Creating Purchase Requisition for Non-Stock and Direct Expense Items

Use

This activity is performed to create a Purchase Requisition for non-stock and direct expense items.
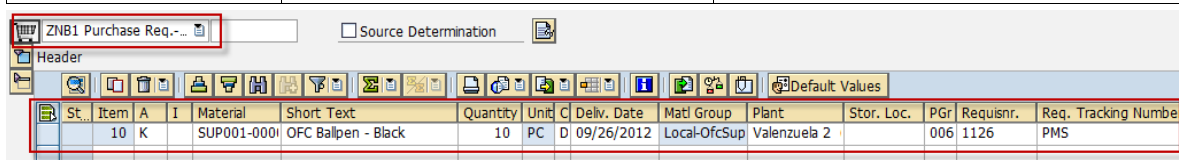
Procedure

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

SAP menu	Logistics → Materials Management → Purchasing → Purchase Requisition → Create
Transaction code	**ME51N**

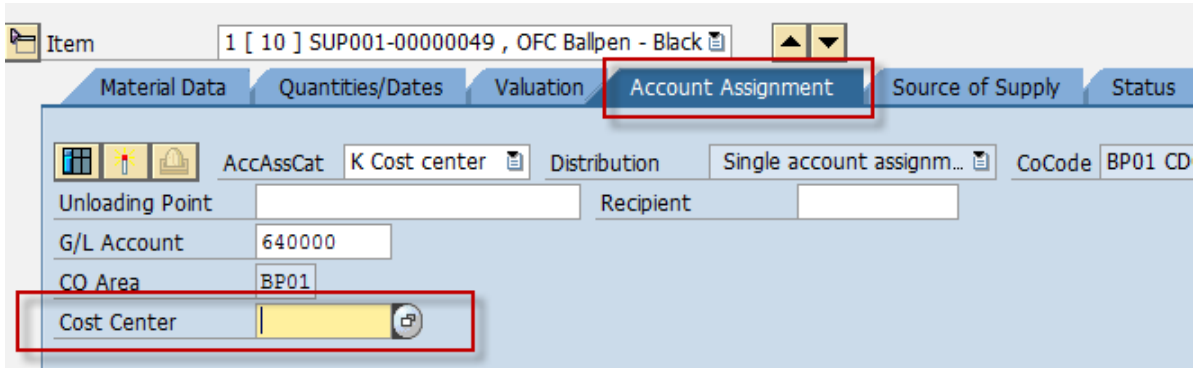2. On the *Create Purchase Requisition Initial Screen*, make the following entries:

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: **F –** Order **K –** Cost Center	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 ⚠️ If *No Release Strategy Error* occurs, input PMS Cost Center instead *(1126 or 1126-P3)*.
Tracking Number	Text value	Name of the Requisitioner

ZNB1 Purchase Req.-… 🖉		☐ Source Determination	📄								
📁 Header											

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Req. Tracking Number
	10	K		SUP001-000	OFC Ballpen - Black	10	PC	D	09/26/2012	Local-OfcSup	Valenzuela 2		006	1126	PMS

3. On *Account Assignment* tab, specify the cost center of the requisitioner and the G/L Account Number.

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.