

Purchase Requisition for ZMRO Material

ZMRO - Stores, Spares, Consumables

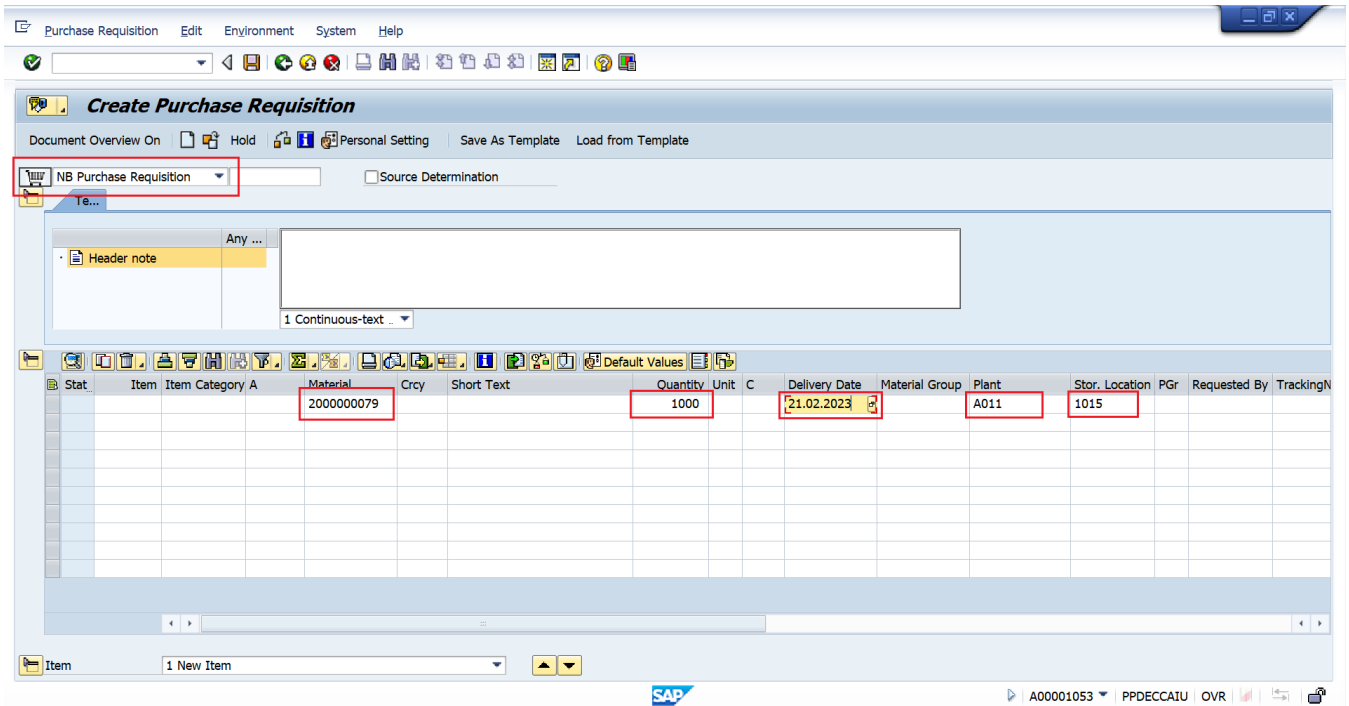
ZPAM – PACKING MATERIAL

A. Detailed Steps:

1. Purchase Requisition

Execute Transaction code Me51n.

Select Document type 'NB – Purchase Requisition'. fill material number, Quantity, Plant, Delivery Date & Storage location. After filling these data press enter system will show all details.



The screenshot shows the SAP ME51N - Create Purchase Requisition screen. The document type is set to 'NB Purchase Requisition'. The material number '2000000079', quantity '1000', delivery date '21.02.2023', plant 'A011', and storage location '1015' are entered in the table.

Stat	Item	Item Category A	Material	Crcy	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requested By	TrackingN
			2000000079			1000			21.02.2023		A011	1015			

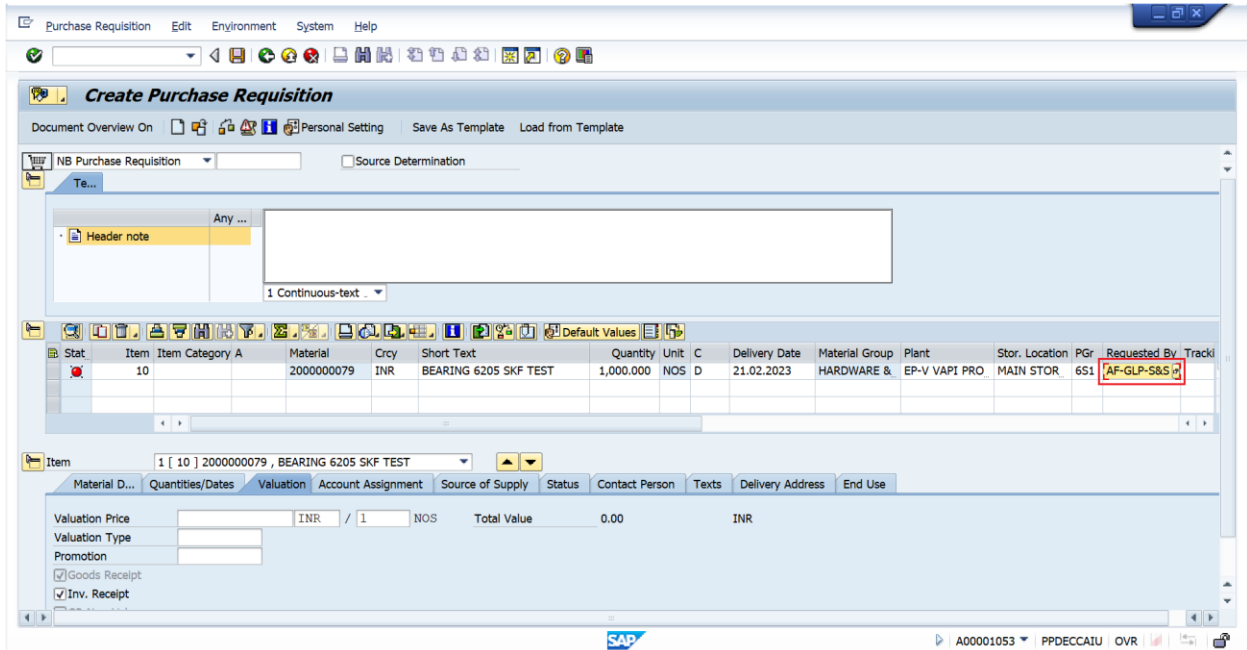
(Note. User also can select different storage location & Requisitioner from the search field in SAP)

2. Requisitioner in PR

This **requisitioner** is a new term added in the system. This field we must maintain in 'requested by' column as per the dropdown values in the field.

There is a mapping for PLANT + STORAGE LOCATION + REQUISITIONER WITH THE USER ID.

If the mapping is not correct system will show error message as YOU ARE NOT AUTHORIZED FOR USING PLANT (XXXX) SLOC (XXXX) AND REQUISITIONER.



The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Requested By' field in the table is highlighted with a red box and contains the value 'AF-GLP-S&S'. Below the table, the 'Item' section shows details for material '2000000079', description 'BEARING 6205 SKF TEST', and valuation type 'NOS'. The 'Valuation' tab is active, showing a valuation price of 0.00 INR.

Examples of Requisitioner,

Requisitioner	Description
AF-GLP-AMC	AF-GLP-AMC
AF-GLP-CIV	AF-GLP-CIVIL
AF-GLP-ELE	AF-GLP-ELECTRICAL
AF-GLP-FAB	AF-GLP-FABRIC
AF-GLP-GEN	AF-GLP-GENERAL-MATERIAL
AF-GLP-INS	AF-GLP-INSTRUMENTATION
AF-GLP-MEC	AF-GLP-MECHANICAL
AF-GLP-PRD	AF-GLP-PRODUCTION
AF-GLP-R&M	AF-GLP-REPAIRS-&-MAINTAINANCE
AF-GLP-S&S	AF-GLP-STORES-&-SPARES

Alok Industries Ltd.
Material Management
End User Manual – Purchase Requisition Process



3. Funds center in PR

Only for ZMRO & ZPAM material, we must make sure that Fund center is assigned in PR. (Fund center is mapped with the user ID so user not allowed to use any other fund center than assigned funds center) In PR 'funds center' will come from system only.

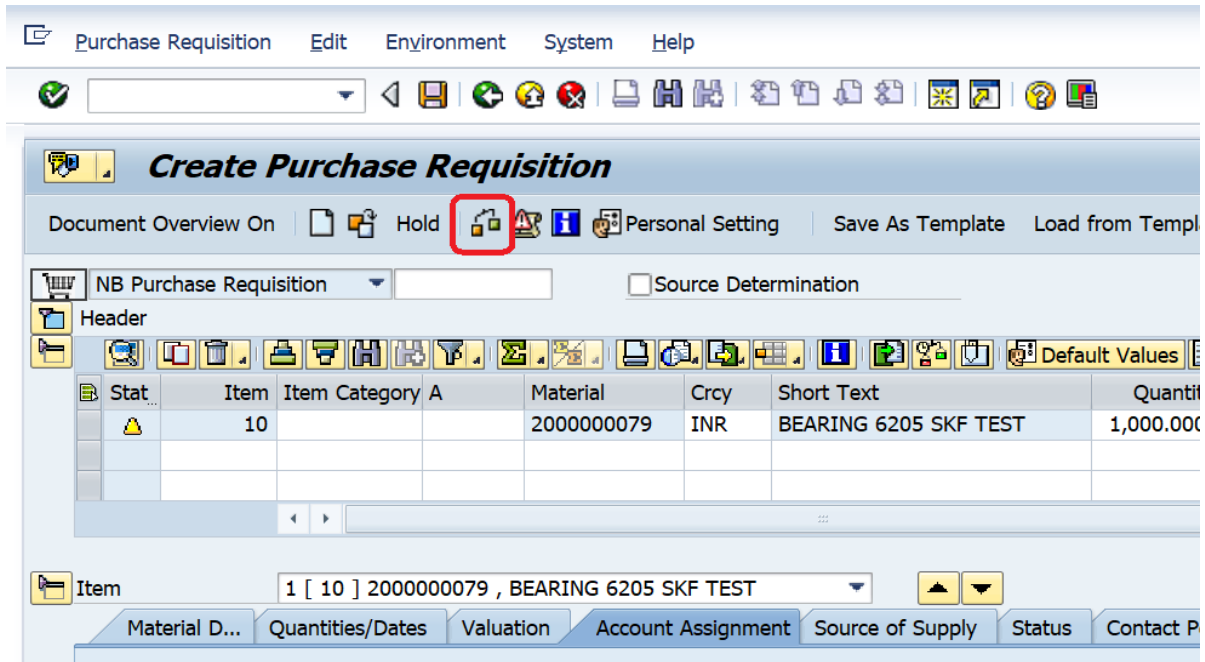
To funds center fund will get allocated and user can create PR's of allocated amount only.

The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Account Assignment' tab is active, displaying the 'Funds Center' field with the value '22630902'. The 'Commitment Item' field shows '5170020'. The 'CO Area' field is empty. The 'Distribution' field is set to 'Single account assignment'. The 'CoCode' field is set to '1000 Alok Indu..'. The 'Material D...' field is set to '1 [10] 2000000079 , BEARING 6205 SKF TEST'. The 'Status' field is set to 'Single account assignment'. The 'Release strategy' field is set to 'Single account assignment'. The 'Texts' field is set to 'Single account assignment'. The 'Delivery Address' field is set to 'Single account assignment'. The 'End Use' field is set to 'Single account assignment'. The 'Funds Center' field is highlighted with a red box.

Stat	Item	Item Category A	Material	Crcy	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requested By	Tracki
	10		2000000079	INR	BEARING 6205 SKF TEST	1,000.000	NOS	D	21.02.2023	HARDWARE &	EP-V VAPI PRO..	MAIN STOR	6S1	AF-GLP-S&S	

4. Check Purchase Requisition

Once user fill these all-data points, user should check the PR before saving. Once user clicks on 'CHECK' icon, system check for required data and if all fields are correct then system shows msg like 'No messages issued during check.'



Purchase Requisition Edit Environment System Help

Document Overview On Hold **CHECK** Personal Setting Save As Template Load from Template

NB Purchase Requisition Source Determination

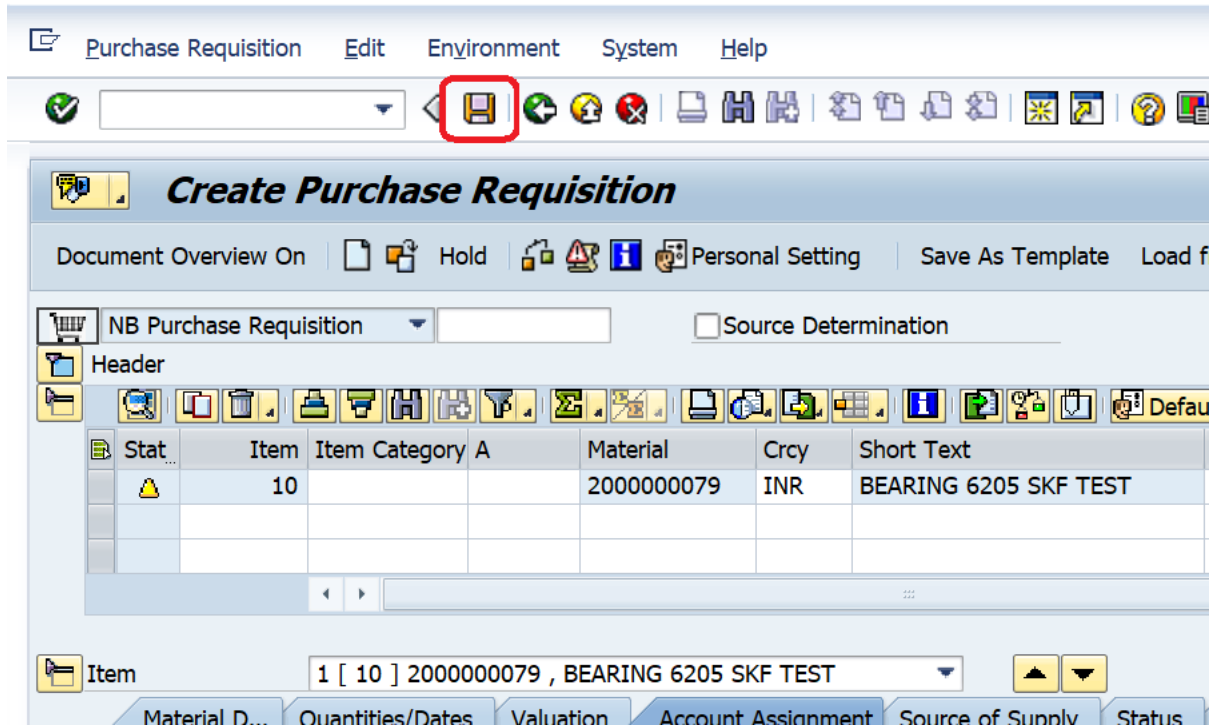
Stat	Item	Item Category A	Material	Crcy	Short Text	Quantit
⚠	10		2000000079	INR	BEARING 6205 SKF TEST	1,000.000

Item 1 [10] 2000000079 , BEARING 6205 SKF TEST

Material D... Quantities/Dates Valuation Account Assignment Source of Supply Status Contact P

5. Save Purchase Requisition

Once system shows message like 'No messages issued during check' then SAVE the PR. System will generate PR Number.



Create Purchase Requisition

Document Overview On | Hold | Personal Setting | Save As Template | Load f

NB Purchase Requisition | Source Determination

Stat	Item	Item Category A	Material	Crcy	Short Text
	10		2000000079	INR	BEARING 6205 SKF TEST

Item: 1 [10] 2000000079 , BEARING 6205 SKF TEST

Material D... Quantities/Dates Valuation Account Assignment Source of Supply Status

Video recording links to see each scenario.

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https://alokindustries1-my.sharepoint.com/:v:/g/personal/saurabh_kokil_alokind_com/Eet2MgeAldxPvTwVqL7sWhkBXAUK7F-bf44su5ntATSoCg	PR release Recording