

## ***UAMS INTERNAL PROCEDURES***

**NUMBER:** 105.2.03  
**CONTACT:** Buyer/Planner and Office Manager  
**DATE:** July 1, 2004, updated November, 2005  
**REVIEW DATE:** May 2011  
**SECTION:** SUPPLY CHAIN  
**AREA:** DISTRIBUTION SERVICES  
**SUBJECT:** PROCEDURE TO PROCESS MEDICAL COMPRESSED GAS REQUISITIONS INTO PURCHASE ORDERS (90% BLANKET PO'S FOR THE FISCAL YEAR)

### **PURPOSE**

The purpose is to centralize the creation of medical compressed gas purchase orders to ensure quality control of the ordering process. Compressed gas (unless included on a scheduled delivery date) is delivered, usually, in 24 hours and therefore the requisitions must be processed on a timely daily basis. You must have access and authorization to SAP and this procedure should be performed by 3:00 pm on regular UAMS business days (for one time gas orders only).

### **PROCEDURE**

Requisitions submitted by UAMS Departments are processed into a Purchase Order status using the ME21N transaction. After requisition is pulled, the following fields need to be checked for correct information:

- Material is typed in the Material column, which allows for the PO to be processed using the online contract agreement for Compressed Gases.
- Corresponding agreement line is pulled correctly to the PO.
- Correct tax is coded in the Invoice tab of the Item Details portion of the PO.
- The fax transmission in the Messages function is deleted.
- Note the ordering party in column "Requisitioner" or in unload point of Acct Assignment to be emailed at a later time during this PO process.
- The G/L code 532230 for Medical gases should be on the Acct Assignment of the PO.

After all fields have been determined correct and PO has been posted to determine a PO number, the PO number needs to be e-mailed to the ordering party along with a copy of the order form which has been supplied by the current compressed gas vendor.

Any problem with a requisition is to be corrected by the requisitioner who will be contacted by e-mail prior to processing.