ME51- How to Create a Purchase Requisition

SAP Easy Access - User Menu For Martha Sturm-Sawyer

SAP Easy Access - User Menu For Martha Sturm-Sawyer

- Favorites
  - Administrative Files
  - Admin Board Items
  - REQ
  - PO
  - Vendor
  - ME51 - Materials Management -> Purchasing -> Purchase Requisition -> Create
  - ME2L - Past Due Report Purchasing -> Purchase Order -> List Displays -> By Vendor
  - AS03 - Financial Accounting -> Fixed Assets -> Asset -> Display -> Asset
  - Y_OKD_48000019 - BUDGET - ACTUA L vs BUDGET (annual)
  - Y_OKD_48000066 - Actual vs budget (no carryforward)
  - Y_OKD_48000045 - Expenditure Summary by Object
  - Y_OKD_48000006_GR - Position Control - Annual Budget and
  - KS03 - Display cost center
  - MIR6 - Invoice Overview
  - MR11 - Invoice Verification -> Further Processing -> Maintain GR/IR Account
  - Y_OKD_48000114 - A/P invoice status overview
- User Menu For Martha Sturm-Sawyer
  - Accounts Payable
  - Controlling
  - Purchasing
  - Fixed Assets

Create: Purchase Requisition: Initial Screen

Document Type   PR
Purchase Requisition   [   ]
☐ Source Determination

Default Data for Items

Item Category	[ ]
Acct Assignment Cat.	K
Delivery Date	T 07/27/2009
Plant	4600
Storage Location	[ ]
Purchasing Group	102
Material Group	C00040
Req. Tracking Number	WW1001
Requisitioner	slfutrell
Supplying Plant	[ ]

Acct Assignment code is K.

Delivery date is at least 2 weeks out. Use the drop down calendar

Plant is School Number plus 0.

Purchasing group (see attached list). Material group click on the drop down and choose.

Requisition tracking number (Is a number that you choose to keep track of requisitions internally).
Example: 150001, 150002 etc.

Requisitioner field use your email address excluding the okcps.org.

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Create: Purchase Requisition: Item Overview

Account Assignments

Purchase Requisition [ ] Doc. Type PR

Enter the information in the short text field, include description and item number when possible.

Enter the quantity requested

In the UN put ea or use the drop down button and choose.

Purchase Requisition Items

Item	I	A	Material	Short Text	Qty Requested	Un	C					
10		U		Easy Tech technology in...	1	ea		07/27/2009	102	C00040	4600	
20		U				D		07/27/2009	102	C00040	4600	
30		U				D		07/27/2009	102	C00040	4600	
40		U				D		07/27/2009	102	C00040	4600	
50		U				D		07/27/2009	102	C00040	4600	
60		U				D		07/27/2009	102	C00040	4600	
70		U				D		07/27/2009	102	C00040	4600	
80		U				D		07/27/2009	102	C00040	4600	
90		U				D		07/27/2009	102	C00040	4600	
100		U				D		07/27/2009	102	C00040	4600	
110		U				D		07/27/2009	102	C00040	4600	
120		U				D		07/27/2009	102	C00040	4600	
130		U				D		07/27/2009	102	C00040	4600	
140		U				D		07/27/2009	102	C00040	4600	
150		U				D		07/27/2009	102	C00040	4600	
160		U				D		07/27/2009	102	C00040	4600	
170		U				D		07/27/2009	102	C00040	4600	
180		U				D		07/27/2009	102	C00040	4600	
190		U				D		07/27/2009	102	C00040	4600	
200		U				D		07/27/2009	102	C00040	4600	
210		U				D		07/27/2009	102	C00040	4600	

Item [ ]

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Create: Purchase Requisition: Item 00010

▶ 🗑 📝 �! 🔎 📑 | 📇 Account Assignments | 📊

PReq. Item		10		Item Cat.			AcctAssCat	U
Material				Matl Group	C00040		Plant	4600
Short Text	Easy Tech technology instructional syste						Stor. Loc.	

Quantity and Date

| Quantity | 1 | EA | Deliv.Date | D | 07/27/2009 |

Put the price of the item.

MRP Data

Requisnr.	slfutrell	Purch. Grp	102	Req. Date	07/13/2009	Resul
TrackingNo	WW1001	MRP Cont.		Release Dt	07/13/...	...r ProcTme	
		☐ Fixed				

Valuation Control

| Val. Price | | USD | / | 1 | EA | ☑ IR |

Procurement Options

Put the vendor number. Use the drop down to find the vendor number.

Agreement			Purchasing Org.		
Fix. Vend.					
Info Rec.					
Des.Vendor					
			Vendor Mat. No.		

Reference

| Promotion | | | Batch | | |

❌ Fill in all required entry fields   ❓ ▷ | OKP (1) (130) 📧 | mds3awo32 | OVR

Press enter and enter the Account Assignment information:

Account Assignment for Item 00010

G/L Account	5100034600
Business Area	
CO Area	
Cost Center	46011511
Order	4941050
Unloading Point	
Goods recipient	

ENTER YOUR

G/L ACCOUNT

COST CENTER

ORDER

Refer to your OCAS Manual

✔ Change Display   Repeat Acc. Ass. On   ✖

Display: Purchase Requisition: Item Overview

Account Assignments

Purchase Requisition	0197139	Doc. Type	PR

Purchase Requisition Items

Item	I	A	Material	Short Text	Qty Requested	Un	C	Deliv. Date	PGp	Mat. Grp	Plnt	SLoc	SPl	D	T...
10	K			DMARC relocation Rogers	329.060	EA	D	07/22/2014	100	SE0010	C001				

To enter more text (Long Text) Highlight the line and click on the pencil.

Item	10

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Purchase Requisition   Edit   Goto   Environment   System   Help

Display: Purchase Requisition Texts: Item 00010

Long Text Screen ▶

PReq Item	10		Item Category			Plant	C001
Material			Material Group	SE0010		Stor. Loc.	
Short Text	DMARC relocation for Rogers MS						

Item Texts

TxtType	Text		More text	Status
☐ Item text				
	Quote #220638117			
	relocation due to MAPS construction.		☑	
☐ Item note				
			☐	
☐ Delivery text				
☐ Material PO text				
			☐	

> If additional information will fit in this area, you can put it here on the first two lines only.

> If more room is needed, click the Item text box and then click on the Long Text Screen icon.

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Text Edit Goto Format Insert System Help

Display Item text: 001019713900010 Language EN

Parag.Formats * Paragraph, left-aligned ▼   Char.Formats [   ] ▼

```
Quote #220638117
relocation due to MAPS construction.

500 EA GENERAL CABLE
3NP25P24-GY-RGCC-
PV-CUT REEL $267.75
GB Part #: 22065262 UPC #: 07940730808
_____

2 EA SIEMON CO M1-50 CONNECTING
BLOCK 50PR $14.72
GB Part #: 88233966 UPC #: 70041603360
_____

2 EA SIEMON CO MC4LH-9 ORANGE LASTING
HINGE CVR $5.36
GB Part #: 88234016 UPC #: 70041602983
_____

2 EA SIEMON CO S89B MOUNTING
BRACKET $2.80
GB Part #: 88234049 UPC #: 70041605292
_____

1,000 EA GENERAL CABLE
XCW-1P24-BL/WH-SGCC $29.77

100 EA BURNDY LLC CT50300C 50 LB NYLON CABLE
TIES MS 3 IN $8.66
GB Part #: 22072055 UPC #: 78181033256
_____

Total $329.06¤
```
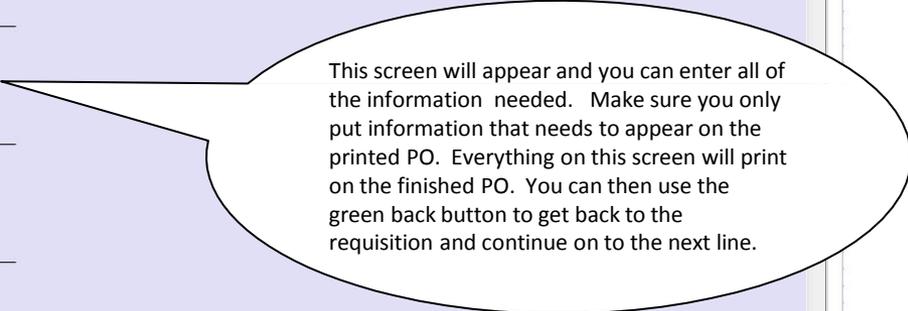
This screen will appear and you can enter all of the information needed. Make sure you only put information that needs to appear on the printed PO. Everything on this screen will print on the finished PO. You can then use the green back button to get back to the requisition and continue on to the next line.

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