

## Creating a requisition


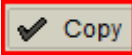
### Executing Transaction

Choose one of the following navigation methods:

- From the SAP menu, use the menu path Materials Management>Purchasing>Purchasing Requisition>ME51N Create
- Type ME51N in the transaction box and click enter
- Set up ME51N as a favorite and execute from favorites menu


### Setting up Personal Settings


This will only need to be done once unless the settings need to be updated for any reason.

1. Click **Personal Settings**
2. Click the tab **Default Values**
3. Click the button **More Fields**
4. Select **Plant** and **Purchasing Group** from the Hidden Fields side and click the left pointing arrow  to make them display fields.
5. Click **Copy** 
6. Enter values for any of the fields that you wish to have default values (recommend purch group, plant, requisitioner and tracking no)

### Entering the Requisition-ME51N

#### Item Overview Section


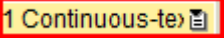
1. Click Expand  to open the Item Overview screen section if it is not expanded
2. Enter the **Acct Assig. Cat**  
Enter a K for cost center or a G for grant
3. Enter the **Material Group**.  
Note: This field is used for reporting so please try to be as specific as possible.
4. Enter the **Short Text**.
5. Enter the **Quantity**.  
Note: for service PO's the quantity entered is the dollar amount, the price is \$1.00 and the Unit of Measure is AU.
6. Enter the **Unit of Measure**.
7. Enter the **Deliv. Date**.
8. Enter the **Valuation Price** (per unit).  
Note: if the qty is being entered as priced per 100 or per 1000, you must go to the valuation tab and ensure that the correct qty per unit is entered or it will overinflate the value of your requisition.  

Valuation price	5.00	USD	/	1	EA
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9. Enter the **Requisitioner**.  
Note: it is important that the requisitioner name is entered consistently so that you receive a complete listing when you do a list display. (It is recommended to set up as a personal setting using first initial last name, all in lowercase).
10. Enter the **Purch Group** (buyer no.)
11. Enter the **Plant**.
12. Click Enter   
Note: if you have errors, the system will alert you to the fields that are required.

Example screen:



Item	A	I	Matl group	Short text	Quantity	Unit	Delivery date	Valn. price
1	K		PLUMBL...	valve	2	EA	11/15/2008	5.00
Requisnr.	Trackin...	Des.vendor	Fixe...	Created by	PGr	Plant		
kauchenb...	kauche...			90KAUCHEN...	903	PA S...		

**Item Detail Section** Note: After you click Enter, the item detail section is expanded and the system should take you to the account assignment tab.

1. Enter the **G/L Account Number**
2. Enter Either the **Cost Center** or **Grant Number**.  
NOTE: If you have more than one line on your requisition but the account assignment will be the same for all of the lines, you can click Repeat On  after entering the information for the first line and it will copy to the remaining lines.
3. Click the **Texts Tab** to enter additional text description. If you have a large amount of text, use the dropdown  and select SAPScript editor to get a full screen. The editor includes word processing functionality like cut and paste.





#### Vendor Information

If you know the vendor number, you can enter it in the field **Desired Vendor**. If you are unsure of the vendor number, enter the vendor name, address, phone, email and contact name information in the Header Notes section of the req.

4. Click **Enter**  to validate your information
5. Click **Save** . The system message "Purchase requisition xxxxxxxx created" is displayed in the status bar.

### Approving a Requisition





Execute the transaction ME54N

1. Click the **other documents** icon. 
2. Enter the requisition number to release and click **Other Document**.
3. If you are in display, click the  icon to switch to change mode.
4. Click on the release strategy tab in the item detail section.
5. Click on the release icon  to approve the requisition.
6. Click on Save 

Note: the status box should now show a green checkmark instead of a yellow triangle.

### Adding Attachments

Always add attachments in the display mode ME53N.

- Execute transaction ME53N.
- Click the **other documents** icon. 
- Enter the requisition number to create the attachment against and click **Other Document**.
- Click on the left hand side of the **Services for Object** icon. 
- Click on the **Create** icon  and then select **Create Attachment**.
- Locate the file to be attached, **select the file** and then click on **Open** to attach document to req.
- Click on the **Attachment List**  icon to see the document recently attached.

Notes:

- Anyone can make changes or delete attachments regardless of who uploaded them
- An attachment to a purchasing document will not print when that document is printed
- Most document formats can be added as an attachment (doc, xls, jpeg, txt, pdf, ppt, msg)
- There is no indicator that an attachment exists when displaying a purchasing document without drilling into the attachment area, therefore it is suggested that a note be typed in the header note field to indicate that an attachment exists (ex. Quote attached)

### To check the status of a requisition:

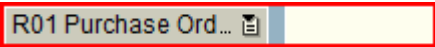
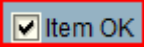

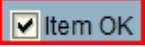





- Execute transaction ME53N.
- Click on the **Status** tab in the Item Detail section. If it is not released (approved), it will show as blocked. If it is released, it will show as unblocked. If a purchase order is created, you will see the PO number and can see the PO document by double-clicking on the document number.

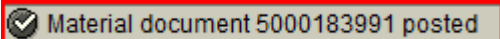
### REQUISITIONING TRANSACTIONS

- ME51N: Create a requisition  
ME52N: Change a requisition  
ME53N: Display a requisition  
ME54: Release a requisition (individual)  
ME55: Release a requisition (collective)  
ME5A: Display a requisition

### Entering a Receipt

Execute the transaction MIGO

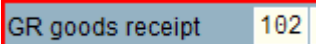
- Enter the Purchase Order Number  

- If you are receiving the full amount of the line, select the line you are receiving against, click Item OK , and then click on Save .
- If you are receiving a partial amount of the line, click on the **Quantity** tab. Change the total qty to the qty to be received, click **Item OK** , and then click on **Save** .
- If you are entering a receipt for a multiple lines, select the lines to be received by clicking on the gray box in front of those lines in the  Line column. . The selected lines will be blue. Verify the quantity to be received (see number 2 and 3 above), Click Item ok. .
- If you are receiving multiple lines, proceed through each line, clicking Item OK for each and then click on **Save**  when all of the lines have been marked OK.
- When you save the document, the following message will appear in the bottom left hand corner of your screen to give you the document number for this receipt.



Write this number on your invoice.

### REVERSING A RECEIPT

To reverse a receipt, use transaction MIGO. Change the goods movement number from 101 to 102.



Follow instructions as shown above

**IMPORTANT NOTE:** The next time you come into this screen, it will remember the goods movement number and show it as a 102 reversal. YOU MUST CHANGE IT BACK TO 101 to do the receipt.