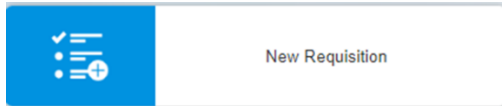


Standard Operating Procedure: Creating a Requisition in Meperia for the AHN Keurig Coffee Maker Program

This document outlines the step-by-step process for creating a Standard Requisition within the Meperia system for the AHN Keurig Coffee Maker Program.

Accessing Meperia

- From the Meperia Homepage, select "New Requisition."



Requisition Header Information

- Select your Facility, Delivery Location, Corporation, and Cost Center.

- To select from available options, click the down arrow and magnifying glass icons.
- Important: If you require access to a specific cost center not currently available, please contact SupplyChainIT@ahn.org for assistance.

Facility (*) ALLEGHENY GENERAL HOSPITAL

Delivery Location (*) 101-10380001A - DEPT OF SURG-ACAD - ALLEGHENY GENERAL HOSPITAL, 1300 SANDUSKY ST S

Corporation (*) ALLEGHENY GENERAL HOSPITAL (101)

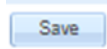
Cost Center (*) 11C CARDIAC ICU (S1303001)

- Under "Requisition Order Type," use the dropdown menu to select "Standard."

- (You may need to scroll to locate this option.)

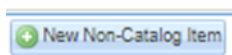
Requisition Order Type (*) Standard

- Click "Save."



Adding a New Non-Catalog Item

- Once saved, select "New Non-Catalog Item."



- Complete the required fields, which are indicated by an asterisk (*):

- Manufacturer Catalog Number (*): An entry is mandatory for Standard Orders. Please use the following ODP item numbers:
 - Keurig K-1550: ODP item #7306650
 - Keurig K-2550 (Plumbed): ODP item #7698571
 - Keurig K-2550 (Reservoir): ODP item #5928974

 Keurig® K-1550® ODP Item # 7306650 2-15  • 6 Boxes Monthly Minimum on Program¹ • Great for Small Offices, Executive Suites, and Conference Rooms • 96 oz. Extra-Large Reservoir • Brew Over Ice Button • Strong Brew Button	 Keurig® K-2550® ODP Item # 7698571 Plumbed 15-25  ODP Item # 5928974 Reservoir • 10 Boxes Monthly Minimum on Program¹ • Versatility – pour over or direct water line plumbed • Quiet Brew Technology • Strong Brew Option
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Continued

- Vendor Catalog Number (*): An entry is mandatory for Standard Orders. Please use the same number as the Manufacturer Catalog Number.

- Keurig K-1550: ODP item #7306650
- Keurig K-2550 (Plumbed): ODP item #7698571
- Keurig K-2550 (Reservoir): ODP item #5928974

Manufacturer Catalog Number (*)

Vendor Catalog Number (*)

- Item Description (*): Include the description listed below. Please include your specific model within the description.

- Example of a sufficient description: KEURIG K-1550 7306650, AHN COFFEE MAKER PROGRAM

Item Description (*)

47 / 255 characters allowed

- Vendor Name (*): Utilize the magnifying glass icon to search for the vendor.

- Enter "ALLOFF-P" in the search field and click the magnifying glass to search.
- Navigation Tip: Click the bubble next to the Vendor Number titled "ALLOFF-P OFFICE DEPOT-FKA ALLIED OFFICE SUPP."

No.		Vendor Number	Vendor Name
1	☒	ALLOFF-P	OFFICE DEPOT-FKA ALLIED OFFICE SUPP (ALL

- Then click "OK" at the bottom.

- Manufacturer Name: Utilize the magnifying glass icon to search for the vendor.

- Enter "ALLOFF" in the search field and click the magnifying glass to search.
- Click the bubble next to the Vendor Number titled "ALLOFF-P OFFICE DEPOT-FKA ALLIED OFFICE SUPP."

No.		Manufacturer Number	Manufacturer Name
1	☒	ALLOFF	OFFICE DEPOT-FKA ALLIED OFFICE SUPP

- Then click "OK" at the bottom.

- Commodity Code (*): Utilize the magnifying glass icon to search for the Commodity Code.

- Enter "DIE01" in the search field and click the magnifying glass to search.
- NOTE: If your initial search yields no results, click "View more Commodities" at the bottom left of the screen to expand your options.**

[View more Commodities](#)

- Click the bubble next to the Level 1 titled "Non Clinical Dietary Dietary Equipment (DIE01)."

No.		Level 1	Level 2	Commodity Name	Commodity Code
1	☒	Non Clinical	Dietary	Dietary Equipment (DIE01)	DIE01

- Then click "OK" at the bottom.

- Service Code: "Quantity Service" – This is preselected and does not need to be changed.

- UOM: In this field, type "EA" and select "EA."

UOM/QOE (*) / Quantity

ISO Currency Code

- Quantity: Type "1."

Quantity (*)

- Estimated Price: \$1.00

Estimated Unit Price (*)

- Need by Date: There is a 10-day lead time. All dates should be 10 days from the date the order is entered. For example, if your order date is September 1st, then your need by date is September 11th.

Need by Date

- Complete Example

Manufacturer Catalog Number (*)	73606650		
Vendor Catalog Number (*)	73606650		
Item Description (*)	KEURIG K-1550 73606650, AHN COFFEE MAKER PROGRAM		
	47 / 255 characters allowed		
Vendor Name (*)	OFFICE DEPOT-FKA ALLIED OFFICE SUPP (ALL)		
Manufacturer Name (*)	OFFICE DEPOT-FKA ALLIED OFFICE SUPP		
GL Account	101-51303001-8351700		Commodity Code (*) Dietary Equipment (DIE01)(DIE01)
Service Requisition	☐	Service Code	Quantity Service
UOM/QOE (*)	EA - Each	/	1
Quantity (*)	1		
ISO Currency Code	USD - U.S.Dollar		Estimated Unit Price (*) 1
Rush?	☐	Shipping Method	Ground ☐ Apply All
Need by Date	Sep 11, 2026		
Invoice Matching	3 Way		
Phone			
	Custom 1		
	Custom 2		
	Custom 3		
	Custom 4		
	Custom 5		
	Custom 6		

Finalizing and Submitting the Requisition

- Once all required information has been entered, click "Save & Return to Item List" at the bottom of the page.

- Locate and click the "Submit" button in the top right corner of the screen.

- Important: Failure to submit will leave your requisition in an "Open" (draft) status, and it will not be processed until submitted.**

END