Quick Reference Card

Pay Only Purchase Orders

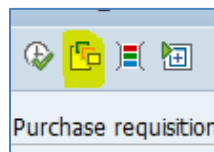| How to setup and manage pay-only purchase orders	
Role: Supply Chain Buyer Staff	**Frequency:** As Needed

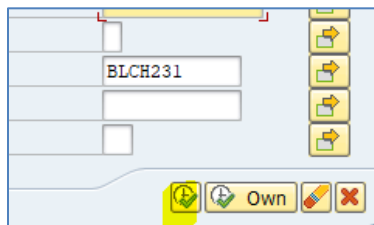**These are not real orders, but rather a PO built to pay for items used during cases.
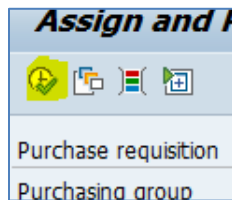
- Go into ME57 – Assign and Process Requisitions

- Click the variant icon at the top

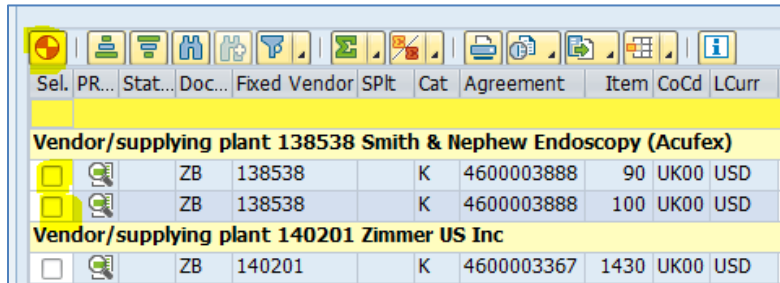

- Click the execute icon on the pop-up

- Click the execute icon at the top to access your queue

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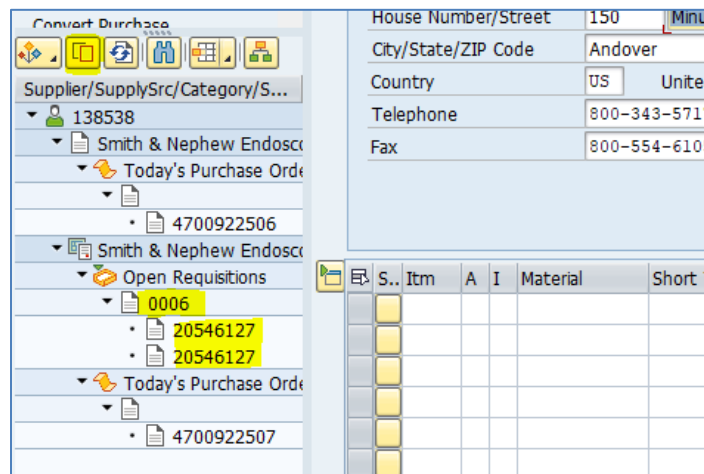- Select the boxes under one vendor and select the hazard icon to populate

- Select the same req #'s and select the adopt icon

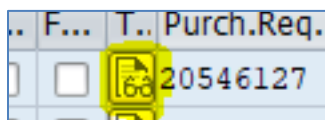**You can select more than one by holding CTRL and selecting

**If all the requisitions under the storage location are the same, you can also select the storage location rather than the individual requisitions

- Slide to the right until you get to the Purchase Requisition column

**A Truck icon tells you there is a special text noted for you to review, you can find this under the Texts tab at the bottom and also in the requisition itself

**The Text tab at the bottom shows me this is a Pay-Only PO

```
1 [ 1 ] 8575 , SCREW CANNU-FLEX 7MM 20MM  ▼      ▲ ▼
ta    Quantities/Weights    Delivery Schedule    Delivery

          A...   **PAY ONLY**
xt         ✔    DO NOT SHIP
ord PO text     DOS 2/19/24
PO text         DR IRELAND
```

- Double-click into the requisition to make sure no lines are missing

**It's important to have all lines of a Pay-Only together on one Purchase Order

IM Material	Info rec.	R...	F...	T..	Purch.Req.	Req...	Outline ag...	Con...	Central C
8575	00010215	☐	☐		20546127	1	4600003888	90	
8576	5300012...	☐	☐		20546127	2	4600003888	100	
		☐	☐						
		☐	☐						
		☐	☐						

Default Values   Addl Planning

**This requisition only shows two lines, which matches what I have on the Purchase Order

	St...	Item	A	Material	Vendor	Vendor Material Numb
		1	K	8575		
		2	K	8576		

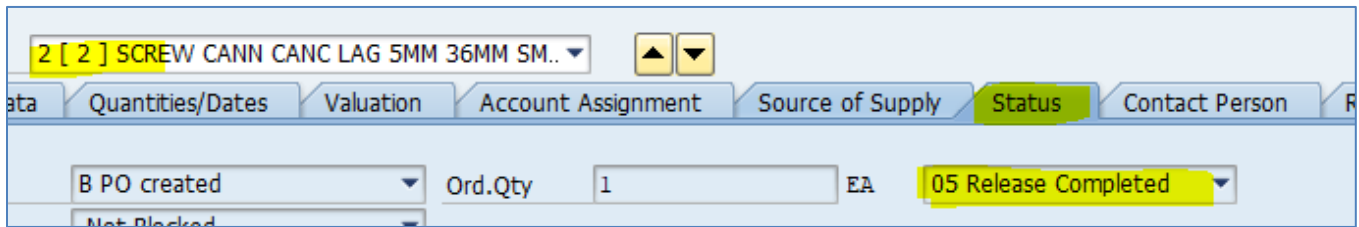|	S..	Itm	A	I	Material	Short Text
	⚠	1	K		8575	SCREW CANNU-FLEX 7|
	⚠	2	K		8576	SCREW CANNU-FLEXI 7

**The below example is a requisition that has an off-formulary request (no SAP #) and needs to be added to the PO if it was released (Release Completed)

A	Material	Vendor	Vendor Material Number	Short Text
K	29907			PIN CANN 5
K		140201	180253036	SCREW CANI
K	29913			SCREW CANI

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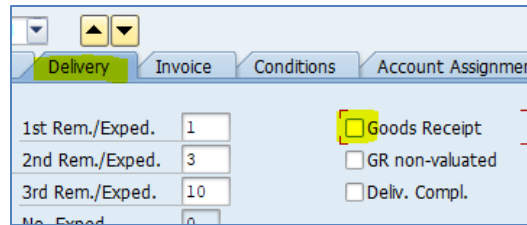**Check release status by going to the correct line at the bottom and checking the Status tab

**SAP #s will be 02 Active, Items still being considered are 03 In Release, Items approved to add to the Purchase Order are 05 Release completed, Items denied and are not to be added are 08 Release Refused
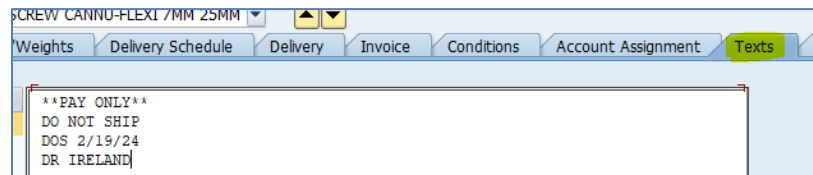
- On the Delivery tab on the bottom, uncheck the "Goods Receipt" box for each line

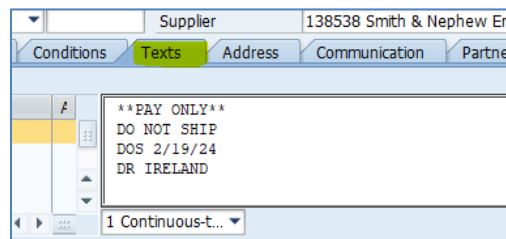**We do not expect any product to come in, this is only to pay for used items on a case

- Copy the text from the Texts tab on the bottom to the Header Text at the top

- Delete any Fax# listed under the Address tab at the top

*This means when we output, it will go to the email on file

- Click Messages at the top

- Change the output to 1 Print Output by clicking the arrow drop-down

- Click Communication Method at the top

- Input the highlighted information (RIGHTFAX, ZUKPURCHPO_RIGHT)

- Click the "back" green arrow at top

- Click the Save icon at the top to complete this output and send to vendor