

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.

Open Order

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

Details

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

5. Enter Billing information

6. 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.

7. Enter accounting information

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

9. 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.

Internal Notes and Attachments Check list:

- Justification for the spend – why do we need this?**
Example 1: \$500K spend request to support \$1M in revenue
Example 2: \$500K spend request to support 500K cost savings/avoidance
Example 3: Requirement to support Audit, Safety, Risk or Facility
- Danaher Preferred Vendor?**
Example: Yes/No (If no, see Item C)
- Do we have alternative quotes? (Minimum of 3 or rational for all requisitions over \$5,000)**
Rationale Example: No competitor for utilities, contracted vendor, specialized service
- Has this been negotiated? (provide cost comparison or rationale)**
Rationale Example: contracted vendor with locked in rate
- Is this spend within the latest forecast?**
Example: unplanned cost, planned spend
- Add attachments**
Example: quotes, negotiate quote, contract