

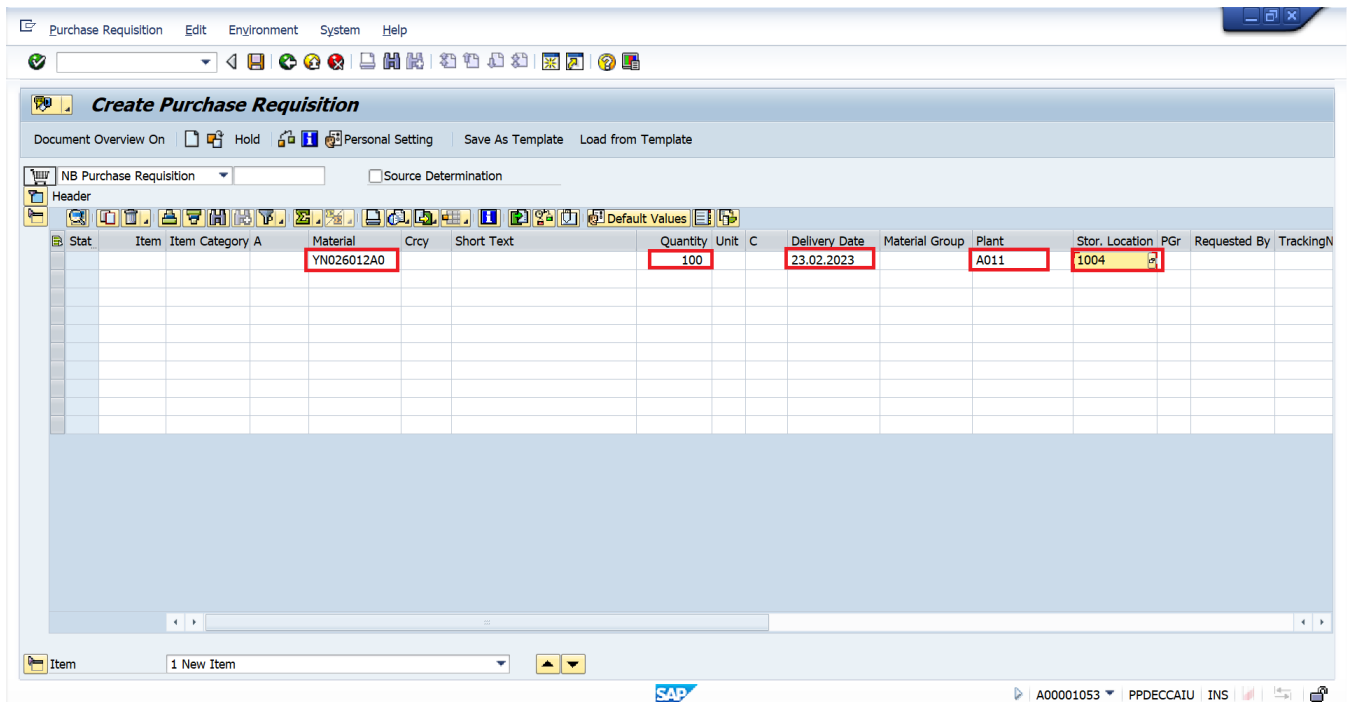
Purchase Requisition against Sales order

A. Detailed Steps:

1. Purchase Requisition

Execute Transaction code Me51n.

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



The screenshot shows the SAP ME51N transaction interface. The document type is set to 'NB Purchase Requisition'. The 'Source Determination' checkbox is unchecked. The 'Header' section contains the following data:

Stat	Item	Item Category A	Material	Crcy	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requested By	TrackingN
			YN026012A0			100			23.02.2023		A011	1004			

The 'Item' section at the bottom shows '1 New Item'.

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

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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.

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

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3. Account Assignment Category in PR

Here user must select Account Assignment category as 'M - Ind. cust. w/o KD-CO' for sales order.

Account Assignment Category (1) 21 Entries found

Restrictions

AcctAssgntCateg

- A Asset
- B MTS prod./sales ord.
- C Sales order
- D Indiv.cust./project
- E Ind. cust. w. KD-CO
- F Order
- G MTS prod./project
- H Project Material
- J Project Services
- K Cost center
- L Asset Stock transfer
- M Ind. cust. w/o KD-CO**
- N Network
- P Project
- Q Proj. make-to-order
- R Real Estate
- S Shipment Order
- T All new aux.acc.ass.
- U Unknown
- W Project - Charge Off
- X All aux.acct.assgts.

21 Entries found

Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requested By	Tracki
100	KG	D	24.02.2023	100% CTN C	EP-V VAPI PRO	YD NW YARN	6V1	YDNW-PRD	

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting Save As Template Load from Template

NB Purchase Requisition Source Determination

Header

Stat	Item	Item Category A	Material	Crcy	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requested By	Tracki
	10	M	YN026012A0	INR	CTN 26 COMB TERRY	100	KG	D	23.02.2023	100% CTN C	EP-V VAPI PRO	YD NW YARN	6V1	YDNW-PRD	

Item 1 [10] YN026012A0, CTN 26 COMB TERRY

Material D... Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Release strategy Texts Delivery Address End Use

Created By

Usage of Procurement 01 EXCLUSIVELY IN TAXABLE GST/EXPORTS/SEZ SUPPLIES

Remaining Shelf Life 0

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4. Sales order attachment in PR

As soon as user press enter after selecting category as M, system will show window to fill sales order and GL account.

The screenshot shows the 'Create Purchase Requisition' window. The 'Account Assignment' tab is selected. The 'Sales Order' field is highlighted with a red box. The 'Sales Order' field contains the value '300000318'. The 'Funds Center' field contains the value '10'. The 'Commitment Item' field is empty.

Here fill your sales order number against which you are creating PR.

User will see two box to fill the values, first box is to fill the sales order number and second box is to mention a line-item number of SO material.

The screenshot shows the 'Account Assignment' tab in the 'Create Purchase Requisition' window. The 'Sales Order' and 'Funds Center' fields are highlighted with a red box. The 'Sales Order' field contains the value '300000318'. The 'Funds Center' field contains the value '10'. The 'Commitment Item' field is empty.

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5. GL account Determination

Once user fill SO number and item line number, user must fill GL number in the G/L account box. System is designed in such a way that when user fill any GL account number and presses enter system will automatically determine the GL account which is in link with SO.

Fill 1039 as a random GL account number the system will take the GL account assigned to the sales order.

The screenshot shows the SAP 'Account Assignment' tab for item '1 [10] YN026012A0 , CTN 26 COMB TERRY'. The 'G/L Account' field contains '1039' and is highlighted with a red box. Other fields include 'Sales Order' (300000318) and 'CO Area' (1000). A status bar at the bottom left shows a red warning icon and the text 'Enter G/L Account'.

press enter, system will find GL Account

The screenshot shows the same SAP 'Account Assignment' tab after pressing enter. The 'G/L Account' field now contains '5100011' and is highlighted with a red box. The 'CO Area' field has changed to '1000' and the 'Funds Center' field now contains '22630902'. The 'Commitment Item' field now contains '1000'. The status bar at the bottom left is now empty.

Field will become grey and user will not be able to change GL account ahead.

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6. Check Purchase Requisition

Once user fills all data points, user should check the PR before saving. clicks on 'CHECK' icon, system checks 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 [Icons] Personal Setting Save As Template Load from Template

NB Purchase Requisition [] Source Determination

Header

Stat	Item	Item Category	A	Material	Crcy	Short Text	Quantity	Unit	C
⚠	10		M	YN026012A0	INR	CTN 26 COMB TERRY	100	KG	D

7. Save Purchase Requisition

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

Purchase Requisition Edit Environment System Help

Document Overview On [Icons] Personal Setting Save As Template Load from Template

NB Purchase Requisition [] Source Determination

Header

Stat	Item	Item Category	A	Material	Crcy	Short Text	Quantity	Unit	C
⚠	10		M	YN026012A0	INR	CTN 26 COMB TERRY	100	KG	D

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Video recording links to see each scenario.

https://alokindustries1-my.sharepoint.com/:v:/g/personal/saurabh_kokil_alokind_com/ETrs5VGoguhCmHtGzRM1UVMBFYS4BqXXM7yALXW7qatHZw	PR creation recording
https://alokindustries1-my.sharepoint.com/:v:/g/personal/saurabh_kokil_alokind_com/Eet2MgeAIdxPvTwVqL7sWhkBXAUK7F-bf44su5ntATSoCg	PR release Recording