

## CREATING A REQUISITION FOR MATERIALS (ME51N)

### QUICK-SHEET/MATERIALS REQUISITION

#### BEFORE YOU BEGIN:

- ✓ check your budget balance
- ✓ look up/request vendor id

#### HEADER

- ✓ Header note: Type brief description and where used; quote and/or state contract #; attachment information

#### ITEM OVERVIEW

NOTE: BEFORE STARTING TO TYPE IN THE ORDER INFORMATION BE SURE YOU SELECT YOUR LAYOUT "/60MTRREQ".

- ✓ MATL GROUP
- ✓ SHORT TEXT
- ✓ QUANTITY
- ✓ UNIT
- ✓ VALUATION PRICE
- ✓ DELIVERY DATE
- ✓ DES. VENDOR
- ✓ PORG

#### ITEM DETAIL

- ✓ ACCOUNT ASSIGNMENT
  - UNLOADING POINT
  - RECIPIENT
  - G/L ACCOUNT NO.
  - COST CENTER OR WBS ELEMENT
- ✓ TEXTS
  - ITEM TEXT
- ✓ DELIVERY ADDRESS
  - RECEIVING; NONE; PREDEFINED UNIVERSITY DEPARTMENT

#### SAVE OR HOLD YOUR DOCUMENT