

Work Instruction

PO Create from Purchase Req for Radioisotope

When to Use

For the procurement of Radioactive materials (Radioisotopes) which have been approved by Radiation Protection Services.

Prerequisite

1. Purchase requisition created in FIS. Click here for instructions [Purchase Requisition: Radioisotope](#)
2. Purchase Requisition: Radioisotope reviewed and approved daily by Radiation Protection Services.

Steps

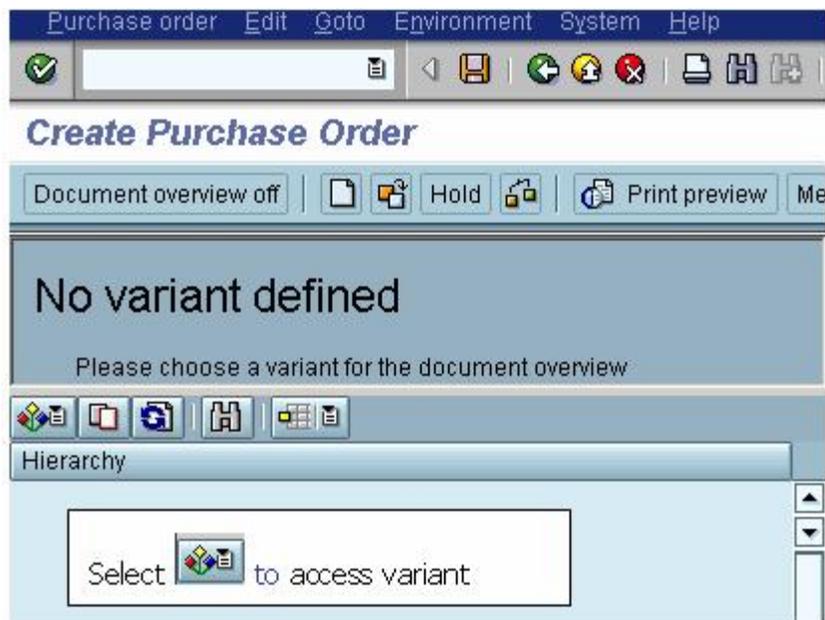
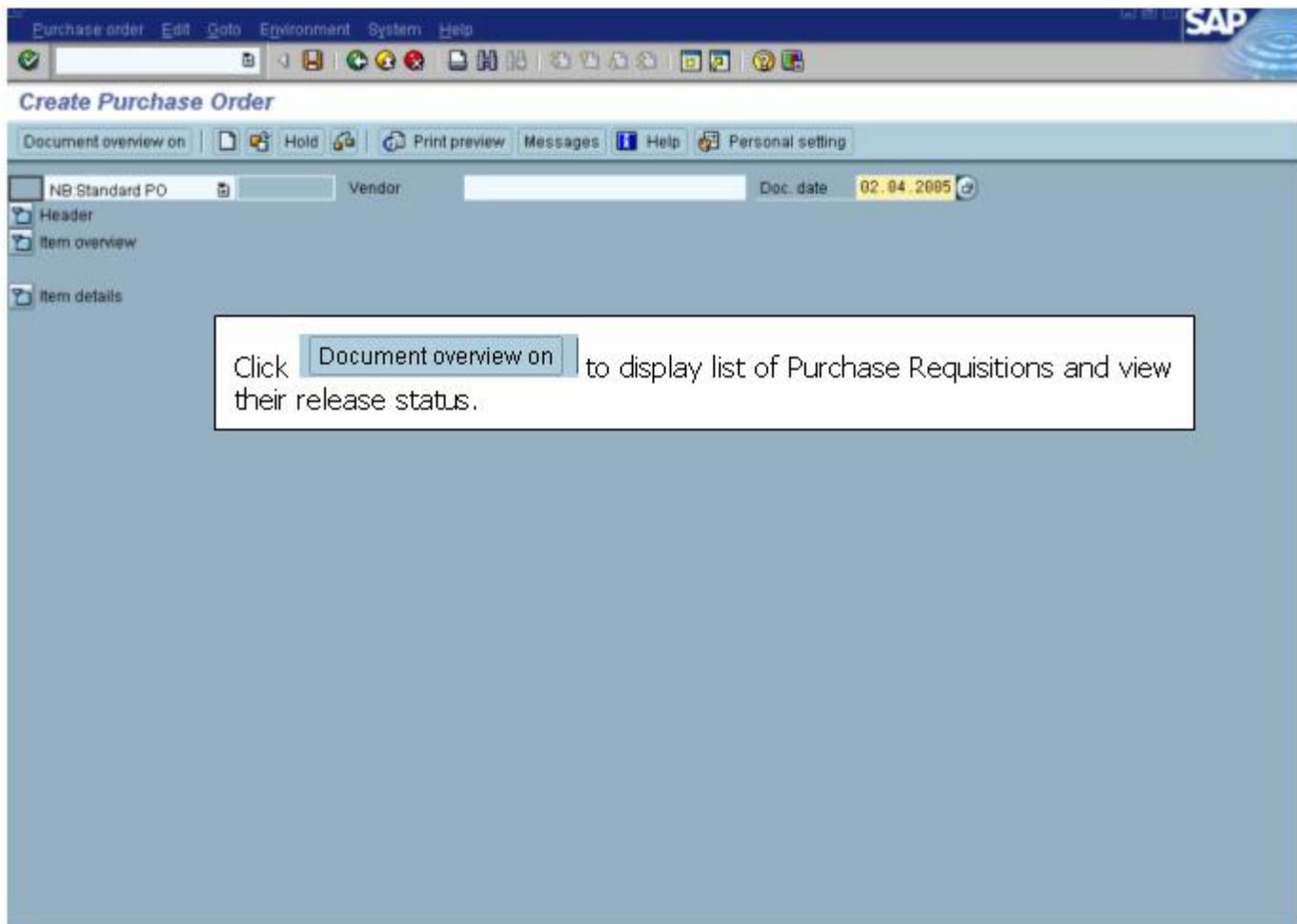
1. Department checks for the release status of the purchase requisition
2. Select the released purchase requisition for creation of purchase order
3. Create purchase order in FIS
4. Send copy of Purchase Order to vendor through arranged method: fax, e-mail, mail.

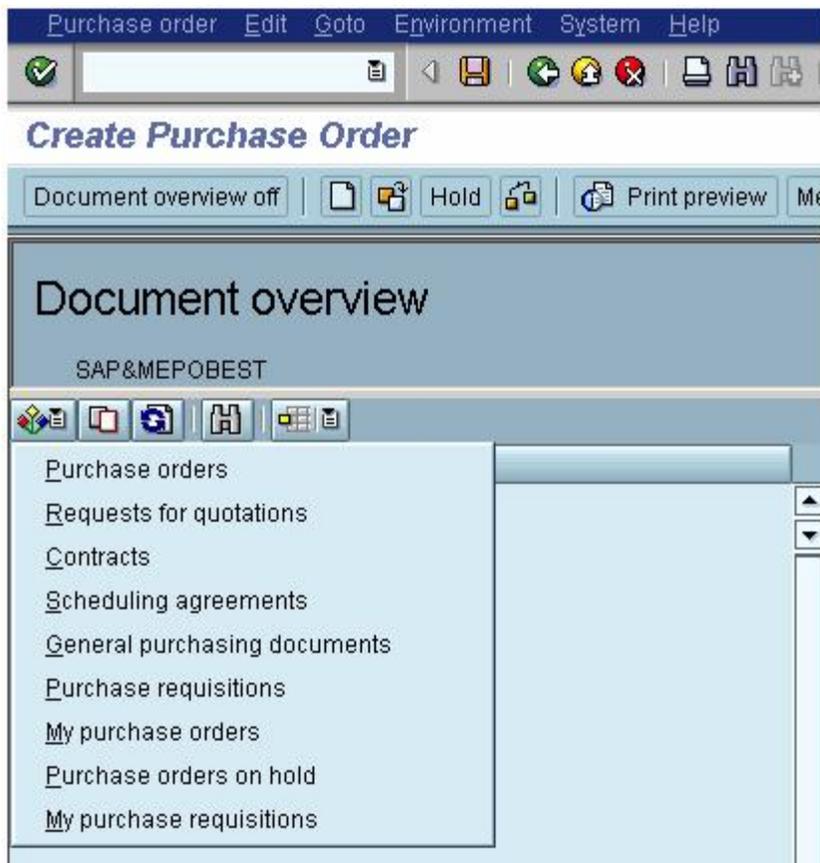
Detailed Procedures

Access the transaction using:

Menu *Logistics >> Materials management >> Purchasing >> Purchase Order >> Create Purchase Order*

Transaction code ME21N





Step 1

The following steps allow you to display purchase requisitions created by

- A) Other users - **Purchase requisitions**
- B) Your own purchase requisition. - **My purchase requisitions**

Step 1A - Other users - Purchase requisitions

To view purchase requisitions created by another user select: **Purchase requisitions**

Step 1B - Your purchase requisition - My purchase requisition

To view purchase requisitions created by you select: **My purchase requisition**

Program Edit Goto System Help

Purchase requisitions

General Selections

Max. No. of Hits: 5000

Only Open

Only Released

Assigned, Open, and Released

Program selections

Name of requisitioner/requs: to

Requisition (request) date: to

Purchase requisition number: to

Requirement tracking number: to

Item number: to

Document type: to

Purchasing group: to

Purchasing organization: to

MPN material: to

Name of processor: to

Fixed vendor: to

Account assignment category: to

Outline agreement number: to

Outline agreement item: to

Desired vendor: to

Material group: RADIATION to

Material: to

Item category: to

Supplying plant: to

Plant: to

General Selections:

Only Open: for all open requisition

Only Released: for all released requisition

Assigned, Open and Released: to capture purchase requisitions of that status.

Leave Blank: to capture all requisitions

Program Selections:

Further parameters can be chosen to narrow search for desired Purchase Requisitions. Recommend to select **Material Group - Radiation.**

After entering the desired parameters select

Execute  to display Purchase Requisitions.

The results are displayed in the Document overview screen of the

Create Purchase Order screen

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Displaying the release status of a Purchase Requisition

Create Purchase Order

Document overview off

Document overview

SAP&MEBANF

Purch.req\Req. item	PO	R...
10069001		
10068944		
10068943		
10068942		
10068224		

The width of the **Document overview** column can be increased by placing the cursor on the line at the right side of the column and dragging the box further over to obtain release status information.

Purchase order Edit Goto Environment System Help

Document overview off Hold Print preview Me

Create Purchase Order

Document overview

SAP&MEBANF

Purch.req./Req. item	PO	Rel. status
10069001		
10068944		
10068943		
10068942		
10068224		
10067673		
10067512		
10067474		
10067212		

Click  to Display status of Purchase requisition

Purchase Order has already been created. Purchase requisition is not available to create a Purchase Order

Purchase Requisition released by Radiation Protection Services so Purchase Order can be created

Step 2 - Select the Purchase Requisition to Create Purchase Order

Document overview off Hold Print preview Mes

Create Purchase Order

Document overview

SAP&MEBANF

Purch.req./Req. item	PO	Rel. status
10069001		
10068944		
10068943		
10068942		
10068224		
10067673		
10067512		
10067474		

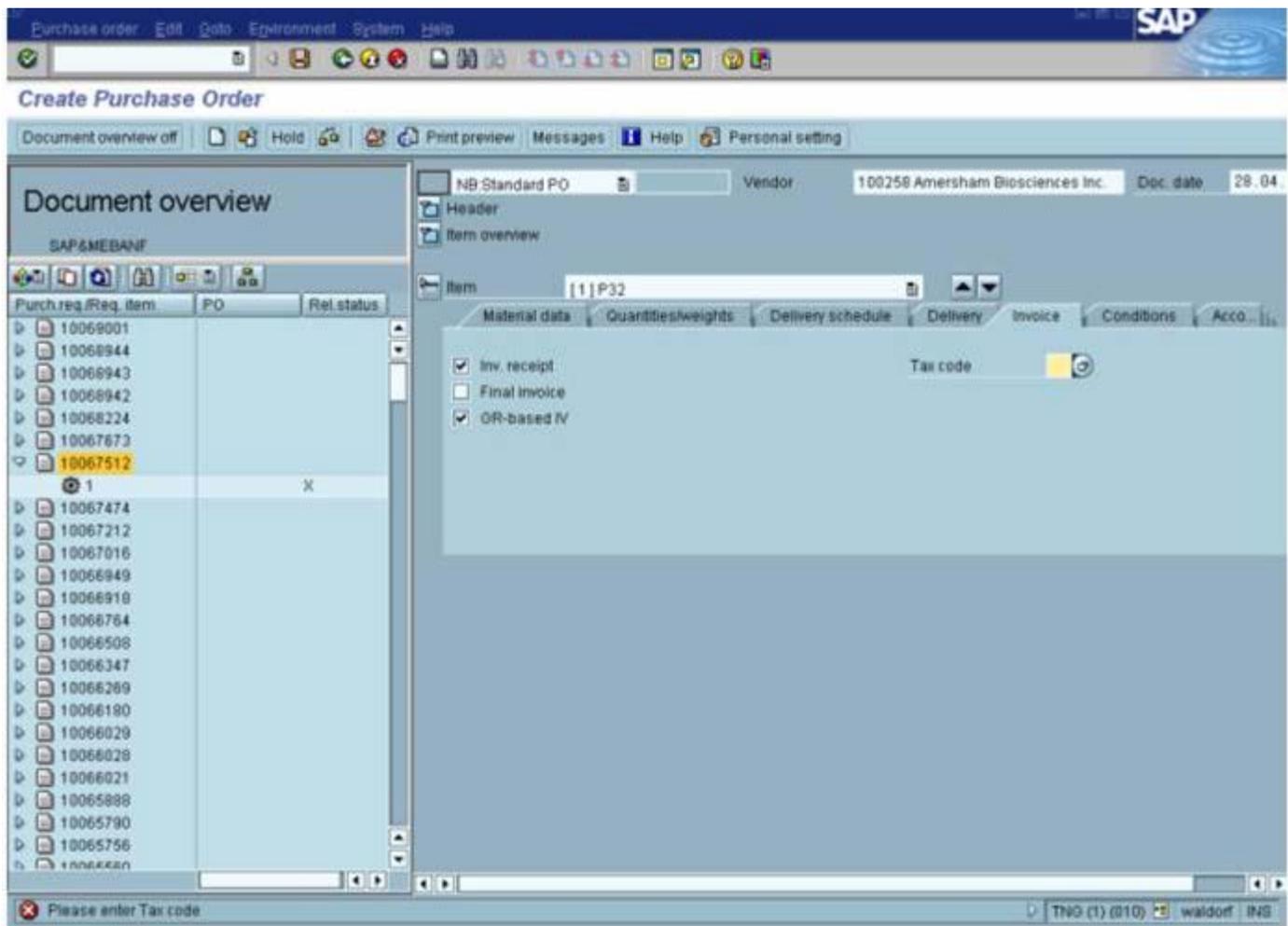
Highlight the Released Purchase Requisition that you wish to create a Purchase Order.

Select Adopt 

All the data from the purchase requisition will automatically populate the Create Purchase Order screen.

DO NOT double click – this displays the purchase requisition but does not allow you to create a purchase order.

Step 3 - Create Purchase Order



Field Name	Required (R) / Optional (O)	Description of Field Content
Tax code	R	Enter the appropriate tax code.

At this point, any allowable changes can be made to the purchase order.

After completing the item details entry and no further line item entry is required, check  to ensure warning errors have been rectified.

The following processing options are available:

Action	Icon	Description
Check		Check to ensure that all required fields have been completed and additional data necessary have been entered to the header note or item text fields as necessary.
Post		Posts the document and provides a document number. Fax the Purchase Order to the vendor. Retain the original Purchase Order on file.

End of Procedure.

Related Topics/Sites

[Create PO from Purchase Requisition - Radioisotope](#)

[Create Goods Receipt](#)

[Create an Invoice](#)

[Create Personal Settings for a Purchase Order](#)

[Print an Additional Copy of a Purchase Order](#)

[Repeat Account Assignments/Multiple Account Assignments](#)

Resource Information

[How To Purchase Goods or Services](#)

[How To Purchase Restricted Substances](#)

Guide to Financial Management

[Purchasing Policy](#)

[Purchasing Regulations](#)