

Creating Purchase Requisition for Assets

Use

This activity is performed to create a Purchase Requisition for assets.

Procedure

1. Access the transaction using any of the following navigation options:

SAP menu	<i>Logistics → Materials Management → Purchasing → Purchase Requisition → Create</i>
Transaction code	ME51N

2. On the **Create Purchase Requisition Initial Screen**, make the following entries:



Field Name	User action and values	Comment
Header Overview		
Document Type	Choose from the dropdown list: ZNB1 Purchase Req. - Local ZNB2 Purchase Req. - Imptd. ZNB6 Property PR - Local. ZNB7 Property PR - Imptd.	Allows a distinction to be made between various kinds of purchase requisition.
Header Note	Long text	Input supporting text if needed
Item Overview		
Acct Assgt Cat.	Choose from the dropdown list: A – Asset	Specifies whether accounting for an item is to be effected via an auxiliary account (such as a cost center).
Item Cat.	Choose from the dropdown list: Blank or Space	Key defining how the procurement of a material or service item is controlled.
Material	Choose from the dropdown list	Alphanumeric key uniquely identifying the material to be requested.
Quantity	Numeric value	Quantity of the material to be requested
Delivery Date	Date value	Date on which the goods are to be delivered
Plant	Choose from the dropdown list	Plant in which you wish to procure the material
Stor. Loc.	Choose from the dropdown list	Storage Location
PGr.	Choose from the dropdown list	Purchasing Group
Requisnr.	Choose from the dropdown list	Cost Center of Requisitioner
Tracking Number	Text value	Name of the Requisitioner

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Mati Group	Plant	Stor. Loc.	PGr	Requisnr.	Req. Trac
	1	A		SUP001-00015767	FAC Weighing Scale - Digital L1	10	UN	D	09/26/2012	LOW-VALUE	Malvar Plant (F		025	1126	PMS

3. On **Account Assignment** Tab, specify the asset number which the item is to be assigned.


The screenshot shows the SAP Account Assignment tab for item 1 [10] SUP001-00015767, FAC Weighing Sc... The 'Account Assignment' tab is selected and highlighted with a red box. Below the tabs, the 'AccAssCat' is set to 'A Asset', 'Distribution' is 'Single account assignm...', and 'CoCode' is 'BP01 CDO F...'. The 'Asset' field is highlighted with a red box and contains the value '16000000153'. The 'SNo.' field is empty. The table below shows the account assignment details:

S...	S...	Quantity	Perce	G/L Acct	Order	Asset	SNo.	WBS Element	Unloading Point
	1	10.000		160140		16000000153			

4. Click the  icon to check the completeness of the required fields. If there are no error(s), a status toolbar will display a message with - "No messages issued during check".
5. Click the **Save**  icon to save the purchase requisition.

Result

A purchase requisition is created. The status toolbar displays a message -

-  Purchase requisition number XXXXXXXXXX created.