

SAP – Create Requisition Quick Reference

Navigating to Create Requisition

From the SAP User Menu screen, follow the navigation path:
User Menu → Role ZMIT → Purchasing → Requisitions → Create a Requisition
 Or use the transaction code: **/nme51**

1. Complete Initial Screen

Document type: **NB** – External Vendor
IP – Internal Provider

Acct. assign. cat: **X**

Delivery date: Expected delivery date

Plant: **GPLT** – Ext. Vendor
- Int. Provider

Purchasing group: **UKN** – Ext. Vendor
IP – Int. Provider

Material group: Commodity description
 Use Matchcode search.

Requisitioner: Name of person
 requesting goods

SF6 (1) (030)

Purchase requisition Edit Goto Environment System Help ?

Create: Purchase Requisition: Initial Screen

Document type **NB**

Purchase requisition

Source determination

Default data for items

Item category

Acct assignment cat. **X**

Delivery date **T 02/05/2001**

Plant **GPLT**

Storage location

Purchasing group **ukn**

Material group **1030**

Req. tracking number

Requisitioner **P. Curie**

Supplying plant

SF6 (1) (030) magnolia INS

2. Click the Enter button

3. Enter description, quantity, and unit of measure.

Complete line item 10:

Short text: Short description of goods or services ordered

Qty. requested: Number of units

Un: Unit of measure
 Use Matchcode search.

4. Click the line item selection box for line item 10.

5. Click the Details button.

SF6 (1) (030)

Purchase requisition Edit Goto Environment System Help ?

Create: Purchase Requisition: Item Overview

Purchase requisition Doc. type **NB**

Purchase requisition items

Item	Material	Short text	Qty requested	Un	I
10	X	Ricketts 2500 Copier		LEA	D
20	X				D
30	X				D
40	X				D
50	X				D

Item

SF6 (1) (030) magnolia INS

6. Enter the price and vendor.

Val. price: Enter the price per item.

Des. vendor: Use the Matchcode to find the vendor number. Vendor not entered for internal providers.

7. Click the Account Assignments button.

If a dialog box appears that reads, "Not possible to determine a consumption account," click **OK**.

8. Enter the G/L account, cost object, and delivery information.

G/L account: Use Matchcode.

Cost Center: Enter only one cost object.
Order
WBS element

Unloading point: Bldg.-room/phone

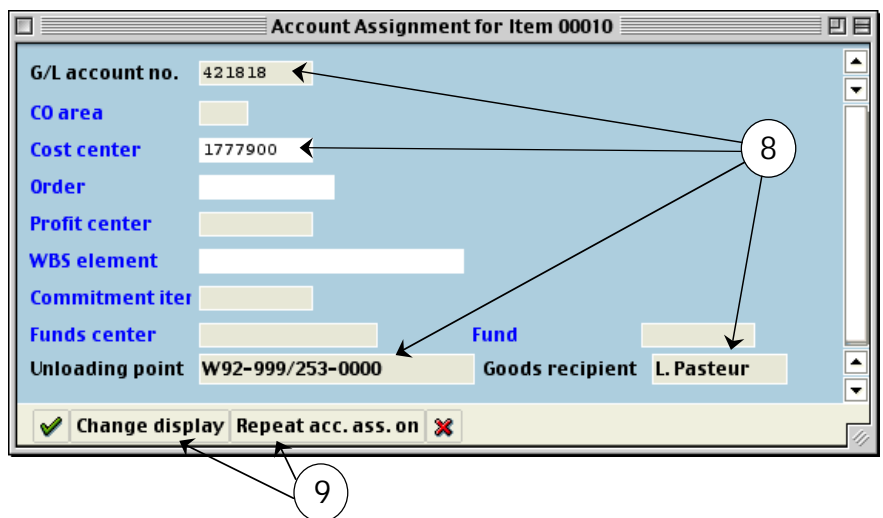
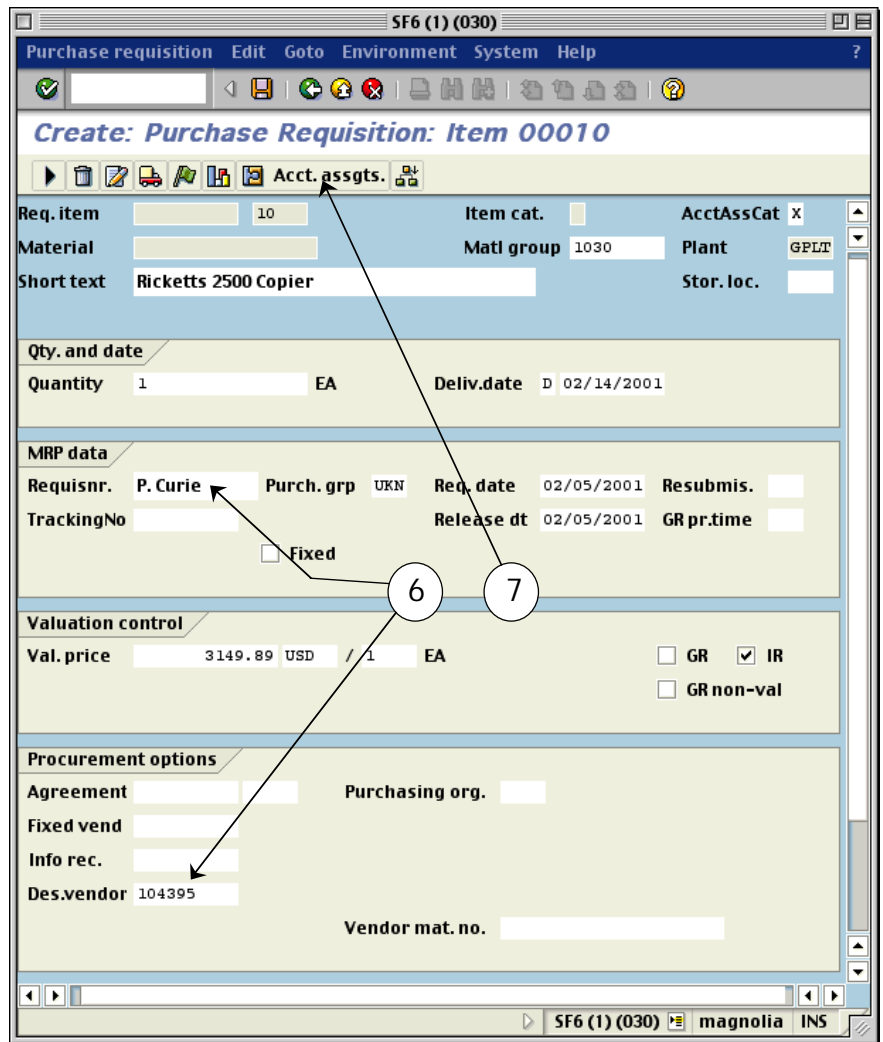
Goods recipient: Person to receive goods

9. Choose one option.

To split the cost between multiple cost objects: Click the **Change Display** button. *Go to step 10.*

- OR -

To charge the cost only to one cost object: Click the **Repeat acc. ass. on** button. *Skip to step 14.*



10. Choose how to split the cost between cost objects.

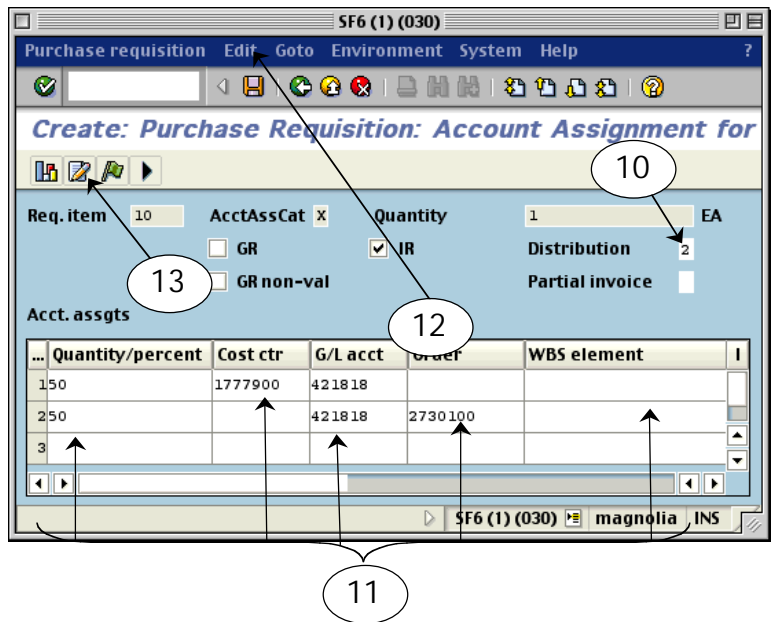
Distribution: 1 – split by quantity
2 – split by percentage

11. Enter the distribution information.

Quantity/Percent: Enter quantity or percent of the purchase charged to the cost object.

All other fields: Complete the remaining fields in lines 1, 2, etc. as needed following the instructions in step 8.

Note: Scroll to the right to see all the fields.



**12. Follow the menu path:
Edit >> Repeat Acc. Ass. >> Switch on**

13. Click the Text Overview button.

If you charged only one cost object, follow steps 14-15. Otherwise, skip to step 16.

14. Click the line item selection box for line item 10.

15. Click the Text overview button.

16. Complete Text Overview screen.

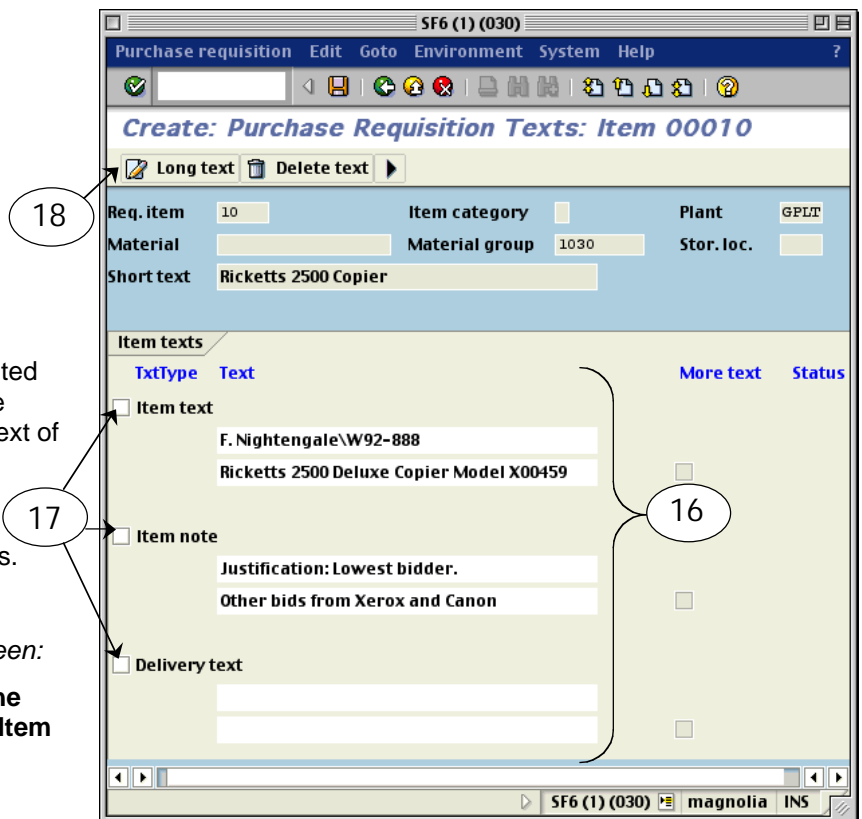
Item text: Enter information to be printed on PO. Additional lines are used for extra descriptive text of the item.

Item note: Justification information.

Delivery text: Special delivery instructions.

Optional: To add more text than fits on this screen:

17. Click on the line item selection box to the left of the text type you want (Item text, Item note, or Delivery text).





18. Click the Long Text button.

19. Complete Long Text screen.

Enter long text as needed for each of the three text fields.

20. Return to the Overview screen.


Click the back button .

Click the Back button  again from the Text Overview screen.

21. Complete next line item.

If needed, create the second line item by repeating steps 3-20.

22. Save the requisition.

Click the Save button .

Note: Write down the requisition number that appears at the bottom of the Initial Screen.

