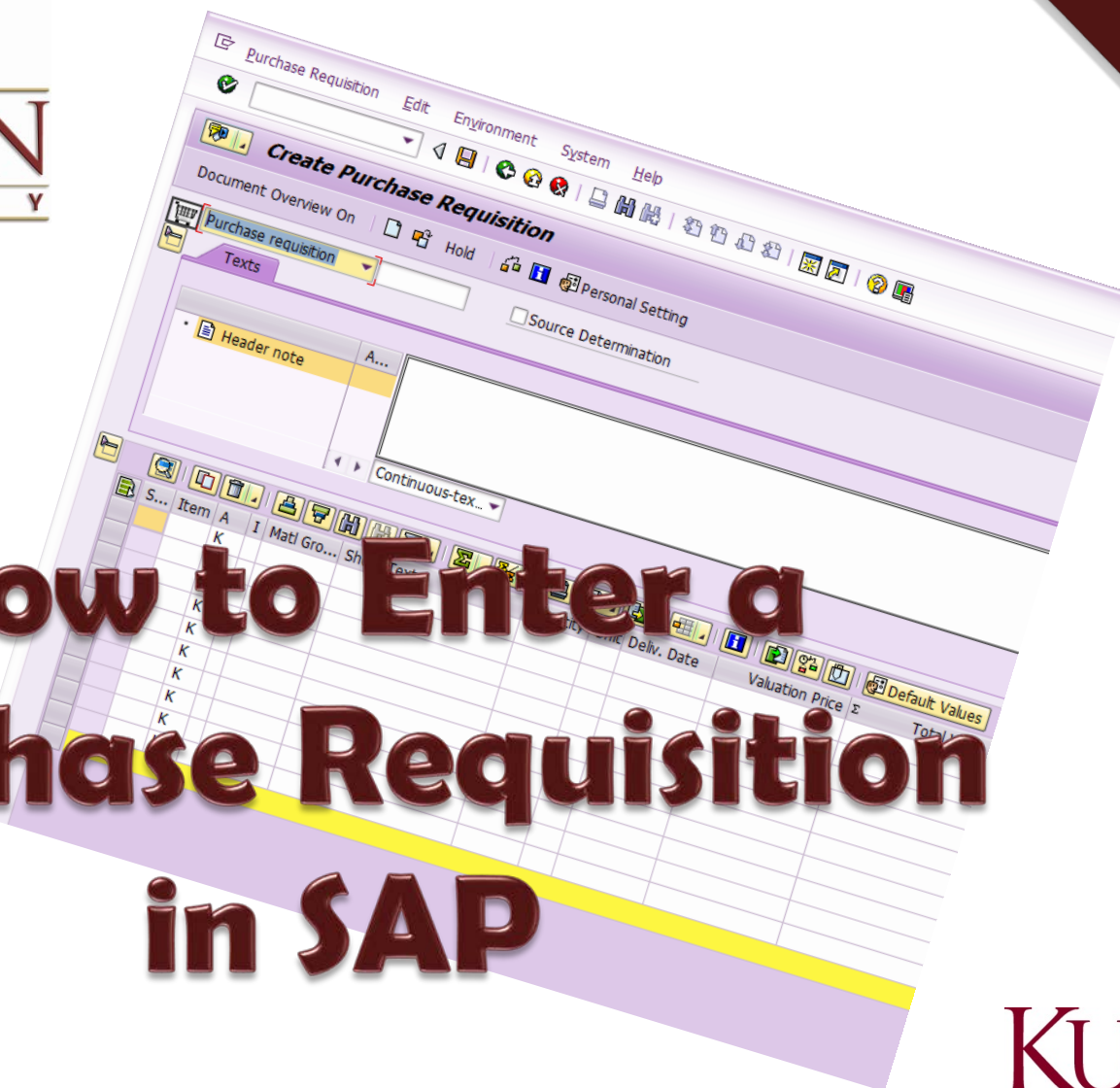




# How to Enter a Purchase Requisition in SAP





# Agenda

- **Entering a Requisition**
  - **Supply/Commodity**
- **Changing a Requisition**
- **Displaying a Requisition**
- **Requisition Approval**

# What is a Purchase Requisition?

- A request or instruction to the Purchasing Office to procure a quantity of a material or service so that it is available at a certain point in time.
- Requisitions are created manually by the user community.



# **What Information is Included?**

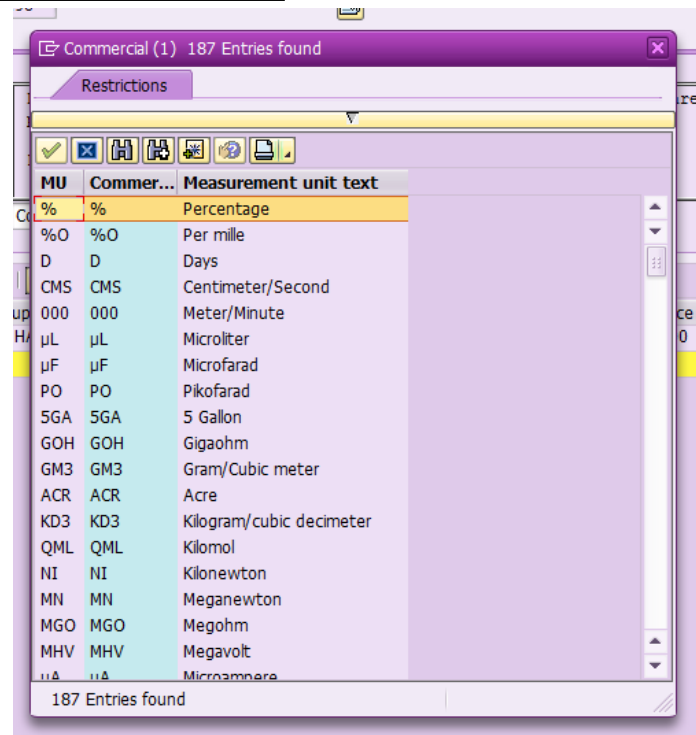
- **What is to be purchased?**
- **How much is to be purchased?**
- **How much does it cost?**
- **Who's paying for it?**
- **When is it needed?**
- **Where does it go when it arrives?**
- **What additional information is needed, relative to this purchase?**

# What is To Be Purchased?

- Determine if it is a material or a service.
- Note: only use the following Purchasing Group Numbers: 453, 454, 460
  - Commodity/material – 453
    - Angela Jackson – x34831
  - Catering (Aramark) – 460
    - Angela Jackson – x34831
  - Services – 454
    - Bloomsburg - 570-389-2190

# How Much is To Be Purchased?

- The user must specify the quantity to be purchased, with the appropriate unit of measure.



Commercial (1) 187 Entries found

Restrictions

MU	Commer...	Measurement unit text
%	%	Percentage
%O	%O	Per mille
D	D	Days
CMS	CMS	Centimeter/Second
000	000	Meter/Minute
μL	μL	Microliter
μF	μF	Microfarad
PO	PO	Pikofarad
5GA	5GA	5 Gallon
GOH	GOH	Gigaohm
GM3	GM3	Gram/Cubic meter
ACR	ACR	Acre
KD3	KD3	Kilogram/cubic decimeter
QML	QML	Kilomol
NI	NI	Kilonewton
MN	MN	Meganewton
MGO	MGO	Megohm
MHV	MHV	Megavolt
μA	μA	Microampere

187 Entries found

# How Much Does it Cost?

- What is the unit price of the item?
- This, together with the quantity requested, will be extended to a total cost of the requisition line item.
- The total cost of the line item will be a factor in determining who needs to approve the purchase request.

# Who's Paying for It?

- What type of purchase is it?
- What department is paying for it?
- What fund is providing the money?
- This information also becomes a factor in determining who needs to approve the purchase request.



# When is it Needed?

- An expected delivery date must be entered.
- This may be the date agreed to by the supplier at the time contact was made by the requisitioner or a requested delivery date with no contact with the supplier.



# **Where Does it Go When it Arrives?**

- **What building/room number should it be delivered and who should receive it?**

# What Additional Information is Needed?

- Requisitioner – name of the person creating the request, or with some departments the end user
- Desired Vendor – vendor number for the supplier from whom the material or service is to be provided
- Purchasing Group – responsible buyer for the purchase (i.e. – 453, 454, 460)

# How Can I Be Sure There's Enough Money?

This link will take you to the Budget Office's website which will give you step-by-step instructions on how to check your budget.

<http://www.kutztown.edu/admin/budget/pdf/Budget%20Contact2BCS.pdf>

# How Do I Create a Requisition?

- In SAP, you can get to the requisition create transaction two ways:
  - Use the menu path:
    - Logistics ->Materials Management -> Purchasing -> Purchase Requisition -> Create



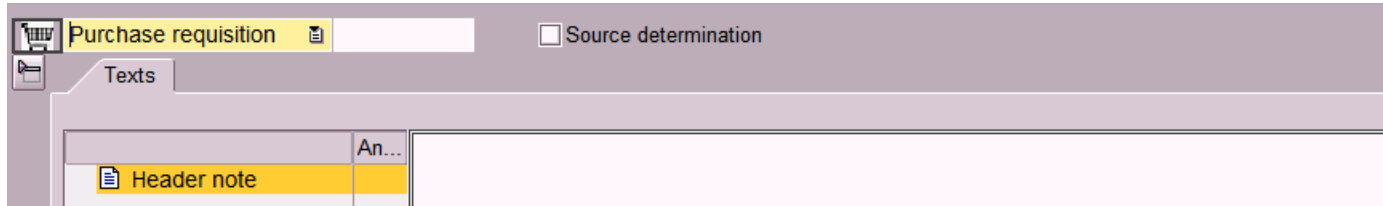
OR-

- Type ME51N in the Dialog Box.



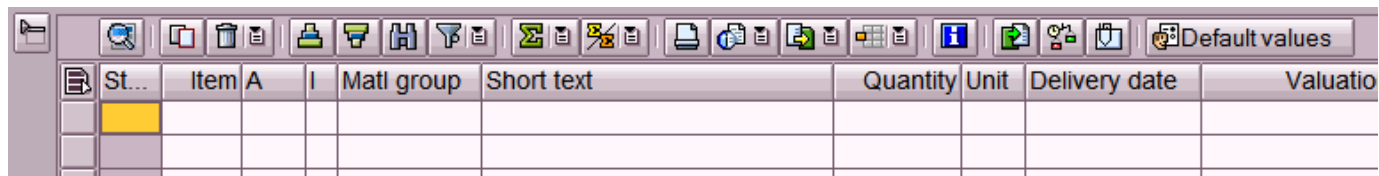
# ME51N – Create Requisition

- Header



The screenshot shows the SAP Purchase Requisition Header. At the top, there is a title bar with a shopping cart icon, the text "Purchase requisition", and a checkbox for "Source determination". Below this is a "Texts" section with a table containing one row: "Header note" in the first column and "An..." in the second column.

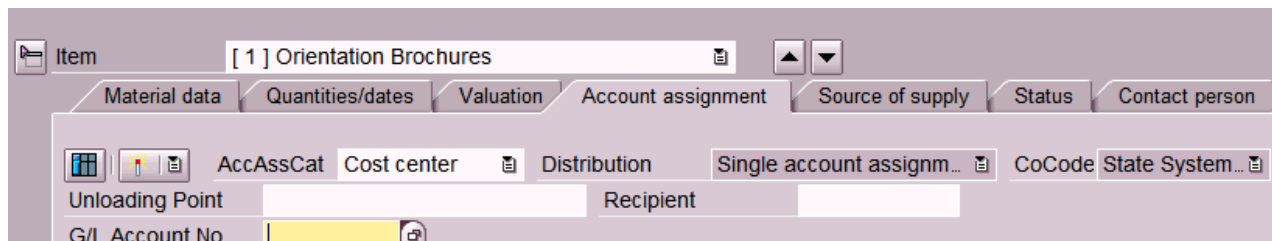
- Item Overview



The screenshot shows the SAP Item Overview table. It has a toolbar at the top with various icons and a "Default values" button. The table has the following columns: "St...", "Item A", "I", "Matl group", "Short text", "Quantity", "Unit", "Delivery date", and "Valuatio". The first row of data is highlighted in yellow.

St...	Item A	I	Matl group	Short text	Quantity	Unit	Delivery date	Valuatio

- Item Detail




The screenshot shows the SAP Item Detail view for item "[ 1 ] Orientation Brochures". It features several tabs: "Material data", "Quantities/dates", "Valuation", "Account assignment", "Source of supply", "Status", and "Contact person". The "Account assignment" tab is active, showing fields for "AccAssCat", "Cost center", "Distribution", "Single account assignm...", "CoCode", and "State System...". Below these are fields for "Unloading Point", "Recipient", and "G/I Account No".

# How is a Requisition Entered?

	1	2	3	4	5	6	7						
St...	Item	A	I	Matl group	Short text	Quantity	Unit	Delivery date	Valuation price	Σ	Total value	Requisnr.	
		K										TMOYER	
		K										TMOYER	
		K										TMOYER	

1. Enter K for **Cost Center**, or P for **Project**
2. Click on drop down, choose **material group**
3. Enter **description** of items being ordered, if over 46 characters use bottom text tab to continue description
4. Enter **quantity**
5. Enter **unit of measure** (you can use drop down)
6. Enter **delivery date** (you can use drop down to click on date)
7. Enter EACH **price**

# (continued)

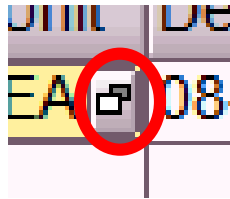
		8		9			10	11			
	St...	Item	Requisnr.	Tracking...	Des.vendor	Fixed vendor	Created by	PGr	Plant	POrg	Material
			TMOYER					453	Kutzt...		
			TMOYER					453	Kutzt...		
			TMOYER					453	Kutzt...		

8. Enter **requisitioner**, or some departments choose to enter the end user
9. Enter **Desired Vendor** by locating **purchasing** vendor number in SAP (ZM08)
10. Enter **Purchasing Group** using only **453** for commodities, **454** for services, and **460** for catering
11. Enter **Plant** which should always be **45** for Kutztown University



# How Are Matchcodes Used?

- When this symbol appears in a field:



this is an indication that a “possible-entries” list exists.

- Click on the icon and the list appears.
- Use the wildcard (\*) to facilitate searches in the list.



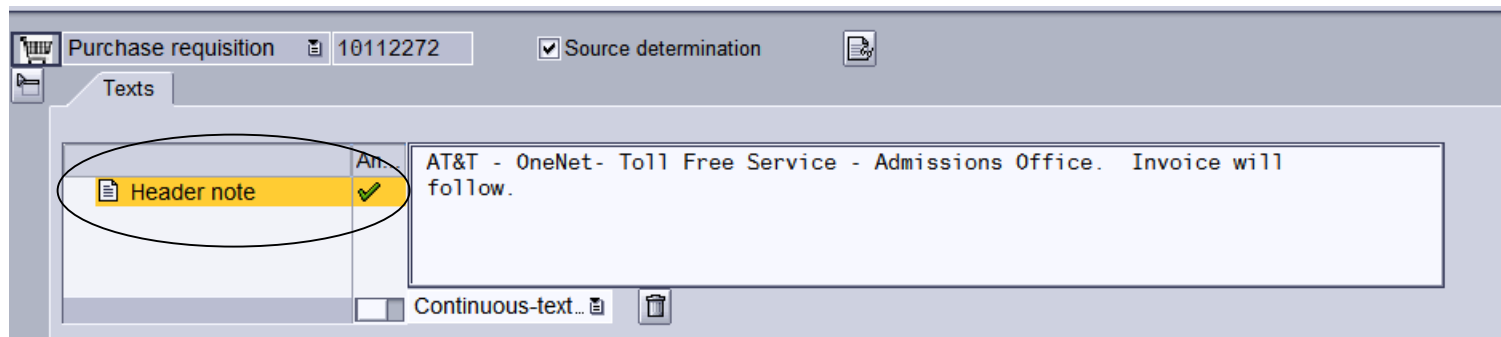
# **How Do I Enter Texts? And Where?**

Sometimes, additional information is needed on a requisition.

- Free text can be entered either at the header or line item level.
- Texts are external; notes are internal

# Example of Header Note

- This information should not print on the purchase order document



Purchase requisition 10112272 Source determination

Texts

	An...	
Header note	✓	AT&T - OneNet- Toll Free Service - Admissions Office. Invoice will follow.

Continuous-text...

- Example of new Vendor information



Purchase requisition 10106643

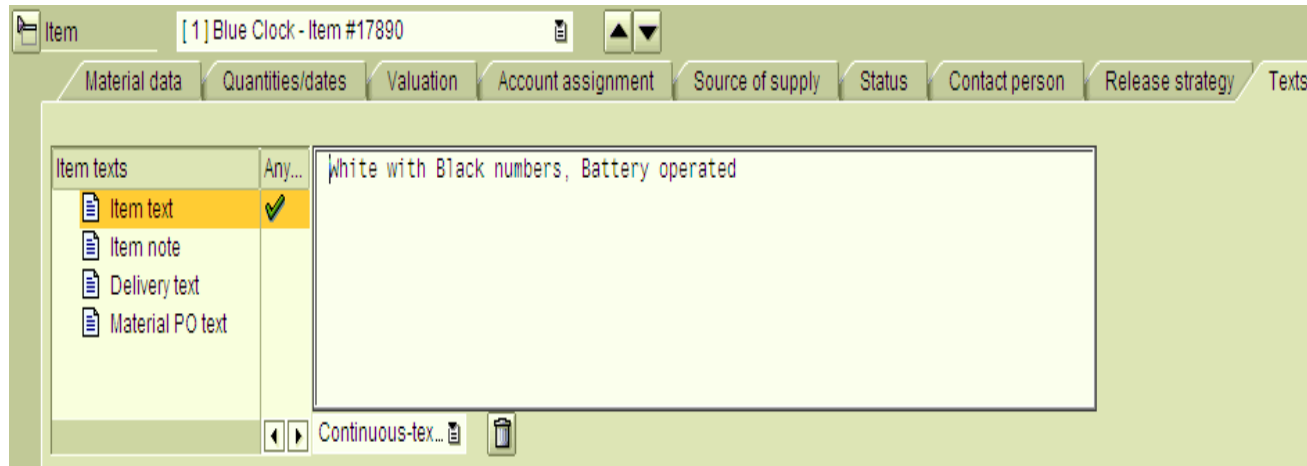
Texts

	An...	
Header note	✓	Herre Consulting P.O. Box 665, Carlisle, PA 17013 (PK) Phone: 717-243-7699 Fax: 717-245-2920 Price Quote Per: Chad Carter (Cell # 717-648-7477) (Will Send Quote) Would like pricing on 1 Year Contract (not included on this PR)

Continuous-text...

# Example of Item Text

- Since the line item in the requisition only allows 40 characters for item description, the item text can be used to supplement the information



The screenshot shows the SAP Item Text configuration screen for item [1] Blue Clock - Item #17890. The 'Texts' tab is active, displaying a list of text types on the left and a text entry field on the right. The 'Item text' type is selected and has a checkmark in the 'Any...' column. The text entry field contains the text 'White with Black numbers, Battery operated'. At the bottom, there are icons for 'Continuous-text...' and a trash icon.

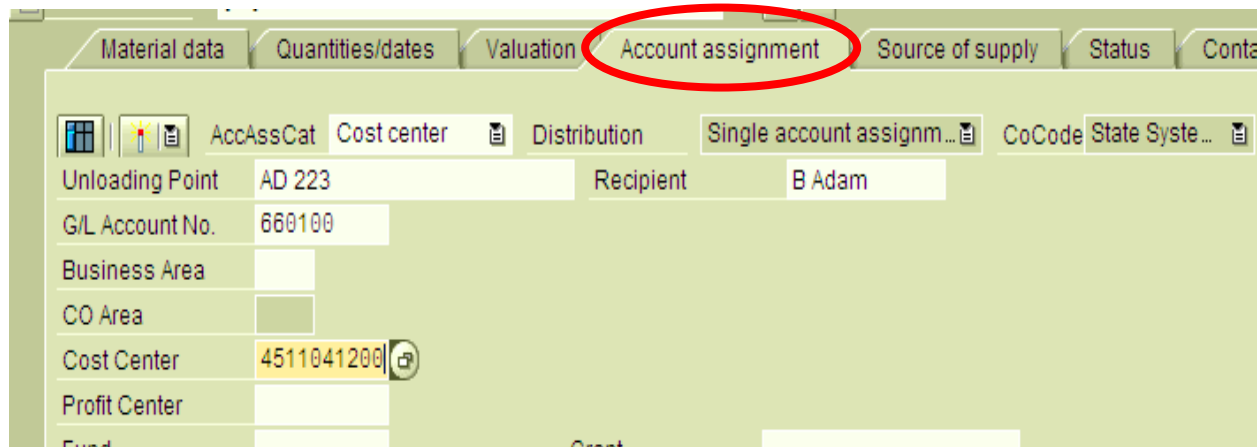
Item texts	Any...	
Item text	<input checked="" type="checkbox"/>	
Item note	<input type="checkbox"/>	
Delivery text	<input type="checkbox"/>	
Material PO text	<input type="checkbox"/>	

White with Black numbers, Battery operated

Continuous-text...

# Account Assignment

- **Account Assignment Tab** - This is where you indicate to what location items should be delivered and the cost center where the funds will be taken to pay for the items.



The screenshot shows the SAP Account Assignment tab. The 'Account assignment' tab is highlighted with a red circle. Below the tabs, there are several input fields for account assignment data.

Field	Value
Unloading Point	AD 223
G/L Account No.	660100
Business Area	
CO Area	
Cost Center	4511041200
Profit Center	
Fund	

# Valuation (Delivery)

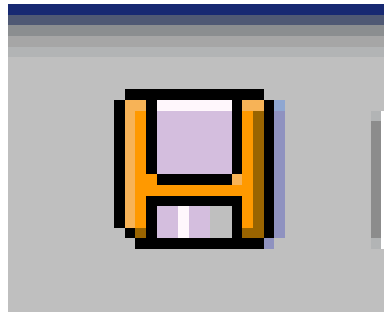
- **Valuation Tab** - Uncheck **Goods Receipt** on **BOTTOM** Valuation Tab if order is not going to be delivered through the storeroom, such as **Aramark Catering Orders**.

The screenshot shows the SAP Valuation Tab for item [1] Blue Clock - Item #17890. The 'Valuation' tab is active, and the 'Goods receipt' checkbox is unchecked, indicating that the order is not going to be delivered through the storeroom. The 'Invoice receipt' checkbox is checked, and the 'GR non-valuation' checkbox is unchecked. The valuation price is 23.00 USD, and the total value is EA.

Valuation price	23.00	USD	/	1	EA	Total value
Promotion						
<input type="checkbox"/> Goods receipt						
<input checked="" type="checkbox"/> Invoice receipt						
<input type="checkbox"/> GR non-valuation						

# When the Document is Finished.....

The document **MUST** be saved!





# Exercises



# Additional Requisition Information

- Requisitions must be approved before conversion to purchase orders.
- Approval will be limited to the owners of the funds and possible superiors.

The screenshot shows the SAP Requisition Item Details for item [ 1 ] AACSB Institutional Dues. The interface includes tabs for Material data, Quantities/dates, Valuation, Account assignment, Source of supply, Status, Contact person, and Release strategy. The Release strategy tab is active, showing a table with columns Code, Description, and Status. The table contains one entry with Code 16, Description Business Admin., and Status checked. Other fields include Release group 25 Clarion Req Release, Release strategy BS Business Admin., and Release indicator 2 RFQ/purchase order.

Code	Description	Status
16	Business Admin.	✓

(Example of a released requisition)

# Purchases Referencing Projects

- Purchases for project-funded activities will use the same process as the other requisition entries performed today.
- Instead of providing a cost center and general ledger reference, the user will provide a general ledger and WBS Element

The screenshot shows the SAP Account Assignment (AccAssCat) interface for a 'Grants' distribution. The 'Distribution' type is set to 'Single account assignm...'. The 'G/L Account No.' is 606100 and the 'WBS Element' is 7561061025.1. The 'Fund' field is currently empty, with a 'Grant' label next to it. Other fields like 'Unloading Point', 'Business Area', 'CO Area', 'Profit Center', and 'Functional Area' are also visible but empty.

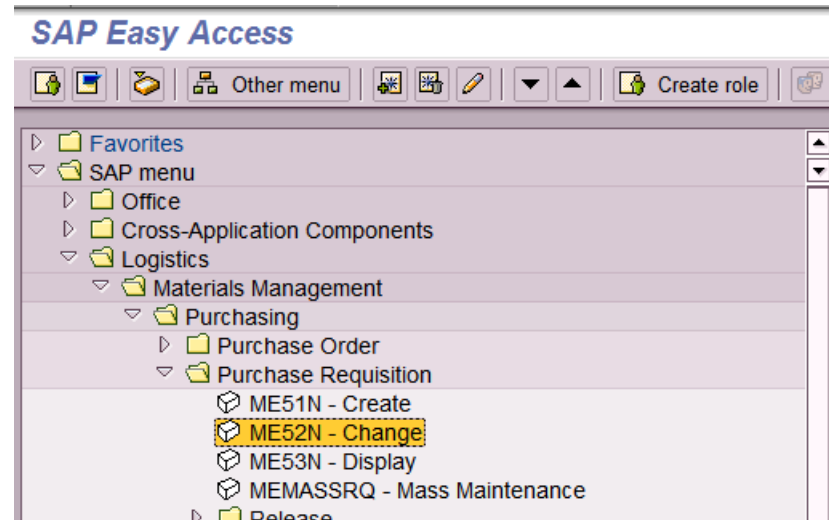
Field	Value
Unloading Point	
G/L Account No.	606100
Business Area	
CO Area	
Profit Center	
WBS Element	7561061025.1
Fund	
Functional Area	

# Changing Purchase Requisitions

Requisitions are changed using either

- ~ Logistics -> Materials Management -> Purchasing -> Purchase Requisitions -> Change

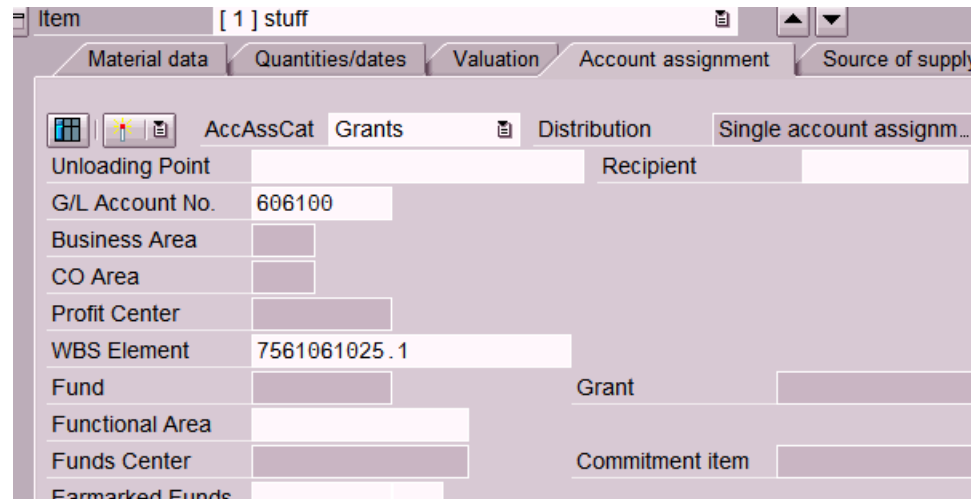
-OR-



- ~ Transaction Code ME52N

# Changes to Requisitions

- Prior to requisition approval or conversion to purchase order, some data on requisitions can be changed.



The screenshot shows a software interface for requisition management. The title bar reads 'Item [ 1 ] stuff'. Below the title bar are tabs for 'Material data', 'Quantities/dates', 'Valuation', 'Account assignment', and 'Source of supply'. The 'Account assignment' tab is active, showing a sub-tab 'Grants' and a 'Distribution' dropdown set to 'Single account assignm...'. The form contains several fields: 'Unloading Point' and 'Recipient' are grayed out; 'G/L Account No.' has the value '606100'; 'Business Area', 'CO Area', 'Profit Center', 'Funds Center', and 'Earmarked Funds' are grayed out; 'WBS Element' has the value '7561061025.1'; 'Fund' and 'Grant' are grayed out; 'Functional Area' is grayed out; and 'Commitment item' is grayed out.

- Any entry that is not grayed out may still be changed.

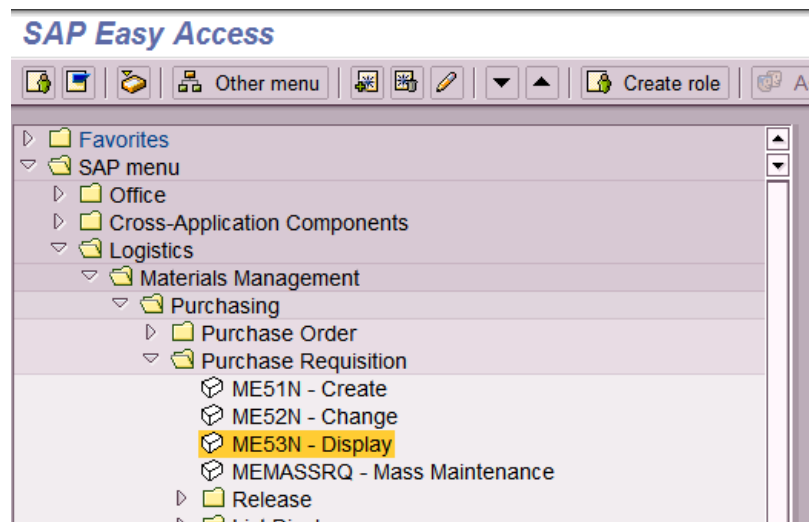
# What if Someone Wants to Review the PR?

The user can either go to:

Logistics -> Materials Management -Purchasing -  
> Purchase Requisition -> Display

**-OR-**

**Use Transaction  
ME53N**



# How Are Requisitions Approved?

- Release strategies are defined in SAP
- When a requisition meets with parameters defined in a release strategy, the requisition is held from further processing until released.

Item [ 1 ] Hart Chapel

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Contact person | **Release strategy**

Release group: 25 Clarion Req Release  
Release strategy: MS Facilities Planning  
Release indicator:  Blocked

Code	Description	Processor	Status
49	Facilities Plan	CLARE HEIDLER	⚠

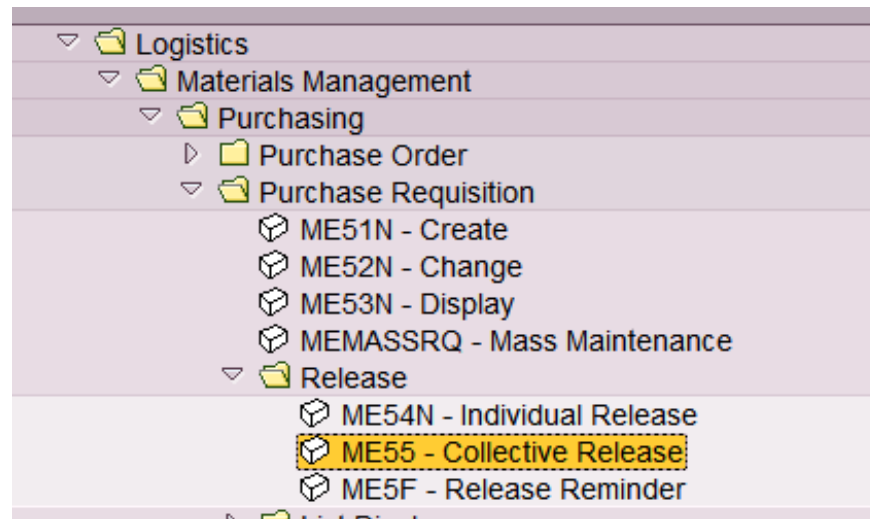
# How is the Release Report Generated?

Using the menu path:

Logistics -> Materials Management -> Purchasing  
-> Purchase Requisition -> Release -> Collective  
Release




**-OR-**

Use transaction  
**ME55**



# Sample Output of ME55 [1]

## Collective Release of Purchase Requisitions

Release code	49		
Release group	25	to	<input type="text"/>
<input checked="" type="checkbox"/> Release prerequisite fulfilled			
<input type="checkbox"/> Requisns. for overall release			
<input checked="" type="checkbox"/> Requisns. f. item-wise release			
Purchase requisition	<input type="text"/>	to	<input type="text"/>
Material	<input type="text"/>	to	<input type="text"/>
Material group	<input type="text"/>	to	<input type="text"/>
Purchasing group	<input type="text"/>	to	<input type="text"/>
Scope of list	F		
Plant	25	to	<input type="text"/>
Document type	<input type="text"/>	to	<input type="text"/>
Item category	<input type="text"/>	to	<input type="text"/>
Account assignment category	<input type="text"/>	to	<input type="text"/>
Delivery date	<input type="text"/>	to	<input type="text"/>
Release date	<input type="text"/>	to	<input type="text"/>
Materials planner/controller	<input type="text"/>	to	<input type="text"/>



# Sample Output of ME55 [2]

## Collective Release of Purchase Requisitions






Release strat.

Material	Short text	PGp	Mat. gp.
Requisn. Item	Requested qty. Un Deliv. date	Requester	Plnt SLoc
S C R Qty. I A	Req. val. Cur Release date	Trackg.no.	SP1. MC
Release strategy	Release indicator	Release option	
<input type="checkbox"/>	Hart Chapel	254	071000
10106468 00001	2 EA D 05-30-2006 FP-RWolfgong	25	
N R X NB K	3,981.60 USD 05-09-2006 BLINDS		
25/MS Facilities Planning X Blocked		Release possible	
Desired vendor 1009537 P. I. B. H.			
<input type="checkbox"/>	Hart Chapel	254	071000
10106468 00002	1 EA D 05-30-2006 FP-RWolfgong	25	
N R X NB K	1,558.05 USD 05-09-2006 BLINDS		
25/MS Facilities Planning X Blocked		Release possible	
Desired vendor 1009537 P. I. B. H.			
<input type="checkbox"/>	Downstairs	254	071000
10106468 00003	1 EA D 05-30-2006 FP-RWolfgong	25	
N R X NB K	885.05 USD 05-09-2006 BLINDS		
25/MS Facilities Planning X Blocked		Release possible	
Desired vendor 1009537 P. I. B. H.			
<input type="checkbox"/>	Downstairs	254	071000
10106468 00004	1 EA D 05-30-2006 FP-RWolfgong	25	

# Approved Requisition [1]

This requisition item is now approved.

## Collective Release of Purchase Requisitions

   Release strat.  

Material	Short text	PGp	Mat. gp.	
Requisn. Item	Requested qty.	Un Deliv. date	Requester	Plnt SLoc
S C R Qty. I A	Req. val.	Cur Release date	Trackg.no.	SP1. MC
Release strategy	Release indicator	Release option		
<input type="checkbox"/>	Hart Chapel	254	071000	
10106468 00001	2 EA	D 05-30-2006	FP-RWolfgong	25
N R X NB K	3,981.60 USD	05-09-2006	BLINDS	
25/MS Facilities Planning	2 RFQ/purchase order	Release effected		
Desired vendor	1009537	P. I. B. H.		
<input type="checkbox"/>	Hart Chapel	254	071000	

# Approved Requisition [2]

Notice the change in release indicator and status on the actual requisition.

Item [ 1 ] Hart Chapel

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Contact person | Release strategy

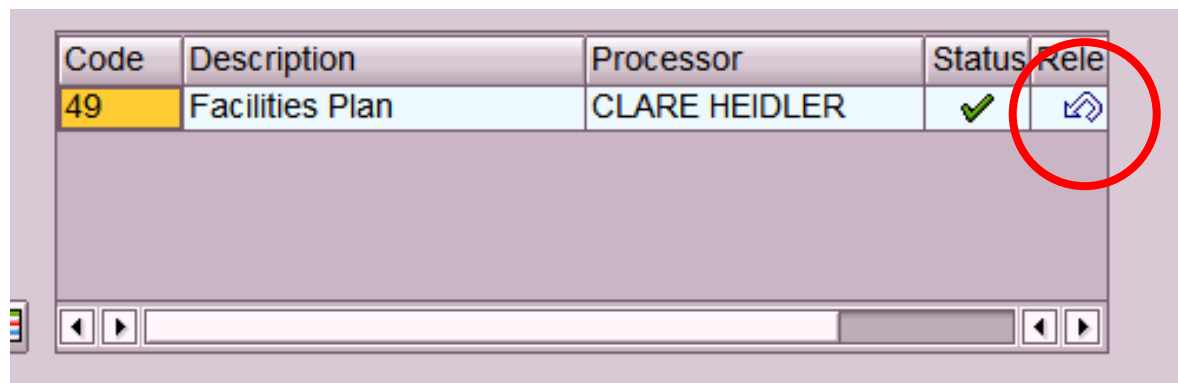
Release group 25 Clarion Req Release  
Release strategy MS Facilities Planning

Release indicator 2 RFQ/purchase order

Code	Description	Processor	Status
49	Facilities Plan	CLARE HEIDLER	✓

# What if the Wrong Requisition is Approved?

The approver can correct a mis-released requisition by going to ME54N, entering the requisition number, opening the line item(s), and cancelling the release.



The screenshot shows a table with the following data:

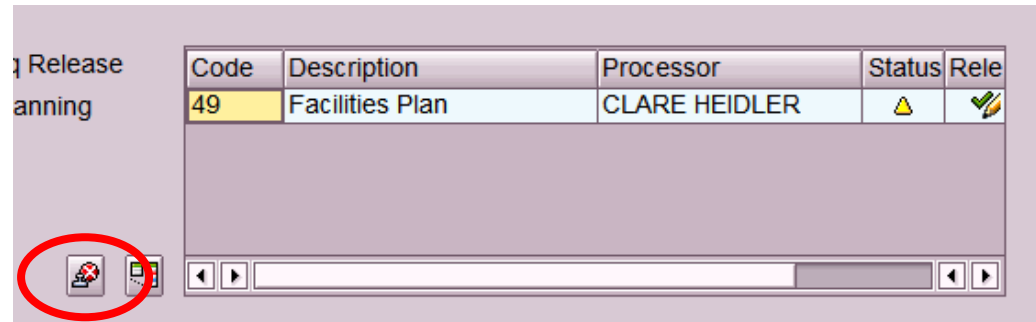
Code	Description	Processor	Status	Rele
49	Facilities Plan	CLARE HEIDLER	✓	🔗

A red circle highlights the 'Rele' column for the selected row, which contains a blue icon representing a release action.

# How Is An Approval Refused?

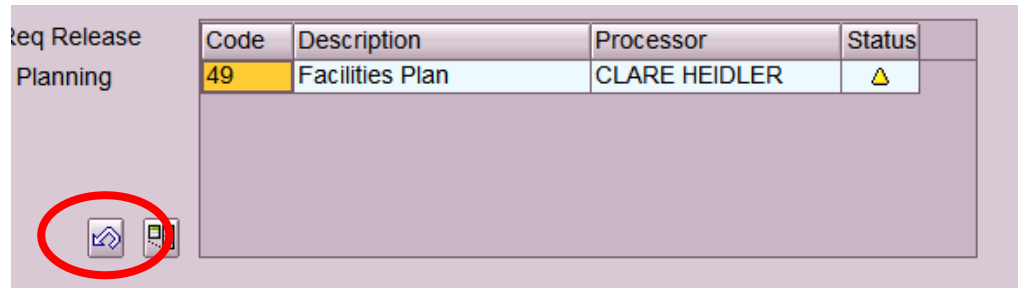
The approver must go to ME54N, enter the requisition number and for each relevant line item reject the release.

Before:



Code	Description	Processor	Status	Rele
49	Facilities Plan	CLARE HEIDLER	⚠	✔

After:



Code	Description	Processor	Status
49	Facilities Plan	CLARE HEIDLER	⚠