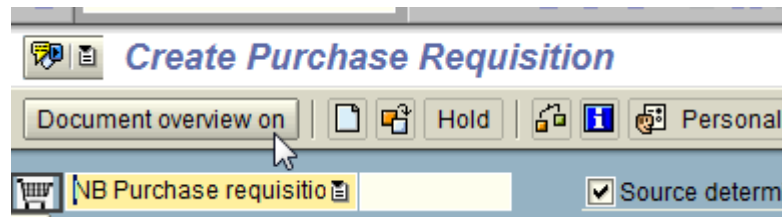


FAQ

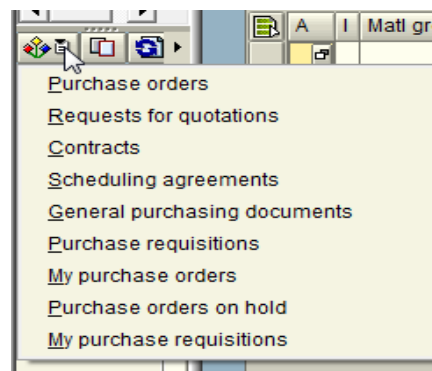
1. How can I display a requisition if I cannot recall the purchasing requisition number assigned?

a. Document Overview:

In ME51N, ME52N, or ME53N, click on the 'Document overview on' icon:



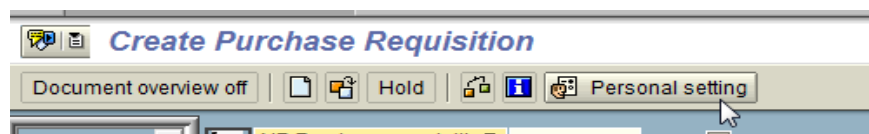
Click on 'Selection variant' icon to see the various requisition searches:



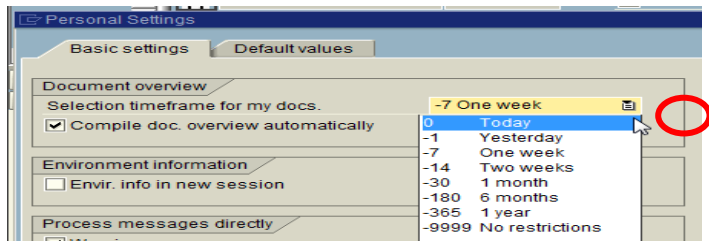
b. ME5A: Search for the requisition using transaction ME5A (requisition list). Enter criteria to help limit the search. I.e. Document date, Cost Center, Requisitioner

2. When I select 'My purchase requisitions' in document overview it shows all requisitions I ever created. Can I limit that?

Click on the 'Personal setting' icon in ME51N, ME52N or ME53N

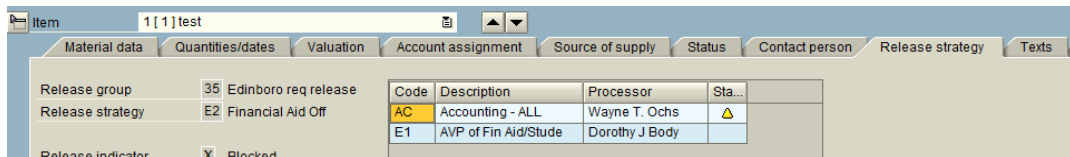


In the 'Document overview section' (Basic settings tab) select the desired timeframe for the documents to display.



3. How can I tell if my requisition will need approval?

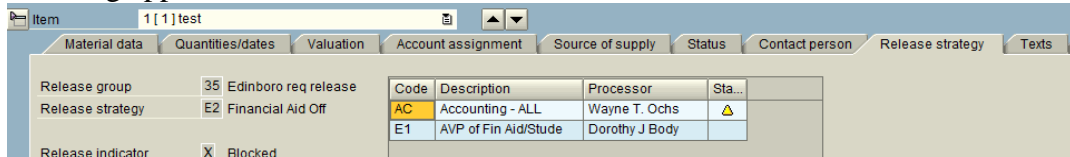
SAP refers to requisition approval as a “release”. If you have the ‘Release Strategy’ tab, then the requisition will need to be approved. This tab can be found in the ‘Item’ area of the screen, between the ‘Contact Person’ and ‘Texts’ tab.



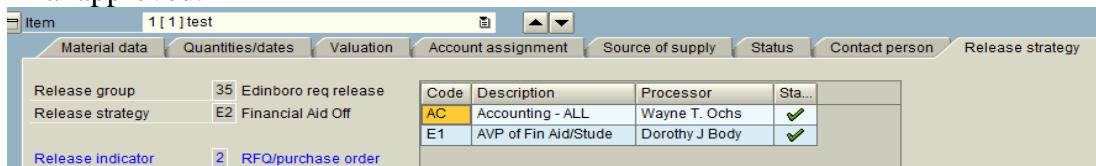
Note: If a requisition that was set to be released is placed on ‘hold’, the release strategy tab will disappear until the requisition is taken off ‘hold’.

4. How can I tell if my requisition has been approved?

Awaiting approval:



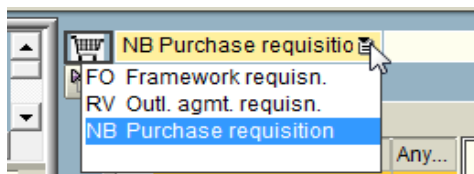
Final approved:



Note: The above requisition requires two approvals, once approved the ‘Status’ column turned from a yellow triangle to a green check mark. Once all approvals are received, the “Release indicator” will change from ‘X’ (Blocked) to ‘2’ (RFQ/purchase order).

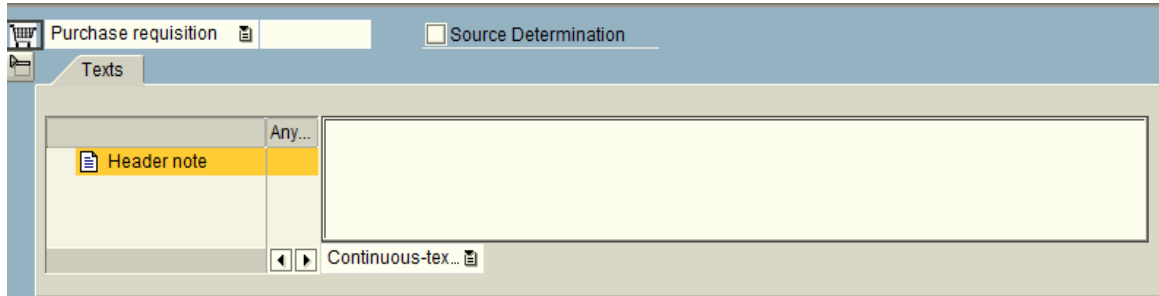
5. What is a ‘Framework requisition’?

In SAP, we currently have three types of requisitions available. Currently, the universities are using only ‘NB Purchase requisition’.



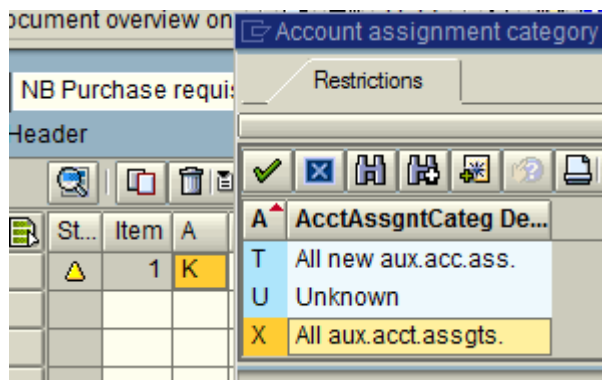
6. What if I have a vendor that I want purchasing to use for this purchase?

Enter the desired vendor name and contact in the 'header note' section.



7. Can I have a multi account assignment on a line where the account assignment categories are also different?

Yes. Select 'X' (All aux. acct. assgts) for the account assignment category.

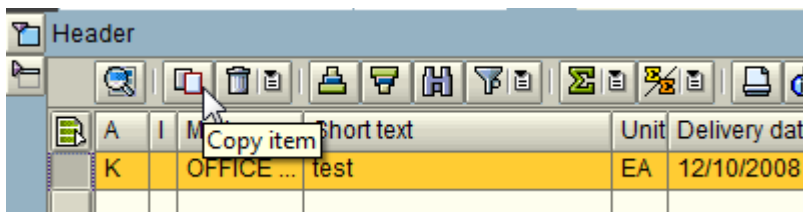


8. Why is the quantity grayed out on my requisition?

If the requisition was approved, then the quantity cannot be changed until the approver cancels the approval.

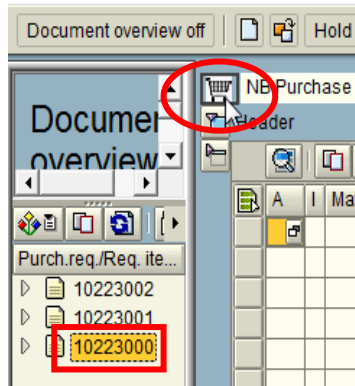
9. Can I copy the first line item to create the second line item?

Select the line item and click on the 'Copy item' icon. All the information in the first line item will copy to the second, make changes as necessary.



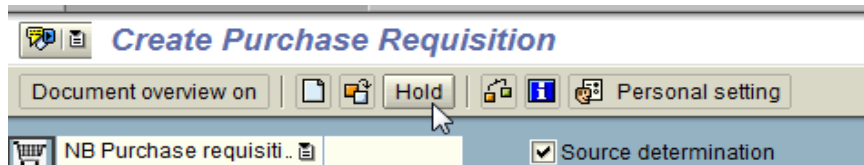
10. Can I copy a requisition I created previously?

In ME51N, locate the requisition using Document Overview and drag and drop the requisition number into the shopping cart.



11. Can I place a requisition on hold?

Click on the 'hold' button and the requisition number is provided, however the requisition is not ready for procurement until taken off hold.



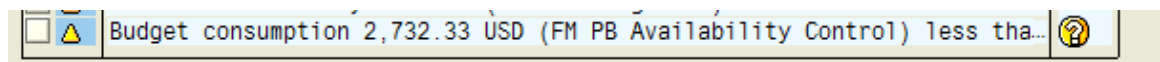
12. How do I take a requisition off hold?

Open the requisition using ME52N and click on the 'Save' icon.



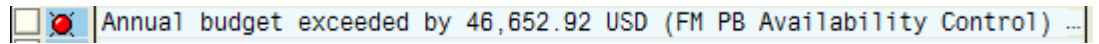
13. What if I receive one of the following messages:

In SAP a warning message is shown with a yellow triangle. A requisition can still be saved with a warning message.



Note: This message indicates the budget is close to being exceeded. This message is just a warning and the requisition can still be saved.

In SAP an error message is shown with a red light. A requisition cannot be saved until the issue is resolved. Place your requisition on 'hold' so the requisition is not lost until the issue is resolved.

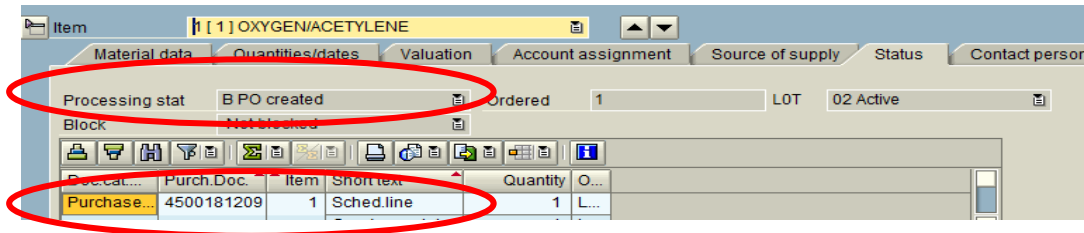


Note: This message indicates the budget is exceeded and the requisition cannot be saved until the budget is increased. Talk to your university budget office to help resolve the issue.

14. How can I tell if my requisition has been turned into a Purchase Order?

In the Item section of the requisition, click on the 'Status' tab for details.

If turned into a PO, the 'processing stat' will display as 'PO created' and the PO number is available.



15. What if I created a requisition last week and now I have a change?

Contact the University Procurement Department.