

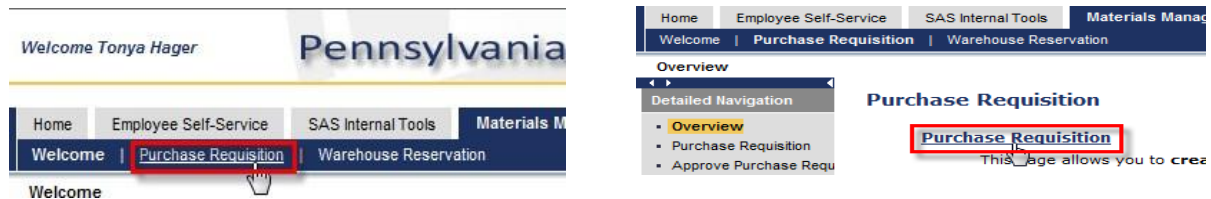
Create, Change, and Display a Requisition via ESS

1. Logon to the Portal website: <https://portal.passhe.edu>
2. Click on the “Materials Management” tab as shown below:



Note: The portal screen above will vary user to user based on SAP/Portal authorizations. If you do not have the “Materials Management” tab contact your purchasing department.

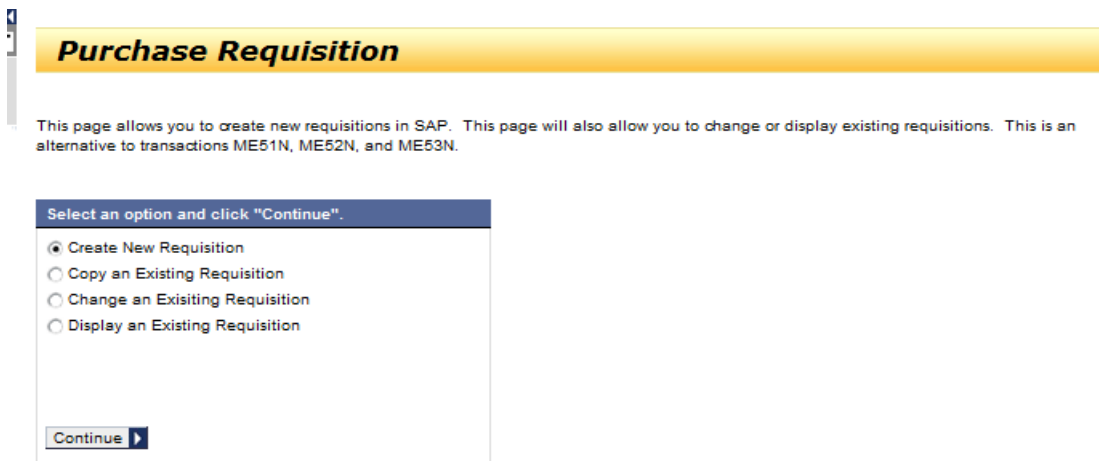
3. Click on “Purchase Requisition” links as shown below and proceed:



Notes:

- Attachments can be added in create/change. If in create, you must save the requisition first and then select a line to get the attachment tab to appear.
- Once saved on the portal, the requisition is immediately created in SAP.
- The portal uses the same security roles assigned in SAP.
- When creating a new requisition, you will not see the release strategy tab (if applicable) until you save the line.
- For a multiple line requisition, select the appropriate line to see the line item details.

4. Click on “Create New Requisition”:



- Click on "General" tab to enter Purchasing Group and Basic Order Info :

Line Details

General Account Assignment Texts Delivery Address

Purchasing Group: 453 -- Tammy Moyer

Material (Warehouse Only):

Short Text: Item: 5678 Pentel Blue Pen

Material Group: 00148 OFFICE SUPPLIES

Quantity: 2 Each (EA)

Unit Price: .20 / 1 Each (EA)

Delivery Date: 7/31/2012

Desired Vendor: 1038387
[Vendor Listing \(ZM08\)](#)

Requisitioner: T.Moyer

Tracking Number:

Goods Receipt
 Invoice Receipt
 GR Non-Val.

Save Item Cancel Item

- Click on "Account Assignment" tab to enter GLA & Cost Center:

Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total
Add New Line						

Line Details

General Account Assignment Texts Delivery Address

Repeat On

Acct. Assign. Cat.: K -- Cost Center

Unloading Point: 223B Stratton Admin

G/L Account: 660100

Cost Center: 45XXXXXXXX

Fund:

Funds Center:

Functional Area:

Earmarked Funds:

Distribution: Single Account Assignment

Recipient: T.Moyer

Save Item Cancel Item

- Click on "Text" tab to enter additional info to be printed on Purchase Order:

Requisition Items

Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total
Add New Line						

Line Details

General Account Assignment Texts Delivery Address

Item Text
 Item Note
 Delivery Text

Information that will not fit on short text but needs to be printed on Purchase Order

Save Item Cancel Item

↑

When finished with first line item click Save Item

Purchase Req #
(Assigned by SAP):

Header Note:


Requisition Items							
Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total	
1	Item: 5678 Pentel Blue Pen	7/31/2012	2	EA	\$0.20 / 1	\$0.40	

8. To Save Purchase Requisition click [here](#), your purchase requisition # will appear at bottom of screen and in the yellow box at the top:

Purchase Req #
(Assigned by SAP):

Header Note:

Requisition Items							
Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total	
1	Item: 5678 Pentel Blue Pen	7/31/2012	2	EA	\$0.20 / 1	\$0.40	

 Can delivery date be met?

Purchase Requisition 0010389196 has been successfully created. If you wish to change this requisition you may do so now or exit the system.

9. If you would like to add an attachment, select line item 1....

Requisition Items							
Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total	
1	Item: 123 Pentel Blue Pen	7/31/2012	1	EA	\$0.20 / 1	\$0.20	

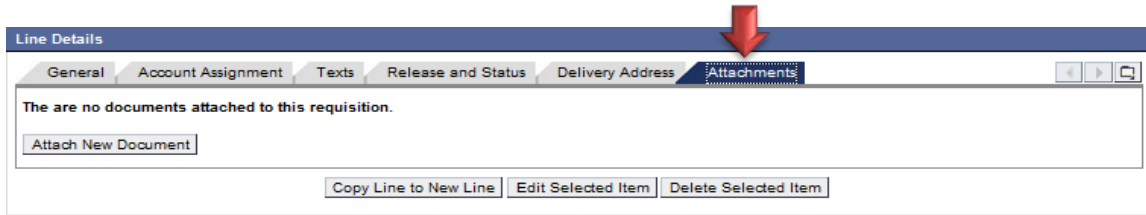
Line Details

General Account Assignment Texts Release and Status Delivery Address Attachments

Purchasing Group:

Material (Warehouse Only):

10. An "Attachment" tab will appear:



The screenshot shows the 'Line Details' window in SAP. The 'Attachments' tab is selected and highlighted with a red arrow. The main content area displays the message: 'There are no documents attached to this requisition.' Below this message is a button labeled 'Attach New Document'. At the bottom of the window, there are three buttons: 'Copy Line to New Line', 'Edit Selected Item', and 'Delete Selected Item'.

11. Display Requisition:

Purchase Requisition

This page allows you to create new requisitions in SAP. This page will also allow you to change or display existing requisitions. This is an alternative to transactions ME51N, ME52N, and ME53N.



The screenshot shows the 'Purchase Requisition' screen with the 'Display an Existing Requisition' option selected. The options are: 'Create New Requisition', 'Copy an Existing Requisition', 'Change an Existing Requisition', and 'Display an Existing Requisition'. Below the options is a text input field for 'Purchase Req #' with a search icon. A 'Continue' button is located at the bottom.

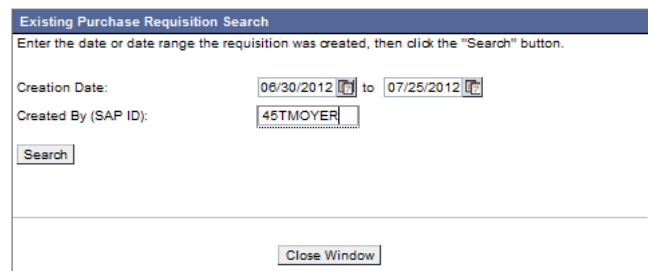
12. Searching for a purchase requisition you created:

Purchase Requisition

This page allows you to create new requisitions in SAP. This page will also allow you to change or display existing requisitions. This is an alternative to transactions ME51N, ME52N, and ME53N.



This is a duplicate of the screenshot for step 11, showing the 'Purchase Requisition' screen with the 'Display an Existing Requisition' option selected.



The screenshot shows the 'Existing Purchase Requisition Search' dialog box. It contains the following fields and buttons: 'Creation Date' with a date range from 06/30/2012 to 07/25/2012, 'Created By (SAP ID)' with the value 45TMOYER, a 'Search' button, and a 'Close Window' button at the bottom.

13. Click on the purchase requisition you are looking for:

Purchase Requisition

This page allows you to create new requisitions in SAP. This page will also allow you to search for existing requisitions. This is an alternative to transactions ME51N, ME52N, and ME53N.

Select an option and click "Continue".

Create New Requisition
 Copy an Existing Requisition
 Change an Existing Requisition
 Display an Existing Requisition

Purchase Req #:

[Continue](#)

Existing Purchase Requisition Search

Enter the date or date range the requisition was created, then click the "Search" button.

Creation Date: to

Created By (SAP ID):

[Search](#)

PR Number	Line	Description	Created	Created By	Vendor
0010336702	00002	2012 Annual Membership dues for the	7/9/2012	45TMOYER	ALBRIGHT COLLEGE
0010381207	00003	Travel for German Consortium	7/13/2012	45TMOYER	BLOOMSBURG UNIVERSITY
0010388123	00002	VLA Design and Web Prem 6 License	6/27/2012	45TMOYER	DELL MARKETING LP
0010388564	00001	2012 Annual Membership dues for the	7/19/2012	45TMOYER	ALBRIGHT COLLEGE
0010388565	00001	Catering - Test 1	7/19/2012	45TMOYER	ARAMARK
0010389196	00001	Item: 5678 Pentel Blue Pen	7/24/2012	45TMOYER	OFFICEMAX

[Select Purchase Requisition](#)

[Close Window](#)

14. This will add the purchase requisition # to search field, click "Continue":

Select an option and click "Continue".

Create New Requisition
 Copy an Existing Requisition
 Change an Existing Requisition
 Display an Existing Requisition

Purchase Req #:

[Continue](#)

15. The purchase requisition is displayed, you can edit, copy, print your purchase requisition.

Purchase Req # [Edit Purchase Requisition](#)

(Assigned by SAP):

Header Note:

Requisition Items						
Line	Short Text	Delivery Date	Quantity	Unit	Price	Line Total
1	Annual Membership dues for the "Center	5/10/2011	1	LOT	\$175.00 / 1	\$175.00
2	2012 Annual Membership dues for the	7/23/2012	1	LOT	\$175.00 / 1	\$175.00
Total Purchase Requisition Price: \$350.00						

Contact Info: Mary Vink @ 34904 – Pcard
 Angela Jackson @34831 Commodities/Catering