



# *Creating a Purchase Requisition for*



# Email from Aramark

Tracking Message Order Number 2398 - Message (HTML)

Message

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Find  
to All Respond Actions Junk E-mail Options Select Find

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: Kutztown University [orders@catertrax.com] Sent: Mon 8/22/2011 9:31 AM  
To: Reed, Sharon; Moyer, Tammy  
Cc:  
Subject: Tracking Message Order Number 2398


**Tracking Message for order 2398**

**Message From: reighn** Date: 8/22/2011 / Time: 9:30 AM  
**Tammy, Here is a copy of sales order 2398**

[Request Changes](#) [Print Updated Sales Order](#)

Dear Sharon Reed,

**Please do not reply to this email!** Instead, please use the "Request Changes" link to respond, if needed.



Kutztown University Catering  
15200 Kutztown Road, South Dining Hall, Kutztown, PA 19530  
610-683-4680

Sales Order # 2398

Start | 3 Mic... | 7 SA... | 3 Mi... | Synact... | 2 Wi... | 2 Mic... | Kutztown Applications | Office » | 1:43 PM

# Sales Order

Sales Order - Microsoft Internet Explorer provided by Kutztown University  
https://kutztown.caterfrax.com/shoppininvoice.asp?oidToken=5Fs%2FwSOLTRU960x5GhKQ%3D

Order Name: **Reception**

**ARAMARK** Kutztown University Catering  
15200 Kutztown Road, South Dining Hall, Kutztown, PA 19530  
610-683-4880

SALES ORDER #2398  
Saturday, 8/27/2011  
Ordered On: 8/16/2011  
Confirmed

Customer Information		Delivery / Pickup Information	
First Name: Sharon	Method: On Campus Delivery	Delivery Contact: Sharon Reed	Address: 319 Administration Center
Last Name: Reed	Company: Provost	Delivery Phone: 610 683 4220	Dining Options: Setup and Leave
On Campus Address: 319 Administration Center	Purpose: reception	Organization: Grad	Building: sub
Department: Provost	Room # / Name: 223		
Email: sreed@kutztown.edu			
Phone: 610 683 4220			
Tax Exempt: True			

Payment Information		Event Information	
Payment Type: PO Number	Guest Count: 30	Pick-up/ Delivery Date: Saturday, 8/27/2011	Food Delivery Time (Admin use Only):
PO Number: 4500334481			Event Start Time: 9:00 AM
			Event End Time: 10:00 AM

FOOD	Qty.	Price	Ext.
Take Away Desserts - Assorted Fresh Baked Cookies - per dozen	5	\$3.95	\$19.75

BEVERAGES	Qty.	Price	Ext.
Coffee, Decaf and Hot Water for Tea, per gallon	3	\$6.95	\$20.85

\* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees.

Order Totals	
Sub Total	\$40.60
Order Total	\$40.60
Balance Due	\$40.60

Done Internet 75%  
Start 3 M... 7 S... 3 M... Syn... 2 W... 2 M... Sal... Kutztown Applications Office 1:46 PM

Save sales order to a designated folder for SAP/ESS attachments – preferably by printing to a PDFfile.



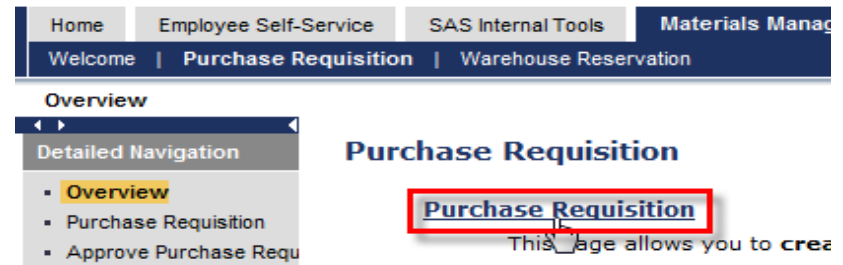
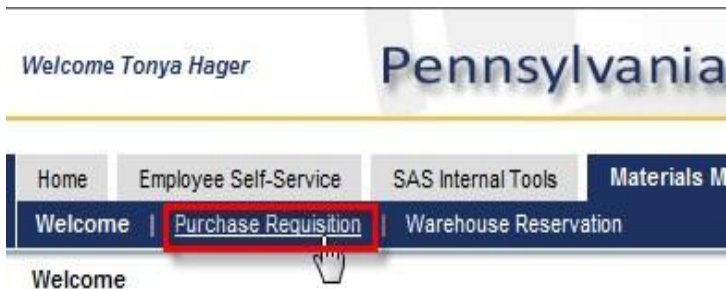
# Purchase Requisitions via the ESS Portal

- ✓ Log on to the Portal website: <https://portal.pashe.edu>
- ✓ Click on the “Materials Management” tab as shown below:

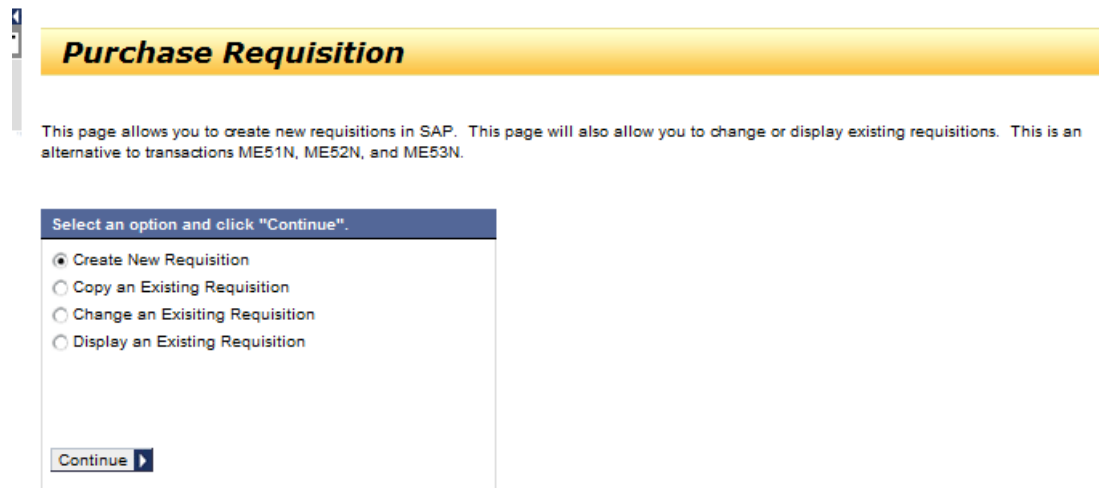


Note: The portal screen above will vary user to user based on SAP/Portal authorizations. If you do not have the “Materials Management” tab contact your purchasing department.

- ✓ Click on “Purchase Requisition” links as shown below and proceed



- ✓ Click on “Create New Requisition”



- ✓ Click on “General” tab to enter Purchasing Group and Basic Order Info

Line Details

General Account Assignment Texts Delivery Address

Purchasing Group: 460 -- Catering events

Material (Warehouse Only):

Short Text: Sales Order #XXXX

Material Group: 00764 SERVICES-CATERING\_BEVERAGE

Quantity: 1 Lot (LOT) Requisitioner: B. Rahn

Unit Price: 173.75 / 1 Lot (LOT) Tracking Number:

Delivery Date: 1/9/2014

Desired Vendor: 1077038 ARAMARK / C/O KUTZTOWN UNIVERSITY / PHILADELPHIA 19103  
[Vendor Listing \(ZM08\)](#)

Goods Receipt  
 Invoice Receipt  
 GR Non-Val.

Save Item Cancel Item

- ✓ Click on “Account Assignment” tab to enter GLA and Cost Center

Line Details

General Account Assignment Texts Delivery Address

Repeat On

Acct. Assign. Cat.: K -- Cost Center Distribution: Single Account Assignment

Unloading Point: 223B Stratton Admin Recipient: B. Rahn

G/L Account: 665125

Cost Center: 45XXXXXXXX

Fund:

Funds Center:

Functional Area:

Earmarked Funds:

Save Item Cancel Item


- ✓ Click on “Text” tab to enter REQUIRED info for a CATERING Purchase Order

Line Details

General Account Assignment **Texts** Delivery Address

Item Text  
Item Note  
Delivery Text

Event or Business Purpose: Corner Art Gallery Opening  
Date: February 25, 2014  
Time: 7pm  
Location: Corner Gallery  
Guests: Approx. 20 students, staff, faculty & outside guests  
Sales Order #7629

 Save Item Cancel Item

When finished with first line item click “Save Item”



- ✓ Before adding the attachment of your Sales Order, you will need to save your Purchase Requisition by clicking the “Save Purchase Requisition” button.

Requisition Items								
Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total		
1	Sales Order #XXXX	1/9/2014	1	LOT	\$173.75 / 1	\$173.75		

Add New Line



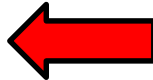
Save Purchase Requisition   Hold Requisition

- ✓ Your Purchase Requisition number, as assigned by SAP, will show in two places on the following screen.

### Purchase Requisition - Change

Purchase Req #  
(Assigned by SAP):

0010450103




Header Note:

#### Requisition Items

Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total
1	Sales Order #XXXX	1/9/2014	1	LOT	\$173.75 / 1	\$173.75

Add New Line

 Can delivery date be met?



Purchase Requisition 0010450103 has been successfully created. If you wish to change this requisition you may do so now or exit the system.

Save Purchase Requisition

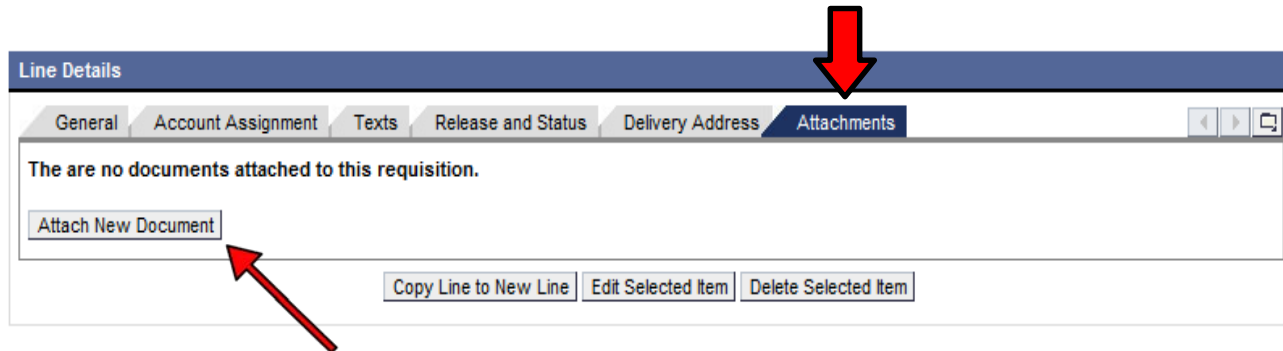
- ✓ Now you can attach your Sales Order provided by Aramark and CaterTrax. To add the attachment, select line item 1 that you just entered.

Requisition Items							
Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total	
1	Sales Order #XXXX	1/9/2014	1	LOT	\$173.75 / 1	\$173.75	

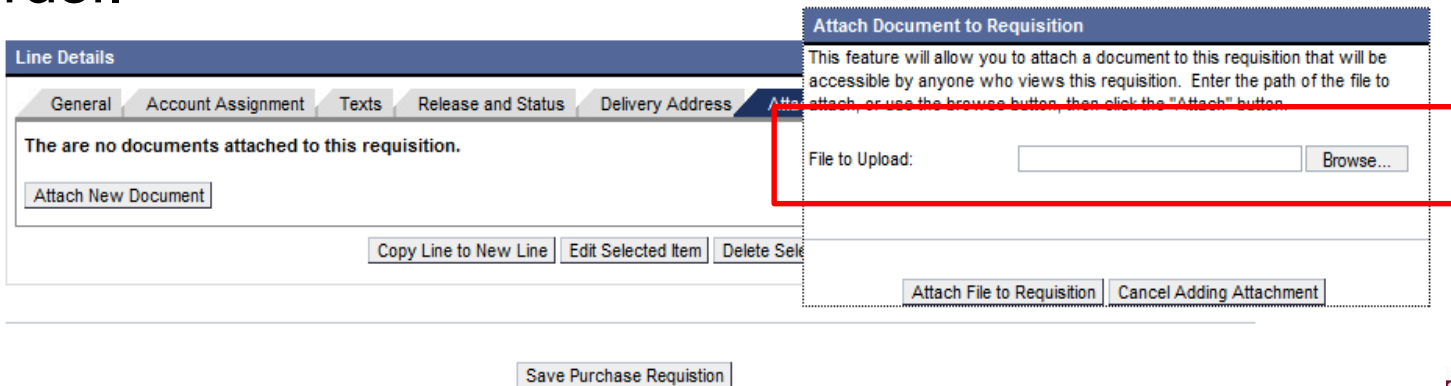
Add New Line

Line Details					
General	Account Assignment	Texts	Release and Status	Delivery Address	Attachments
Purchasing Group:	460 -- Catering events				
Material (Warehouse Only):					
Short Text:	Sales Order #XXXX				
Material Group:	00764	SERVICES-CATERING_BEVERAGE			
Quantity:	1	Lot (LOT)	Requisitioner:	B. Rahn	

- ✓ An “Attachment” tab will appear:



- ✓ Click on the “Attach New Document” button and a box will appear for you to browse and upload your Sales Order.



- ✓ Once you've selected your Sales Order File, click the "Attach File to Requisition" button.

**Attach Document to Requisition**

This feature will allow you to attach a document to this requisition that will be accessible by anyone who views this requisition. Enter the path of the file to attach, or use the browse button, then click the "Attach" button.

File to Upload:



- ✓ It will now show that you have a document attached to that line item.

Requisition Items							
Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total	
1	Sales Order #XXXX	1/9/2014	1	LOT	\$173.75 / 1	\$173.75	



Add New Line

The file 7629.pdf have been attached to the requisition.

Line Details

General Account Assignment Texts Release and Status Delivery Address Attachments

Attached Documents

 [7629.pdf](#) 

Attach New Document

## Notes:

- ✓ Attachments can be added in create/change. If in create, you must save the requisition first and then select a line to get the attachment tab to appear.
- ✓ Once saved on the portal, the requisition is immediately created in SAP.
- ✓ The portal uses the same security roles assigned in SAP.
- ✓ When creating a new requisition, you will not see the release strategy tab (if applicable) until you save the line.
- ✓ For a multiple line requisition, select the appropriate line to see the line item details.

- ✓ Click on Release and Status tab to check status of purchase requisition.
- ✓ This purchase requisition is still pending release.


Line Details

General Account Assignment Texts **Release and Status** Delivery Address Attachments

Approval

Code	Department	Approver	Status
C7	Student Union Bldg.	45SCARCIAK	Approved
P2	Admin. & Finance	45GSILBERMAN	Pending

PO Number / Line:



- ✓ This purchase requisition is released and PO as been created.


Line Details

General Account Assignment Texts **Release and Status** Delivery Address

Approval

Code	Department	Approver	Status
DN	LRC	45COBBZYGA	Approved
VA	Lib. Arts & Sciences	45ZAYAITZ	Approved

PO Number / Line:





# Expenditure of Public Funds Guidelines, Standards and Limits

## Contact Info:

Mary Vink @ 34904 – Pcard

Angela Jackson @34831 - Commodities/Catering