HOW TO DELETE PO AND SES 29.12.2017

PRECONDITION: PO AND SES HAS TO BE FINAL RELEASED [APPROVED]

**PROCEDURE : FIRST DELETE SES**

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| --- | --- |
| USE T CODE : ML81NSELECT OTHER PURCHASE ORDERENTER SES NUMBEREXECUTE/ENTERCLICK ON CHANGECLICK ON RELESE BUTTONSELECT R1ENTER POSTING DATE AND DOCUMENT DATESAVE | AGAIN CLICK ON CHANGE BUTTONSELECT ENETERRED SERVICES [LINES 10,20 ETCDELETE BY CLICKING ON - [MINUS] SIGNNOW SES IS DELETED |

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**THEN DELETE PO [ PO STATUS HAS TO BE APPROVED]**

USE T CODE ZMMP\_INI\_AMEND

SELECT PURCHASE ORDER FROM DROP DOWN MENU IN DOC TYPE

EXECUTE

PO COMES IN INBOX [CHECK]

NOW USE T CODE ME22N

SELECT LINE 10,20 ETC, DELETE THESE LINES BY CLICKING ON DELETE SYMBOL, THEN SAVE



SAVE