

# ME51N Create Frame Work Order



**Process:** This transaction requires approval from the Purchasing Division; contact the Associate Director at 257-9100. Frame orders have a dollar limit and no goods receipt requirements. It is required to know the yearly budget amount.

**Role:** General User

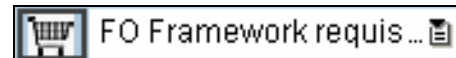
**Frequency:** When needed

## BEGINNING STEPS

Enter the Transaction Code

ME51N

Choose the Requisition type



## LINE ITEM OVERVIEW

**Account Assignment Category**

Select **K** for Cost Center.

**Item Category**

Select **B** for Limit.

**Des. Vendor**

Enter the desired vendor number, or click the Possible Entries icon to search for a vendor using the **UK Vendor Search** tab.

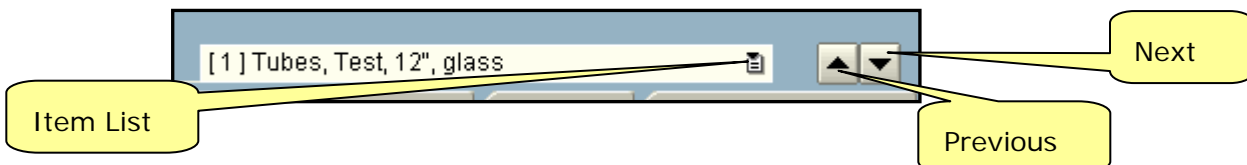
**Vendor Material Number**

Enter the material number used by the vendor.

**Short text**

Enter a short description of the item.

## LINE ITEM DETAIL



You can move through each line item by using either the **Item List** or the **Previous** and **Next** icons located at the top of the Item detail section.

**On Limits tab: Overall limit**

Enter the maximum value for this material (cost this item cannot exceed).

**On Limits tab: Expected value**

Enter the expected value for this material (cost this item is not expected to exceed).

**Press the Enter key**

The Account Assignment of Limit box will appear.

**On the Account Assignment of Limit Box: G/L Account**

Enter the G/L Account number.

**On the Account Assignment of Limit Box: Cost Center**

Enter the Cost Center number.


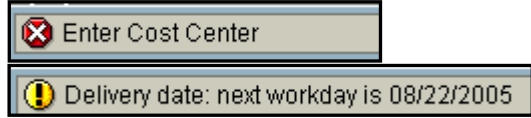

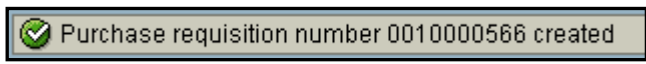
**Account Assignment of Limit Box**

Click on the Continue icon

The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

<p><b>Go to the Contact Person tab</b></p>	<p>In the <b>Requisitioner</b> field, enter the name of the person requesting the item. This may or may not be the person creating the requisition.</p>
<p><b>Go to the Text tab</b></p>	<p>Enter additional information as needed.</p>
<p><b>Go to the Delivery Address tab</b></p>	<p>In the <b>Address</b> field, enter the delivery address or the specific delivery address number, or click the <b>Possible Entries</b> icon  to perform a search for it.</p>
<p>If you need to order more line items, move to the next line and enter the information into all the fields listed. (Optional: Press enter to validate the data entry.)</p>	
<p><b>SAVE THE REQUISITION &amp; COMPLETE THE PROCESS</b></p>	
<p>Double-check the data entry visually and press the Enter key to validate the data. If a problem exists, SAP will display a system message in the Status Bar, in the lower-left corner of the screen.</p>	
<p>Click on the <b>Save</b> icon  to save the requisition. Record the number displayed on the Status Bar.</p>	
<p>SAP will forward the requisition to the appropriate Approver automatically through the workflow process. However, your department may require that you also notify the Approver via email or memo.</p>	

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