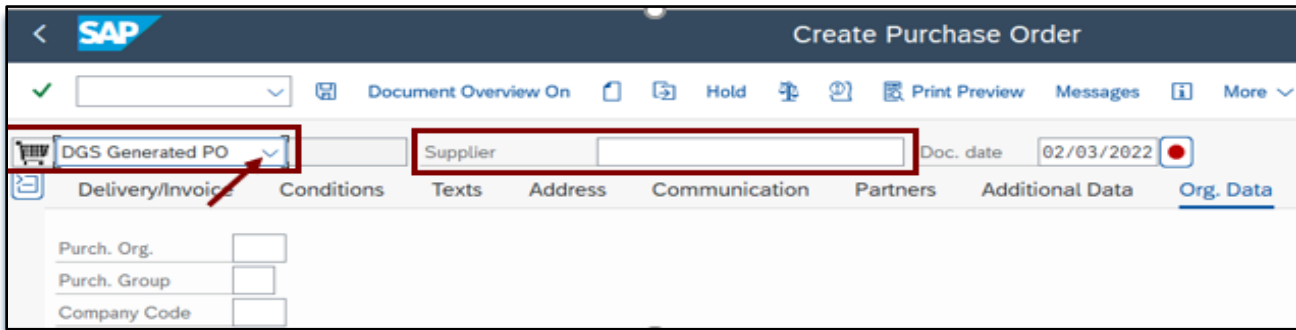
CONTRACT NUMBER	VENDOR NUMBER	VENDOR NAME
4600016285	102519	Konica Minolta
4600016284	172615	Kyocera MITA America
4600016288	172181	HP Inc
4600016286	102545	Sharp Electronics Corp
4600016287	104274	Xerox Corp
4600016283	102592	Canon USA Inc
4600016289	116604	Ricoh USA

Part 1: Creating and Issuing the Purchase Order (PO) in SAP

1. On the *SAP Procurement Home* page, enter the **ME21N** in the *Transaction* field (or select it from the *Favorites* menu). The **Create Purchase Order Data** entry screen will display.



2. Select the **Item List** icon  in the *Order Type* field to change the PO type. Scroll through the list and choose the **Periodic Inv. Plan** option.
3. Enter the **Vendor Number** in the *Supplier* field and press the **Enter Key** to populate the supplier's name.



SAP Create Purchase Order

Order Type: DGS Generated PO

Supplier:

Doc. date: 02/03/2022

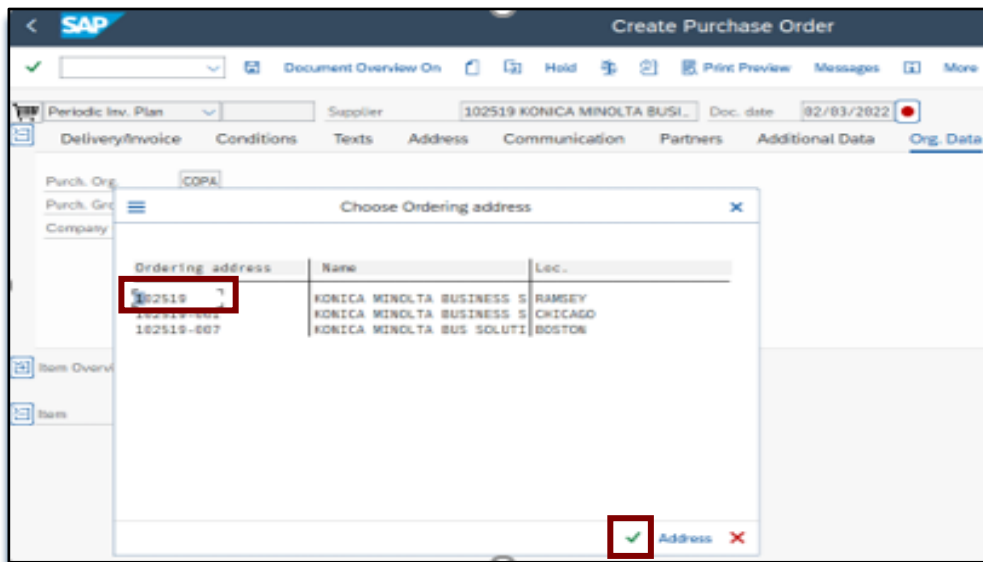
Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data

Purch. Org.:

Purch. Group:

Company Code:

- a. Upon the entry, you will be prompted to choose **1) an Ordering Address** first, and **2) Invoice presented by**.
- b. The Ordering Address (OA) defaults to 116604-001 and can be **Accepted** by pressing the Enter key or selecting the green checkmark.
- c. To choose an alternate *Ordering Address*, **place the cursor** on the appropriate number and select the **Green Checkmark** to populate the field.



SAP Create Purchase Order

Order Type: Periodic inv. Plan

Supplier: 102519 KONICA MINOLTA BUSI...

Doc. date: 02/03/2022

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data

Purch. Org.: COPA

Purch. Group:

Company:

Choose Ordering address

Ordering address	Name	Loc.
116604-001	KONICA MINOLTA BUSINESS S	RAMSEY
116604-002	KONICA MINOLTA BUSINESS S	CHICAGO
116604-007	KONICA MINOLTA BUS SOLUTI	BOSTON

Item Overview

Item

Address

Note: The *Invoice Presented by* defaults correctly to 116604-901 and unlike the Ordering Address (OA), it should not be changed.


- d. Accept this number by pressing the **Enter Key** or selecting the **Green Checkmark**.

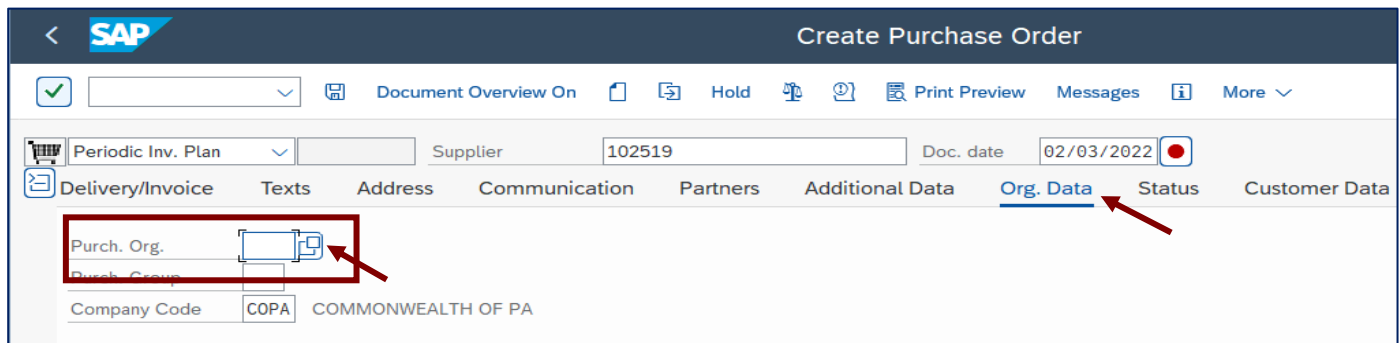
The screenshot shows the SAP 'Create Purchase Order' interface. A pop-up window titled 'Choose Invoice presented by' is displayed. The pop-up contains a table with columns 'Invoice presented by', 'Name', and 'Loc.'. The first row, '102519-901', is highlighted. At the bottom right of the pop-up, there is a green checkmark icon and the text 'Address'.

Invoice presented by	Name	Loc.
102519-901	KONICA MINOLTA BUSINESS S	CHICAGO
102519	KONICA MINOLTA BUSINESS S	RAMSEY
102519-001	KONICA MINOLTA BUSINESS S	CHICAGO
102519-002	KONICA MINOLTA BUSINESS S	ARLINGTON
102519-005	KONICA MINOLTA BUSINESS S	PHILADELPHIA
102519-006	KONICA	PITTSBURGH
102519-007	KONICA MINOLTA BUS SOLUTI	BOSTON
102519-008	KONICA MINOLTA BUSINESS S	WINDSOR
102519-009	KONICA MINOLTA PREMIER FI	SAINT LOUIS
102519-902	US BANK EQUIPMENT FINANCE	ST LOUIS
102519-903	KONICA MINOLTA	CHICAGO

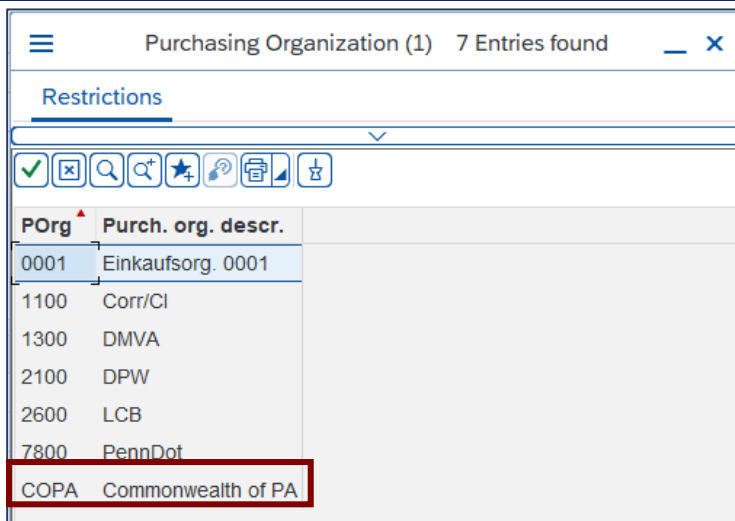
4. Select the **Expand Header** icon to display the *Header Data* tabs. **Note:** The Header data tabs are visible for selection as shown below.

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Delivery/Invoice' tab is selected. The 'Expand Header' icon (a document with a plus sign) is highlighted in the top left corner. The 'Supplier' field is empty, and the 'Doc. date' is '02/03/2022'. The 'Org. Data' tab is also visible in the bottom right corner.

5. On the **Org. Data** tab, select the **Purch. Org.** (*Purchasing Organization*) field to choose the organization. Use the **Match Code** icon  to view the list and select the applicable organization.




The screenshot shows the SAP 'Create Purchase Order' interface with the 'Org. Data' tab selected. The 'Purch. Org.' field is highlighted with a red box, and a red arrow points to the 'Match Code' icon next to it. The 'Purch. Group' field is also visible. The 'Company Code' is set to 'COPA' and 'COMMONWEALTH OF PA'. The 'Supplier' is '102519' and the 'Doc. date' is '02/03/2022'.



The screenshot shows a list of purchasing organizations. The 'COPA' entry is highlighted with a red box. The list includes the following entries:

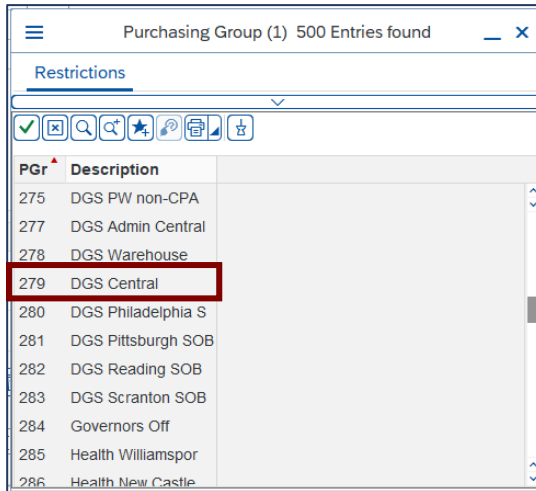
POrg	Purch. org. descr.
0001	Einkaufsorg. 0001
1100	Corr/CI
1300	DMVA
2100	DPW
2600	LCB
7800	PennDot
COPA	Commonwealth of PA

- a. Select the **Purch. Group** (*Purchasing Group*) field. Use the **Match Code** icon  to view the list to choose the agency purchasing group. **Note:** Do not change the *Company Code* field.

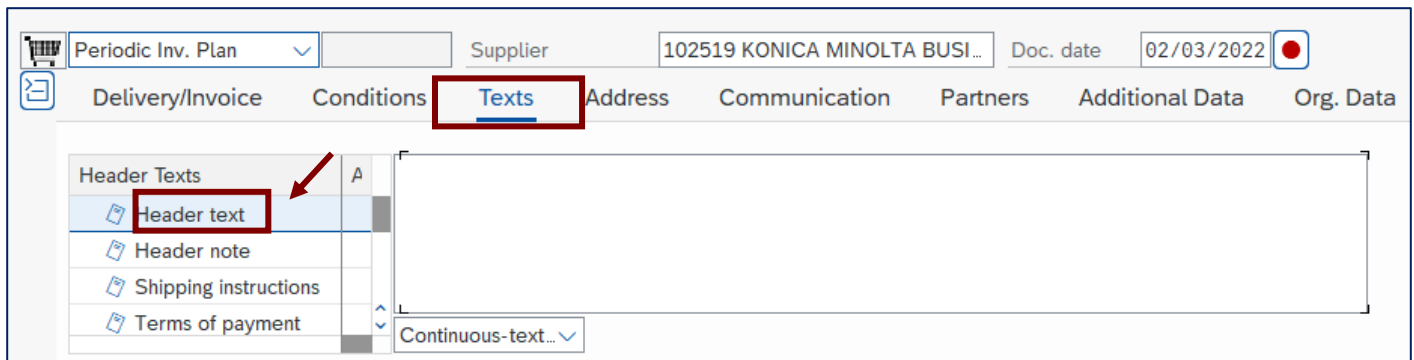


The screenshot shows the SAP 'Create Purchase Order' interface with the 'Org. Data' tab selected. The 'Purch. Group' field is highlighted with a red box, and a red arrow points to the 'Match Code' icon next to it. The 'Purch. Org.' is set to 'COPA' and 'Commonwealth of PA'. The 'Company Code' is set to 'COPA' and 'COMMONWEALTH OF PA'. The 'Supplier' is '102519 KONICA MINOLTA BUSI...' and the 'Doc. date' is '02/03/2022'.

b. Select the applicable **Purch. Group** (*Purchasing Group*) from the list.



6. Select the **Text** tab to enter information in the applicable text areas. Choose the **Header Text** field to input important data for the Invoice Plan (IP). This section should include information such as dates, occurrences and/or changes to the lease.



7. Select the **Additional Data** tab and **enter Validity Dates** with the start/end for the invoicing plan period.

Note: Do not enter the validity dates in the Statewide Digital Multifunctional Devices Lease Contract.

The screenshot shows the SAP 'Create Purchase Order' screen. The 'Additional Data' tab is selected and highlighted with a red box. Below it, the 'Validity Start' and 'Validity End' fields are also highlighted with a red box. The interface shows a supplier '102519 KONICA MINOLTA BUSI...' and a document date of '02/03/2022'.

Note: The **Validity Start** Date on the PO should always be the first day of the month after the copier is (or will be) received.

Examples

Copier received on:

May 5, 2022

July 15, 2022

August 1, 2022

Validity Start:

June 1, 2022

August 1, 2022

September 1, 2022

Note: The **Validity End Date** on the PO may not extend beyond June 30th – the end of every fiscal year.

Examples

May 1, 2022 through June 30, 2022

July 1, 2022 through June 30, 2023

Special note regarding Federal Funds is being used:

Additional rules related to the **Validity End Date** will apply for Federal funds.

Also, the PO may not extend beyond September 30th – the end of the Federal Fiscal Year.


Examples

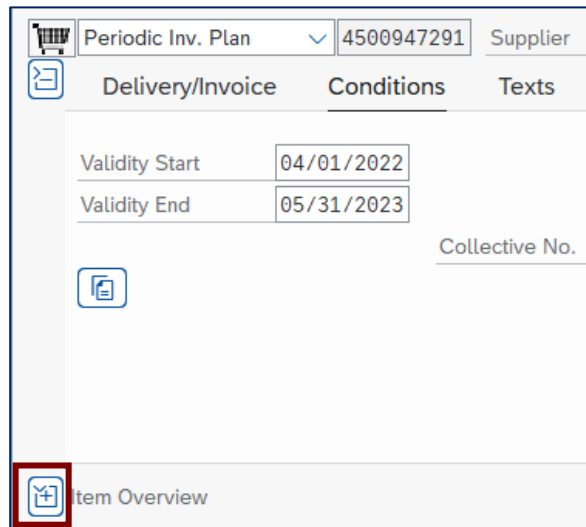
May 1, 2022 through June 30, 2022

July 1, 2022 through September 30, 2022

October 1, 2022 through June 30, 2023

July 1, 2023 through September 30, 2023

8. Select the **Expand Items**  icon (2nd Icon on left) to expand the *Item Overview* section. **Note:** The Outline Agreement details can be found here.



The screenshot shows the SAP 'Item Overview' section. The 'Expand Items' icon (a blue square with a white plus sign) is highlighted with a red box. The 'Item Overview' section is expanded, showing details for the 'Periodic Inv. Plan' (4500947291) and 'Supplier'. The 'Validity Start' is 04/01/2022 and the 'Validity End' is 05/31/2023. The 'Collective No.' field is also visible.

8. **Scroll** to the right of the line item to access the *Outline Agreement* and *Contr. Item (Contract Item)* fields. In the **Outline Agreement** field, enter the **Contract Number** for the supplier. In the **Contr. Item** field, enter the applicable **Contract Line-Item Number**. **Note:** This information can be found on the Quote.

IM Material	Info ...	Returns Item	Free	Texts	Purch.Req.	Req..	Outline agreement	Contr. Item	RFQ
		<input type="checkbox"/>	<input type="checkbox"/>				4600016285	110	
		<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>						

- a. **Scroll** to the left to the *PO Quantity* field. In the **PO Quantity** field, enter **the PO (line item) quantity**. **Note:** There is a limit of one copier base unit per Purchaser Order.


	S..	Itm	A	I	Material	Short Text	PO Quantity	O...
<input type="checkbox"/>	<input checked="" type="radio"/>	10	U			Badge Reader Secure Pri...	1.000	EA
<input type="checkbox"/>	<input type="checkbox"/>							

- b. In the **Account Assignment Category** field, change the default letter “K” to “U” as identified below.

	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...
<input type="checkbox"/>	<input checked="" type="radio"/>	10	U			Badge Reader Secure Pri...	1.000	EA	D 02/24/2022	159.68	USD
<input type="checkbox"/>	<input type="checkbox"/>										USD
<input type="checkbox"/>	<input type="checkbox"/>										USD

- c. Enter the **net price line item** (this should be the same as the quoted price received from the contractor). Allow the remaining default line-item information to remain.

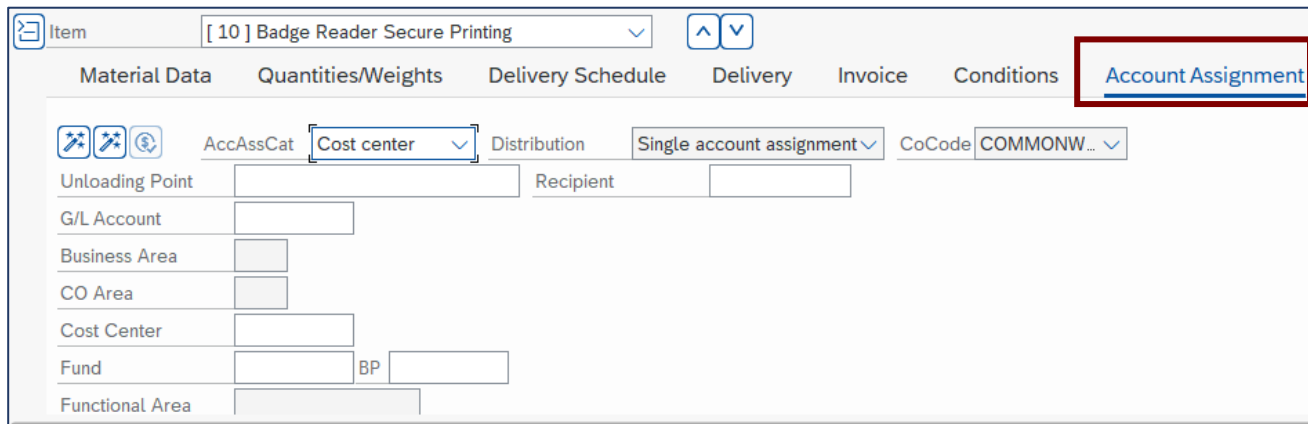
Repeat Step #8, as necessary, until all line items (optional accessories) have been entered.

9. Select the **Expand Item Details**  icon (3rd Icon on left) to view the Item Data tabs. **Note:** The Item data tabs are visible for selection, as shown below)

Item
[10] Badge Reader Secure Printing
^ v

Material Data
Quantities/Weights
Delivery Schedule
Delivery
Invoice
Conditions
Account Assignment
Texts
Delivery Address
Confi...
v

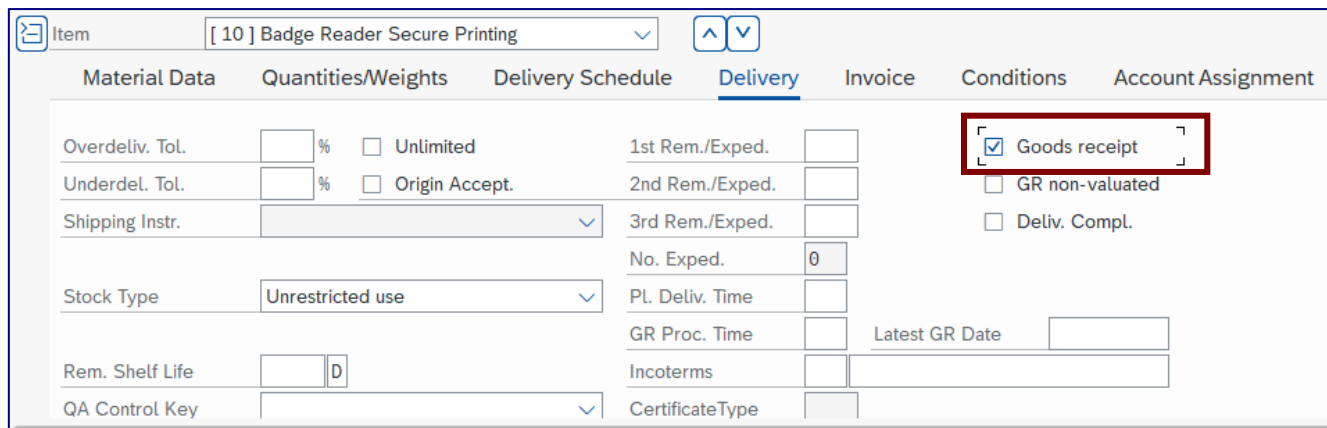
10. Select the **Account Assignment** tab and enter the applicable account code information.



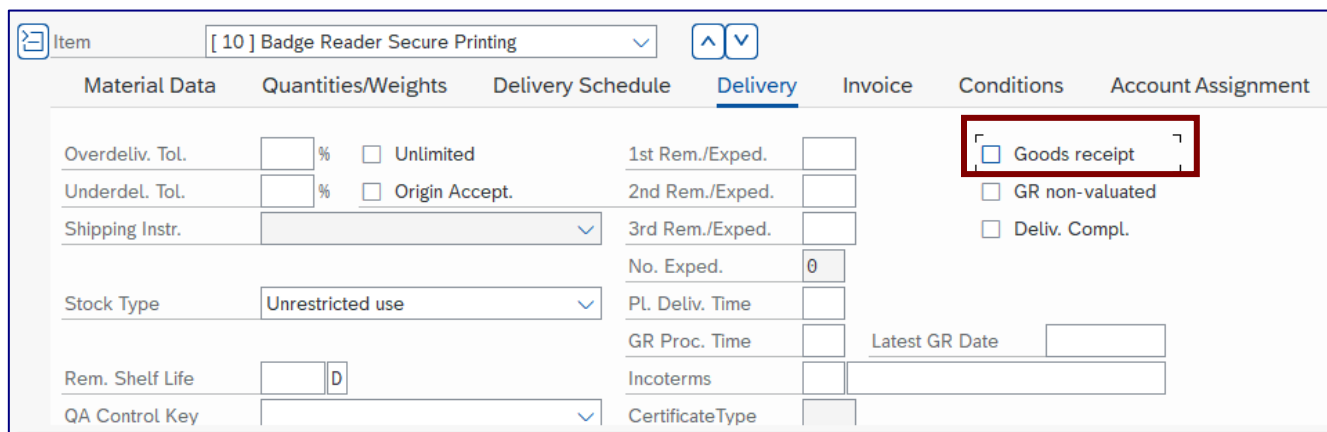
The screenshot shows the SAP 'Account Assignment' tab for item '[10] Badge Reader Secure Printing'. The 'AccAssCat' is set to 'Cost center'. The 'Distribution' is 'Single account assignment'. The 'CoCode' is 'COMMONW...'. The 'Unloading Point' is empty. The 'Recipient' is empty. The 'G/L Account' is empty. The 'Business Area' is empty. The 'CO Area' is empty. The 'Cost Center' is empty. The 'Fund' is empty. The 'BP' is empty. The 'Functional Area' is empty.

- a. To distribute costs among multiple account assignments, please reference the separate instructional document "IP with Multiple Account Assignment".

11. Select the **Delivery** tab to remove the **Checkmark** in the Goods Receipt box.



The screenshot shows the SAP 'Delivery' tab for item '[10] Badge Reader Secure Printing'. The 'Goods receipt' checkbox is checked. The 'GR non-valuated' checkbox is unchecked. The 'Deliv. Compl.' checkbox is unchecked. The 'Overdeliv. Tol.' is empty. The 'Underdel. Tol.' is empty. The 'Shipping Instr.' is empty. The 'Stock Type' is 'Unrestricted use'. The 'Rem. Shelf Life' is 'D'. The 'QA Control Key' is empty. The '1st Rem./Exped.' is empty. The '2nd Rem./Exped.' is empty. The '3rd Rem./Exped.' is empty. The 'No. Exped.' is '0'. The 'PL. Deliv. Time' is empty. The 'GR Proc. Time' is empty. The 'Latest GR Date' is empty. The 'Incoterms' is empty. The 'CertificateType' is empty.



The screenshot shows the SAP 'Delivery' tab for item '[10] Badge Reader Secure Printing'. The 'Goods receipt' checkbox is unchecked. The 'GR non-valuated' checkbox is unchecked. The 'Deliv. Compl.' checkbox is unchecked. The 'Overdeliv. Tol.' is empty. The 'Underdel. Tol.' is empty. The 'Shipping Instr.' is empty. The 'Stock Type' is 'Unrestricted use'. The 'Rem. Shelf Life' is 'D'. The 'QA Control Key' is empty. The '1st Rem./Exped.' is empty. The '2nd Rem./Exped.' is empty. The '3rd Rem./Exped.' is empty. The 'No. Exped.' is '0'. The 'PL. Deliv. Time' is empty. The 'GR Proc. Time' is empty. The 'Latest GR Date' is empty. The 'Incoterms' is empty. The 'CertificateType' is empty.

12. Select the **Invoice** tab to ensure that the **GR-based IV** box is unchecked as shown below.

Item [10] Badge Reader Secure Printing


Material Data Quantities/Weights Delivery Schedule Delivery **Invoice** Conditions

☒ Inv. Receipt **Invoicing Plan** Tax Code I0 Taxes
☐ Final Invoice Jurisd. Code PA00000000
☐ GR-Bsd IV
☒ ERS
 DP Category

- a. Select the **Invoicing Plan** button to choose the type of invoicing plan.

Material Data Quantities/Weights Delivery

☒ Inv. Receipt **Invoicing Plan**
☐ Final Invoice
☐ GR-Bsd IV
☒ ERS
 DP Category

- b. In the **Inv. Plan ty. (Invoicing Plan Type)** field, select the **Match Code**  icon to view the list of plan types. Select the **MFD Lease** type from the list as shown below.

Invoice plan
 Inv. plan ty.

Billing/Invoicing Plan Type (1) 16 Entries found

Restrictions

BT **Billing Plan Type**

01	Milestone Billing
02	Periodic
03	Payment card
04	Milestone Billing DP90
10	SAMPLE PERIODIC INVOICE PLAN
11	START IS CONTRACT START DATE
12	MFD LEASE
13	GESA MONTHLY ADVANCE PAYMENT

Note: Based upon the Invoicing Plan type chosen, payment dates and amounts are automatically populated between the Validity start and end dates. *The data screen is for viewing only – do NOT change any of the defaulted information.*

If the information populates incorrectly, please contact: DGS Training Resource Account, GS-Training at RA-PA-GSTraining@pa.gov.

Purchasing Doc. 4500947291

Item 10 Badge Reader Secure Printing

PO Quantity 1.000 EA

Net Value 159.68 USD

Invoice plan

Inv. plan ty. 12 FD LEASE 66 mon. payment from cont. s... In Advance ☐

Start date 04/01/2022 02 Contract Start Date Dates from

End date 05/31/2023 09 Contract End Date Dates until

Horizon 04/30/2023 52 Horizon 1 Year Cal-Id

Deadlines

	Start of settl.	AcctSettlm...	Invoice date	Invoice value	Crcy	RS	R	DCat
<input type="checkbox"/>	04/01/2022	04/30/2022	04/30/2022	159.68	USD	A	P1	
<input type="checkbox"/>	05/01/2022	05/31/2022	05/31/2022	159.68	USD	A	P1	
<input type="checkbox"/>	06/01/2022	06/30/2022	06/30/2022	159.68	USD	A	P1	
<input type="checkbox"/>	07/01/2022	07/31/2022	07/31/2022	159.68	USD	A	P1	

13. Select the **Back Arrow** to return to the *Document Overview* screen.


< SAP Held Periodic Inv. Plan 4

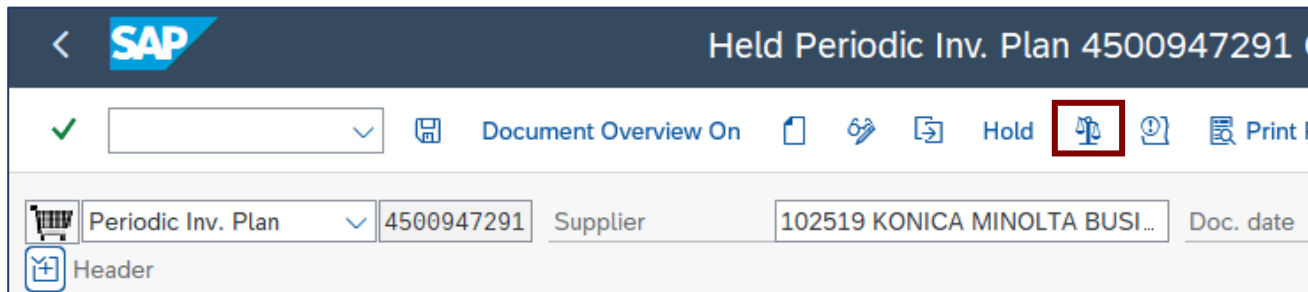
Purchasing Doc. 4500947291

Item 10 Badge Reader Secure Printing

PO Quantity 1.000 EA

Net Value 159.68 USD

14. Select the **Check**  icon to see if the PO contains any errors.



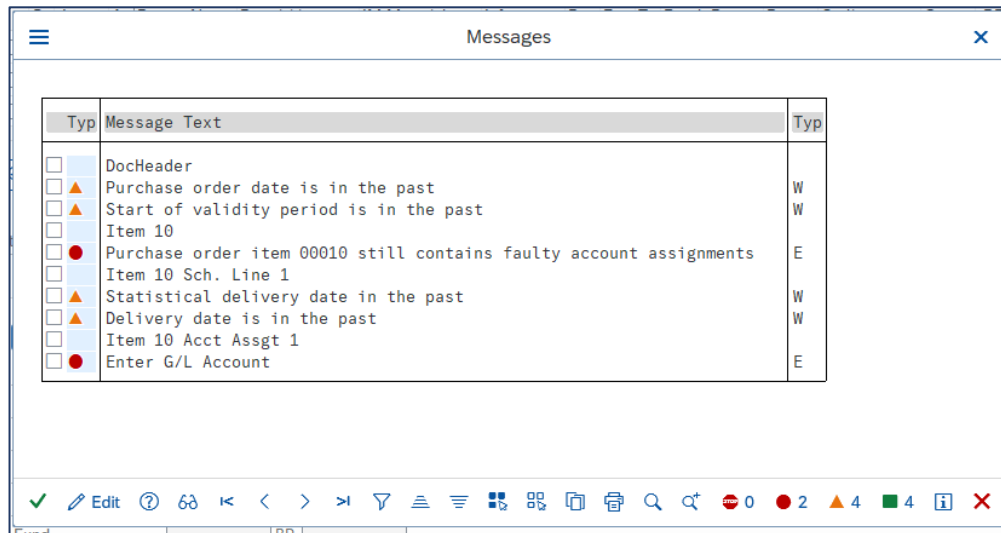
SAP
Held Periodic Inv. Plan 4500947291

Document Overview On Hold


Periodic Inv. Plan 4500947291 Supplier 102519 KONICA MINOLTA BUSI... Doc. date

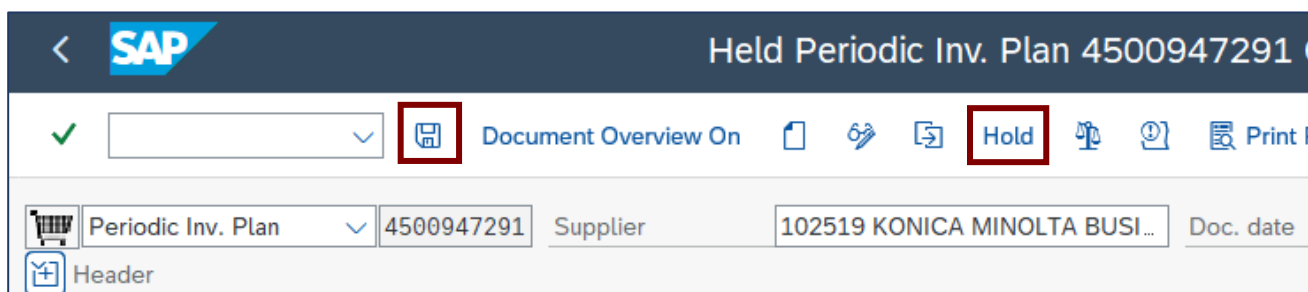
Header

The *Message Dialog* box will display as shown below.



Typ	Message Text	Typ
<input type="checkbox"/>	DocHeader	
<input type="checkbox"/>	Purchase order date is in the past	W
<input type="checkbox"/>	Start of validity period is in the past	W
<input type="checkbox"/>	Item 10	
<input type="checkbox"/>	Purchase order item 00010 still contains faulty account assignments	E
<input type="checkbox"/>	Item 10 Sch. Line 1	
<input type="checkbox"/>	Statistical delivery date in the past	W
<input type="checkbox"/>	Delivery date is in the past	W
<input type="checkbox"/>	Item 10 Acct Assgt 1	
<input type="checkbox"/>	Enter G/L Account	E

14. Place the PO on hold by selecting the **HOLD** option to make additional changes later. Save the PO by selecting the **SAVE** icon to proceed. **Note:** Select the **CHANGE**  icon to edit (continue working in) the PO.



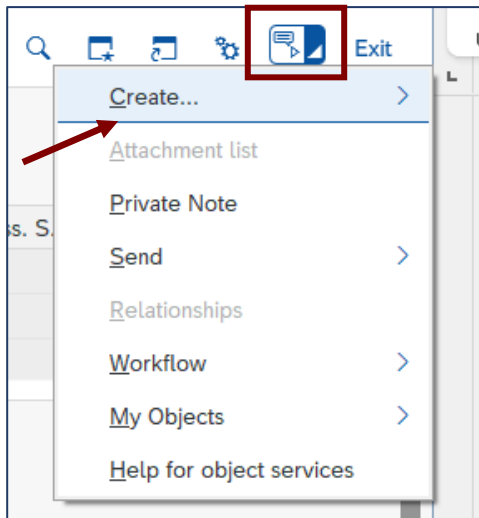
SAP
Held Periodic Inv. Plan 4500947291

Document Overview On Hold

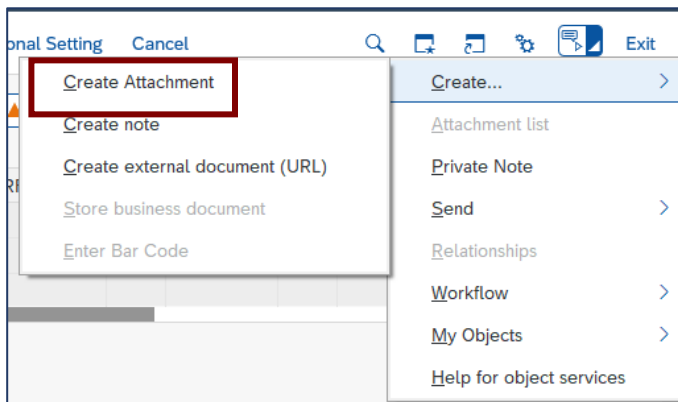
Periodic Inv. Plan 4500947291 Supplier 102519 KONICA MINOLTA BUSI... Doc. date

Header

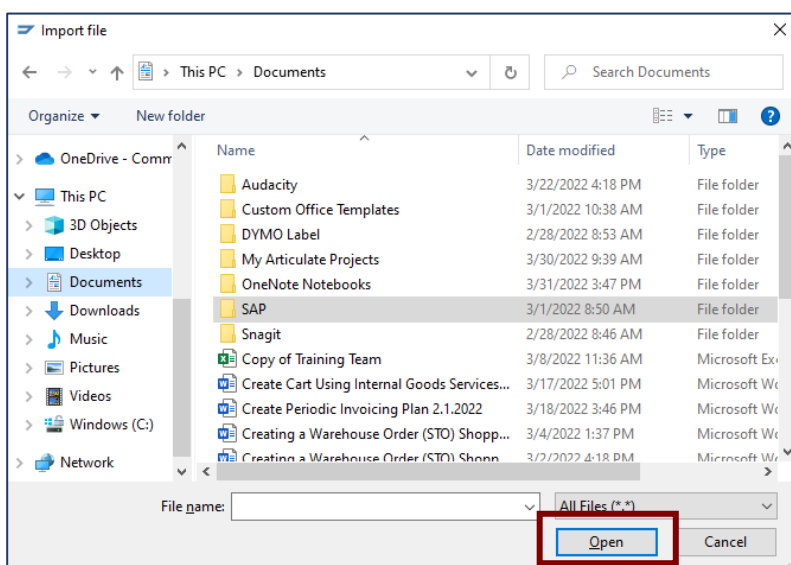
15. Add any necessary attachments by selecting the **Services for Object** icon. Choose the **Create** option.



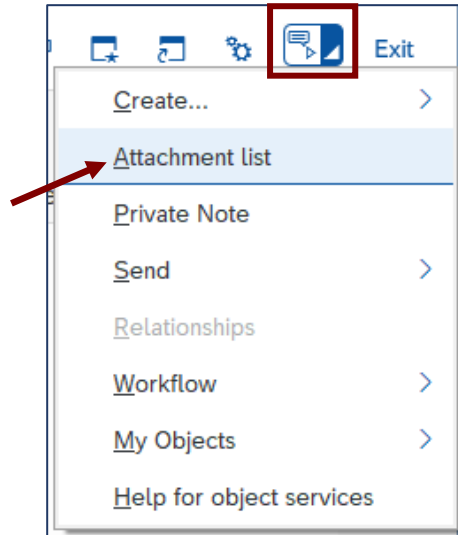
- c. Select the **Create attachment** option.



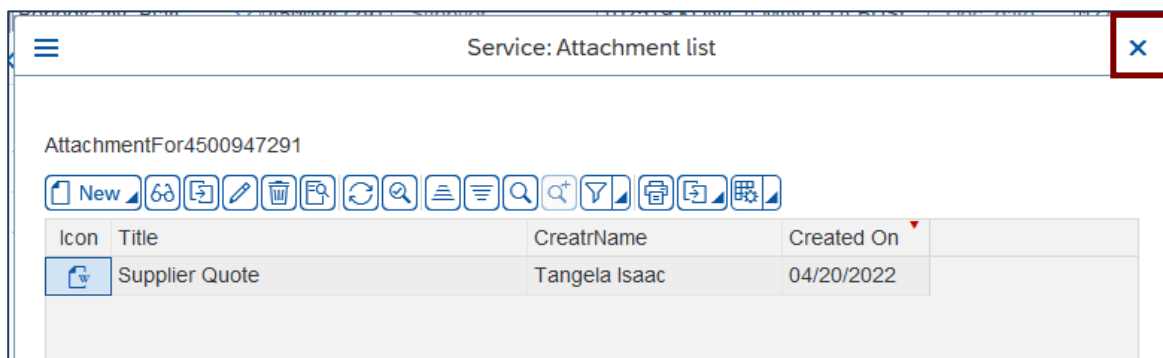
16. Select (highlight) the **applicable document** from the directory folder and choose the **Open** button to upload the document. Continue the process until all attachments have been added.




17. To verify the attachments were created, select the **Services for Object** icon. Choose the **Attachment List** option.



18. Select the “X” to exit the *Service Attachment list* screen.

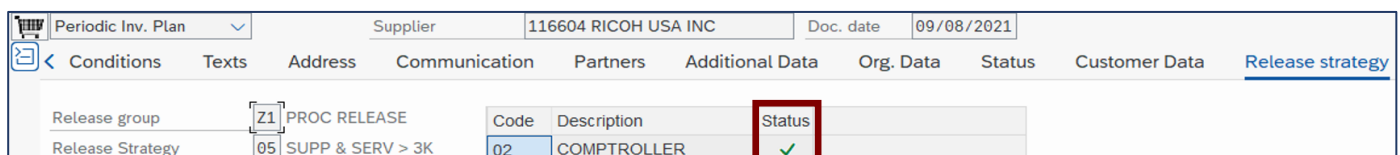


19. Re-save the PO by selecting the **SAVE**  icon.

20. Upon approval, issue the PO to the contracted supplier to order your MFD.
Note: The **Release Strategy** tab will show the status of the PO. A **Yellow Triangle** indicates “pending.”



A **Green Check** indicates an “approved” PO.



IMPORTANT:

- ❖ As noted in Step 7, the validity periods for each Purchase Order are specifically defined.
- ❖ As noted in step 8.a., each Purchase Order has a limit of one MFD (copier) base unit.

Therefore, continue creating and issuing additional Purchase Orders, as necessary, for each copier needed and the subsequent validity periods.

Part 2: Commencing Payments

The steps outlined below should be completed, as necessary, for each Purchase Order once the machine has been delivered.

1. Select **ME22N Change Purchase Order** from the SAP menu.
2. Select the **Customer data** tab at the header level and **insert** the **Serial number** for your newly delivered copier into the **Invoice Reference** field, as shown below.

The screenshot displays the SAP ME22N Change Purchase Order interface. The 'Customer Data' tab is selected and highlighted with a red box. Within this tab, the 'Invoice Reference' field is also highlighted with a red box. Other visible fields include 'Non-Std Terms & Conditions', 'Description', 'Replacement PO', 'Original PO# being replaced', 'Small Business Reserve', and 'SDB/VBE Contract Compliance'. The 'Status' field shows 'N' and a red asterisk.

Do not use any spaces or special characters such as #, \$, @, etc.

Note: The machine delivery packing slip must reference the serial number to be applied to the Invoice Reference field. The machine delivery packing slip must also identify the purchase order # for the first fiscal year.

3. Select the **Delivery** tab at the item level and select the *Delivery complete* checkbox, as shown below.

The screenshot shows the SAP Item Maintenance interface for item [10] Legal Size B&W Seg 3 IM4000. The 'Delivery' tab is selected. The 'Deliv. Compl.' checkbox is checked and highlighted with a red box. Other fields include Overdeliv. Tol., Underdel. Tol., Shipping Instr., Stock Type, Rem. Shelf Life, QA Control Key, 1st Rem./Exped., 2nd Rem./Exped., 3rd Rem./Exped., No. Exped., PL. Deliv. Time, GR Proc. Time, Incoterms, CertificateType, Goods receipt, GR non-valuated, and Latest GR Date.

Note: The Invoicing Plan is triggered by the start date in the *Invoicing Plan* box, as well as the selection of the Delivery completed box in the **Delivery** tab.

Repeat Step #3, as necessary, for all line items

4. Re-save the PO by selecting the **SAVE**  icon.

IMPORTANT: If any issues arise with MFD's leased through these contracts, contact the **Commodity Specialist on the Contract Overview document.**

❖ **The Commodity Specialist will work with the suppliers to resolve these issues.**

❖ ***DO NOT suspend or discontinue payment on your Purchase Order(s)!***