

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.