

## Quick Reference ME51N

### Create Requisition – Outside Vendor (No Contract) Cost Center and Asset

#### From the SAP Easy Access Polk County Public Schools Screen:

Click the **Expand** icon to the left of PCSB Menu

Click **Purchasing**

Click **Requisitions**

Double-click **ME51N - Create Purchase Requisition**

#### **IMPORTANT:**

Click The **Default values** button



**You must click this button each time you create a Purchase Requisition**

Create Purchase Requisition Default values

Type **4-digit Location Number** in Document Type Box

Type **Purchasing Group Number**

Type: **A** in Acc. Assignment Cat. (For Asset) **or**

Type **K** in Acc. Assignment Cat. (For cost center type)

Type **Delivery Date**

Type **9420** in Plant

Type **Material Group Number**

**Requisitioner** If (A) –Asset Type **Cost Center**

If (K) -Cost Center Type **Name of Individual** requesting items

Type **Req. Tracking Number** (personal tracking number) (optional)

Click **Source Determination Box** (This will always be checked)

Click The **Save** icon



#### **IMPORTANT:**

**Follow the next 6 steps in order, or the Repeat-On Account Assignment function may not hold for all items!**

Create Purchase Requisition Item Overview

Type the **Description** of item in Short Text

Press the **Tab** key and **Enter Quantity**

Press the **Tab** key and **Enter Unit**

Press the **Tab** key and **Enter Dollar Amount in Val. Price**

Type the **Vendor Number** in Des. Vendor

Press **Enter** or Click the **Green Check**



#### Account Assignment for Item (A- Asset)

Asset # **80000000** in Asset (automatically defaults)

Type **4-digit Location Number plus three 0's** in Unloading Point

Type **Name of Goods Recipient**

#### Account Assignment for Item (K- Cost Center)

Type in **GL Account Number**

Type **Cost Center** in Cost Center box

Type **Name of Goods Recipient**

Click the **Repeat on** button



Repeat the process listed above to add additional line items.

#### Texts

Click the **Texts** folder tab or Click the **List box** icon and **Select Texts**

Click in the **Text Box** and Type any required text for each **line item** (s) as needed

#### Delivery Address

Click the **Delivery address** folder tab or Click the **List box** icon and **select Delivery address**

Type in your **Location Delivery Address** number and **Press Enter**

Click the **Green Check** on the information screen (delivery address held)

Click the **Repeat address on** button

Click the **Green check** to acknowledge the information box

Click the **Save** icon

Record the document number for future reference.