

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.

## Prequisite

- 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 ME21N code

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#### 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

Purchase requisitions			12 02 0	
Oeneral Selections Max. No. of Hits Only Open	5000			General Selections:
Assigned, Open, and Released	-			Only Released: for all released requisition
Program selections Name of requisitioner/reques Requisition (request) date Purchase requisition number	Ø	10 10 10	00	Assigned, Open and Released: to capture purchase requisitions of that status. Leave Blank: to capture all requisitions
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MPN material Name of processor Fixed vendor Account assignment category		to	0 0	Recommend to select Material Group - Radiation. After entering the desired parameters select
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Create Purchase Order screen

#### Displaying the release status of a Purchase Requisition

Create Purchase Order			
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<ul> <li>2000 1</li> <li>2000 1</li></ul>	X	Radiation Protection Services so Purchase Order can be created

## Step 2 - Select the Purchase Requisition to Create Purchase Order



Step 3 - Create Purchase Order

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S Please enter Tax code			0 TNO (1) (010) 🖻 waldorf INS

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 ensure warning errors have been rectified.

#### The following processing options are available:

Action	lcon	Description
Check	6	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	8	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