

Processing Watchman Orders

Processing Watchman Orders

Role: Supply Chain Buyer Staff

Frequency: As Needed

**An email will be sent from the Charge Capture Tech, the requisition will also be in your queue

**Watchman orders typically have 4 lines but can sometimes have a 5th line.

**The first 2 lines are essentially Pay-Only's where the GR Indicator can be removed

**The other lines are replacement items that are no charge and can be marked free

**The below steps are how to process from your queue

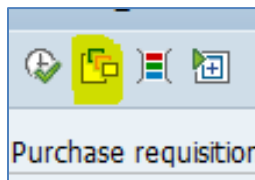
```
**NO GR NEEDED FOR LINE 1 & 2**  
**WATCHMAN REQ**  
DR.gurley  
DOS: 02/20/2024  
CATH LAB  
PT:maloney  
Purchase requisition number 0020546232  
  
**NO GR NEEDED FOR LINE 1 & 2**  
**WATCHMAN REQ**  
DR. gurley  
DOS: 02/20/24  
CATH LAB  
PT: Gulley  
Purchase requisition number 0020546233
```

← This is what the email will look like.

- Go into ME57 – Assign and Process Requisitions

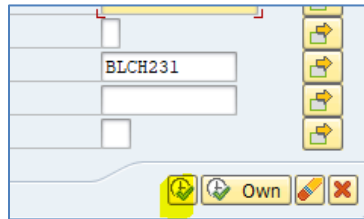
★ ME57 - Assign and Process Requisitions

- Click the variant icon at the top

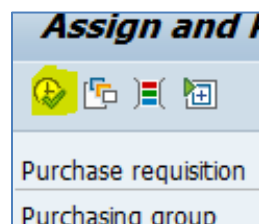


Processing Watchman Orders

- Click the execute icon on the pop-up



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



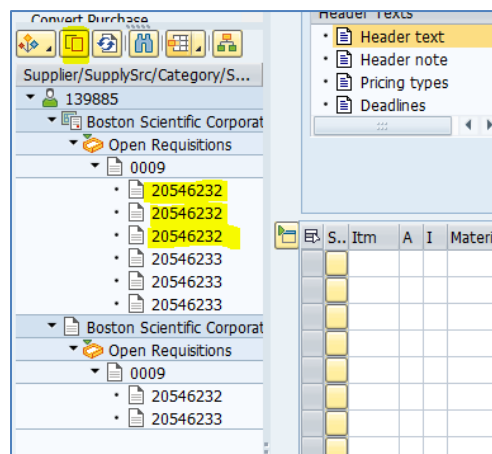
- Select the boxes under one vendor and select the hazard icon to populate

<input type="checkbox"/>		ZB	139484		K	4600005092	1320	UK00	USD
Vendor/supplying plant 139885 Boston Scientific Corporation									
<input checked="" type="checkbox"/>		ZB	139885					UK00	USD
<input checked="" type="checkbox"/>		ZB	139885		K	4600003041	10	UK00	USD
<input checked="" type="checkbox"/>		ZB	139885		K	4600003041	320	UK00	USD
<input checked="" type="checkbox"/>		ZB	139885		K	4600003041	340	UK00	USD
Vendor/supplying plant 139977 Abbott Laboratories Inc									
<input type="checkbox"/>		ZB	139977		K	4600005082	20	UK00	USD

- 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



Processing Watchman Orders

**Notice the Short Text says WATCHMAN

A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Cu
K		208795	WATCHMAN FLX PROCE...		1 EA	D	02/21/2024	17,000.00	US
K		257369	WATCHMAN PROCEDUR...		1 EA	D	02/21/2024	1,000.00	US
K		257371	NC WATCHMAN FXD CUR...		1 EA	D	02/21/2024	1,000.00	US

**This requisition only populated 3 lines

- Slide to the right and double-click the requisition for more information

R...	F...	T...	Purch.Req.	Req...	Outline ag
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20546232	1	46000030
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20546232	2	46000030
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20546232	4	46000030
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**Within the requisition, you can see there are 4 lines for this order

St...	Item	A	Material	Vendor	Vendor Material Number	Short Text	Quantity	Unit	Val. Price	Total Val
	1	K	208795			WATCHMAN FLX PROCED...	1	EA	17,000...	17,000.0
	2	K	257369			WATCHMAN PROCEDURE...	1	EA	1,000....	1,000.0
	3	K	209646			NC WATCHMAN FLX LAA ...	1	EA	0.01	0.0
	4	K	257371			NC WATCHMAN FXD CUR...	1	EA	0.01	0.0
										18,000.0

- Click the green back button at the top to go back to the Purchase Order



**Looks like we are missing Line 3 of the requisition on this Purchase Order

F...	T...	Purch.Req.	Req...	Outline ag
<input type="checkbox"/>	<input type="checkbox"/>	20546232	1	46000030
<input type="checkbox"/>	<input type="checkbox"/>	20546232	2	46000030
<input type="checkbox"/>	<input type="checkbox"/>	20546232	4	46000030
<input type="checkbox"/>	<input type="checkbox"/>			

Processing Watchman Orders

- Copy the requisition #, paste to the bottom of the Purchase Order with Line 3 beside it, hit enter

F...	T...	Purch.Req.	Req...	Outline ag
<input type="checkbox"/>		20546232	1	46000030
<input type="checkbox"/>		20546232	2	46000030
<input type="checkbox"/>		20546232	4	46000030
<input type="checkbox"/>			3	

F...	T...	Purch.Req.	Req...	Outline ag
<input type="checkbox"/>		20546232	1	4600003041
<input type="checkbox"/>		20546232	2	4600003041
<input type="checkbox"/>		20546232	4	4600003041
<input type="checkbox"/>		20546232	3	

**The bottom 2-3 lines are no charge items so we need to mark them free

3	K	257371	NC WATCHMAN FXD CUR..
4	K	209646	NC WATCHMAN FLX LAA...

- Slide to the right, select the Free boxes and hit enter to populate the change

**Make sure you're on the correct lines

**The Net Price column for these lines will become blank, indicating no charge

	R...	F...	T...	Purch.Req.
0...	<input type="checkbox"/>	<input type="checkbox"/>		20546232
6...	<input type="checkbox"/>	<input type="checkbox"/>		20546232
2...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		20546232
3...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		20546232

4		USD
4		USD

**The first 2 lines are considered pay-only, we don't expect product to ship in, remove the GR indicator

**Make sure you're on the correct lines

- On the Delivery tab on the bottom, uncheck the "Goods Receipt" box

<input type="button" value="▲"/> <input type="button" value="▼"/>	
Delivery	Invoice Conditions Account Assignment
1st Rem./Exped.	1
2nd Rem./Exped.	3
3rd Rem./Exped.	10
No. Exped.	0
<input type="checkbox"/> Goods Receipt	
<input type="checkbox"/> GR non-valuated	
<input type="checkbox"/> Deliv. Compl.	

Processing Watchman Orders

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

**Fix delivery dates for the bottom 2 Lines accordingly

NC WATCHMAN FXD CUR..	1 EA	D	02/26/2024
NC WATCHMAN FLX LAA...	1 EA	D	02/26/2024

- When done, click the save icon at the top to send out the Purchase Order

**Watchman orders are set-up to go out via EDI