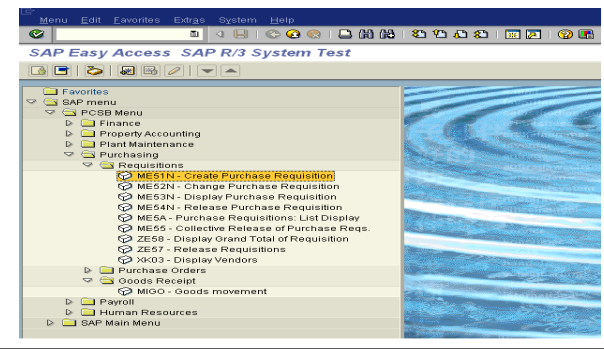
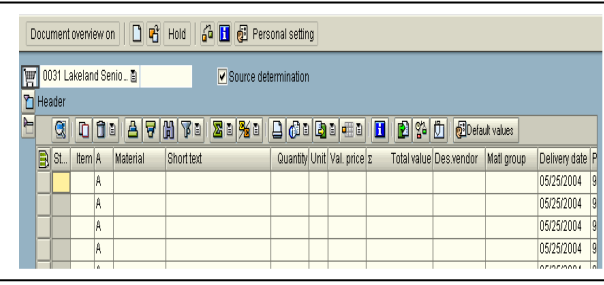
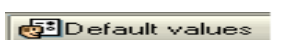
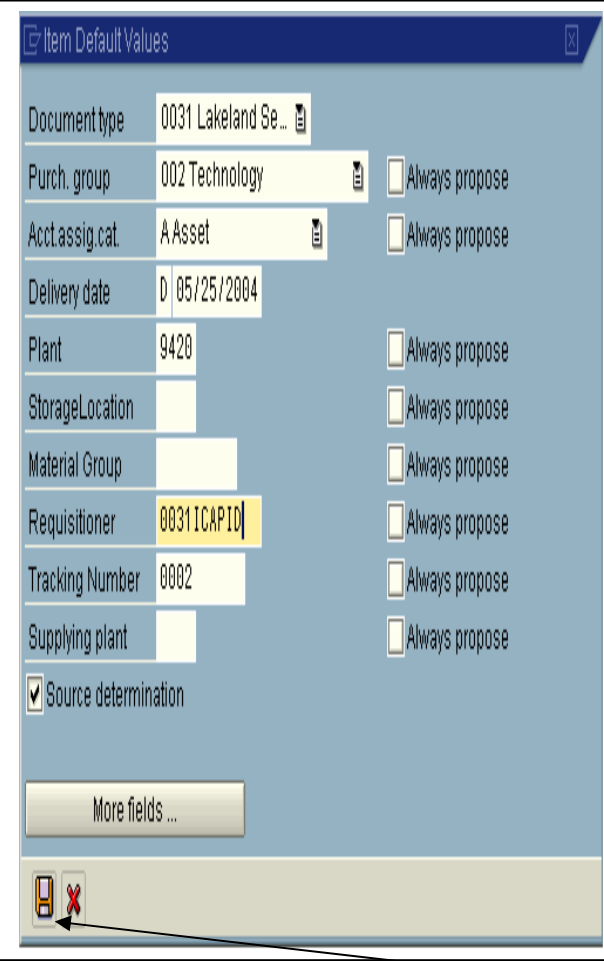
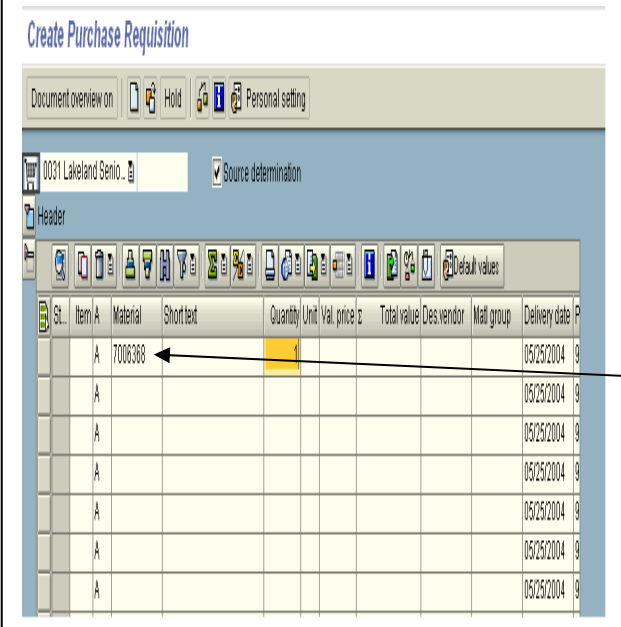
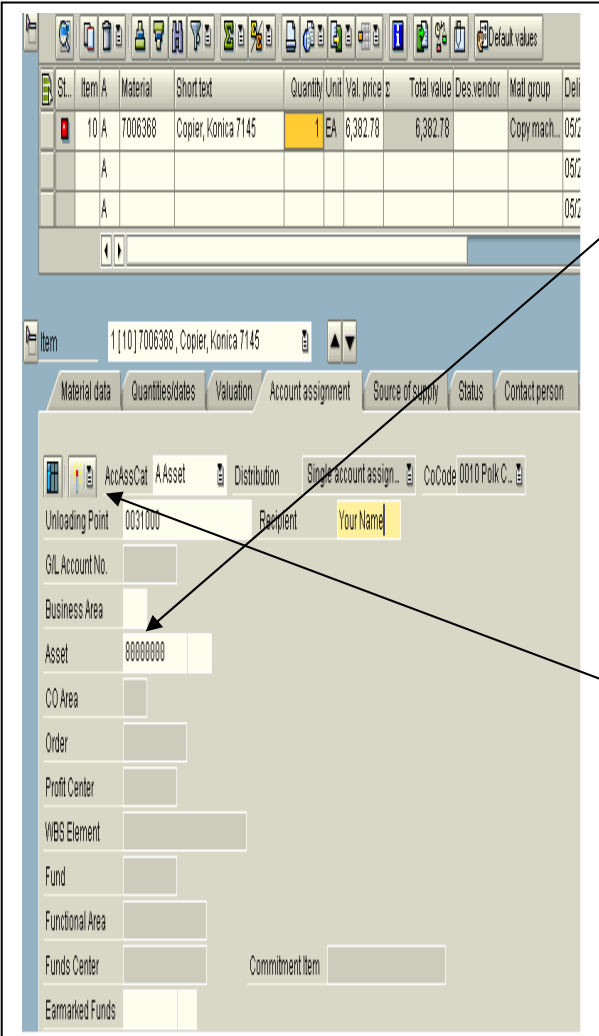


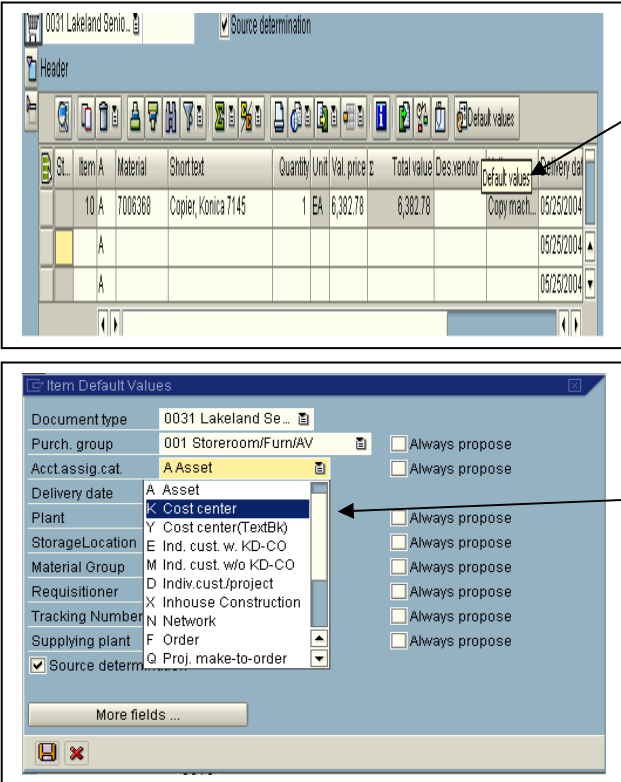
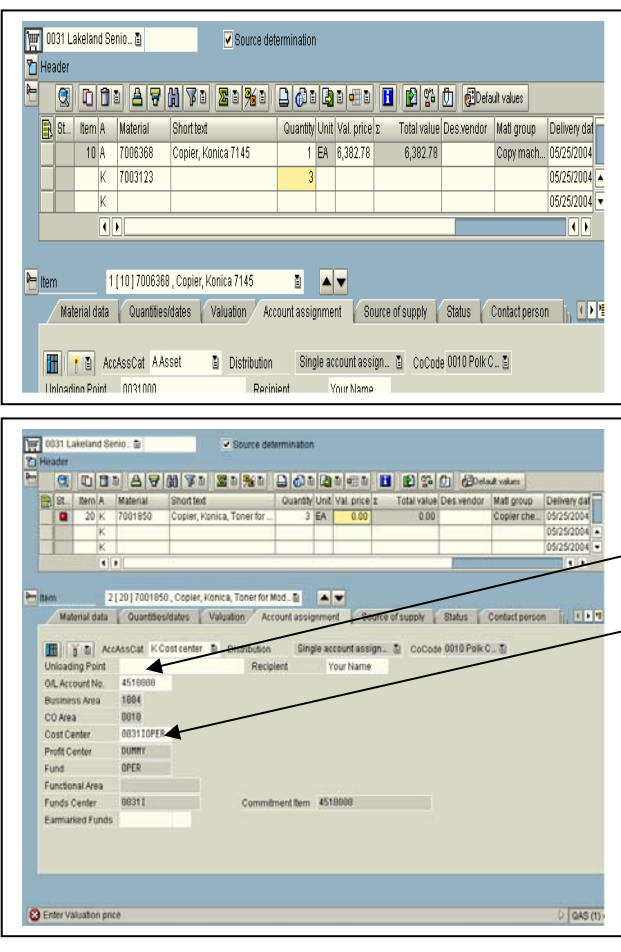

Create Purchase Requisition for Assets and/or Cost Centers Account assignments from the Catalog of Contracts

| Steps | Screen Displayed | Procedures |
|----------|--|---|
| 1 |   | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue; font-weight: bold;">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>NOTE: Refer to the <u>Initial Setup of Purchase Requisition Default value screen.doc</u> located on the Polk County Public Schools Web Site:</p> <p style="text-align: center; font-weight: bold;">For Our Staff Help Desk</p> <ul style="list-style-type: none"> • Click the Default values button <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;">  </div> |
| 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 <i>Click the search icon and select the group</i> from the drop down list • Acct. Assign. Cat.: Type A for Asset (items over 750.00 per each) or K for Cost center (items under \$750.00 per each) • Date: <i>Click</i> in the large Delivery date box, <i>Click the search icon. Select the delivery date</i> based on the contract terms • Plant: Type 9420 in the Plant field • Storage Location: <i>Leave Blank</i> • Material Group: Type in Material Group Number from Contract Catalog if one is specified, or <i>Click the search icon, Double Click</i> on the Material group, or <i>Leave blank</i> if using a Material Number for ordering item (this document is created using a Material Number from the COPIERS AND SUPPLIES catalog of contracts) • Requisitioner: Type the Cost center used to purchase the Asset for A- Asset type orders or Type the Name of Requisitioner for K Cost Center type orders • Tracking Number: Type a Tracking Number (optional) • Source determination : <i>Click the Check box</i> • <i>Click the Save icon</i> |

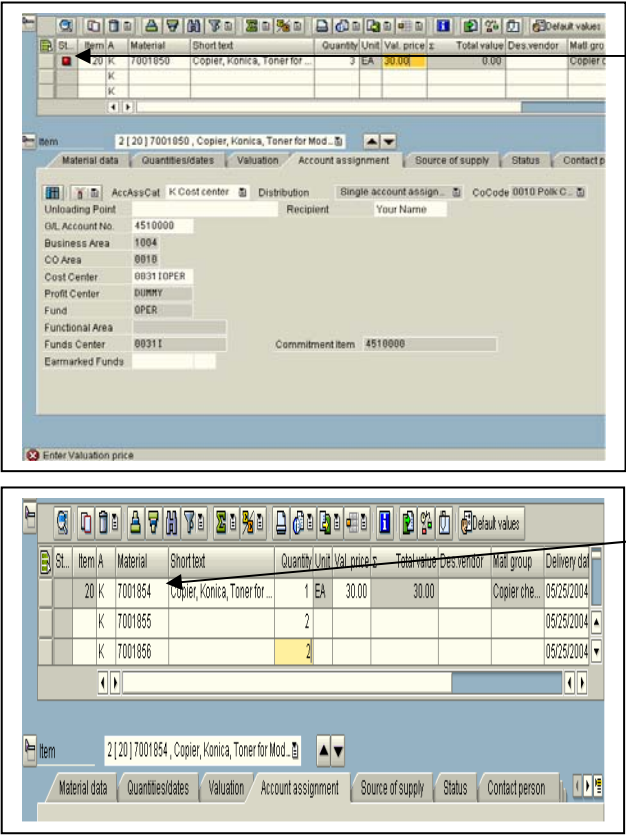
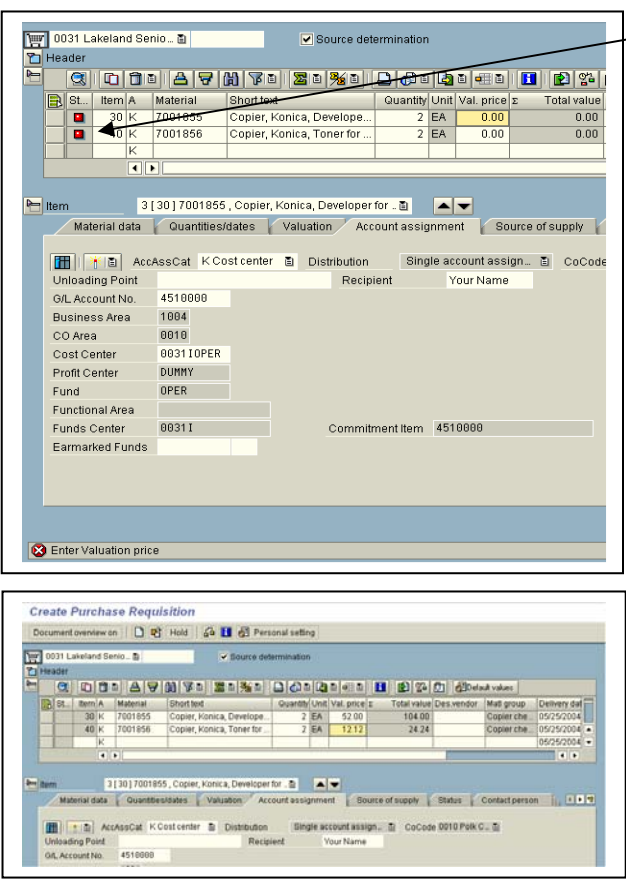
Create Purchase Requisition for Assets and/or Cost Centers Account assignments from the Catalog of Contracts

| Steps | Screen Displayed | Procedures |
|----------|--|--|
| 3 |  | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <h3 style="text-align: center; color: blue;">Create Purchase Requisition</h3> </div> <p>All items must be ordered from the same Vendor and Shipping Address.</p> <p>Important: Please follow these next steps in the order listed, this will allow you to use the Repeat on function (Repeat Acct Assignment on).</p> <p>Contract Catalog Item:</p> <ul style="list-style-type: none"> Click in box under Material Type the Material Number from the Contract Catalog Qty Requested: Type the Quantity of the item that you wish to order. Unit: Leave blank, unit will default in from contract Press Enter, or Click the green check |
| 4 |  | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <h3 style="text-align: center;">Account assignment</h3> </div> <p>The cursor is blinking in the Asset box.</p> <ul style="list-style-type: none"> Type 80000000 (8 and seven zeros) Click in the Unloading Point box Type your four digit location number plus 3 zeros <p>Example: 0031000</p> <ul style="list-style-type: none"> Click the Recipient box Type the Name of the person receiving the item(s) <p>IMPORTANT:</p> <p>If you're ordering more than one Asset.</p> <ul style="list-style-type: none"> Click the Repeat on icon <p>If you're ordering 1 Asset plus 1 or more K (K Cost center) account assignment.</p> <ul style="list-style-type: none"> Press the Enter key <p><i>For this document we are ordering 1 Asset line item with several K Cost center account assignment line items.</i></p> |

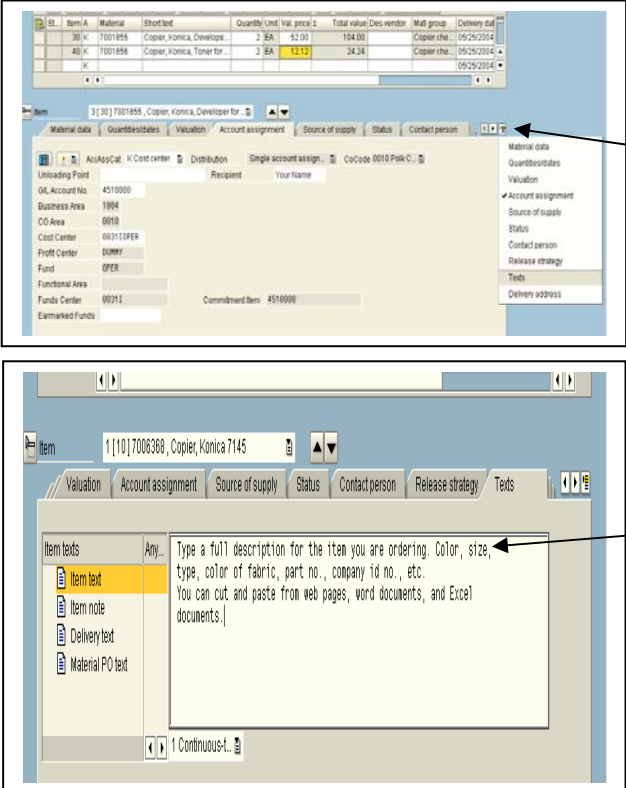

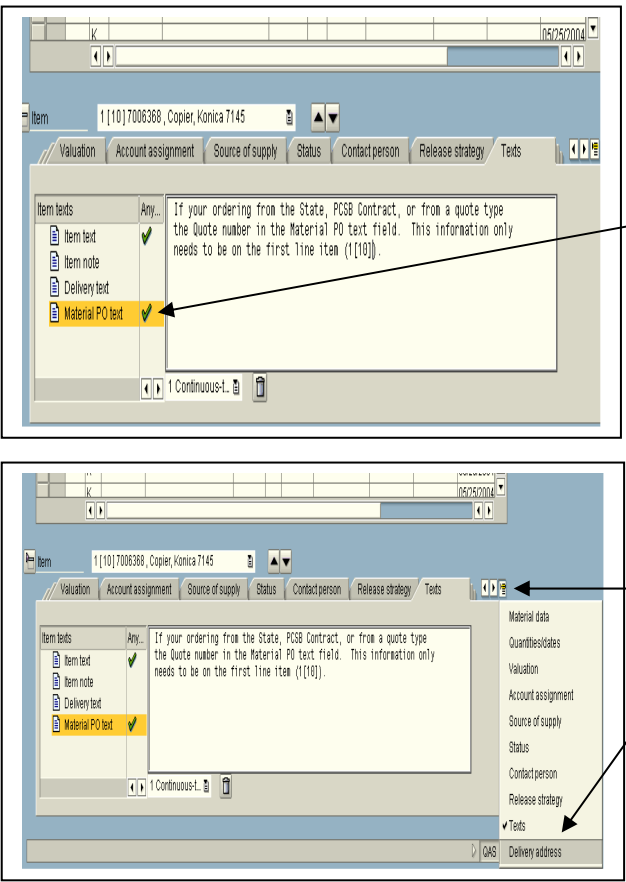
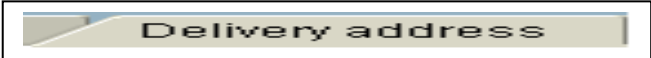

Create Purchase Requisition for Assets and/or Cost Centers Account assignments from the Catalog of Contracts

| Steps | Screen Displayed | Procedures |
|-------|--|---|
| 5 |  | <div data-bbox="868 184 1513 241" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Create Purchase Requisition</p> </div> <ul style="list-style-type: none"> • Click the Default values icon <div data-bbox="868 499 1513 577" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Item Default Values</p> </div> <ul style="list-style-type: none"> • Click in the Acct. assig. Cat. box • Click on K Cost center • Click the Save icon |
| 6 |  | <p>IMPORTANT: Follow these steps in order</p> <ul style="list-style-type: none"> • Type the Material number from the Contract catalog • Tab over and Type the quantity requested in the Quantity field • Press the Enter key <div data-bbox="868 1381 1513 1459" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Account assignment</p> </div> <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 <div data-bbox="1084 1837 1226 1921" style="border: 1px solid black; padding: 5px; text-align: center;">  </div> |

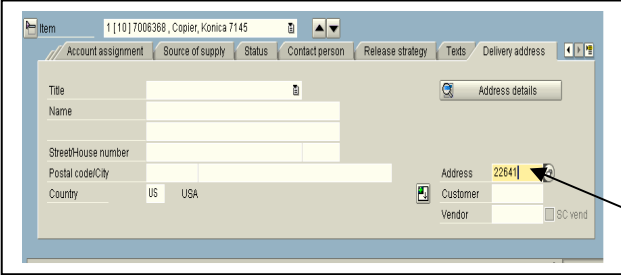
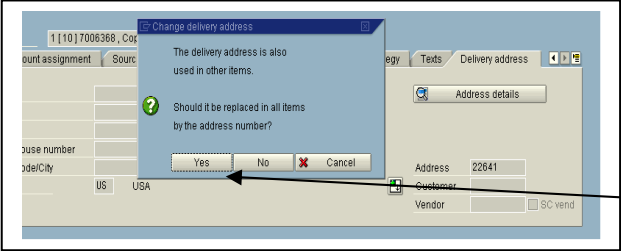
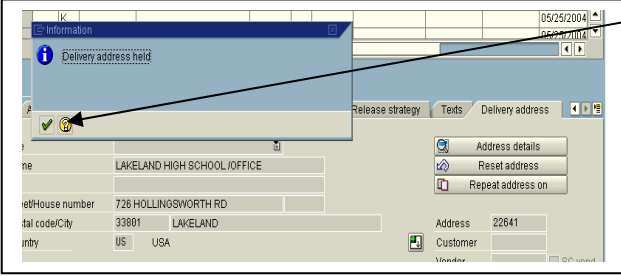
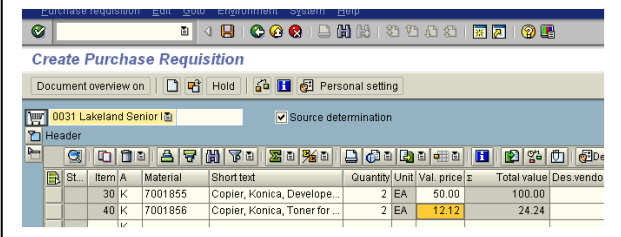
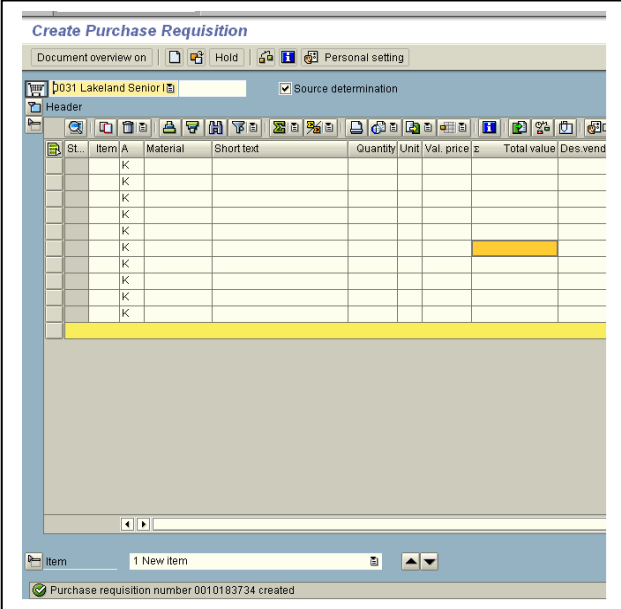
Create Purchase Requisition for Assets and/or Cost Centers Account assignments from the Catalog of Contracts

| Steps | Screen Displayed | Procedures |
|-------|--|---|
| 7 |  <p>The screenshot shows the SAP Purchase Requisition interface. The top table lists items with columns: St., Item A, Material, Short text, Quantity, Unit, Val. price, Total value, Des. vendor, Mail group, Delivery date. The bottom section shows account assignment details for 'K Cost center' with fields for Unloading Point, Recipient, Your Name, G/L Account No., Business Area, CO Area, Cost Center, Profit Center, Fund, Functional Area, Funds Center, and Earmarked Funds. A red error message box at the bottom left says 'Enter Valuation price'.</p> | <p>This item has a Red Error Message box; the Error must be corrected before you can move forward with the requisition, <i>Double Click</i> on the Red box, to <i>display</i> the Error Message. This error message is to Enter valuation price (the Material number didn't pull in the price from the Material master).</p> <ul style="list-style-type: none"> • <i>Type</i> the Price from the Catalog of Contracts, in the Val. price field • <i>Press Enter</i> or <i>Click</i> the Green check |
| 8 |  <p>The screenshot shows the SAP Purchase Requisition interface. The top table lists items with columns: St., Item A, Material, Short text, Quantity, Unit, Val. price, Total value, Des. vendor, Mail group, Delivery date. The bottom section shows account assignment details for 'K Cost center' with fields for Unloading Point, Recipient, Your Name, G/L Account No., Business Area, CO Area, Cost Center, Profit Center, Fund, Functional Area, Funds Center, and Earmarked Funds. A red error message box at the bottom left says 'Enter Valuation price'.</p> | <p>These items also have Error Messages; the Errors must be corrected before moving forward with the requisition. The error messages are to Enter valuation price (the Material number didn't pull in the price from the Material master).</p> <ul style="list-style-type: none"> • <i>Type</i> the Price from the Catalog of Contracts in the Val. price field for each Line item • <i>Press Enter</i> or <i>Click</i> the Green check |

Create Purchase Requisition for Assets and/or Cost Centers Account assignments from the Catalog of Contracts

| Steps | Screen Displayed | Procedures |
|------------------|---|--|
| <p>9</p> |  | <p>IMPORTANT: If Texts needs to be added to an of the Items</p> <ul style="list-style-type: none"> • Click the List box icon  <ul style="list-style-type: none"> • Click on Texts • Click in the Text window to position the cursor • Type a full description for the item that you are ordering (Color, size, type, color of fabric, part no., company id no., etc.). |
| <p>10</p> |  | <p>IMPORTANT: If your order is from the State of Florida or PCSB list of Contracts, The Contract and/or bid number will be entered in the Material PO text of the first line item.</p> <ul style="list-style-type: none"> • Click on Material PO text • Click in the Text window to position the cursor • Type the State, PCSB Contract, or quote information (number) in the Material PO text field. This information only needs to be on the first line item (1[10])  <ul style="list-style-type: none"> • Click the List box icon • Click Delivery address  |

Create Purchase Requisition for Assets and/or Cost Centers Account assignments from the Catalog of Contracts

| Steps | Screen Displayed | Procedures |
|-------|--|--|
| 11 |    | <p>Please Note: If the contract requires that the items be shipped to the Warehouse – you must enter 23071 the warehouse address number.</p> <ul style="list-style-type: none"> • Type the Delivery Address Number of your School/Department or 23071 for the Warehouse • Press Enter • Click the Yes button • Click the Green check |
| 12 |   | <ul style="list-style-type: none"> • Click the Save icon <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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Purchase requisition number 0010146414 created </div> |