

Create a purchase requisition: ME51N

When someone within a company identifies a need to purchase a material or service, the first step is to create a purchase requisition. A purchase requisition is an internal request made to the purchasing organization.

The screenshot shows the SAP 'Create Purchase Requisition' (ME51N) transaction. The interface includes a top bar with the SAP logo and title. Below it is a navigation bar with 'Document Overview On' and 'Personal Setting'. The main area is divided into a 'Purchase Requisition' header section and a 'Texts' section. The 'Texts' section contains a large text area for the 'Header note' with a 'Continuous-text edit...' button. Below the text area is a table with columns: Status, Item, A, I, Material, Short Text, Qty requested, Unit, C, Delivery Date, Material Group, and Plant. The table is currently empty.

Let's create a purchase requisition in our system using transaction code me51n and pressing Enter.

The screenshot shows the SAP 'Purchase Requisition' dropdown menu. The dropdown is open, showing the 'Purchase Requisition' option selected.

There are a few different types of requisitions we can create, but we're happy with the default option the system has populated next to the shopping cart of a standard purchase requisition.

The screenshot shows the 'Header note' text area in the SAP 'Create Purchase Requisition' transaction. The text area contains the text: 'Raw materials needed for production order 144. Approved by J. Lee'. Below the text area is a 'Continuous-text edit...' button.

Next we'll fill in the header note. This is a free-form text field and can be used for referencing orders or approvals or to give delivery instructions. We'll type in here, Raw materials needed for production order 144. Approved by J. Lee.

Purchase Requisition ☐ Source Determination

Header

Default Values

Status	Item	A	I	Material	Short Text	Qty requested	Unit	C	Delivery Date	Material Group	Plant
	10			RM15	RAW15,PD	1,000	PC	D	04/13/2022	Raw Materials	Plant 1 US

Item: [10] RM15 , RAW15,PD

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address Spec2000 / SC

Material: RM15 Short Text: RAW15,PD

Batch: Revision Level: ☐

Material Group: L002 Raw Materials ☐ IUID Relevant

Supplier Material: Product Type Group: 1


Now we can minimize our texts area. Next we'll move down to the new item grid. First, we'll enter our material number, which is rm15. Now we'll enter the quantity requested, which is a thousand units. And finally, we'll enter our plant, which is plant 1710. We can press Enter to have the system read this information. We can see that a few fields have been automatically populated.

Delivery Date
04/13/2022

First, the system has proposed the delivery date, which is eight days from now. The system is making assumptions about order and delivery times. This field is editable, but we would probably want to write information about that in the header note that this needed to be rushed. Next, we can see the material group has been updated as raw materials. The system is pulling that information from the material master record.

Tracking Number	Desired Vendor	Fixed vendor

We'll scroll to the right. Also, we can see that the desired vendor and fixed vendor fields are empty, as this is just the requisition. We'll let the purchasing group determine the vendor when they make this an order. We're now ready to save.

 Purchase requisition number 0010000438 created

We receive a success message that says this purchase requisition has been created and assigned a number. The purchase requisition will then be directed to the purchasing department. The purchasing department will make a decision on whether the purchase is valid and move the process ahead with a request for quotation or with a purchase order.