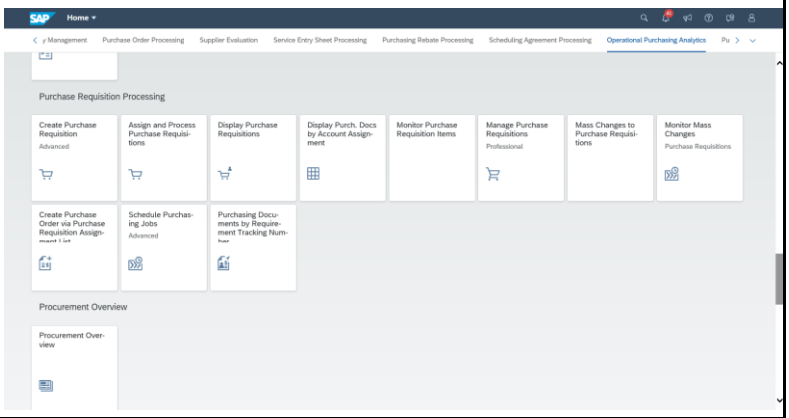
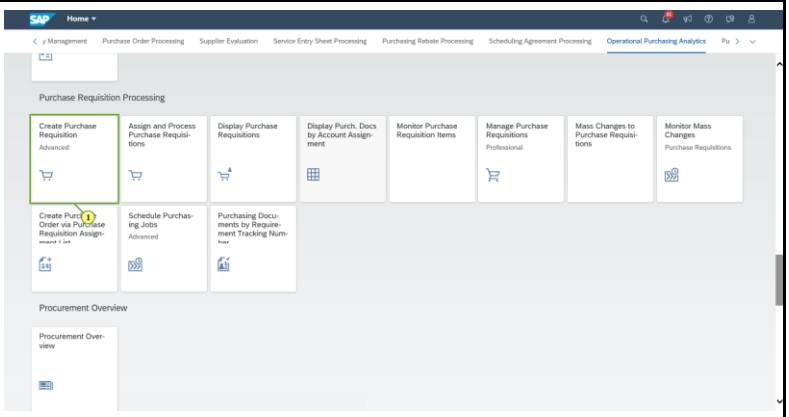
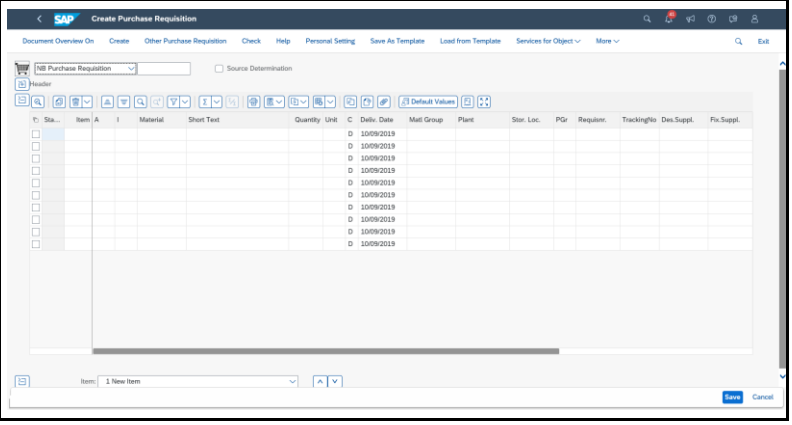
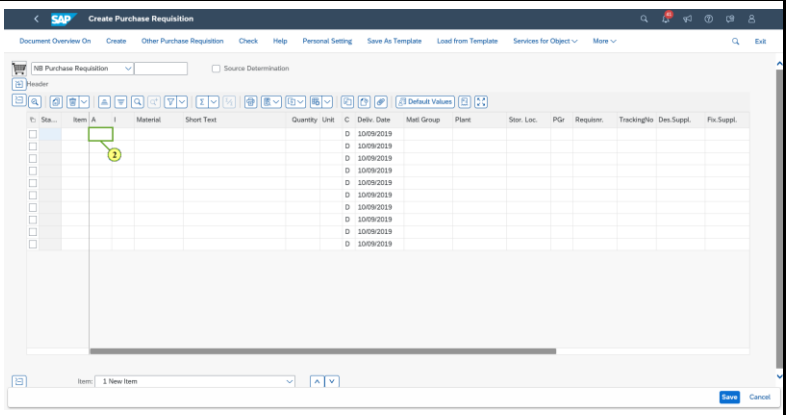
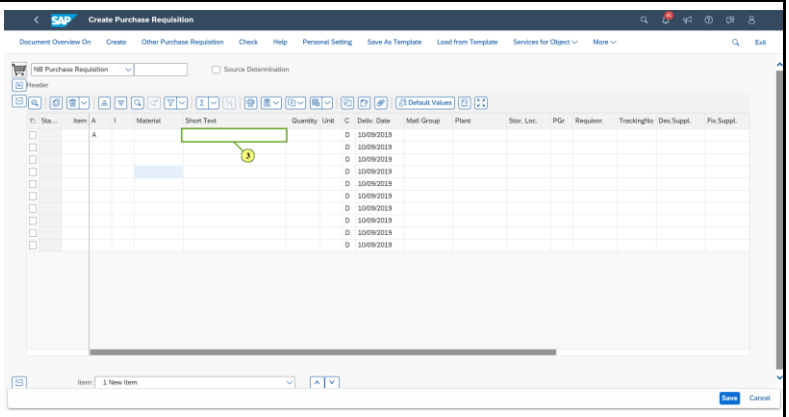
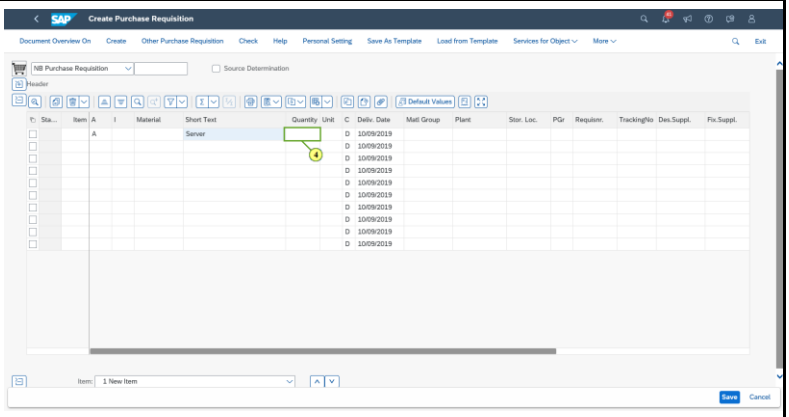
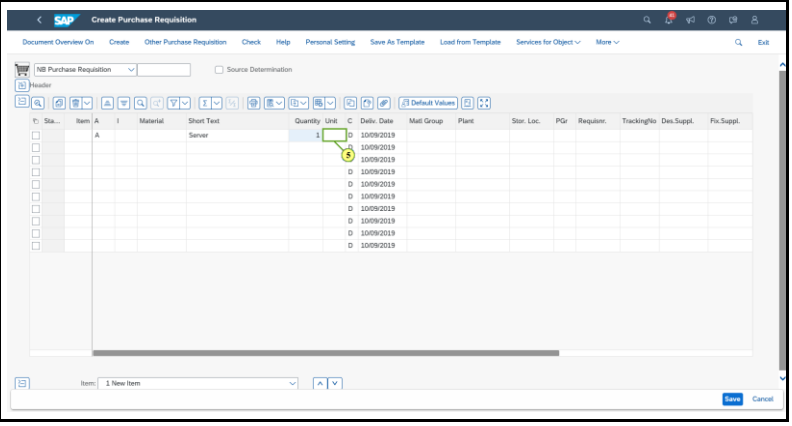
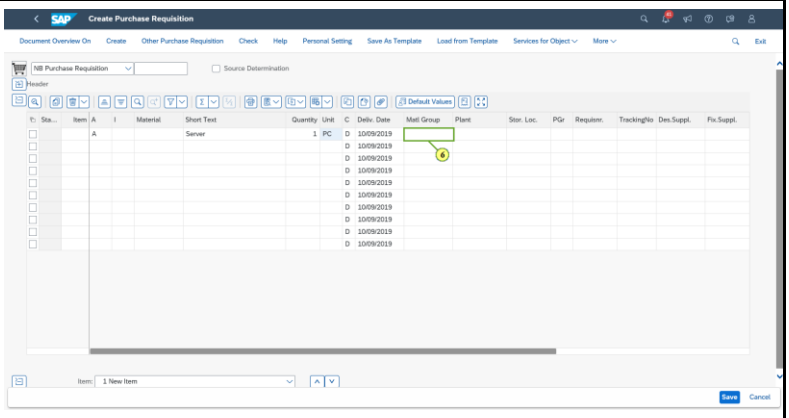
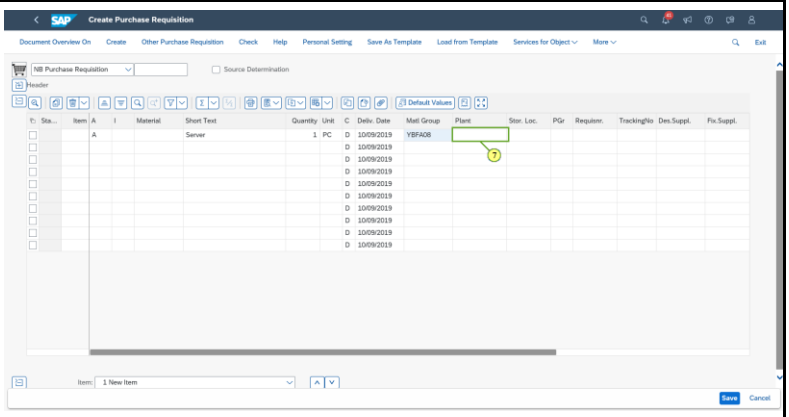
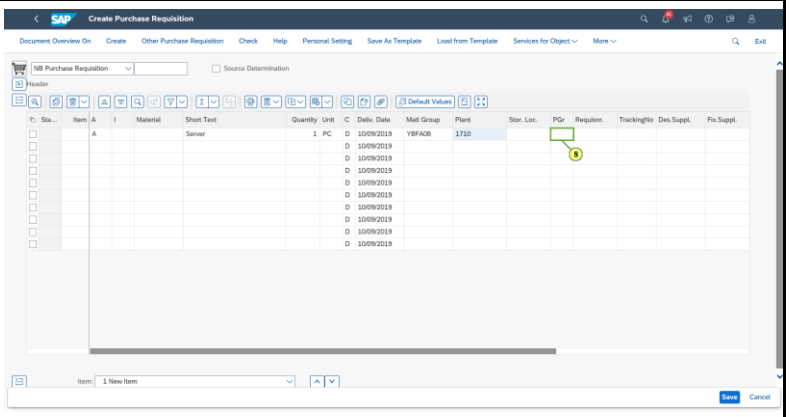
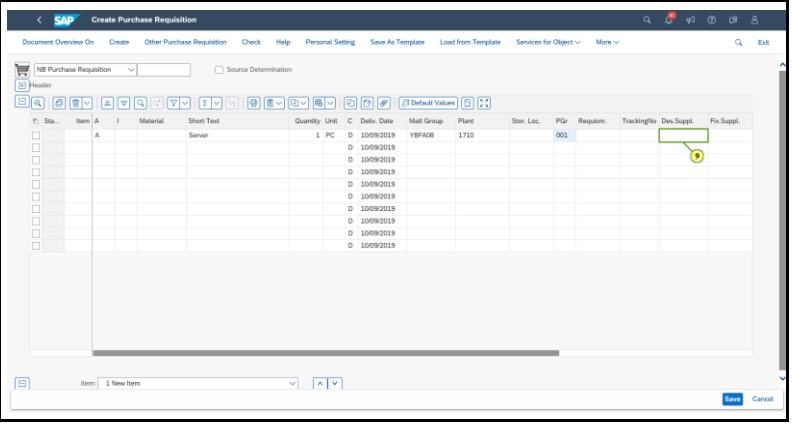
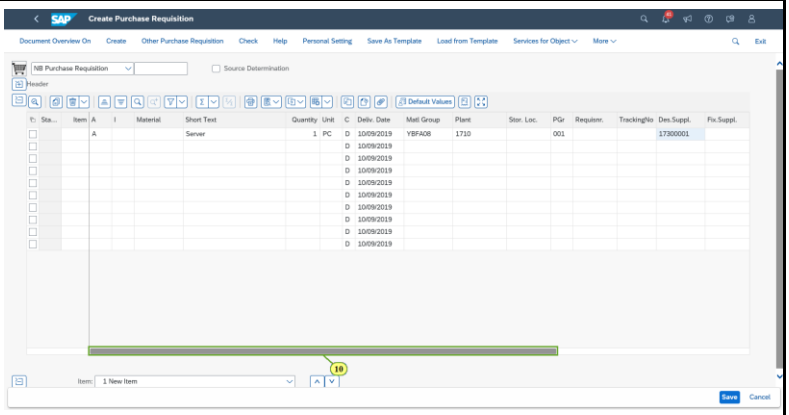
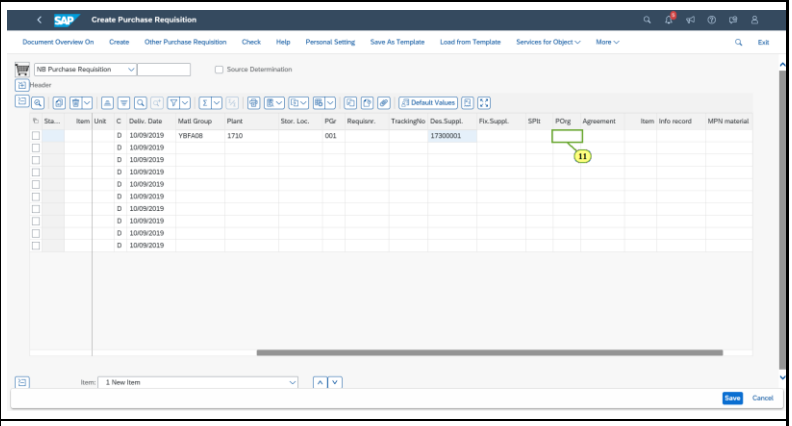
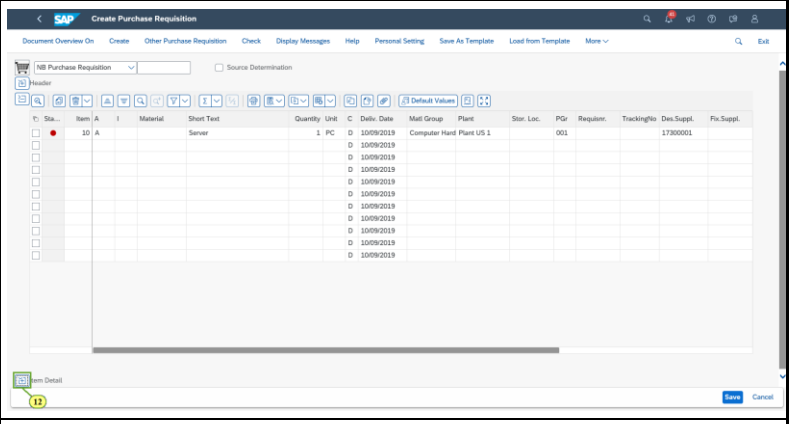
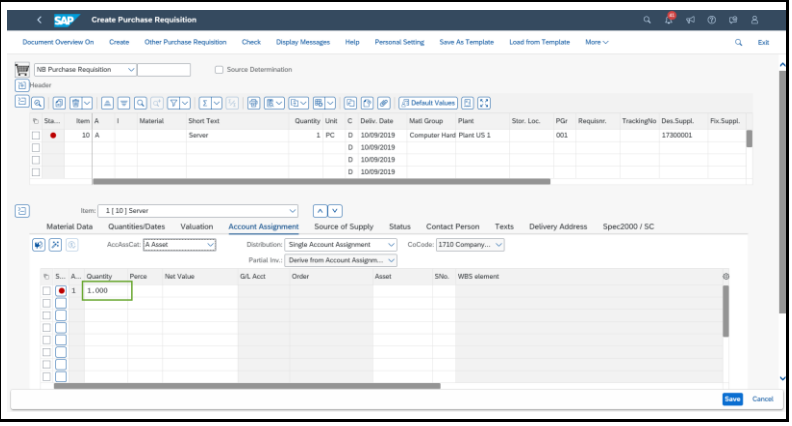
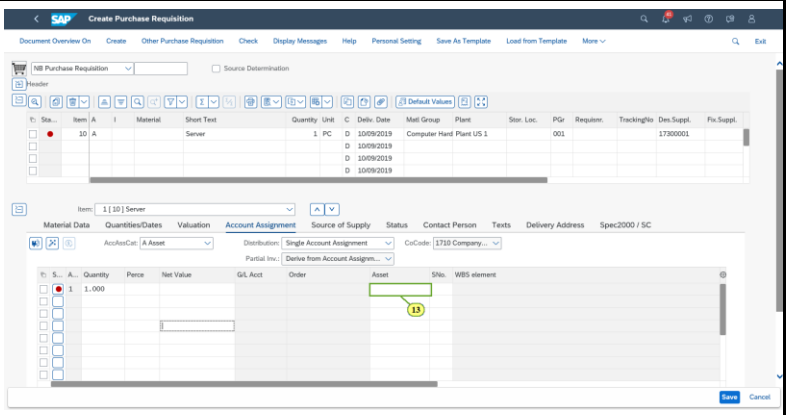
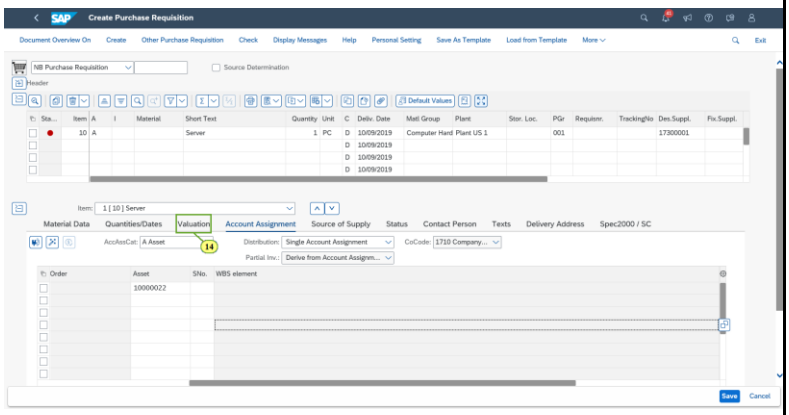
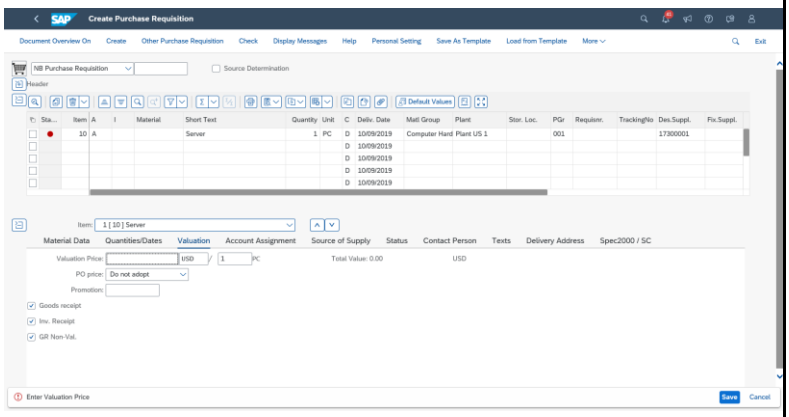
Creating Purchase Requisitions

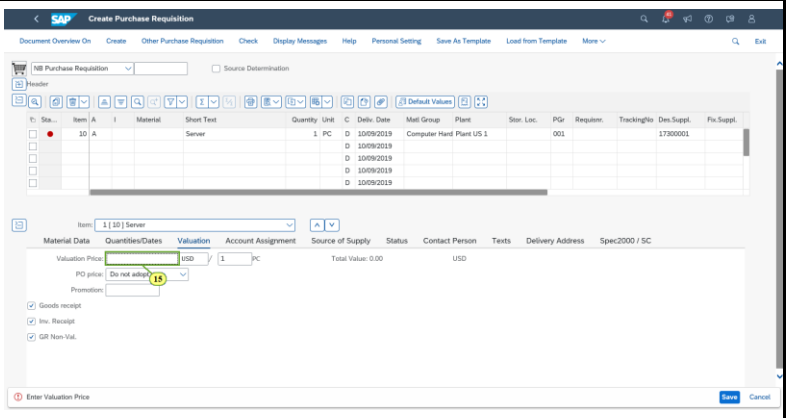
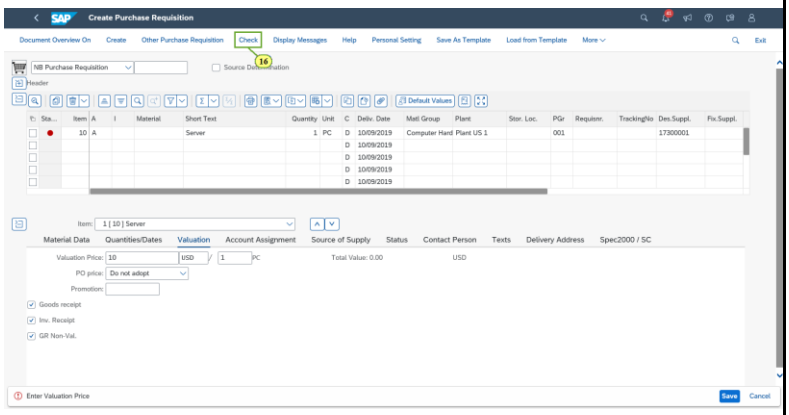
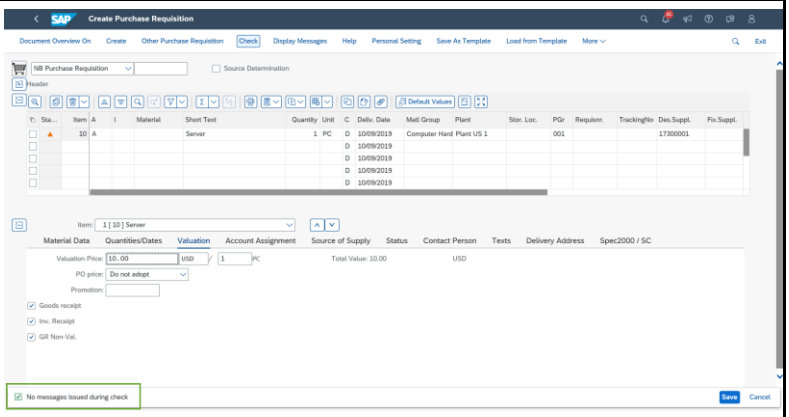
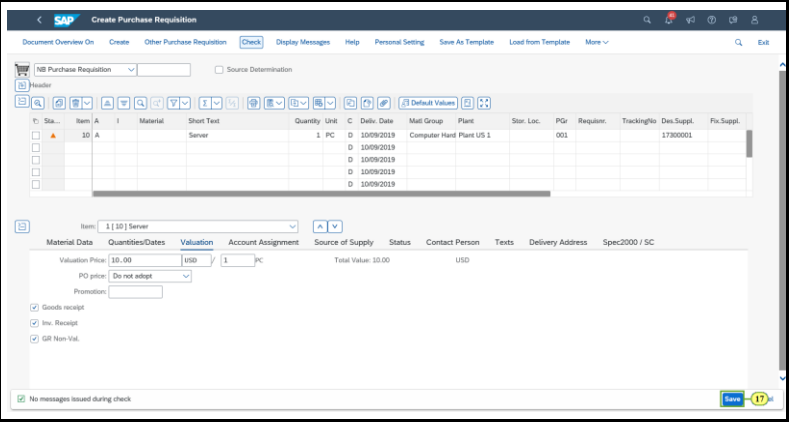
Explanation	Screenshot
ⓘ Would you like to know more about how a purchaser creates purchase requisitions? If so, follow this interactive tutorial.	
1. To open the app, select the *Create Purchase Requisition Advanced* tile.	
ⓘ For this tutorial, the item is already expanded for you.	

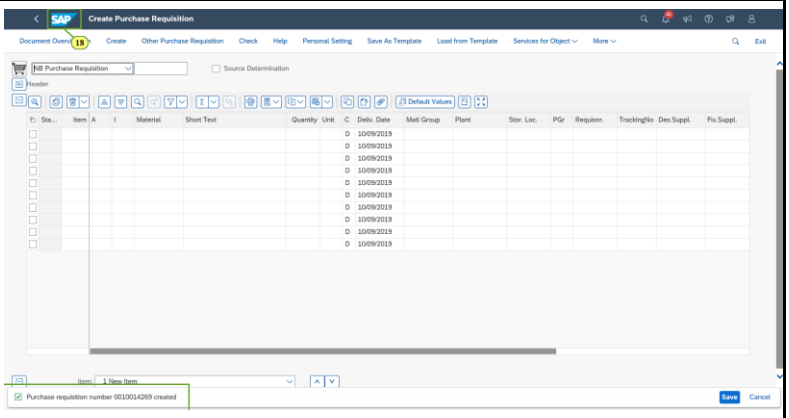
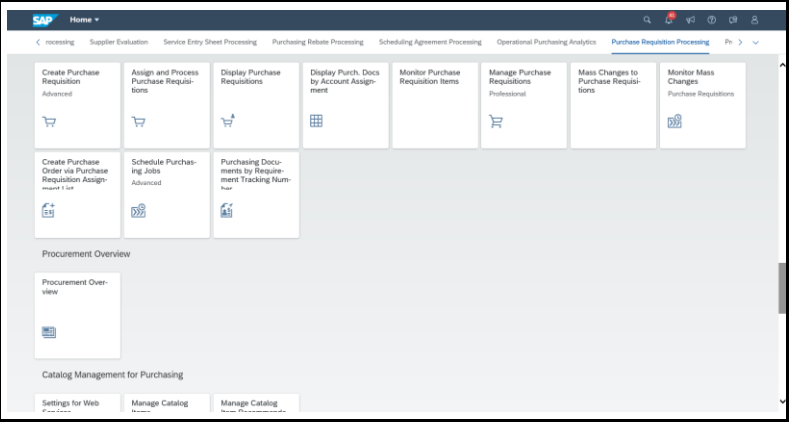
Explanation	Screenshot
2. In the *Acct. Assignment Category* field, enter **A** and press Enter.	
3. In the *Short Text* field, enter **Server** and press Enter.	
4. In the *Quantity* field, enter **1** and press Enter.	
5. In the *Unit of Measure* field, enter **PC** and press Enter.	

Explanation	Screenshot
6. In the *Mtl Group* field, enter **YBFA08** and press Enter.	
7. In the *Plant* field, enter **1710** and press Enter.	
8. In the *Purchase Group* field, enter **001** and press Enter.	
9. In the *Des. Suppl* field, enter **17300001** and press Enter.	

Explanation	Screenshot
10. Select the scroll bar to scroll right.	
11. In the *POrg* field, enter **1710** and press Enter.	
12. Expand the item further.	
ⓘ For this tutorial, the quantity is already added for you.	

Explanation	Screenshot
13. In the *Asset* field, enter **10000022** and press Enter.	
14. Choose *Valuation.*	
ⓘ On the *Valuation* tab, the following parameters are selected by default: • Goods Receipt • Inv Receipt • GR Non-Val With those parameters selected, the asset is activated with the invoice receipt. If you need to activate the asset with the goods receipt, select the *Goods Receipt* and *Inv Receipt* checkboxes only. These parameters can be changed in the *Purchase Requisition* or *Purchase Order.*	

Explanation	Screenshot
15. In the *Valuation Price* field, enter **10** and press Enter.	
16. Choose *Check.*	
ⓘ The system confirms that no messages were issued during the check.	
17. Choose *Save.*	

Explanation	Screenshot
18. The requisition was created successfully. Record the number for future reference. To return to the launchpad, choose *SAP.*	
ⓘ You have successfully created a purchase requisition. This concludes the interactive tutorial.