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| University of Kentucky<br>Purchasing Division | <u>Document Number:</u><br><b>09-05-04</b> | <u>Title:</u><br><b>SAP – Process ZB<br/>Purchase Order</b> | Page 1 of 2 |
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Overview of SAP Requisition/Purchase Order Document Types:

NB: Used by hospital areas for purchases typically not related to direct patient care

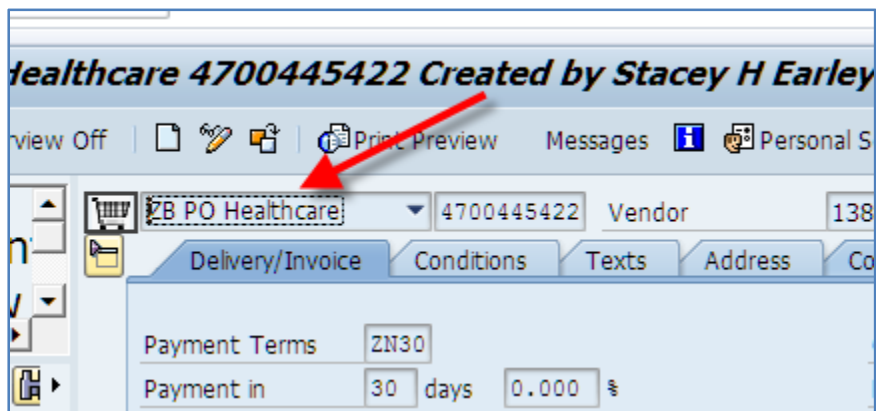
ZB: Used by hospital areas for purchases typically related to direct patient care

Note: Consult the NB/YB Matrix on the Hospital Purchasing webpage for more information at: <http://www.uky.edu/Purchasing/docs/zbnbmatrix.pdf>

YB: Used by Facilities (PPD/Stores) areas that purchase goods and services as part of the Plant Maintenance (PM) module.

Document type ZB purchase orders process identical to type NB with the following modifications:

- Select type ZB purchase order from the dropdown menu during PO creation



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If orders are based on a Material, the Material number will be shown and can be drilled into for more information.

**Healthcare 4700445422 Created by Stacey H Earley**

ff | | Print Preview | Messages | | Personal Setting

ZB PO Healthcare | 4700445422 | Vendor | 138858 Convatec Inc | Doc. c

**Delivery/Invoice** | Conditions | Texts | Address | Communication | Partners | Addition

Payment Terms  Currency   
 Payment in  days  % Exchange Rate   
 Payment in  days  %  
 Payment in  days net  
 Incoterms   ☐ GR Message

| S.. | Itm | A | I | Material | Short Text              | PO Quantity | O... | C | Deliv. Date |
|-----|-----|---|---|----------|-------------------------|-------------|------|---|-------------|
|     | 1   |   |   | 68410    | MONITOR IAP W/PHILLI... |             | 2 CV | D | 07/29/2016  |
|     |     |   |   |          |                         |             |      |   |             |
|     |     |   |   |          |                         |             |      |   |             |