

Creating Purchase Requisition for Non-Valuated Materials

Use


This activity is performed to create a Purchase Requisition for non-valuated materials.

Procedure

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

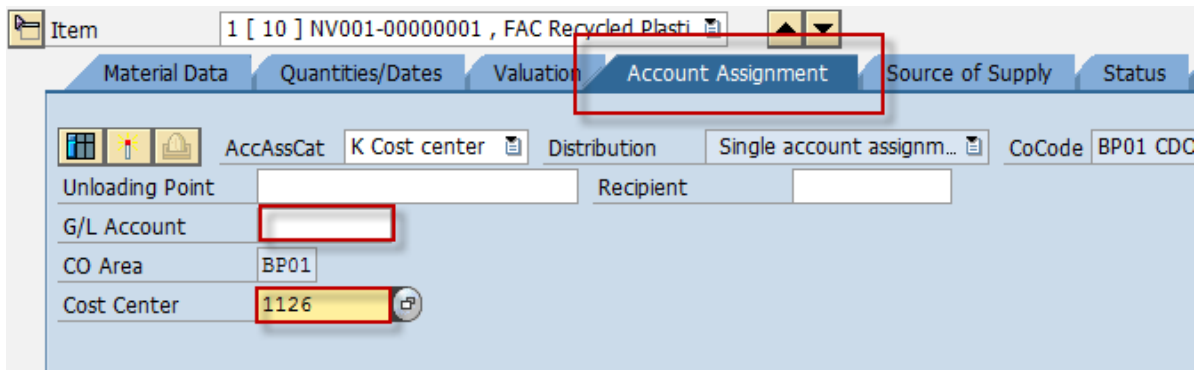
| | |
|-------------------------|--|
| SAP menu | <i>Logistics → Materials Management → Purchasing → Purchase Requisition → Create</i> |
| Transaction code | ME51N |

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: 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 (<i>1126 or 1126-P3</i>). |
| Tracking Number | Text value | Name of the Requisitioner |

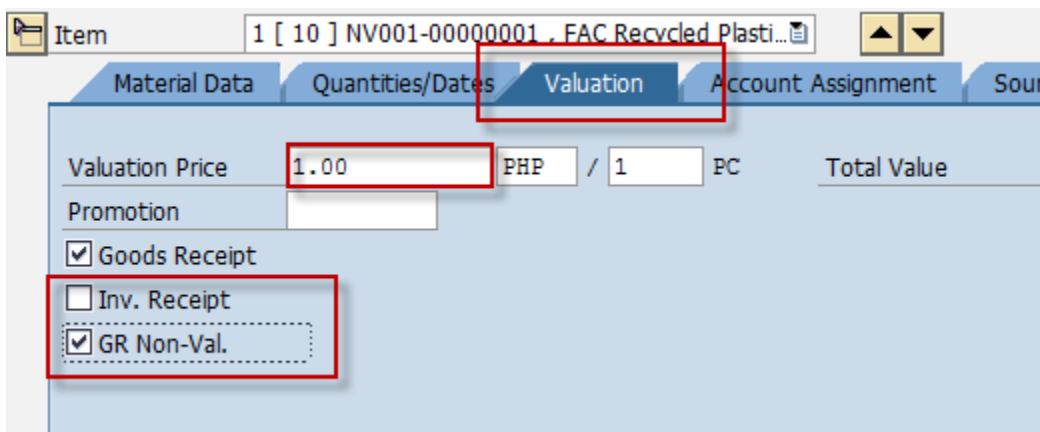
| St. | Item | A | I | Material | Short Text | Quantity | Unit | C | Deliv. Date | Matl Group | Plant | Stor. Loc. | PGr | Requisnr. | Tracking | Des.Vend |
|-----|------|---|---|------------|-----------------------------|----------|------|---|-------------|---------------|--------------|------------|-----|-----------|----------|----------|
| | 10 | K | | NV001-0000 | FAC Recycled Plastic Pallet | 2 | PC | D | 10/08/2012 | Local-Factory | Valenzuela 2 | | 005 | 1126 | PMS | |

3. On **Account Assignment** tab, specify the G/L Account number and Cost Center on which the item is to be assigned.



The screenshot shows the SAP 'Account Assignment' tab for item '1 [10] NV001-00000001 , FAC Recycled Plasti...'. The 'G/L Account' field is empty and highlighted with a red box. The 'Cost Center' field contains '1126' and is also highlighted with a red box. Other fields include 'AccAssCat', 'K Cost center', 'Distribution', 'Single account assignm...', 'CoCode', and 'BP01 CDC'.



4. On **Valuation** Tab, input an amount, e.g. *PHP 1.00*, on the Valuation Price input field. Uncheck the **Inv. Receipt** Indicator and tick the **GR Non-Val.** Indicator.



The screenshot shows the SAP 'Valuation' tab for the same item. The 'Valuation Price' field contains '1.00' and is highlighted with a red box. The 'Inv. Receipt' checkbox is unchecked, and the 'GR Non-Val.' checkbox is checked, both highlighted with a red box. Other fields include 'Promotion', 'Goods Receipt', and 'Total Value'.



Please note that the amount entered in the *Valuation Price* field has no significance on the item's valuation since it is a non-valuated material. The *Valuation Price* will only be used by the system to determine the Release Strategy of the purchase requisition.

5. 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".
6. 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.