

Creating a Purchase Requisition Quick Sheet

Create Purchase Requisition (Non-Asset, \$2000 - \$4999 or group purchase of total > \$2000)		
Menu Path	Logistics>>Materials Management>>Purchasing>>Purchasing Requisition>>ME51 - Create	
Screen Name: Initial Screen	Field Name/Actions: Account Assignment Delivery Date Plant Purchasing Group Material Group Requisition Tracking No. Requisitioner Click Enter (✓) or Press the Enter Key to continue.	Input: K Click after the checkmark in the 2 nd field. Use Match-code box to choose the date. C (for Chattanooga) 999 (default, leave as is) 99 (default, leave as is) May leave blank or make one up Your UserID
*Item Overview Screen	Short Text Qty Requested Un Click on the Truck Icon	Enter description of item to purchase Enter number of items to purchase Enter EA This ensures that the address is created. This is a very IMPORTANT step.
Item 00001 Screen	Val. Price Des. Vendor Click on the black ► At top of the screen	Enter estimated price of the item. Click in this field, then click on the match- code button and search for the vendor on the Vendors (General Tab) by clicking in the "Name" field and pressing enter. Once the Vendor list opens, double-click on the vendor you need. This will take you to the Account Assignment Screen.
Account Assignment Screen	Quantity/Percent Cost Ctr. or WBS element G/L Account Funds Center Fund Last 3 fields Click on the black ► At top of the screen	Only used when cost will be split up between accounts. Enter the cost center or WBS element to be charged. Use to be called Object Code. Enter the appropriate G/L Account number. Information defaults from the Cost Center. Information defaults from the Cost Center. N/A This will take you to the Delivery Address Screen.

