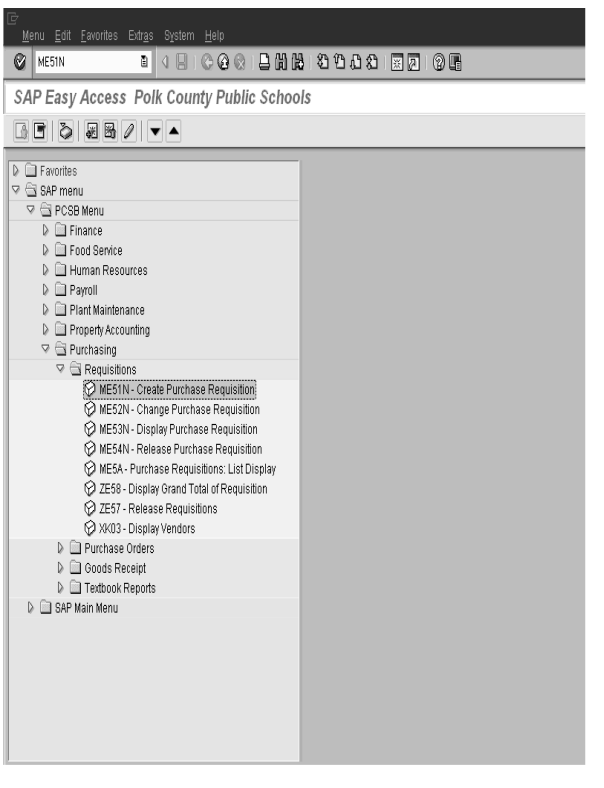
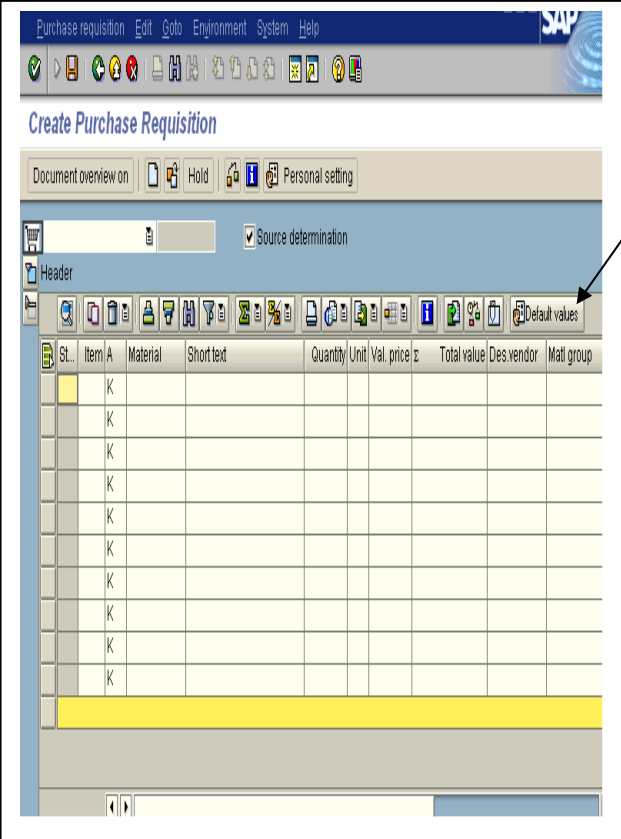



Schools Creating Requisitions for Textbooks

Steps	Screen Displayed	Procedures
<p>1</p>		<div data-bbox="911 163 1458 216" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <p>SAP Easy Access PCSB Menu</p> </div> <ul style="list-style-type: none"> • Type ME51N in the command box • Press Enter <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Click the Expand icon to the left of PCSB Menu > Purchasing > Requisitions • Double click on Create Purchase Requisition
<p>2</p>		<div data-bbox="911 1031 1468 1098" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <p>Create Purchase Requisition</p> </div> <ul style="list-style-type: none"> • Click the Default values icon <div data-bbox="1036 1262 1295 1325" style="border: 1px solid black; padding: 2px; margin: 10px auto; width: fit-content;">  Default values </div> <p>NOTE: Refer to the <u>Initial Setup of Purchase Requisition Default value screen.. Documentation</u> located on the <u>Polk County Public Schools Web Site</u>.</p> <p style="text-align: center;">Staff IST Help Desk Purchasing</p>

Schools Creating Requisitions for Textbooks

Steps

Screen Displayed

Procedures

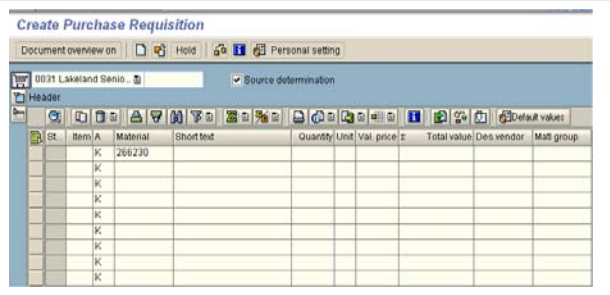
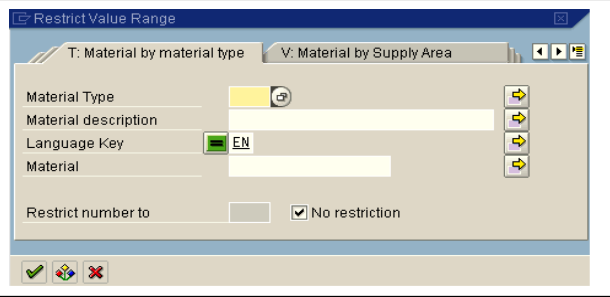
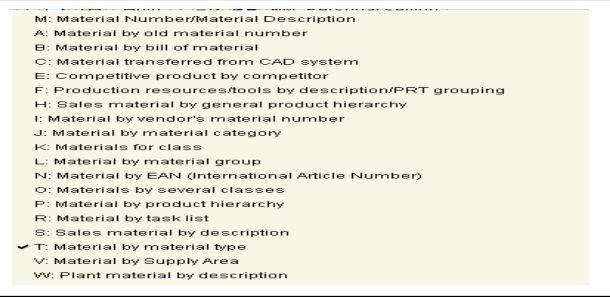
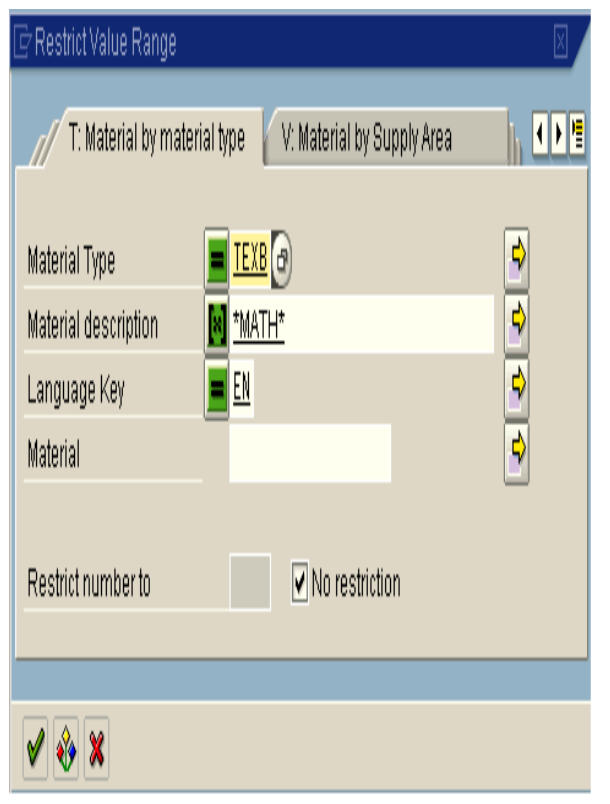
3

Item Default Values:

- **Document type:** Type your School 4 Digit location number
- **Purch. Group:** Type **007** (Purchasing group for textbooks will always be **007**)
- **Acct. assig. cat.:** Type **K** for Cost Center
- **Delivery date:** Type **10 business days** from the current date
- **Plant:** Type **1141**
IMPORTANT: The Plant will always be 1141 for Textbooks
- **Storage Location:** Type your School 4 digit location
- **Material Group:** Leave Blank
- **Requisitioner:** Type the **Name of the Individual** requesting the order
- **Tracking Number:** Type a **Tracking Number** (Optional)
- **Supplying Plant:** Leave Blank
- **Source determination:** Click the **Check box** (this should always be checked)
- Click the **Save** icon



Schools Creating Requisitions for Textbooks

Steps	Screen Displayed	Procedures
<p>4</p>	  	<p>The Create Purchase Requisition screen displays.</p> <p>If the Material Number is known:</p> <ul style="list-style-type: none"> Type the Material number and <i>proceed to step 7</i> <p>IMPORTANT: If taking the Material Book Number from the Florida School Book Depository Catalog, leave out any dashes (Example: 26-623-0, becomes 266230)</p> <p>If the Material Number is not known:</p> <p>To Search:</p> <ul style="list-style-type: none"> Click in the Material field Click the Search help icon <p>If the Folder, T: Material by material type does not display</p> <ul style="list-style-type: none"> Click the left/right arrows to display the selectable folders Click the folder T: Material by material type <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Click the List box icon to display available Searches Click on T: Material by material type
<p>5</p>		<p>Searching by Material by Material Type:</p> <ul style="list-style-type: none"> Material type – Type TEXB Material description – Type the Subject with an asterisk (*) before and after the word <p>Example: *Math*</p> <p>TEXB will always be used in the Material type, when ordering Textbooks</p> <ul style="list-style-type: none"> Click in the No restriction box Click the Green check or Press Enter

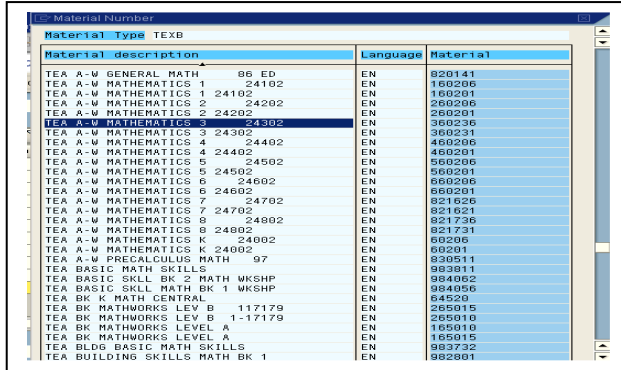
Schools Creating Requisitions for Textbooks

Steps

Screen Displayed

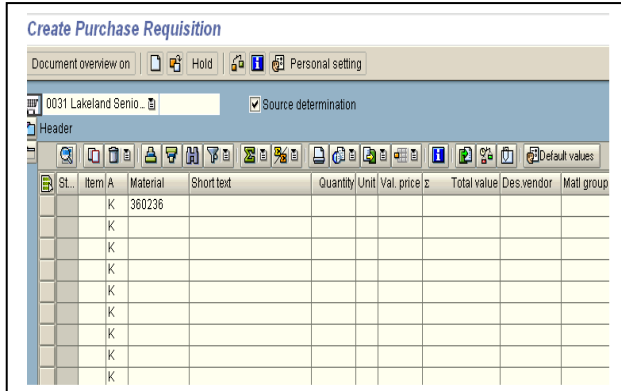
Procedures

6



Material Number List showing various mathematics materials. The 'Material' column is highlighted, and the material number 360236 is selected.

Material description	Language	Material
TEA A-W GENERAL MATH 06 ED	EN	020141
TEA A-W MATHEMATICS 1 24102	EN	160206
TEA A-W MATHEMATICS 1 24102	EN	160201
TEA A-W MATHEMATICS 2 24202	EN	260206
TEA A-W MATHEMATICS 2 24202	EN	260201
TEA A-W MATHEMATICS 3 24302	EN	360236
TEA A-W MATHEMATICS 3 24302	EN	360231
TEA A-W MATHEMATICS 4 24402	EN	460206
TEA A-W MATHEMATICS 4 24402	EN	460201
TEA A-W MATHEMATICS 5 24502	EN	560206
TEA A-W MATHEMATICS 5 24502	EN	560201
TEA A-W MATHEMATICS 6 24602	EN	660206
TEA A-W MATHEMATICS 6 24602	EN	660201
TEA A-W MATHEMATICS 7 24702	EN	821626
TEA A-W MATHEMATICS 7 24702	EN	821621
TEA A-W MATHEMATICS 8 24802	EN	821736
TEA A-W MATHEMATICS 8 24802	EN	821731
TEA A-W MATHEMATICS K 24002	EN	602306
TEA A-W MATHEMATICS K 24002	EN	602301
TEA A-W PRECALCULUS MATH 97	EN	920511
TEA BASIC MATH SKILLS	EN	983011
TEA BASIC SKLL BK 2 MATH WKSH	EN	984062
TEA BASIC SKLL MATH BK 1 WKSH	EN	984066
TEA BK K MATH CENTRAL	EN	64520
TEA BK MATHWORKS LEV B 1-17179	EN	265015
TEA BK MATHWORKS LEV B 1-17179	EN	265010
TEA BK MATHWORKS LEVEL A	EN	165010
TEA BK MATHWORKS LEVEL A	EN	165015
TEA BLDG BASIC MATH SKILLS	EN	983732
TEA BUILDING SKILLS MATH BK 1	EN	982001



Create Purchase Requisition screen showing document overview and a table with one row populated.

St.	Item A	Material	Short text	Quantity	Unit	Val. price	Total value	Des. vendor	Matl. gr
	K	360236							
	K								
	K								
	K								
	K								
	K								
	K								
	K								
	K								
	K								

A Material Description List of the Criteria that you input will display.

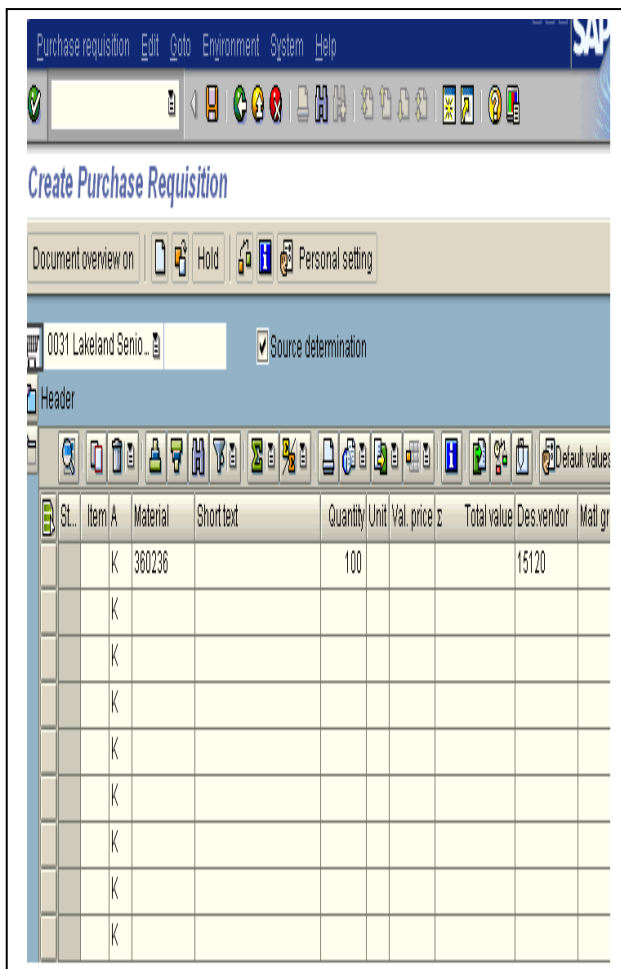
Using the Scroll Bar on the right of the screen, Scroll down until you see the description and material number of the item that you wish to order

- Double Click on the **Material number** or Click on the **Line** to highlight and Press **Enter**

The Create Requisition screen is displayed with the Material field populated

IMPORTANT: Complete Steps 7, 8 and 9 before inputting another Material Number

7



Create Purchase Requisition screen showing document overview and a table with one row populated.

St.	Item A	Material	Short text	Quantity	Unit	Val. price	Total value	Des. vendor	Matl. gr
	K	360236		100				15120	
	K								
	K								
	K								
	K								
	K								
	K								
	K								
	K								
	K								

Create Purchase Requisition

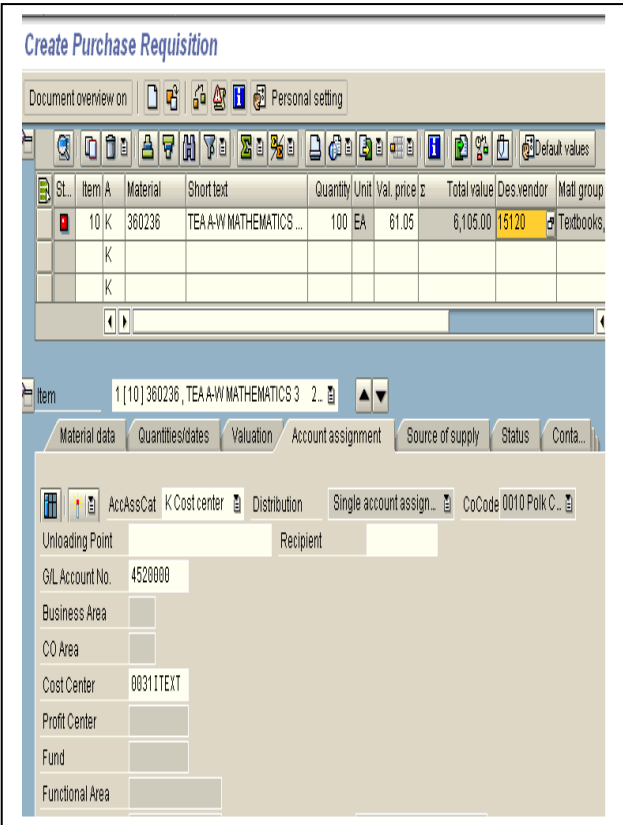
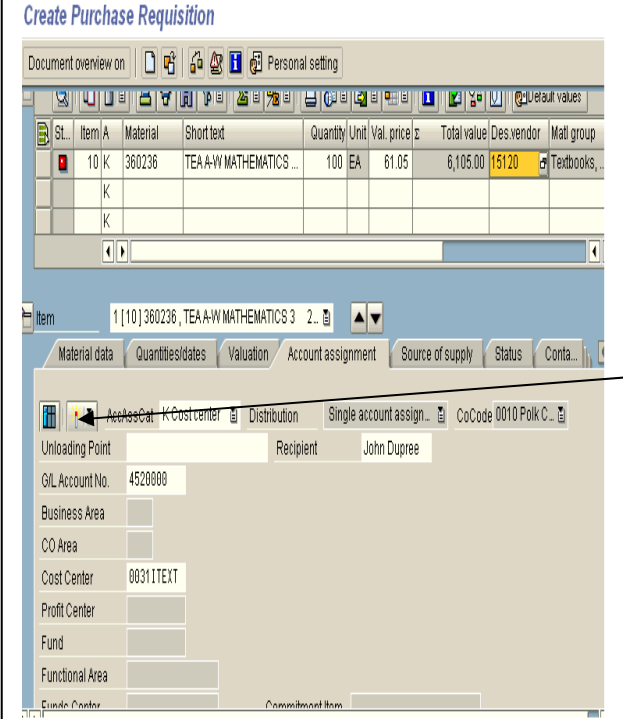
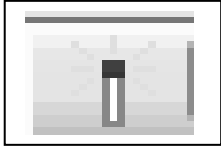
- Click in the **Quantity** box
- Type the **Quantity**
- Click in the **Des. Vendor** box
- Type **15120**

IMPORTANT: Vendor number 15120 will always be used when ordering books from the Florida School Book Depository

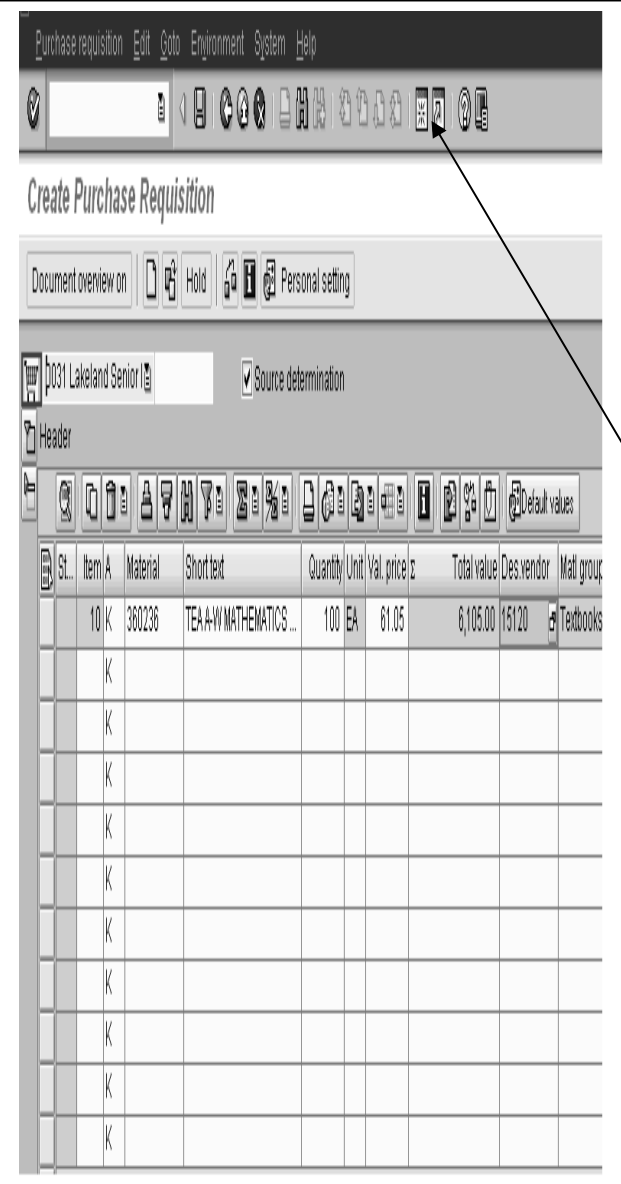
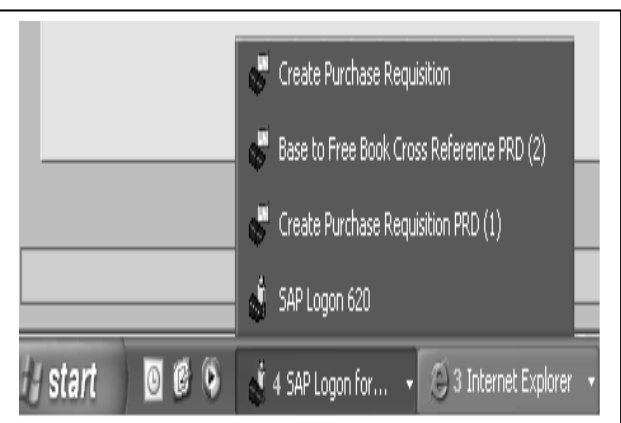

- Click the **Green check** or Press **Enter**

NOTE: If you wish to purchase **Used Textbooks** from another Vendor, please call **Daryl Crank** at 51258

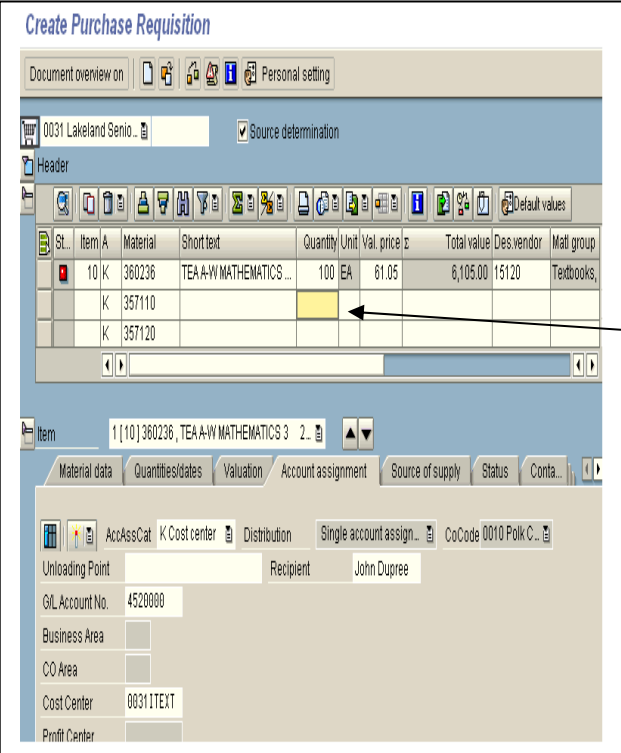
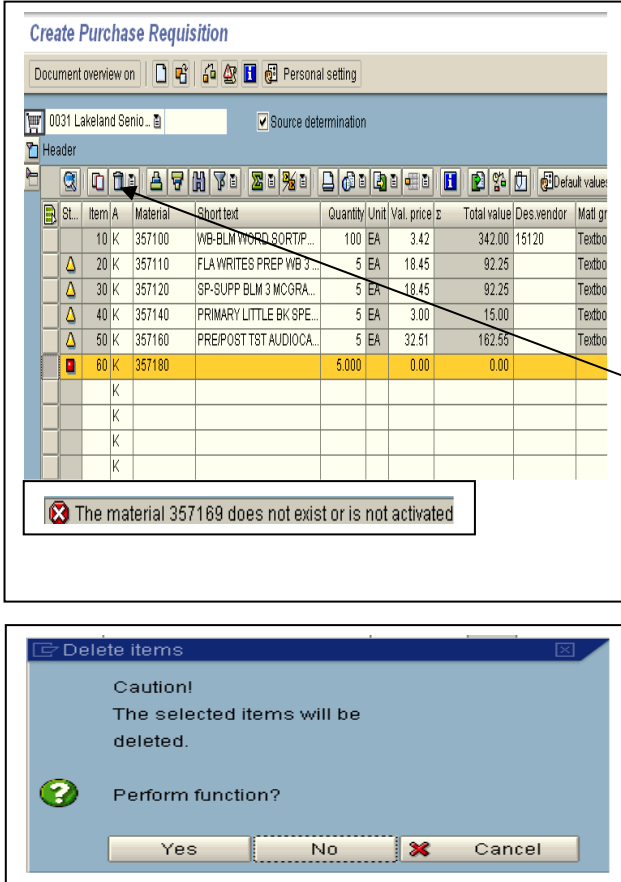
Schools Creating Requisitions for Textbooks

Steps	Screen Displayed	Procedures
8		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <h2>Create Purchase Requisition</h2> </div> <p>IMPORTANT! Follow Steps 8 and 9 in order</p> <ul style="list-style-type: none"> GL Account – Type 4520000 <p>The GL Account when ordering books using TEXT Funds, will always be 4520000</p> <ul style="list-style-type: none"> Cost Center – Enter your 4 digit school location number, followed by function, followed by the fund <p>Examples:</p> <p>0031ITEXT – Basic K-12 Instruction 0031ETEXT – ESE Instruction 0031IFLEX – Flex</p>
9		<ul style="list-style-type: none"> Goods Recipient – Enter the name of the person receiving the books at your school Click the Repeat on icon <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> Click the Green check or Press Enter

Schools Creating Requisitions for Textbooks

Steps	Screen Displayed	Procedures
<p>10</p>	 	<p><u>IMPORTANT INFORMATION, PLEASE READ:</u></p> <p>To determine if a Free Book(s) is available for the Book ordered, refer to the Florida School Book Depository Catalog or the Documentation Run Report for Free Textbooks from the Florida School Book Depository</p> <p><i>Documentation:</i> located on the Polk County Schools Web Site.</p> <p>Staff IST Help Desk SAP Purchasing Textbook</p> <p><u>To Run the Report:</u></p> <ul style="list-style-type: none"> Open another session on the SAP Easy Access System by <i>Clicking</i> on the Creates a new session icon on the Tool Bar at the top of the screen  <p><u>Session:</u></p> <ol style="list-style-type: none"> Create Requisitions Run Free Book Report <p>(Keep both sessions open)</p> <p><u>To Move Between Sessions:</u></p> <ul style="list-style-type: none"> <i>Click</i> the Minimized Icons on the status bar at the bottom of screen to open the desired session <p><u>If an End User elects to run the Free Book Report and paste Free Items from Report on the Requisition:</u></p> <ul style="list-style-type: none"> <i>Click</i> in the next available material box under the first item input on the order, cursor will be blinking in that box <i>Hold</i> the Ctrl key down and <i>Press</i> the V key to paste the free material number(s) on the requisition <i>Click</i> in the Quantity box <i>Type</i> the Quantity of each book you wish to order

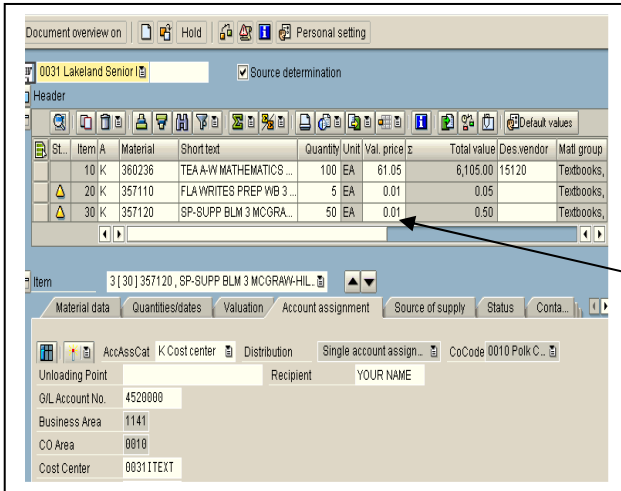
Schools Creating Requisitions for Textbooks

Steps	Screen Displayed	Procedures
<p>11</p>		<p>NOTE: You may type the material number(s) in, if you prefer not to use the copy and paste.</p> <p>If an End User elects to look-up the Free Book Number(s) in the Florida School Book Catalog</p> <ul style="list-style-type: none"> Click in the next available material box under the first item input on the order, cursor will be blinking in that box Click in the Quantity box Type the Quantity of each book you wish to order <p>If no free items are available for the book ordered, continue typing the book numbers you wish to order.</p> <p><u>When order is complete:</u></p> <ul style="list-style-type: none"> Press Enter
<p>12</p>		<p>The systems performs a check to verify that a valid material number has been used and the item is still available, If the material number is not a correct one or the items are no longer available, an error message will appear at the bottom of the screen and a red square will display in the box to the left of the item.</p> <ul style="list-style-type: none"> Click the Square box to the left of the red square to highlight the line Click on the Trash Can icon (delete) <p>An Information box will appear</p> <ul style="list-style-type: none"> Click the Yes button <p>The Item will be deleted.</p>

Schools Creating Requisitions for Textbooks

Steps	Screen Displayed	Procedures
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13



To Change Free Textbook Prices:

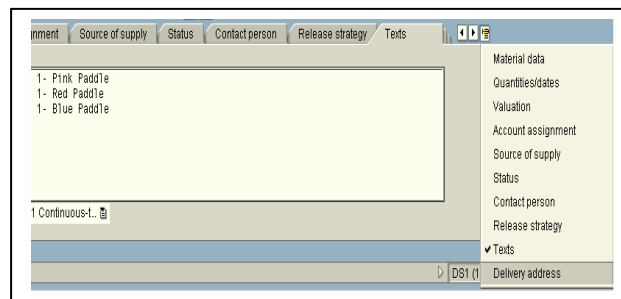
- Click in the **Val. Price** of the line item that you wish to change
- Remove the **Val. Price** that is displayed
- Type in **.01** (1 cent)

Continue the process until the **Val. Price** has been changed on all free items.

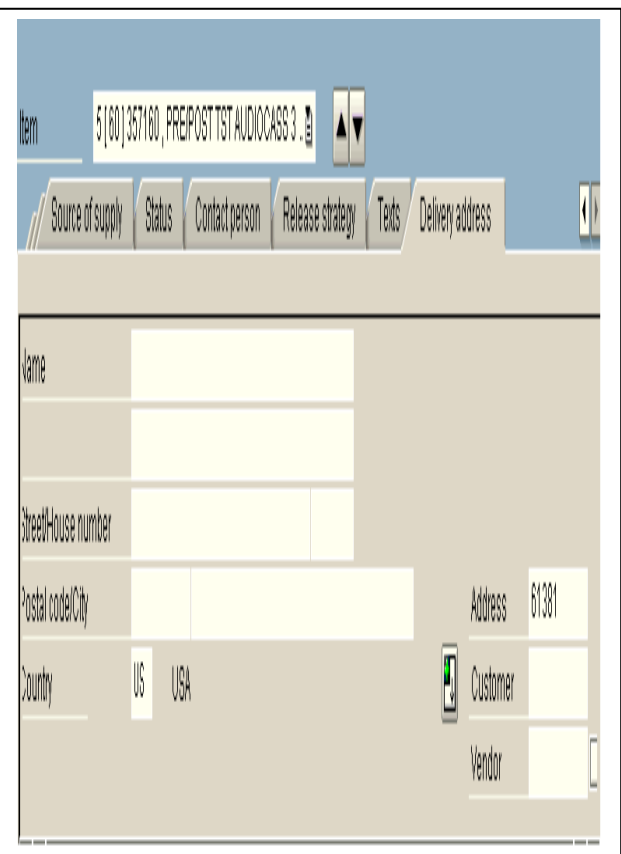
- Press **Enter**

NOTE:

SAP 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.



14



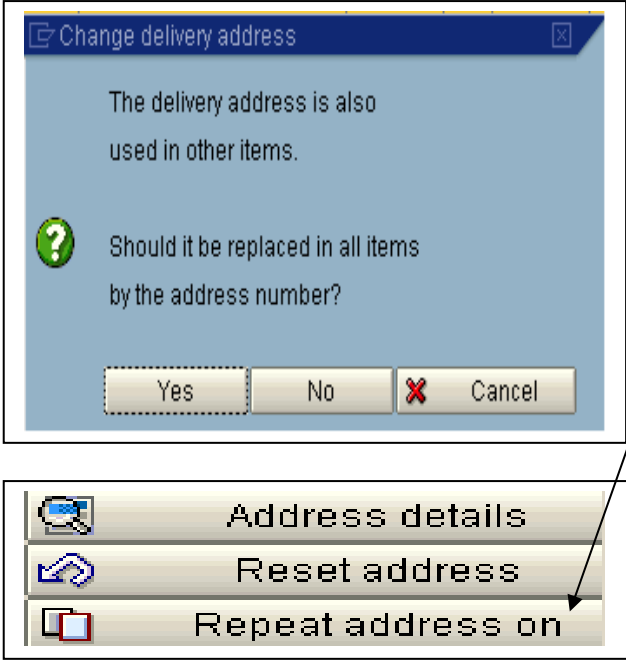
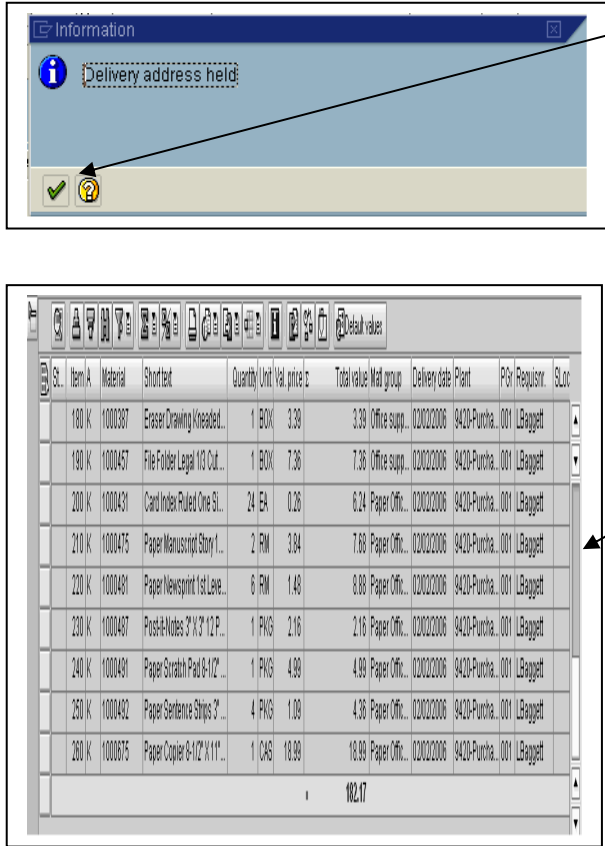
Delivery Address:

- Click the **left/right arrows** to display the selectable folders
- Click on the folder **Delivery Address**
- Click in the **Address** box

IMPORTANT PLEASE READ:

- Type the **Delivery Address Number** of your School
- Click the **Green check** or **Press Enter**

Schools Creating Requisitions for Textbooks

Steps	Screen Displayed	Procedures
<p>15</p>		<p>The Change delivery address box is displayed.</p> <ul style="list-style-type: none"> • Click Yes • Click the Repeat address on
<p>16</p>		<p>Click the Green check to acknowledge this Information box</p> <p><u>To view the Grand Total of a Requisition:</u></p> <p>Use the Scroll Bar on the right of the screen to scroll to the bottom of the Requisition, and display the Grand Total in the Total value column.</p>

Schools Creating Requisitions for Textbooks

Steps

Screen Displayed

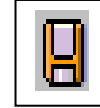
Procedures

17


St.	Item A	Material	Shorttext	Quantity	Unit	Val. price z	Total value	Des. vendor	Mail group
	10 K	357100	WB-BLM WORD SORTIP...	100	EA	3.42	342.00	15120	Textbooks, ...
	20 K	357110	FLAWRITES PREP WB 3...	5	EA	0.01	0.05		Textbooks, ...
	30 K	357120	SP-SUPP BLM3 MCGRA...	5	EA	0.01	0.05		Textbooks, ...
	40 K	357140	PRIMARY LITTLE BK SPE...	5	EA	3.00	15.00		Textbooks, ...
	60 K	357160	PREPOST TST AUDIOCA...	5	EA	32.51	162.55		Textbooks, ...
	70 K	357100	WB-BLM WORD SORTIP...	100	EA	3.42	342.00		Textbooks, ...
	80 K	357110	FLAWRITES PREP WB 3...	5	EA	18.45	92.25		Textbooks, ...
	90 K	357120	SP-SUPP BLM3 MCGRA...	5	EA	18.45	92.25		Textbooks, ...

Create Purchase Requisition

Click the **Save** icon



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.

 Purchase requisition number 0010146414 created