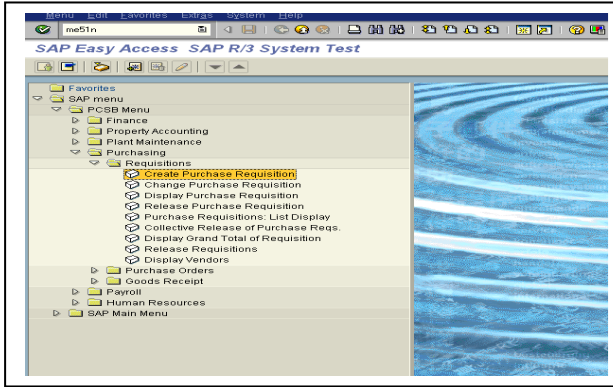
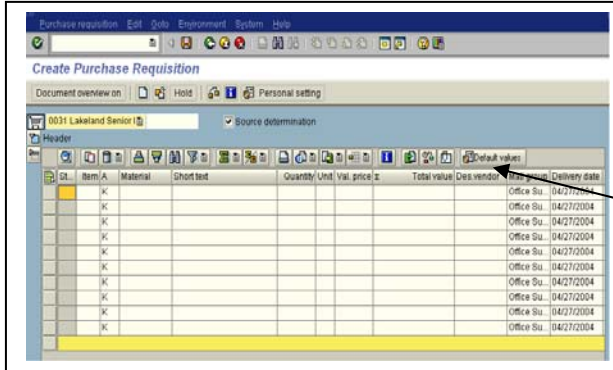


# Creating a Purchase Requisition for Stock Materials

Steps	Screen Displayed	Procedures
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**1**

## SAP Easy Access PCSB Menu

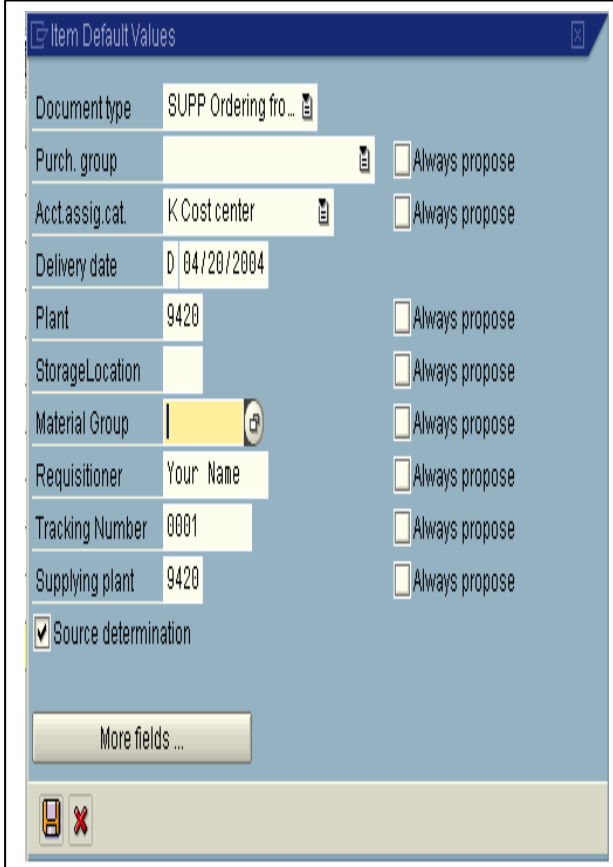
- Type **ME51N** in the command box
- Press **Enter**
- or-
- Click the **icon** to the left of **PCSB Menu > Purchasing > Requisitions**
- **Double Click** on **Create Purchase Requisition**

**NOTE:**  
 Refer to the [Initial Setup of Purchase Requisition Default value screen.doc](#) located on the [Polk County Public School Web Site](http://www.polk-fl.net) at: [www.polk-fl.net](http://www.polk-fl.net).

- Click the **Default values** button

**Default values**

**2**



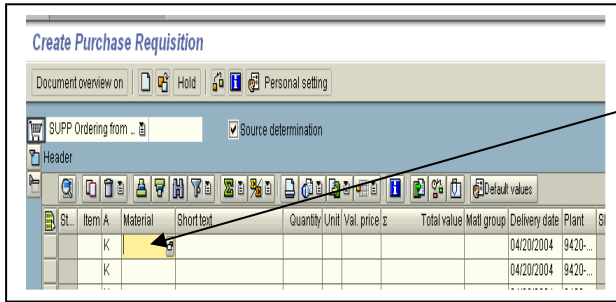
## Item Default Values

- **Document Type:** Type **SUPP**
- **Purchasing Group:** *Leave Blank*
- **Acct. assig. cat.** Type a **K**
- **Delivery Date:** Type the **Delivery date** (this is the day of your scheduled deliveries from the Central Warehouse)
- **Plant:** Type **9420**
- **Storage Location:** *Leave Blank*
- **Material Group:** *Leave Blank*
- **Requisitioner:** Type the **Name** of the person requesting the order
- **Tracking Number:** Type a **Tracking Number** (optional)
- **Supplying Plant:** Type **9420**
- **Source Determination:** Click the **Check box** (this should always be checked)
- Click the **Save** icon

# Creating a Purchase Requisition for Stock Materials

Steps	Screen Displayed	Procedures
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**3**



## Create Purchase Requisition

**Material Number:** Type the **Material Number** if known, then go to **Page 3, Step 5**

**IF YOU DO NOT KNOW THE MATERIAL NUMBER**

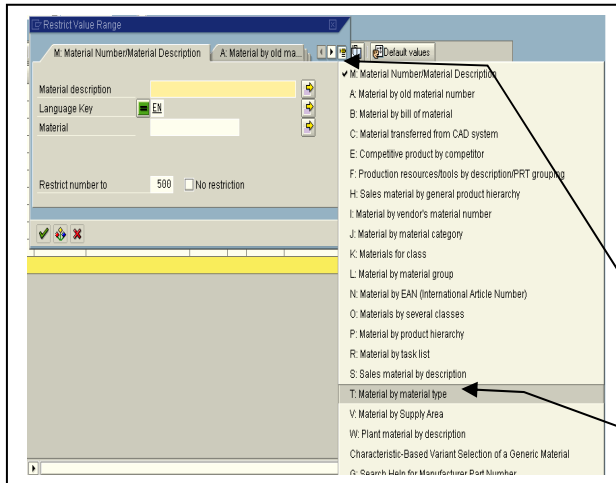
### To Search:

- Click in the **Material** field, Click the **Search help** icon

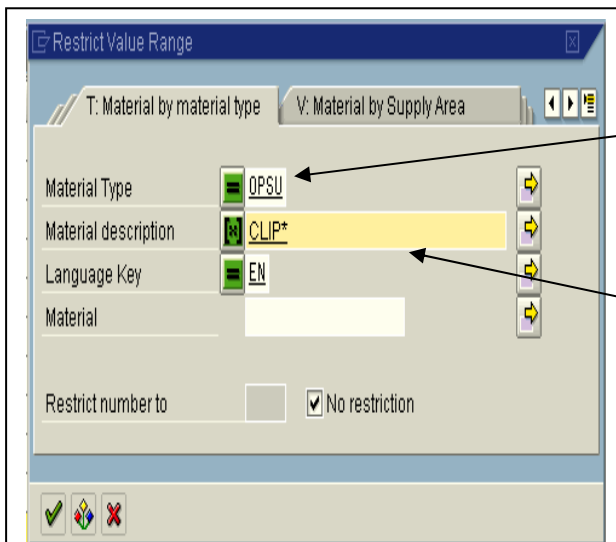
## Restrict Value Range

The commonly used search for material is **T: Material by material type**.

- Click the **List box** icon
- Click **T: Material by material type**



**4**



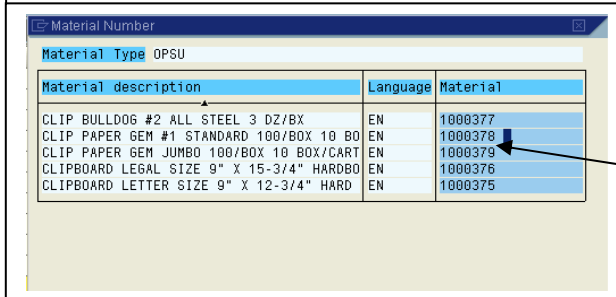
## Restrict Value Range

Type **OPSU** in the **Material Type** field (you will always use **OPSU** when ordering classroom/ office supplies from the Central Warehouse)

Type a **Partial description** with an **asterisk (\*)**, of the item in the **Material description** field (sometimes less is better)

- Click in the **No restriction** box
- Click the **Green Check** or **Press Enter**

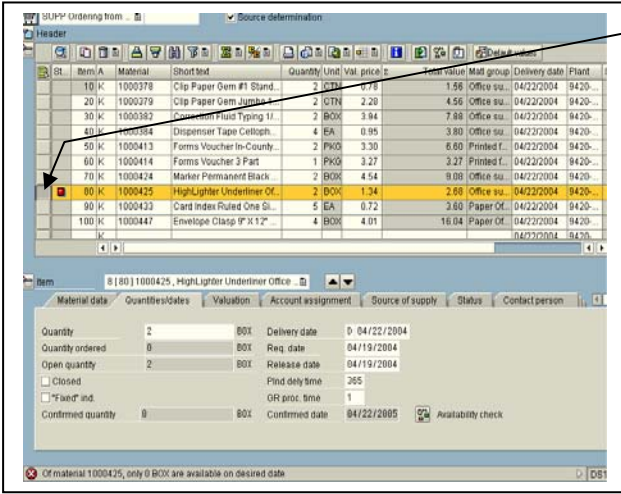
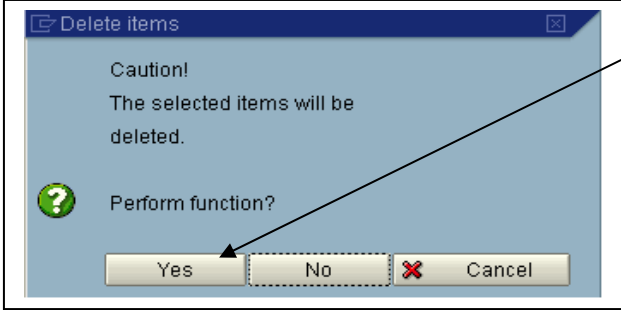


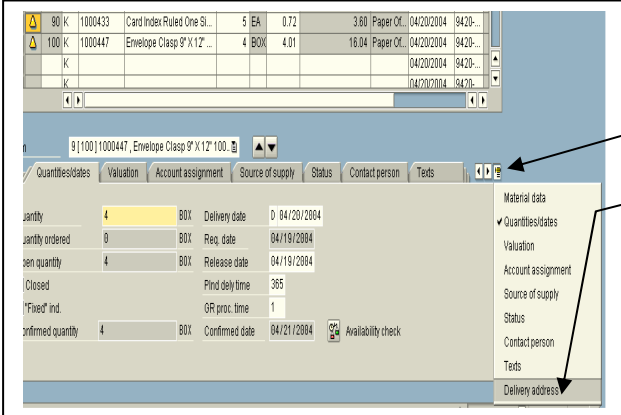
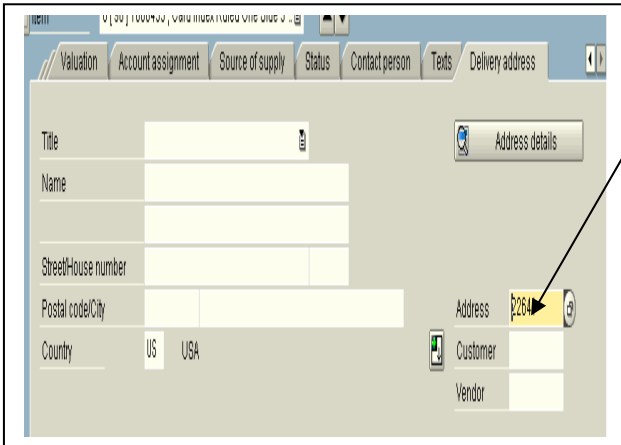


## Material Number



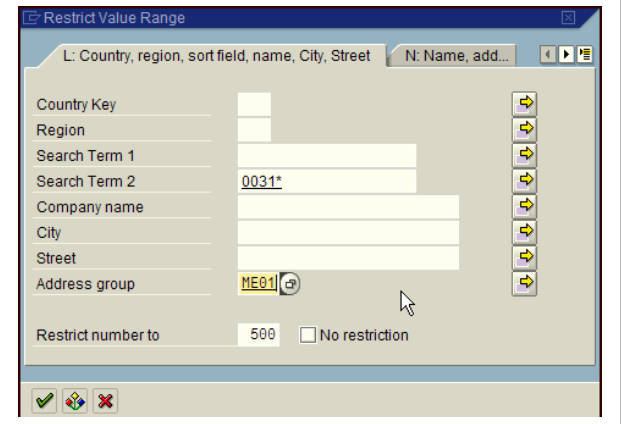
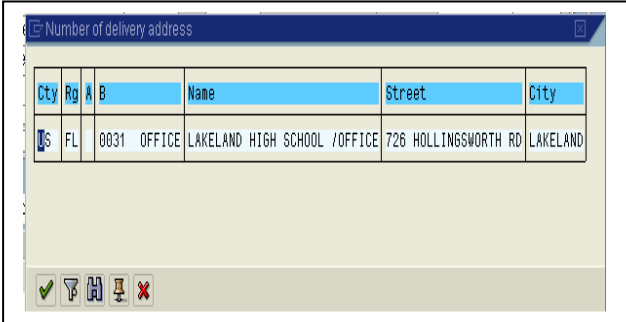


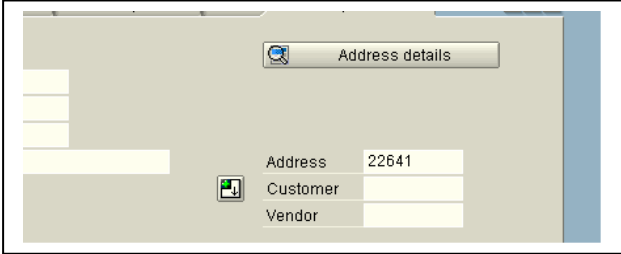
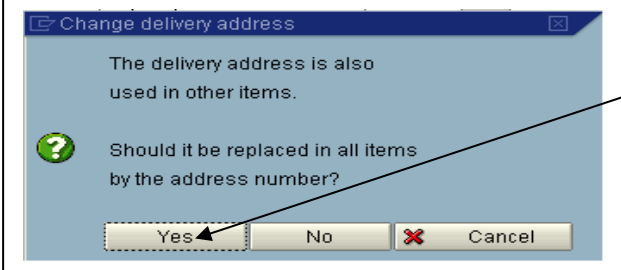
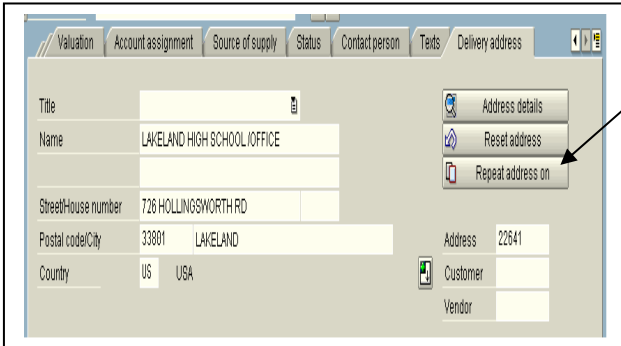
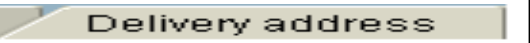
**Double Click** anywhere on the **row**



# Creating a Purchase Requisition for Stock Materials

Steps	Screen Displayed	Procedures
7	 	<ul style="list-style-type: none"> <li>Click the <b>Box</b> to the left of the red square (this highlights the entire row)</li> <li>Click the <b>Trash can icon</b> (delete)                      </li> </ul>  <ul style="list-style-type: none"> <li>Click the <b>Yes</b> button</li> </ul>
8	 	 <ul style="list-style-type: none"> <li>Click the <b>List Box icon</b></li> <li>Click <b>Delivery address</b></li> </ul> <p><b>NOTE:</b> 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"> <li>Click in the <b>Address</b> box</li> <li>Type the <b>Delivery address number</b> if known</li> <li>or</li> <li>Click the <b>Search help</b> icon                      </li> </ul>

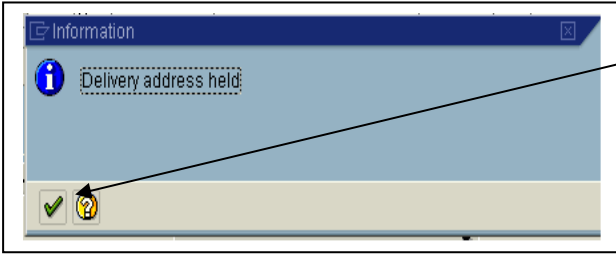
# Creating a Purchase Requisition for Stock Materials

Steps	Screen Displayed	Procedures
<p>9</p>	 	 <ul style="list-style-type: none"> <li>Click on the <b>Folder L: Country, region, sort field, name, City, Street</b></li> <li>Type the <b>School/Department number</b> with an asterisk in <b>Search term B</b></li> <li>Type <b>ME01</b> in the <b>Address group</b> field</li> <li>Click the <b>No restriction</b> box</li> <li>Press <b>Enter</b> or Click the <b>Green check</b></li> </ul>  <ul style="list-style-type: none"> <li><b>Double Click</b> anywhere on the <b>row</b> with the address</li> </ul>
<p>10</p>	  	 <ul style="list-style-type: none"> <li>Press the <b>Enter</b> key (this refreshes the information)</li> </ul> <ul style="list-style-type: none"> <li>Click <b>Yes</b> or Press <b>Enter</b></li> </ul> <ul style="list-style-type: none"> <li>Click <b>Repeat address on</b></li> </ul>

# Creating a Purchase Requisition for Stock Materials

Steps	Screen Displayed	Procedures
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**11**

Item	Material	Description	Quantity	Unit	Price	Total Value	Material Group	Delivery Date	Plant	
10	K	1000378	Clip Paper Gem #1 Stand...	2	CTN	0.78	1.56	Office su...	04/22/2004	9420...
20	K	1000379	Clip Paper Gem Jumbo 1...	2	CTN	2.28	4.56	Office su...	04/22/2004	9420...
30	K	1000382	Correction Fluid Typing 1f...	2	BOX	3.94	7.88	Office su...	04/22/2004	9420...
40	K	1000384	Dispenser Tape Celloph...	4	EA	0.95	3.80	Office su...	04/22/2004	9420...
50	K	1000413	Forms Voucher In-County...	2	PKG	3.30	6.60	Printed f...	04/22/2004	9420...
60	K	1000414	Forms Voucher 3 Part	1	PKG	3.27	3.27	Printed f...	04/22/2004	9420...
70	K	1000424	Marker Permanent Black ...	2	BOX	4.54	9.08	Office su...	04/22/2004	9420...
90	K	1000433	Card Index Ruled One Si...	5	EA	0.72	3.60	Paper Of...	04/22/2004	9420...
100	K	1000447	Envelope Clasp 9" X 12" ...	4	BOX	4.01	16.04	Paper Of...	04/22/2004	9420...
	K								04/22/2004	9420...
	K								04/22/2004	9420...

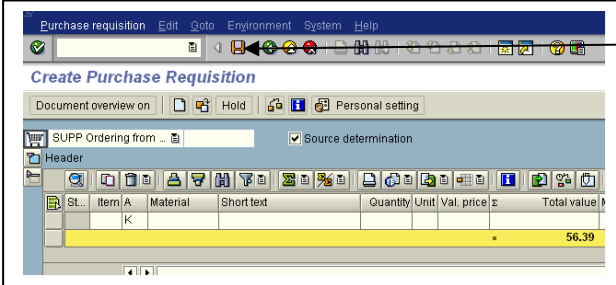
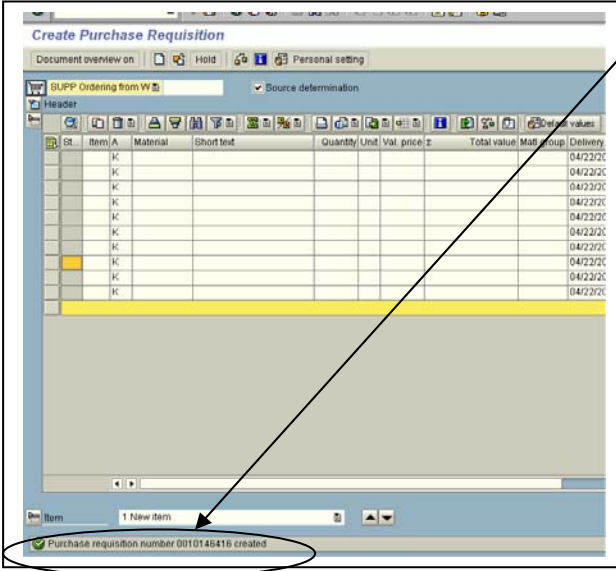
  

Material	Short text	Quantity	Unit	Val. price	Total value	Matl group	Delivery date	Plant
					56.39		04/22/2004	9420...

- Click the **Green Check** to acknowledge this **Information** box

**FYI:**  
Enterprise v4.7 has a new feature, which displays Total cost per line item and displays the Grand total, scroll down to display the grand total.

**12**

- 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 0010146416 created