



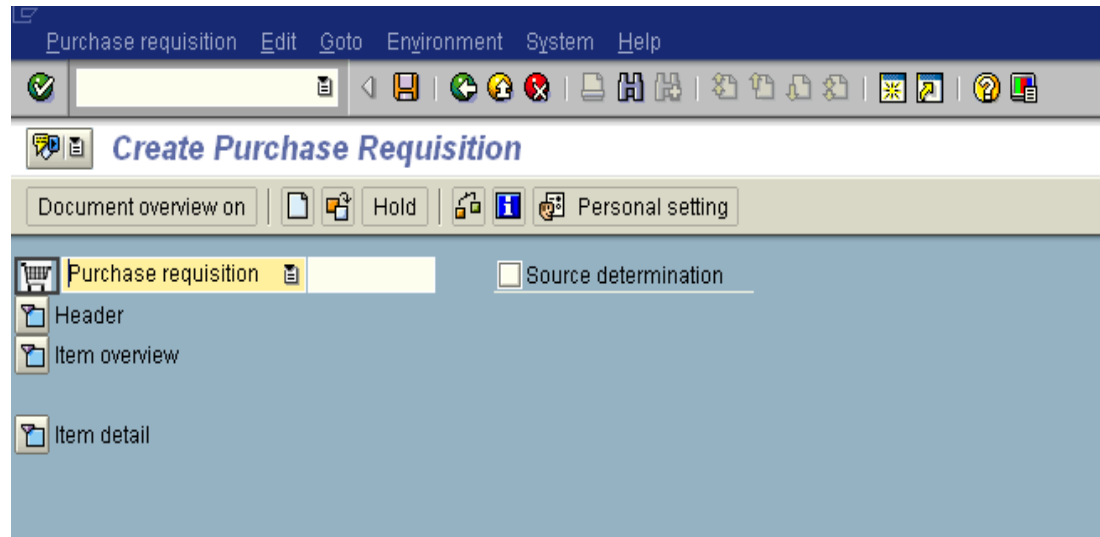
*Creating a
Purchase Requisition for
Meal Tickets from*



Key Notes...

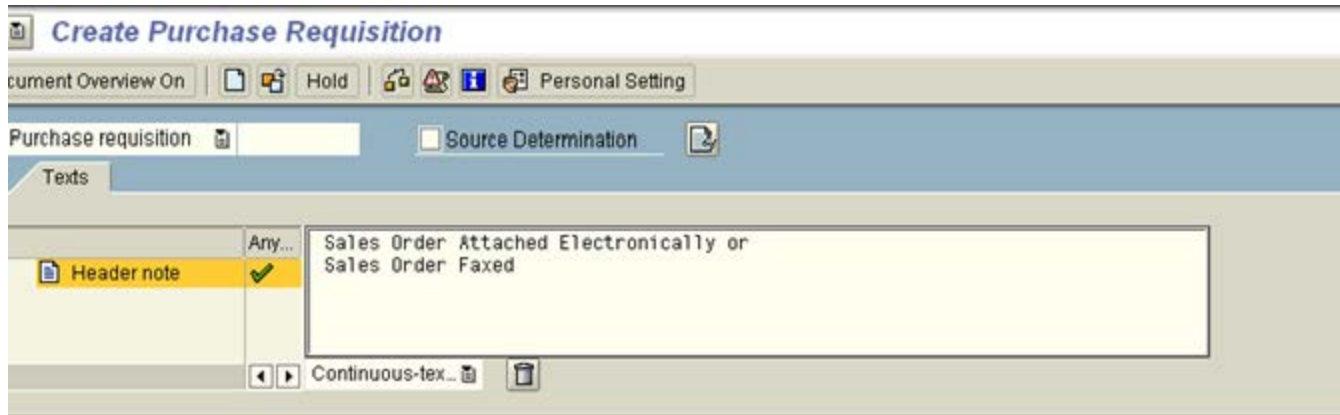
- The sponsoring department creates a purchase requisition. After the PO has been created by Procurement, a copy will be emailed to Dining Services and the sponsoring department. As part of the email, Procurement will request that Dining Services inform the sponsoring department when the meal tickets are ready to be picked up.
- The meal ticket is only valid at South Dining Hall or Cub Café in MSU. "Per Meal" costs change per academic year. Please contact Dining Services for current "per meal" pricing.
- The meal ticket must include all pertinent information prior to being presented to the Aramark cashier. The meal ticket will be considered null and void if it does not include a PO#...this is a must! Each guest needs to have their own meal ticket.

Creating Purchasing Requisitions (ME51N)



- This screen is divided into 3 main parts; **Header**, **Item Overview**, and **Item Detail**
- You can expand or collapse each section by clicking on the icon to the left of each section.

Header



The header is an area where you will communicate with the Purchasing Office. Include everything you need Purchasing to know about your order that does **NOT** need to print on the purchase order for the vendor, such as:

- Note for order to be faxed to vendor
- Information regarding documents that need to be included with the order
- New vendor information if not found in SAP database

Item Overview

Create Purchase Requisition

St...	A	I	Matl Group	Short Text	Quantity	Unit	Delivery Date	Valuation Price	Total Value	Requisnr.	Des.Vendor	PGr	Plant	POrg
Δ	K		00764	Meal tickets for faculty inte...	5	EA	07/14/2010	5.50	27.50	T.Moyer	1077038	460	Kutzt...	LOCL
	K									T.Moyer		453	Kutzt...	
	K									T.Moyer		453	Kutzt...	

[1] Meal tickets for faculty interview

00764 SRVC-CATERING_BEVRGE

Date of Event

Total Cost

Requisitioner

Short text field:

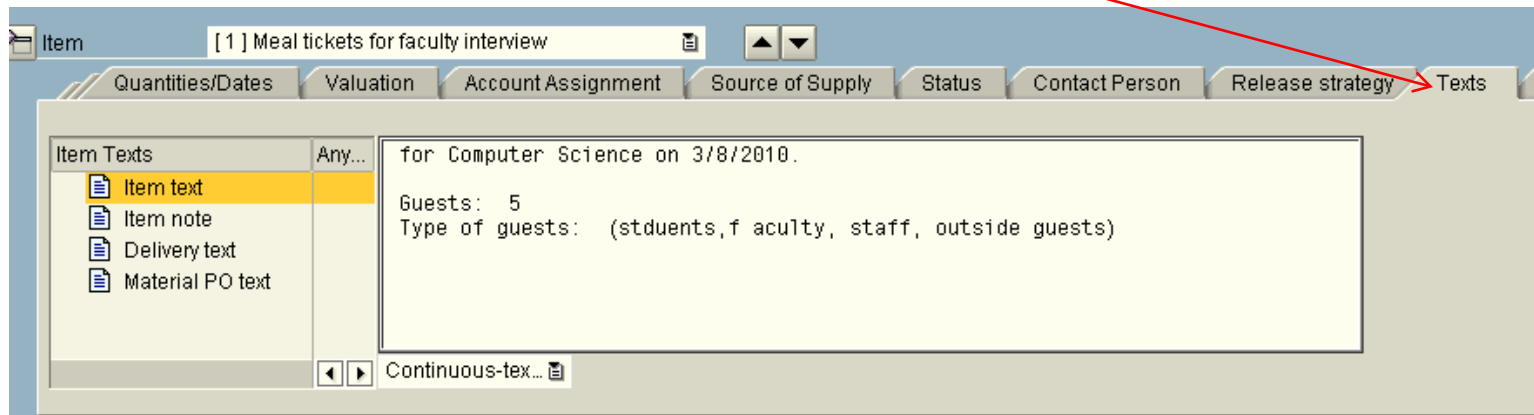
- ✓ What the business purpose of the event is (do not abbreviate), if you need more room put the remainder in the long text field
- ✓ Quantity: # of tickets requesting
- ✓ Valuation Price: current pricing for breakfast, lunch, or dinner

****Highlighted Yellow Areas will always be the same****

Item Detail - Text

Long **Text** field (bottom tab):

- ✓ when the function is being held (date), number of people attending
- ✓ who the attendees are (faculty, staff, students, outside guests)



The screenshot shows the SAP Item Detail interface for the item "[1] Meal tickets for faculty interview". The "Texts" tab is selected, and the "Item Texts" table is visible. The table has two columns: "Item Texts" and "Any...". The "Item Texts" column contains a list of text types: "Item text", "Item note", "Delivery text", and "Material PO text". The "Any..." column is empty. The "Item text" row is highlighted. The text content for the selected row is displayed in a large text area on the right, showing the following text:

for Computer Science on 3/8/2010.
Guests: 5
Type of guests: (stduents,f aculty, staff, outside guests)

A red arrow points from the text in the list group above to the "Texts" tab in the screenshot.

Item Detail - Account Assignment

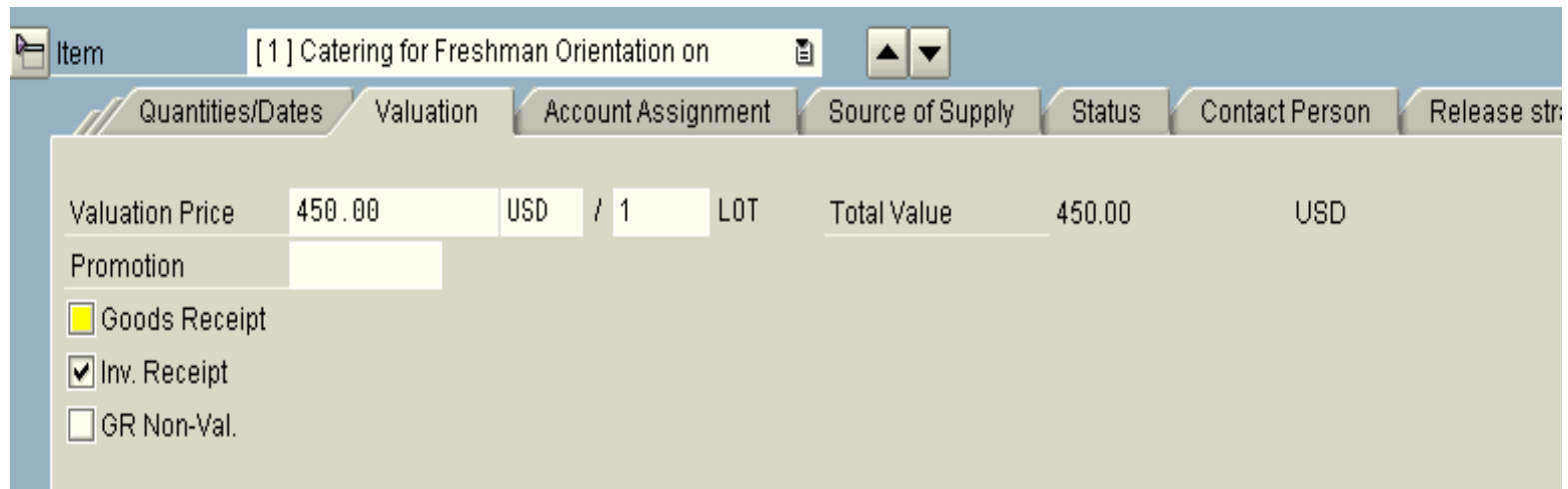
The screenshot shows the SAP 'Item Detail - Account Assignment' screen. The main title is '[1] Catering for Freshman Orientation on'. The 'Account Assignment' tab is active. The 'G/L Account' field (665125) is highlighted in yellow. The 'Business Area' field (SDH) is also highlighted in yellow. The 'Cost Center' field (45XXXXXXXX) is highlighted in yellow. The 'Recipient' field (T. Moyer) is highlighted in yellow. Three red arrows point from text boxes to these fields: 'Person Requesting Event' points to 'T. Moyer', 'Location where ticket is valid' points to 'SDH', and 'Cost Center being charged for event' points to '45XXXXXXXX'. The 'Unloading Point' field (MSU 223) is also highlighted in yellow.

Field	Value
Unloading Point	MSU 223
G/L Account	665125
Business Area	SDH
CO Area	
Cost Center	45XXXXXXXX
Profit Center	
Recipient	T. Moyer

****Highlighted Yellow Areas will always be the same****

Item Detail - Valuation

Goods Receipt is always left unchecked for this particular type of purchase requisition. Why?
Because it's NOT going through the storeroom.



The screenshot shows the SAP Item Detail Valuation tab for item [1] Catering for Freshman Orientation on. The Valuation Price is 450.00 USD, and the Total Value is 450.00 USD. The unit of measure is LOT. The Goods Receipt checkbox is unchecked, while the Inv. Receipt checkbox is checked. The GR Non-Val. checkbox is also unchecked.


Valuation Price	450.00	USD	/	1	LOT	Total Value	450.00	USD
Promotion								
<input type="checkbox"/> Goods Receipt								
<input checked="" type="checkbox"/> Inv. Receipt								
<input type="checkbox"/> GR Non-Val.								

Item Detail - Release Strategy

- ✓ Green Check Mark = Released
- ✓ Yellow Triangle = Pending Release

Account Assignment Source of Supply Status Contact Person Release strategy Texts Delivery Ac

Release group	45	Kutztown Req Release	Code	Description	Processor	Stat...
Release Strategy	NO	4506240 (3)	D2	Training Room	RENARD SACCO	✓
Release indicator	X	Blocked	V7	Athletics	Greg Bamberger	⚠
			P9	Student Affairs	CHARLES WOOD...	



Item Detail - Status

The screenshot shows the SAP Item Detail - Status screen. The Proc. Status is 'PO created'. The Ord. Qty is 1 and the Release Completed status is 'Release Completed'. The Block ID is 'Not Blocked'. Below the status fields is a toolbar with various icons. A table below the toolbar shows the following data:

Doc.cat.LT	Purch.Doc.	Item	Short Descript.	Quantity	OUn
Purchase ...	4500290075	1	Sch. Line	1	EA

A red arrow points from the 'Purch.Doc.' field in the table to the text box below.

- ✓ After a requisition has been released and flipped to a purchase order, this is where you can find the PO #
- ✓ All Purchase Orders start with 45xxxxxxxx