

Create an Order

1. Choose non-catalogue item

2. Enter supplier name – a search function is available. Note: supplier must already be set up locally in SAP. If supplier is not in SAP, it needs to be created there first.

3. Product description – detailed product description so supplier understands what we are going to buy.

4. Quantity – put in number of pieces, hours, etc.

5. Price – put in single price (price per piece, hour, etc).

6. Commodity – select the correct commodity from the dropdown menu.
Note: The requisitioner is required to have alignment from commodity leaders for indirect spend over 10K. (I.E. Marketing Leader, IT Leader, Sales or Legal Leader)

7. Hit save and close

Open Order

8. Click on shopping cart symbol on the top right, then click checkout

Details

9. Enter shipping information – please be realistic with the delivery date to avoid items showing as past due when order is only placed today.

10. Enter Billing information

11. If you prepare the requisition on behalf of another person – on the summary page under general hit edit and select the person for whom you enter the requisition. Hit enter.

12. Enter accounting information

13. Add internal notes and attachments
note: Use English for requisitions >2,500 USD
Internal notes required for > 2,500 USD

14. Final check on the summary tab:
a. If you do you NOT want to send order to supplier – hit edit and click on the box "do not send PO to supplier. Hit save.

15. Click Submit Requisition