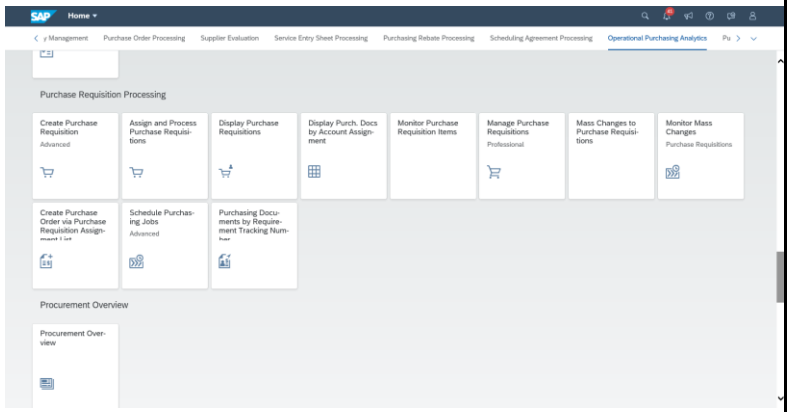
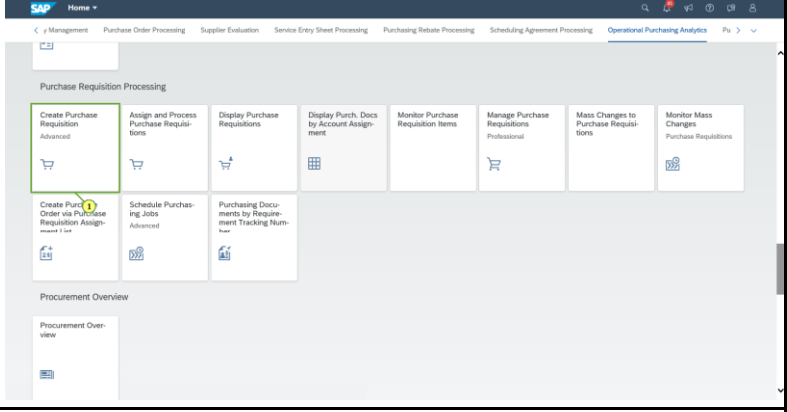
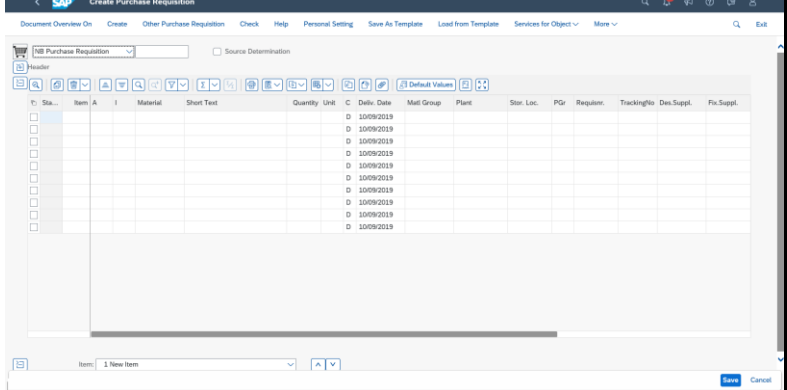
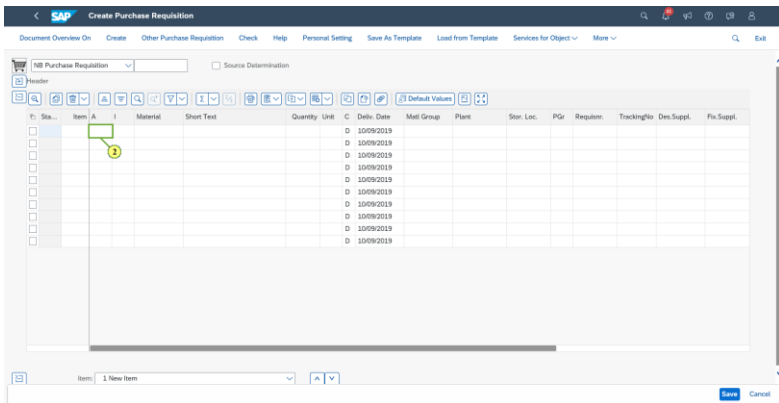
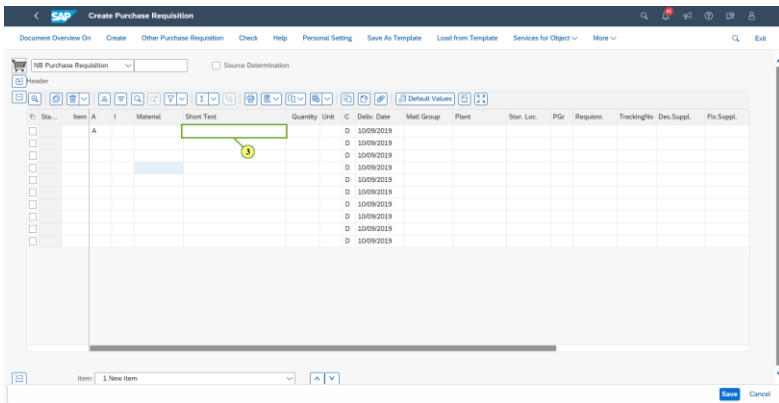
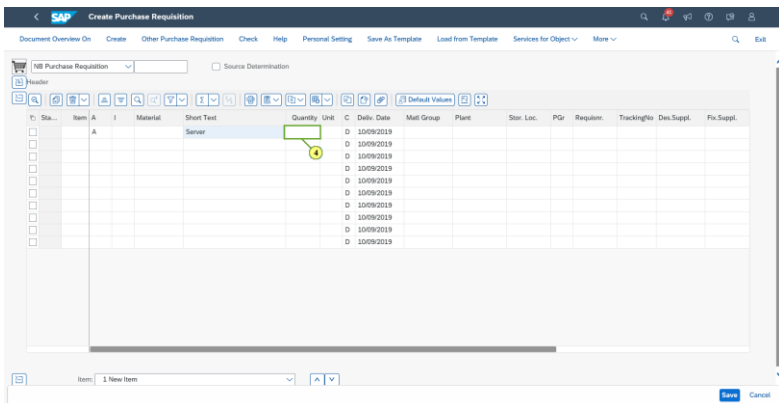
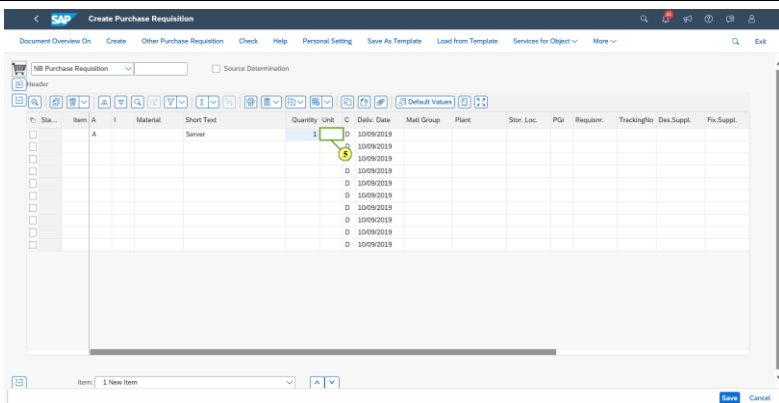
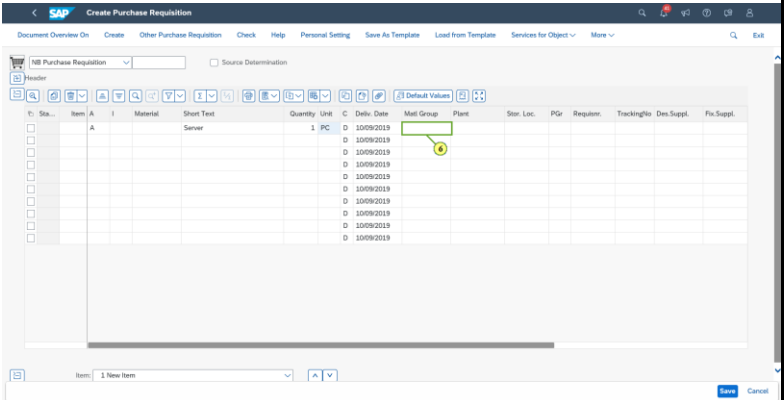
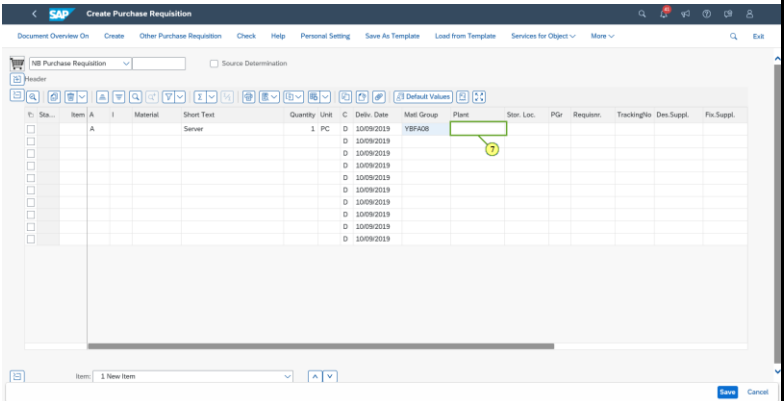
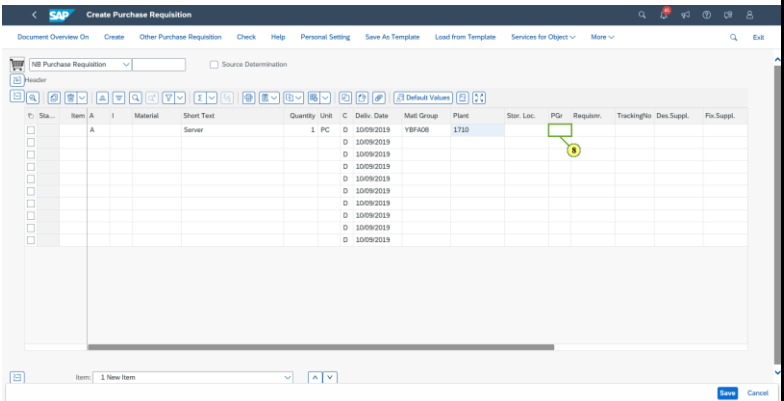
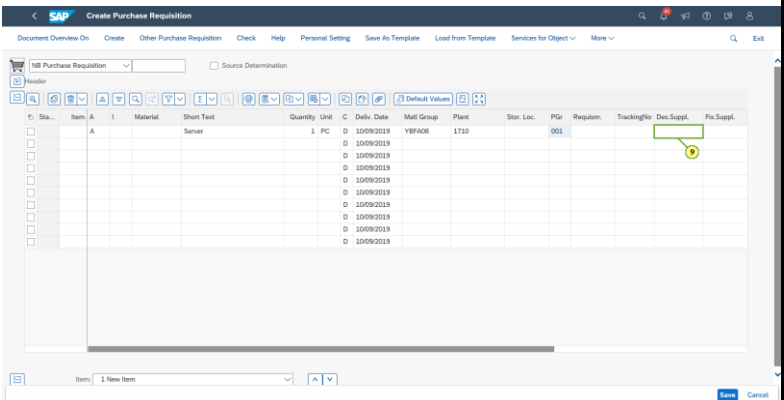
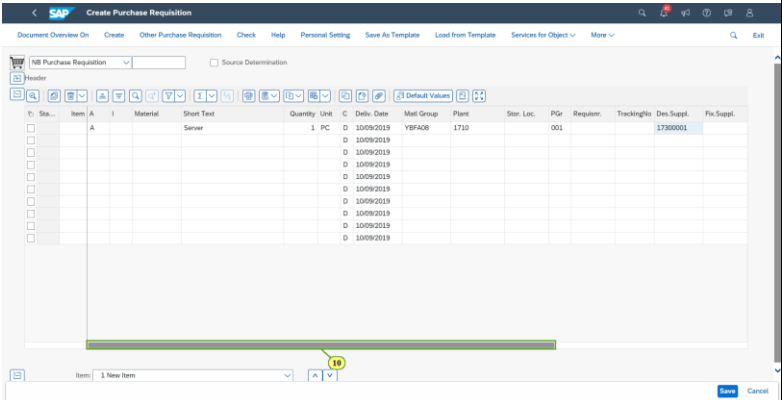
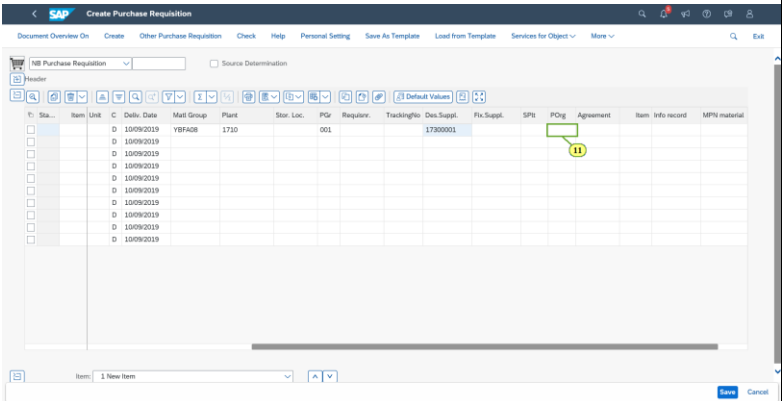
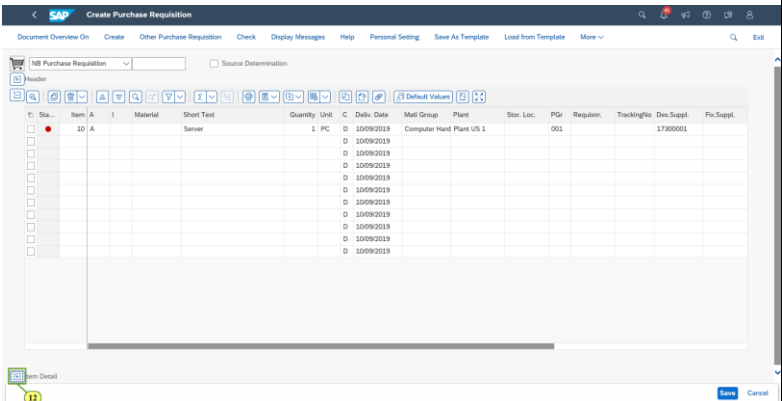
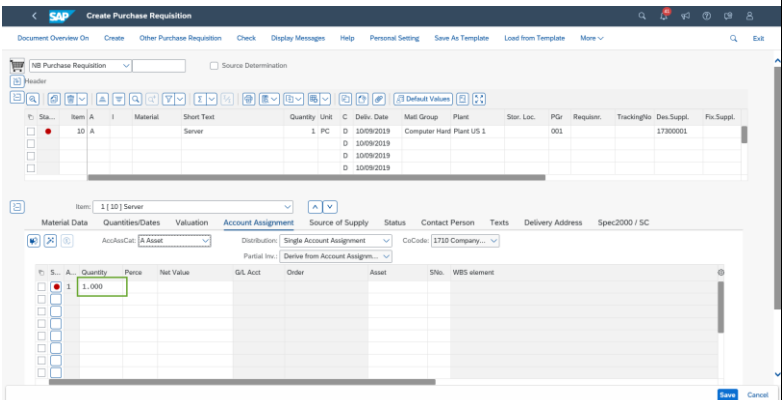


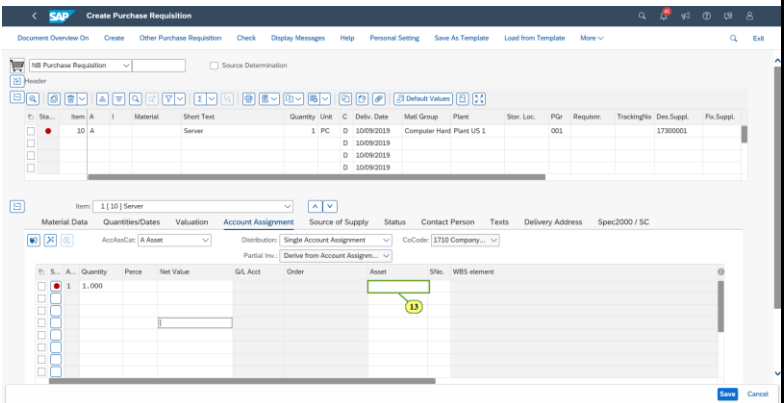
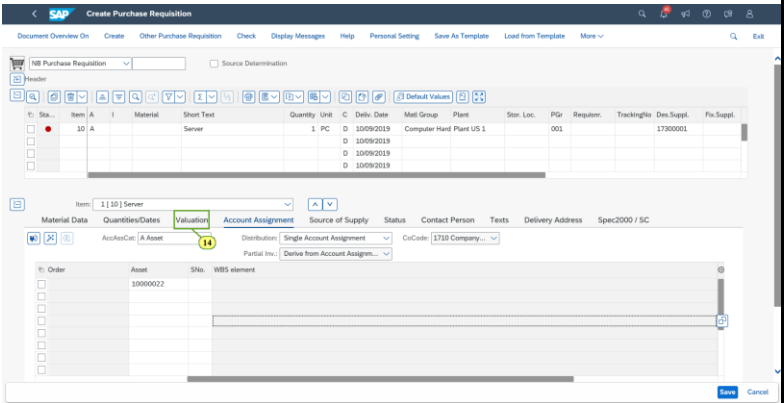

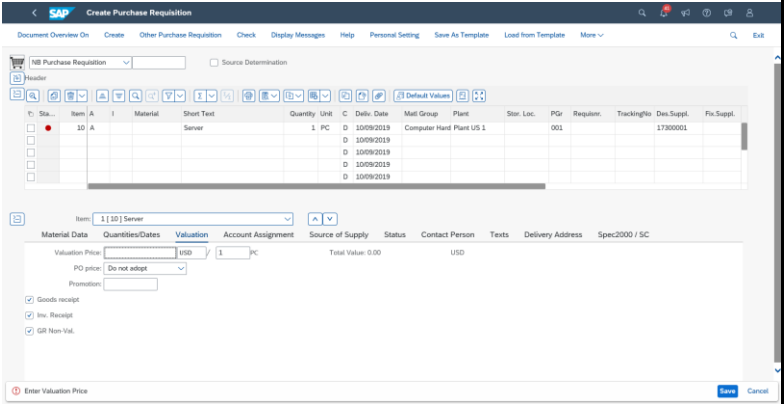
Creating Purchase Requisitions

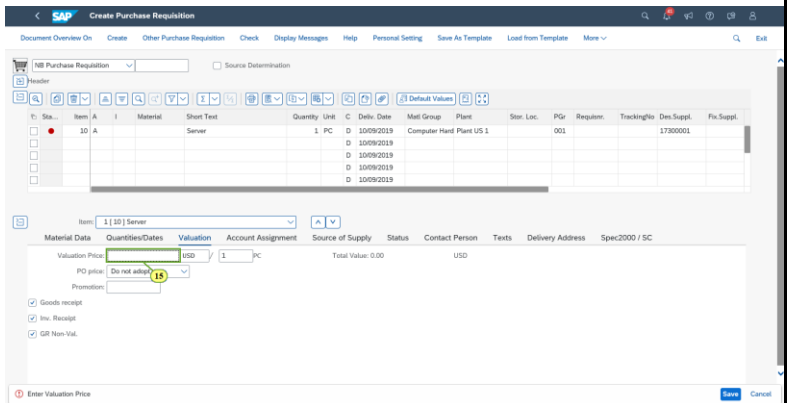
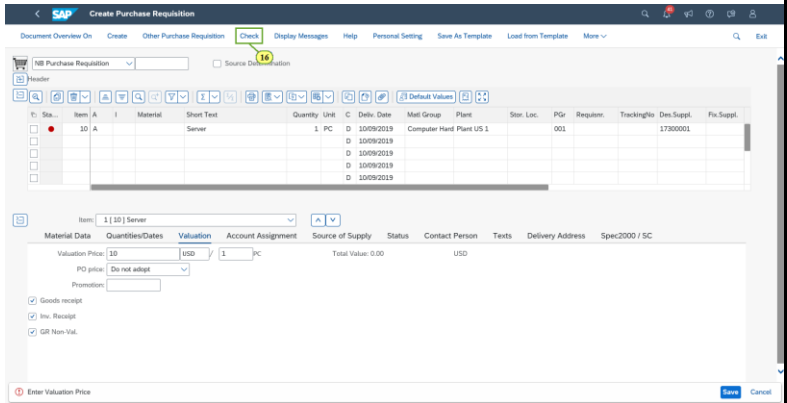

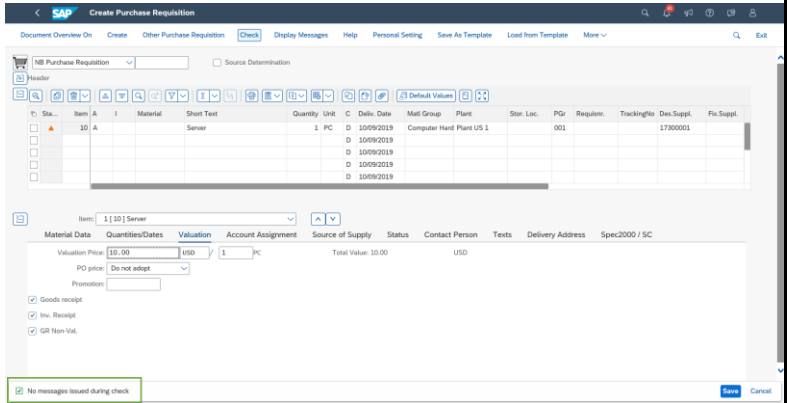
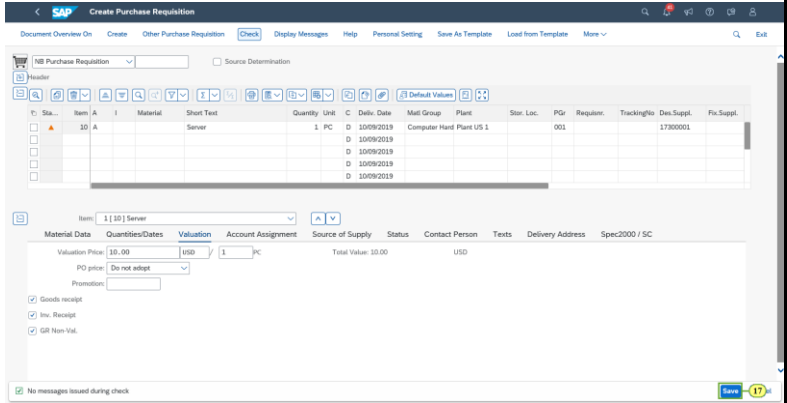
Explanation	Screenshot
<div><div></div><p>Would you like to know more about how a purchaser creates purchase requisitions?</p><p>If so, follow this interactive tutorial.</p></div>	
<div><p>1. To open the app, select the <i>Create Purchase Requisition Advanced</i> tile.</p></div>	
<div><div></div><p>For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

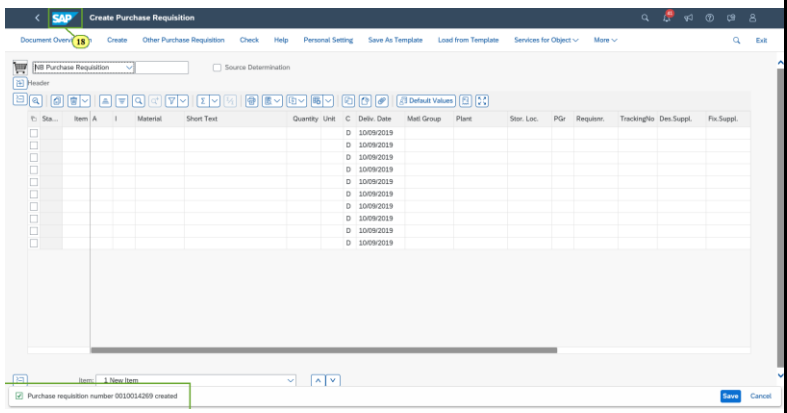

Explanation	Screenshot
2. In the <i>Acct. Assignment Category</i> field, enter A and press Enter.	
3. In the <i>Short Text</i> field, enter Server and press Enter.	
4. In the <i>Quantity</i> field, enter 1 and press Enter.	
5. In the <i>Unit of Measure</i> field, enter PC and press Enter.	

Explanation	Screenshot
6. In the <i>Mtl Group</i> field, enter YBFA08 and press Enter.	
7. In the <i>Plant</i> field, enter 1710 and press Enter.	
8. In the <i>Purchase Group</i> field, enter 001 and press Enter.	
9. In the <i>Des. Suppl</i> 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.	
<div><div></div><div>For this tutorial, the quantity is already added for you.</div></div>	

Explanation	Screenshot
13. In the <i>Asset</i> field, enter 10000022 and press Enter.	
14. Choose <i>Valuation</i> .	
<div><div></div><p>On the <i>Valuation</i> tab, the following parameters are selected by default:</p><ul style="list-style-type: none">• Goods Receipt• Inv Receipt• GR Non-Val<p>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 <i>Goods Receipt</i> and <i>Inv Receipt</i> checkboxes only.</p><p>These parameters can be changed in the <i>Purchase Requisition</i> or <i>Purchase Order</i>.</p></div> <div></div>	

Explanation	Screenshot
15. In the <i>Valuation Price</i> field, enter 10 and press Enter.	 The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Valuation Price' field is highlighted with a yellow box and contains the value '10'. The 'Item' is '100 Server'. The 'Material' is 'Server'. The 'Quantity' is '1'. The 'Unit' is 'PC'. The 'Deliv. Date' is '10/09/2019'. The 'Plant' is 'Computer Hand Plant US 1'. The 'Store Loc.' is '001'. The 'Requirt.' is '17300001'. The 'Des. Suppl.' is '17300001'. The 'Fix. Suppl.' is empty. The 'Valuation Price' field is set to '10' in the 'USD' currency. The 'PD price' is 'Do not adapt'. The 'Promotion' is empty. The 'Goods receipt' checkbox is checked. The 'Inv. Receipt' checkbox is checked. The 'GR Non-Val.' checkbox is checked. The 'Enter Valuation Price' button is at the bottom right.
16. Choose <i>Check</i> .	 The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Check' button is highlighted with a yellow box. The 'Valuation Price' field is set to '10'. The 'Item' is '100 Server'. The 'Material' is 'Server'. The 'Quantity' is '1'. The 'Unit' is 'PC'. The 'Deliv. Date' is '10/09/2019'. The 'Plant' is 'Computer Hand Plant US 1'. The 'Store Loc.' is '001'. The 'Requirt.' is '17300001'. The 'Des. Suppl.' is '17300001'. The 'Fix. Suppl.' is empty. The 'Valuation Price' field is set to '10' in the 'USD' currency. The 'PD price' is 'Do not adapt'. The 'Promotion' is empty. The 'Goods receipt' checkbox is checked. The 'Inv. Receipt' checkbox is checked. The 'GR Non-Val.' checkbox is checked. The 'Enter Valuation Price' button is at the bottom right.
 The system confirms that no messages were issued during the check.	 The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Check' button is highlighted. The 'Valuation Price' field is set to '10'. The 'Item' is '100 Server'. The 'Material' is 'Server'. The 'Quantity' is '1'. The 'Unit' is 'PC'. The 'Deliv. Date' is '10/09/2019'. The 'Plant' is 'Computer Hand Plant US 1'. The 'Store Loc.' is '001'. The 'Requirt.' is '17300001'. The 'Des. Suppl.' is '17300001'. The 'Fix. Suppl.' is empty. The 'Valuation Price' field is set to '10' in the 'USD' currency. The 'PD price' is 'Do not adapt'. The 'Promotion' is empty. The 'Goods receipt' checkbox is checked. The 'Inv. Receipt' checkbox is checked. The 'GR Non-Val.' checkbox is checked. The 'Enter Valuation Price' button is at the bottom right. A green box highlights the message 'No messages issued during check'.
17. Choose <i>Save</i> .	 The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Save' button is highlighted with a yellow box. The 'Valuation Price' field is set to '10'. The 'Item' is '100 Server'. The 'Material' is 'Server'. The 'Quantity' is '1'. The 'Unit' is 'PC'. The 'Deliv. Date' is '10/09/2019'. The 'Plant' is 'Computer Hand Plant US 1'. The 'Store Loc.' is '001'. The 'Requirt.' is '17300001'. The 'Des. Suppl.' is '17300001'. The 'Fix. Suppl.' is empty. The 'Valuation Price' field is set to '10' in the 'USD' currency. The 'PD price' is 'Do not adapt'. The 'Promotion' is empty. The 'Goods receipt' checkbox is checked. The 'Inv. Receipt' checkbox is checked. The 'GR Non-Val.' checkbox is checked. The 'Enter Valuation Price' button is at the bottom right.

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