**🛠️ University of Mississippi**

**Guide to Creating a Purchase Requisition –**

**📌 Before You Begin**

✅ Ensure funds are available
✅ Gather all documentation (quotes, contracts, invoices, etc.)
✅ Email all backup docs to **purchase@olemiss.edu**
✅ Use subject line: **“Requisition 10XXXXXX – [Brief Description]”**

**🖥️ SAP Favorites Setup (Transaction Codes)**

| **Function** | **Code** |
| --- | --- |
| Create Requisition | ME51N |
| Change Requisition | ME52N |
| Display Requisition | ME53N |
| Check Vendor | ZFK03 |
| Display PO | ME23N |
|  |  |

**🧍 Personal Settings (One-Time Setup)**

Set these in SAP before starting:

* **Plant:** OX01 – University of Mississippi
* **Storage Location:** DC01 – Distribution Center
* **Purchasing Group:** assigned by Procurement
* **Requisitioner:** Your initials + extension (e.g., jdoe7450)

**🧾 Vendor Check**

Use **ZFK03** to confirm vendor exists.
If not:

1. Direct vendor to Vendor Setup Page
2. Wait for confirmation vendor is added to SAP
3. Vendor number must begin with **65**

**📝 Creating the Requisition (ME51N)**

**Line Item Fields:**

| **Field** | **Notes** |
| --- | --- |
| **Short Text** | Brief item description (e.g., “HP Laptop 14”) |
| **Quantity / Unit** | Match quote |
| **Delivery Date** | Expected delivery or actual if received |
| **Material Group** | Use 184 if unsure |
| **Valuation Price** | Match quote; use $.01 if free |
| **Desired Vendor** | Line 1 only, vendor number starting with “65” |
|  |  |

**📋 Account Assignment Tab**

| **Field** | **Notes** |
| --- | --- |
| **Acc. Assignment Cat.** | K (Cost Center), F (Order), M (Multiple), U (Unknown) |
| **Cost Center / Order** | Enter only one |
| **G/L Account** | Use proper account code (e.g., 58350 for computers) |
| **Unloading Point** | Building & Room # |
| **Recipient** | Name & extension of receiver |

**🗨️ Header Note (Required)**

Include:

* “**Price verified with vendor**”
* “**Emailing quotes for 10XXXXXX**”
* Reference any prior requisition/PO numbers
* **Bid/RFP/Sole Source/Contract** info
* State **shipping charges**

**🔎 Customer Data Tab – Answer the Following:**

* Is payee a UM employee or related?
* Technology purchase? (Select Yes if over $5K, cloud, sensitive data, etc.)
* Sole source? (Check if applicable)
* Federal Equipment ≥ $5K charged to grant?

**🔁 If Using Multiple Accounts**

* Use **Account Assignment = M**
* Click **Multiple Account Assignment** icon
* Choose to distribute by **Quantity or Percentage**

**📂 Item Text (Required)**

* Provide **detailed description** (e.g., size, specs, model #)
* Final line should include **quote number & date**
* Do NOT include pricing or vendor address here

**💾 Saving & Submitting**

* Click **Save**
* Note 10-digit **Requisition Number (10XXXXXX)** at screen bottom
* Email backup docs to **purchase@olemiss.edu** with subject:
**“Requisition 10XXXXXX – [Item Name]”**

**🔁 Other Actions**

| **Task** | **Instructions** |
| --- | --- |
| **Change Requisition** | ME52N – Only if PO not yet created |
| **Copy Old Requisition** | Use Document Overview panel |
| **Delete Requisition** | Highlight line > Trash icon > Save |
| **Check Status** | Look under Status tab > Double-click PO |
|  |  |

**💡 Key Reminders**

* Do NOT create multiple requisitions for the same purchase
* Review copied requisitions for outdated info
* Shipping is **not a line item** – mention it in Header Note
* Quotes must be signed or include vendor’s email confirmation
* Contracts must be fully executed and reviewed by OGC (unless using UM template)

Need help? Contact Procurement:

* 📞 915-7448
* 📧 purchase@olemiss.edu
* 🧑 Jeff Wells – jeffw@olemiss.edu
* 🧑 Lisa Beard – ldbeard@olemiss.edu
* 🧑 Cathy Kegley – ckegley@olemiss.edu
* 🧑 Ashley Hairston – anhairst@olemiss.edu
* 🧑Cindy Bass – cmbass@olemiss.edu