

## **Appendix A - Direct Purchase Order Process Manual**



## **Introduction**

Direct Purchase Orders (DPO's) enable individual departments and units to purchase goods and services directly with a value of \$2,000 or less without prior approval or processing through Procurement Services Department. The purpose of this policy is to provide faster procurement services to the departments and units for low-value goods and services and will utilize the Procurement Services Department for more value-added and strategic procurement functions. Goods and services procured through a DPO are for AUC business use only not for personal use.

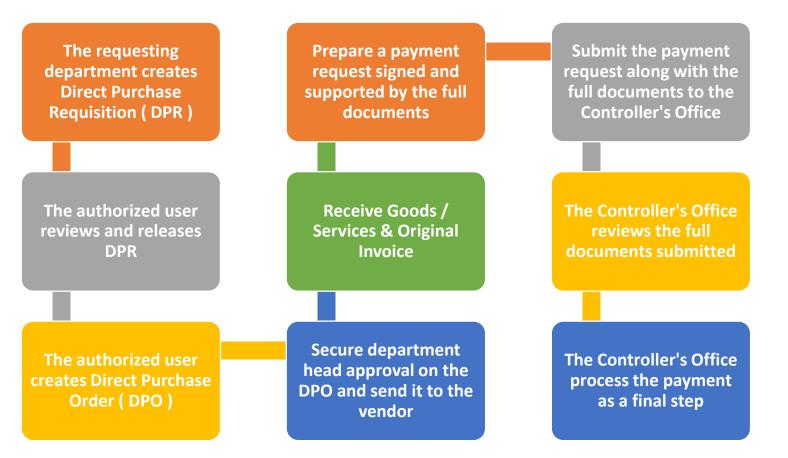
- Direct Purchase Orders (DPO) for goods and services with a value from \$501 to \$2000 per order.
- Direct Purchase Orders (DPOs) are required to purchase goods and services that fall under the control of the respective department/unit unless approves the exception. <u>Examples of exceptions are:</u>
- > IT hardware and software requests are processed through the IT department.
- > Construction goods and materials requests are processed through the Construction department.
- > Printed items are processed through AUC printing services.

#### Goods and services excluded from DPO are:

- Imported non-educational items, as well as hazardous/restricted items that need prior government approval (e.g. NTRA, Pharmaceutical authority, National security, Laser Institute).
- Stamps
- Stock items available at AUC main stores unless the stock item quantity is not sufficient and there is no Purchase Requisition (PR) in place for re-ordering.
- Fixed asset equipment and furniture

- Used equipment or trade-in items
- Contracted Services
- Governmental Goods and services (Electricity, gas, Water, Work permits, Licenses renewals......etc.)

## **DPO Process Flow**



Purchase Requisition – Transaction Code ME51N

#### 1- The requesting department will create a new DPR.

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#### 2- Select the document type ZDPR Department Direct PR.

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#### 3- Just entered the Account Assignment Category "K",'P' Cost Center and project, then the system will ask about the requester.

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#### 4- Select any material, (let us select from the materials under the Material Group 17-00-004, with the Cluster Owner Transportation.

This material is non stock item. So, the system will not check the availability of this item in the AUC main stores.

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7-00-004	Automotv Spare Parts	Y	Transportation	Applicable if stock item count is zero, as well as no Stock / blanket PO is already in place covering those stock items
7-00-011	Carpool batteries	Y	Transportation	
	Carpool Tires	Y	Transportation	
	Carts batteries	Y	Transportation	
7-00-014	Carts Tires	Y	Transportation	
4-00-006	Automt∨ Maint&Repair	Y	Transportation	Any non-contracted service that are currently under SCM scope with value less th \$2K, Direct PO policy will be applied. Services that are currently processed directly through Controller's office, regardless of value, will remain as is.
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5- Enter Quantity, Cost Center, Purchasing Org, then the item Value, then the system will ask you about the Vendor Code.

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6- Enter the Vendor Code in the required field or you can search for the vendor in the AUC vendors list.

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#### Note 1

In case of the DPR value exceeds the permitted limit of \$ 2000, the below text massage will appear as it is not permitted to create a DPR with a value more than \$ 2000 according to the DPO policies and procedures.

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#### Note 2

IF we changed the quantity to be 5 instead of 100 to have a PR with a total value less than 2K USD, and check again you will get a message, No message issued during the Check.

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PR Collective Release – Transaction Code ME55

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- > The cluster owner will run a transaction with all the pending PRs.
- > Now is the role for cluster owner to review and approve the PR.

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> Then press on Execute Icon and the system will provide you a list with all the pending PR's that need approval from the cluster owner.

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Item 1 [ Material D Quant Agreement Fixed Vendor	ties/Dates	Valuation	Account Assignmen Purcl hsh Engineering	t Source of Supply	▲ ▼ Status	Contact Pers		e strategy Text			1100219		

Then the cluster owner in the requesting department will release the PR after reviewing by using transaction code ME54N.After that, press on the release strategy icon and click on the status to release the PR. Now the PR is released successfully.

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<u>Note</u>

In case of the material number entered in the PR is related to a stock item in AUC main stores, the system will check the availability of this item in the stock quantities as appeared below because you are not allowed to purchase any goods available in AUC main stores according to the DPO policy. If this item is not available in AUC main stores, you can purchase it after checking the availability.

Constant Start Item A I Material Short Text Quantity Unit C Delivery Date Material Group Plant PGr Requested By TrackingNo Desired Vendor Fixed Vendor PDrg     10 K 122397 Tire-BridgSt 215/70R17.5 R265 100 EA D 15.10.2018 Carpool Tires AmericanUnivers L01     Constant	Document Overview On ZDPR Departm. Dire Header	ect. PR 💌	Personal :	Source Detern								
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### Create Purchase Order – Transaction Code ME21N

- > Purchase orders are used to purchase goods and services with an estimated price not to exceed \$ 2000.A purchase order is a legal document governed by commercial law. It is available to any authorized person and its use is mandatory.
- > The purchase order constitutes the final and entire agreement between the vendor and the university.
- Purchase order gives the vendor authority to deliver and invoice the ordered goods and becomes the university's commitment for the amount and value of those goods.

Now is the role for Financial Manger to create the purchase order with reference to purchase requisition.



Enter Transaction Code - ME21N

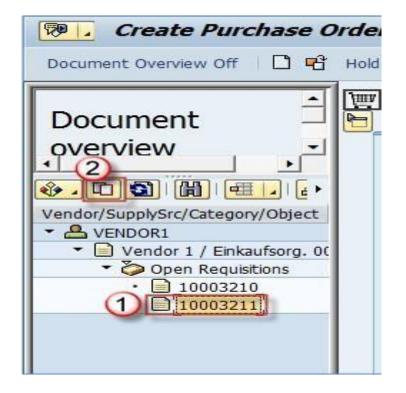
Select Document Type – ZDPO Department Direct PO ≻ Choose the Selection Variant button.

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	4	S	Itm	A	I	Mate
Purchase orders <u>R</u> equests for quotations <u>Contracts</u>						
Scheduling agreements General purchasing documents Purchase Requisitions (2)						

As appeared on the SAP screen, press on icon number 1 and choose purchase requisitions (Number 2).

Enter the purchase requisition number that you want to use in the DPO.Then, press on execute icon and drag the PR and drop it into the DPO shopping cart icon and the PR will be reflected automatically in the DPO.

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General selections			
Max. no. of hits	5000		
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Purchase Requisition Number	10003212	to	
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> You can see that our PR number has been transferred to new purchase order. You can save it and the system will assign a document number as a reference for this DPO.

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- Now you have created the DPO successfully and you can save your DPO or make any additional changes.
- > The DPO is created without GR Based as requested. So that we can proceed with the payment to the vendor directly without creating the GR document.
- Finally, you can press on print preview icon to display the entire DPO after creating. Then, you have to print out the DPO and secure the signature of the head of department.

) * [		
	ocal Page 00001 of 00004	
19	NONETED TRANSFORM	
Supply Chain Management (SCM)	sity in Cairo Pape 1 of 4 ATC 11 on Equil Opportune Employer	
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Vender Data:	Order. Jahrmarten	
Wahah Engineering 5 Jim Jyan II Mani Boren 12211 Okun Phone 35102232 Fac:35703738	PODes 01.10.2018 Contant Person : NADA 85.127AN Donal : sada unitan@mereppt.eda Phone : no.24132239 Fan : no. 27973131	
Vendor Code: 1200219	Vour Ref : Currency : EOP	
Delivered Tec	Inco Tema : AUC Pen. Payment Tema : 100% After Delivery / Acceptance	
The American University in Cairo AUC - New Caro AUC Avenue, New Caro 11833 Egypt	Foral Year : 2019 Debreey: Date: 56.10.2018	
ltem Material Description Order dy: Unit	Price per unit Net value	
00010 116237 Car Tar 223 5 each, Gross Price 700.00	7513 EGP 1 EA 3,500.00	
Net value such das: VAT Net value such applicable tus	2,500.00 350.00 3,850.00	



# **Thank You**

