

Quick Reference ME51N

Create Requisition – Advance Purchase Requisition

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

Type **Delivery Date**

Type **9420** in Plant

Type **Material Group Number**

Type **Name of individual** requesting items in **Requisitioner** field

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 **Advance Purchase Order** in Short Text

Press the **Tab** key and Type **Quantity** (The Quantity **MUST BE A WHOLE NUMBER**, Round up all decimal places and/or fractions. 499.5 **must be rounded up** to 500. **Example:** Quantity 500 = 500 dollars)

Press the **Tab** key, Type **EA** in the **Unit** column

Press the **Tab** key, Type **1.00** in **Val. Price** column

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

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



Account Assignment for Item (K- Cost Center)

Type in **GL Account Number**

Type **Cost Center** in Cost Center box

Type **Name** of Goods Recipient in **Recipient** field

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

Click **Repeat on** button



Texts

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

Click in the **Item Text Box** and Type a **Description of items to be purchased** with examples, **Beginning and Ending Dates and Name(s) of the Staff Authorized to Purchase** on this Purchase Order

Type **Return Purchase Or (Department/School Name and Individual Name)**

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.