1. **SCOPE:**

    - This procedure discusses the process used to issue
       A CONTRACT PURCHASE ORDER.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2. **RESPONSIBILITY:**
    - Purchasing

3. **APPROVAL AUTHORITY:**                    _____  _____

    - Executive Purchasing/Budget Director

4. **DEFINITIONS:**

    - SLPS – Saint Louis Public Schools

    - SAP – Information system used by SLPS

5. **PROCEDURE:**

## ME21N Contract Purchase Order

**5.1.** Start the transaction using the menu path or transaction code.

**5.2.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|---|---|---|
| Command | R | **Example:**<br><br>ME21N |

**5.3.** Click Document Overview On button  .

**5.4.** Click the Variants button  .

**5.5.**    Click Purchase requisitions menu item  .

> You can choose any of the choices from this menu depending on your role. If you did not create the requisition, you would need to choose Purchase Requisitions and then type in the purchase requisition you need to work with.

**5.6.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|---|---|---|
| Purchase Requisition Number | R | Type the requisition you are going to convert to a purchase order.<br><br>**Example:** 10108077 |

**5.7.** Click the Execute button .

**5.8.** Drag the Purchase Requisition ▷ 🗋 10108077 and drop it on the shopping cart icon next to the Standard Purchase Order field.

**5.9.** Click the Document Type box Standard PO .

**5.10.** Click Framework order Framework order .

**5.11.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|---|---|---|
| Purchasing Org. | R | The purchasing organization should always be SLPS regardless of purchase order, you can type in the value or choose the value from the drop-down menu.<br><br>**Example:** SLPS |

**5.12.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|---|---|---|
| Validity Start | R | The start date of the overall contract, this is listed in the purchase requisition.<br><br>**Example:** 11212008 |
| Validity End | R | The end date of the overall contract, this is listed in the purchase requisition.<br><br>**Example:** 11212009 |

**5.13.** Click on the **Texts** tab Texts .
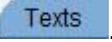
**5.14.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|---|---|---|
| Item Text | R | For every contract, there needs to be a description of the services provided. Additionally, if the contract exceeds 5000.00, there will need to be a board resolution included in the purchase order. |

**5.15.** Click the **Check** button .

> After you have completed filling out the purchase order, you will need to click on the check button, if there any errors in the purchase order, you will need to correct the errors before moving on. If there are no errors you will get a system message in the bottom left hand corner of the screen.

**5.16. No messages issued during check control**

No messages issued during check .

**5.17.** Click the **Save** button .

When you click the save button, the purchase order screen will go blank and the purchase order number will be in a system message in the bottom left hand corner of the screen. You will need to write this number down for future reference.

**5.18. Framework order created under the number 4500141678**

Framework order created under the number 4500141678 .

## 6. RECORD RETENTION TABLE:

| Identification | Storage | Retention | Disposition | Protection |
|---|---|---|---|---|
| SAP Issued | Computer | | Discard as desired | Password protected |

## 7. REVISION HISTORY:

| Date: | Rev. | Description of Revision: |
|---|---|---|
| 12/12/08 | A | Initial Release |

**\* \* \* E n d   o f   p r o c e d u r e \* \* \***