

SAP Electronic Ordering

How to enter details on an electronic order requisition

Open Outlook
Go to File – New – Choose Form
Select SAP Order Requisition – V 1.3

1
In TO box enter the
IT Orders Zone*
mailbox

1a
Supplier name

1b
Enter vendor and
delivery address details

1c

In Items Page enter the
equipment details & prices

2

Details to be checked by IT Team Leader

Will then FORWARD to School/Service IT Orders mailbox

SAP Order Requisition - - Message (Rich Text)

File Edit View Insert Tools Actions Help

Send Print Copy Paste Undo Redo Bold Italic Underline Link Unlink Print Preview Options... ?

Order Details Items Page 1 Items Page 2 More Information

External Order Requisition: Please complete all White Boxes. Use More Items and More Information pages if necessary.

Order Date: 11/11/2003

To...

Authorised By

If you receive a copy of this form as the Authoriser, but do not agree with the contents, then please contact Ext 4242.

From...

Subject: SAP Order Requisition -

Order Notes:

Vendor Details: Delivery Date: 25/11/2003

Co. Name: Currency: Pounds Sterling

Contact:

Address 1: PURCHASE GROUP:

Address 2: COST CENTRE CODE:

Address 3: INT ORDER CODE:

Address 4: MATERIAL CODE:

Post Code: GL CODE:

ASSET CODE:

Delivery Details:

Contact: SAP PO No:

Address 1: Tracking Ref:

Address 2: Date on SAP: 12/11/2003

Address 3: GRN No:

Address 4:

Post Code:

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Address 1: Tracking Ref:

Address 2: Date on SAP: 12/11/2003

Address 3: GRN No:

Address 4:

Post Code:

3

Costing Details to be entered by School/Service



Will then FORWARD to the budget holder to be authorised

4

Budget holder will check order.
Click FORWARD and then in the
TO field choose IT SAP.
Enters authorisers name in
Authorised By field then SEND.



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5

IT Services enter order
on SAP and then
post order form to public
folders area

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