

Quick Reference: ME51N

For Creating Purchase Requisition for Stock Materials

From the SAP Easy Access Polk County Public Schools Screen:

Click the **Expand** icon to the left of PCSB Menu

Click **Purchasing**

Click **Requisitions**

Double-click **ME51N - Create Purchase Requisition**

IMPORTANT:

Click The **Default values** button



You must click this button each time you create a Purchase Requisition

Create Purchase Requisition Default values

Type **SUPP** in Document Type Box

Type **K Cost center** in Acc. Assignment Cat.

Type **Delivery Date**

Type **9420** in Plant

Type the **Name of Individual** requesting items in **Requisitioner** field

Type **Req. Tracking Number** (personal tracking number) (optional)

Type **9420** in **Supplying plant**

Click **Source Determination Box** (This will always be checked)

Click The **Save** icon



IMPORTANT:

Follow the next 3 steps in order or the Repeat-On Account Assignment function may not hold for all items!

Create Purchase Requisition Item Overview

Type the **Material number** of item in the **Material** column

Press the **Tab** key and tab over to the **Quantity** column and *Enter* **Quantity**

Press **Enter** or Click the **Green Check**

Account Assignment

Type the **Cost Center** in **Cost Center** field

Type **Name** of Goods Recipient in the **Recipient** field

Click **Repeat on** button



Repeat the process listed above to add additional line items.

Delivery Address

Click the **Delivery address** folder tab or Click the **List box** icon and *select* **Delivery address**

Type in your **Location Delivery Address** number and *Press* **Enter**

Click the **Green Check** on the information screen (delivery address held)

Click the **Repeat address on** button

Click the **Green check** to acknowledge the information box

Click the **Save** icon



Record the document number for future reference.