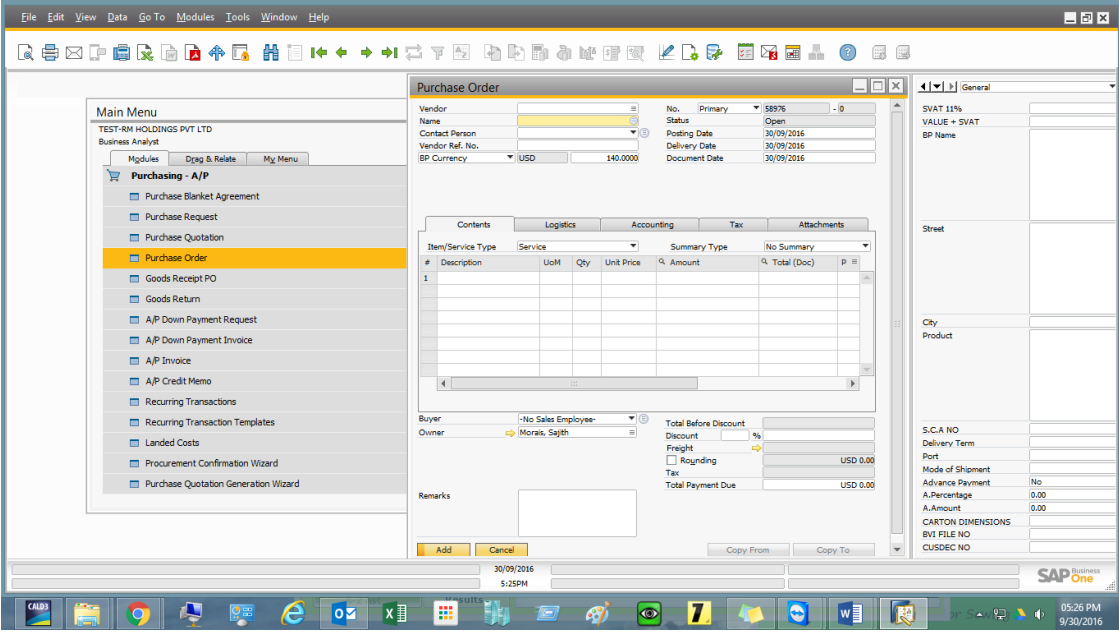| Heading	**Creating the Service Purchase Order for the particular services**
Body	The service POs are raised for the service suppliers who supply services to us. Generally, the service POs are created the individual POs and it cannot be generated via the MRP Process. As an example, the merchant can raise a service PO for dying charges, piping chargers, surcharge etc. Steps for the Service PO in SAP Business One It is also part of the general PO. The variation is PO type being changed as Service, and user cannot add items for the service PO. They have to specify the service description and other parameters. Following points are required to select in the service PO. User has to clearly define the service in the description. User has to select the Tax Code as VAT0. User has to select the appropriate location. (Head office) User has to refresh the Amount Column when they changing the values in the Qty and Unit Price Fields. Path to access the service PO You can raise the service PO; go to the Purchasing A/P > Purchase Order , Select Service in the Item/Service Type. Make sure you are in add mode.
Conclusion	Attributes in the service PO

Heading	**Here are the main attributes in the service PO**
Body	Following core attributes need to be considered in the service PO and other attributes can be enabled via the form setting option. Header level attributes: **Vender** –You can select the relevant vender (Number given for the specific vender) **Name** – System automatically updates the vender name along with the selected vendor code. **BP currency** – If you want to change the currency, use this option, most of the time it is in default currency which has already been configured to the particular BP. Sometimes, all currency vendors require changing the particular currency based on the requirement. **No.** – This is the system generated PO number. **Status** – This is the system maintained status (Open, Closed), if you need to manually close the PO, you can do right click and close the PO. If you need to cancel the PO, it will be required to right click on the window and select "Cancel" to cancel the PO. **Posting Date, Delivery Date, Document Date** – These fields need to be selected by the user, as it is applicable. The document date is similar to the posting date. It is not a good practice to raise a backdated PO. In the Logistic Tab, you can see the "Ship to" address and the "Pay to" address and if you want to change the address, you can do anything in these fields, please remove unnecessary spaces. In the Accounting Tab, you have to select an appropriate "Customer PO No.". It is necessary to select correct code here.
Conclusion	Check the row level attributes

Heading	Attributes in the User Defined Fields and Row Level
Body	Attributes in User Defined Field • **SVAT 11%** - SVAT value of the total amount • **Value + SVAT** - Total amount of the Total Payment Due & SVAT 11% • **Advance Payment** - Whether payment is advanced or not (Yes, No) • **A.Percentage** - Percentage of the advanced payment • **A.Amount** - Total advanced payment amount Row Level Attributes: These attributes can be customized by using the Form Setting Window. • **Description** – You can use this field to define the service (description of the service) • **Qty** – Generally, we are not required to enter any qty in the service PO. However, to map the business process in the RM Holdings that the customized columns have been added to the PO window. Here, you have to enter the number of services that you require in the particular PO. • **UoM** – Based on the Description and the Qty, you have to specify the correct UoM. • **Unit Price** – You have to enter the relevant unit price in this field. If it is a dollar value, you have to add USD sign with the space. • **Amount** – This field automatically fills with given values in the Qty and Unit Price. (if you change the Qty and Unit Price at several time , it will be required to refresh the column by clicking the magnifying glass to update the changes. • **Total** – The total value in the particular row is calculated by multiplying qty and unit price. • **Project** – You have to select an appropriate project code related to the particular customer PO No. • **Loc.** – It is required to select the location. • **Del.Date** – You have select the row level delivery date to deliver the service on time. • **Remark** – In the remark field, you can put any remark related to the documents. The system allows 254 characters.
Conclusion	

Creating a new Service Purchase Order in SAP Business One v1.0

Heading	**Adding service PO**
Body	You can select and arrange the fileds by using the Form Setting in the tool bar. Description, Qty, UoM, Unit Price, Amount, Total, Location, Project and Del.Date are required to select in the form settings window. If you make any change in the added PO, you have to press the update button to make the changes.
Conclusion	Make sure all the required fields are filled