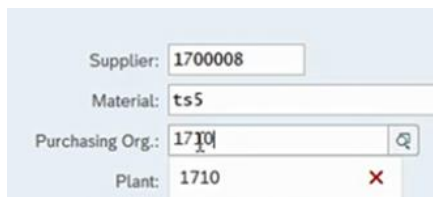Purchasing info records in SAP: ME11

Purchasing information records or PIRs document the relationship between a material, a vendor, and the price. Data in our PIRs flows through and populates our purchase orders. This cuts down on the need to re-key information.
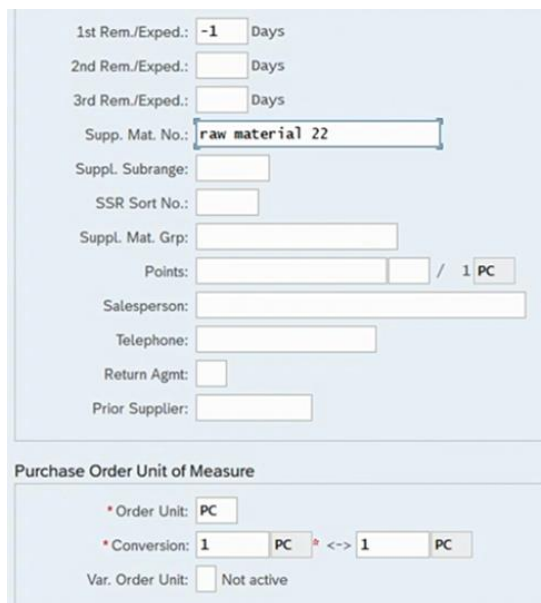

Let's create a purchasing information record now. We'll start by entering transaction code ME11 and pressing enter.

First, we want to enter our supplier number. We'll enter 1700008. In the material field, we'll enter TS5. And for purchasing org, we'll enter 1710 and press enter.

This brings us to our create info record general data screen. First, we want to look in the supplier data area. The first three fields deal with reminders. That means we will send a reminder to this supplier on the designated date compared to when the material is to be delivered. In the first reminder, we'll enter -1 for days. The negative number means that we will send the reminder a day before the material should be delivered. Next, in the supplier material number field, we'll enter raw material 22. This is what the supplier calls this

material in their system. Now we'll scroll down. Down below, in the purchase order unit of measure, we ensure that we know exactly how much we're ordering. The order of unit means we'll be ordering in pieces, and the conversion here is equal, one piece for one piece. If the order of units were different, these fields become very important. For example, if we were to order a pallet and we receive 12 pieces, that information would be entered here.

Now we'll click on the purchasing organization data 1 button. First, we'll enter our planned delivery time field. The planned delivery time is the default amount of days for when a material delivery is planned. We'll enter two. Now we must enter our purchasing group. We'll click the match code, and we'll choose 001. The next required field is standard quantity. The standard quantity is the number we typically order of this material from this supplier. We'll enter 100 pieces. In the minimum quantity, we'll enter one piece as the minimum order we would ever make. And in the maximum quantity, we'll enter 1000 as the largest order we would ever make of this material from this supplier.

Now we'll scroll down to the conditions area of the screen. Here we can enter our net price. Our net price is our final price per piece after all discounts. We'll enter $0.20 cents per piece. We're now ready to save this record. To do so, we'll press save. We get a green success message saying that our purchasing information record has been created. Now, when we create a purchase order for this material from this supplier, the net price will default into our order. This is helpful because we won't need to re-key any data, and we can be sure it is already correct.