

UAMS INTERNAL PROCEDURES

NUMBER: 105.2.01
CONTACT: Buyer/Planner
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SECTION: SUPPLY CHAIN
AREA: DISTRIBUTION SERVICES
PROCEDURE: PROCEDURE FOR FISCAL YEAR SERVICE ORDERS, STANDARD PO'S FOR OFFICE CONSUMABLES AND CHECK WITH ORDERS

PURPOSE

The purpose of this procedure is to set up blanket service or consumable PO's to efficiently maintain either services or products necessary for the operation of the distribution center. The check with order function is used to pay department invoices for either dues, subscriptions, or to reconcile closed PO's or to pay in advance on a PO. End of Fiscal year PO's are all processed in the beginning of the year (July 1) to encompass activity until June 30th of the next year. You need authorization for the below given transaction codes in SAP to do these procedures.

PROCEDURE

Distribution Services utilizes 6 different services during a Fiscal Year. These services include but are not limited to:

- Clear Mountain Spring Water – Service for Office, Receiving area, and Satellite areas
- Aramark – Departmental uniforms
- Lift Truck Services – Warehouse equipment maintenance
- Lift Truck Services – Equipment battery & charger maintenance
- Unisource – Drop ship order for copy paper
- Airgas – Dry ice contract
- Nexair – Compressed gas contract

The steps for processing a Purchase Order (Service or Commodity) are as follows:

- The transaction for creating a PO is ME21N.
- A PO number is assigned using Buyer's manual log and typed in the PO number field.
- A vendor number needs to be pulled from the vendor file.
- The Purchasing Group of the Buyer (WB) needs to be filled in.
- Any special instructions to the vendor will need to be typed in the Header text.
- Under the Item Overview portion of the PO, the following fields are to be completed:
 - Account Assignment (k for cost center, P for WBS Element)
 - Item Category (B for limit)
 - Short Text
 - PO Quantity
 - Order Unit
 - Delivery Date
 - Net Price
 - Currency
 - Per
 - Purchasing Unit
 - Material Group

- Tracking (Patient Care, Research, Teaching or Other)
 - Requisitioner
- Under the Item details portion of the PO, the following fields are to be completed:
 - Account Assignment - G/L Account, Cost Center, Fund, Unloading Point, Recipient
 - Limits - Overall limit is to be set for total expected for fiscal year usage
 - Invoice - Tax Code to match Tracking in Item Overview
 - Delivery - If Service PO, Goods Receipt check is removed, if a commodity, Goods Receipt check remains
- Under Messages, the output can be done to fax order or print order. This is done at the time of posting.

The different procedure to create a Check with Order is as follows:

- A PO number that is assigned out of the Buyer's manual log begins with the code "M".
- The words "Check with Order" are needed in the Header Text tab.
- The payment is for payment of an invoice or a reimbursement of the personal purchase of a commodity.
- The Goods Receipt check is removed on the Delivery tab of the Item Details, for no goods will be received.
- In Messages, the output will always be the Print option, the PO is sent with invoice or Claim for Reimbursement to Accounts Payable for the purpose of issuing a check.