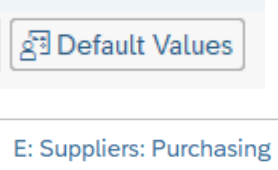



TAXES  
TE= IO  
SA=U1



These are very helpful:



**E: Suppliers: Purchasing** found on the vendor tab



repeat function

shopping carts

**Text-** please remember to enter your text to communicate what you are buying

Account Assignment  
K= cost center  
F= work order  
P= project

**Delivery date=** make sure you are honest when you are putting a date on your requisition/PO 7 days is efficient- we often NDA- UPS RED for it to sit weeks (\$\$)

## COMMON GL ACCOUNTS OLD VS NEW

Old number		New Sap Number
5030020	Supplies, Office	65100000
5030050	SUPPLIES, SAFETY	65200020
5030090	SUPPLIES, INDIRECT	65200000
5060010	FREIGHT	65400000
5281010	TRAINING	61400000
5325010	CONTR SVC-MAINTENANCE	65009000
5810010	RENT-EQUIPMENT	63009000
5989000	PROJECT MATERIALS	51600000
5989001	PROJECT LABOR	65008000
5040010	MINOR MATERIALS - MINOR PROPERTY	65150000

Plant- 1300  
POrg- 1000

If there is not going to be something delivered to the warehouse uncheck the GR box

Goods receipt

NEW\*  
DOL= AU

\$2,500 PO total , Service orders are issued from the Purchasing Department **unless there is a current blanket**

All orders must have a PO prior to shipment or the service being done.