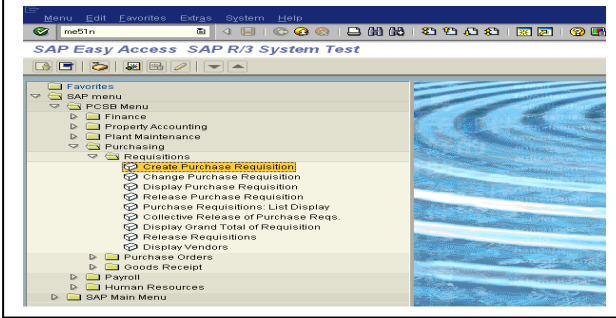
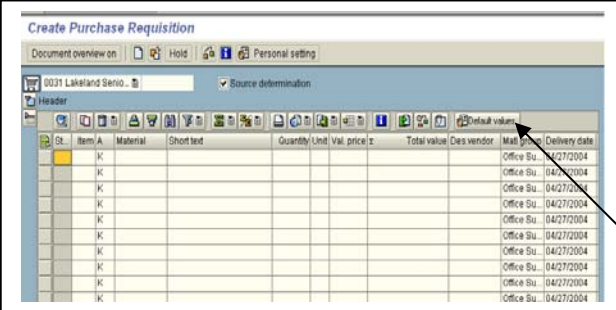
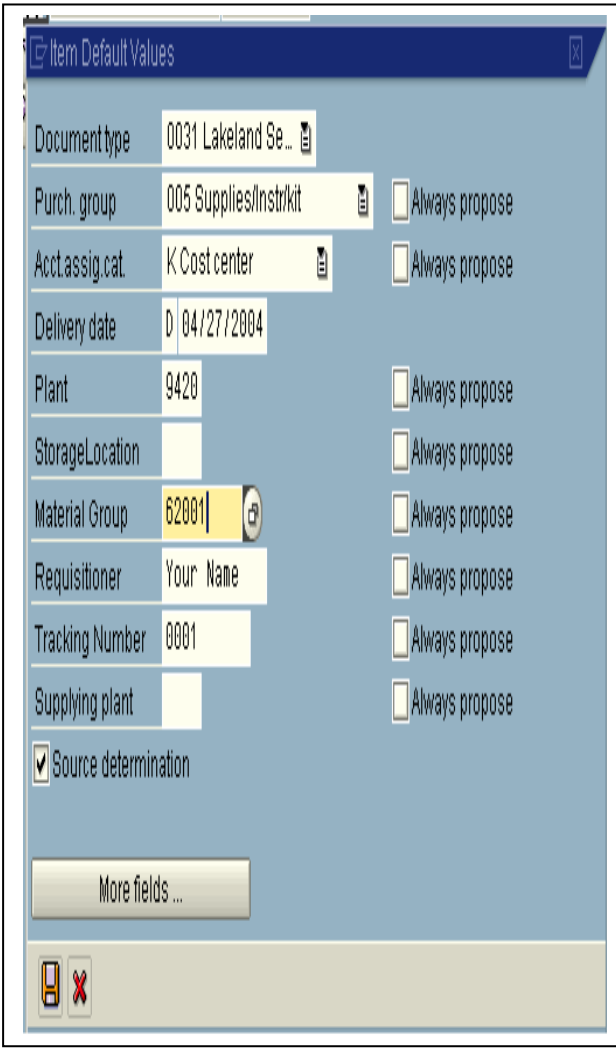

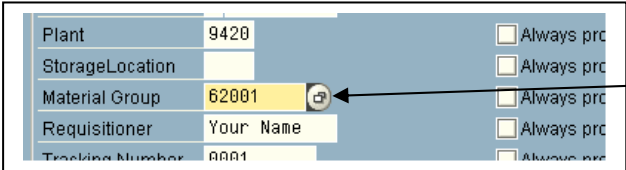
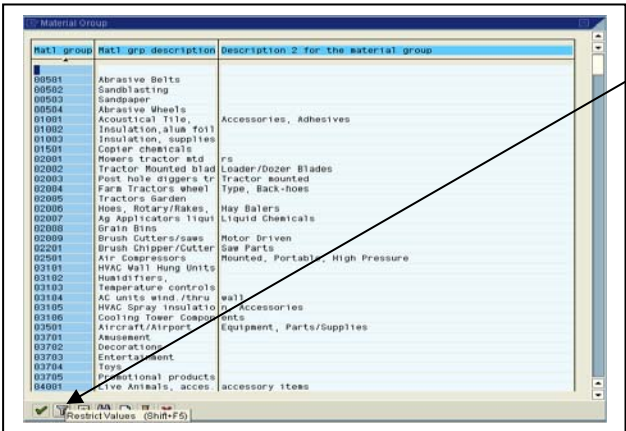
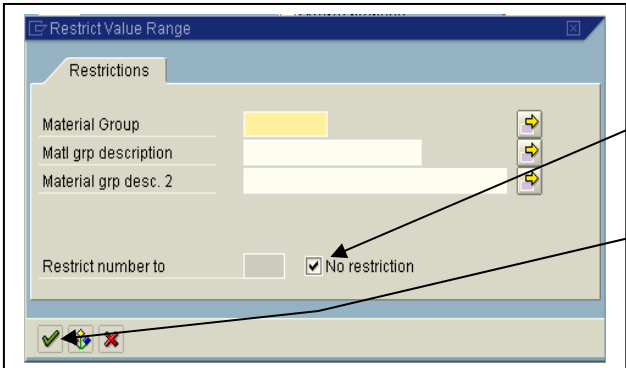
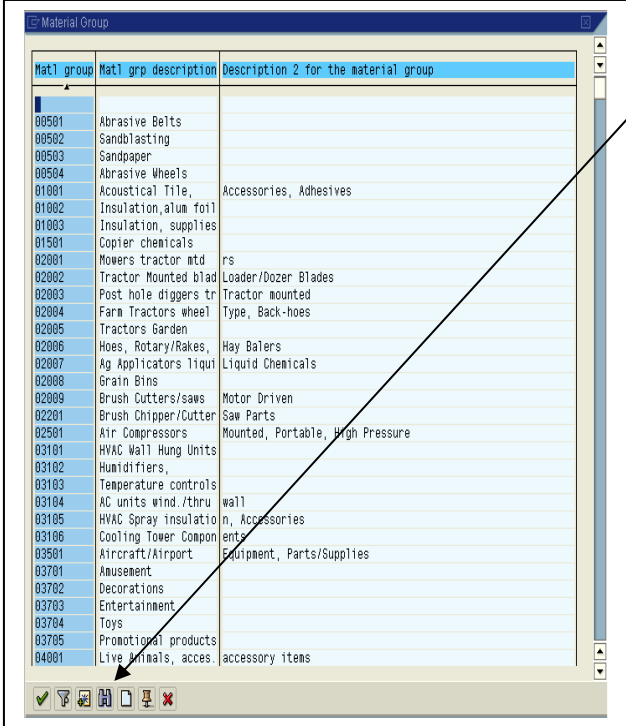





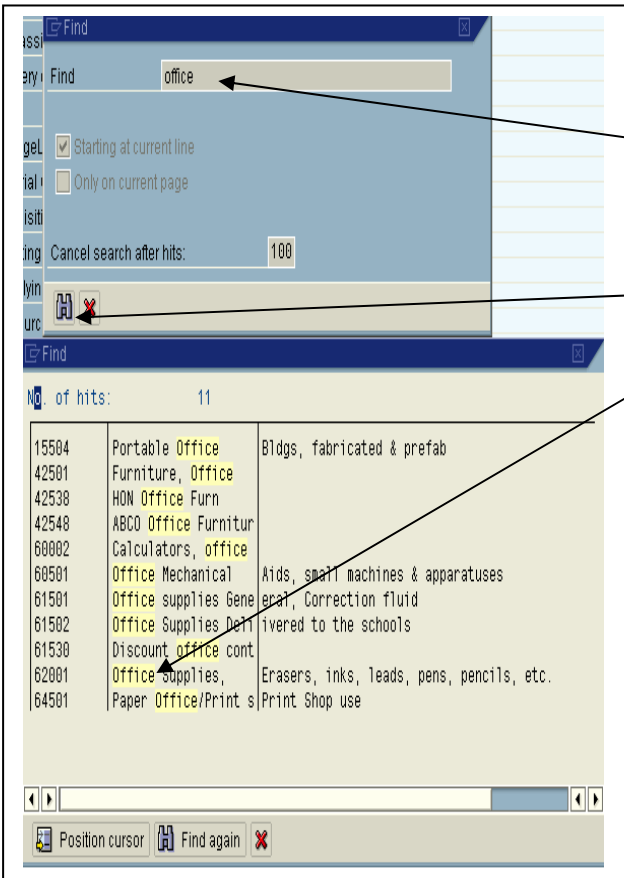

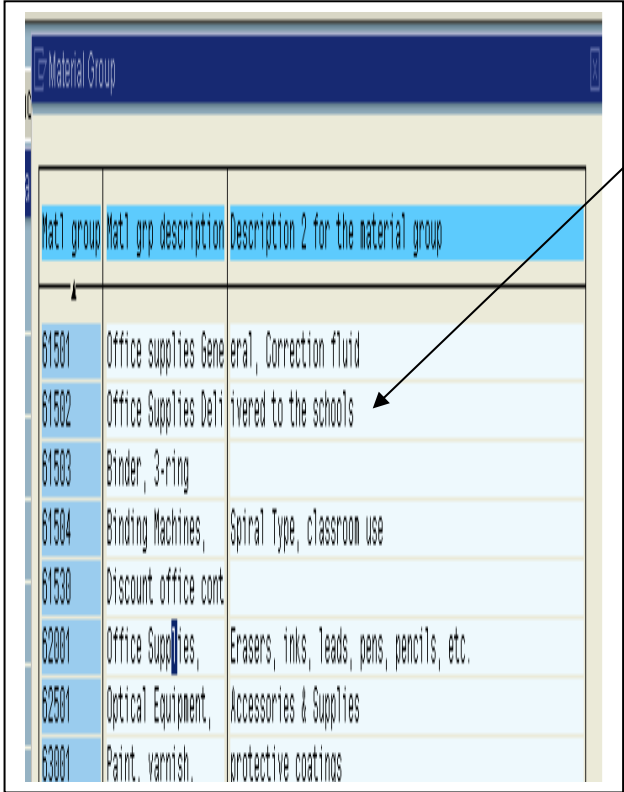

Create Requisition - Outside Vendor (No Contract) Cost Center and Asset

Steps	Screen Displayed	Procedures
1	 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>SAP Easy Access PCSB Menu</p> <ul style="list-style-type: none"> • Type ME51N in the command box • Press Enter <li style="text-align: center;">or • Click the Expand icon to the left of PCSB Menu > Purchasing> Requisitions • Double Click on ME51N - Create Purchase Requisition </div> <p>NOTE: Refer to the <u>Initial Setup of Purchase Requisition Default value screen.doc</u> located on the Polk County Public School Web Site at: www.polk-fl.net</p> <ul style="list-style-type: none"> • Click on the Default values button
2		<p>The Item Default values screen is displayed</p> <ul style="list-style-type: none"> • Document Type: Type your 4-digit School/Department location number • Purchasing Group: Type the Purchasing group if known or Click the search icon and select the group in the drop down list • Acct. Assign. Cat.: Type K for Cost center, or A for Asset (items over 750.00 per item) • Date: Type a date that is 10 business days from the current day • Plant: Type 9420 in the Plant field • Storage Location: Leave Blank • Material Group: Type the Material group if known or select using search icon (instructions on page 2, step 3 - 5) • Requisitioner: Type Your name for K - Cost center type orders, type the Cost center used to purchase the Asset for A - Asset type orders • Tracking Number Type a Tracking Number (optional) • Supplying Plant: Leave Blank • Source determination: Click the Check box • Click the Save icon  • Go to Page 4, Step 6

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

Steps	Screen Displayed	Procedures
3	   	<p>To Search for a Material Group:</p> <ul style="list-style-type: none"> Click in the Material Group box to display the Search help icon Click on the Search help icon  Click the Restrict Values icon  Click in the No restriction box to show all possible entries Click the Green check or Press Enter Click the Binoculars icon (search help) 

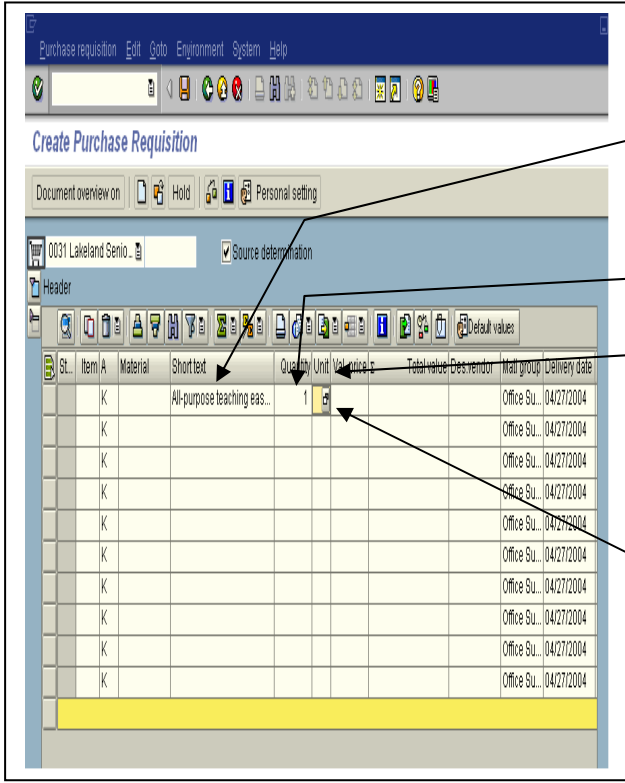
Create Requisition - Outside Vendor (No Contract) Cost Center and Asset

Steps	Screen Displayed	Procedures
4		<div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <ul style="list-style-type: none"> • Type a partial description of the Material group your searching for (sometimes less is better) • Press Enter or Click the Binocular icon • Click anywhere in the yellow highlighted area on the row that matches your search
5		<div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <ul style="list-style-type: none"> • Double Click anywhere in the row with the Material group selected <p style="margin-top: 20px;"><i>Refer back to Step 2, to complete the Defaults</i></p>

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

Steps	Screen Displayed	Procedures
-------	------------------	------------

6

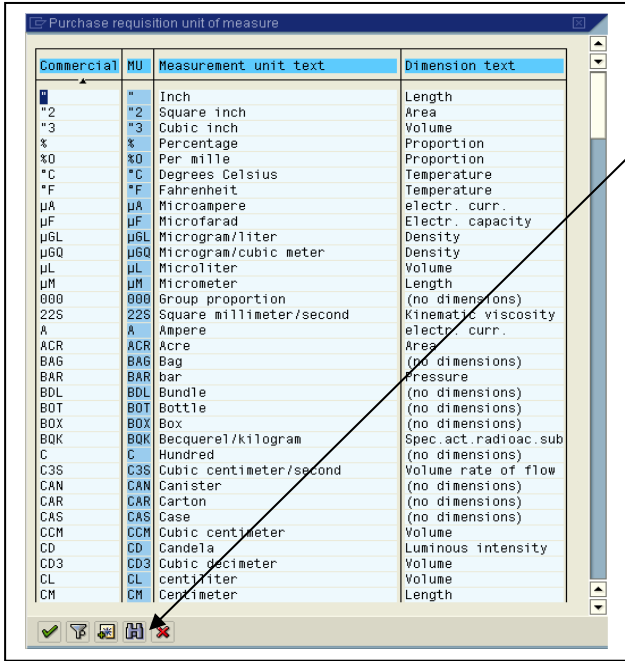


Create Purchase Requisition

- Type **Description** of the item you wish to order. Always put the item name first, followed by a short description
- Type **Quantity** requested
- Type **Unit of Measure** if known, to search follow directions below
- Click in the **Unit** column
- Click the **Search help** icon

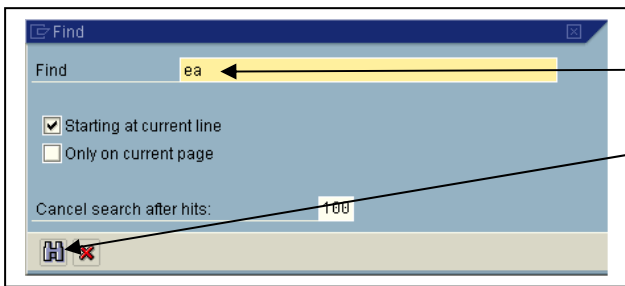


7



Purchase requisition unit of measure

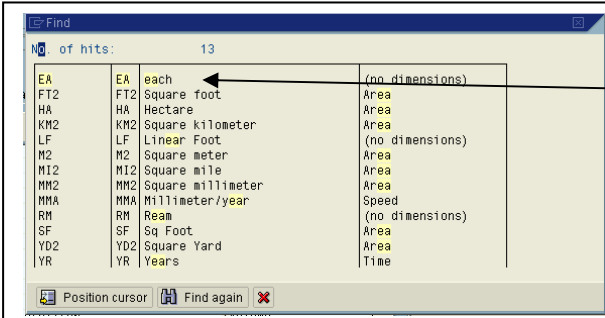
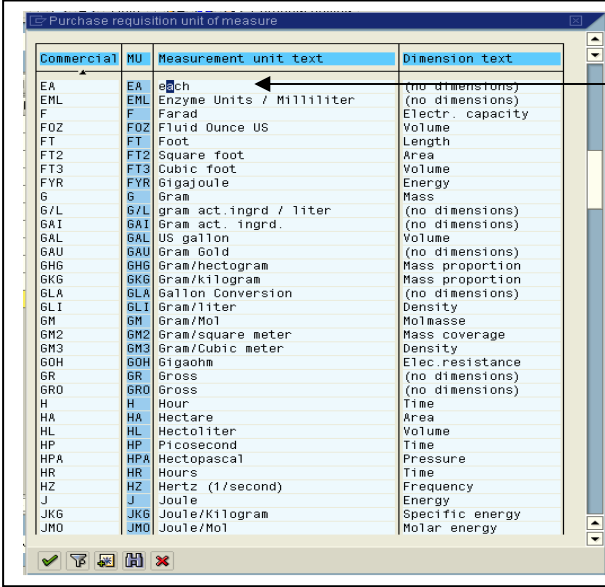


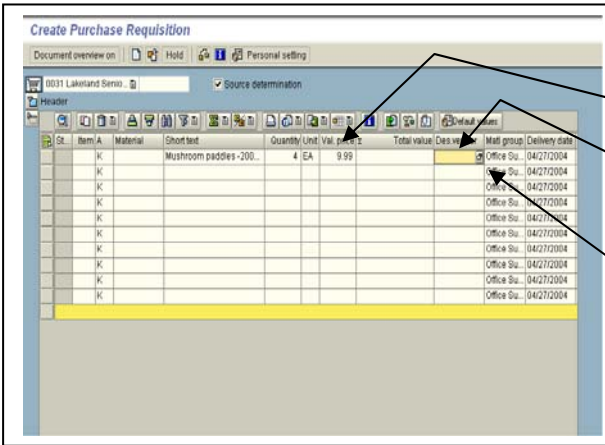
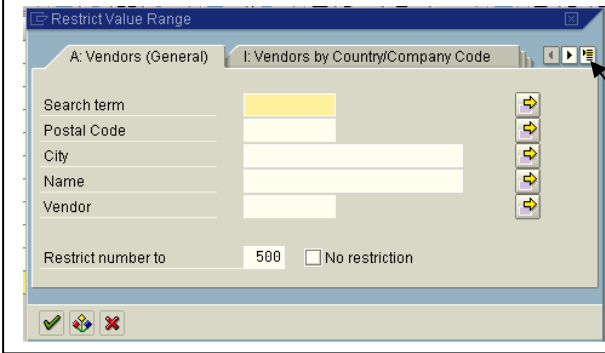


- Click the **Binoculars** icon



Find

- Type a **description** of the **Unit** your searching for (sometimes less is better)
- Press **Enter** or Click the **Binocular** icon

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

Steps	Screen Displayed	Procedures
8	 	 <ul style="list-style-type: none"> Click anywhere in the yellow highlighted area in the row that matches your search  <ul style="list-style-type: none"> Double Click anywhere in the row with the Unit of measure selected
9	 	 <ul style="list-style-type: none"> Type the price per unit in Val. price column Type the Des. vendor number if known go to step 12, to search follow directions below Click in the Des. vendor column, Click the Search help icon  <p>Use the 1: Active Vendors (Creditors) Purchasing to search for vendors.</p> <ul style="list-style-type: none"> Click the List box icon to display Available Searches

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

Steps	Screen Displayed	Procedures
-------	------------------	------------

10

Office Su... 04/27/2004

- ✓ A: Vendors (General)
- I: Vendors by Country/Company Code
- K: Vendors by Company Code
- L: Vendors by Country
- P: Vendors by Personnel Number
- Y: Vendors by Address Attributes (Fuzzy Search)
- X: Vendors by Address Attributes
- Z: Active Vendors (Creditors) by Company Code
- 1: Active Vendors (Creditors): Purchasing**
- V: Proceed Initially According to Creditor Sub-Ledger Account
- C: Vendors by Class
- E: Vendors: Purchasing
- M: Vendors by Material
- W: Vendors with Plant Reference

1: Active Vendors (Creditors): Purchasing V: Proceed Initial...

Search term: []

Postal Code: []

City: []

Name: U*

Vendor: []

Purch. Organization: 0010

Subseq. settlement: []

Purch. block: []

Restrict number to: [] No restriction

Restrict Value Range

- Click 1:Active Vendors (Creditors) Purchasing
- Type the Vendor name, or a portion of a Vendor name with an asterisk
- Example: U* = U S TOYS**
The system will display all Vendors beginning with the criteria that you have entered (sometimes less is better).
- Click the No restriction button
- Click the Green check

11

Desired vendor

SearchTerm	PostalCode	City	Name 1	Vendor	POrg	Subst	B
IAPS BOOKS		GAINESVILLE	UNIVERSITY OF FLORIDA FOU	113399	0010		
PENINSULA	32216	JACKSONVILLE	U. S. LEGAL SERVICES	500066	0010		
U D L LABO	61632-2629	ROCKFORD	U D L LABORATORIES	112562	0010		
U S CHESS	12553	NEW WINDSOR	U S CHESS FEDERATION	40675	0010		
U S TOY C	60027	SKOKIA	U S TOY COMPANY INC	106462	0010		
U S A COMP	33813-1114	LAKELAND	U S A COMPUTERS TECHNOLOG	106454	0010		
U S A SHOO	80909	COLORADO SPRINGS	U S A SHOOTING	106466	0010		
U S CHESS	12553	NEW WINDSOR	U S CHESS FEDERATION	41856	0010		
U S CONGRE	20005	WASHINGTON, D.C.	U S CONGRESS HANDBOOK	109530	0010		
U S DEPART	30304	ATLANTA	U S DEPARTMENT OF COMMERC	40676	0010		
U S ENERGY	33760	CLEARWATER	U S ENERGY SERVICES INC	106468	0010		
U S FILTER	31792	THOMASVILLE	U S FILTER EMU PRODUCTS	106472	0010		
U S FILTER	33855	TAMPA	U S FILTER DISTRIBUTION 6	106470	0010		
U S KIDS	32142	PALM COAST	U S KIDS	106478	0010		
U S POSTAL	19170-0166	PHILADELPHIA	U S POSTAL SERVICE	111263	0010		
U S POSTAL	19720	NEW CASTLE	U S POSTAL SERVICE/ACCT #	106482	0010		
U S POSTMA		BABSON PARK	U S POSTMASTER	15458	0010		

Create Purchase Requisition

Document overview on | Hold | Personal setting

0031 Lakeland Senio... Source determination

St.	Item	Material	Short text	Quantity/Unit	Val. price/c	Total value	Des vendor	Matt group	Delivery date
	K		Mushroom paddles -200...	4 EA	9.99	106462	Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		
	K						Office Su... 04/27/2004		

Desired vendor

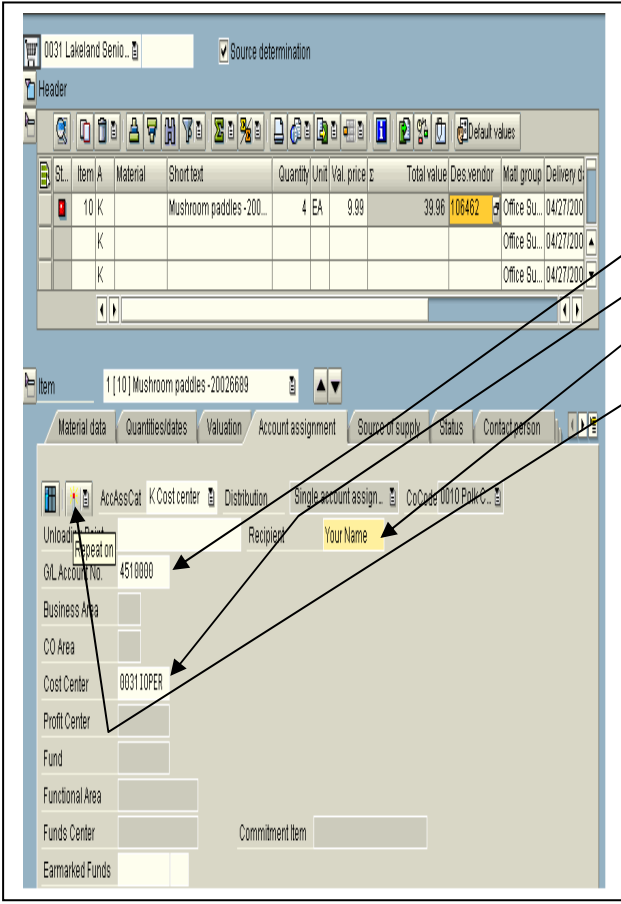

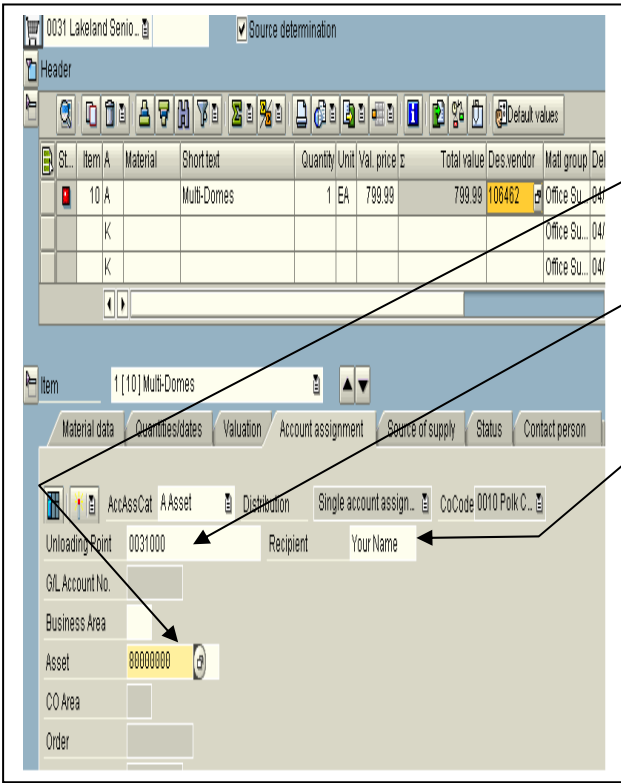

- Double Click anywhere in the row the vendor is located

Create Purchase Requisition

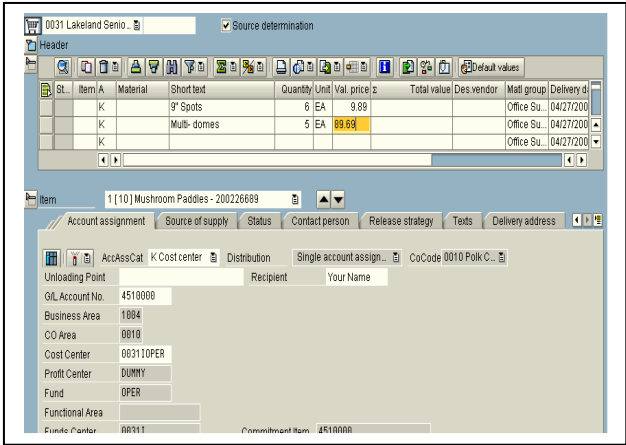
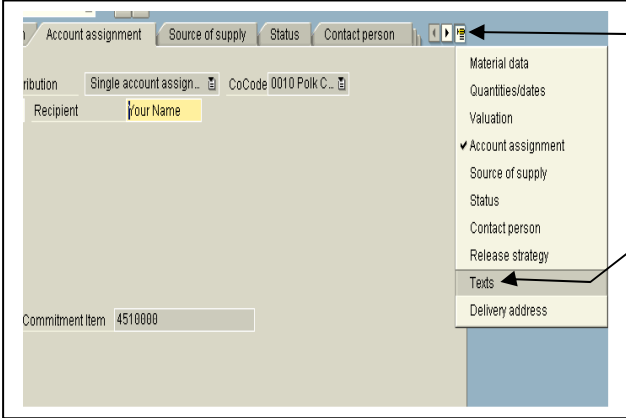

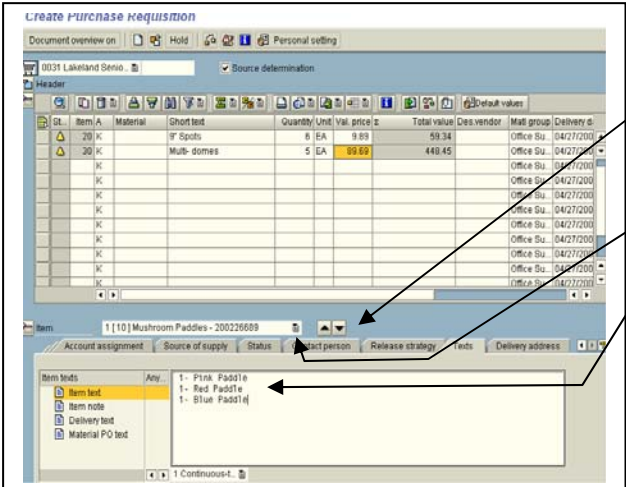
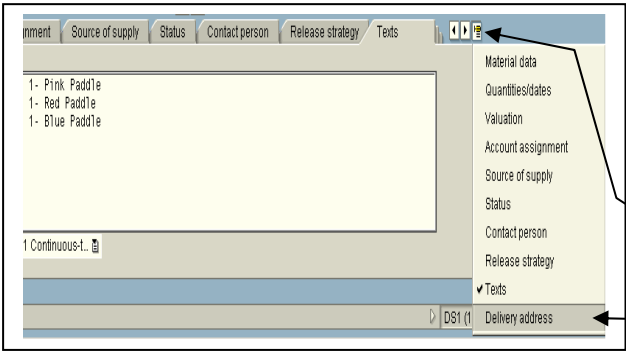
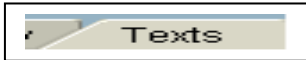


The Des. vendor field is populated.

- Press the Enter key

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

Steps	Screen Displayed	Procedures
<p>12</p>		<p style="text-align: center;">Create Purchase Requisition</p> <p>Important! Follow these steps in order: Account assignment for K - Cost Center</p> <ul style="list-style-type: none"> Type the GL Account Number Type the Cost Center Type the Recipient (the name of person receiving item(s)) Click the Repeat on icon  <p>For the GL and Cost center to use refer to Expenditure Guide SAP Budget Accounts.doc located in Outlook Public folders.</p> <ul style="list-style-type: none"> Press Enter or Click the Green check
<p>13</p>		<p>Account assignment for A - Asset The Cost center is entered at the Default Value Setup in the Requisitioner field.</p> <ul style="list-style-type: none"> Type 80000000 (8 and 7 zeros) in the Asset field Click in the Unloading Point, type your School location (number) and 3 zeros Example: 0031000 Click in the Recipient field, type the name of person receiving item (s) Click the Repeat on icon (If entering more than one Asset)  <ul style="list-style-type: none"> Press Enter or Click the Green check

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

Steps	Screen Displayed	Procedures
<p>14</p>	 	<p>To order additional line items follow these directions.</p> <ul style="list-style-type: none"> • Click in the Short text column in next available row and enter short text • Type the Quantity requested • Type the Unit of Measure (refer to step 6 for search, if necessary) • Type the Price per unit in the Val. price column <p>Continue these steps until you enter all requested items.</p> <ul style="list-style-type: none"> • Press Enter or Click the Green check  <ul style="list-style-type: none"> • Click the List box icon to add text to a line item • Click Texts (skip to Delivery address if no Texts are required)
<p>15</p>	 	 <ul style="list-style-type: none"> • Click the up, down arrow or the List box icon to select the line item to add the text   <ul style="list-style-type: none"> • Click in the Text box • Type detailed information such as Manufacture ID #, color, etc... <p>SAP does not have a spell check function. You can use MS Word keyboard shortcuts to copy, cut and paste text.</p> <p>NOTE: Enterprise v4.7 is designed for use with the screen resolution set at 1024 x 768. If you aren't using those settings you will have to use scroll bars located on the right side and bottom of your screens.</p> <ul style="list-style-type: none"> • Click the List box icon located to the right of the folder tabs • Click Delivery address

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

Steps	Screen Displayed	Procedures
-------	------------------	------------

16

- Delivery address**
- Click in the **Address** box
 - Type the **Delivery address number** if known
 - or
 - Click the **search help** icon
- Restrict Value Range**
- Click on the **Folder L: Country, region, sort field, name, City, Street**
 - Type your **School or Department number** with an asterisk in the **Search term 2** field, **Example:** 0031*
 - Type **ME01** in the **Address group** field
 - Press **Enter** or Click the **Green check**

18

City	Rg	A	B	Name	Street	City
US	FL	0031	OFFICE	LAKELAND HIGH SCHOOL /OFFICE	726 HOLLINGSWORTH RD	LAKELAND

Address: 22641

- Number of delivery address**
- **Double Click** anywhere in the **row** with the address
 - Press the **Enter** key (this refreshes the information)
 - Click **Yes** or Press **Enter**

