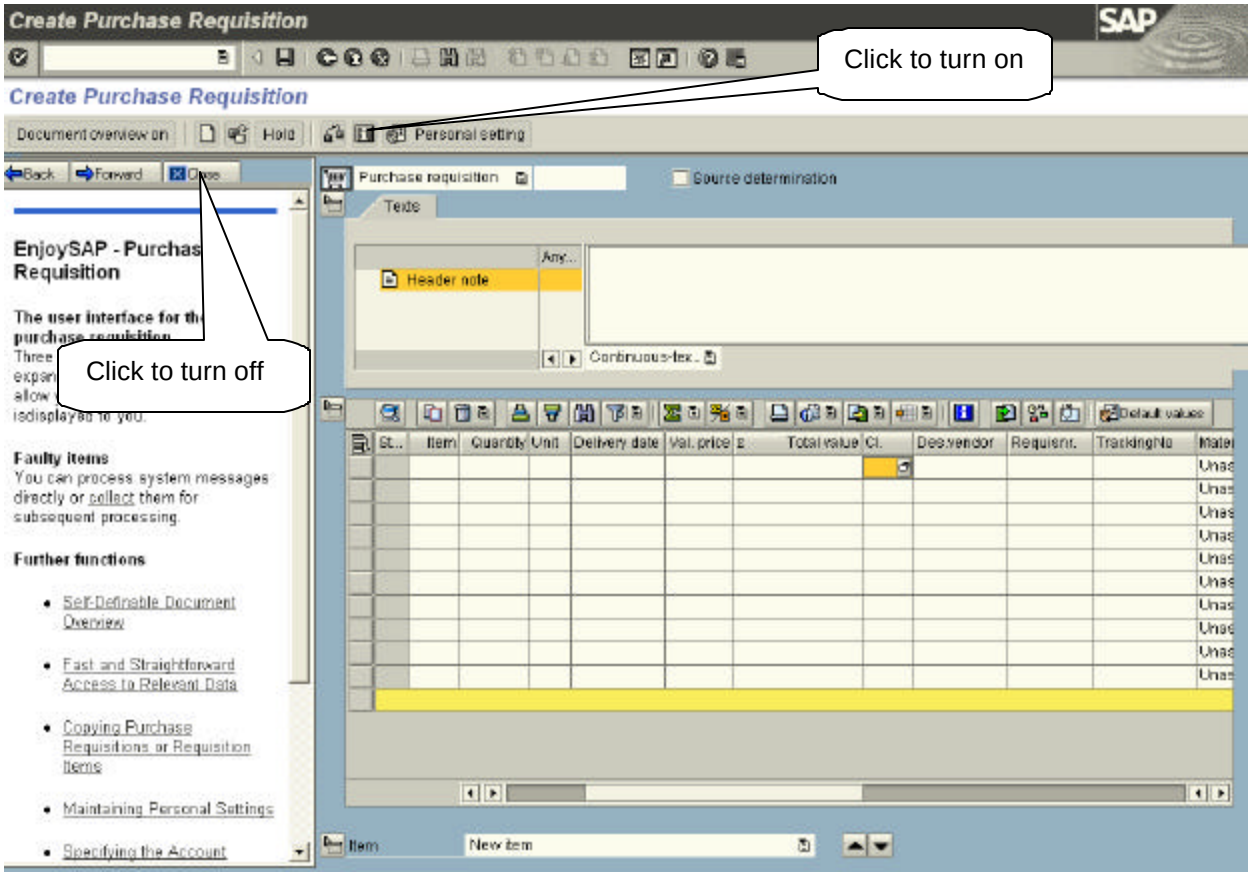
1. Requisitions in IRIS 4.7

The basics of creating, changing or displaying a requisition are similar to the old system, however the appearance of the screens is very different and some important additional functionality has been added...you can now easily see the total cost for each item and the total cost of the requisition. The discussion below concentrates on the create transaction, but the change and display requisitions transactions have all changed to resemble the new create transaction.

The menu path remains **Logistics>>Material Management>>Purchasing>>Purchase Requisition,** but the create requisition transaction name is now **ME51N.** (Change is now ME52N and Display is ME53N.)

The initial create requisition screen is shown below. The left portion of the screen contains an on-line help explaining the basic functions available in the requisition. It can be turned off and on.

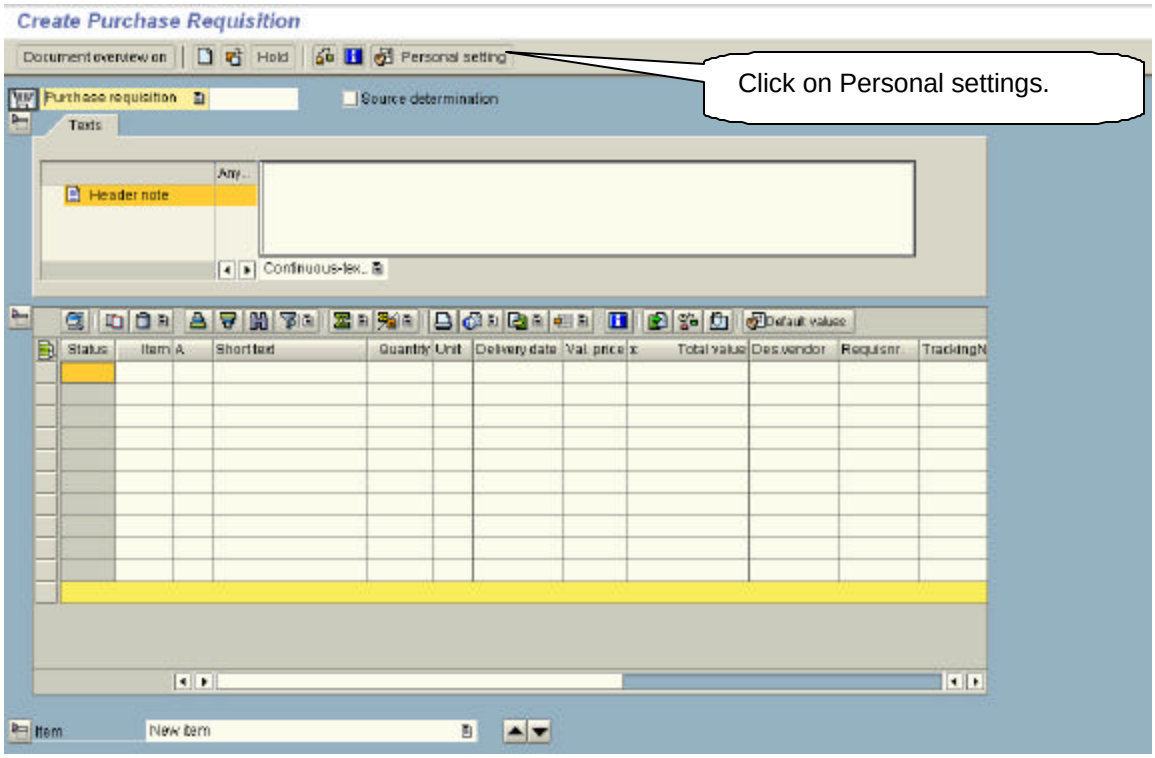


Normally you would use the screen with the help turned off.

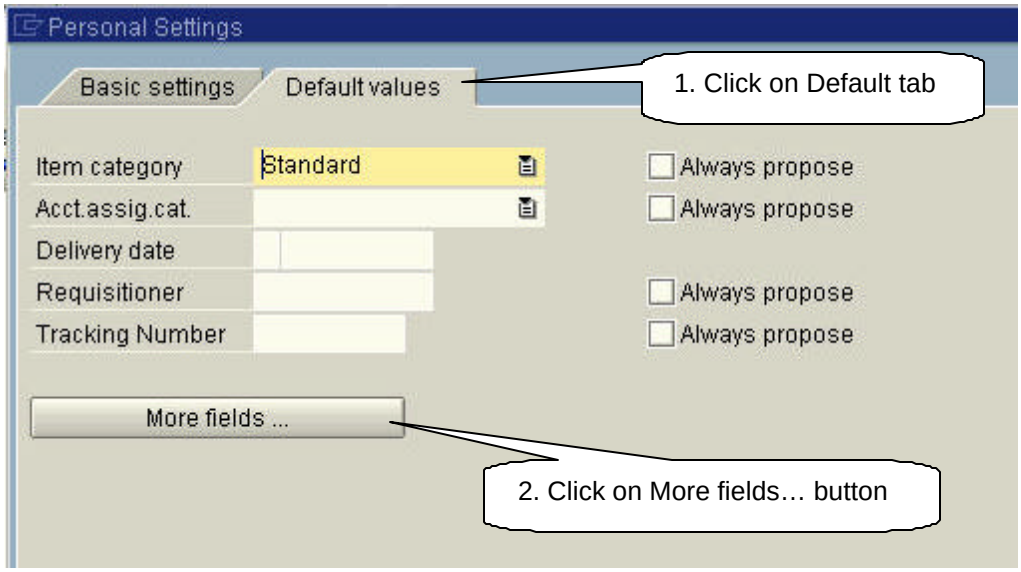
The screen as shown below is the standard screen layout and will be displayed in this format after the transaction is selected for the first time in SAP enterprise.

1. First Time Steps in Requisitions

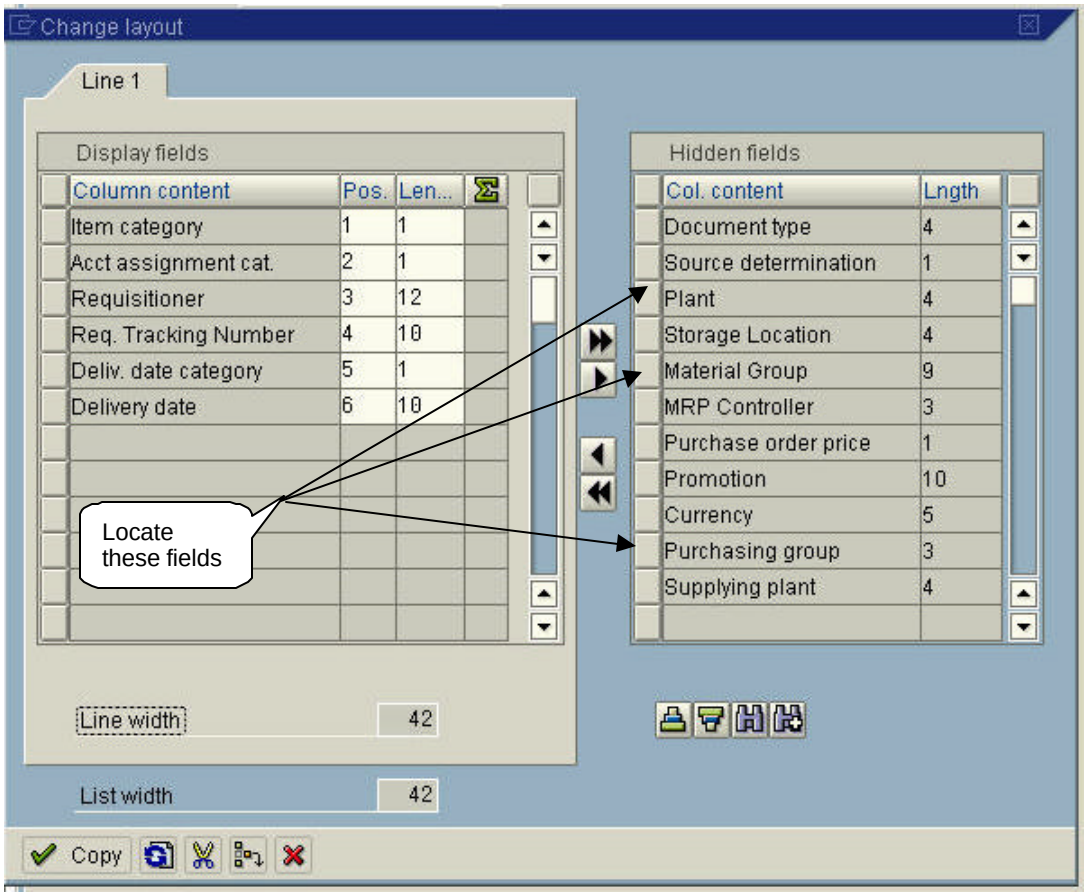
The first time you use the requisition transaction you need to set some personal default settings to make entry more efficient.
Select the *Personal Settings Button* at the top of the requisition screen as shown below.



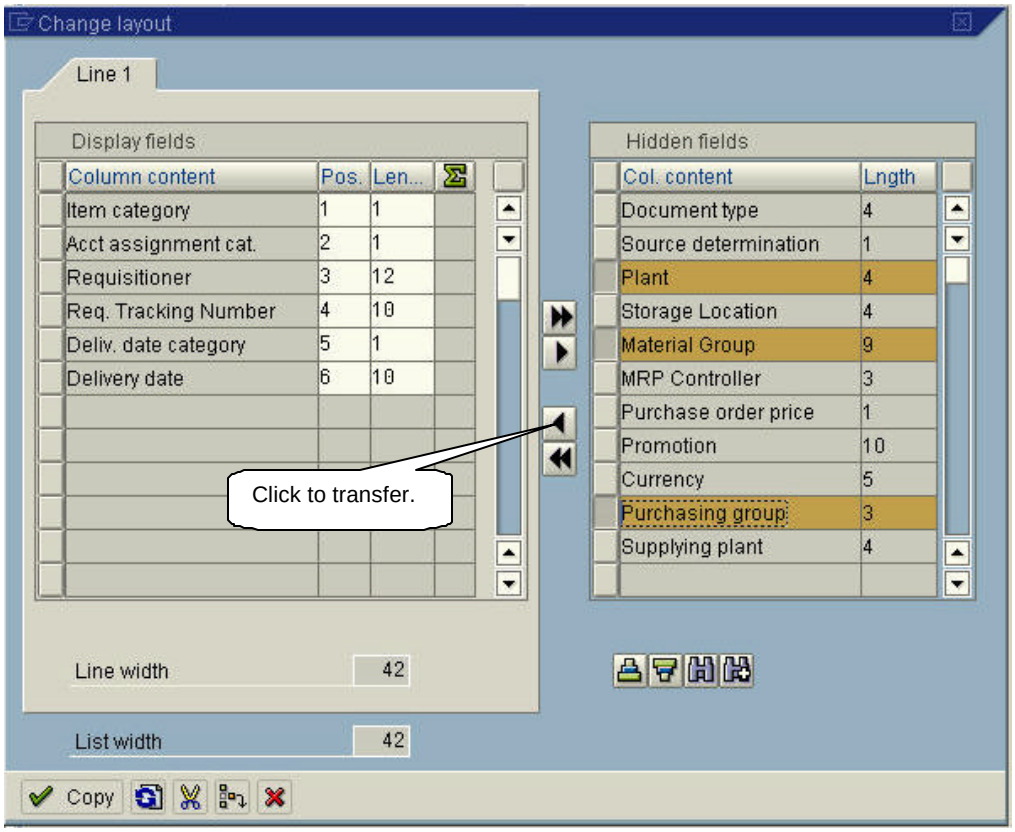
The screen below will be displayed. Click on the *Default* values tab. You will need to set values for the Purchasing Group, Item category, Plant, and Material Group.



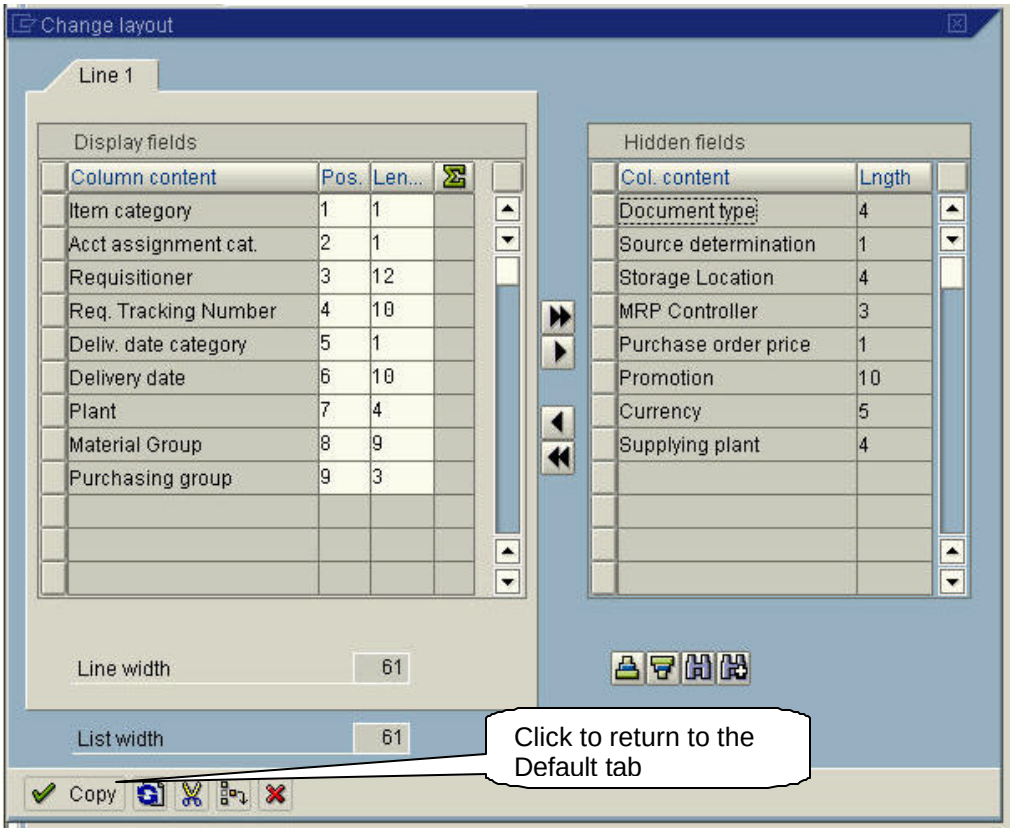
Click on the *More fields* button.The screen below will appear. On the *Hidden fields* table at the right of the screen, locate the fields labeled, *Plant, Material group* and *Purchasing group* as shown below.



Click on the selection box at the left of the field (the arrows above point to the selection boxes). Your screen should now resemble the one below with the three fields highlighted.

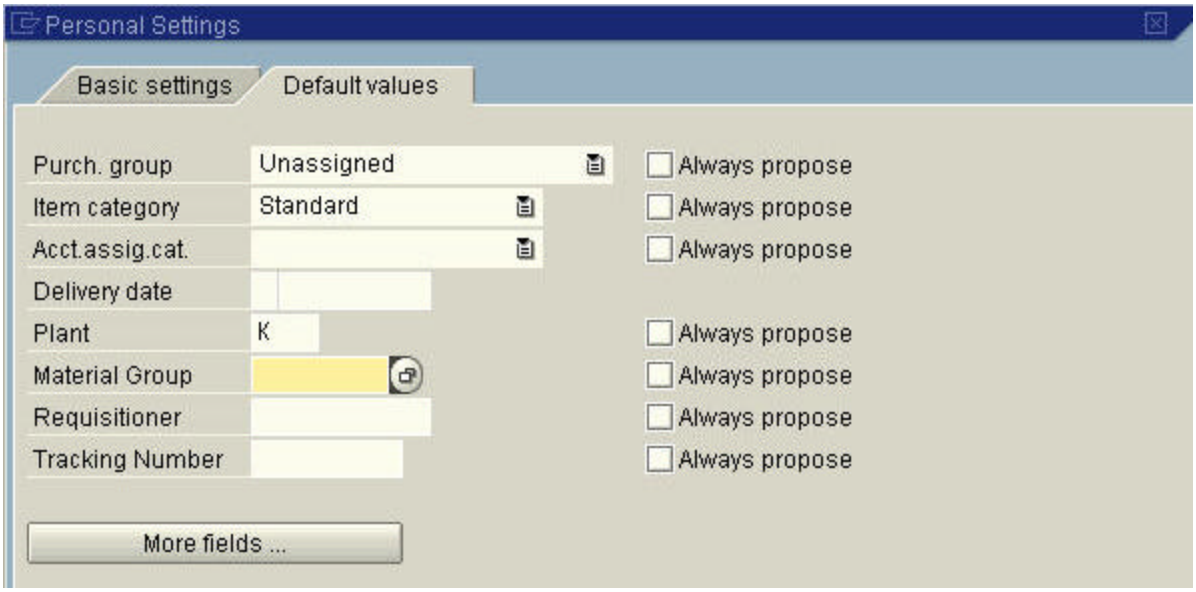


Click on the single left pointing arrow as shown above to transfer the fields to the table on the left. The table on your left should now resemble the one below.



Click on the *Copy* button to return to the Default tab.

The additional fields will now be on the *Default* tab as shown below.



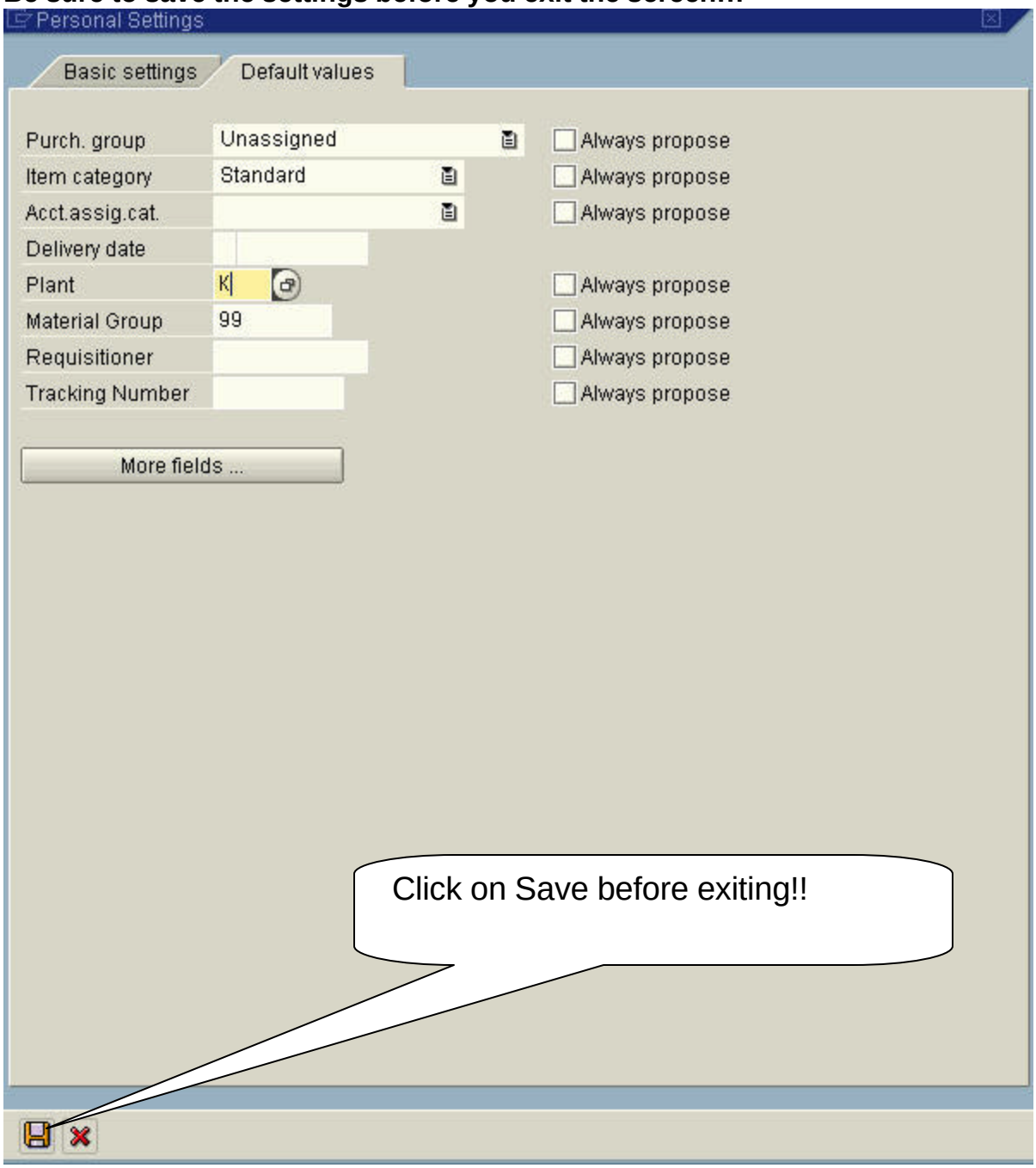
If the *Purch. Group* does not automatically default to “Unassigned”, click on the *List* icon, , at the right of the field and click on “Unassigned” to enter it in the field.

Click on the *Plant* field and then on the matchcode box for the field. Click on the correct entry for your campus to transfer it back to the plant field.

Type *99* in the *Material Group* field.

With the exception of the value for *Plant*, the values should be the same as displayed below.

Be sure to save the settings before you exit the screen!!!



These default values will now be automatically entered in your requisitions as you create them. You should not need to repeat this procedure again.

2. Navigation within the Requisition Document

The requisition document consists of one screen that is separated into four distinct areas:

Requisition type: Determines if this is a typical requisition or a requisition to create a framework order.

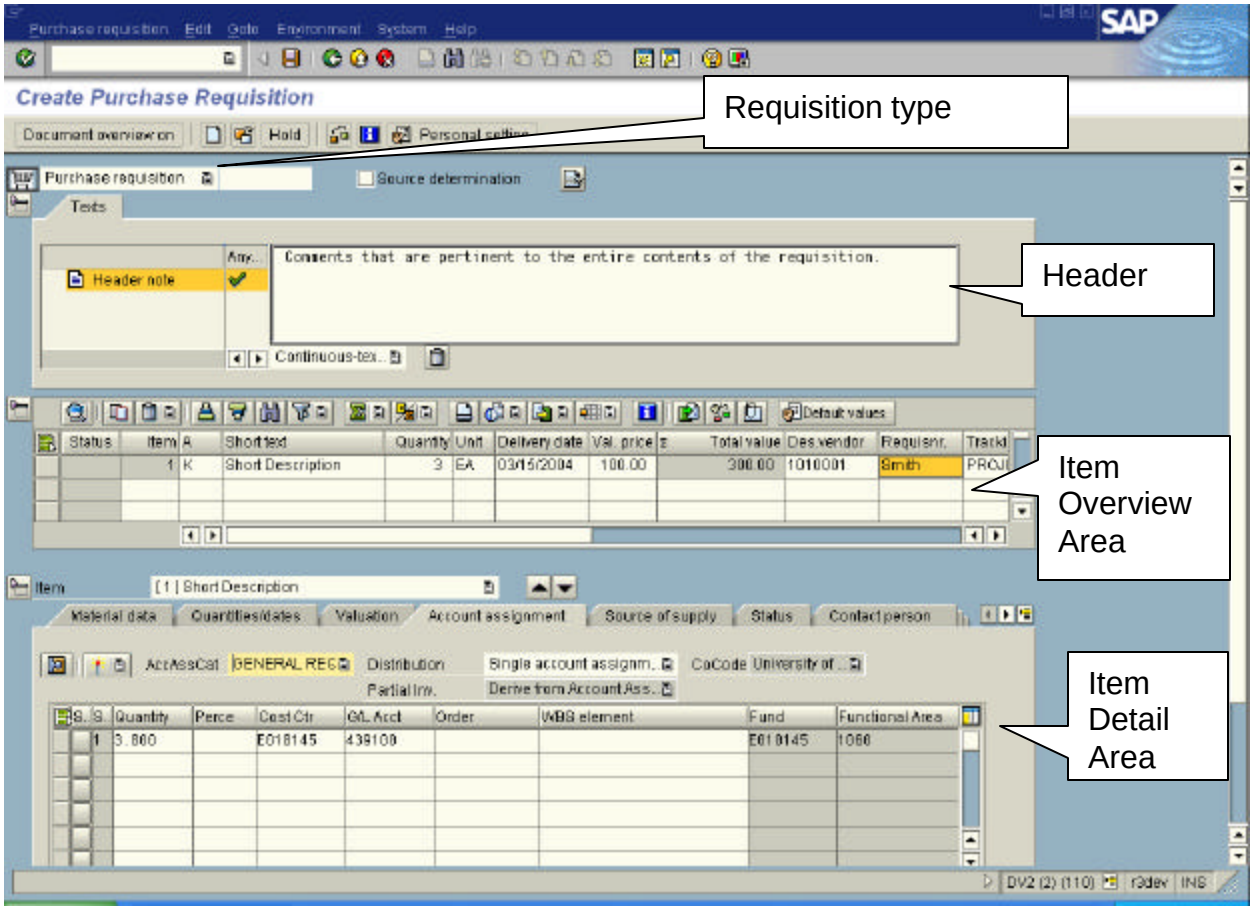
Header: This area allows you to enter text for comments that are pertinent to the entire document.

Item Overview: This area is the area used to enter a single line for each item in the basic requisition requirements.

Item Details: This area allows for additional details that expand on the basic requisition requirements entered in the Item Overview area.

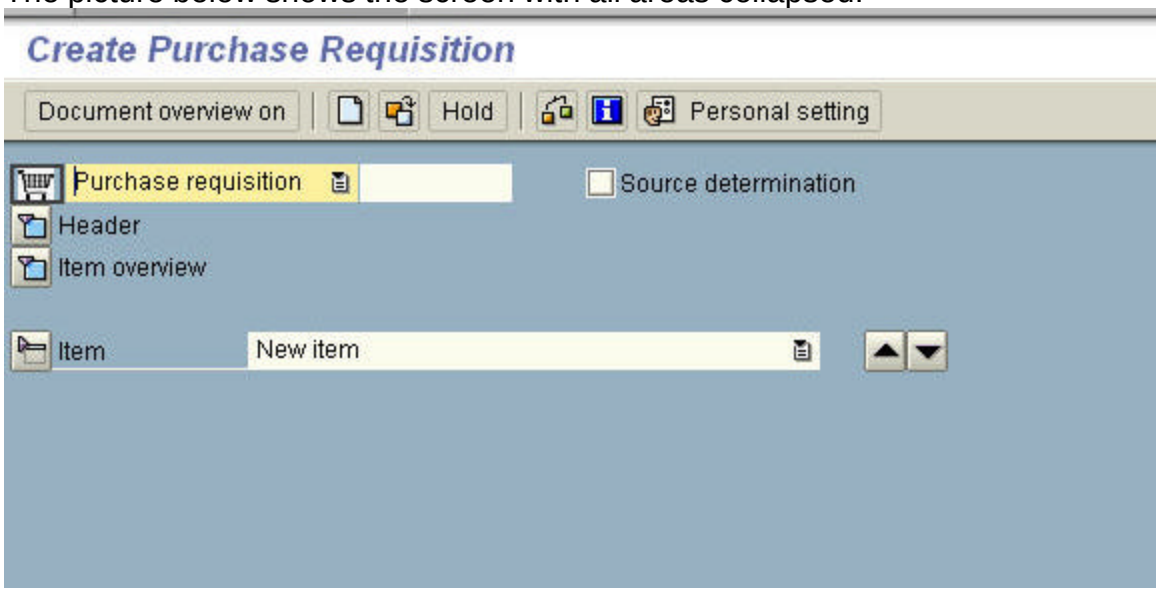
Each area can be collapsed (using the collapse icon,) or expanded (using the expand icon,) located the left of each section. On the screen below all areas are shown as expanded. Depending upon the size of your screen and the resolution you have set for the screen, you may not be able to have all three sections expanded simultaneously. If this is the case, the system will automatically reduce or possibly collapse one of the areas as you expand another.

The picture below shows a screen with all areas expanded.



On the tables in the Item Overview and Item Detail sections, the width each column in the table can be adjusted by dragging the column to the desired width.

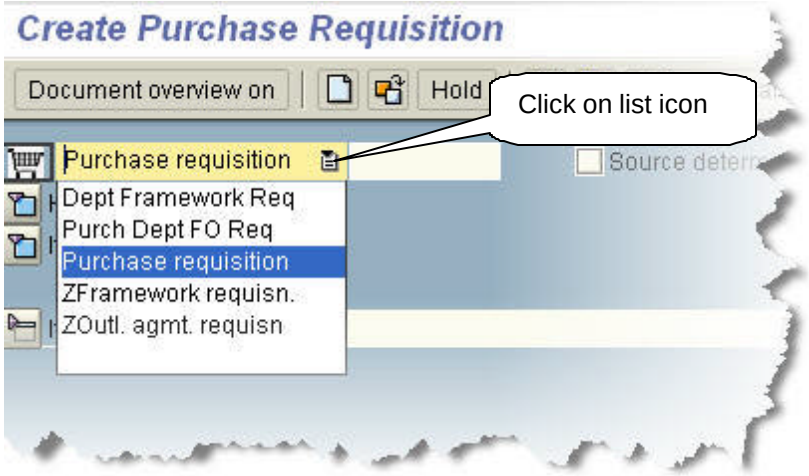
The picture below shows the screen with all areas collapsed.



2.1. *The Requisition Type*

The default requisition type is normally set to ***Purchase requisition*.** The default should be used for all non-framework requisitions. However, it can be reset to ***Dept Framework Req*** if you need to request a framework order*.*

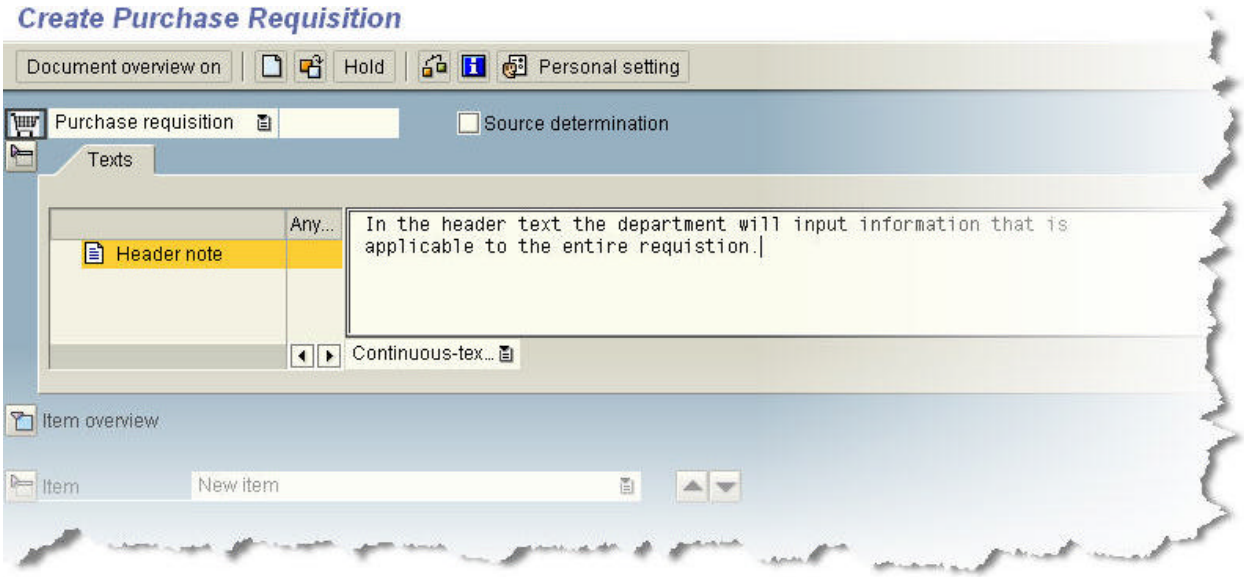
Click on the List icon at the top of the screen as shown below. The list of possible requisitions types will appear.



Departments should only use two of the possible choices. Requisition type ***Purchase Requisition*** will be used to request standard Purchase Orders (including items classified as assets) which will be saved with a **document number beginning with "1"**. Requisition type ***Dept Framework Req*** will be used to request Framework Orders which will be saved with a **document number beginning with a "2".**

Do not use any other Requisition Type!

2.2. *The Header Area*



The Header area will be used to forward information and instruction to the Purchasing department that apply to the entire requisition. This is the information for the buyer. Much of the non-item specific information that previously was entered in various text types for the first line item on a requisition should now be entered into the header.

This area should also be used to communicate special processing information such as indicating a sole source purchase, a confirming requisition and/or special notes for the buyer. Further, this area should be used to transmit information on multiple suggested vendors to be solicited in bidding procedures. If only one suggested vendor is being furnished, the vendor number should be furnished in line item 001 in the items area. *If information for multiple vendors is being furnished, please include both the vendor name and vendor number*. In the case of request for framework orders, the department will explain the need for a framework order and furnish both beginning and ending dates for the framework order in the header text.

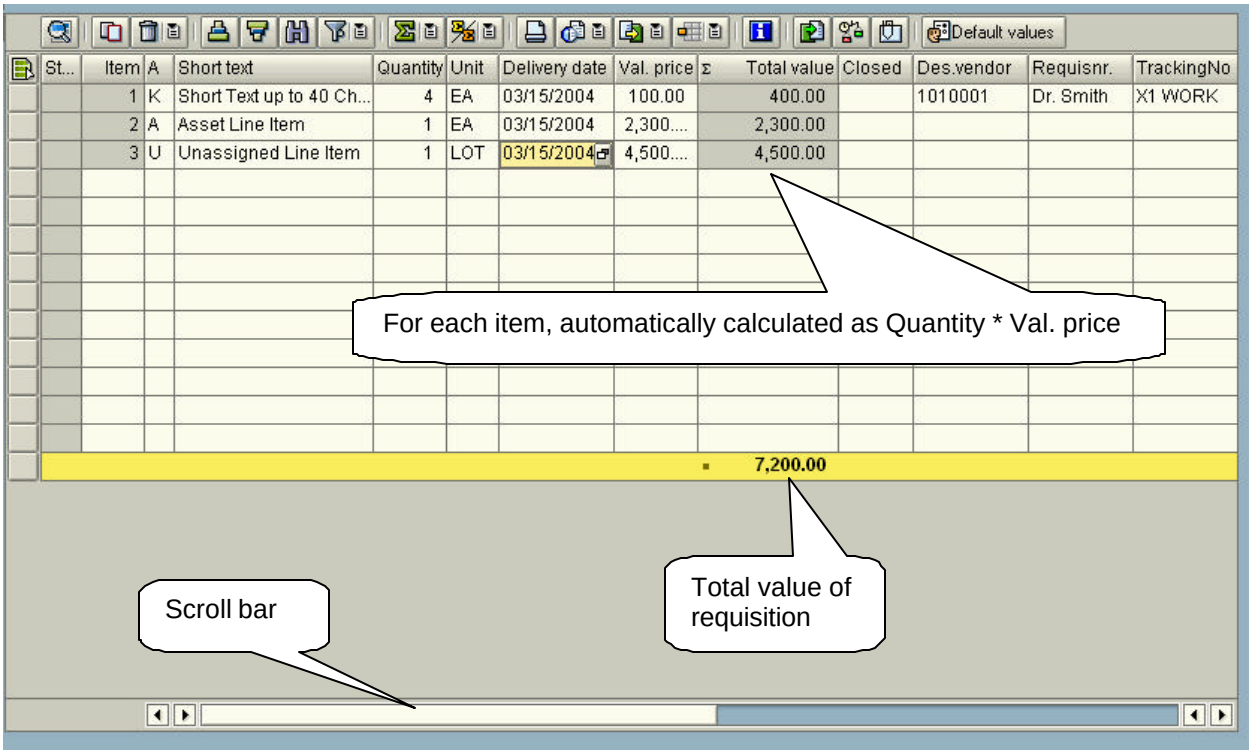
If you need to transfer sections of existing text from another document, such as a Word document, the simplest way is to use the cut and paste method.

There is also new functionality that will allow the attachment of external documents. When external documents are attached, the department will notify purchasing that external documents are attached in the header area. (See section 5 below.)

2.3. *Item Overview area*

This area, located in the middle of the screen, contains a brief list of the items being requested on this requisition. There should be one line for each item.

If the default values have been properly defined in the initial step above, entry is required in six fields within the items area **for each line item**. The fields that are displayed on the screen are dependent on your personal computer display settings and in most cases not all fields are displayed in a single screen. To see additional fields, use the scroll bar found at the bottom of the of the items area. The fields and their functions are presented below in the order displayed in the screen.



"A" Field - The account assignment. This is dependent on the type of item being purchased. A requisition can have account assignment values of A (asset), K (typical non-asset) or U (framework order). On <u>standard purchase orders</u>, you may mix account assignment types for different lines on the same requisition. Note the standard requisition example shown above, each line has a different account assignment type. *On <u>Department Framework</u> order requisitions you must use an account assignment of K for all non-asset line items and an account assignment of U for asset items.*

If you use the asset account assignment code (A) on a framework requisition, the requisition will require you to create asset numbers prior to entering the requisition. This is not practical for framework orders. Using the U code avoids this problem.

Short Text - Should contain a short description of the item requested must be furnished. The field size is 40 characters. Detailed specifications will be furnished in the Item Detail section described in section 3.4.

Quantity - The quantity of the item to be purchased. For Departmental Framework orders this should be your best estimate of the quantity that will be used. Do not use a quantity of '1 Lot' for biddable items.

Unit - The Unit of Measure must be furnished. In many cases the unit of measure of EA (each) can be used. However, there are additional unit of measure values that are defined and can be accessed by using the matchcode box search. Some other common units of measure are date types (day, month, hour etc.), weights (pounds, tons etc.), and length, (feet, yards etc.). *<u>For an account assignment of U (framework order), use "Lot" as the unit of measure</u>*.

Delivery Date - The date the materials in the requisition are needed. If the items need to be competitively bid, allow at least two weeks so purchasing will have the required time to request and receive bid responses. For very large ticket items, more than two weeks may be required. This date in the item overview area should be the same for all line items. However, if some of the items need to have a different delivery date, use the header area of the requisition to indicate the line item number(s) and the delivery requirements.

Val. Price - The estimated ***UNIT PRICE*** for the line item. Do not input a total value for the line item in this field. The total price for the line item is automatically calculated in the Total value field that is located next to the *Val price* field. The grand total of the requisition can be found at the bottom of the line items area under the total value column.

Total value - Automatically calculated by the system as Quantity * Val. Price after you press Enter on the screen.

Closed - ***This field is used only when requesting a framework order!!!*** The value for this field is always "X" when requesting a framework order. If this value is not used when requesting a framework order, the requirements of the requisition will encumber against your available fund balance. (If you are doing a standard requisition and mixing assignment types any line given and assignment of U for framework order, MUST have an X in the *Closed* field.)

Des. Vendor – Enter only on the first item. Use this to suggest a vendor that purchasing should request a bid from in the event competitive bids are to be taken. If multiple suggested vendors are to be solicited, place one suggested vendor in this field and place the information for other suggested vendor(s) in the header area of the requisition. If the requisition is not to be competitively bid, input the vendor number to be used in the creation of a Purchase Order.

Requisnr (Optional Field) - Can be used to identify the individual who requested the requisition. This value could be used later to narrow down reports or search limited to the value input into this field.

TrackingNo (Optional Field) - Can be used to enter a departmental tracking number or to identify a project or job that will utilize the requirements of the requisition. This value could be used later to narrow down reports or search limited to the value input into this field.

Material Group - This value is defaulted if the value has been defined in section 2 above. The value is always unassigned (99). Workflow forwarding will not be started unless the value is 99.

PGr - This value is defaulted if the value has been defined in section 2 above. The value is always 999. Workflow forwarding will not be started unless this value is 999.

Plant - This value is defaulted as long as the value has been defined in section 2 above. The plant assignment value should correspond to the campus requesting the requirements of the requisition.

PO - Will be grayed out and, if a PO has been created, will display the PO number that the line item was procured under after a PO is created.

PO Date - Will be grayed out and, if a PO has been created, will display the date the PO was created in reference to the line item.

Created by: Will be grayed out andwill display the SAP system ID of the individual who created the requisition.

Icon shown for the item overview area:

 *Choose Line Item* - Highlight a line item and select this icon. Line item details will be displayed for the selected line item.

 *Copy Item* - First complete a line item, then highlight the line item and select this icon – an identical line item will be created.

 *Delete Item* - Select a line item and select the icon. If the line item was not saved and assigned to a purchase requisition number, the line items values will be deleted and will not be visible on the screen. If the line item has been assigned to a requisition, the line item values will remain visible on the screen – however the status of the line item will reflect deleted.

 *Sort Items* - It is possible to sort items based on values within the line item fields, however it is <u>not recommended</u>.

 *Search* – Enter the value you wish to find. The system will search for and try to locate the value indicated.

 *Filter* -This option allows one to filter out information as defined in the filter process, however it is <u>not recommended</u>.

 *Summation* – Highlight a column that contains numerical values, click on this icon and a total will be displayed at the bottom of the column.

 *Sub Total* - Once a column has been totaled using the summation icon, information can be subtotaled based on criteria defined on the subtotal window.

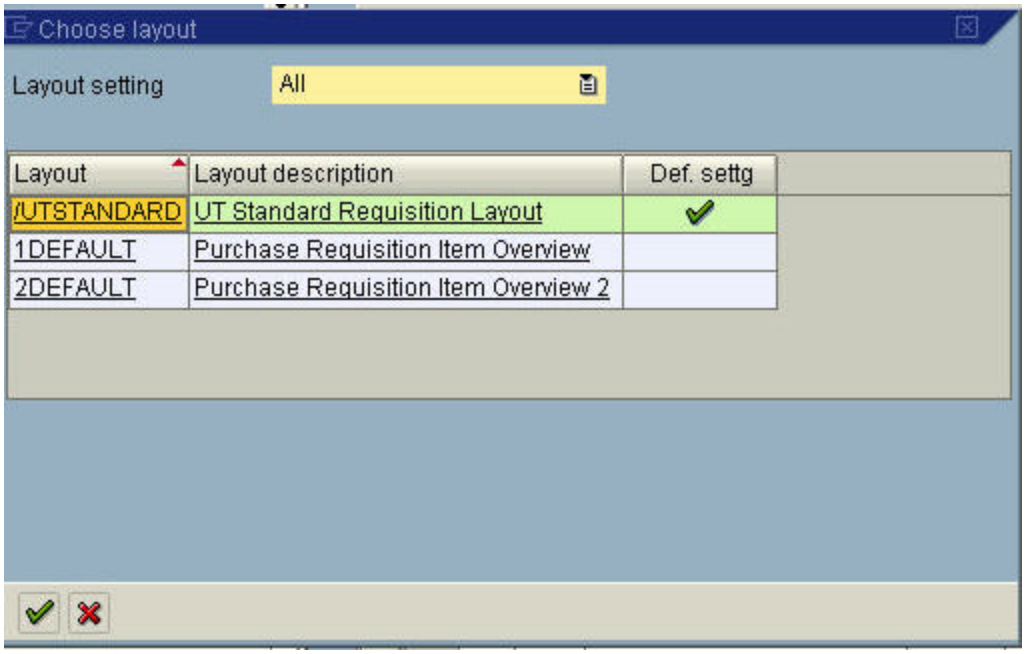
 *Print* -This icon ***does not print a requisition***. However it will print the contents of the line items area.

 *Print preview* - Displays how the results will be printed if the print icon is selected.

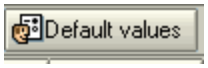
 *Export* – The contents of the requisition can be exported to a local file such as a Word document or Excel. It is also possible to send a copy of the requisition via the office workplace functionality.

 *Layout settings* - The default layout (formerly called a variant) displayed when a requisition transaction is first requested was designed by IRIS team members. You can create your own personal layout if the default layout is not adequate for your needs. If you change the layout but then wish

to return to the default layout, select the *Layout settings* icon and a list of layouts will be displayed as shown below:



Double click on the /UTSTANDARD layout and the default layout will be the display format.



Default values - Performs same function as defined in section 2 above – but limited to field values located within the item overview area.

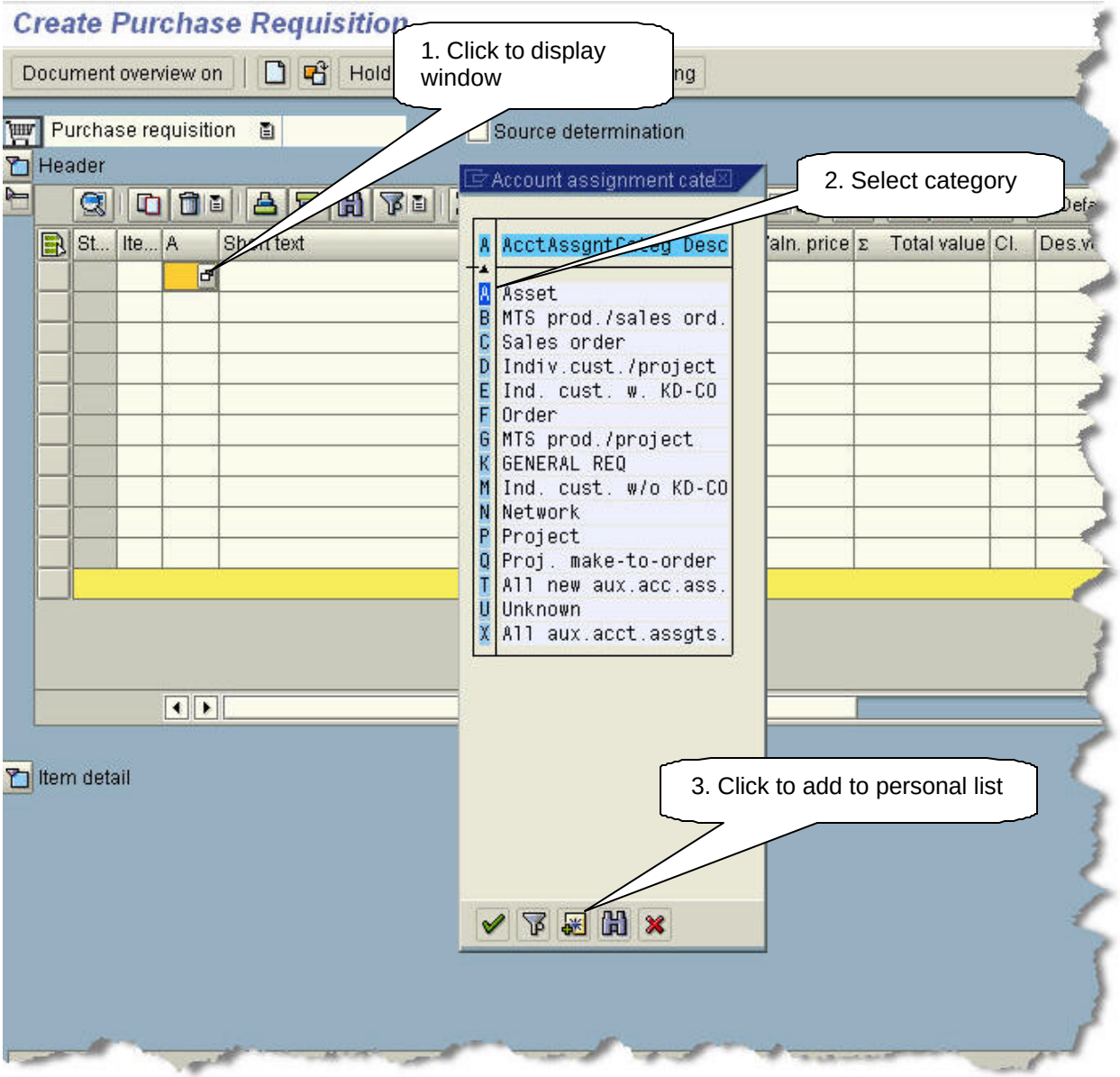
The following icons have no current functionality in the UT setting:

 Information
 Assign source of supply.
 Check availability.
 Documents

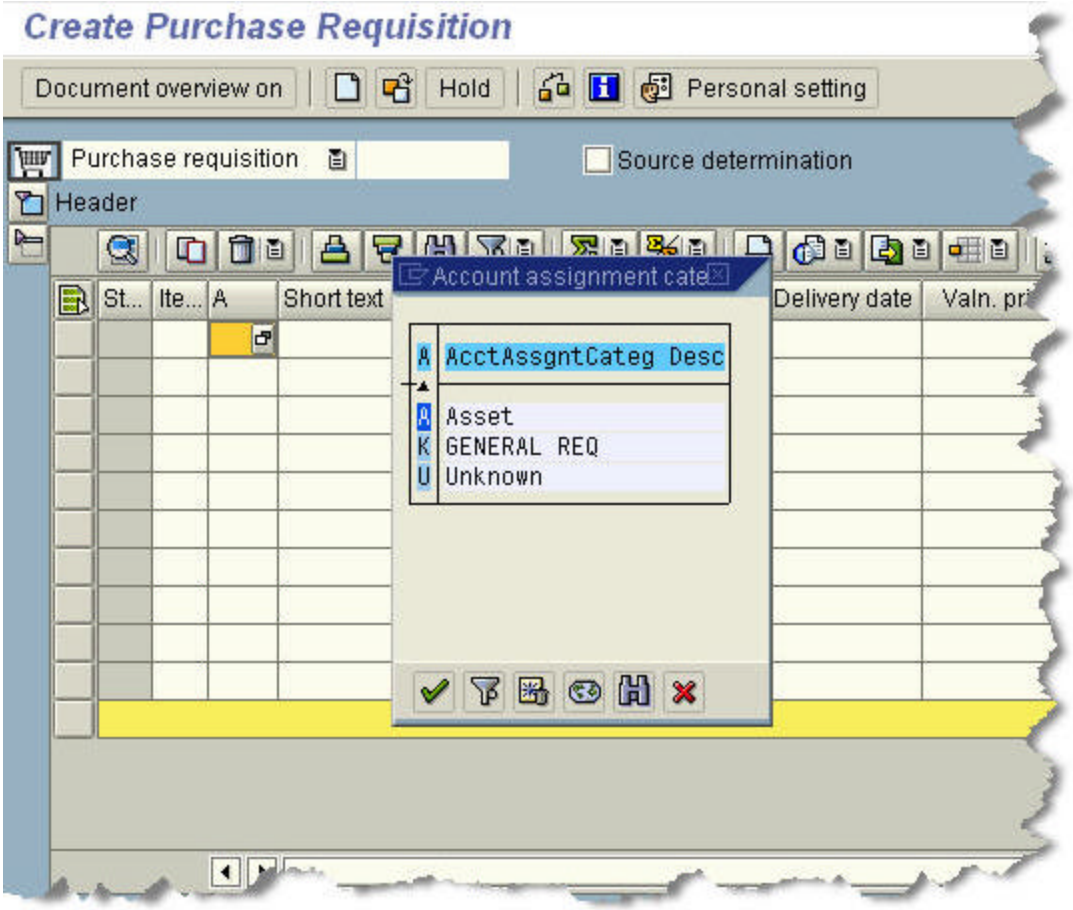
Additional Item Overview Area Suggestion:

The first time a requisition is created, modify the search values for account assignment to show only the account assignment values used at the University of Tennessee.

Click on a field in the “A” column to display the matchcode box. In the window that will appear, highlight the account assignment of A and insert into your personal list by selecting the  icon found at the bottom of the drop down box. (See example below.)

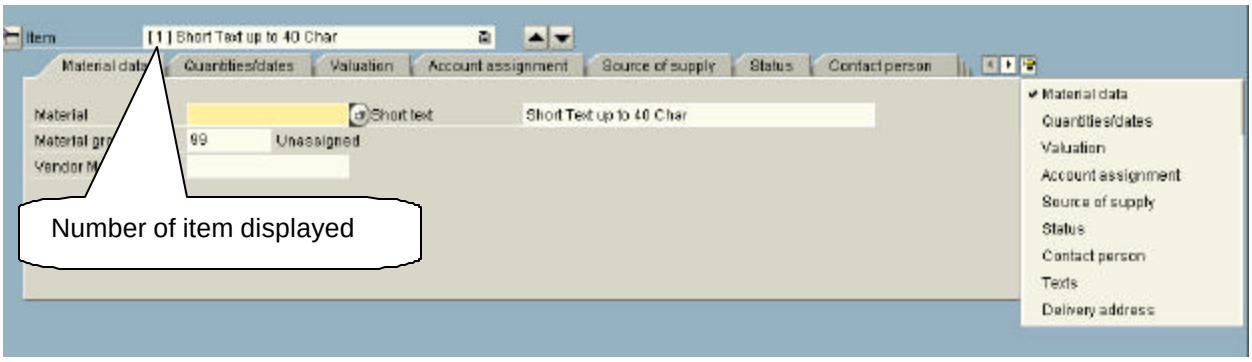


Repeat this process for account assignments of K and U. The next time a drop down search is attempted, only the values for A, K and U will be displayed as shown below.



2.4. *Item Details Area*

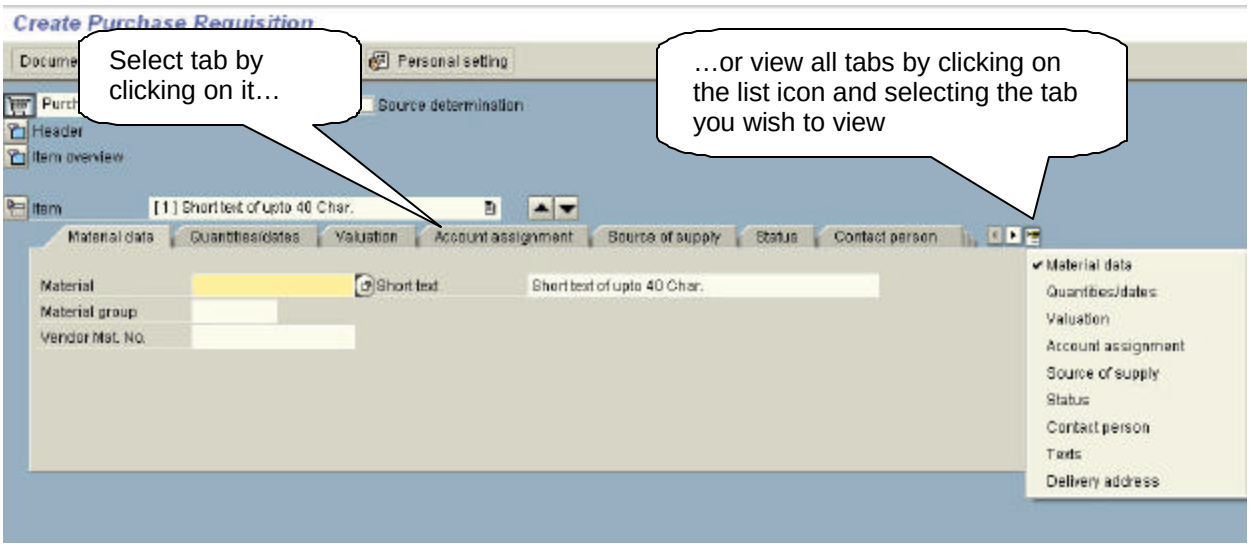
The *Item Details* area is found at the bottom of the screen. This area furnishes additional details for the line items found in the Item overview area of the requisition. When viewing details in this area **be careful to remember that the information being displayed is for a specific line item** and not for the entire requisition.



As shown above, details are being displayed for line item 1. The number of the line item being displayed is shown in the field directly right of the Item icon as shown above.

To move between line items, select the up and down directional  buttons located directly to the right of the field showing the item being displayed.

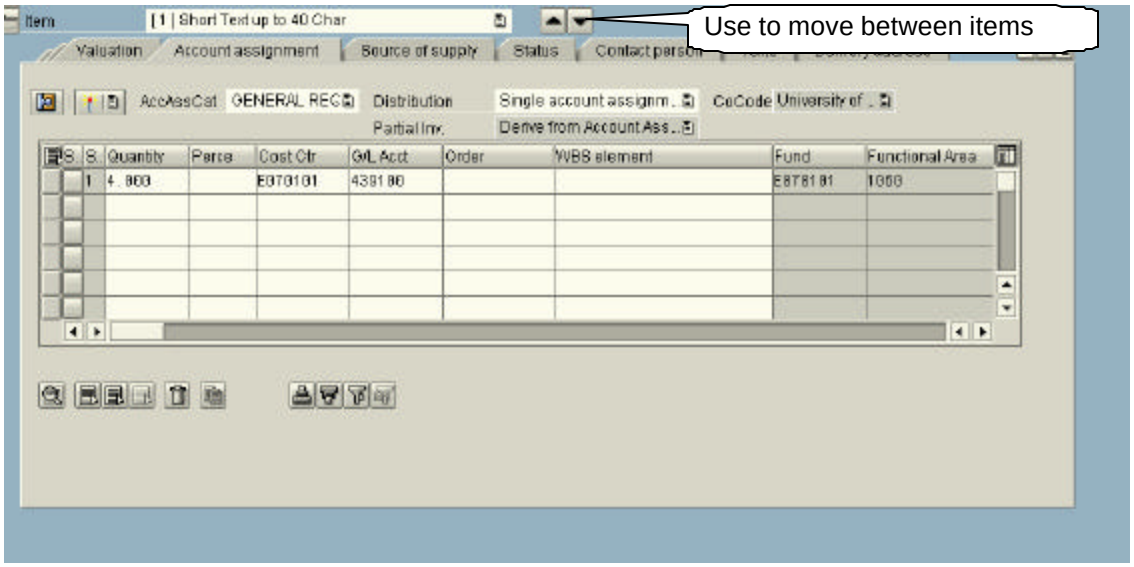
The details are presented in different tabs. You can move between tabs by clicking directly on the tabs or by selecting from a drop down list that will be displayed by selecting the list icon at the far right of the tabs as shown below.



You MUST complete information on the following three tabs:

3.4.1 The Account Assignment Tab

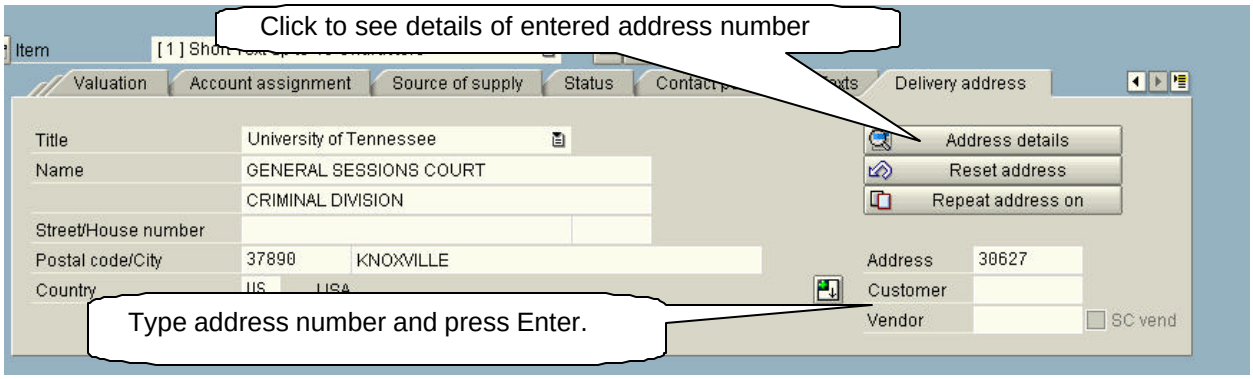
Account information must be furnished for each requisition line item. Remember, you can move between line items by selecting the up and down directional arrows.



G/L account, quantity or percent, cost center or WBS element MUST be entered for each item. Order (internal order number) is optional.

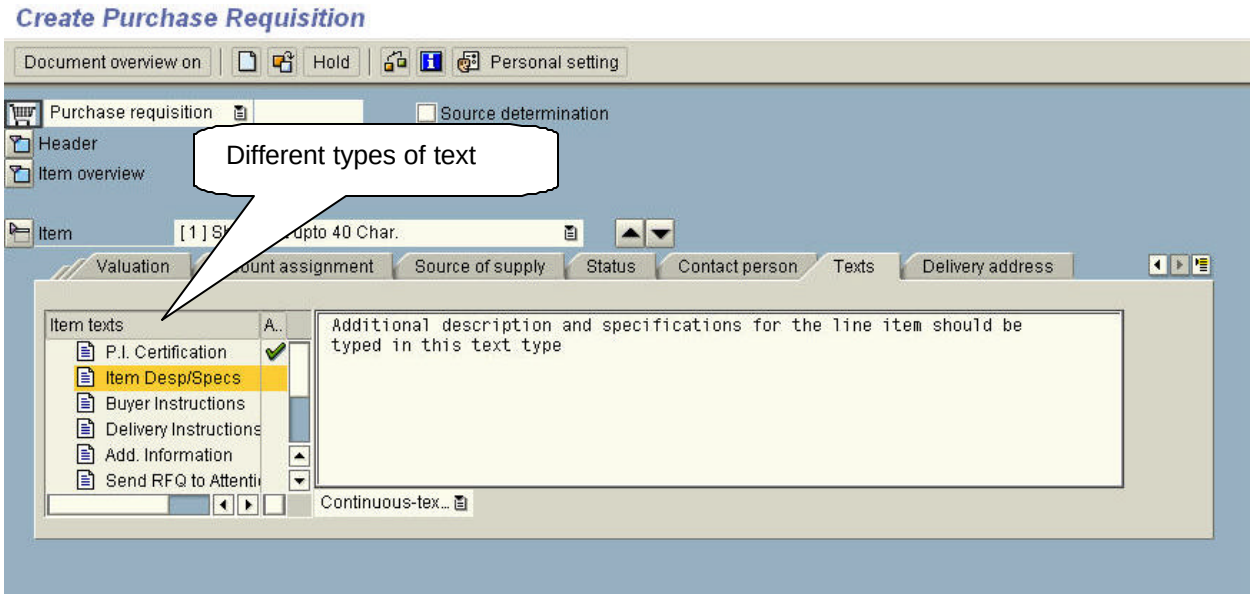
3.4.2 The Delivery Address Tab

The delivery address should be entered only for the first item on the requisition. The *Reset* address and *Repeat address on* buttons will not be visible until the address code has been typed and you press Enter. Type the address code number in the Address field as shown below. If you want to view the full address select the *Address detail* button. An address number **must** be input into the address field. If an address number is not input there will be no address details on the purchase order.



3.4.3 The Texts Tab

There are several different types of text that can be entered. The different possibilities are listed at the left side of the text tab as shown below. In the example, the Item Desp/Specs type is shown. Note that there is a green checkmark opposite the PI Certification type. The checkmark indicates that text has already been entered for that text type.

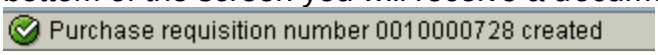


You can cut and paste information from another electronic document into any of the text types.

The text is specific to a line item. You must enter descriptive information for each line item.

2.5. *Saving the requisition*

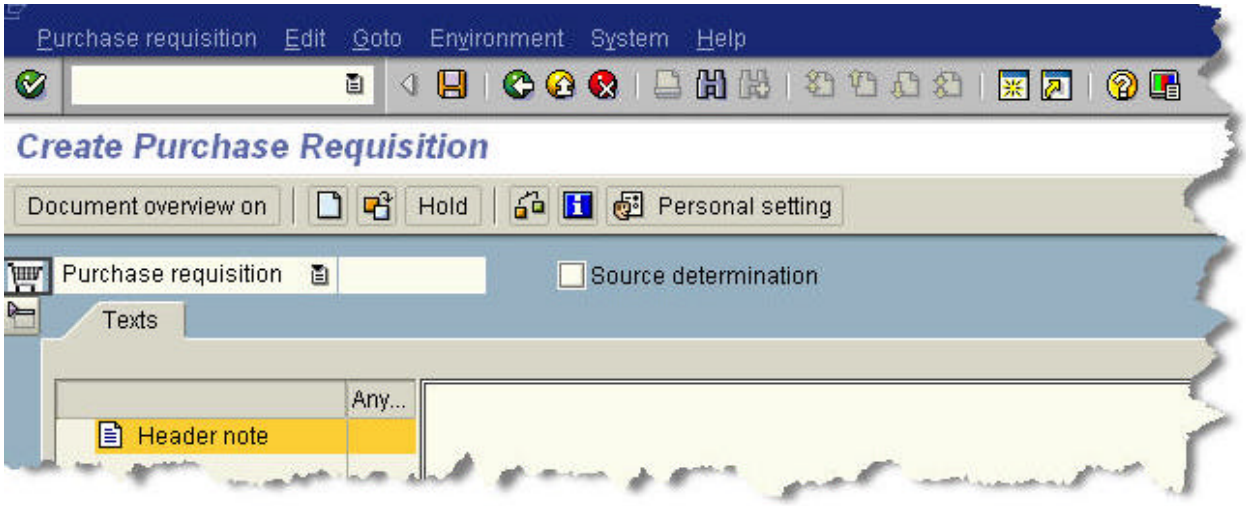
The procedures presented above are the minimal steps necessary in the creation of a Purchase Requisition in the new ME51N transaction.

To save the requisition select the  icon located at the top of the screen. At the bottom of the screen you will receive a document number as shown, 

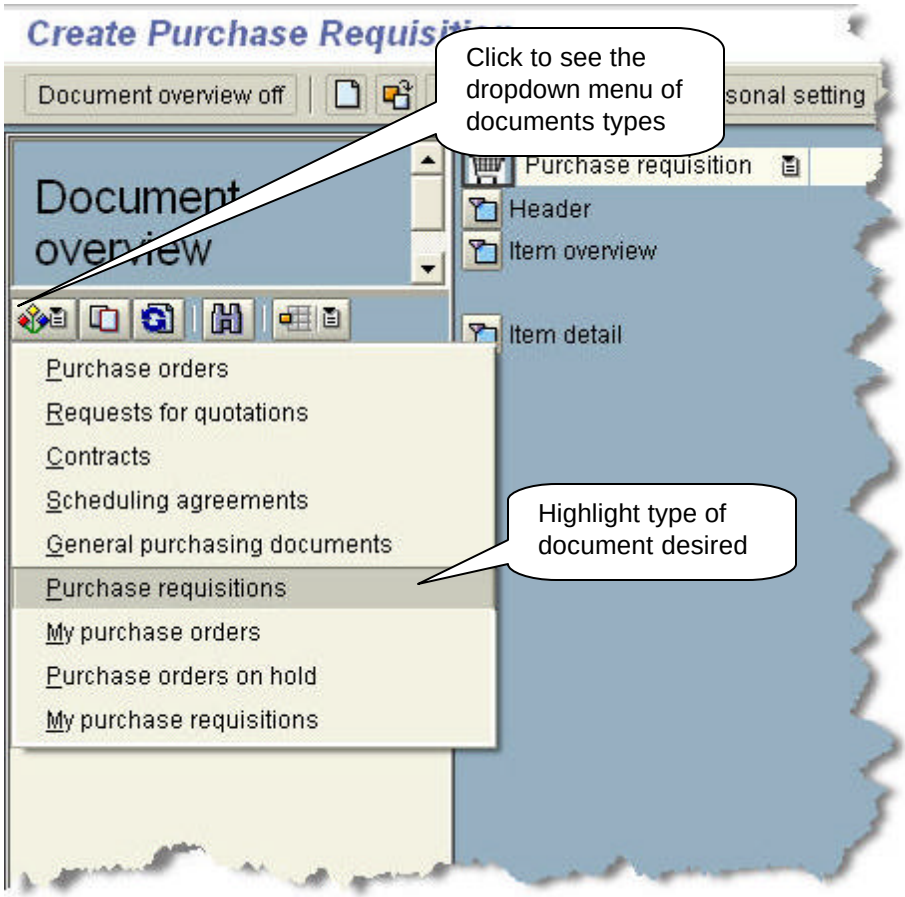
, indicating that the requisition has been created. You should copy the number onto the document you used to input the requisition and save it for your records.

3. Other Requisition Features

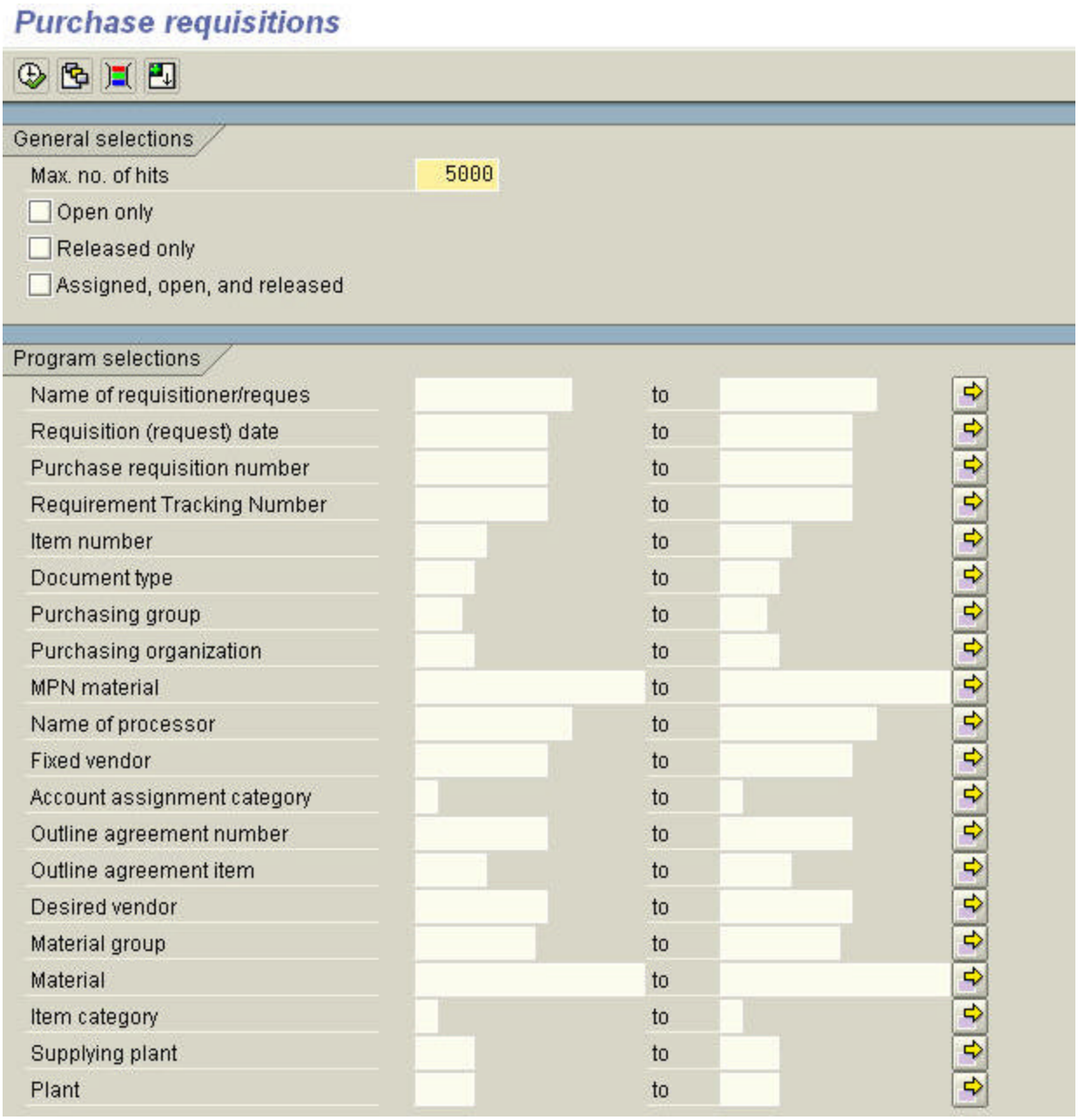
The several icons are located at the top of the requisition screen as shown below.



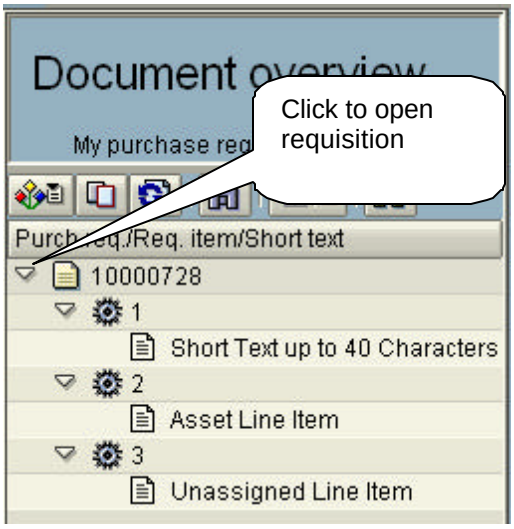
Document overview on - displays a document overview function that allows a search for previous documents. Once located, in the create requisition process you can import them into the current requisition creation process. The basic screens are shown below.



Depending upon your selection you may get a criteria screen allowing you to search for the document you want or you may get a direct list of documents. In the example below, *Purchase requisitions* was selected. The criteria screen shown appeared.



If *My purchase requisitions* had been the choice it would have resulted in a direct list as shown below.



You can drag the contents of the prior requisition into the new requisition by highlighting the requisition number and dragging it to the shopping cart icon, , located to the immediate left of the requisition type field.

Create - If you are in the process of creating a requisition and you want to cancel and start again, this icon will clear the transaction screen and give you a clean slate.

Other requisition - Presents a drop down box that will allow other purchase requisitions or purchase orders to be selected. *If this icon is selected it will cancel the create requisition process and is not practical to use in the create requisition process.* It is however, very useful in the change and display transactions.

Hold **Hold button icon** - This function could cause confusion and *its use is not recommended.*

Check – When the requisition is completed, but before you save it, click on this icon to request the system to complete edit checks to determine if errors exist.

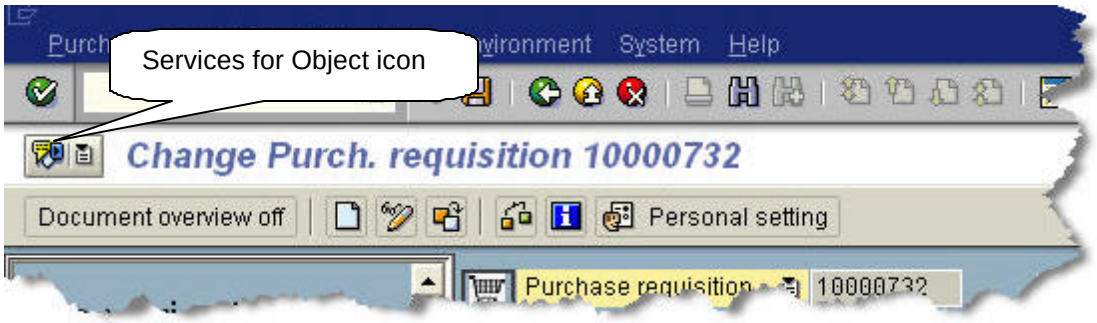
This icon is displayed only when errors are detected. If errors are detected this icon will display the error messages.

Help icon. When selected an online help screen is displayed on the left side of the screen as discussed in section 1.

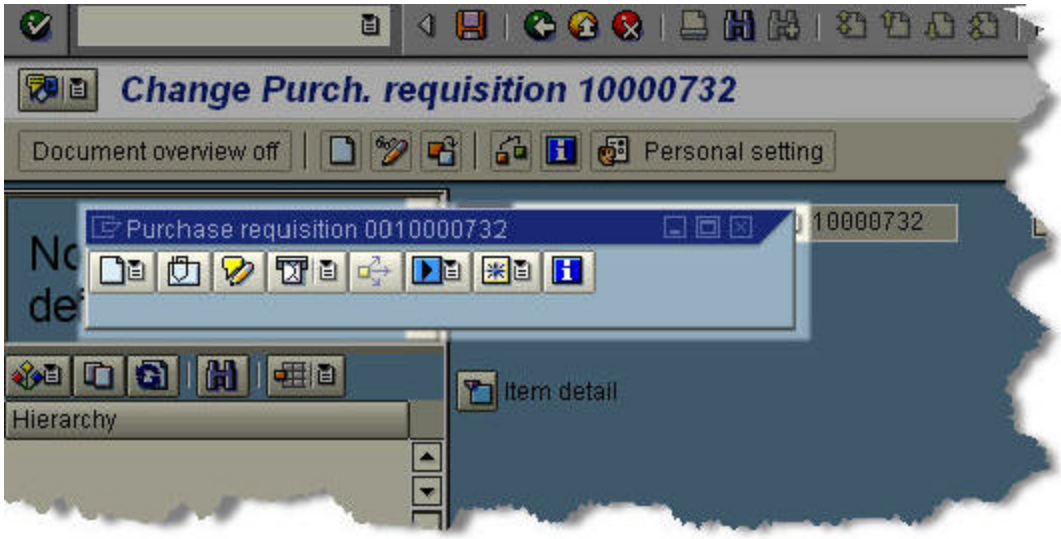
4. Attachment of External Documents

Once a requisition has been created and assigned a number, it is possible to attach external electronic documents (such as a Word documents) or attach a note or furnish a link to a web site.

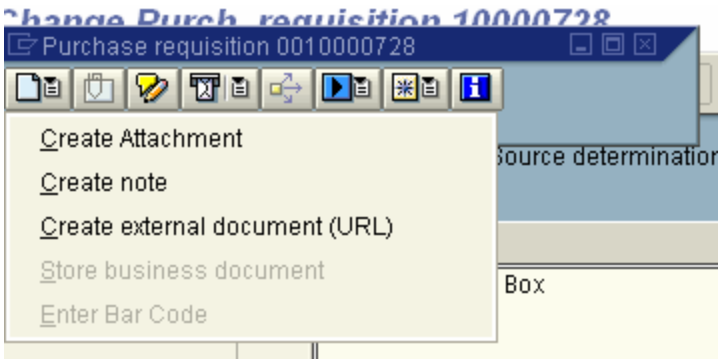
Once the requisition has been created, immediately access the *Change* transaction, ME52N. The requisition that was saved should appear in the screen. (If the requisition does not appear, select the other requisition icon and input the requisition number you want to work with.)



Select left side of the service for object icon. When selected, a panel of icons will be presented as shown below.



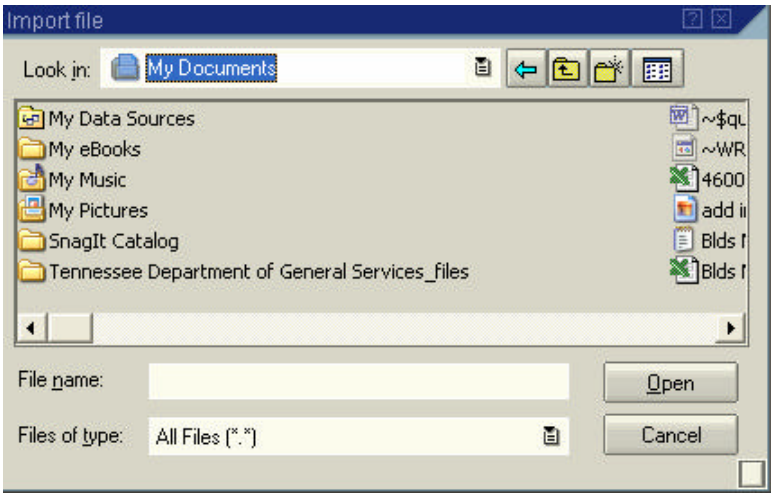
Select the *Create* icon, . The dropdown menu shown below will appear. You can chose to create an attachment, create a note or reference a website (Create external document(URL)).



4.1. *Create Attachment*

This option allows you to attached an already existing file to the requisition.

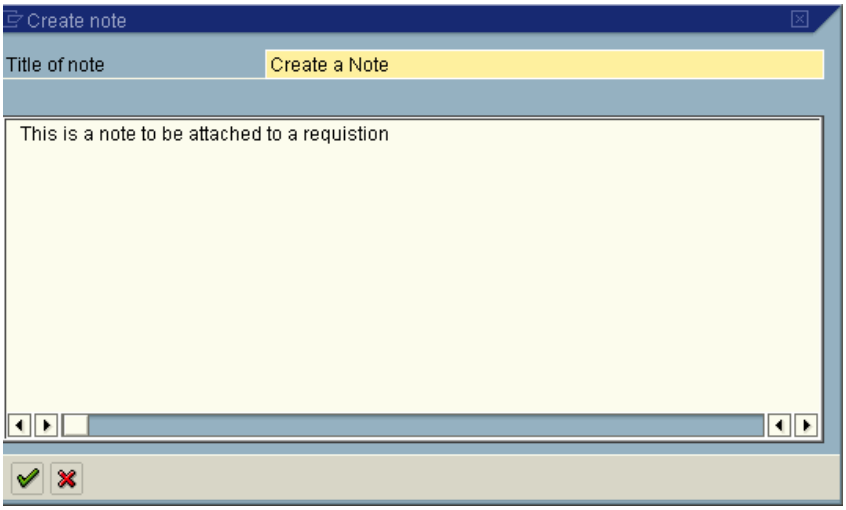
Select the *Create Attachment* option from the drop down menu. The window below will appear. Search for the file you want just as you would in any Windows application. When you find it, double click on the file and the document becomes an attachment.



4.2. ***Create a Note***

This option allows you to type a message to be attached to the requisition.

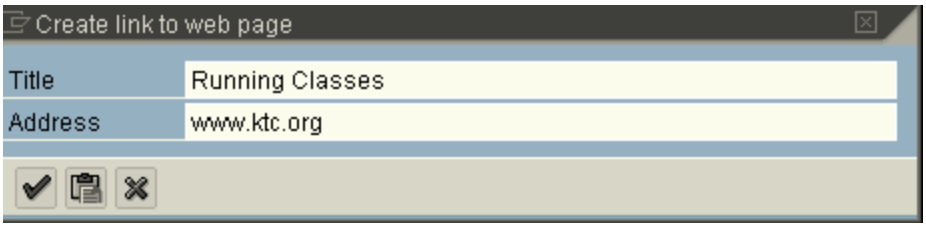
Select the *Create Note* option from the drop down menu. Type the note. When the note is complete, click on the green checkmark found at the lower left hand corner of the note box.



4.3. *Create a Link to a WEB site*

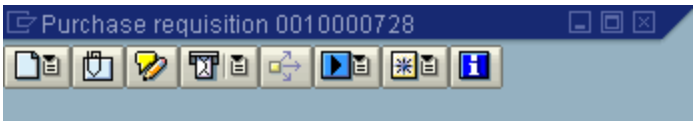
This option allows you to reference a web site that may have information that would be useful to the buyer.

Select the *Create External Document (URL)* option from the drop down menu. Type a title and a valid web address in the fields in the window that appears as shown below. To save it as an attachment click on the green checkmark.

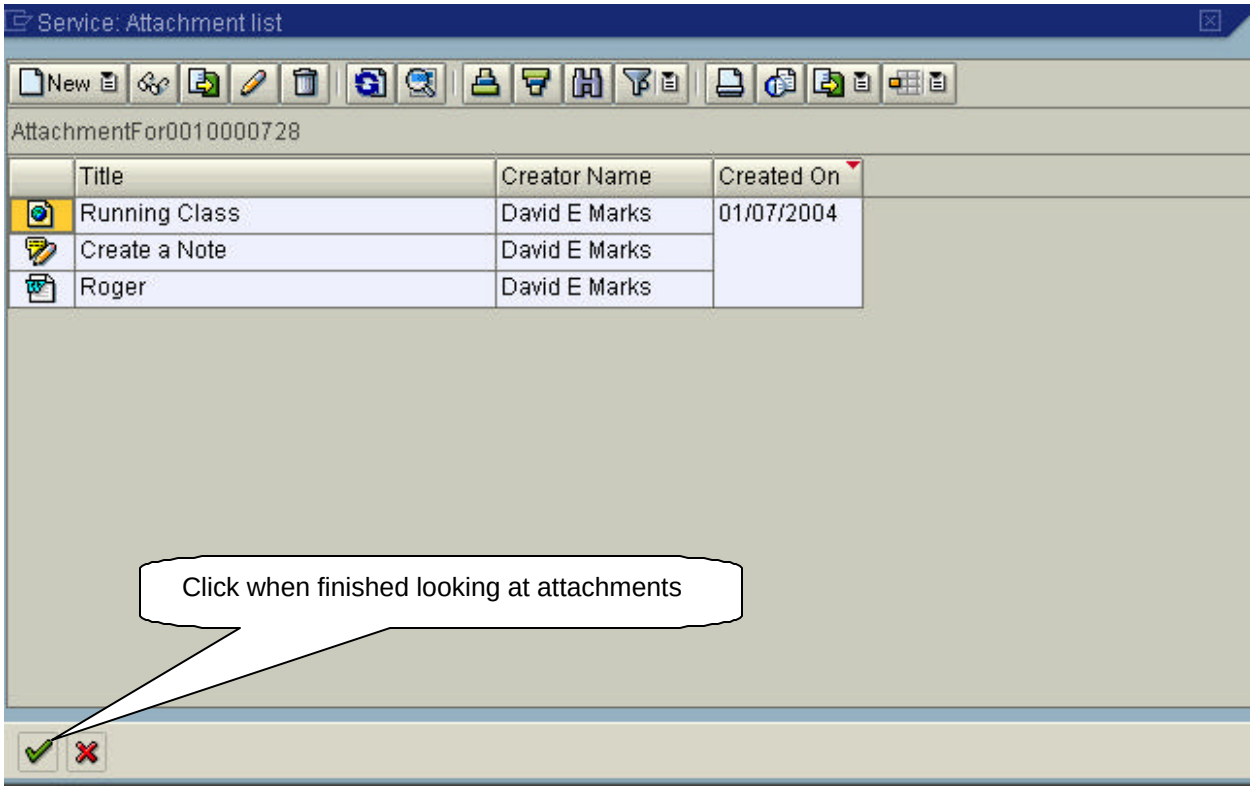


4.4. *Recalling an attachment*

To recall or view the attached documents select the *Attachment list* icon, .



The attachments for the requisition will be listed as shown below. To select one, double click on the desired attachment. When finished reviewing the attachment, select the green check mark found at the lower left hand corner of the box to return to the Change requisition screen.



4.5. *Notify Purchasing of attachment*

If an attachment has been created and attached to the requisition document **please** notify the Purchasing department by placing a statement in the header area that attachments have been created and need to be viewed by the Purchasing Department. This is the only way that Purchasing can be made aware that an attachment needs to be viewed for a specific requisition.