



GCSS(G-Army) Ordering Process

How to order Polaris parts

POLARIS

GOVERNMENT & DEFENSE

First Step- Create item in ZNONSTD.


There are two options for creating a Work Order:


1. IW31 PM06 Project Work Order
2. Work Order using EQU_SIT

Example of the IW31 initial screen to create the work order is shown here.



Create Order: Initial Screen

Header data 

Order Type 

Priority

Func. Loc.

Equipment

Assembly

UII

Ping plant


Bus. Area

Reference

Order

Relationships

Settlement Rule



Create Order: Initial Screen

Header data 

Order Type **PM06** **1**

Priority

Func. Loc.

Equipment **1002610479** **2**

Assembly

UII

Plng plant **2000** **3**

Bus. Area **ARMY** **4**



Reference

Order

Relationships

Settlement Rule

Fill in the following fields:

- 1** Order Type
- 2** Add Equipment Number
- 3** Plng plant
- 4** Bus. Area

Press Enter

Create Project Work Order

Create Project Order : Order Data

Order: PM06 000000000001 **DAGOR ITEMS** Notification:

System Status: CRD MANC NTUP User Status: Init

PMActType:

Order Data | Operations | **Components** | Serial Number List | Account Assignment | Costs

System Condition: **K** Awaiting initia OrderPlanInd.: 1 Planned order

Responsibilities: Planner group: / 2000 **3** Main WorkCtr: **WABAHD / 2000** W81LM0 0082 IN HHC 01 HHC AA REAR DET

Dates: Bas. start date: 04/20/2020 Priority: **1 High (X)** Basic fin. date: 04/20/2020 Revision:

Reference Object: Functional loc.: B6B1002610479 TRK UTL Equipment: 1002610479 TRUCK UTILITY M1113

Complete the fields in order from top to bottom:

- 1 Description (enter the project description)
- 2 Systcond. (K is non-deadlined parts)
- 3 Main WorkCtr (UIC and Plant 2000)
- 4 Priority (Medium unless NMC)

Then click on the components tab

Create Project Order : Components

Order: PM06 \$000000000001 DAGOR ITEMS Notification

System Status: CRTD MANC NTUP User Status: Init

PMActType:

Order Data Operations Components Serial Number List Account Assignment Costs

Item	Component	Description	LT	Reqmt Qty	UM	Reci...	Op...	Batch	SLoc	IC	B..	Costing	Relevncy	Re
0010	2881622:C_3FP69			3	EA				02M4	N	<input type="checkbox"/>	X 100%	Relevant t...	3
0020											<input type="checkbox"/>	X 100%	Relevant t...	2
0030											<input type="checkbox"/>	X 100%	Relevant t...	2
0040											<input type="checkbox"/>	X 100%	Relevant t...	2
0050											<input type="checkbox"/>	X 100%	Relevant t...	2
0060											<input type="checkbox"/>	X 100%	Relevant t...	2
0070											<input type="checkbox"/>	X 100%	Relevant t...	2
0080											<input type="checkbox"/>	X 100%	Relevant t...	2
0090											<input type="checkbox"/>	X 100%	Relevant t...	2
0100											<input type="checkbox"/>	X 100%	Relevant t...	2
0110											<input type="checkbox"/>	X 100%	Relevant t...	2
0120											<input type="checkbox"/>	X 100%	Relevant t...	2
0130											<input type="checkbox"/>	X 100%	Relevant t...	2
0140											<input type="checkbox"/>	X 100%	Relevant t...	2

Information

Price cannot be determined for material:
2881622:C_3FP69

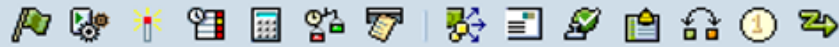
In the components tab, complete the following fields:

- 1 Enter the MPN for the non-standard (MPN: C_CAGECODE) item in the **Component** field on line 0010.
- 2 Enter the required quantity
- 3 Enter **N** in the **IC (Item Category)** field. **Note:** Items category **N** directs GCSS-Army to generate a **ZLP** purchase requisition for the local contract office or for the National level.

Press Enter

- 4 Click the  for **Price cannot be determined for material**.

Create Project Order : Components



Order: PM06 \$000000000001 DAGOR ITEMS Notification
System Status: CRID MANC NTUP User Status: Init
PMActType:

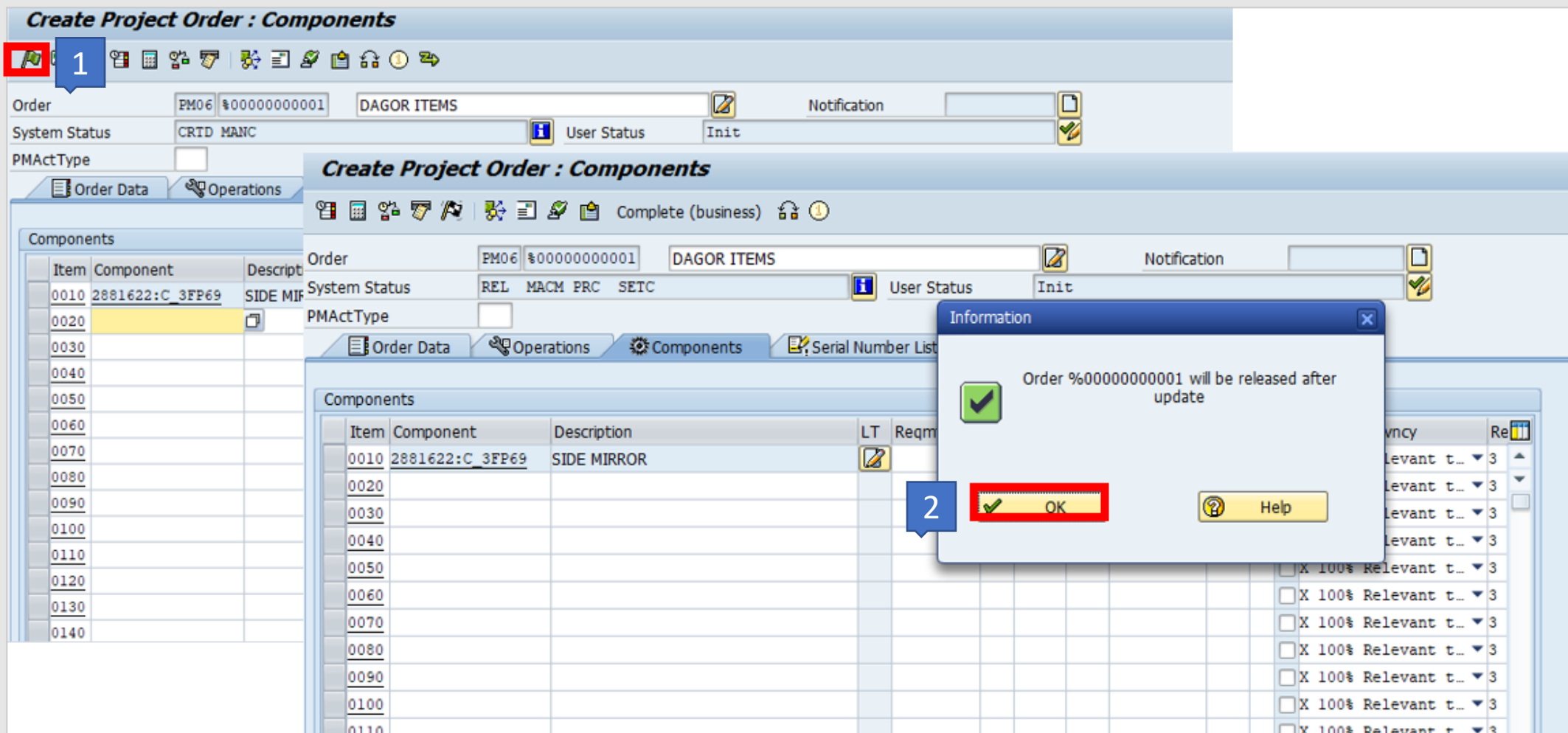
- Order Data
- Operations
- Components
- Serial Number List
- Account Assignment
- Costs

Item	Component	Description	LT	Reqmt Qty	UM	Reci...	Op...	Batch	SLoc	IC	B..	CostingRelevncy	Re
0010	2881622:C_3FP69			3	EA				02M4	N	<input type="checkbox"/>	X 100% Relevant t... 3	▲
0020											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0030											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0040											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0050											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0060											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0070											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0080											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0090											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0100											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0110											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0120											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0130											<input type="checkbox"/>	X 100% Relevant t... 2	▼
0140											<input type="checkbox"/>	X 100% Relevant t... 2	▼

Information

Can delivery date be met? (Realistic delivery date: 04/21/2020)

Click the for Can delivery date be met?



1 Click the Release Work Order **Green flag**


2 Click OK for **Order** will be released after update

3 Click **Save**



Create Maintenance Order : Central Header

Create Project Order: Initial Screen

Header data 

Order Type	PM06
Priority	<input type="text"/>
Func. Loc.	<input type="text"/>
Equipment	<input type="text"/>
Assembly	<input type="text"/>
UII	<input type="text"/>
Plng plant	<input type="text"/>
Bus. Area	<input checked="" type="checkbox"/>


Reference



Order

Relationships

Settlement Rule

Information ✕

 Order saved with number **6000891446**

 OK  Help

Note the work order number

MESA

List Display of Purchase Requisitions

1 active

Purchase requisition to

Purchasing group to

Material to

Material group to

Requirement tracking number to

Document Incomplete to

Scope of List ALV

Plant 2000 to

Document Type to

Item Category to

Account Assignment Category to

Delivery Date to

Release Date to

Materials Planner/Controller to

Processing Status to

Fixed Vendor to

PReq. processing state to

Blocking indicator to

Requisitioner

Short Text

Locate the **Purchase Requisition** for the part using **TCODE ME5A**

This is the list display of purchase requisitions TCODE **ME5A**.

Note the purchase requisition (example: 1057106324)

List Display of Purchase Requisitions

Category	RS	Rel	Doc. Type	Proj	Plant	SLoc	IStLoc	PO	PO Date	Reserv.N...	A	Purch.Req.	ReqmtPri...	Batch	Funds Ctr	Req. Date	Release Dt	Item	S	D	Cl,AdvCd	Material	Short Text
	A1	X	ZLP		2000	02M4					F	1057106324	2			04/20/2020	04/20/2020	100	N			2881622:C_3FP69	SIDE MIRROR

ME55

3 Collective Release of Purchase Requisitions

1

2

3


Release Code	S1	to		
Release group		to		
<input checked="" type="checkbox"/> Release Prerequisite Fulfilled				
<input checked="" type="checkbox"/> Requisitions for Overall Release				
<input checked="" type="checkbox"/> Requisitions for Item-Wise Release				
Purchase Requisition	1057106324	to		
Material		to		
Material Group		to		
Purchasing Group		to		
Scope of List	ALV			
Plant	2000	to		
Document Type		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Release Date		to		
Materials Planner/Controller		to		
Processing Status		to		
Fixed Vendor		to		
Blocking indicator		to		
Requisitioner				
Short Text				
Sort Indicator	1			
Cost Center		to		


Next step is to release the Purchase Requisition to create the purchase order using TCODE **ME55**.

- 1 Input the Purchase Requisition number
- 2 Release code- S1
- 3 Click Execute


Click the  to show 


Collective Release of Purchase Requisitioni



Plant	Stor. Loc.	Purch.Req.	Rel. Strategy	Description	Release option	FSC C...	Material	Short Text	Qu...	Ui	Iss.St.Loc	Requisn Date	Reqmt Priority	Descript
2000	02M4	1057106324	A1	Context Only		4940	2881622:C...	SIDE MIRROR	3	EA		04/20/2020		2 Requisition

Collective Release of Purchase Requisitioni



Plant	Stor. Loc.	Purch.Req.	Rel. Strategy	Description	Release option	FSC C...	Material	Short Text	Qu...	Ui	Iss.St.Loc	Requisn Date	Reqmt Priority	Descript
2000	02M4	1057106324	A1	Context Only		4940	2881622:C...	SIDE MIRROR	3	EA		04/20/2020		2 Requisition

This completes the Battalion Level steps.

The remaining steps will be completed by SPO using T-Codes ME21N
AND ME28.

You will need to provide the Purchase Requisition, SLOC, and Fund Code for the SPO to verify all information and convert the Purchase Requisition to a **ZEXC** Purchase Order.

Create Purchase Order

Document Overview On | Hold | Park | Print Preview | Messages | Personal Setting

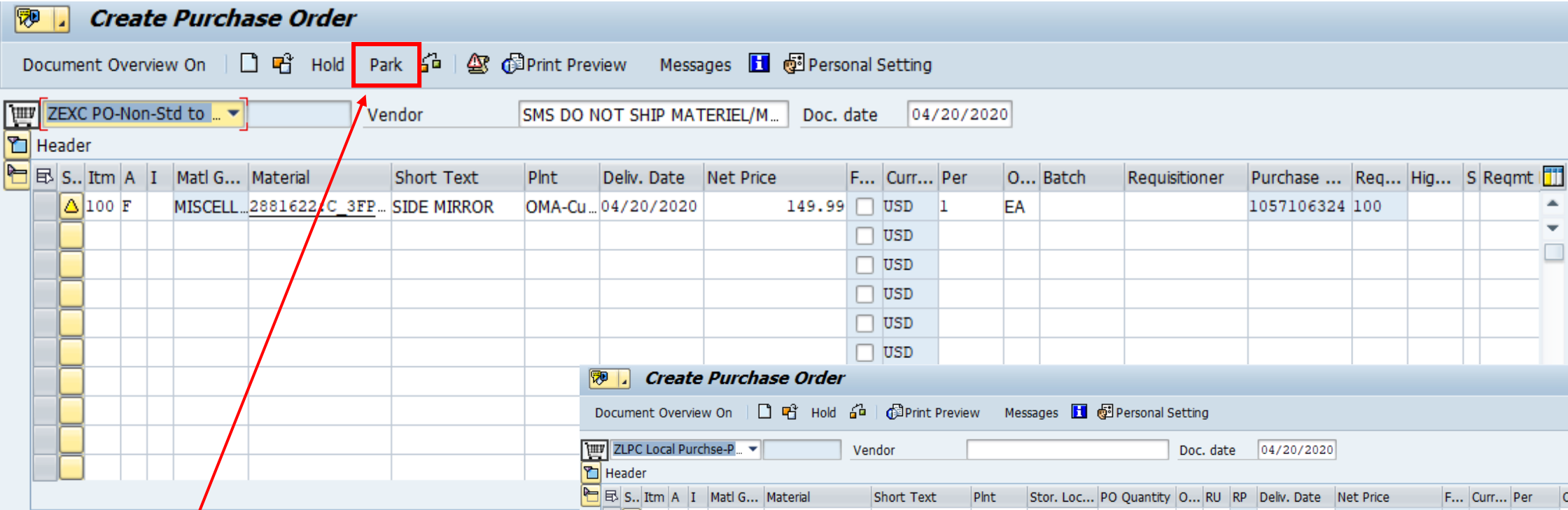
ZEXC PO-Non-Std to ... 1 Vendor SMS DO NOT SHIP MATERIEL/M... 2 Doc. date 04/20/2020

Header

S..	Itm	A	I	Matl G...	Material	Short Text	Plnt	Deliv. Date	Net Price	F...	Curr...	Per	O...	Batch	Requisitioner	Purchase ...	Req...	Hig...	S Reqmt
	100	F		MISCELL...	2881622:C_3FP...	SIDE MIRROR	OMA-Cu...	04/20/2020	149.99	<input type="checkbox"/>	USD	1	EA			1057106324	100		
										<input type="checkbox"/>	USD								
										<input type="checkbox"/>	USD								
										<input type="checkbox"/>	USD								
										<input type="checkbox"/>	USD								
										<input type="checkbox"/>	USD								
										<input type="checkbox"/>	USD								
										<input type="checkbox"/>	USD								
										<input type="checkbox"/>	USD								
										<input type="checkbox"/>	USD								

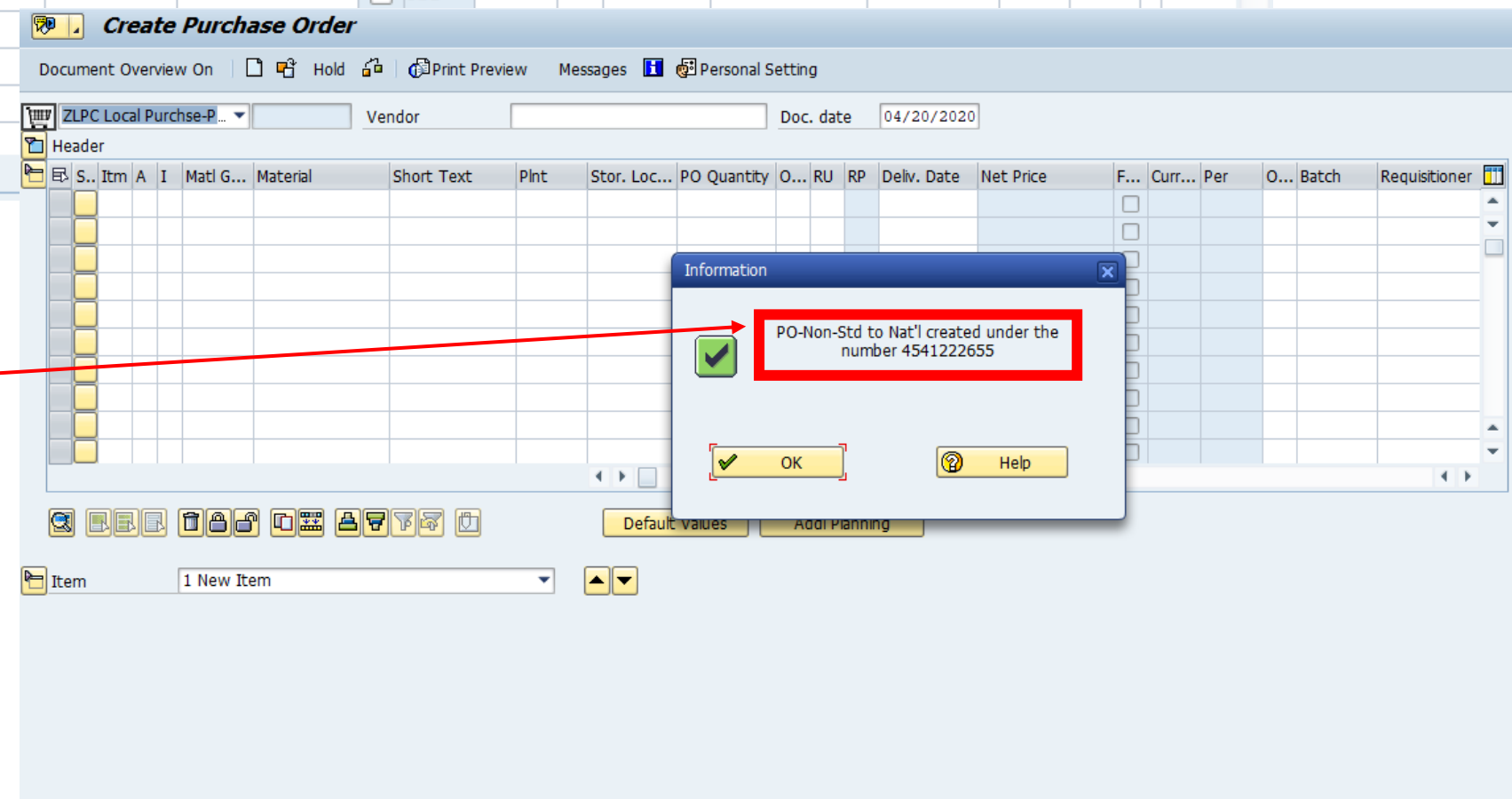
- 1 Select the ZEXC PO-Non-Std to Nat'l from the dropdown list.
- 2 Input SMS in Vendor field
- 3 Input price in the Net Price field.

Press Enter



Click the **Park** button and note the 45 series Purchase Order number from the pop-up screen.

If the item totals \$5000 or above, you will need to release the Purchase in **ME28**.



Information

PO-Non-Std to Nat'l created under the number 4541222655