

SAP Technical Upgrade ECC 6.0

Training Manuals



IMAGINATION BEYOND EDGES

Create Purchase Requisition

Production Planning & Control

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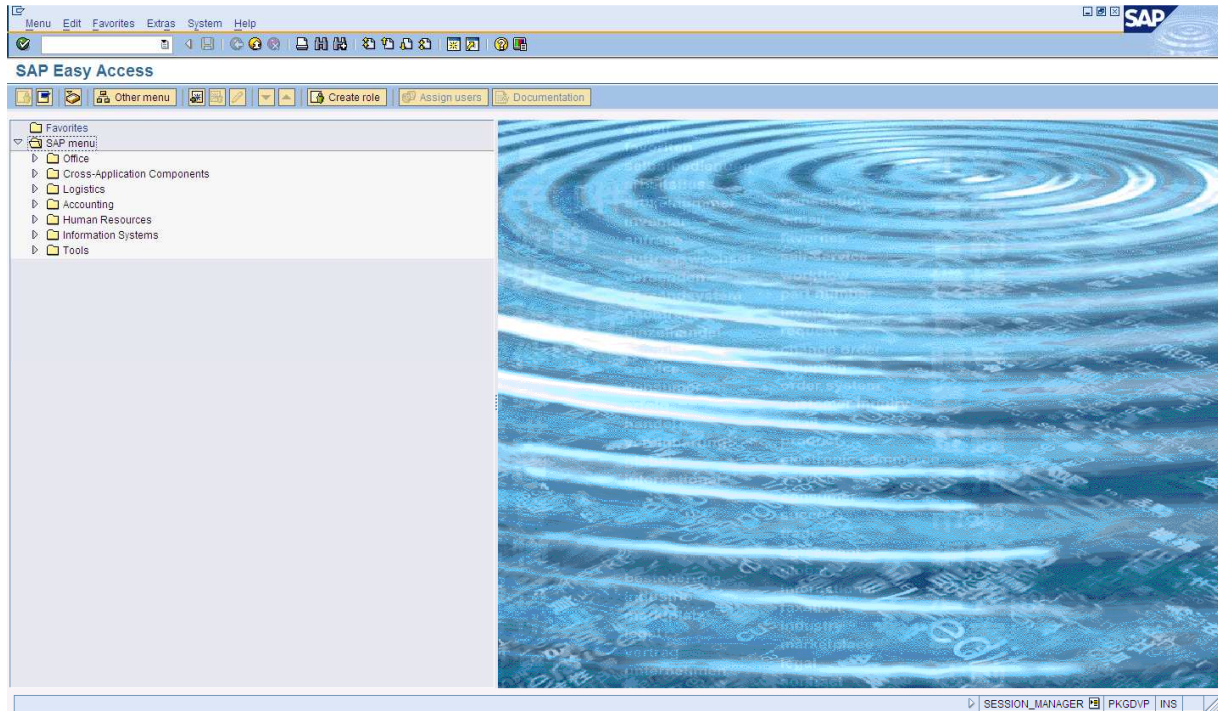
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Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access



2. As required, complete/review the following fields:

Field	R/O/C	Description
KEYCODE	R	Example: ME51



Create: Purchase Requisition: Initial Screen

Purchase Requisition Edit Goto Environment System Help

Create: Purchase Requisition: Initial Screen

Document Type

Purchase Requisition

☐ Source Determination

Default Data for Items

Item Category	<input type="text"/>
Acct Assignment Cat.	<input type="text"/>
Delivery Date	<input type="text" value="T"/>
Plant	<input type="text" value="0200"/>
Storage Location	<input type="text"/>
Purchasing Group	<input type="text"/>
Material Group	<input type="text"/>
Req. Tracking Number	<input type="text"/>
Requisitioner	<input type="text"/>
Supplying Plant	<input type="text"/>

ME51 PKGDVP INS

3. As required, complete/review the following fields:

Field	R/O/C	Description
Delivery Date	R	Example: 23.8.2011
Plant	R	Example: 0080



Create: Purchase Requisition: Item Overview

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	C	Deliv. Date	P	Mat. Grp	Plant	SLoc	SPI	D	Te
10						D 23.08.2011			0000				
20						D 23.08.2011			0000				
30						D 23.08.2011			0000				
40						D 23.08.2011			0000				
50						D 23.08.2011			0000				
60						D 23.08.2011			0000				
70						D 23.08.2011			0000				
80						D 23.08.2011			0000				
90						D 23.08.2011			0000				
100						D 23.08.2011			0000				
110						D 23.08.2011			0000				
120						D 23.08.2011			0000				
130						D 23.08.2011			0000				
140						D 23.08.2011			0000				
150						D 23.08.2011			0000				
160						D 23.08.2011			0000				
170						D 23.08.2011			0000				
180						D 23.08.2011			0000				
190						D 23.08.2011			0000				
200						D 23.08.2011			0000				
210						D 23.08.2011			0000				
220						D 23.08.2011			0000				
230						D 23.08.2011			0000				
240						D 23.08.2011			0000				
250						D 23.08.2011			0000				
260						D 23.08.2011			0000				

Item

ME51 PKGDVP INS

4. As required, complete/review the following fields:

Field	R/O/C	Description
Material	R	Example: 1000001265
Qty Requested	R	Example: 10
Material	R	Example: 1000001205
Qty Requested	R	Example: 100



Create: Purchase Requisition: Item 00010

Purchase Requisition Edit Goto Environment System Help

Create: Purchase Requisition: Item 00010

Account Assignments

PReq. Item: 10 Item Cat.: AcctAssCat: Material: 1000001265 Mat. Group: 0090101 Plant: 0000 Short Text: NITRILE RUBBER Stor. Loc.:

Quantity and Date
Quantity: 10.000 KG Deliv. Date: 23.08.2011

MRP Data
Requisnr.: Purch. Grp: 009 Req. Date: 24.07.2011 Resubmiss.: TrackingNo: MRP Cont.: 001 Release Dt: 15.08.2011 GR ProcTime: Rev. Level: Fixed:

Valuation Control
Val. Price: 395.11 PKR / 1 KG GR IR GR Non-Val:

Procurement Options
Agreement: Purchasing Org.: Order Unit: Fix. Vend.: Suppl. Plant: Info Rec.: Des. Vendor: Vendor Mat. No.:

Reference
Promotion: Batch:

Fill in all required entry fields

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5. As required, complete/review the following fields:

Field	R/O/C	Description
Requisnr.	R	Example: Mr. XYZ



Create: Purchase Requisition: Item 00020

Purchase Requisition Edit Goto Environment System Help

Create: Purchase Requisition: Item 00020

Account Assignments

PReq. Item: 20 Item Cat.: AcctAssCat: Material: 1000001205 Mat. Group: 0110000 Plant: 0000 Short Text: LIME POWDER Stor. Loc.:

Quantity and Date
Quantity: 100.000 KG Deliv. Date: 23.08.2011

MRP Data
Requisnr.: Purch. Grp: 011 Req. Date: 24.07.2011 Resubmiss.: TrackingNo: MRP Cont.: 001 Release Dt: 15.08.2011 GR ProcTime: Rev. Level: Fixed:

Valuation Control
Val. Price: 24.01 PKR / 1 KG GR IR GR Non-Val:

Procurement Options
Agreement: Purchasing Org.: Order Unit: Fix. Vend.: Suppl. Plant: Info Rec.: Des. Vendor: Vendor Mat. No.:

Reference
Promotion: Batch:

Fill in all required entry fields

ME51 PKGDVP INS

6. As required, complete/review the following fields:

Field	R/O/C	Description
Requisnr.	R	Example: Mr. XYZ



Create: Purchase Requisition: Item Overview

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	C	Deliv. Date	P	Mat. Grp	Plant	S Loc	SPI	D	Te
10	1000001265	NITRILE RUBBER	10.000	KG	D	23.08.2011	009	0090101	0000				
20	1000001205	LIME POWDER	100.000	KG	D	23.08.2011	011	0110000	0000				
30					D	23.08.2011			0000				
40					D	23.08.2011			0000				
50					D	23.08.2011			0000				
60					D	23.08.2011			0000				
70					D	23.08.2011			0000				
80					D	23.08.2011			0000				
90					D	23.08.2011			0000				
100					D	23.08.2011			0000				
110					D	23.08.2011			0000				
120					D	23.08.2011			0000				
130					D	23.08.2011			0000				
140					D	23.08.2011			0000				
150					D	23.08.2011			0000				
160					D	23.08.2011			0000				
170					D	23.08.2011			0000				
180					D	23.08.2011			0000				
190					D	23.08.2011			0000				
200					D	23.08.2011			0000				
210					D	23.08.2011			0000				
220					D	23.08.2011			0000				
230					D	23.08.2011			0000				
240					D	23.08.2011			0000				
250					D	23.08.2011			0000				
260					D	23.08.2011			0000				

Item 10

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7. Click button .