

NEW YEAR PURCHASE REQUISITIONS

The screenshot displays the SAP 'Create Purchase Requisition' interface. At the top, the menu bar includes 'Purchase Requisition', 'Edit', 'Environment', 'System', and 'Help'. The title bar shows 'Create Purchase Requisition'. Below this, there are buttons for 'Document Overview On', 'Hold', and 'Personal Setting'. The main area is divided into 'Regular Requisition' and 'Texts'. The 'Texts' section contains a 'Header note' field. Below this is a table of items:

St...	Item	A	I	Short Text	T	Quantity	Val. Price	Total Value	Unit	C	Delivery Date	Material Group	PGr	Des. Ven...	Tracki...	Req. Date
	10	K		New Year Order		1	100.00	100.00	EA	D	07/01/2011	SUPPLIES-OFFICE	101	100000		07/01/2011
		K											101			
		K											101			

Below the table, the 'Item' section shows '[10] New Year Order'. The 'Quantities/Dates' tab is active, displaying the following fields:

Material Data	Quantities/Dates	Valuation	Account Assignment	Source of Supply	Status	Contact Person	Texts	Delivery Address
	Quantity: 1 EA		Delivery Date: D 07/01/2011					
			Request date: 07/01/2011					
			Release Date: 05/13/2011					

Arrows point from the text below to the 'Request date' and 'Delivery Date' fields in the 'Quantities/Dates' tab.

For new year orders, (paid for using new year funds and received in the new fiscal year) the request and delivery dates under the Quantities/Dates tab need to be July 1st or later. This date should be changed prior to adding the Cost Center or Internal Order number in the Account Assignment tab.

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Hold Personal Setting

Regular Requisition Source Determination

Texts

Header note Any ...

Continuous-text

St...	Item	A	I	Short Text	T	Quantity	Val. Price	Total Value	Unit	C	Delivery Date	Material Group	PGr	Des.Ven...	Tracki...	Req. Date
	10	K		New Year Order		1	100.00	100.00	EA	D	07/01/2011	SUPPLIES-OFFICE	101	100000		07/01/2011
		K											101			
		K											101			

Item [10] New Year Order

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person **Texts** Delivery Address

Item Texts Any ...

- Authority Number (P)
- Item note
- Delivery text** ✓
- Material PO text
- Release Notes

This order is for the new fiscal year and should not be delivered before July 1st 2011.

Continuous-text

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There should also be a note included in the "Texts" section under "Delivery Text" advising the vendor that the item should be delivered on or after July 1st.