

## Quick Reference Card

# No Charge Purchase Order

How to setup no-charge purchase order

**Role:** Supply Chain Buyer Staff

**Frequency:** As Needed

- Go into transaction ME21N – Create Purchase Order

\*\*The initial request will come from a Coordinator via email:

**From:** Macdonald, Krista Nicole M. <krista.macdonald@uky.edu>  
**Sent:** Monday, November 27, 2023 8:06 AM  
**To:** Chaney, Brandon L. <Brandon.Chaney@uky.edu>; Gritsko, Edward <Edward.Gritsko@uky.edu>; Crystal <crystal@uky.edu>; Bowen, Matthew <matthew.bowen@stryker.com>  
**Cc:** King, Christopher S. <csgiving4343@uky.edu>  
**Subject:** NC-PO

Good Morning,

Can I please have a NC-PO for the following Stryker bone mill cable?

5400-704-000  
(01)04548540604132  
(10)23223

This item will be stored in Central Sterile.

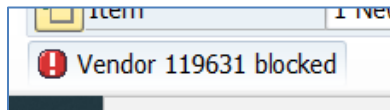
LOC: 0003  
CC: 1058729750  
GL Code: 540054

Thanks,

- In the Supplier field, type the name of the vendor (the above is Stryker), hit Enter

\*\*The vendor # itself is not important, just the vendor name, select one that works

\*\*If it bombs and an error message says "vendor blocked", use a different one



**Create Purchase Order**

Document Overview On | Hold | Print Preview | Messages | Personal Setting

ZB PO Healthcare | Supplier | Doc. date 08/10/2023

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data

Purch. Org. UK00 UK Purchasing  
Purch. Group |  
Company Code UK00 University of Kentucky

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File Edit View Window Help

File Name (3) 52 Entries found

Restrictions

Name	Supplier	Search Term 1	Street	City	Ctr
Stryker Orthopaedics	119631	STRYKER OR		Chicago	US
Stryker Financial	120611	STRYKER FI	4 Campus Dr 2nd Floor	Parsippany	US
Stryker Instruments	121438	STRYKER INSTRUMENTS	E Miam	Kalamazoo	US
Stryker Endoscopy	121509	STRYKER EN		Chicago	US
Stryker Endoscopy	121510	STRYKER EN	Network Pl	Chicago	US
Stryker Sales Corporation	121511	STRYKER EN	S Sprinkle Rd	Kalamazoo	US
Stryker Craniomaxillofacial (Howmedica)	122960	POREX SURG		Atlanta	US
Stryker Craniomaxillofacial (Howmedica)	122961	POREX SURG	Dart Rd	Newnan	US
Stryker Sustainability Solutions	126420	ASCENT HEALTHCARE	S 51st St	Phoenix	US
Stryker Sustainability Solutions	126421	ASCENT HEALTHCARE		Dallas	US
Stryker Communications	126544	STRYKER CO	Community Rd	Poway	US
Stryker Communications	126545	STRYKER CO	Lakeside Pkwy # 100	Flower Mound	US
Stryker Endoscopy	127060	STRYKER EN		Chicago	US
Stryker Endoscopy	127061	STRYKER BIOTECH	Network Place	Chicago	US
Stryker Communications	129310	STRYKER	Network Place	Chicago	US
Stryker Endoscopy	133553	STRYKER	Optical Ct	San Jose	US
Stryker Financial	135827	STRYKER		Houston	US
Stryker Sustainability Solutions	138570	ASCENT HEALTHCARE	Executive Center Dr	Austin	US
Stryker Orthopaedics (Howmedica)	139168	STRYKER ORTHO	Corporate Dr	Mahwah	US
Stryker Orthopaedics of KY	139533	STRYKER OR	River Green Circle	Louisville	US
Stryker Sales Corporation	139980	STRYKER	Alcott St	Kalamazoo	US
Stryker Endoscopy	142880	STRYKER		Chicago	US
Robin Stryker	166890	STRYKER	Wallon Pond Circle	Bloomington	US
Stryker Financial Solutions	169617	STRYKER		Philadelphia	US
Stryker Financial Solutions	169618	STRYKER	Old Eagle School Rd	Wilmington	US

- Insert "K" in the Account Assignment (A) column on the line, hit enter

S..	Itm	A	I	Material	Short Text
1		K			

- Insert the description request (replacement, procedure, part#, etc.) in "Short Text"
- Insert 1 in "PO Quantity", EA in "OUn" (Order Unit), enter 0.01 in "Net Price", hit Enter

\*\*Multiple lines are not needed as multiple item #'s can be placed in "Text" later

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
1					knee replacement	1	EA	D	08/10/2023	0.01	USD	1	EA		University of Kent...	
											USD					
											USD					

- Insert 20 in "Matl Group", hit Enter
- Insert Storage Location provided (0001, 0002, 0003, etc.), hit Enter

\*\*Descriptions for these areas will auto-populate

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
1					knee replacement	1	EA	D	08/10/2023	0.01	USD	1	EA	Medical And...	University of Kent...	S&D
											USD					

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- On the bottom, go to "Account Assignment" tab
- Insert the G/L Account "540020", hit Enter
- Insert Cost Center provided (every location has a different cost center), hit Enter

\*\*Other fields will auto-populate

- Put the requesters name in the "Unloading Point"

Item: 1 [ 1 ] knee replacement

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Te...

AccAssCat: K Cost center | Distribution: Single account assignm... | CoCode: UK00 Univer...

Unloading Point: | Recipient: |

G/L Account: 540020

Business Area: 0111

CO Area: UK00

Cost Center: 1058734510

Order: |

Fund: 0051900100 | Grant: GMBR

Functional Area: 1400

Funds Center: 1058734510

Earmarked Funds: | |

Commitment Item: 540020

- On the PO, slide over to the right and check the "Free" box

\*\*This will change your price to 0.00 (no charge)

S..	Itm	A	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	Batch	Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...	T..
1	K		0.01	USD	1	EA	Medical And...	University of Kent...	S&D								
				USD													
				USD													

- On the bottom, go to "Delivery" tab and uncheck the Goods Receipt

Item: 1 [ 1 ] knee replacement

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment

Overdeliv. Tol. % ☐ Unlimited | 1st Rem./Exped. | ☒ Goods Receipt

Underdel. Tol. % ☐ Origin Accept. | 2nd Rem./Exped. | ☐ GR non-valuated

Shipping Instr. | 3rd Rem./Exped. | ☐ Deliv. Compl.

- On the bottom, go to "Texts" tab
- Insert relevant information from the request: item #'s, DOS (Date of Surgery), Doctor, etc.

\*\*The below will suffice, can add multiple item #'s here if needed

Item: 1 [ 1 ] knee replacement

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Account Assignment | Texts | Delive

Item Texts: A...

- Item text
- Info record PO text

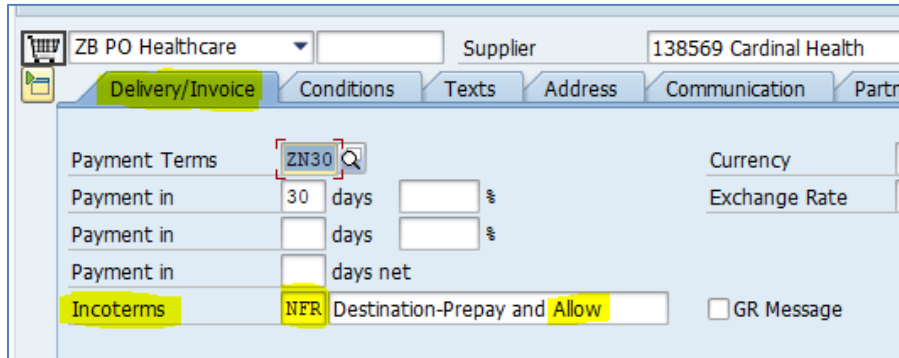
no charge po  
DOS 8/11/23  
DR Apple

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- At the top, go to "Delivery/Invoice" tab to adjust Freight Terms
- Change Incoterms (Freight) to "NFR" and the text to "Allow"

\*\*This means Vendor Pays Freight if applicable



Supplier: 138569 Cardinal Health

Payment Terms: ZN30

Payment in: 30 days

Payment in: days

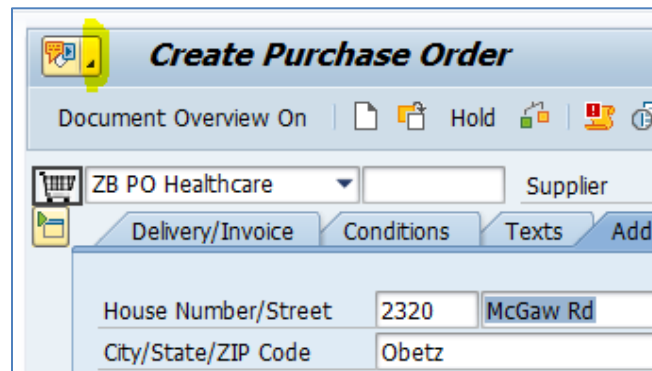
Payment in: days net

Incoterms: NFR

Destination-Prepay and: Allow

GR Message: ☐

- Attach the email request by clicking the drop-down icon at the top left



Create Purchase Order

Document Overview On | Hold

Supplier: 138569 Cardinal Health

House Number/Street: 2320 McGaw Rd

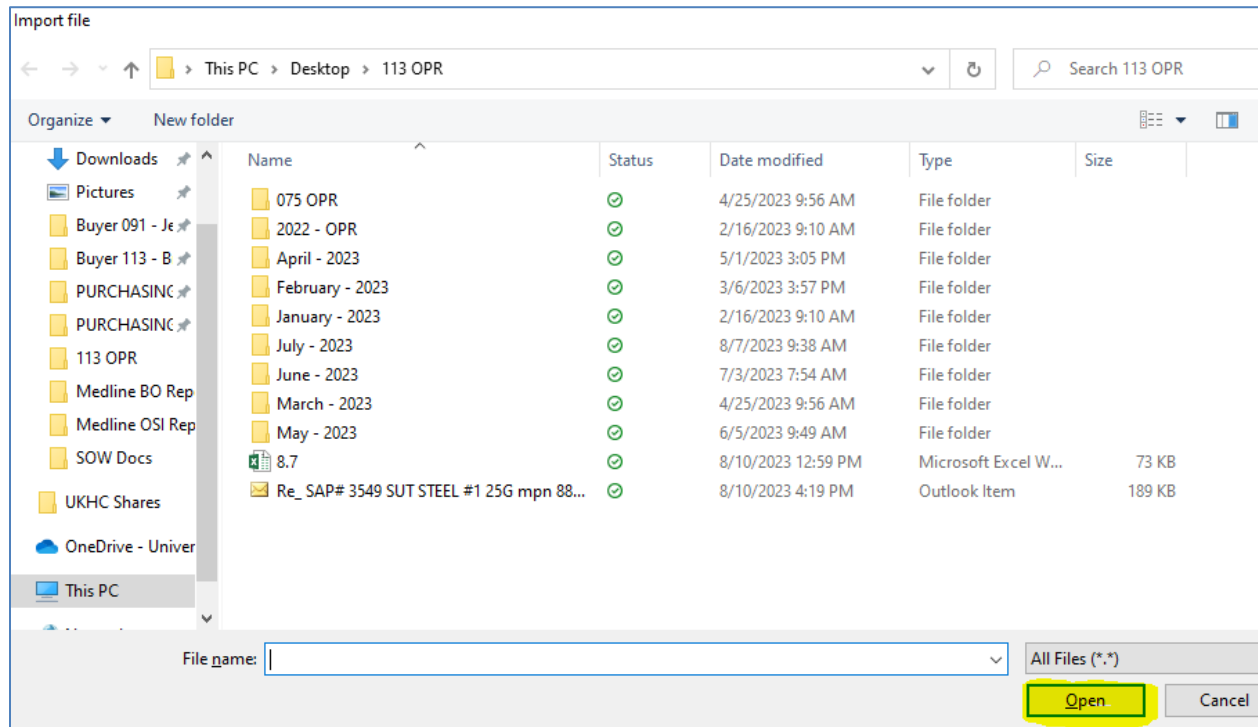
City/State/ZIP Code: Obetz

## Quick Reference Card

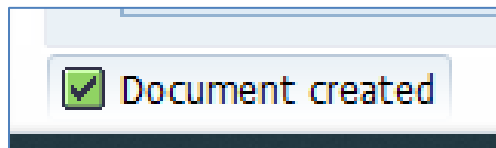
# No Charge Purchase Order

- Click Create -> Create Attachment
- Drag email over, Click "Open"

\*\*Save to your desktop and you can delete after



\*\*At the bottom, there will be a confirmation "Document Created" when attached successfully



- Send the PO to yourself and attach it to the email request