

CREATING A REQUISITION FOR MATERIALS (ME51N)

QUICK-SHEET/MATERIALS REQUISITION

BEFORE YOU BEGIN:

- ✓ check your budget balance
- ✓ look up/request vendor id

HEADER

- ✓ Header note: Type brief description and where used; quote and/or state contract #; attachment information

ITEM OVERVIEW

NOTE: BEFORE STARTING TO TYPE IN THE ORDER INFORMATION BE SURE YOU SELECT YOUR LAYOUT "/60MTRREQ".

- ✓ MATL GROUP
- ✓ SHORT TEXT
- ✓ QUANTITY
- ✓ UNIT
- ✓ VALUATION PRICE
- ✓ DELIVERY DATE
- ✓ DES. VENDOR
- ✓ PORG

ITEM DETAIL

- ✓ ACCOUNT ASSIGNMENT
 - UNLOADING POINT
 - RECIPIENT
 - G/L ACCOUNT NO.
 - COST CENTER OR WBS ELEMENT
- ✓ TEXTS
 - ITEM TEXT
- ✓ DELIVERY ADDRESS
 - RECEIVING; NONE; PREDEFINED UNIVERSITY DEPARTMENT

SAVE OR HOLD YOUR DOCUMENT