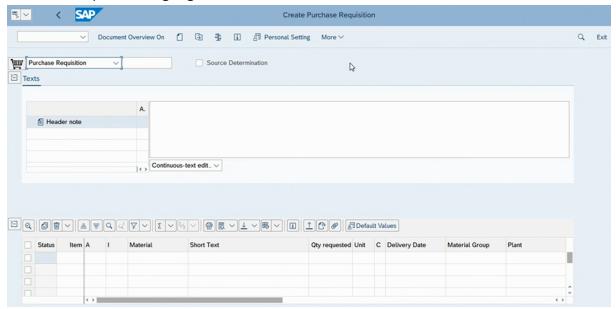
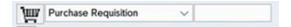
Create a purchase requisition: ME51N

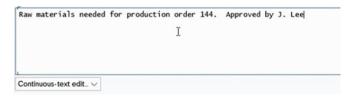
When someone within a company identifies a need to purchase a material or service, the first step is to create a purchase requisition. A purchase requisition is an internal request made to the purchasing organization.



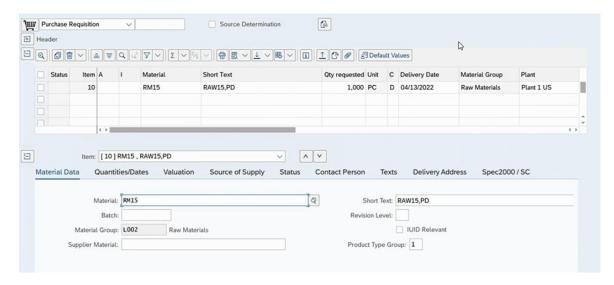
Let's create a purchase requisition in our system using transaction code me51n and pressing Enter.



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.



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.



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.



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.



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.