

NEW YEAR PURCHASE REQUISITIONS

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

Quantity 1 EA

Delivery Date D 07/01/2011

Request date 07/01/2011

Release Date 05/13/2011

☐ Closed

ERP (1) 300 hhiaap6013 INS

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.

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Texts

Header note Any ...

Continuous-text

Default Values

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

Continuous-text

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

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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.