

CREATING A PURCHASE REQUISITION QUICK SHEET

Menu Path: Logistics>Materials Management>Purchasing>Purchasing Requisition>ME51N Create		
Data Entry/Screen Section Name	Field/Column Name/Actions	Input
Requisition Type	Data Block "General Requisition" (default setting) Select Dropdown and choose appropriate requisition type	Choose "Purchase Requisition" for General requisitions and Asset requisitions. If the requisition is for a Framework Purchase Order choose "Dept Framework Req"
Header Screen Section	Text tab - Header note / click on header icon to open section then enter text	Enter text that is applicable to the entire requisition. Example: Delivery information, Confirming, Vendor info if unable to locate with search, Justification for Non-competitive Purchase Form to follow, etc.
Item Overview Section	<p>Click on Overview Icon then enter data in the following columns:</p> <p>A</p> <p>Short text</p> <p>Quantity</p> <p>Unit</p> <p>Delivery date</p> <p>Val. Price</p> <p>Total Price</p> <p>Cl.(only for Dept Framework reqs)</p> <p>Des. Vendor</p> <p>Requisnr. (optional)</p> <p>Tracking (optional).</p>	<p>Enter A for Asset or K for general req.</p> <p>Enter short description for each line item</p> <p>Enter quantity of each line item</p> <p>Enter a unit of measure for each line item- EA,LOT,etc</p> <p>Enter the delivery date(must be same for all line items)</p> <p>Enter the unit price of the line item</p> <p>LEAVE THIS COLUMN BLANK</p> <p>Enter X in this column for dept. framework orders so funds will not be encumbered</p> <p>Enter vendor number or use drop-down/search to find vendor then double-click to select vendor</p> <p>Optional text field for Departmental use</p> <p>Optional text field for Departmental use</p>
Item Detail Section	<p>Each tab in this section contains information specific for the line item shown in the window above the tabs. Enter required information for each line item on the following tabs:</p> <p>Account assignment Tab</p> <p>Text Tab</p> <p>Delivery address Tab</p>	<p><i>General requisitions</i> - Enter G/L account number and Cost center (E accounts) or WBS element (R accounts). <i>Asset Requisitions</i> - Enter Asset Number only</p> <p><i>Item Desp/Specs Section</i> - enter long text/specifications for the specific line item. <i>Buyer Instructions Section</i> - enter item specific instructions for the Purchasing Department.</p> <p>Enter your Iris delivery address number in the data window labeled Address. Note: if you have multiple line items the system will ask if the address applies to other items - select yes.</p>

Click the Save Icon and your requisition number will appear across the bottom of the screen. Don't forget to release the requisition.(ME54N)