### Purpose

Use this procedure to create a purchase requisition for goods, including entering:

- A line item
- Account assignment coding
- A valuation price for the line item
- A project title for the purchase requisition, in English and French

### Trigger

Perform this procedure when you are required to create a purchase requisition for goods.

### Prerequisites

• You must know the applicable cost center, fund, functional area, general ledger account number and consignee code (required for delivery address)

#### Portal

 Use the following link to access the myEMS (SAP) Portal: <u>https://sapk5pci.service.gc.ca/irj/portal</u>.

### **Transaction Code**

N/A

#### **Helpful Hints**

• A purchase requisition is an internal document that defines a need for goods or services.

#### **Procedure**

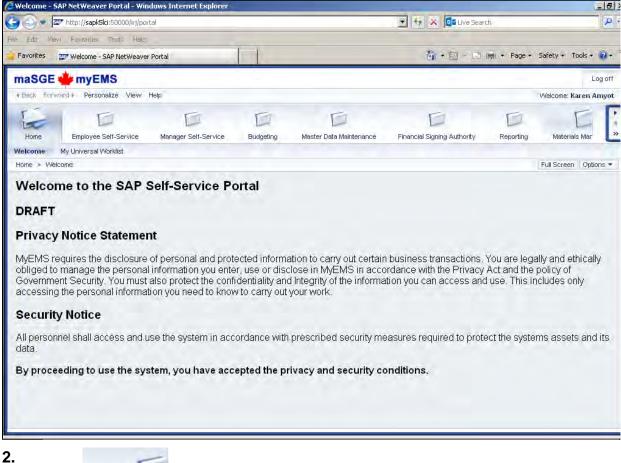
1. Start by accessing the myEMS (SAP) Portal.



The data shown in this procedure is for example purposes only. When you perform this transaction, please enter the applicable data for your requirements.

First we will navigate to the create purchase requisition screen.

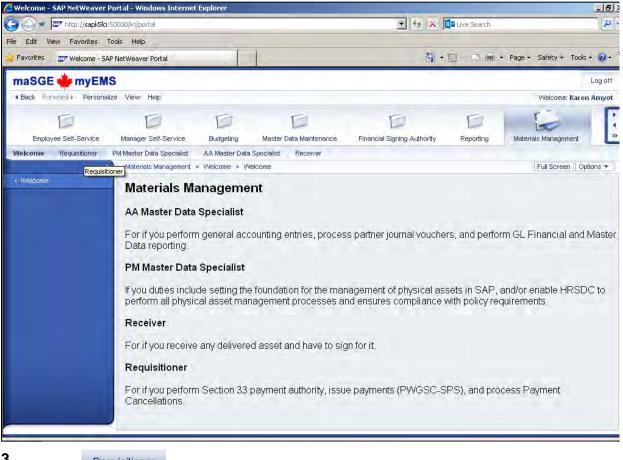
#### Welcome





Click

#### Welcome



3. Click Requisitioner

#### Overview

🙋 Overview - SAP NetWeaver I	Portal - Windows Internet Explorer				_8;
🕒 💿 💌 🜌 http://sapk5lci:	50000/irj/portal		💌 +7 🗶 🚺	Live Search	P -
File Edit View Favorites 1	ools Help				
🚔 Favorites 🛛 🏧 Overview - SA	P NetWeaver Portal		<u>ن</u> -	a · • •	🔹 Page 👻 Safety 👻 Tools 👻 🕡 👻
maSGE 🍁 myEM	S				Log off
Hack Forward + Personal	ze View Help				Welcome: Karen Amyot
Employee Self-Service	Manager Self-Service Budgeting		Financial Signing Authority	Reporting	Materials Management
Welcome Requisitioner	PM Master Data Specialist AA Master Materials Management > Reguisitiona	r Data Specialist Receiver er > Work Overview			Full Screen Options *
Work Overview					*
Purchasing Documents	Worklist				ED
	Show: New and in Progress Task Tasks B  Subject Logged-On User Information Current Logged-On User ID:		Sent Date		* ¥ 6
	Current Logged-On User ID: User Group: User Application Context: Exclude Action List: Exclude Display Attribute List: Exclude Section list:	USER PRIVATE_DATASOURCE.u com.sap.pct.purch com.sap.pct.purch.gotowc.viewf			2

4.

Click

Purchasing Documents

# **Purchasing Documents**

Purchasing Documents - SA	P NetWeaver Portal - Windows Internet I	Explorer				- 8 >
🕒 🗢 🗢 🖾 http://sapk5ki	:50000/irj/portal		• ++ ×	Live Search		P-
File Edit View Favorites	Tools Help					
🙀 Favorites 🛛 💇 Purchasing D	ocuments - SAP NetWeaver Portal		位•	5 · • •		• 🕖 • 🤅
maSGE 🍁 myEM	S					Log off
I Back Forward ► Persona	lize View Help				Welcome: Karei	1 Amyot
Employee Self-Service	Manager Self-Service Budgeting	Master Data Maintenance	Financial Signing Authority	Reporting	Materials Management	*
Welcome Requisitioner	PM Master Data Specialist AA Master Da Materials Management > Reguisitioner				Full Screen Op	tions 🔹
Work Overview	Purchasing Documents	<ul> <li>Porchasing Documents</li> </ul>				
Purchasing Documents	Purchasing Documents					
- Services	Active Queries					
Document Tracing	Purchase Requisitions All Purc					
Create Purchase Requisition	Outline Agreements All Outline	<u>nase Orders from last month (976</u> ne Agreements (0)	1			
Change Purch Create Purchase P		A ANY OF A REAL PROPERTY				
Display Purchase Requisition	Purchase Requisitions - All Purc	hase Requisitions from last m	onth			
						_

5. Click Create Purchase Requisition



The Create Purchase Requisition screen is displayed in a new browser window.

- The screen has three areas: Header, Item Overview and Item Detail.
- Click 🛄 to expand an area.
- Click 🛅 to collapse an area.

Crea	ate	e Pu	rch	ase Re	quisition										<b>1</b>
<mark>/enu⊿</mark> Pur Heade	_	se Requ	isit		Back Save	Cancel Exit Sys	stem ∡	Doc	ument Overview	On Create	Other Purchase I	Requisition	Check	Display Mes	sages
_	-		1 📇	<b>2882</b>	84   <b>2</b> 4 %			H	220	Default V	/alues				
n s	t	Item A	U.	Material	Short Text	QL	uantity U	Init C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	TrackingNo
-		-								-				-	
	_		_		_			_					_		_
-								-						1	-
-	-		_						_					-	_
1															

- Click 🔽 beside the unlabelled field above 🎦 Header. 6.
- 7. Select Purchase Requisiti



Now we will enter a line item, in the **Item Overview** area.



If the goods are not consumables and they must be tracked (i.e., bar coded with a departmental bar code) you must enter the MMR number in the Material field.

To search for a MMR used the dropdown list in the Material field.



If you want to save time by copying an existing purchase requisition that has similar items

- Document Overview On button to open the document overview pane (if 1. Click the it isn't already open).
- Click 💇 2.
- 3. Select My purchase requisitions from the menu.
- In the **Document Overview** pane, click on the item of the purchase requisition that 4. you want to copy.
- Click 5.

The fields are now populated with the data from this purchase requisition.

avorites	🖅 SAP Ne	tWeave	r Portal							合•			Page 👻 Safety	+ Tools +	1
-	to Due	raha	ana Da	mulaitian											
	le Pul	CIId		quisition		System 🖌	Docu	iment Overview	On Create	Other Purcha:	se Requisition	Hold	Check Help		
HRSD	Requisi	tion			ource Determinat										
			20065			4 4 4			Default \	/alues					
卮 St	Item A		Material	Short Text		Quantity I	Unit C	Deliv. Date	Matl Group	Plant	Stor. Loc	PGr	Requisnr.	TrackingNo	þ
-		-						-				-	-		
															1
-		_					_			-		_			
															1
		_							-	-	_		-		
										1					1
	4														*

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

Field	R/O/C	Description
A	R	Account Assignment Category - Specifies whether accounting for an item is to be effected by an auxiliary account (such as, a cost center).
		Example: K
Short Text	R	Short description for procurement of goods or services, 40 characters in length.
		Example: Filing cabinet
Quantity	R	The quantity being ordered, received or transferred.
		Example: 10

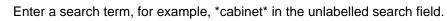
Field	R/O/C	Description
Unit	R	This is typically a unit of measure for quantities and currency code for values. Example: EA
Deliv. Date	R	The proposed date by which the customer should receive the goods or services. <b>Example:</b> 11.03.2014



- Enter the date on which you want the goods delivered. (The funds are committed, in the budget, for the delivery date that you enter in this field.)
- If you are requisitioning several units of an item AND you do not want all the units delivered in the same fiscal year, you must enter a separate line item for each applicable fiscal year.

# 9. Click Deside the Matl Group field.

The material group number is the same as the (GSIN) Goods and Service Identification Number.



# Material Group (1)

Material Group	(1)	
Rest	rictions	
<b>X</b> 3	的品	
Matl Group	.≞ Material Group Desc.	
01	Material group 1	
02	Material group 2	
5139A	Construction Service	
5139B	Engineering Works (N	
5164CH	Building Intrusion D	
5164CJ	Security Control Sys	
5164CK	Building Intercommun	
5164CM	Building Public Addr	
5164CV	Generator Maintenanc	
5164CW	Uninterruptible Powe	
5164E	Security Systems Mai	
5169D	Other Installation W	
5169E	Doors and Windows In	
5169L	Building Computer Ca	
5173B	Painting Work	
5174A	Floor and Wall Tilin	
5175A	Other Floor Laying a	
5176AB	Carpentry Services	
5177A	Textiles Trade Servi	
5177BA	Interior Fit-Up/Reno	

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

Field	R/O/C	Description
Search field	R	Meaningful word that uniquely describes the master data record. The system uses terms from the search field to locate the master data record during a search function.
		Example: CABINETS

**11.** Click [].

# Material Group (1)

Restrict	aions	
<b>R</b> 3		
/latl Group	▲ Material Group Desc.	
JI7125	Cabinets, Lockers, B	
JI7220	Floor Coverings - In	
JI7230	Draperies, Awnings a	
JI9905	Signs and Identifica	
JX2310	Passenger Motor Vehi	
JX3610AA	Photocopying Machine	
JX3920	Materials Handling E	
JX4110B	Dispensers, Drinking	
JX4120	Air Conditioning Equ	
JX4120A	Air Conditioning Equ	
JX4130A	Heat, Ventilation &	
JX5110	Hand Tools, Edged, N	
JX5120	Hand Tools, Nonedged	
JX5130	Hand Tools, Power-Dr	
JX5133	Drill Bits, Counterb	
JX5640A	Insulation, Board, T	
JX5680	Construction Materia	
JX5805	Telephones and Teleg	
JX5810	Communications Secur	
JX5811	Other Cryptologic Eq	

**12.** Click 🦪.

avor	ites		1.1.1.1.1.1.1	Tools Help		1-1				20	• <b>a</b> - <b>e e</b>	+ P	ane • Safety	· · Tools ·	0
		DAT	Netwea	iver Fortai											-
C	rea	te P	urch	ase Re	quisition									<b>1</b>	1
Menu	_					Cancel Exit System	n 🖌 🛛 Do	cument Overviev	v On Create	Other Purch	ase Requisition	Hold	Check Help		
	_	C Requ	isitior			urce Determination								-	
	eader														
				<b>F</b> HR <b>F</b>					Default	Values					
1	ā St.	Item		Material	Short Text		tity Unit	C Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	TrackingNo	þ
ų	_	-	к		Filing cabinet		10 EA	11.03.2014	JI7125	đ		-			+
ł	-														1
l															Î
1															
	-						_					-			+
ł												-		-	1
1															1
1			-												1
			4					_						P	
															Ĩ

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

Field	R/O/C	Description
Plant	R	A high-level organizational unit used to subdivide a department for the purpose of reporting on and controlling various procurement and material management functions from a logistics perspective.
		Example: NONA
PGr	R	An organizational unit used to allow departments to identify the person or group responsible for the applicable purchasing activity.
		Example: 000



We will scroll right to view more fields.

**14.** Click **b** to scroll right.

	rites		Den noci	Weaver Portal													Safety + To	
C	re	at	e Pur	chase R	-					_								201
len					4 Back	Save Cancel	-		Document O	verview On	Create	Other P	urchas	e Requis	sition Hold	Check	Help	
	HR		Requisit	ion 🔻		Source Del	terminat	ion										
	Q	-									Default	Values	_	_				
		-	Item ate	Matl Group	Plant	Stor. Loc.	-	Requisnr.		Des.Vendo		Vendor	SPIt	POrg	Agreement	Item	Info Record	MPN
I			014	JI7125	NONA		000											
ļ							_											
	_						_			-		_	-					_
l													-	-				_
1																		
																-		_
	-											_	-					_
Ì	-			_										-		-		-
1																		
			4				-										_	IF.
			120															

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

Field	R/O/C	Description
POrg	R	An organizational unit used by departments to identify the organization responsible for the negotiation and creation of purchasing documents.
		Example: 014A

### 16. Press "Return".



The **AccountAssignment** tab is automatically displayed in the foreground, in the **Item Detail** area.

• We will enter the account assignment data for this line item.

<u> </u>		Windows Inte			0111/07/340	2E%2Eb626	6401faaaafboo	6927bb6c503	82058F			-	Search			
		s Tools Help	-	nnargee—na		21 7021 0020	onornadaanbee	0727000000	02930E			LIVE	Joarch			
avorites	_	Weaver Portal	*			1					<b>.</b> •	<u>م</u>	<b>-</b> .	⊃age •	Safety + Ti	ools 🗸
						1						_				
Crea	te Pur	chase R	Requisi	tion												<b>1</b>
Menu 🖌			-	Save Can	cel Exit	System ∡	Document O	verview On	Create	Other P	urchas	e Requi:	sition Check	Displa	y Messages	]
HRSD	C Requisit	ion 🔻		Sourc	e Determin	ation										-
Header																
	1	aqhr	S 🔽   🔀	<b>⊿</b> <u>ﷺ</u> ∣ [	1 🚮 🖌 🛛	3⊿ = ⊿	1	3 🗂 I 🙋	Default \	/alues						
r⊡ St.	Item ite	Matl Group	Plant	Stor, L	oc. PG	r Requisnr.	TrackingNo	Des.Vendo	r Fixed	Vendor	SPIt	POrg	Agreement	ltem	Info Record	м
	10)14	Cabinets, Loc	k NCR - Ottav	va	000	)						014A				
	•															
htem	[ Material Data	10] Filin Quantities/		aluation	Account	▼ ▲ Assignme	mt Sourc	e of Supply	Statu	is (	Contact	Person	Texts		(	
		AccAssCat 🖂	ost center			Single	account as	sig▼ CoC	ode ES	DC/EDS	c 👻	]				
	ading Point Account			'	Recipient	l										
COA																
	Center															
Fund			Ξ													
Funct	tional Area			Fur	ided Progr	am										
	s Center															
Earma	arked Funds															
								More								
							SAD							1	44 ON 🔎	
	• • •													1241	ZAADS DE	i a a se la d

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

Field	R/O/C	Description
G/L Account	R	The detailed financial code used by departments to identify the nature of a transaction from a General Ledger perspective (for example, Supplies, Inventory).
		Example: 533001
Cost Center	R	The detailed financial code used by departments to identify the responsibility center accountable for the transaction from a cost management perspective.
		200030
Fund	R	The detailed financial code used to identify the departmental source of funding applicable to a transaction from a funds management perspective.
		Example: B001

Field	R/O/C	Description
Functional Area	R	An input code that uniquely identifies the activity element of a specific program in the Program Activity Architecture (PAA). Program activities are the major subdivisions of a program. Most departments and agencies disaggregate programs below the activity level to the activity element level.
		Example: 0140-1001

# 18. Press "Return".



The Valuation tab is automatically displayed in the foreground, in the Item Detail area.

• We will enter the valuation price for this line item.

# **Create Purchase Requisition**

•	27	http://s	sapk5	<b>ci</b> :50000/ir;	i/porta	al?Naviç	jationTai	rget=navi	url%3A	%2F	=%2Fb62664	01faaaafbc	c6927bb6	c50382	958E 🗖	• ••	×	Live	Search			
Edit \	/iew	Favor	rites	Tools H	lelp																	
Favorites	20	SAP N	letWe	aver Porta													<u>.</u>	<b>a</b> .		Page 🔻	Safety 👻 To	ools 👻 🄇
Crea	ate	Pu	irc	hase		-																
Menu 🔺					- •	Bac	k Sav	e Cance	el Exit	t S	System 🖌	Document (	Overview	On C	reate	Other P	urchas	e Requi	sition Check	Displa	ay Messages	
		equis	itio	on 🔻				Source	Determi	inatio	on											
Peade				190			<b>Z</b> 2 9	21	<b>P</b>		<b>a Fa</b>   [	<u>.</u>		de la	efault V	(aluaa						
		item ite		Matl Group		lant		Stor. Loo		_	Requisnr.	TrackingN		_		Vendor	SPIt	POrg	Agreement	lterr	Info Record	м
		10)1		Cabinets, L		ICR - O	ttawa		_	00		_						014A	-			
		_								_												
		-			-					_												
			1																		]	
N			_									_										
tem 🕨		erial Da		LO ] Fil Quantitie	-		et Valua		0				of Count		Chature		ntact P		Tauda			
	Wate	inai Da		Guantitie	siDat	88	valua	uon	ACCOL	ant A	Assignment	Source	of Suppl	У	Status	1 LL	ntact P	erson	Texts		Ľ	
	uation notion						AD /	1	EA		Total Valu	e	0.00			CAD						
		Recei	nt																			
	Inv. Re																					
	GR No	n-Val.																				
<b>.</b>												CAD								L Lizat	24400 <b>F</b>	
					_																	

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

Field

R/O/C Description

Field	R/O/C	Description
Valuation Price	R	The price of a material per base unit of measure. The valuation price is the basis for determining the value of goods for balance sheet purposes.
		Example: 300.00

		indows Internet Ex				-							-
🔁 • 📼	http://sapk5k	:i.hrdc-drhc.net:5000	0/irj/portal?Nav	igationTarget=n	avur1%3A%2F%	2Fb6266401Faa	afbcc6927bl	• + 🛪 [	a Live	Search	-		
Edit View	Favorites:	Tools Hain											
avorites 🙀	🛓 🏺 Webpag	ge has expired 🙋 🗸	Veb Slice Gallery	+									
AP NetWeave	er Portal							- 6	5 - 1	3 🖗	- Page - S	iafety + Too	ols + 🧯
Creat	e Purch	hase Requ	isition										20.
		Cancel Exit Syste	and the second	ent Overview O	n Create Ot	her Purchase Re	quisition Hold	Check Help	Pers	sonal Se	atting		
	Requisitio			urce Determinatio									
Header													
		T C C C C C C C C C C C C C C C C C C C	22	D0.0.		220	Default \	/alues					
后 St	Item Deliv. Da		Plant	Stor. Loc.	PGr Requisnr	TrackingNo	Des.Vendor	Fixed Vendor	SPIt	1000	Agreement	Item Info I	Recc
-	10 01/24/20	014 Cabinets, Loc	k NCR - Ottawa	1	000				-	014A		_	-
		_		-									
-	•			-									F
	154												121
tem	[ 1	0 ] Cabinets Lo	ck										
Ma	aterial Data	Quantities/Dates	Valuation	Account A	ssignment	Source of Suppl	y Status	Contact Pe	erson	Rel	ease strategy	1 0	
Valuation	n Price	300.00	CAD / 1	EA	Total Value	4,200.0	0	CAD					
Promotio													
Good Good	ds Receipt												
Vinv, F	Receipt												
GRN	Non-Val.												
						102					4.14		
						-				ocal intr		- A + 3	_

20. Click 🛄 in the Item Detail area.

21. Select Delivery Address

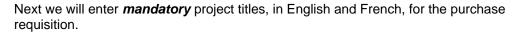
SAP NetWeav	ver Portal - Window	ws Internet Ex	plorer	_										- 8
	http://sapk5lci.hrd	lc-drhc.net:50000	)/irj/portal?Navi	gationTarget=n	avurl%3	1A%2F%	2Fb6266401Faa	afbcc6927bl	• 🖅 🗙 🚺	S Live	Search			2
le Edit View	v Favorites Tool	ls Help												
Favorites	🚖 🏺 Webpage ha	is expired 👩 W	etr Slice Gallery	-										
SAP NetWeav	er Portal								(i) + 6	5 - 6	-	- Page -	Safety + Tools +	8-
											-			-
Creat	e Purchas	se Reau	isition										100	
	Back Save Canc			ent Overview O	n Cre	ate Oth	er Purchase Rei	uisition Hok	Check Help	Pers	sonal Se	tting		-
	Requisition •			rce Determinatio				feromon 1 1 nore	CHOOK THOM	Incirc	Son of Oc	ALLING		
Header	Requisiteron													
			<b>X</b>   8	D. 0. 0.			220	Default \	/alues					
后 St	Item Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	TrackingNo	Des.Vendor	Fixed Vendor	SPit	POrg	Agreement	Item Info Recc	
	10 01/24/2014	Cabinets, Lock	NCR - Ottawa	9	000		-				014A			-
-		-								-	-			
				-						-				
								-						•
	1												2	4
P= Item	[ 10 ]	Cabinets Lo	rk											
transfer to the second	exts Delivery		Customer Data	1									14	9
Title					•			ſ	Q Addre	teh sse	ails			
Name		NCR - Ontari			-	1		-	NO PROM		uno	-		
		RCN - Ottaw	a											
Street	House number	300 Sparks S	Street		1									
Postal	Code/City	K1A 0J6	Ottawa					A	ddress					
Count	ry	CA Car	nada					Loss I	ustomer					
								V	endor			SC vend		
										L	Vendor t	to be supplied/v	who is to receive del	ivery
						17							1777ADA 📻 🗐 💷 - 1	
ne						_		1-1-1			ocal intr	anet	-A + € 100	0/2 -

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

Field	R/O/C	Description
Vendor	R	The code used to identify the supplier/organization from which a good or service will be purchased or to which the department will make payments.
		Example: G999



In the **Vendor** field, enter the consignee code for the applicable delivery address. The address fields will now be populated automatically with the new address.



23. Click 🛅 in the Header area.

SAP N	let₩ea	ver Portal	- Windows Inte	rnet Explorer												_ 8
$\mathbf{O}$	) • [	🌌 http://saj	o <b>k5lci</b> :50000/irj/po	ortal?Navigation	Target=navurl%	63A%2F	%2Fb62664	401faaaafbcc6	927bb6c50382	2958E 💌 🐓	× [	🖬 Live S	5earch			<b>ب</b>
File Ed	dit Vie	w Favorite	es Tools Help	)												
🚖 Favo	rites	🖅 SAP Net	Weaver Portal							1	<b>⊡</b> - €	ا <b>→</b> ا		Page 👻 🤅	Safety 👻 T	ools + 🔞 +
c	rea	te Pui	chase R	equisit	ion											<b>70</b> -
Men	<mark>u ⊿</mark> [			Back S	ave Cancel	Exit S	ystem 🔺	Document Ov	verview On C	Create Other P	urchase	Requis	ition Hold	Check	Help	»
P		: Requisi <b>Fexts</b>	tion 🔻		Source Det	erminatio	n									
		Header not Project Title Project Title	e (English)	Continuo	15-te:▼											
P			aque	74   24	1 <b>1 1</b> 6	· 🗗		i   🖻 🖁	- CI   🛃 🛛	efault Values						
	r⊡ St		Matl Group	Plant	Stor. Loc.	_	Requisnr.	TrackingNo	Des.Vendor	Fixed Vendor	SPIt	-	Agreement	ltem	Info Record	
	_	10)14	Cabinets, Loc	ki NCR - Ottawa		000						014A				
																-
[		•														
	_	[ Aaterial Data	[10] Filin Quantities/		uation Ac	count A:	ssignment	Source of	of Supply	Status Co	ntact Pe	erson	Release	strategy		
	Promot	ion Price tion ods Receipt	300.00	CAD	/ <u>1</u> E	A	Total Valu	le	3,000.00	CAD						<b>.</b>
4								CAD					,	Lizai J	(440) 📕	• • • • • • • • • • • • • • • • • • •
Done												N.	ocal intranet		- A-	🔍 100% 🛛 🛨

# 24. Click Project Title (English)

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

Field	R/O/C	Description
Project Title (English)	R	The title of the purchase requisition, in English.
		Example: Filing cabinets for office

🟉 SAP N	let₩ea	ver Portal -	Windows Inte	ernet Explorer												_	8
00	) 🗸 🛛	🌌 http://sap	<b>k5lci</b> :50000/irj/p	ortal?Navigation1	arget=navurl%	63A%2F%	2Fb626640	)1faaaafbco	6927bb6c5038	2958E 💌 🐓	×	🗹 Live	Search				• 9
File Ed	lit Vie	w Favorite	s Tools Hel	р													
🔆 Favor	rites	🖅 SAP Net\	Weaver Portal							ł	<b>•</b>	<b>a</b> -	- 🖶 -	Page 🕶	Safety 🕶	Tools 👻 🄇	<b>0</b> - '
С	reat	te Pur	chase F	Requisit	ion											<b>70</b> -	
Menu	u 🛛 🗌			Back Sa	ve Cancel	Exit Sys	tem 🔺 🛛 [	Document O	verview On	Create Other P	urchas	e Requi:	sition Hold	Check	Help		»
		Requisit	ion 🔻		Source Det	ermination											
	·	ſexts															
		) Header note ) Project Title ) Project Title	(English)	Filing ca Continuou	binets for s-te:▼	office											
P				3 7 4   2 4	52   🗖 🗗	i - 🗗 -	=== <b>_</b>   [	1   🔁 🖁	1 🗇   🛃	Default Values							
	۳ <u>ה</u> St	ttern ate	Matl Group	Plant	Stor. Loc.	PGr Re	quisnr.	TrackingNo	Des.Vendor	Fixed Vendor	SPIt	POrg	Agreement	ltem	Info Recor	rd M	
		10 )14	Cabinets, Lo	cki NCR - Ottawa		000						014A					
	_																
		•															
P=t	M	[ Material Data ion Price	10 ] Filir Quantities			Count Ass	ignment Total Value	Source	of Supply 3,000.00	Status Co CAD	ntact P	erson	Release	strategy	<u> </u>		
	Promot	tion															
		ods Receipt															-
•	L./Ueu	Receipt						SAD						<ul> <li>Lun</li> </ul>	(14.0)		
Dono	_					_	_				_	<b>S</b>	ocal intranet	- 1041		100%	
Done	_											JAr	ocarintrariet			100%	

26. Click Project Title (French)

SAP N	<hr/>		- Windows Inter					1016				4					₽ , ,
Ge	· ·		pk5lci:50000/irj/po		irget=navuri%	63A%2	F%2FD62664	+Ulraaaarbcct	927DD6c5U382	2958E 💆 🌁	×	Live 🗹	Search				
File Ec			es Tools Help tWeaver Portal								۵.	<b>ب</b> ه	- 🖶 🔹	Page 🕶 🗄	Safety 🕶 T	iools + 🔞	)-
C	rea	te Pu	rchase R	equisiti	on											<b>P</b> .	
Men	u 🔺			Back Sav	e Cancel	Exit			verview On	Create Other I	Purchas	e Requi	sition Hold	Check	Help	>	>
	HRSD	Requisi	tion 💌	[	Source Det	erminat	ion	2									
E,		Texts															
			Ar														
	G	Header no	te 🔄	]													
	6	Project Tit	e (English) 🛛 😽														
	G	Project Tit	e (French)	Continuous	-te v												
			•	concinuous	CC												
P										Default Values							
	™⊡ St		Mati Group	Plant	Stor. Loc.	-	Requisnr.		Des.Vendor	Fixed Vendor	SP#	POrg	Agreement	ten	Info Record	M	
	- <u> </u>	10 )14		NCR - Ottawa	0.01.200.	000	requiorit :	Trackingrad	000.101001		Of R	014A	rigi comon	nom			
ĺ																	
[																	
		•															
P	tem		[ 10 ] Filind	ı cabinet			-	-									
		Material Data	Quantities/D	ates Valua	ition Ac	count .	Assignment	Source	of Supply	Status C	ontact P	erson	Release	strategy	1		
	Valuat	ion Price	300.00	CAD	1 E	A	Total Valu	Je	3,000.00	CAD							
	Promo		500.00		L±				-,								
	🗸 Go	ods Receipt	<u></u>														
		. Possint														•	-
								SAD						Lizar .	(440) 📕	1	
Done												- N	ocal intranet			4 100%	•

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

Field	R/O/C	Description
Project Title (French)	R	The title of the purchase requisition, in French.
		Example: Nouveaux classeurs pour bureau



Lastly, we will check the data and save the purchase requisition.

🖉 SAP N	NetWeaver Portal - Windows Internet Explorer					_ 8 >
$\mathbf{O}$	🗢 🜌 http:// <b>sapk5lci</b> :50000/irj/portal?NavigationTa	rget=navurl%3A%2F%2Fb62664	01faaaafbcc6927bb6c50382	958E 💌 🔸 🗙 📴 Live Si	earch	P -
File Ed	dit View Favorites Tools Help					
🚖 Favor	rites 🖅 SAP NetWeaver Portal			🟠 • 🗟 • 🗉	🗈 🖶 🝷 Page 👻 Safety 👻	Tools 👻 🕡 👻
С	reate Purchase Requisiti	on				×
Menu	u 🖌 🛛 🕹 🖉			reate Other Purchase Requisit	tion Hold Check Help	»
P	HRSDC Requisition  Texts	Source Determination				
	Ar Nouveaux of Project Title (English)	lasseurs pour bureau -te:▼				
P			II   El 22 (D)   🧔 🛛	efault Values		
	🖆 St Item ite Matl Group Plant	Stor. Loc. PGr Requisnr.	TrackingNo Des.Vendor	Fixed Vendor SPIt POrg A	Agreement Item Info Record	d M
	10 14 Cabinets, Lock NCR - Ottawa	000		014A		
-						
P	tem [10] Filing cabinet Material Data Quantities/Dates Value	tion Account Assignment	Source of Supply	Status Contact Person	Release strategy	
	Valuation Price         300.00         CAD           Promotion	FA Total Value	e 3,000.00	CAD		
•			CAD			►
Done					cal intranet	🍕 100% 👻

# 28. Click Check



The message "No messages issued during check" is displayed in the status bar.

SAP N			- Windows Inte													_	- 8)
$\Theta$	) - 1	🖤 http://sap	<b>x5lci</b> :50000/irj/po	ortal?Navigation	Target=navurl%	53A%2F	=%2Fb62664	+01faaaafbcc6	927bb6c50382	1958E 💌 🔶	× [	<b>⊻</b> Live	Search				P -
File Ed	lit Vie	w Favorite	es Tools Help	)													
🔶 Favor	rites	💇 SAP Net	Weaver Portal							ł	<u>۰</u>	<u>a</u> .		Page 🕶	Safety 🔻	Tools 👻 (	0-
C	rea	te Pur	chase R	equisit	ion											<b>1</b>	1
Menu	u 🔺			Back S	ave Cancel	Exit	System 🔺	Document Ov	verview On	Create Other Pi	urchas	e Requi	sition Hold	Check	Help		»
P		E Requisi Texts	tion 🔻		Source Det	erminati	on	2									
		Header not Project Title	e (English) 🛛 😽	Continuo	classeurs j us-te:▼	our f	oureau										
			athr	<b>F</b> 4   <b>E</b> 4	× •	4	4 = 4	1		efault Values							
	r⊟ St	_	Matl Group	Plant	Stor. Loc.	-	Requisnr.	TrackingNo	Des.Vendor	Fixed Vendor	SPIt	-	Agreement	ltern	Info Reco		
	_	10)14	Cabinets, Loc	k NCR - Ottawa	1	000						014A					
	_																7
		•						1							]		
Þ	_	Material Data	[10] Filin Quantities/		uation Ac	count A	Assignment	Source of the second	of Supply	Status Co	ntact P	erson	Release	strategy			
	Promo	ion Price tion oods Receipt	300.00	CAD	/ <u>1</u> E	A	Total Valu	ie :	3,000.00	CAD							<b>.</b>
								SAD.						<ul> <li>Lizat</li> </ul>	/// D	• • • • • • • • • • • • • • • • • • •	
Done												- Ng L	ocal intranet		- A	100%	• •

# 29. Click Save



The message *"Purchase requisition saved under the number XXXXXXXXXXXX*" is displayed in the status bar.

We will close the browser window, in which the purchase requisition was displayed, and log return to the previous myEMS (SAP) Portal window.

🧟 SAP	Net₩e	aver Portal -	Windows Inte	rnet Explor	er											_ 8 >
	) - (	💇 http://sap	<b>k5lci</b> :50000/irj/p	ortal?Navigati	onTarget=navurl%	3A%2	2F%2Fb62664	01faaaafbcc6	927bb6c50382	:958E 🔽 🍫	×	Live	Search			<u>ہ</u>
		ew Favorite	s Tools Hel;	0			1				<b>N</b>	_				
👾 Favi	orites	2 SAP Net	Weaver Portal							ť	•	<u>ه</u> -		Page 🔻	Safety 👻 Ti	ools 🔻 🕜 🕶
	Crea	te Pur	chase R	equisi	ition											<u>*</u>
Mer	nu 🔺			Back	Save Cancel	Exit	System 🖌	Document Ov	erview On	Create Other Pi	urchas	e Requi	sition Hold	Check	Help	»
		C Requisit	ion 🔻		Source Dete	ermina	tion									
		Texts				_										
		_	Ar													
		Header not Project Title														
		Project Title														
			•	Continu	ious-te: 🔻											
P			aqmr							efault Values						
	Fo St.		Mati Group	Plant	Stor. Loc.		Requisnr.		Des.Vendor	Fixed Vendor	SPIt	POrg	Agreement	ltern	Info Record	м
	8															
	<u> </u>															
		•														
P	ltem	I	lew Item				-	-								
	Purchas	e requisition n	umber 01000001	68 created				SAP						►   K1L	(110) 📲 🖌	sapk1lci 👻
								<u> </u>								

**30.** Click **X**.

# Result

You have successfully created a purchase requisition for goods.

# Purpose

Use this procedure to create a purchase requisition, for planned or unplanned services, in the MyEMS Portal, including:

- Navigating to the create purchase requisition screen
- Selecting the document type
- Entering a line item for *planned* service, in the **Item Overview** area
- Entering a line item on the Services tab in the Item Detail
- Entering a line item for a unplanned service, in the Item Overview area
- Entering an amount for the overall limit and for the expected value, on the Limit tab
- Entering a title for the purchase requisition, in English and French
- Entering account assignment data
- Copying the account assignment data to subsequent line items

#### Trigger

Perform this procedure when you need to create a purchase requisition, for planned or unplanned services, in the MyEMS Portal.

#### Prerequisites

You must know the applicable general ledger account, cost center, fund and functional area

### Portal

Use the following link to access the myEMS (SAP) Portal: <u>https://sapk5pci.service.gc.ca/irj/portal</u>

#### **Transaction Code**

• N/A

## **Helpful Hints**

A purchase requisition is an internal document that defines a need for goods or services

#### Procedure

**1.** Start by accessing the myEMS (SAP) Portal.

The data shown in this procedure is for example purposes only. When you perform this transaction, please enter the applicable data for your requirements.



First we will navigate to the create purchase requisition screen.

Welcome

	ard ▶ Personalize View	Help					Welcome: Karen Amy
	D	D	D	E		D	E
Home	Employee Self-Service	Manager Self-Service	Budgeting	Master Data Maintenance	Financial Signing Authority	Reporting	Materials Mar
	My Universal Worklist						
Home > Welc	come						Full Screen Options
Welcon	ne to the SAP	Self-Service Po	ortal				
DRAFT							
DRAFT							
Privacy	Notice Stateme	nt					
obliged to Governme	manage the persona nt Security. You must	I information you ente	r, use or disc identiality and	close in MyÉMS in acco d Integrity of the informat	business transactions.` rdance with the Privacy tion you can access and	Act and the	policy of
Security	/ Notice						
All personr data.	nel shall access and i	use the system in acc	ordance with	prescribed security me	asures required to prote	ct the syste	ms assets and its
By proces	edina to use the sv	stem. vou have acc	epted the pr	ivacy and security co	nditions.		
-,,,		, <b>,</b>	- p p -	,,			



#### Welcome





#### Overview

maSGE 🍁 myEMS	3				Log	g off
HBack Forward Personaliz	ze View Help				Welcome: Karen An	nyot
Employee Self-Service	Manager Self-Service Budgetin	ig Master Data Maintenance	Financial Signing Authority	Reporting	Materials Management	• • • • • • • • • • • • • • • • • • • •
Welcome Requisitioner	PM Master Data Specialist AA Maste	er Data Specialist Receiver				
1	Materials Management > Requisition	ner > Work Overview			Full Screen Options	3 🔹
Work Overview	Worklist					
Purchasing Documents	The list of items shown here co	uld be outdated. Waiting for update				*
Purchasing Document						
	Show: New and In Progress Ta: Tasks 문 한 Subject	sks	Sent Date		* 7 B -	
	Logged-On User Informatio	on				
	Current Logged-On User ID: User Group: User Application Context: Exclude Action List: Exclude Display Attribute List. Exclude Section list:	USER.PRIVATE_DATASOURCE.u com.sap.pct.purch com.sap.pct.purch.gotowc.view/				



### **Purchasing Documents**

maSGE 🍁 myEMS						Log off
	te View Help					Welcome: Karen Amyot
Employee Self-Service	Manager Self-Service	Budgeting	Master Data Maintenance	Financial Signing Authority	Reporting	Materials Management
Welcome Requisitioner	PM Master Data Specialist	AA Master Da	ta Specialist Receiver			
	Materials Management >	Requisitioner	<ul> <li>Purchasing Documents</li> </ul>			Full Screen Options 🕶
Work Overview Purchasing Documents	Purchasing Docu	iments				E.C
Services Document Tracing Create Purchase Regulation Change Purchase Regulation Create Purchase Regulation Display Purchase Regulation	uisition					



Create Purchase Requisition



The Create Purchase Requisition screen is displayed in a new browser window

- The screen has three areas: Header, Item Overview and Item Detail.
- Click to expand an area.
- Click b to collapse an area

Creat	e Pi	irch	ase	Req	uisi	tion	1													20
lenu 🔺				•	Back	Save	Cancel	Exit	System 🖌	Do	ocun	nent Overview	v On	Create	Other I	Purchase	Requisition	Check	Display Me	ssages
Purcha	ase Re	quisit	i 💌			🗌 So	iurce Det	erminal	ion		D	<u>.</u>								
Header											<b>1</b> 1									
1 💽   [ 15 St	ttern /		Materi		🔺 🛛 🎦				▲ 💷 ▲ Ouentity		_	Deliv. Date		📴 Default ' lati Group	Values Plant		Stor. Loc	PC:	Requisnr.	TrackingN
	item 7	· ·	Match	л	Short re				Guarney	Orm	~	Deliv. Date	IV.	an oroup	FIGHT		3101.200		rtoquiarii .	rracidingra
_													_		_					
_													-							
_													_							
_													+							
.em	Click	New	o 1		the u	nlah	مالوط		d abo		[		er					•	1441 4445	
		_			uisitior		Circu			500										
							ine it	tem	for p	lani	ne	d servic	ce	s, in tł	ne <b>it</b> e	em C	Overvie	ew a	rea.	
9		lf	you	want	to sa	ave t	ime	by c	opyir	ng a	an	existinę	g p	ourcha	ase r	equi	sition tl	hat h	as sim	ilar iten
			1.		k the alrea	-			Overvi	iew	On	butto	on	to op	en th	ne do	cumer	nt ove	erview	pane (i
			2.	Clic	:k 📓	• م														
			<u>2</u> . 3.			ly p	urch	ase	reau	uisi	tic	ons fron	n t	the me	enu.					
			4.									ne, clic				item	numb	er of	the pu	rchase
				reau	isitio	n tha	at vo	u w	ant to	co co	pv	<i>.</i>							-	

5. Click

The fields are now populated with the data from this purchase requisition.



You enter *planned* and *unplanned* services as separate line items, in the **Item Overview** area.

- When you enter a line item for services, you must enter **D** in the **I** (item category) field. Then two additional tabs will be displayed in the **Item Detail** area.
- On the **Service** tab, you enter data for *planned* services, which means that you know the rate and the duration of the service

- For example, if a consultant's services are required for 40 days at a per diem of \$100/day
- On the **Limit** tab you enter *unplanned* services, which means that you do not know the precise nature of service, quantity and price of the service
  - For example, if a consultant must travel and the travel expenses are not known

enu	4				. ◀ 🖪	ack Save	Cancel Exit	System 🖌	Do	ocur	nent Overview	On Create	Other Purch	ase Requisition	Hold	Check Help	<u>,</u>
		: Requ	isiti	on 🔻		Sc	ource Determin	ation									
_	ader																
	_			7 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								Default \		-			<b>_</b>
ינ	5 St	Item	A	l Material	S	hort Text		Quantity	Unit	С	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	TrackingNo
	_																
	_																
H	_												_		_		
H	_																
H	-																
H	-														_		
H	-	-															
H																	
H																	
۲																	
			•														

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

Field	R/O/C	Description
A	R	Account Assignment Category - Specifies whether accounting for an item is to be effected by an auxiliary account (such as, a cost center). <b>Example:</b> K
1	R	Item Category in Purchasing Document - Key defining how the procurement of a material or service item is controlled. <b>Example:</b> D
Short Text	R	Short description for procurement of goods or services, 40 characters in length. <b>Example:</b> Graphic designer

- 9. Press "Return".
- 10. Press "Return".

			◀	Back Save Cancel	Exit System 4	Docu	ument Overview	/On Create	Other Purcha	se Requisition	Check	Display Me:	ssages
	DC Requis	ition	•	Source D	etermination								
Header	r												
		📇	5 H H Z	-   <b>Z</b> - <u>%</u>   🗅 (		i	22	Default V	'alues				
🖻 St		< I	Material	Short Text	Quantity	Unit C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	TrackingN
	🔍 10 H	D		Graphic designer	1.000					đ			
													_
Item	Services	[ 10 Limi		Data Quantities/Da	ates Valuatio	n	Account Assig	nment Sou	irce of Supply	Status	Cont	act Person	
Valu	ation Price	O	.00	/ 1	Total V	alue	0.00						
					-								

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

Field	R/O/C	Description
Deliv. Date	R	The proposed date by which the customer should receive the goods or services.
		Example: 13.03.2014

12. Click Deside the Matl Group field.



The material group number is the same as the **Goods and Service Identification Number** (GSIN).

# Material Group (1)

▶ Res	trictions	
<b>*</b>		
Matl Group	.≞ Material Group Desc.	
01	Material group 1	
02	Material group 2	
5139A	Construction Service	
5139B	Engineering Works (N	
5164CH	Building Intrusion D	
5164CJ	Security Control Sys	
5164CK	Building Intercommun	
5164CM	Building Public Addr	
5164CV	Generator Maintenanc	
5164CW	Uninterruptible Powe	
5164E	Security Systems Mai	
5169D	Other Installation VV	
5169E	Doors and Windows In	
5169L	Building Computer Ca	
5173B	Painting Work	
5174A	Floor and Wall Tilin	
5175A	Other Floor Laying a	
5176AB	Carpentry Services	
5177A	Textiles Trade Servi	
5177BA	Interior Fit-Up/Reno	

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

Field	R/O/C	Description
Search field	R	Meaningful word that uniquely describes the master data record. The system uses terms from the search field to locate the master data record during a search function.
		Example: GRAPHIC DESIGN

14. Click

# Material Group (1)

<ul> <li>Restric</li> </ul>	tions	
	GRAPHIC DESIGN	
Matl Group	.≞ Material Group Desc.	
T002AJ	Graphic Design and E	
T002AJA	Graphic Design Servi	
T002AK	Research and Writing	
T002D	Corporate Sponsorshi	
T002G	Internet Communicati	
T002GA	Website communicatio	
T002GB	Website content main	
T002GC	Website analysis and	
T002GD	Webcasting	
T002GE	Streaming audiovisua	
T002GF	Internet based commu	
T002GG	Conversion of print	
T002GJ	Design of graphics f	
T003A	Advertising	
Т003АН	Public Relations Ser	
T004A	Public Relations Ser	
T004AB	Public Relations Pla	
T004B	Events Planning and	
T004BA	Conference Planning	
	Media Analysis	

- Select T002AJA 15.
- Click 16.

C	Cre	eat	e P	Pur	cha	ase Re	quis	ition												2	₽⊿
Mer	nu 🔺						Back	Save Ca	ncel Exit	System 4		ocur	nent Overview	On C	reate	Other Purchase	Requisition	Check	Display Me	ssages	×
			Requ	isit	ion	•		Sour	ce Determin	ation											
	Hea	der																			_
	_	_		_		<b>2 11 12 1</b>			<b>] <mark>6] ∠</mark> [</b>		🖪		2201			Values					
	6	St	ltem		1	Material	Short			Quantity	Unit	С	Deliv. Date	Mati G		Plant	Stor, Loc.	PGr	Requisnr.	Tracking	
		×	10	K	D		Graph	ic designer		1.000		_	13.03.2014	T002/	ĄЈА	đ					
				-	-																
	H				-															_	
																					-
																				D	•
	Hom					1. Gurandada	4 4														
	item	_	ervices		10 Limit	<u> </u>	ial Data	ier Quantitie	o Datas	Valuatio	_		Account Assign	ment	Sol	urce of Supply	Status	Cont	act Person	ा जि	NQ
	ŕ	_	_			3 Match	iai Data	Goontine	SADGIES					ment	30	arce or Suppry	Status	Cont	actrerson		
		aluatio	n Price	Э	0	.00		/ 1		Total \	'alue		0.00								
													_								
												CAL							1441 4440		

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

Field	R/O/C	Description
Plant	R	A high-level organizational unit used to subdivide a department for the purpose of reporting on and controlling various procurement and material management functions from a logistics perspective.
		NONA
PGr	R	An organizational unit used to allow departments to identify the person or group responsible for the applicable purchasing activity.
		Example: 000



We will scroll right to view more fields.

# **18.** Click **I** to scroll right.

C	re	at	e Pi	ırcha	se R	equis	siti	on										<b>70</b> -
Men	u 🔺					Back	Sav	e Cancel	Exit Syster	n 🖌 🛛 Docume	nt Overview On	Crea	ate Of	ther Purchase	Requisitio	on Check	Display Messages	×
			Requi	sition •	•			Source Dete	ermination									
<b>P</b>	Q						<b>∑</b> ⊿ 🤅		<mark>_ B_</mark> =				ault Valu					
		St	Item 40	Plant	S	tor. Loc.		Requisnr.	TrackingNo	Des.Vendor	Fixed Vendor	SPIt	POrg	Agreement	ltem	Info Record	MPN Material	
	-	~	10	NONA			000											- 6
				•														•
	em			[ 10 ]	Graphi	ic desig	ner		•	<b></b>								
	/	Se	ervices	Limits	Mat	erial Data	9	uantities/Date	s Valu	ation Acc	ount Assignme	nt	Source	e of Supply	Statu	s Conta	ct Person	
	Va	luatio	n Price	0.0	10		/	1	Tot	al Value	0.00							
				011				-										
										CAD								Loculutio

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

Field	R/O/C	Description
POrg	R	An organizational unit used by departments to identify the organization responsible for the negotiation and creation of purchasing documents.
		Example: 014A

C	re	at	e P	urchas	e Requis	iti	on										
Mer	u 🔺				◀ Back	Sav	e Cancel E	Exit System	Documer	nt Overview On	Crea	ate Of	ther Purchase	Requisitio	on Check [	Display Messages	×
			Requi	sition 🔻			Source Dete	rmination									
											_						_
												ault Valu					
		St	ltem 10	Plant NONA	Stor. Loc.	PGr 000	Requisnr.	TrackingNo	Des.Vendor	Fixed Vendor	SPIT	014A	Agreement	Item	Info Record	MPN Material	
	-	~~	10	NONA		000						0170					
				•													•
	tem			[ 10 ] (	Graphic desigr	er		•	▲ ▼								
	/	Se	ervices	Limits	Material Data	Q	uantities/Dates	s 🖌 Valua	ntion Acc	ount Assignmei	nt 🛛	Source	e of Supply	Statu	s Contac	t Person	NNC
	Va	luatio	n Price	0.00	)	/	1	Tota	al Value	0.00							
			_			_			CAD		_	_					

# 20. Press "Return".

21. Press "Return".



The Services tab is automatically displayed, in the Item Detail area.

• We will enter services data on this tab.

/lenu 🔺				🔹 🖌 🛛 Bac	k Sav	e Cancel	Exit System	Docume	nt Overview On	Crea	ate Ot	her Purchase	Requisiti	on Check	Display Messages	2
HRS	SDC Re	quisit	ion 🔻			Source Dete	ermination									
Head	er															
			日日間		24	54 I 🗖 🚜	🔺 🛃 🖷			5 Defa	ault Valu	les				
			ant	Stor. Loc.		Requisnr.		Des.Vendor		SPIt		Agreement	Item	Info Record	MPN Material	
	2007		CR - Ottawa	0.01.1200.	000	requerir:	Tracking to	000.101.001		0. 11	014A	- igreenierit	nom			-
																P
		•							1			1			_	
tem	Servi	[ ices	10 ] Gra; Limits	)hic desi Material Dat		Quantities/Dati	es Valu	ation Acc	ount Assignmer	-it	Source	e of Supply	Statu	s Conta	ict Person	II
<b>t</b> tem	Servi					Quantities/Dati			ount Assignmer	nt	Source	of Supply	Statu	s Conta	ict Person	
tem				Material Dat		Quantities/Dati		ation Acc			Source Pross Pr				ict Person	
tem	Servi		Limits	Material Dat No. Sh	a /	Quantities/Dati						ice		s Conta Dverf. 🛗	ict Person	I
tem	Line		Limits	Material Dat	a /	Quantities/Dat		ation Acc				ice	Crcy (	Overf. 🎹	ict Person	
tem	Line <u>10</u>		Limits	Material Dat No. Sh	a /	Quantities/Dat		ation Acc				ice	Crcy ( CAD	Overf. 🎹	ict Person	
tem	Line 10 20		Limits	Material Dat No. Sh	a /	Quantities/Dat		ation Acc				ice	Crcy C CAD CAD	Overf. 🎹	ct Person	
tem	Line 10 20 30		Limits	Material Dat No. Sh	a /	Quantities/Dat		ation Acc				ice	Crcy C CAD CAD CAD	Overf. 🎹	ct Person	I .
tem	Line 10 20 30 40		Limits	Material Dat No. Sh	a /	Quantities/Dat		ation Acc				ice	Crcy ( CAD CAD CAD CAD CAD	Overf. 🎹	ict Person	
tem	Line 10 20 30 40 50		Limits	Material Dat No. Sh	a /	Quantities/Dat		ation Acc				ice	Crey C CAD CAD CAD CAD CAD CAD	Overf. 🎹	ict Person	
tem	Line 10 20 30 40 50 60		Limits	Material Dat No. Sh	a /	Quantities/Dat		ation Acc				ice	Crcy C CAD CAD CAD CAD CAD CAD CAD CAD CAD CA	Overf. 🎹	ict Person	I
	Line 10 20 30 40 50 60 70		Limits	Material Dat No. Sh	a /	Quantities/Dat		ation Acc				ice	Crcy C CAD CAD CAD CAD CAD CAD CAD CAD CAD	Overf. 🎹	ict Person	I

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

Field	R/O/C	Description
Short Text	R	Short description for procurement of goods or services, 40 characters in length.
		Example: Graphic designer
Quantity	R	The quantity being ordered, received or transferred.
		Example: 100
Un	R	Base unit of measure. Unit of measure in which stocks of the material are managed. The system converts all the quantities you enter in other units of measure (alternative units of measure) to the base unit of measure.
		Example: HR
Gross Price	R	The unit price of a good or service to be procured prior to applying discounts or surcharges.
		Example: 100.00

23. Press "Return".

24. Press "Return".



The account assignment dialogue box, for this *first* line item, is displayed.

### Account Assignment of Service in Line 10

Account Assignm	ent of Service in Line 10		X
G/L Account		Company Code	0140
CO Area			
Cost Center	*		
Fund			
Functional Area		Funded Program	
Funds Center			
Earmarked Funds			
			More More
		V 🖻 🖬	Rpt. AA on 🚺 Auto repeat AA 🔀

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

Field	R/O/C	Description
G/L Account	R	The detailed financial code used by departments to identify the nature of a transaction from a General Ledger perspective (for example, Supplies, Inventory). <b>Example:</b> 533001
Cost Center	R	The detailed financial code used by departments to identify the responsibility center accountable for the transaction from a cost management perspective. <b>Example:</b> 200030
Fund	R	The detailed financial code used to identify the departmental source of funding applicable to a transaction from a funds management perspective. <b>Example:</b> B001

Field	R/O/C	Description
Functional Area	R	An input code that uniquely identifies the activity element of a specific program in the Program Activity Architecture (PAA). Program activities are the major subdivisions of a program. Most departments and agencies disaggregate programs below the activity level to the activity element level.
		Example: 0140-1001

### 26. Click Rpt. AA on



The function **Rpt. AA on** copies the account assignment data to any subsequent line items that you may enter. You can overwrite the data, if applicable.

Now we will enter a second line item, on the Services tab, for a *planned* service.

#### **Create Purchase Requisition**

Requi	sition 💌		Save Cancel	Exit System .	Documer	nt Overview On	Cre	ate Ot	her Purchase	Requisit	ion Hold Cl	heck Help	
			Source De	termination									
n fi		37.18	2 3 3 1 3 6		🖪   🖻		5ª Defi	ault Valu	es				
Item	Plant	Stor. Loc.	PGr Requisnr.	TrackingNo D			SPIt		Agreement	ter	Info Record	MPN Material	
	iqr NCR - Ottawa	0.01.200.	000	Trackingrio L	00.101001	n ixea y endor	Of It	014A	Agreement	iton	i into reccord	Mill 14 Material	
TOR	gi Nort - Ottawa		000					0170					
	•												
ine.	Service N	lo. Short	t Text		Quantity		Un (	Gross Pri	ce	Crcy	Overf. 🎹		
<u>LO</u>		Grap	hic designer		100.0		HR	100.00		CAD			
20										CAD			
										CAD			
<u>30</u>										CAD			
<u>10</u>										CAD			
40 50 50													
40 50 50 70										CAD			
40 50 50										CAD CAD CAD			
20		Grap	hic designer					100.00		CAD CAD CAD CAD CAD CAD			

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

Field	R/O/C	Description
Short Text	R	Short description for procurement of goods or services, 40 characters in length.
		<b>Example:</b> Jr. graphic designer

Field	R/O/C	Description
Quantity	R	The quantity being ordered, received or transferred. Example: 25
Un	R	Base unit of measure. Unit of measure in which stocks of the material are managed. The system converts all the quantities you enter in other units of measure (alternative units of measure) to the base unit of measure. <b>Example:</b> HR
Gross Price	R	The unit price of a good or service to be procured prior to applying discounts or surcharges. <b>Example:</b> 60.00

#### 28. Press "Return".

29. Press "Return".



The account assignment dialogue box, for the *second* line item on the **Services** tab, for an *planned* service, is displayed.

• The account assignment data that we entered for the first line item, on the **Services** tab, has been copied to this line item.

#### Account Assignment of Service in Line 20

Account Assignme	nt of Service in Line 20		X
G/L Account	533001	Company Code	0140
CO Area	0140		
Cost Center	200030		
Fund	B001		
Functional Area	0140-1001	Funded Program	00000
Funds Center	200030		
Earmarked Funds			
			More
🔽 Rep. Acct Assgt			
		🖌 🗗 🚺 🖌	n 🚺 Auto repeat AA 🐼 RAA 💥
<b>30.</b> Click 🖌			
	vill enter a title for the purc	hase requisition in he	th English and French

	) 🗢 📴 http://	заркысный	унурогсанма	ingadorrit	argot—navan			aafbcc6927bb6								
le Edil	it View Favo	rites Tools	Help													
<b>F</b> avori	ites 😁 🕶	💇 SAP NetWe	eaver Portal	×	🛺 Google Tra	anslate#auto/	/fr/Pl	1			6	• 🔊 •	-	🖶 🕶 I	Page 👻 Safety	(* 1
Cre	eate Pur	chase	Requi	sitio	n											5
/lenu 🔺			I Back	Save	Cancel E	kit System 4	Documer	nt Overview On	Cn	eate Of	her Purchase	e Requisit	ion H	Hold Cł	neck Help	
HR	SDC Requisi	tion 🔻			Source Deteri	mination										
Head																
		AVA		<b>Z</b> 4 %					i De	fault Valu	les					
		Plant	Stor. Loc.			TrackingNo D		Fixed Vendor			Agreement	lten	n Info F	Record	MPN Material	
		VCR - Ottawa		000						014A						
			-									-				
				_						_						
	•															
- Item		[ 10 ] Grag	phic desig	jner												
tem		[ 10 ] Graț Limits	phic desiç Material Data		uantities/Dates			ount Assignmen	t	Source	e of Supply	Statu	IS	Contac	t Person	
Item	[	Limits	Material Data	a Qu	iantities/Dates		ion Acc	ount Assignmen							t Person	
tem	[		Material Data		uantities/Dates			-		Source Gross Pr			ıs Overf.		t Person	I
tem	Services	Limits	Material Data No. Sho Gra	a Qu ort Text Iphic desig	gner		Quantity	-	Un HR	Gross Pr 100.00	ice				t Person	
tem	Services	Limits	Material Data No. Sho Gra	a Qu ort Text	gner		ion Acc	-	Un HR	Gross Pr	ice	Crcy CAD CAD			t Person	I
tem	Services	Limits	Material Data No. Sho Gra	a Qu ort Text Iphic desig	gner		Quantity	-	Un HR	Gross Pr 100.00	ice	Crcy CAD CAD CAD			t Person	I
tem	Services           Line           10           20	Limits	Material Data No. Sho Gra	a Qu ort Text Iphic desig	gner		Quantity	-	Un HR	Gross Pr 100.00	ice	Crcy CAD CAD			t Person	14
tem	Services           Line           10           20           30	Limits	Material Data No. Sho Gra	a Qu ort Text Iphic desig	gner		Quantity	-	Un HR	Gross Pr 100.00	ice	Crcy CAD CAD CAD			t Person	I
tem	Services           Line           10           20           30           40	Limits Li	Material Data No. Sho Gra	a Qu ort Text Iphic desig	gner		Quantity	-	Un HR	Gross Pr 100.00	ice	Crcy CAD CAD CAD CAD CAD			t Person	
tem	Services           Line           10           20           30           40           50	Limits	Material Data No. Sho Gra	a Qu ort Text Iphic desig	gner		Quantity	-	Un HR	Gross Pr 100.00	ice	Crcy CAD CAD CAD CAD CAD CAD			t Person	14
tem	Services           Line           10           20           30           40           50           60	Limits Li	Material Data No. Sho Gra	a Qu ort Text Iphic desig	gner		Quantity	-	Un HR	Gross Pr 100.00	ice	Crcy CAD CAD CAD CAD CAD CAD CAD			t Person	14
tem	Services           Line           10           20           30           40           50           60           70	Limits Li	Material Data No. Sho Gra	a Qu ort Text Iphic desig	gner		Quantity	-	Un HR	Gross Pr 100.00	ice	Crcy CAD CAD CAD CAD CAD CAD CAD CAD			t Person	14

**31.** Click The Header area.

tenu 🖌 🔰			<ul> <li>Back</li> </ul>	Sav	e Cancel	Exit System	Docume	nt Overview On	Crea	te Ot	her Purchase I	Requisitio	on    Hold    Cł	neck Help	
HRSDO	: Requis <b>Fexts</b>	ition 🔻			Source Dete							· ·			
	Project T	itle (English) itle (French)													
		Plant	Stor. Loc.					Fixed Vendor					Info Record	MPN Material	
后 St	Item	Plant	Stor. Loc.	PGr	Requisnr.	TrackingNo	Des.Vendor	rixed vendor	SPIL	-	Agreement	item	into Record	MPN Material	
	10 ia	r NCR - Ottawa		000						0144					
	10 ig	r NCR - Ottawa		000						014A					
	10 ig	r NCR - Ottawa		000						014A					
	10 ig	r NCR - Ottawa		000						014A					
	10 ig	r NCR - Ottawa		000						014A					
	10 ig	r NCR - Ottawa								014A					
	10 ig	r NCR - Ottawa								014A					
		r NCR - Ottawva								014A					

### 32. Click Project Title (English)

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

Field	R/O/C	Description
Project Title (English)	R	The title of the purchase requisition, in English.
		Example: Graphic design services

34. Click Project Title (French)

creat	te Purchas	e Requi	siti	on										<b>10</b> -
lenu 🖌		▲ Bac	k Sav	e Cancel	Exit System	Docume	ent Overview On	Crea	ate Ot	her Purchase I	Requisiti	on Hold Cł	heck Help	
	Requisition 💌		[	Source Det	termination	3								
	Project Title (French)	Conti	nuous											
			24						ault Valu					
"⊡ St	Item Plant 10 igr NCR - Ottaw	Stor, Loc.	PGr 000	Requisnr.	TrackingNo	Des.Vendor	Fixed Vendor	SPIt	POrg 014A	Agreement	ltem	Info Record	MPN Material	
	TO IGE NOR - OLLAW	a	000						014A					
								-						

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

Field	R/O/C	Description
Project Title (French)	R	The title of the purchase requisition, in French.
		Example: Services de conception graphique



Next we will enter a line item for an *unplanned* service, in the **Item Overview** area.

HRSDC Requisition     Image: Content of the second of the seco	vlenu 🔺			Back S	Save Cancel	Exit System	Docume	nt Overview On	Crea	te Ot	her Purchase I	Requisitio	on Hold Ch	neck Help	
Header note         Project Title (English)         Project Title (French)         Image: Structure of the structure o			ition 🔻		Source Det	ermination	<b>3</b>								
Item       Plant       Stor. Loc.       PGr       Requisor.       TrackingNo       Des. Vendor       Fixed Vendor       SPht       POrg       Agreement       Item       Info Record       MPN Material         10       10       10       10       10       VR - Ottawa       000       000       000       014A       014A       014A       014A       000       014A         10		) Project Ti ) Project Ti	ote (English) ttle (French)						Defa	utt Valu	8				
10 igr       NCR - Ottawa       000       0144       014A       014A </th <th></th> <th>ltem</th> <th>Info Record</th> <th>MPN Material</th> <th></th>												ltem	Info Record	MPN Material	
									_	_					
		10 igr	NCR - Ottawa	0	00					014A					
		10 igr	NCR - Ottawa	0	00					014A					
		10 igr	NCR - Ottawa	0						014A					
		10 igr	NCR - Ottawa	0						014A					
		10 igr	NCR - Ottawa							014A					
		10 igr	NCR - Ottawa							014A					
		10 igr	NCR - Ottawa							014A					
										014A					
	tem Dets									014A					

**36.** Click Header area.

#### **Create Purchase Requisition**

enu 🔺	ŀ	Back Sa	ave C	ancel Exit S	ystem 🖌 🛛 Document Overvie	ew On Creat	te Oth	er Purchase Req	uisition	Hold	Check Help	Pers	onal Sett	ing		
HE	SDC	Requis	ition	•	Source Determ	nination										
Head																
			11 🖪	各間路之	▲   <u>⊠                                  </u>		🖪	22	் கி பெ	efault Val	ues					
	St	Item A		Material	Short Text	Quantity		Deliv. Date	Matl Gr		Plant	Stor	Loc.	PGr	Requisnr.	TrackingN
	ы	10 K		Material	Graphic designer		AU D	13.03.2014			NCR - Ottawa	3101	. 200.	000	rtoquisini.	naciangia
		10 10				1	~ 0	13.03.2014	orapri	ie besigi	Nort - Ottawa			000		
			_									_				
																•
	se	ervices		] Graphic nits Materi		▼ ▲ Valuatio	<u> </u>	Account Assignm	nent	Sourc	e of Supply	Stat	us	Conte	act Person	II
		ervices ine	Li				<u> </u>			Sourc			us Overf. [		act Person	
		ine	Li	nits Materi	al Data Quantities/Dates		n ,	y			Price		Overf.		act Person	U.
	Li	ine . <u>0</u>	Li	nits Materi	al Data Quantities/Dates		n /	y	Un	Gross F	Price C	Crcy	Overf.	<b>1</b> 1	act Person	
	Lii 1	ine .0 0	Li	nits Materi	al Data Quantities/Dates Short Text Graphic designer		n , Quantit 100.0	y	Un HR	Gross F 100.0	Price (	Orcy CAD	Overf.	<b>1</b> 1	act Person	۹. ۲
	Lii 1 2	ine .0 0	Li	nits Materi	al Data Quantities/Dates Short Text Graphic designer		n , Quantit 100.0	y	Un HR	Gross F 100.0	Yrice C	Crcy CAD CAD CAD CAD	Overf.	<b>1</b> 1	act Person	
	Lii 1 2 3 4 5	ine 0 0 0 0	Li	nits Materi	al Data Quantities/Dates Short Text Graphic designer		n , Quantit 100.0	y	Un HR	Gross F 100.0	Price C	Crcy CAD CAD CAD CAD CAD CAD	Overf.	<b>1</b> 1	act Person	
	Lii 1 2 3 4 5 6	ine 0 0 0 0 0	Li	nits Materi	al Data Quantities/Dates Short Text Graphic designer		n , Quantit 100.0	y	Un HR	Gross F 100.0	Price C O c C C C C C C C C C C C C C C C C C C C	Crcy CAD CAD CAD CAD CAD CAD CAD	Overf.	<b>1</b> 1	act Person	I I I
tem	Lii 1 2 3 4 5 6 7	ine 0 0 0 0 0 0	Li	nits Materi	al Data Quantities/Dates Short Text Graphic designer		n , Quantit 100.0	y	Un HR	Gross F 100.0	Yrice C O c C C C C C C C C C C C C C C C C C C C	Crey CAD CAD CAD CAD CAD CAD CAD CAD	Overf.	<b>1</b> 1	act Person	I I I
	Lii 1 2 3 4 5 6 7 8	ine 0 0 0 0 0 0 0 0	Li	nits Materi	al Data Quantities/Dates Short Text Graphic designer		n , Quantit 100.0	y	Un HR	Gross F 100.0	Vrice C O C C C C C C C C C C C C C C C C C C	CAD CAD CAD CAD CAD CAD CAD CAD CAD CAD	Overf.	<b>1</b> 1	act Person	
	Lii 1 2 3 4 5 6 7 8 8 9	ine 0 0 0 0 0 0 0 0	Li	nits Materi	al Data Quantities/Dates Short Text Graphic designer		n , Quantit 100.0	y	Un HR	Gross F 100.0	o contractor o con	Crey CAD CAD CAD CAD CAD CAD CAD CAD	Overf. [	<b>1</b> 1	act Person	€ D

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

Field	R/O/C	Description
A	R	Account Assignment Category - Specifies whether accounting for an item is to be effected by an auxiliary account (such as, a cost center). Example:
		K
I	R	Item Category in Purchasing Document - Key defining how the procurement of a material or service item is controlled.
		<b>Example:</b> D
Short Text	R	Short description for procurement of goods or services, 40 characters in length.
		<b>Example:</b> Travel
Deliv. Date	R	The proposed date by which the customer should receive the goods or services.
		Example: 13.03.2014
Matl Group	R	A number used by departments to group similar materials for reporting and analysis purposes. The material group is used to represent the PWGSC GSIN to ensure consistency in reporting.
		Example: V502A
Plant	R	A high-level organizational unit used to subdivide a department for the purpose of reporting on and controlling various procurement and material management functions from a logistics perspective.
		Example: NONA
PGr	R	An organizational unit used to allow departments to identify the person or group responsible for the applicable purchasing activity.
		Example: 000



We will scroll right to view more fields.

**38.** Click **b** to scroll right.

Cı	eat	te Pu	rchase	Requis	iti	on										
Menu	4	Back Sa	ave Cancel E	xit System 4	4	Document Over	view On C	Create Other F	Purchase Requis	ition	Check	Display Mes	sages	Help Person	al Setting	
		Requis	ition 🔻		[	Source Dete	rmination									
	The second secon															
	Image: The Star.       Item       Plant       Stor. Loc.       PGr       Requising.       TrackingNo       Des.Vendor       Fixed Vendor       SPIt       POrg       Agreement       Item       Info Record       MPN Material         Image: The Star       20       NONA       000 </td <td></td>															
			1													
			-													
<b>P</b> Ite	m		[ 20 ] Trav				-									
_	S	ervices	Limits	Material Data	ľ	Quantities/Date	s Valu	ation Acc	ount Assignmer	nt	Source	e of Supply	Statu	s Contac	t Person	
																L
4																
								CAD							141-44405	

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

Field	R/O/C	Description
POrg	R	An organizational unit used by departments to identify the organization responsible for the negotiation and creation of purchasing documents.
		Example: 014A

- 40. Press "Return".
- 41. Press "Return".



Next, we will enter limits for the unplanned service, on the Limits tab.

nu 🛛	◢ [	Back S	ave (	ancel E	dt System	<u> </u>	Document Ove	rview On C	reate Other F	Purchase Requis	sition	Check	Display Mes	sages	Help	Person	al Setting	
F	HRSDC	Requis	itior	-		[	Source Dete	ermination										
	ader																	
			1 🖪	<b>S</b> UI		Σ⊿	34 I <b>D 7</b> 3	<b>.</b>			18 Defa	ault Valu	es					
- -	_		Plant		Stor. Loc.		Requisnr.		Des.Vendor		SPIt		Agreement	Hom	Info Re	ocord	MPN Material	
	J 31			Ottawa	SIOF. LOC.	000	Neguistir.	Trackingido	Des.venuur	TIXEU VEHUUI	SFIL	014A	Agreement	item	I IIIO IX	ecoru	WEIN WALCHAI	
	X	-	-	Ottawa		000						014A						
	- ^	20 8	- NOR -	Ollawa		000						014A						
-			•															
ten	s	ervices	Li		Material Data		Quantities/Dat	▼ es Valu		ount Assignme			of Supply	Statu			t Person	H
lten	s		Li	nits I	Material Data				ation Acc				,				t Person	I
Iter	S	ine	Li		Material Data o. Sho	rt Text						Source Pross Pri	,	Crcy	Overf.	<b>11</b>	t Person	I
)ter	S	ine LO	Li	nits I	Material Data				ation Acc				ce	Crcy CAD	Overf.		t Person	
Iter		ine LO 20	Li	nits I	Material Data o. Sho				ation Acc				ce	Crcy CAD	Overf.	<b>11</b>	t Person	I
)ter		ine LO 20	Li	nits I	Material Data o. Sho				ation Acc				ce	Crcy CAD	Overf.	<b>11</b>	t Person	I
Iter		ine LO 20 30	Li	nits I	Material Data o. Sho				ation Acc				ce	Crcy CAD CAD CAD CAD	Overf.	<b>11</b>	t Person	I
Iter		ine 10 20 30 40	Li	nits I	Material Data o. Sho				ation Acc				ce	Crcy CAD CAD CAD CAD CAD CAD	Overf.	<b>11</b>	t Person	14
Iter		ine LO 20 30	Li	nits I	Material Data o. Sho				ation Acc				ce	Crcy CAD	Overf.	<b>11</b>	t Person	I
Iter		ine LO 20 30 40 50	Li	nits I	Material Data o. Sho				ation Acc				ce	Crcy CAD	Overf.	<b>11</b>	t Person	I
Iter		ine 10 20 30 30 50 50 70	Li	nits I	Material Data o. Sho				ation Acc				ce	Crcy CAD	Overf.	<b>11</b>	t Person	

42. Click Limits

### **Create Purchase Requisition**

Create Purchase Requisition														
Menu 🖌 🛛 Back Save Cancel Exit System 🖌 Document Overview On Create Other Purchase Requisition Check Disp	y Messages Help Personal Setting													
HRSDC Requisition														
To St Item Plant Stor. Loc. PGr Requisinr. TrackingNo Des.Vendor Fixed Vendor SPIt POrg Agreement Item Info Record MPN Material														
10 gr NCR - Ottawa 000 014A														
20 pr NCR - Ottawa 000 014A														
Item     [ 20 ] Travel       Services     Limits       Material Data     Guantities/Dates       Valuation     Account Assignment       Source of S       Overall Limit	pply Status Contact Person													
Contract item Limit Short text														

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

Field	R/O/C	Description
Overall Limit	R	The maximum value for all unplanned services covered for this line item.
		Example: 5000
Expected value	R	Value that the unplanned services (or the material) covered by this item are not expected to exceed.
		Example: 5000

### 44. Press "Return".

#### 45. Press "Return".



For the limit, we will accept the account assignment data that was copied from the first line item.

#### Account Assignment of Limit

SAP NetWeaver Portal - Windows Internet Expl	lorer	_ 8 >
🕒 😔 🗢 🖉 https://sapk5lci.hrdc-drhc.net/irj/port	tal?NavigationTarget=navurl%3A%2F%2Fb6266401faaaafbcc6927bl 🗾 🔒 🕁 🔀 🔯 Live Search	<mark>ہ</mark> -
File Edit View Favorites Tools Help		
🖕 Favorites 🛛 📨 SAP NetWeaver Portal	🏠 👻 🗔 👻 🚍 🖶 👻 Page 👻 Safety 🕶 Tool	ls 🕶 🔞 🕶 🤅
Create Purchase Requise Menu J Back Save Cancel Exit System HRSDC Requisition V Header	isition  Document Overview On Create Other Purchase Requisition Hold Check Help Personal Setting  Source Determination  Por Requismr. TrackingNo Des.Vendor Fixed Vendor SPit Porg Agreement Item Info Record MPN Material  OOO  Account Assignment of Limit	
	CO Area Cost Center 200030 Fund Evand Cost Center 200030 Fund Cost Center 200030 Funds Center 200030 Earmarked Funds	
	Image: Constraint of the second se	
		100% -
16. <sub>Click</sub> 🖌	·····	



If you need to change the account assignment information for a line item

1. At the top centre of the Item detail area, click to select the appropriate line item



- 3. Click the 😥 . The Account Assignment for Services or Limits in Line (number) dialog box opens.
- 4. Enter the correct information.
- 5. Click  $\checkmark$  to close the dialog box and apply the data.



If delivery address for the service(s) is different from the delivery address of the plant:

- Ø Delivery Address
- 2. In the **Vendor** field, enter the *consignee code* for the applicable delivery address (the address fields will be populated automatically with the new address).



Lastly, we will check the data and save the purchase requisition.

#### **Create Purchase Requisition**

1.

Click

C	re	ate	e Pi	ırch	ase	Requi	siti	on										<b>P</b>
Men	u 🔺	B	ack S	Save (	ancel E	xit System		ocument Ove	rview On C	reate Other	Purchase Requis	ition	Hold	Check Help	Perso	nal Setting		
	HRS	SDC F	Regui	sition	-			Source Dete	ermination	3								
	leade	er																
	St         Item         Plant         Stor. Loc.         PGr         Requisinr.         TrackingNo         Des.Vendor         Fixed Vendor         SPt         POrg         Agreement         Item         Info Record         MPN Material																	
	Image: Non-Structure     Plant     Stor. Loc.     PGr     Requising:     TrackingNo     Des. Vendor     Fixed Vendor     SPIt     POrg     Agreement     Item     Info Record     MPN Material       10     gr NCR - Ottawa     000     014A     014A     014A     014A																	
			-	n NCR -			000						014A					
																		-
			'	•							1	1		1				
		_	value		5,000.0 5,000.0	-	CAD	No limit	:			₽ ₽						
	(	Contra	ict	ltern	Limit					Short text								
	L.																	
													•					
		<del>4</del> -		]		2						Þ						
•	_																	Þ
										CAD	/							بهريب ا

### 47. Click Check



The message "No messages issued during check" is displayed in the status bar.

C	cre	eat	e P	u	rchase	Requis	siti	on										
Mer	nu 🔺		Back	Sa	ve Cancel E	xit System		ocument Over	view On C	reate Other	Purchase Requis	sition	Hold	Check Help	Persor	nal Setting		
			Requ	isi	tion 🔻		[	Source Dete	rmination	2								
	Hea																	
	Image: State of the state																	
	10 gr NCR - Ottawa 000 001 014A 014A																	
				-														
			20	вr	NCR - Ottawa	_	000						014A					<b></b>
	ltem				[ 20 ] Trav	/el			-	<b></b>								
	_	Se	rvices	.)	Limits	Material Data	1	Quantities/Dat	es Vali	uation A	ccount Assignme	ent	Sourc	e of Supply	Statu	is Conta	ct Person	
	0	verali L	_imit		5,000.0	0	CAD	No limit				<b>F</b>						
	E>	cpecte	d value	в	5,000.0	0						Î						
			Contr	act	limits Ot	her limit												
		Contr	act		ltem Limi	t				Short text	:							
				_							1	_	•					
		<b></b>	1	1		2						Þ						
																		F
•																		
	Norr	nessag	jes iss	ued	l during check					SAP						•	K1L (110) 📔	∡   sapk1lc

### 48. Click Save



The message "Purchase requisition number XXXXXXXXXX created" is displayed in the status bar.

We will close this browser window, and return to the previous MyEMS Portal window.

6 SAF	Net	_		al - Windows In		_											_ 8
0	9.			sapk5lci.hrdc-drh		al?Navi	gationTarget=	navurl%3A%	%2F%2Fb62664	01faaaafbcc692	27Ы 💌		*• × 💽	1 Live Se	arch		
	Edit	View		ites Tools H	elp								× 5				
👾 Fai	/orites	5	🖅 SAP N	etWeaver Portal									<b>1</b> 1 • 6	7 × F	i 🚍 🔻 Pag	ge 👻 Safety 👻	Tools 👻 🕜 🕶
	Cre	eat	e Pu	ırchase	Requis	siti	on										<b>1</b>
	enu 🖌			ave Cancel E			ocument Over	view On	Create Other F	Purchase Requis	sition	Hold	Check Help	Persor	nal Setting		
	HR	RSDC	Requis	ition 🔻			Source Dete	ermination									
	Head																
		3.      St	tem	Plant	Stor. Loc.		😹 📙 🔂 Requisnr.		Des.Vendor	Fixed Vendor			Agreement	Hom	Info Record	MPN Material	
		51	item	Fidilit	Stor. Loc.	POI	Nequistir.	Trackingivo	Des.venuor	rixed vehiclor	SPIL	POrg	Agreement	item	Into Record	MIFTY Material	
	$\square$																
				1													
	-																
P=	tem			New Item				•									
	Purci	hase	requisitio	n number 010000	0169 created				SAP						•	K1L (110) !	🖌   sapk1lci 🚽
Done														Sec.	al intranet		🔍 100% 🔻

49. Click 🗵

### Result

You have successfully created a purchase requisition for planned or unplanned services in the MyEMS Portal.

### Find and Display a Purchase Requisition in the Portal

### Step by Step

### Scenario

This will show you how to find a purchase requisition in the MyEMS (SAP) Portal using different search criteria such as:

- Requisitioner
- Short text for the item that was requested

### Procedure 1. Start by accessing the myEMS (SAP) Portal. Welcome 2. Click Materials Mar Welcome Click Requisitioner 3. Overview Click Purchasing Documents 4. Purchasing Documents 5. Display Purchase Requisition Click Always click 🛄 (top right corner) to expand your window to its full size. Display Purchase Req. 100000XXX Click Document Overview On 6. Display Purchase Req. 100000XXX

- 7. Click
- 8. Click Purchase Requisitions

### Purchase Requisitions

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

Field	R/O/C	Description
Name of	R	Person requesting the service or material.
Requisitioner/Requester		<b>Data to enter:</b> Applicable This field is free-text and case sensitive; if you can't find anything, try again in upper or lower case. Users should try to enter their Requisitioner name under the above format which is also the format for your SAP User ID. For this exercise, we are trying to find a purchase requisition requested by Isabelle Canton.
Purchase Requisition Number	R	Purchase Requisition Number <b>Data to enter:</b> Delete the PR number from this field if there is one present.

### 10. Click Dynamic selections

- 11. Click Purchase Requisition You need to click on the black arrow to expand the folder.
- **12.** Click multiple times until the **Short Text** field is displayed.
- 13. Double-click Short Text
- **14.** As required, complete/review the following fields:

Field	R/O/C	Description
Short Text	R	Short description for procurement of goods or services, 40 characters in length.
		<b>Data to enter:</b> Applicable Use the asterisk (*) as wildcard to facilitate your search. Also, this field is case sensitive – if your results are not conclusive, you may need to retry using the upper case.

15. Click Execute



All of the purchase requisitions that match your search criteria are now displayed in the **Document Overview** pane.

**16.** Double-click on APPROPRIATE PREQ.



17. Click I located at the top right of your screen to close this window.

# Purchasing Documents - SAP NetWeaver Portal - Windows Internet Explorer

18. End.

Refer to milling the prime for the table info

### Find and Display the Status of a Purchase Requisition in the Portal

### Step by Step

#### Scenario

This will show you how to find a Purchase Requisition in the MyEMS (SAP) Portal using a purchase requisition number and display its status.

There are many ways to search in the system. This is just another way of quickly displaying a Purchase Requisition if you already know its number.

Procedure
1. Start by accessing the myEMS (SAP) Portal.
Welcome
2.
Click Materials Mar
Welcome
3. Click Requisitioner
Overview
4. Click Purchasing Documents
Purchasing Documents
5. Display Purchase Requisition
Always click 🛄 (top right corner) to expand your window to its full size.
Display Purchase Req. 100000XXX

6. Click Other Purchase Requisition

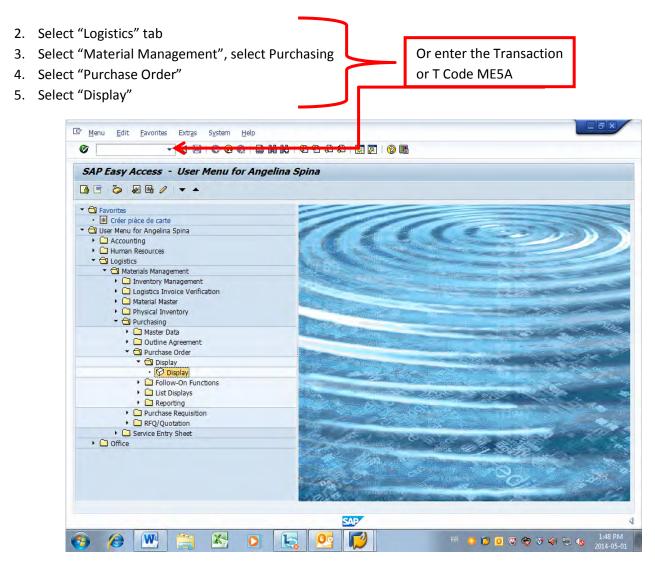
7. As required, complete/review the following fields:

	Field	R/O/C	Description					
	Purchase Requisition	R	This represents the number of the Purchase Requisition.					
	Data to enter: Applicable							
8.	6. Click. Other Document							
	Display Purchase Req	. 100000)	xxx					
9.	Click the Status tab located in the Item Detail section at the bottom of your screen.							
10	10. Click I located at the top right of your screen to close this window.							
	Purchasing Documen	ts - SAP	NetWeaver Portal - Windows Internet Explorer					
11	. End.		TELEID HIME					
		omyt	MSHERPHINK					
	Pelei							

### How to Find and Display a Purchase Orders (PO)

<u>The instructions below apply to the GUI (desktop application) ONLY</u>. The myEMS team is working on developing a report to search and display POs in the portal. Once it is available, we will advise you.

1. Go to myEMS GUI and log on



### 6. Open "Document Overview"

The He	eade		2		• 1000	001473 Vendor	110000309 RICO	OH CANA	DA INC D	oc. d	late 2014-0	3-10					
			A	I	Material	Short Text	PO Quantity	0	C Deliv. Da	te I	Net Price	Curr	. Per	0	. Mati Group	Pint	
		10	к			Commodity Code: WL3	5	1 EA	D 2015-01	-31	0.	01 CAD	1	EA	ADP Input	NCR - O	tta
										_							
-	_	_			(111)												1
	Nater	ial gr	al Dai oup at. no	ta	10 ] Commod Quantities/ N7025	lity Code: WL3610. /Weights Delivery Sched	Lule Delivery	Invoice	Conditi	ons	Account Ass	ignment	Тө	ds /	Delivery Add	ir	
v	/end	or su	b-ran	ge													
							Vendor Bab		1		-						
							Vendor Bat										

7. Select Variant, Click on "Purchase Order",

Document Overview C	ff 🗋 🎾	Ê	Print Prev	iew Messages 🚺 🥳	Personal Setting							
	9400-04 SA Header	Contra	ct 🔻 10000	01448 Vendor	1100001811 Ver	ndor Conv	versArt Doc.	date 2014-0	4-28			
Overvie 🖻		AI	Material	Short Text	PO Quantity	0	C Deliv. Date	Net Price	Curr	Per	0	Mati (
		КD		nagement Consultant			D 2014-04-30				AU	Consu
🚱 🕕 🛐 🕨 🚽												
<u>C</u> hange												
Remove		•					-		_			
Purchase orders												
Acquests for queta	ons	-										
Contracts												
Scheduling agreem												
General purchasing												
Purchase Requisitio												
My purchase orders My purchase orders		-										
My purchase requisi												
My purchase requisi												
My purchase requisi	uons											
	T											
		1.8										4 F
		-										
			880	III 🔺 🔻 🖉 🖾			Ad	dl Planning				
1	3 BBI											

8. Enter search criteria, delete 000 in Purchasing Group,

General selections				
Max. no. of hits	5000			
Program selections				
Material Number	-	to	\$	
Selection Parameters		to	<b>S</b>	
Plant		to		
Material Short Text		to		
Document on Hold		to	\$	
Supplying Plant		to	\$	
Storage Location		to	<b>S</b>	
Material Group		to	<b>a</b>	
Purchasing Organization		to	<b>S</b>	
Purchasing Group	000	to	<b>e</b>	
Purchasing Document	100001448	to	<b>S</b>	
Name of Person Responsible		to	•	
Document Type		to		
Document Category	F	to	<b>e</b>	
Company Code	0140	to		
Document Date		to	<b>S</b>	
Vendor		to		

### **Creating a Card Document in myEMS**

### TO BEGIN:

Double click on your SAP logon pad (located on your computer desktop) \*\*\*also referred to as the gui\*\*\*

- Click on 'logon' tab (which takes you to the login screen)
- Input your Username
- Input your Password
- Click green checkmark (located on the top left of toolbar)

### Double Click

- Accounting Tab
- Financial Accounting
- Accounts Payable
- Payment Cards
- Card Document
- Create Card Document

## **\*\*\***To by-pass this procedure, you can enter the transaction code: CRK1 in the blank field to the right of the green check mark, located in your toolbar\*\*\*

### **Create Card Document (required fields/input)**

Card Type: MCBM (drop down menu available to left of this field) Card No.: Input your MasterCard number

\*\*\*once you have completed this step once, it is pre-filled every other time \*\*\*

Transaction Date: Date transaction was authorized by BMO (drop down menu, left of field)

Click on green check on toolbar above to finalize this step.

An information tab appears with the following message: "settings transferred from card master record"

Click on green check in the 'pop-up' box and you will be prompted to complete Card Document Create.

### Card Document Create

### *The following information is required input in* **Transaction Data Field:**

- **Trans. Amount**: input invoice total (tax included).
- Authoriz. No.: input authorization number (from the cashier receipt, invoice or from your BMO online account)
- Vendor Name: input vendor name i.e., Speedy Messenger Service.
- **Doc. Text**: input description of expenditure/service (e.g. courier services, pens & binders).

### *The following information is required input in* **Acct Assgmt Items for FI Document:**

- Gross amount: Input invoice total (tax included) click 'tab'.
- **G/L account:** Input G/L Account (what used to be known as *line object* in CMS) if different from the default for your card (not that all AC have a default for office supplies)
- **Cost Center:** Input Cost Center if different from the default for your card.

Click 2<sup>nd</sup> icon (2 boxes) under Card Document Create toolbar (check). Once you receive the following message: "checks completed successfully", you can click on the 'save' icon on the main toolbar – this will provide you with a document #. Record that number on the paper copy of your invoice as reference and in order to clear your BMO at the end of the month.

### How to Find a Vendor in myEMS Portal

1. Go to myEMS portal and select the "Master Data Maintenance" tab & select "Vendor" (see screen shot below)

Thtps://masge-myemsservice.gcca/ig/portal	
Te Edit View Favorites Tools Help	
🖕 Favorites 🔰 🚼 Goog 🏧 Welc 🔕 Ser 📓 Onli 🐼 Ser 🚺 Acct 🚺 Shar 🔂 BMO 🖉	RGL- ØIMO.
• 27 Overview - myE. X 🖗 http://dialogue/grp	🗿 Home 🔹 🔂 France 🔹 🖃 Read Mail 🙀 Print 🍷 Page + Safety + Tools + 😡 Helo +
maSGE 🍁 myEMS	Français. Log of
+ Back Townikd / View Hep	Vielcom, Norma Brine
Home Enpicyte Set S size Matter Data Manitemance Modificate Management	(FullScreen ) Options -
Master Data Manteriance > Overview	Report an Incident myEMS He
Master Data Maintenance	
Vendor     Search for existing SVP Vendors or enfer Vendor change requests	

- 2. In the "Search ERP Vendor" screen, in the first colum of the search Criteria drop down box select "Name 1/Last Name"; second colum drop down select "starts with"; third colum write in the name of the vendor.
- 3. Click on yellow Search box or "enter" from your keyboard.

and the second se	P) portal - Windows Internet Explorer				- 0 ×
🗃 🕤 a 🖅 https://maig	pe-myemsaenvice.gc.ca/~/ooma			🗝 🍯 🙀 🗙 🖓 Cooptr	P
File Edit View Favorites	Tools Help	-			
🗧 Favorites 🛛 🙀 🔣 Go	oog_ 27 Weic_ 😢 Ser_ 📓 Onli_ 🖗	Serv 🔯 Acct 🛅 Shar 🔞 B	8M0_ 2 GL 2 BNO_		
· 27 Search Vendor 3	x @ http://dialogue/grp		🖓 Home 🔹 🖾 Hoo()	- Read Mail an Print - Page - Safety - Tools -	• 🕢 Help •
maSGE 👾 myEN	MS			Françı	as Log of
Eack Forent & View	нер			Welcome	Norma Brine
Les La	Self-Service Naster Data Namenance	E Materium Nanagement			
Overvies Vendor					
Search Vinter	Master Data Maintenance > Vendor	> Search Vendor			n Options +
Ny Charge Requests	Search ERP Vendor			Report an Incident	myEMS Hel
any country in the state of a	Search EKP Vendor				8.0.
					- U.
	Saved Searches	- 8			
	* Sec. criteria				
	* Set in criteria				
	Name 1 / Last Name	✓ starts wth	Princy Bowes		
	500	* B	•	0.0	
	House Number		•		
	Postal Code	* [5	•		
			V Naximum Number of Results		
	Search C ar Entries Reset	o Default	Save Search As Pitney Bowes		
	Search result 4 business pa	thers found free Status - Pepalate			
	Business Part. Cat				_
	1100000035	PITNEY BOWES OF CANADA L	TD / ORANGEVILLE ON LOW 2		
	1200000037	PITNEY BOWES CANADA LTD			
	1200000115	PITHEY BOWES OF CANADA L	TD / CRANGEVILLE ON LSW 2		
	1200000116	PITNEY BOVIES SOFTWARE C	ANADA INC. TORONTO ON MSE		
					12
			-m		
è:			2	🗔 🖌 Trusted sites   Protected Mode; Off	4.125%

- 4. When you find the new vendor you require, write the vendor name in the "Save search As box" and click on the "save disk" beside the box (see screen shot above). This will save your vendor in the "Saved Search drop down box" at the top of the page for future reference.
- 5. To find a vendor you've already saved in the "Saved Search list" select the vendor and click on the yellow Search box and the information will be displaye

Denvers Vender • Search / Vender • My change locatests Saved Search (20) Saved Search (20)	Ser_ E) Chill, \$9) Serv. C Acc F Data Mandara ya Endat Mandara ya Endato Yansir > Debick Vener Data	ala aprent		Theorem - Cot Reso Mart lage	Prança	Cptons +
farone:         Society Product - 1995 (SAV) ponda         Society Product - 1995 (SAV) ponda         Society Product - 1995 (SAV) ponda         Society Product - 1995         Socie	r Data Manterary e Brance > Venor + beard venor e canada Post re	ala aprent		Regenter + Cat Rose Mait ligge	França Velcone Pul Screen	n Lug of Norma Brine Options + myE545 Help
Shares Vinder - mjCMS (SAP) panal ma S C - my EMS None - my EMS None - my EMS None - my EMS More - my EMS More - My Councy - Make Market - Market Market - Market Samet - EMS Samet - EMS Sam	r Data Manterary e Brance > Venor + beard venor e canada Post re	ala aprent		C Processor - Col Read Mart 1999	França Velcone Pul Screen	Cptors •
In a SGE In my EMS	r: Data Manterasse Materiae to Itinance > Vensor > Bearts Vensor D 2000 Film Canada Post Canada Post de F18 37 John's Chapter	Air agenerit	ά≩ Home ≁ ξ	∑ frogendor + God Kase Mait igger	França Velcone Pul Screen	Cptors •
DAT Frances + Vers Help     Torre Employee Soft-Service Made     Werder     Werder     Werder     Werder Outs Ward     Service Jesuite     Se	r: Data Manterasse Materiae to Itinance > Vensor > Bearts Vensor D 2000 Film Canada Post Canada Post de F18 37 John's Chapter	Air agenerit			Welcone Put Screet	Cptors • rryEM3 Hel
None Englagne Seri-Server Made Denner Verder • Werder • My Change Fosteres • My Change Fosteres	r: Data Manterasse Materiae to Itinance > Vensor > Bearts Vensor D 2000 Film Canada Post Canada Post de F18 37 John's Chapter	Air agenerit		_	FutScreen	Cpsons + myEMS Hel
none Employee Sort Service Maske wervine Vender Seurch (veda My change) koncerss My change koncerss Seurch (ved Seven Search (US) Seven Search Service Search Seven Search Search (US) Search (Search	r: Data Manterasse Materiae to Itinance > Vensor > Bearts Vensor D 2000 Film Canada Post Canada Post de F18 37 John's Chapter	Air agenerit	_			туЕМЗ Не
none Employee Sort Service Maske wervine Vender Seurch (veda My change) koncerss My change koncerss Seurch (ved Seven Search (US) Seven Search Service Search Seven Search Search (US) Search (Search	r: Data Manterasse Materiae to Itinance > Vensor > Bearts Vensor D 2000 Film Canada Post Canada Post de F18 37 John's Chapter	Air agenerit				туЕМЗ Не
Anno Anno Anno Anno Anno Anno Anno Anno	Rimance > Vensor > Rearch Vener					туббаз Не
Water bala base     Workings Historetts     Wickings Historetts     Served Seatch     Lares 17 Lar     Trans     Tran     Trans     Tran     Trans     Trans     Trans     Trans	es V Canada Post Ide FMI ST John's Chapter	55				туббаз Не
My Chunge Noteness Search (1) Sweet Search & Larrer (1) Sweet Search & Larrer (1) Sweet Search & Sweet Sweet Sw	rs. 👘	•			Report an incident	
Sweed Search Ge 4 Sweet Search Ge Varies 11 Lais (Piloret Univer Sweet)	rs. 👘	)				
<ul> <li>Search G</li> <li>Isaarch G&lt;</li></ul>	Canada Post rite FMI ST John's Chapter					80
<ul> <li>Search G</li> <li>Marie 1 / Last</li> <li>World</li> <li>House household</li> </ul>	Canada Post rite FMI ST John's Chapter					-
	Priney Boves of Canada Ltd.	arts with				
Postar Cher			-			
	- 1		•	]⊕⊙		
			(2) Meximum Number of	Results   100		
Search C	ar Entries Field to Default		Save Search As. Phrey Bowes			
Search Sea	ult. 4 business partners found					
	P Vondor   heterosco that it have					
	aness Part Categ Description					
110	0000035- ETHEY DO	SAFS OF CANADA LTD + ORAN	EVILE OR INV.2			
		OWER CANADA LTD / MISSISSALI				
		DWES OF CANADA LTD 7 ORANI DWES SOFTWARE CANADA NO.				
	C. A. JAL	and an an an and a subject the				
			11			_

### **MyEMS (SAP) Transaction Code Cheat Sheet**

### **Procurement and Acquisition Cards**

NOTE: Save these as favourites on your desktop so you don't have to type them in. Add your own to the list.

### Acquisition Card Transaction Codes (or T-Codes) – myEMS GUI (desktop)

Transaction Code	Activity
CRK1	Create a card document
CRK2	Change a card document
CRK3	Display a card document
ZZCR	AC Unaccepted Transaction Report
ZZCCAR	AC Activity Report
ZZCD	Acquisition Card Unaccepted Transactions
ZZCCVACT	Cad Voucher Activity Report
CRR2	Evaluate Card Documents
ZZCCVR	Outstanding Card Voucher Report

### Purchasing Transaction Codes (or T-Codes) – myEMS portal (online)

ME51N	Create a PReq (requisition for contract)
ME52N	Change a PReq
ME53N	Display a PReq
ME5A	List Display - PReqs
ME5R	List Display – Archived Purchase Requisitions
ME5K	List Display – PReqs by Account Assignment
ME5J	List Display – PReqs by Project
MIGO	Goods Receipt
ML81N	Creating a Service Entry Sheet

### Important Terminology Changes

CMS Terminology	myEMS (SAP) Terminology
Contract	Purchase Order (or PO)
Requisition	PReq (or Purchase Requisition)
Financial Coding	Account Assignment
Responsibility Center (RC)	Fund Center (FC) or Cost Center (CC)
Line Object	GL Account (GL is General Ledger)

### Frequently Asked Questions for myEMS (SAP)

### Purchase Requisitions (PReqs) and Acquisition Card Purchases

These FAQs are organized by the following subject area:

- A. Contracting or Purchasing Questions
- B. Acquisition Card Questions
- C. myEMS (SAP) Questions
- D. Training Questions
- E. Where to Get Help Questions
- F. Additional FAQ Being Created

### A. CONTRACTING OR PURCHASING PROCESS QUESTIONS

### 1. What is the procurement process in myEMS (SAP)?

The procurement process involves 5 key steps:

- Managers plan and define what they need, for example having staff write a statement of work
- Managers or their delegate complete a requisition (called PReq) in myEMS portal
- Managers approve s32 in myEMS portal (through their Universal Worklist)
- Procurement complete the tendering process and award the contract, send a copy of the signed contract to the manager
- Managers manage the contract with the support of their staff (including s34 approval on payments which is also done through the myEMS portal Universal Worklist)

For detailed information on the contracting process, please review the information available on the <u>How Do I Buy page on iService</u>.

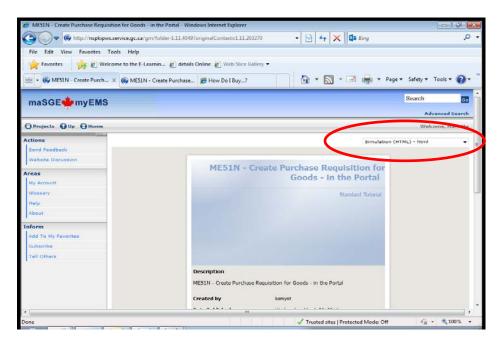
### 2. How do I send a requisition for a contract in myEMS (SAP)?

- To enter and send a requisition, you must have access to myEMS. For info on how to get <u>access</u>, review the FAQ on that subject.
- Once you have access, review the step-by-step instructions attached to Procurement Bulletin 2014-3 or review the next question.

### 3. Where can I get more information on how to do a requisition (PReq)?

- The myEMS (SAP) team provides <u>information on iService</u> simulating the process of entering a requisition. For information on entering requisitions, click on 01\_All myEMS (SAP) Portal Related Documentation, then on Materials Management, then on Requisitioner and on the applicable documentation you want.
- There is also <u>training reference material</u> on the same site. For training reference materials on requisitions, click on eLearning Courses, then Materials Management, then MM02e Manage Purchase Requisition, then on the title of the training documentation you want. Once opened, click on Standard Tutorial on the front page.

 We suggest that you NOT print the documents as these documents are updated and improved, and because using the online version is more environmentally friendly. However, if you absolutely need to print, click drop-down arrow top right (see screen shot below) and click on either Work Instructions – xtml or Work Instructions – pdf, then print the document.



### 4. What happens after I enter my requisition (PReq)?

- After you enter <u>and save</u> the PReq, it is routed automatically to the person with s32 authority of the fund center you entered.
- If you have multiple fund centers in one PReq (previously called shared coding), it is routed to the manager with s32 authority for each fund center.
- Once that approval (or release) is done by the manager(s), it is routed automatically to Procurement & Contracting (P&C) where it is allocated (or assigned) to a procurement officer to complete the contracting. Where multiple fund centers are involved, P&C cannot initiate the contracting process until all managers have approved.

### 5. Why is my Manager seeing the same request multiple times in his list of Activity?

- Applications may involve multiple lines of coding. There should be at least one line of coding for each fiscal year and each GL account. If the request involves several cost centers, there should be a line for the coding for each cost center.
- Managers must approve each line of coding. So, to approve an entire application, they must approve all lines of coding. This gives them the chance to approve only one or more sections of the application.

### 6. How do I request an amendment to a contract?

• To request a <u>financial</u> amendment, you need to amend your PReq. Once it is amended and saved, it will follow the same process as when you first entered it, to the Cost Center manager for approval then on to Procurement and Contracting.

### 7. How do I check the status of my requisition (PReq)?

• Follow the step-by-step instructions attached to Procurement Bulletin 2014-3.

### 8. How can I get a list of the contracts (POs) for my manager?

• The myEMS (SAP) team is working on developing reports for managers and their delegates. This is one of the reports being created. We will advise you through iService when it is available.

### 9. Who do I contact if I have a problem with a requisition?

- If you are having problems entering a requisition, please put a ticket in through <u>Report</u> <u>an Incident</u> on the myEMS portal (see FAQ on reporting an incident in a later section).
- Regions and some branches in NHQ and have identified guides for PReqs and AC. These guides can help you if you are having problems. The names of the regional guides are provided in Procurement Notice 2014-3. Please do not call the guides for other regions as they are not aware of any processes specific to your region or branch. Note also that these guides cannot provide any help regarding tickets you put in, access, or problems with training. Those issues must be addressed through Report an Incident on myEMS portal.

### 10. Who do I contact if I have questions about my contract (PO)?

- If your requisition has been approved by your manager, or if the contract (PO) is already in place, contact the procurement specialist assigned to your file.
- To find out who is assigned to your file, follow the procedures in the How To section of the procurement <u>Tools and Templates for Admin Professionals and Managers</u> page on iService.

### 11. How do I find a list of vendors?

• Please see the instructions attached to Procurement Notice 2014-3.

### 12. How do I receive goods or services?

- You need to receive goods or services in order for payments to be made on contracts for goods or services.
- The myEMS (SAP) team provides <u>information on iService</u> simulating the process of receiving a good or services in myEMS. For information on receiving a good or

services, click on 01\_All myEMS (SAP) Portal Related Documentation, then on Materials Management, then on Receiver and on the applicable documentation you want.

- Do not enter "D" in Column I (Item Category) of requisition (Preg) in myEMS. By leaving this column black, the system will not require a service entre sheets to be completed. To be clear, you will still be using GL accounts for services; however, you will be required to do a goods receipt (rather than a service entry sheet) when the services are rendered.
- Transaction code for goods receipt is MIGO.

### 13. There is only 1 delivery address for my region in myEMS and this is creating inaccurate tax information. What do I do to correct the tax?

- For goods, follow the instructions at steps 21 & 22 of the Create Purchase Requisition for Goods in the Portal
- For services, follow the instructions at steps 37, 38 and 47 of the myEMS documentation Create Purchase Requisition for Services in the Portal
- The Consignee code determines the delivery address which, in turn, determines taxation. In SAP, this is a field called Vendor (where you can choose from a dropdown list) but in this case, it does not mean the vendor who will deliver the goods or services, but rather where the vendor is to deliver the goods or services, in other words the delivery address.

### 14. How do I attach a statement of work (or other document) to the preq I am sending?

- 1. Click the Services for Object button at the top right of the screen (in the portal) - see screen shot below
- 2. Choose Create then Create Attachment
- 3. For the first time you do this ONLY, the system will take you through some prompts to enable the functionality. Follow these system prompts. If you encounter a problem or error with this process, Report an Incident to myEMS
- 4. Click the correct folder and sub-folders until you find the document you want to attach and double-click on it. A pop-up box will appear, click Allow. You will get a message at the bottom of your screen indicating your attachment was "created".

14 SAP NetWeaver Portal - Windows Internet Explorer		- 6 X
🚱 💽 🕫 🗁 https://wage-myemszerice.go.ca/rijborta/Narigation/arget-saur/1325.275.275071344549ballele67191.ado4b.ld.bleecatel.com/y-truebCurrentWindor	it • 🔒 4 🗙 🗟 Sig	ρ.
File Edit View Favorites Tools Help		
🙀 Favorites 🙀 🗑 (SPS - MyAccount 🖲 Web Sice Gallery •		
27 SAP Netlikaer Potal	👌 • 🛐 • 🗟 🚎 • Page • Sale	ny • Tools • 👩 •
Create Purchase Requisition Back Save Cancel Ext. Document Overview On Create Other Purchase Requisiton Hold Check (Hep   Personal Setting)  Source Determination Texts At		
Header note		

## 15. I received all goods in myEMS but in fact only received partial delivery. How do I correct the goods receipt in myEMS?

- In this case, you would need to reverse your goods receipt by following the steps in the myEMS documentation <u>Reverse Goods Receipt Portal</u>
- Note however, that depending on how far along in the procure-to-pay process you are, you may need to ask your procurement officer to change the contract (PO)
- If no payment has been done using the goods receipt, you will be able to simply reverse the goods receipt, then receive the correct amount.
- If payments have already been done using that goods receipt, you will need to ask your procurement officer to change the contract (PO) in order to be able to correct the goods receipt and make further payments.
- Note that partial invoices should only consume part of the goods receipt on a PO (refer to <u>Procurement Instructions</u> on partial invoices for more information on this occurrence).

### 16. How do I copy a line(s) from a previous preq into a new one to avoid having to reenter the information?

- For goods, follow the instructions at step 7 of the documentation the <u>Create Purchase</u> <u>Requisition for Goods in the Portal</u>
- For services, follow the instructions at step 8 of the documentation <u>Create Purchase</u> <u>Requisition for Services in the Portal</u>

### B. ACQUISITION CARD QUESTIONS

### 1. If I request an acquisition card, what training do I need?

- First, you must take the Acquisition Card training available online through the Service Canada College. This training explains roles and responsibilities, the process and the policies and rules you must follow. If you have any issues or problems with this training, contact the <u>NC-PURCHASING\_PORTAL-PORTAIL\_D'ACHATS-GD</u>.
- You must also take the following myEMS training all online to get access so you can enter card documents and prepare your monthly log:
  - o SAP01e Introduction to my EMS (SAP)
  - o SAP02e myEMS (SAP) Basic Navigation
  - o AC01e Acquisition Card Business Process Overview
  - o AC03e Process Card Documents
  - o AC04e Execute Credit Card Reports
- For online training, you <u>must</u> subscribe to the courses mentioned above by clicking the link "subscribe" on the left side of the screen.
- For online training, you <u>must</u> complete the assessment (test) at the end of the training to get access to myEMS. You must see the results of your assessment for it to be considered completed.
- Any problems or issues related to the myEMS training including registration, please put a ticket in through <u>Report an Incident</u> on the myEMS portal.
- No acquisition card application is processed until all the training is completed and you have received your login ID, password and access to the AC module of myEMS.

### 2. Where in the portal do I enter a card document?

• You do not enter card documents in the portal. You <u>must</u> enter them in the GUI (desktop application).

### 3. How do I enter a card document?

- To enter a card document, you must have access to myEMS (SAP). For info on how to get access, review the FAQ on that subject.
- Once you have access, review the step-by-step instructions attached to Procurement Bulletin 2014-3. Alternately, myEMS provides detailed instructions (see question 6 further in this section).

### 4. When do I enter the card document?

- You enter the card document as soon as you have completed your purchase and you have the authorization number.
- If you completed your purchase in person, the authorization number will be on the cashier receipt you were given by the store at time of purchase.

- If you completed your purchase over the phone or online, the authorization number should be on the invoice sent to you.
- No matter how you complete your purchase, we recommend that you do not wait to
  enter the card document, but to enter it as soon as you have completed the purchase.
  If you do not have an authorization number at that time, you can obtain it from your
  BMO account online (it may take a day or so after your purchase for the amount to be
  posted there).
- DO NOT WAIT for the goods or services to be received before you enter your card document as the transaction can be on a statement before you actually receive the goods and services.

## 5. Should I enter earmarked funds (previously called manual commitment) to set aside the budget before I make my purchase?

- No. This is a change in the process. Manual commitments were required in CMS, but when you enter the card document, you are entering the commitment. If you also entered a manual commitment, you will, in fact, have committed the amount twice in your manager's budget.
- Earmarked funds are only to be used for very specific purposes. For more information, read the <u>information on iService</u>

## 6. Where can I get more information on how to enter a card document or how to do a monthly log?

- The myEMS (SAP) team provides <u>information on iService</u> simulating the process of entering a requisition. For information on entering requisitions, click on 02\_All myEMS (SAP) Desktop Application Related Documentation, then on Acquisition Cars, then on the applicable documentation you want.
- There is also <u>training reference material</u> on the same site. For training reference materials on card documents, click on eLearning Courses, then Acquisition Cards, then AC03e Process Card Documents, then on the title of the training documentation you want. Once opened, click on Standard Tutorial on the front page.
- We suggest that you NOT print the documents as these documents are updated and improved, and because using the online version is more environmentally friendly. However, if you absolutely need to print, click drop-down arrow top right (see screen shot below) and click on either Work Instructions – xtml or Work Instructions – pdf, then print the document.

🥖 CRK1 - Create Card Document - Windows Internet Explorer		
C	4?originalContext=1.11.3178 🔹 💀 🔀 🚺 🖬 Bing	- م
File Edit View Favorites Tools Help		
Savorites 🛛 🚖 🖉 Welcome to the E-Learnin 💋 deta	Is Online 🖉 Web Slice Gallery 🔻	
		»
🙁 🔹 🕞 CRK1 - Create Card Do 🗴 🕼 Acquisition Cards (AC)	🟠 🕶 🔜 🕶 🖷 🕶 1	Page ▼ Safety ▼ Tools ▼ 🕜 ▼
maSGE <b>*</b> my EMS		Search Go Advanced Search
🕞 Projects 🚯 Up 🕤 Home		Wercome Mariette
Actions	Simulatio	n (HTML) - html 🗸
Send Feedback		
Website Discussion		
Areas	CRK1 - Create Card Document	
My Account	CRRI - Create Card Document	
Glossary	Standard Tutorial	
Help		
About		
Inform		
Add To My Favorites		
Subscribe		
Tell Others		
	Description	
	CRK1 - Create Card Document	
	Created by francine.valiquette	
•		•
Done	✓ Trusted sites   Protected Mode: Off	A      A      A

### 7. Who do I contact if I have a problem with a card document?

- You can report any problem or issue with myEMS through <u>Report an Incident</u> on the portal (see FAQ on reporting an incident in a later section).
- Regions and some branches in NHQ and have identified guides for PReqs and AC. These guides can help you if you are having problems. The names of the regional guides are provided in Procurement Notice 2014-3. Please do not call the guides for other regions as they are not aware of any processes specific to your region or branch. Note also that these guides cannot provide any help regarding tickets you put in, access, or problems with training. Those issues must be addressed through <u>Report</u> <u>an Incident</u> on myEMS portal.

### 8. Who do I contact if I have a problem with my monthly log?

- You can report any problem or issue with myEMS through <u>Report an Incident</u> on the portal.
- For questions that are <u>not</u> related to myEMS, please visit the <u>Accounting Operations</u> <u>Service Catalogue</u> on iService.

### 9. Can I still pay contract invoices with my acquisition card?

- No. Unfortunately, myEMS does not permit the payment of invoices with the acquisition card when there is a contract (PO) put in place by P&C and entered as a contract (PO) in myEMS.
- You can only pay a contract with an acquisition card if:

- Your manager signed a room rental or hospitality contract (i.e. agreement under the limit of your card) or you have an invoice but no contract
- You did not send a requisition to P&C to put a formal ESDC contract in place
- It is not entered as a contract (PO) in myEMS.
- All such expenditures must be within the limits (transaction and monthly) of your card and must be permitted by the Government of Canada and ESDC Acquisition Card policies.
- If you want to complete a purchase with your acquisition card, please make sure the vendor will accept the card for the total amount as you will have to send a PReq to complete a confirming order (previously called an Inappropriately Initiated Procurement (IIP)) if you make a purchase but cannot use your card.

### 10. How do I remove the asset information in the card document if I made a mistake?

- Once a card document is saved, you cannot modify it to remove the tracked asset information.
- As soon as you save a card document, any asset tracking information you entered is automatically sent through workflow to the Materiel Management group for your region. They will determine whether the asset needs an asset tag or not.

### C. myEMS (SAP) QUESTIONS

### 1. What is the difference between the GUI and the portal?

- Generally, the GUI is for CFOB practitioners, but there are certain activities where the GUI must be used by ESDC employees outside CFOB, for example, entering card documents or preparing monthly logs for acquisition cardholders.
- The portal is used for a wide range of services such as Reporting an Incident, entering a requisition, manager approval s32 or s34 or requesting the creation of new vendors.
- The GUI on your desktop looks like:



### 2. How can I get access to work in myEMS (SAP)?

- To get access to myEMS portal or GUI, you must complete the training associated with the tasks you have to perform.
- For more information on myEMS and training, visit the <u>Training Roadmap</u> site. It provides a roadmap with step-by-step instructions on the curriculum and how to complete the training.

### 3. How do I report a problem or issue with myEMS?

- Problems or issues with myEMS are to be reported through a ticket entered on the Report an Incident button on the myEMS portal.
- Additional information is provided on the <u>myEMS Instructions</u> iService page.

### D. TRAINING QUESTIONS

### 1. Where can I get training for myEMS?

• For more information on curriculum (which training you need) and the steps to get the training, visit the <u>myEMS iService Training</u> page.

### 2. What training do I need to enter a requisition?

- You will need to take the following courses:
  - a. <u>SAP01e Introduction to my EMS (SAP)</u>
  - b. SAP02e myEMS (SAP) Basic Navigation
  - c. MM01e Material Management Business Process Overview
  - d. MM02 Manage Purchase Requisition
  - e. MM05e Manage Deliverables
- For online training, you must subscribe to the courses mentioned above by clicking the link "subscribe" on the left side of the screen.
- For online training, you must complete the assessment (test) at the end of the training to get access to myEMS. You must see the results of your assessment for it to be considered completed.
- You will likely need to also do goods or services receipt (now mandatory before payment can be issued). If so, you will also need to take MM05 Manage Deliverables.

### 3. If I request an acquisition card, what training do I need?

- First, you must take the Acquisition Card training available online through the Service Canada College. This training explains roles and responsibilities, the process and the policies and rules you must follow. If you have any issues or problems with this training, contact the <u>NC-PURCHASING\_PORTAL-PORTAIL\_D'ACHATS-GD</u>.
- You must also take the following myEMS training all online to get access so you can enter card documents and prepare your monthly log:
  - a. SAP01e Introduction to my EMS (SAP)
  - b. SAP02e myEMS (SAP) Basic Navigation
  - c. AC01e Acquisition Card Business Process Overview
  - d. AC03e Process Card Documents
  - e. AC04e Execute Credit Card Reports
- For online training, you <u>must</u> subscribe to the courses mentioned above by clicking the link "subscribe" on the left side of the screen.

- For online training, you <u>must</u> complete the assessment (test) at the end of the training to get access to myEMS. You must see the results of your assessment for it to be considered completed.
- Any problems or issues related to the myEMS training including registration should be reported through a ticket entered on the Report an Incident button on the <u>myEMS</u> <u>portal.</u>
- No acquisition card application is processed until all the training is completed and you have received your login ID, password and access to the AC module of myEMS.

### 4. Who do I contact if I have a problem with training?

• Any problems or issues related to the training including registration should be reported through a ticket entered on the Report an Incident button on the <u>myEMS portal</u>.

### E. WHERE TO GET HELP QUESTIONS

- 1. Where do I report a problem with myEMS (SAP)?
  - Problems or issues with myEMS, including access, training, problems entering requisitions or card documents must be reported through a ticket entered on the Report an Incident button on the myEMS portal.
  - Additional information is provided on the <u>myEMS Instructions</u> iService page.

### 2. Who do I contact if I have questions about my contract (PO)?

- If your requisition has been approved by your manager, or if the contract (PO) is already in place, contact the procurement specialist assigned to your file.
- To find out who is assigned to your file, follow the procedures in the How To section of the procurement <u>Tools and Templates</u> page on iService.

### F. ADDITIONAL FAQs BEING CREATED

We are working with the myEMS (SAP) team to develop answers related to the following questions:

• How do I know who the requisition went to for s32 approval?

Once this additional FAQ is completed, we will update this document on the <u>Procurement</u> page of iService.

### **Finance Questions**

For financial questions such as payment of invoice, acquisition card log, interdepartmental agreement and manual commitment please refer to:

Accounting Operations Services Catalogue Accounting Operations Service Catalogue http://iservice.prv/eng/finance/card/ao/catalogue.shtml