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**.
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
  – Type ME51N in the Dialog Box.
ME51N – Create Requisition

- Header
  - Purchase requisition
  - Source determination
  - Header note

- Item Overview
  - Item A
  - Material group
  - Short text
  - Quantity
  - Unit
  - Delivery date
  - Valuation

- Item Detail
  - Orientation Brochures
  - Account assignment
  - Source of supply
  - Status
  - Contact person
  - Unloading Point
  - Cost center
How is a Requisition Entered?

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**
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:

![Icon](image1.png)

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

Example of new Vendor information
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.
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.
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.
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.

(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.
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.

- 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.
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release code</td>
<td>49</td>
</tr>
<tr>
<td>Release group</td>
<td>25</td>
</tr>
<tr>
<td>Release prerequisite fulfilled</td>
<td></td>
</tr>
<tr>
<td>Requisns. for overall release</td>
<td></td>
</tr>
<tr>
<td>Requisns. f. item-wise release</td>
<td></td>
</tr>
<tr>
<td>Purchase requisition</td>
<td></td>
</tr>
<tr>
<td>Material</td>
<td></td>
</tr>
<tr>
<td>Material group</td>
<td></td>
</tr>
<tr>
<td>Purchasing group</td>
<td></td>
</tr>
<tr>
<td>Scope of list</td>
<td></td>
</tr>
<tr>
<td>Plant</td>
<td>25</td>
</tr>
<tr>
<td>Document type</td>
<td></td>
</tr>
<tr>
<td>Item category</td>
<td></td>
</tr>
<tr>
<td>Account assignment category</td>
<td></td>
</tr>
<tr>
<td>Delivery date</td>
<td></td>
</tr>
<tr>
<td>Release date</td>
<td></td>
</tr>
<tr>
<td>Materials planner/controller</td>
<td></td>
</tr>
</tbody>
</table>
# Sample Output of ME55 [2]

## Collective Release of Purchase Requisitions

<table>
<thead>
<tr>
<th>Material</th>
<th>Short text</th>
<th>PGp</th>
<th>Mat. gp</th>
<th>Requisition Item</th>
<th>Requested qty.</th>
<th>Unit Deliv. date</th>
<th>Requester</th>
<th>Plant</th>
<th>SLoc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hart Chapel</td>
<td>254</td>
<td>071000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10106468 00001</td>
<td>2 EA</td>
<td>D</td>
<td>05-30-2006</td>
<td>FP-RWolfgong</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N RX NB</td>
<td>K</td>
<td>3,981.60</td>
<td>USD</td>
<td>05-09-2006</td>
<td>BLINDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25/MS Facilities Planning</td>
<td>X</td>
<td>Blocked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desired vendor</td>
<td>1009537</td>
<td>P. I. B. H.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hart Chapel</td>
<td>254</td>
<td>071000</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10106468 00002</td>
<td>1 EA</td>
<td>D</td>
<td>05-30-2006</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N RX NB</td>
<td>K</td>
<td>1,558.05</td>
<td>USD</td>
<td>05-09-2006</td>
<td>BLINDS</td>
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<tr>
<td>25/MS Facilities Planning</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Desired vendor</td>
<td>1009537</td>
<td>P. I. B. H.</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Downstairs</td>
<td>254</td>
<td>071000</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10106468 00003</td>
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<td>D</td>
<td>05-30-2006</td>
<td>FP-RWolfgong</td>
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<td></td>
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<tr>
<td>N RX NB</td>
<td>K</td>
<td>885.05</td>
<td>USD</td>
<td>05-09-2006</td>
<td>BLINDS</td>
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<td></td>
</tr>
<tr>
<td>25/MS Facilities Planning</td>
<td>X</td>
<td>Blocked</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Desired vendor</td>
<td>1009537</td>
<td>P. I. B. H.</td>
<td></td>
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<tr>
<td>Downstairs</td>
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<td>071000</td>
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<tr>
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<td>25</td>
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</tbody>
</table>
Approved Requisition [1]

This requisition item is now approved.

<table>
<thead>
<tr>
<th>Material</th>
<th>Short text</th>
<th>PGp</th>
<th>Mat. gp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisn. Item</td>
<td>Requested qty.</td>
<td>Un Deliv. date</td>
<td>Requester</td>
</tr>
<tr>
<td>SCR Oty. IA</td>
<td>Req. val.</td>
<td>Cur Release date</td>
<td>Trackg. no.</td>
</tr>
<tr>
<td>Release strategy</td>
<td>Release indicator</td>
<td>Release option</td>
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</tr>
<tr>
<td>Hart Chapel</td>
<td>254</td>
<td>071000</td>
<td></td>
</tr>
<tr>
<td>10106468 00001</td>
<td>2 EA</td>
<td>D 05-30-2006</td>
<td>FP-RWolfgong 25</td>
</tr>
<tr>
<td>NRX NB K</td>
<td>3,981.60 USD</td>
<td>05-09-2006</td>
<td>BLINDS</td>
</tr>
<tr>
<td>25/MS Facilities Planning</td>
<td>2 RFQ/purchase order</td>
<td>Release effected</td>
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</tr>
<tr>
<td>Desired vendor 1009537</td>
<td>P. I. B. H.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hart Chapel</td>
<td>254</td>
<td>071000</td>
<td></td>
</tr>
</tbody>
</table>
Approved Requisition [2]

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Material data</th>
<th>Quantities/dates</th>
<th>Valuation</th>
<th>Account assignment</th>
<th>Source of supply</th>
<th>Status</th>
<th>Contact person</th>
<th>Release strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1] Hart Chapel</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Release group**: 25 Clarion Req Release
- **Release strategy**: HS Facilities Planning
- **Release indicator**: 2 RFQ/purchase order

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Processor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>Facilities Plan</td>
<td>CLARE HEIDLER</td>
<td>✔️</td>
</tr>
</tbody>
</table>
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.
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:**

<table>
<thead>
<tr>
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<th>Status</th>
<th>Rele</th>
</tr>
</thead>
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<td>CLARE HEIDLER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**After:**

<table>
<thead>
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<th>Description</th>
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<th>Status</th>
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