Create Purchase Requisition

**Triggers**

Essential background information on this topic includes the following:

- A purchase requisition is used to initiate the procurement of materials or services not included in MRP (or Design and Construction services for CPA).
- Purchase requisitions can later be converted into request for quotations (RFQs) or purchase orders (POs).

**Before You Begin**

Before beginning the task, obtain the following information:

- Vendor.
- Purchasing Organization code.
- Purchasing Group.
- Account assignment category.
- Material.
- Delivery Date.
- Plant.
- Material Group.
- Order Type.
- Purchase requisition Date.

**Transaction Flow**

Begin this transaction using either the menu path or the transaction code.

**Menu Path**

Logistics > Materials Management > Purchasing > Purchase Requisition > Create

**Transaction Code**

ME51N
1. Display the *Create Purchase Requisition* screen using the above menu path or transaction code.

   ▶ Note the *Create Purchase Requisition* screen.

![Create Purchase Requisition Screen](image)

2. Enter the following fields to create a line item:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order type</td>
<td>Click the DROP DOWN icon to select the order type purchase requisition. <strong>Hint:</strong> The field is found to the right of the SHOPPING CART icon.</td>
<td>R</td>
</tr>
<tr>
<td>Source determination</td>
<td>Select the checkbox to have the system determine sourcing automatically. <strong>Note:</strong> After checking, if contract(s) exist and material is added, a new screen will appear for vendor selection.</td>
<td>O</td>
</tr>
<tr>
<td>Material</td>
<td>Enter the material number, or click the MATCHCODE icon for a list of possible entries.</td>
<td>R</td>
</tr>
<tr>
<td>Quantity</td>
<td>Enter the quantity.</td>
<td>R</td>
</tr>
<tr>
<td>Delivery date</td>
<td>Enter the delivery date.</td>
<td>R</td>
</tr>
</tbody>
</table>
Plant

<table>
<thead>
<tr>
<th>Plant</th>
<th>Enter the plant code.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example: 7821 for Penn Dot Cumberland County.</td>
</tr>
</tbody>
</table>

3. Click the ENTER icon.

4. Click the HEADER icon to expand the header details.

- Additional tabs of data appear on the *Create Purchase Requisition* screen.

**Explanation**

**Note:** If an outline agreement exists for the material, the system displays the information in the Item section of the Source of supply tab.
5. Click the TEXT tab.

   ► The Create Purchase Requisition screen, Text tab appears.

6. Enter the following fields:

<table>
<thead>
<tr>
<th align="left">Text</th>
<th align="left">Enter text required. This text applies to all line items on the requisition. Example: 90-day delivery.</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">O</td>
<td align="left"></td>
</tr>
</tbody>
</table>

7. Click the HEADER icon to collapse the header details.
8. Click the **ITEM DETAILS** icon to expand the item details.

   - The **Create Purchase Requisition** screen, item details are displayed.

9. View line item detail by either clicking on the tabs, or click the **LIST** icon to display a list of options for the item detail section of the screen.

10. Click the **Quantities/dates** tab.
    - The **Create Purchase Requisition** screen, **Quantities/dates** tab appears.
11 Review the quantities/dates information displayed. If any information requires changes, make those changes here.

12 Click the LIST icon and choose the Account assignment tab.

   ▶ The *Create Purchase Requisition* screen, Account assignment tab appears.

13 Review the accounting information displayed. If any information requires changes, make those changes here.

14 When changes are completed, click the ENTER icon.
15. Click the SAVE icon.

- The Create Purchase Requisition screen appears. A new purchase requisition has been created and the number is displayed in the status bar.

16. Click the EXIT icon until the SAP Easy Access screen appears.