

Types and Structure of Purchase Order Documents

SAP

Requisition Doc Type	Req Number Sequence	PO Doc type	PO Number Sequence	Used by	Notes
NB	1XXXXXXXX	NB	45XXXXXXXX	Healthcare non-patient care (Hospital) and College of Medicine	
NB	1XXXXXXXX	NB	88XXXXXXXX	Healthcare Personal Service Contracts	Purchasing assigns 88 PO number by hand at the PO level
FO	1XXXXXXXX	FO	45XXXXXXXX	Healthcare framework orders (Food, pharmaceuticals, ambulance service, etc.)	Requires 2-way match only; no goods receipt required
ZB	2XXXXXXXX	ZB	47XXXXXXXX	Healthcare patient care	
ZM	2XXXXXXXX	ZB	47XXXXXXXX	MRP Hospital Materials	
YB	3XXXXXXXX	YB	43XXXXXXXX	Facilities	
YM	3XXXXXXXX	YB	43XXXXXXXX	MRP Facilities Materials	

SRM

Shopping Cart Doc Type	Cart Number Sequence	PO Doc type	PO Number Sequence	Used by	Notes
NBPO	90XXXXXXXX	NBPO	75XXXXXXXX	Campus	
FOPO	90XXXXXXXX	FOPO	74XXXXXXXX	Campus framework orders	Requires 2-way match only; no goods confirmation required
NBPO	90XXXXXXXX	PSPO	88XXXXXXXX	Campus Personal Service Contracts (except Legal)	
FOPO	90XXXXXXXX	PSPO	88XXXXXXXX	Personal Service Contracts for Legal only	Requires 2-way match only; no goods confirmation required
ZOPO	90XXXXXXXX	ZOPO	78XXXXXXXX	OSPA - subcontracts	Requires 2-way match only; no goods confirmation required