

Steps to enter Bank Guarantee Details in Purchase Order

1. Run t-code me21n to create Purchase Order. Below screen will appear.

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Customer Data' tab is selected. The 'Bank Guarantee' field is set to 'No'. The 'Procurement Type' is 'A001' and the 'Mode of Procurement' is 'B001'. The 'Doc. date' is '10.06.2020'. Below the form is a table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C Deliv. Date, Net Price, Curr..., Per, O..., Matl Group, Plnt, Stor. Location, B. The table is currently empty.

2. Click on Customer Data tab in PO Header. Scroll down to Bank Guarantee option to select YES/NO

This screenshot shows the same SAP 'Create Purchase Order' interface, but with the 'Bank Guarantee' dropdown menu open. The menu options are 'Yes', 'Yes', and 'No'. The 'Customer Data' tab remains selected.

3. On selecting 'YES', below tabs will appear.

The screenshot shows the 'Create Purchase Order' form in SAP. The 'Customer Data' tab is selected, and the 'Bank Guarantee' section is expanded. The 'Bank Guarantee' dropdown is set to 'Yes'. The form contains the following fields:

Bank Guarantee No.	BG Bank Name	BG Bank Address	BG Start Date	BG End Date	BG Amount	Na
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scroll right to view more tabs related to BG details as below:

The screenshot shows the 'Create Purchase Order' form in SAP, with the 'Customer Data' tab selected. The 'Bank Guarantee' section is expanded, and the 'Nature of BG' dropdown is visible. The form contains the following fields:

BG Bank Name	BG Bank Address	BG Start Date	BG End Date	BG Amount	Nature of BG
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the Bank Guarantee Details corresponding to the PO.