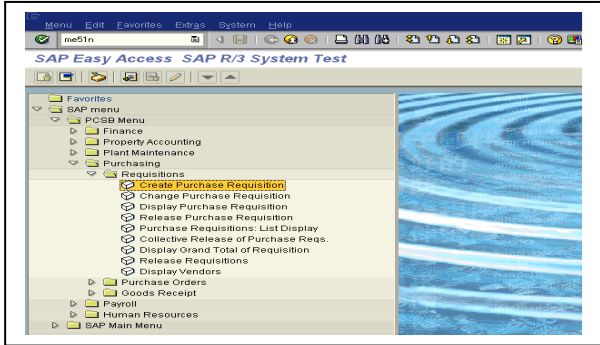
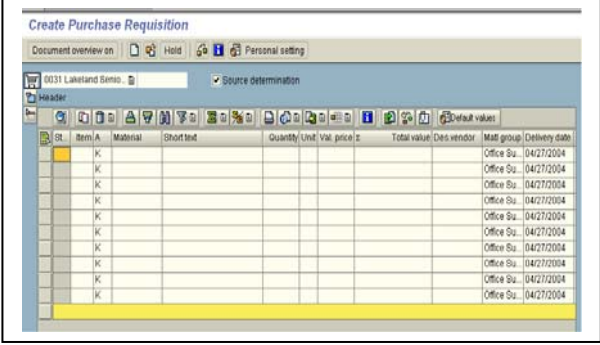
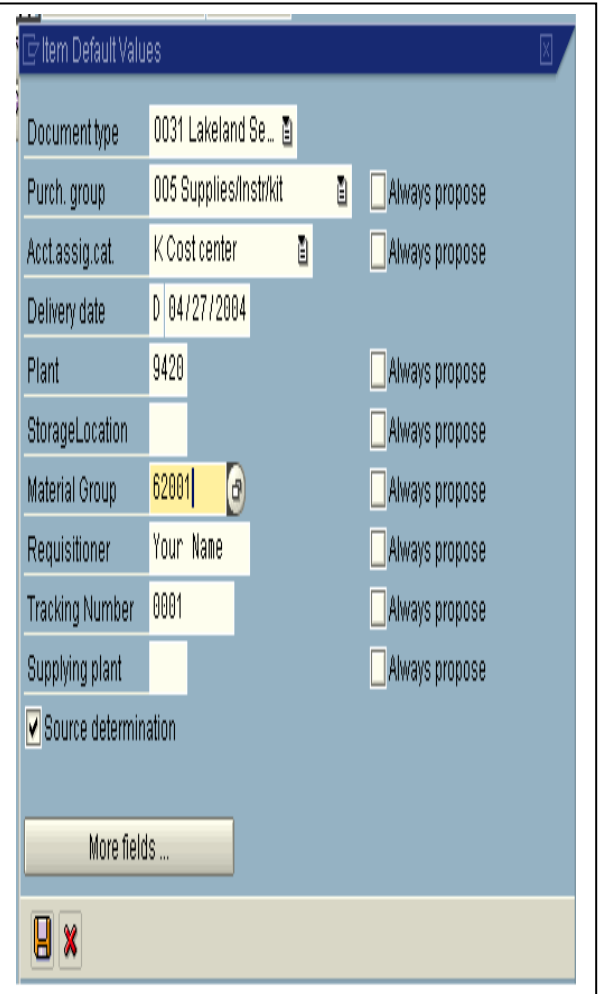


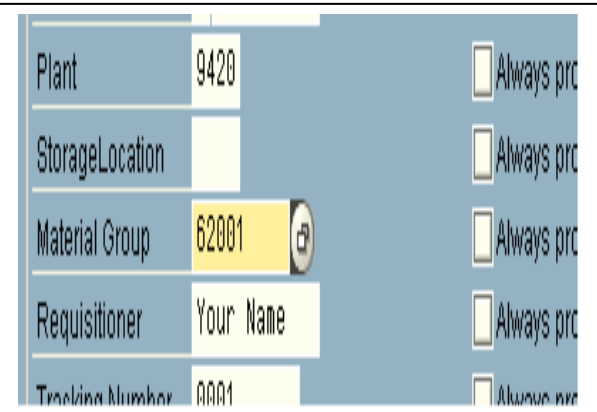
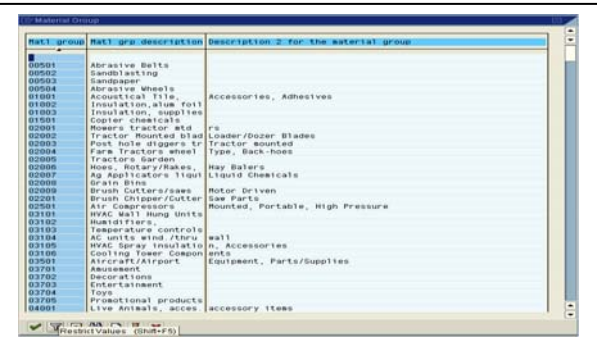

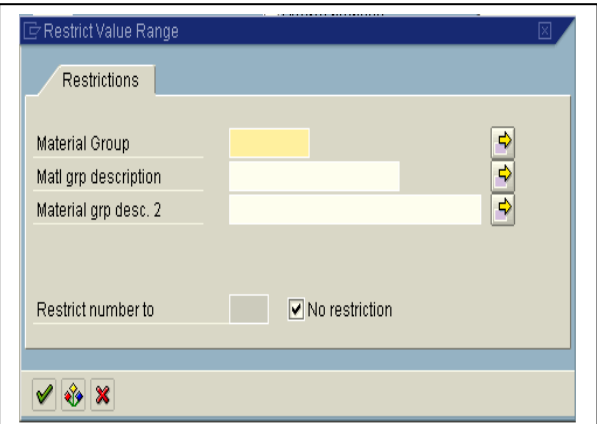
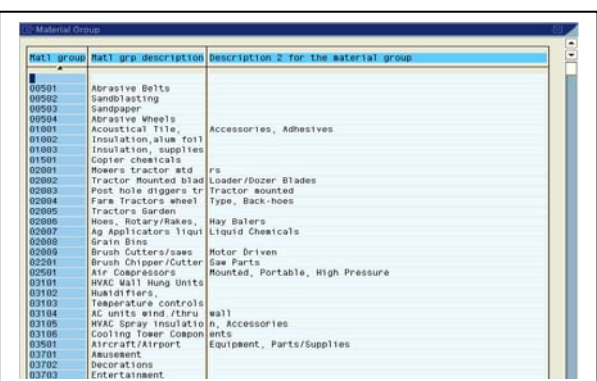


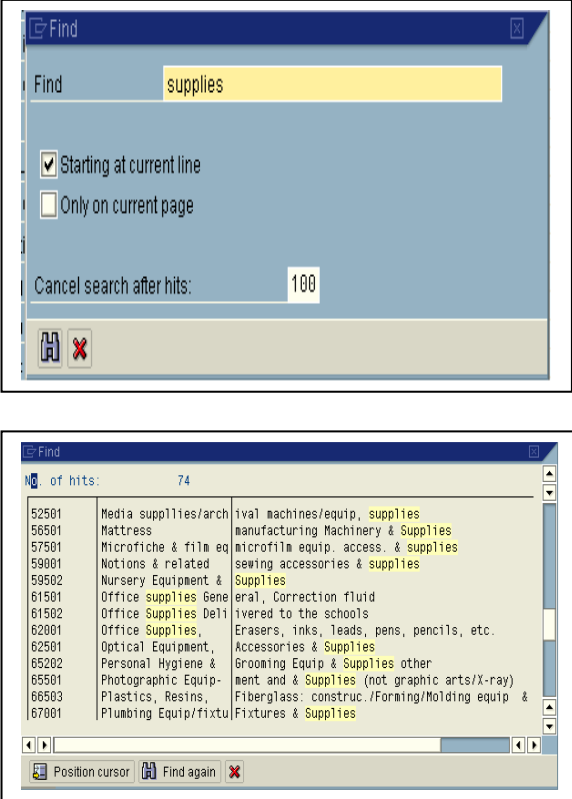
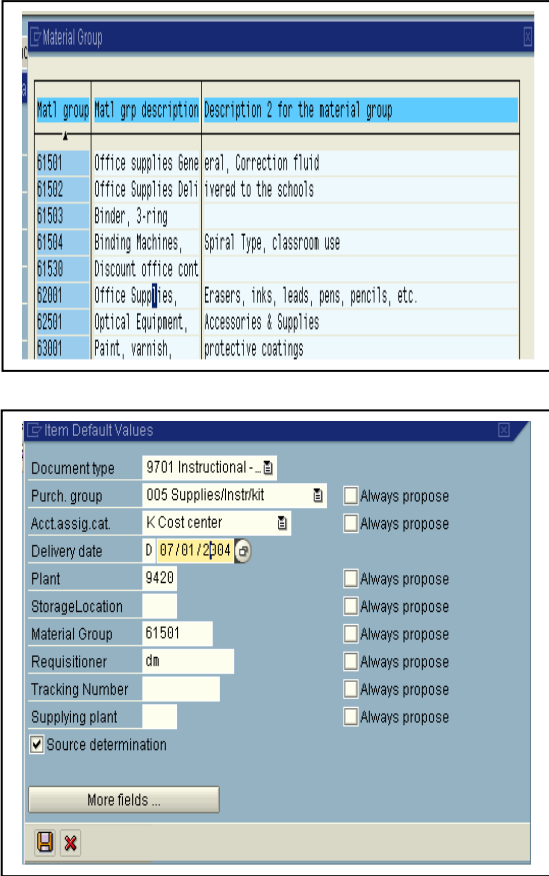
## Create Advance Purchase Requisition – ME51N

Steps	Screen Displayed	Procedures
1	 	<p><b>On the SAP Easy Access Menu screen:</b></p> <ul style="list-style-type: none"> <li>Type <b>ME51N</b> in the command box</li> <li>Press <b>Enter</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Click the <b>Expand</b> icon to the left of <b>PCSB Menu &gt; Purchasing &gt; Requisition</b></li> <li><b>Double-click Create Purchase Requisition</b></li> </ul> <p><b>NOTE:</b>  Refer to the <u><a href="#">Initial Setup of Purchase Requisition Default value screen.doc</a></u> located in Outlook Public folders for the initial default screen setup.</p> <ul style="list-style-type: none"> <li>Click the <b>Default values</b></li> </ul> <p>The <i>Default values</i> serve the same function as the <i>Create Purchase Requisition Initial screen</i> in SAP v4.5.</p>
2		<p>The <b>Item Default values</b> screen is displayed</p> <ul style="list-style-type: none"> <li><b>Document Type:</b> Type your <b>4-digit</b> School/Department location number</li> <li><b>Purchasing Group:</b> Type the <b>Purchasing group</b> if known or Click the <b>search</b> icon and <b>select</b> the <b>group</b> in the drop down list</li> <li><b>Acct. Assign. Cat.:</b> Type <b>K</b> for <b>Cost center</b></li> <li><b>Date:</b> Type the <b>date</b> that the Purchase Order ends (usually the last day of the fiscal year)</li> <li><b>Plant:</b> Type <b>9420</b> in the <b>Plant</b> field</li> <li><b>Storage Location:</b> <b>Leave Blank</b></li> <li><b>Material Group:</b> Type the <b>Material group</b> if known or select using search icon (instructions on page 2, step 3 - 5)</li> <li><b>Requisitioner:</b> Type <b>Your name</b></li> <li><b>Tracking Number</b> Type a <b>Tracking Number</b> (optional)</li> <li><b>Supplying Plant:</b> <b>Leave Blank</b></li> <li><b>Source determination:</b> Click the <b>Check box</b> </li> <li>Click the <b>Save</b> icon </li> </ul> <p><b>Continue to Page 4, Step 7</b></p>

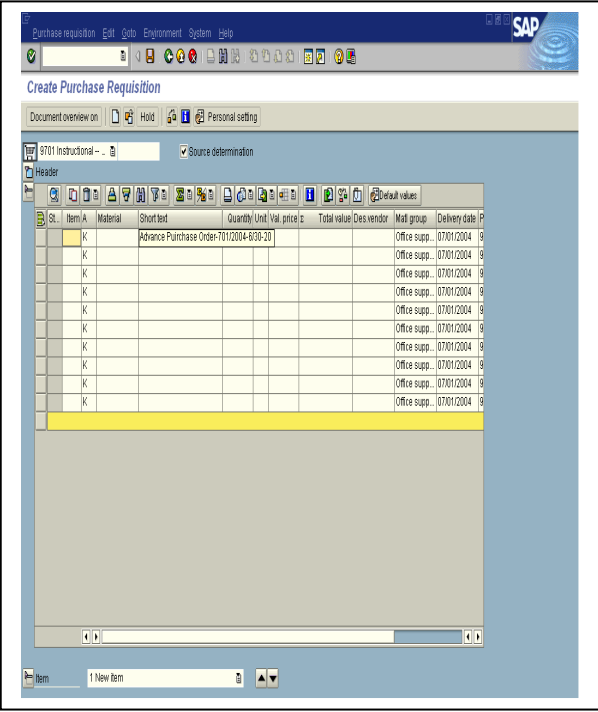
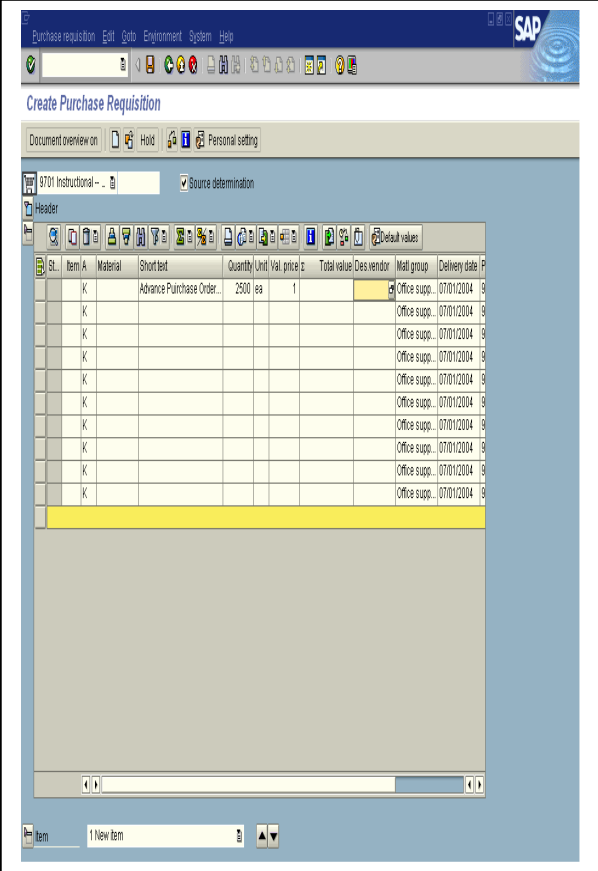
## Create Advance Purchase Requisition – ME51N

Steps	Screen Displayed	Procedures
3	 	<p><b><u>To Search for a Material Group:</u></b></p> <ul style="list-style-type: none"> <li>• Click in the <b>Material Group</b> box to display the <b>Search help</b> icon</li> <li>• Click the <b>Search help</b> icon</li>   <li>• Click the <b>Restrict Values</b> icon</li> </ul> <div style="text-align: center;">  </div>
4	 	<ul style="list-style-type: none"> <li>• Click in the <b>No restriction</b> box to show all possible entries</li> <li>• Click the <b>Green check</b> or <b>press Enter</b></li>   <li>• Click the <b>Binoculars</b> icon (search help)</li> </ul>

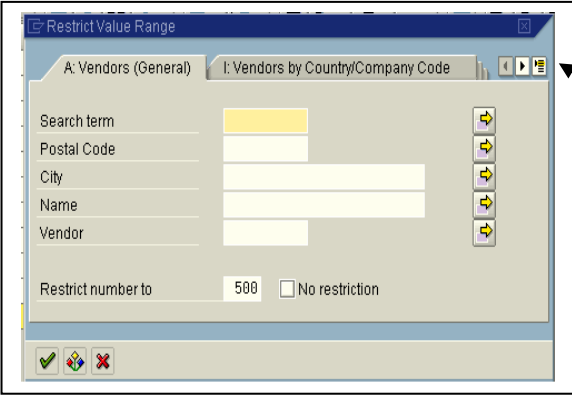
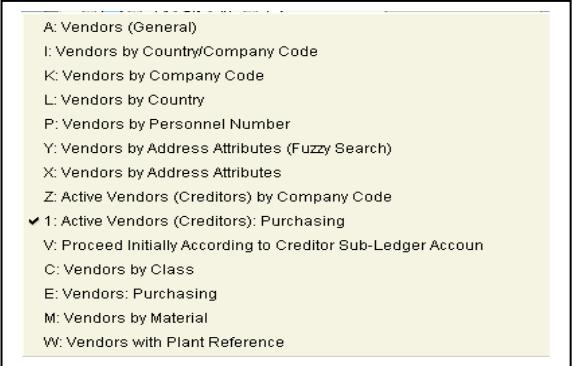
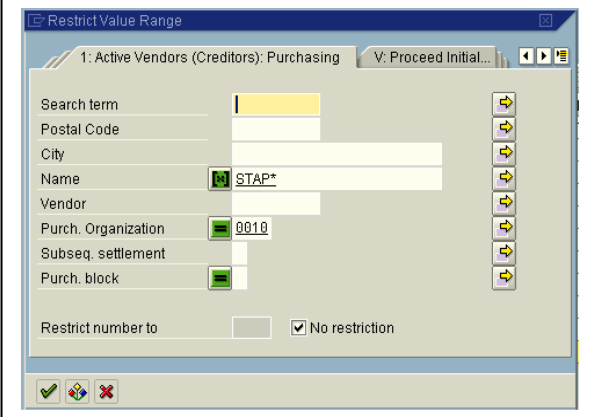
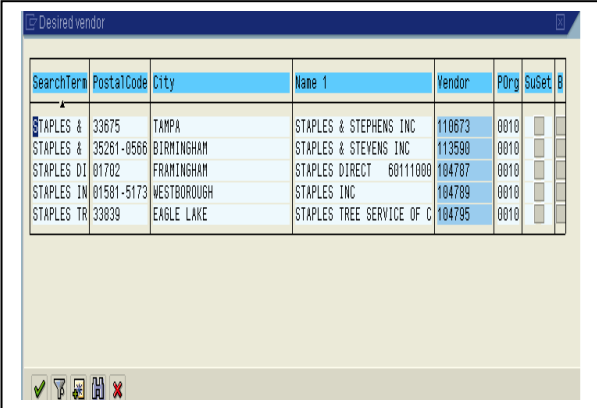
## Create Advance Purchase Requisition – ME51N

Steps	Screen Displayed	Procedures
5		<ul style="list-style-type: none"> <li>• <i>Type a <b>partial description</b> of the <b>Material group</b> your searching for (sometimes less is better)</i></li>   <li>• <i>Press <b>Enter</b> or click the <b>Binocular</b> icon</i></li>   <li>• <i>Click anywhere in the <b>yellow highlighted area</b> on the row that matches your search</i></li> </ul>
6		<ul style="list-style-type: none"> <li>• <i>Double-click anywhere in the <b>row</b> with the <b>Material group</b> selected</i></li>   <li>• <b>Refer back to Page 2, Step 2, to continue inputting the defaults</b></li> </ul>

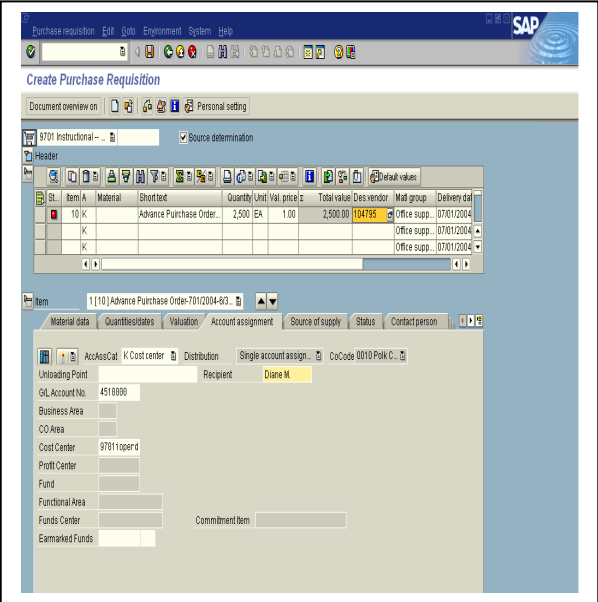
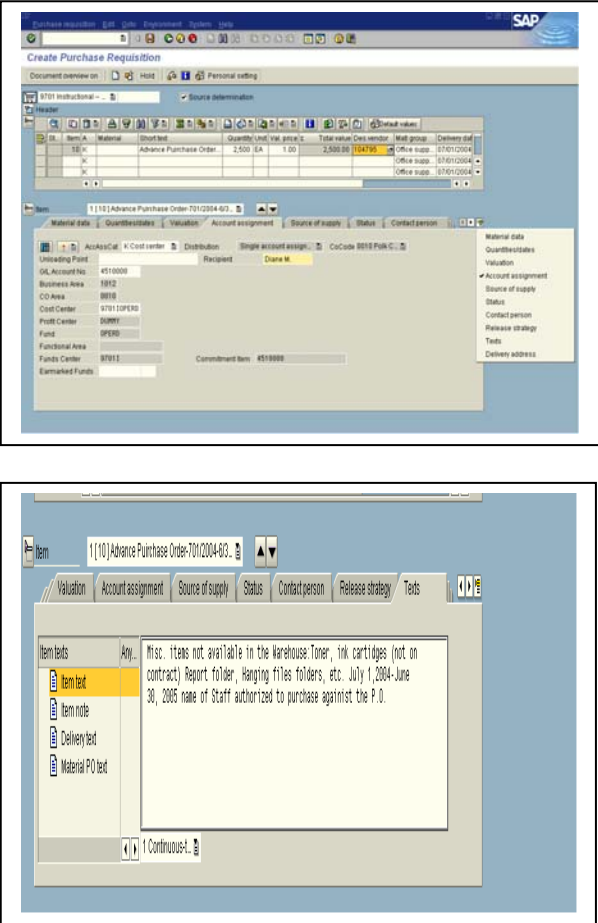
## Create Advance Purchase Requisition – ME51N

Steps	Screen Displayed	Procedures
7		<p><b><u>On the Create Purchase Requisition screen:</u></b></p> <ul style="list-style-type: none"> <li>• Click box under <b>Short Text</b></li> <li>• Type <b>Advance Purchase Order-701/01-6/30/02</b> (Beginning and Ending date)</li> <li>• Type the <b>Quantity</b></li> </ul> <p><b><u>IMPORTANT:</u></b> Quantity will be the same as the dollar amount that you want to make the requisition for an Advanced Purchase</p> <p><b><u>Example:</u></b> Quantity 2500= \$2500.00 dollars</p> <p><b><u>Units:</u></b> Will always be <b>ea</b> (each) for Advance Purchase Orders</p> <ul style="list-style-type: none"> <li>• Type <b>ea</b> in <b>Unit of Measure</b></li> </ul>
8		<ul style="list-style-type: none"> <li>• Type the <b>price per unit in Val. price column</b></li> </ul> <p><b><u>IMPORTANT:</u></b> The dollar amount will always be a one on Advance Purchase Orders.</p> <ul style="list-style-type: none"> <li>• Type a <b>one (1)</b> in the Val. Price box</li> <li>• Type the <b>Des. Vendor</b> number if known, go to <b>Step 11</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b><u>To search for the Vendor number follow directions below:</u></b></p> <ul style="list-style-type: none"> <li>• Click in the <b>Des. Vendor</b> column, then <i>click</i> the <b>Search help icon</b></li> </ul>

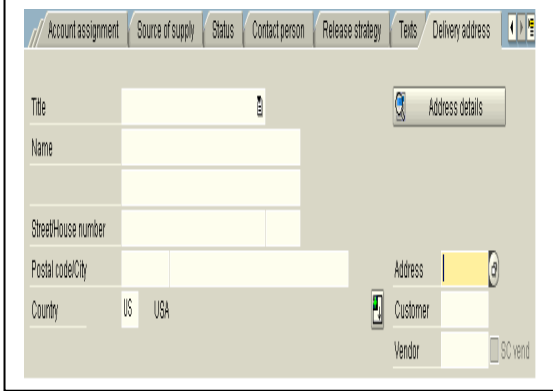
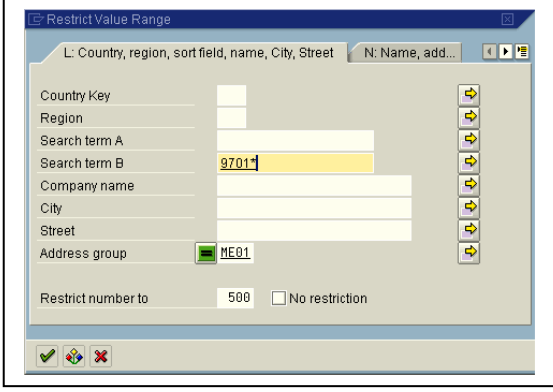

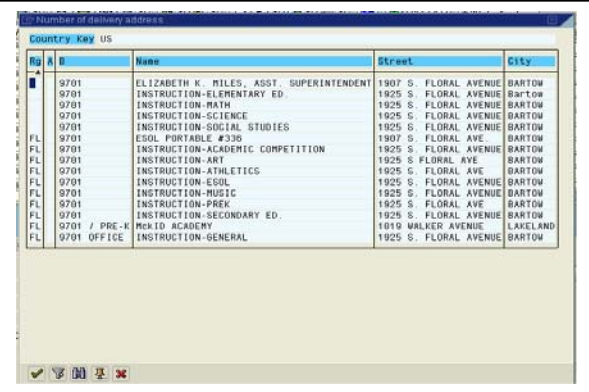
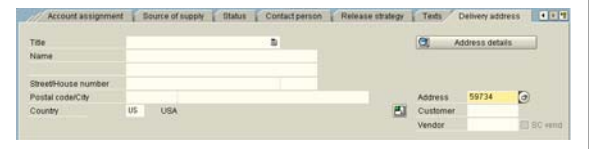
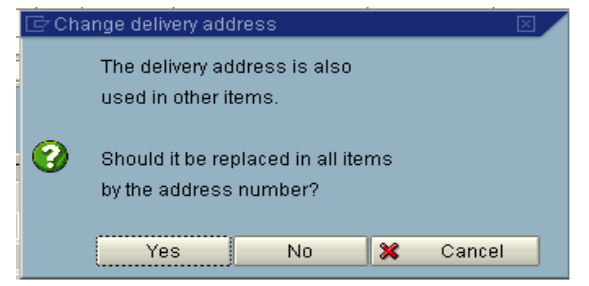
## Create Advance Purchase Requisition – ME51N

Steps	Screen Displayed	Procedures
9	 	<p>Use the <b>1:Active Vendors (Creditors) Purchasing</b> to search for vendors.</p> <ul style="list-style-type: none"> <li>Click the <b>List box icon</b> to <i>display Available Searches</i></li> <li>Click <b>1:Active Vendors (Creditors) Purchasing</b></li> </ul>
10	 	<ul style="list-style-type: none"> <li>Type the <b>Vendor name</b>, or a portion of a <b>Vendor name</b> with an <b>asterisk</b></li> </ul> <p><b>Example:</b> Stap* =Staples The system will display all Vendors beginning with the criteria that you have entered (sometimes less is better).</p> <ul style="list-style-type: none"> <li>Click the <b>No restriction</b> button</li> <li>Click the <b>Green check</b></li> <li>Double-click anywhere in the <b>row</b> the vendor is located</li> </ul> <p>The <b>Des. Vendor</b> field is populated.</p> <ul style="list-style-type: none"> <li>Press the <b>Enter</b> key</li> </ul>

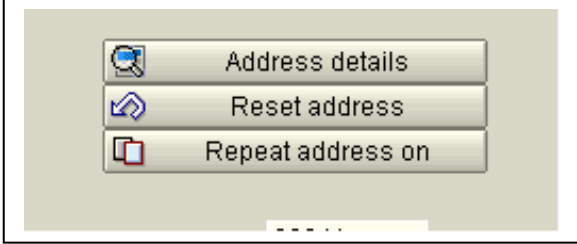

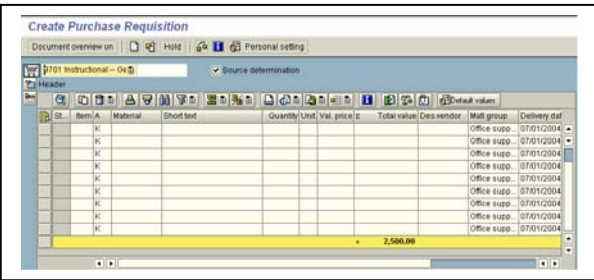
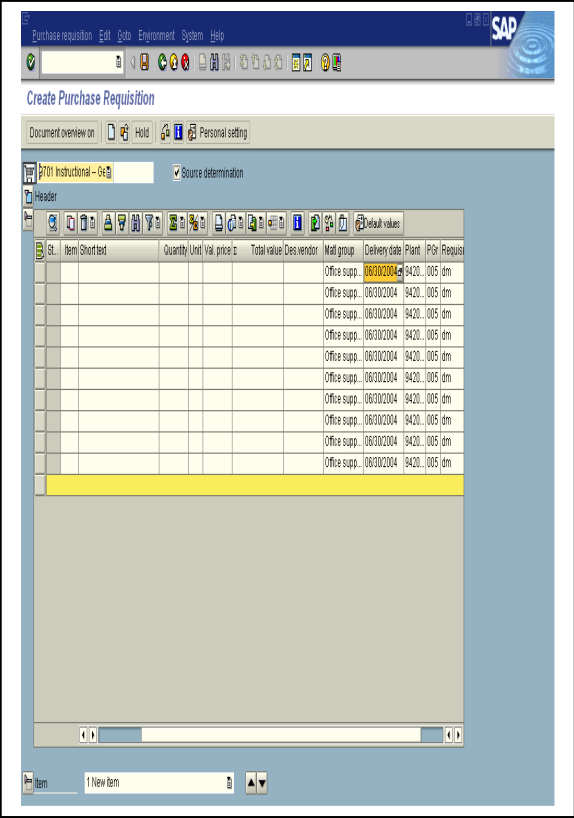
## Create Advance Purchase Requisition – ME51N

Steps	Screen Displayed	Procedures
11		<p><b><u>Account assignment for “K” Cost Center:</u></b></p> <ul style="list-style-type: none"> <li>Type the <b>GL Account Number</b></li> <li>Type the <b>Cost Center</b></li> <li>Type the <b>Recipient</b> (the name of person receiving item(s))</li> </ul> <p>This name will be printed on the Purchase Order</p> <p>To determine the GL and Cost Center to use refer to the <i><b>Expenditure Guide SAP Budget Accounts.doc</b></i> located in Outlook Public folders.</p> <ul style="list-style-type: none"> <li>Press <b>Enter</b> or click the <b>Green check</b></li> </ul>
12		<p><b><u>NOTE:</u></b> Enterprise v4.7 is designed for use with the screen resolution set at 1024 x 768. If you are not using those settings you will have to use scroll bars located on the right side and bottom of your screens.</p> <p><b><u>To enter text for the line</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>List box</b> icon to add text to a line item</li> <li>Click <b>Texts</b></li> <li>Click in the <b>Text box</b> <ol style="list-style-type: none"> <li>Type a <b>Description of the Items</b> to be purchased with some examples.</li> <li>Type <b>Beginning and Ending Dates</b> for the Purchase Order if not enter in the Short Text box.</li> <li>Type <b>Name(s) of the Staff Authorized</b> to Purchase against the P.O.</li> </ol> </li> </ul> <p><b><u>If the Purchase is to be returned to School/Department:</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Material PO Text</b></li> <li>Click in the <b>Text box</b></li> <li>Type <b>Return Purchase Order to Department/School</b> (Name) and the <b>Individuals Name</b></li> </ul>

## Create Advance Purchase Requisition – ME51N

Steps	Screen Displayed	Procedures
13	 	<p><b>Delivery Address:</b></p> <ul style="list-style-type: none"> <li>Click the <b>List box</b> icon located to the right of the folder tabs</li> <li>Click <b>Delivery address</b></li> <li>Click in the <b>Address</b> box</li> <li>Type the <b>Delivery address number</b> if known</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Click the <b>search help</b> icon</li> </ul>  <ul style="list-style-type: none"> <li>Click on the <b>Folder L: Country, region, sort field, name, City, Street</b></li> <li>Type your <b>School or Department number</b> with an asterisk in the <b>Search term B</b> field</li> <li>Type <b>ME01</b> in the <b>Address group</b> field</li> <li>Press <b>Enter</b> or click the <b>Green check</b></li> </ul>
14	  	<ul style="list-style-type: none"> <li>Double-click anywhere in the <b>row</b> with the address</li> <li>Press the <b>Enter</b> key (this refreshes the information)</li> <li>Click <b>Yes</b> or press <b>Enter</b></li> </ul>

## Create Advance Purchase Requisition – ME51N

Steps	Screen Displayed	Procedures
15	  	<ul style="list-style-type: none"> <li>• Click <b>Repeat address on</b></li> <li>• Click the <b>Green check</b> to acknowledge this <b>Information</b> box</li> </ul> <p><b>Note:</b> Enterprise v4.7 has a new feature, which displays Total cost per line item and displays the Grand total, scroll down to display the grand total.</p>
16		<ul style="list-style-type: none"> <li>• Click the <b>Save</b> icon</li> </ul> <p>The system saves the Requisition, generates a Requisition number, and returns you to a blank Requisition page with the Requisition number displayed on the lower left status bar.</p> <p><b><u>To return to the SAP Easy Access Menu:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Green Back</b> arrow</li> </ul>