


ME51N-Requisition Entry

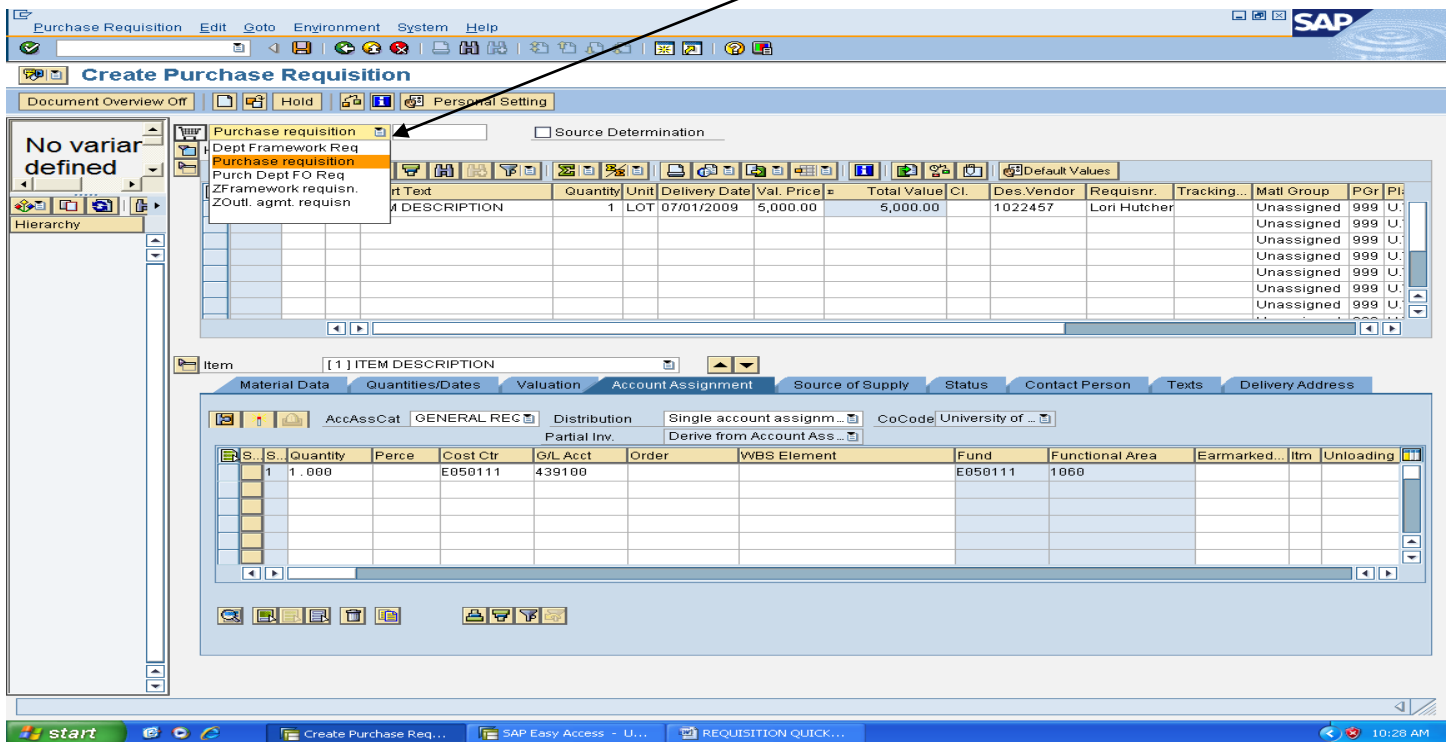
First time users should set up default values. To set up, click on Personal Setting icon, Default Values tab. A box will appear, enter the following settings then check the box for Always propose and hit save at the bottom of page. 

| | | |
|-----------------|------------|--|
| Pur. Group | Unassigned | <input checked="" type="checkbox"/> Always propose |
| Item Category | Standard | <input type="checkbox"/> Always propose |
| AcctAssCat | | <input type="checkbox"/> Always propose |
| Delivery Date | | |
| Plant | M | <input checked="" type="checkbox"/> Always propose |
| Stor. Location | | <input type="checkbox"/> Always propose |
| Material Group | 99 | <input checked="" type="checkbox"/> Always propose |
| Requisitioner | | <input type="checkbox"/> Always propose |
| Tracking Number | | <input type="checkbox"/> Always propose |

The fields should automatically populate. If not, go out and back into the transaction.

| Material Group | PGr | Plant | Pu |
|----------------|-----|-------------|----|
| Unassigned | 999 | U.T. Martin | |

SELECT PURCHASE REQUISITION: Click on drop down and select Purchase requisition or Dept Framework Requisition. Select the standard requisition for one time purchases. Select the Dept Framework Req. for purchases for a term longer than one year. The Dept Framework Req. should only be used with a bid or NCJ extending more than one term. The framework requisition should be used with a bid that includes a term of one year with optional extensions.



The screenshot shows the SAP ME51N 'Create Purchase Requisition' interface. The 'Purchase requisition' dropdown menu is open, showing options like 'Purchase requisition', 'Dept Framework Req', and 'ZFramework requis.'. The main table displays the requisition details for one item. Below the main table, the 'Account Assignment' section is visible, showing a single entry with a quantity of 1.000, cost center E050111, and G/L account 439100.

| Status | Item A | Short Text | Quantity | Unit | Delivery Date | Valn Price | Σ | Total Value | Closed | Desired Vendor | Requested By | TrackingNo |
|--------|--------|------------|----------|------|---------------|------------|---|-------------|--------|----------------|--------------|------------|
| | | | | | | | | | | | | |



Enter a K or U per instructions below

ACCOUNT ASSIGNMENT CATEGORY: Enter a K or U. Enter the K when using a standard or framework requisition with a one-time payment. Use the U when entering a standard or framework requisition with multiple payments. Use the U with a framework requisition for more than one year. The K assignment will require the general ledger code and departmental account number be entered in the requisition, but the U assignment account number and general ledger code will be entered during the invoice entry in the MIR7 transaction. The standard requisition document number will begin with a 1 number and the framework requisition document number will begin with a 2 number.

K-standard one-time payment

U- multiple invoice payments and/or term of more than one year

Asset:

When submitting a requisition for an asset, you will use the general ledger accounts:

439400 for Sensitive Minor Equipment

461xxx series for major pieces of equipment costing \$5000 or more each

| Status | Item A | Short Text | Quantity | Unit | Delivery Date | Valn Price | Σ | Total Value | Closed | Desired Vendor | Requested By | TrackingNo |
|--------|--------|------------|----------|------|---------------|------------|---|-------------|--------|----------------|--------------|------------|
| | | | | | | | | | | | | |

SHORT TEXT: Enter a short description of item or service.

QUANTITY: Enter quantity of line item

UNIT: Select the proper unit of measure. Most cases use each or lot.

DELIVERY DATE: Enter expected date. Must be at least two weeks or system will issue a warning message.

VALUE PRICE: Enter price of each item or total of lot. The Total Value field will automatically populate.

DESIRED VENDOR: Enter vendor number or click drop down and select vendor. If the vendor is not in IRIS a vendor number will need to be requested. For vendor request, use transaction ZXX1.

REQUISITIONER: Enter the name of entry person or the person to contact for questions.

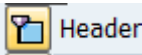
The following fields should be left blank:

TrackinNo

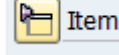
Purchase Order

PO Date Created by

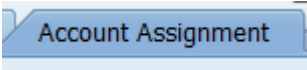
After entering the information in the Header



fields hit enter, the Item



section will open and take you to the next required fields.

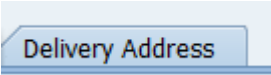


If using the K assignment, select the Account Assignment tab

Enter the Cost Center (E05 account) or WBS Element (R05 account) and general ledger code. Next you will be required to complete the delivery address tab.


| | | | |
|----------|----------|-------|-------------|
| Cost Ctr | G/L Acct | Order | WBS Element |
|----------|----------|-------|-------------|

When using the account assignment U, go to the delivery address tab. The cost center/WBS element and g/l will be entered at time of invoice entry in MIR7.




Select Delivery Address Tab

DELIVER ADDRESS TAB: Do not type the address in the blanks on the left side of screen. On the right side, click the Address drop down box. On the company name field or search Term 1, enter the department name with an asterisk. Double click on the department and the number will populate the field, hit enter and it will populate address field to the left. If the department is not entered, go to IRIS transaction MEAN and create the department an address.


 Address

Customer

Vendor SC vend



Company name


Postal Code

City

Street

Search Term 1

Search Term 2

Address group  ME01

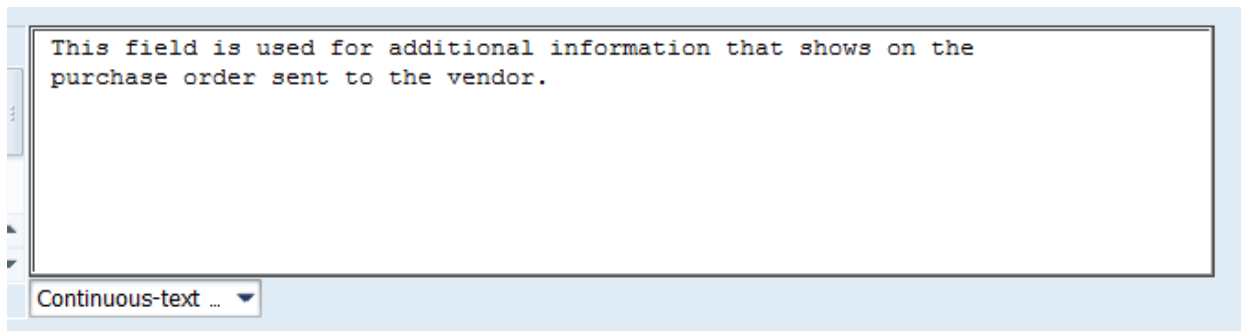
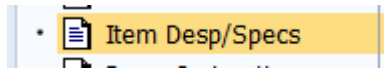
Address number


TEXTS /ITEM DESCRIPTION: To enter additional details per line item. Click on the drop down and select



the texts tab.

ITEM DESP/SPECS: Click on Item Desp/Specs on left side then enter text or copy and insert text into field. This information will appear on the purchase order for the vendor. Enter the departmental name and the departmental contact information if needed by the vendor.



Check the requisition for errors and hit save at the top of the page. 

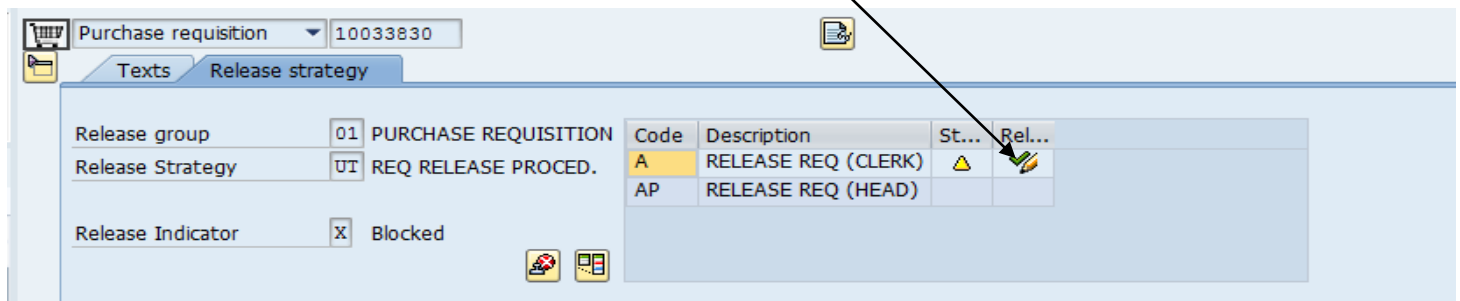
The requisition number will show on the bottom, left side of screen. Write down the requisition number.

The document must be released into workflow for approval.

ME54N - RELEASE REQUISITION

To release the document into workflow, go to **ME54N**, Click on green arrow and release requisition into workflow. The requisition should go the departmental review, to department head and then to Purchasing.

To release the requisition, click the green check under release option.



The requisition is now in workflow and will be routed for departmental review and approval.