

Quick Reference ME52N Supplement to a Purchase Order

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 on **ME52N - Change Purchase Requisition**



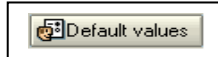
Click the **Other Requisition** button (Page over Page icon)

Type the **Requisition Number** that requires a Supplement

Press **Enter** or Click the **Other Document** button

IMPORTANT:

Click the **Default values** button



You must click this button each time you supplement a Purchase Requisition/Order

Purchase Requisition Default values

IMPORTANT: You must change these Values to match the Original Purchase Requisition; all other fields should be left blank.

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

Click **Source Determination Box** (This will always be checked)

Click the **Save** icon



Create Purchase Requisition Item Overview

Type "**Supplement to PO 4500*******" in the Short Text column of the next available Line item

Press the **Tab** key and Type exact **Dollar amount** in **Quantity** field required to complete Order

Press the **Tab** key and Type **EA** for **Unit**

Press the **Tab** key and Type **1.00** in **Val. Price**

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

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



Account Assignment

Type in **GL Account Number**

Type **Cost Center** in Cost Center box

Type **Name** of Goods Recipient

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

Delivery Address

Click the **Delivery address** folder tab or Click the **List box** icon and **Select Delivery address**

Type in your **Location's 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

The message at the bottom will be Purchase Requisition 101***** changed.

Request your Principal/Supervisor to Release the Requisition