

Creating Purchase Requisition for Stock (Inventory) Items

Use

This activity is performed to create a Purchase Requisition for stock items.

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: Blank or Space – Stock Items	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

Create Purchase Requisition

Document Overview On Personal Setting

ZNB1 Purchase Req.-... Source Determination

Texts

Header note Any...
 CEAR # 123456
 Purchase Requisition form XXXX Department

1 Continuous-t...

Default Values

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

3. 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".
4. Click the **Save** icon to save the purchase requisition.

Result

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

Purchase requisition number XXXXXXXXXXXX created.