

## Purchase Requisition for Services

There are two types of service purchase requisitions.

1. Plant maintenance services (PR will be created automatically with PM module integration).
2. Regular service PR ( Cost center assigned).

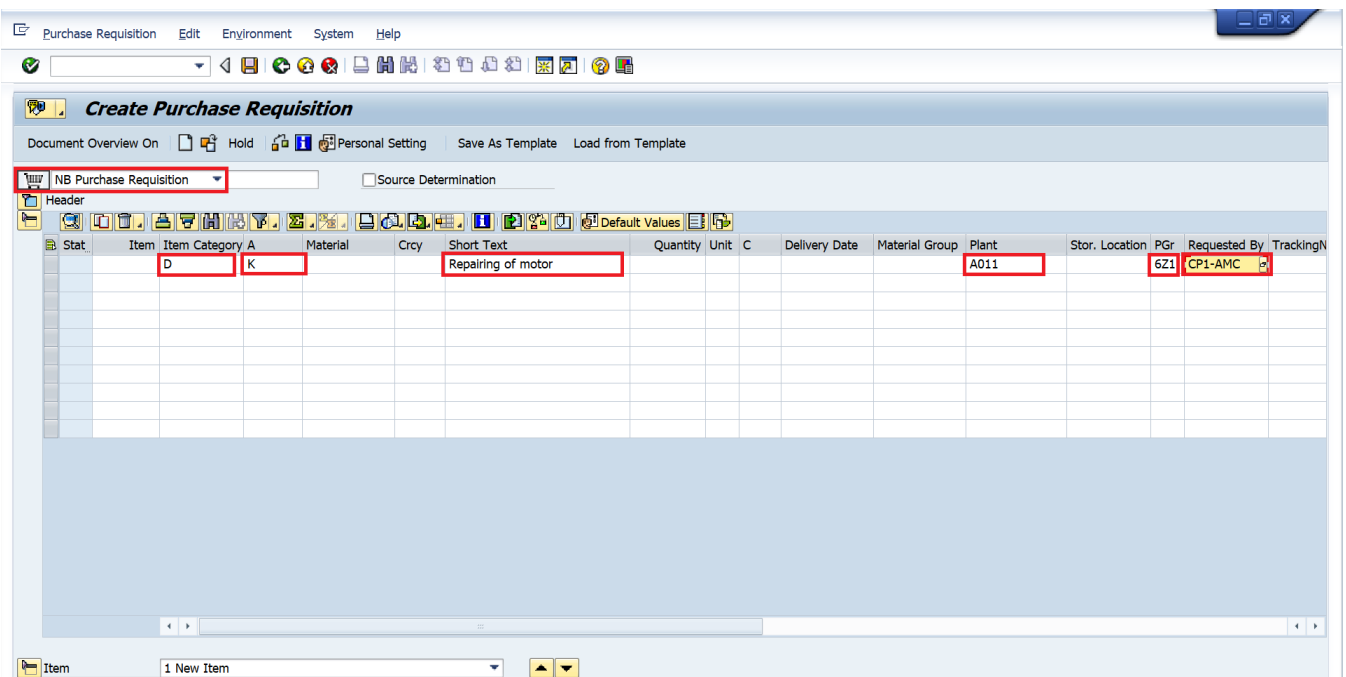
### A. Detailed Steps for Regular service PR:

#### 1. Purchase Requisition

Execute Transaction code Me51n.

Select Document type 'NB – Purchase Requisition'.

Fill Data like item category (D – for services), account assignment category (K – Cost center), short text of service, plant, Purchase group & requisitioner. press Enter.



The screenshot shows the SAP 'Create Purchase Requisition' (Me51n) interface. The document type is 'NB Purchase Requisition'. The item category is 'D', account assignment category is 'K', and the short text is 'Repairing of motor'. The plant is 'A011', storage location is '6Z1', and the requested by is 'CP1-AMC'.

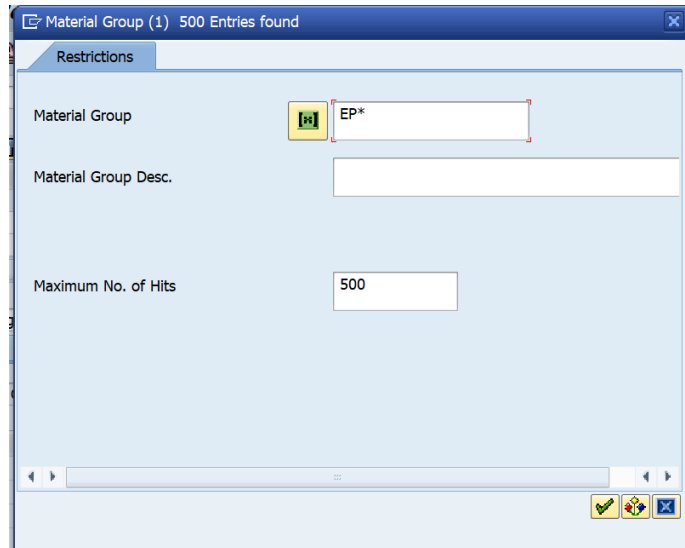
Stat	Item	Item Category A	Material	Crcy	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGR	Requested By	TrackingN
		D	K		Repairing of motor						A011	6Z1	CP1-AMC		

(Note. User can also select different requisitioner from the search field in SAP)

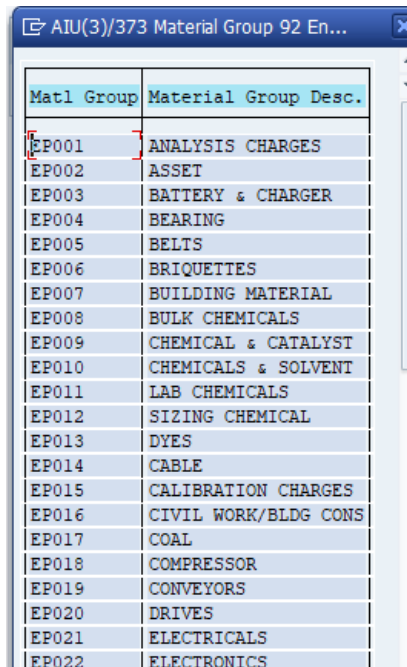
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System will ask you for material group.

To find appropriate material group go in search field and type 'EP\*', system will show all list of material group with are EXTERNAL PROCURED (EP=EXTERNAL PROCURED). select relevant group.



(EX. In case of motors select 'EP042 - MOTOR')



Matl Group	Material Group Desc.
EP001	ANALYSIS CHARGES
EP002	ASSET
EP003	BATTERY & CHARGER
EP004	BEARING
EP005	BELTS
EP006	BRIQUETTES
EP007	BUILDING MATERIAL
EP008	BULK CHEMICALS
EP009	CHEMICAL & CATALYST
EP010	CHEMICALS & SOLVENT
EP011	LAB CHEMICALS
EP012	SIZING CHEMICAL
EP013	DYES
EP014	CABLE
EP015	CALIBRATION CHARGES
EP016	CIVIL WORK/BLDG CONS
EP017	COAL
EP018	COMPRESSOR
EP019	CONVEYORS
EP020	DRIVES
EP021	ELECTRICALS
EP022	ELECTRONICS

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## 2. Maintain Services in PR

Adding services in PR is the new term in this system.

According to the type of services select service number from the search menu of SAP.

Line	D.	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	per Uni...
10			Repairing of motor	1	AU		INR	

Service Short Text

Activity Number

Language Key: EN

Restrict number to: 500 ☐ No restriction

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Activity Number (1) 79 Entries found

Service by Hierarchy and Wage Type    Standard Service Catalog

Service Short Text	Activity	Language
"FABRICATION OF PIPELINE & EQUIPMENT ("	3000047	EN
ALLUMINIUM PARTION WORK OFFICE	3000020	EN
ALLUMINIUM PARTION WORK PLANT & MACH	3000021	EN
AMC for House Keeping Jobs	3000000	EN
AUDITORS FEES	3000030	EN
BUILDING PAINTING CHARGES (FT2)	3000059	EN
BUILDING PAINTING CHARGES (EA)	3000058	EN
BUILDING PAINTING CHARGES (KG)	3000061	EN
BUILDING PAINTING CHARGES (M2)	3000060	EN
CABLE LAYING & TERMINATION CHARGES (EA)	3000023	EN
CABLE LAYING & TERMINATION CHARGES (M)	3000024	EN
CALIBRATION CHARGES	3000025	EN
CIVIL WORK (EA)	3000031	EN
CIVIL WORK (M)	3000032	EN
CIVIL WORK (M2)	3000033	EN
CIVIL WORK (M3)	3000034	EN
COMPUTER & PERIPHERALS	3000035	EN
CONTAINER PEST CONTROL & FUMIGATION CHGS	3000067	EN
Drinking WATER EXPENSES	3000097	EN
DUCTING WORK (EA)	3000040	EN

Enter quantity and Gross price. Press enter.

Item 1 [ 10 ] Repairing of motor

Servic... Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address End Us

Line	D..	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	per Uni...
10	<input type="checkbox"/>	3000089		1	EA	1000	INR	1
20	<input type="checkbox"/>						INR	
30	<input type="checkbox"/>						INR	
40	<input type="checkbox"/>						INR	

System will show another window to fill cost center details. GL account will be taken from the service code.

Account Assignment of Service in Line 10

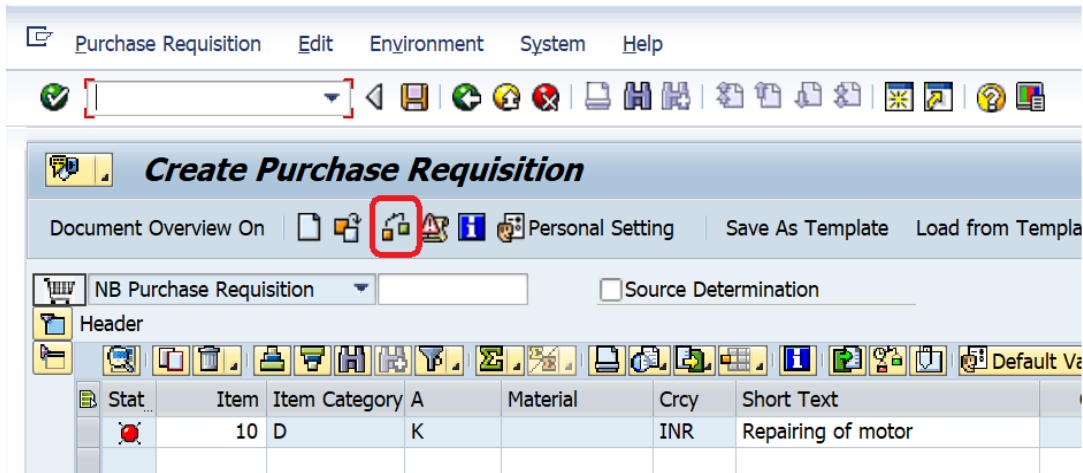
G/L Account	7053003	Company Code	1000
Business Area			
CO Area			
Cost Center			
Order			
Profit Center			
WBS Element			
Funds Center			
Commitment Item			

More

✓ ↗ Rpt. AA on Auto repeat AA ✗

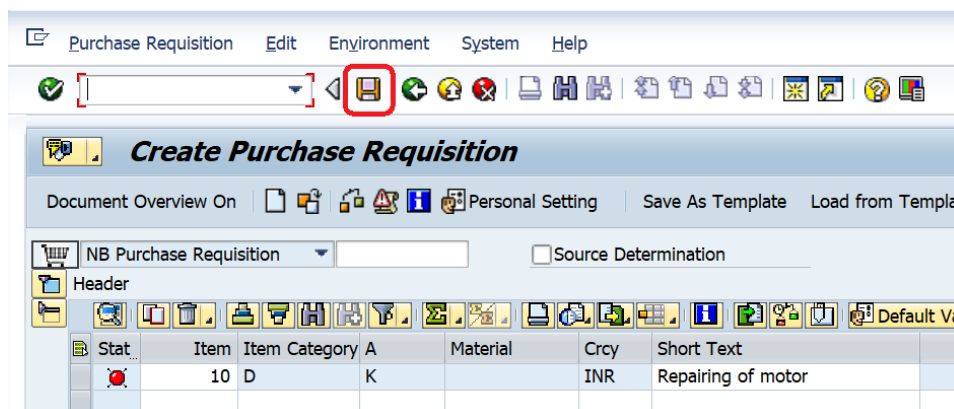
### 3. Check Purchase Requisition

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.'



### 4. Save Purchase Requisition

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



**Video recording links to see each scenario.**

[https://alokindustries1-my.sharepoint.com/:v:/g/personal/saurabh\\_kokil\\_alokind\\_com/EeLYo9ZM4rFCijnCJ61udbkBSEoOVXEu2MqCN0y7mo2Gfg](https://alokindustries1-my.sharepoint.com/:v:/g/personal/saurabh_kokil_alokind_com/EeLYo9ZM4rFCijnCJ61udbkBSEoOVXEu2MqCN0y7mo2Gfg)

Service PR creation  
recording

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