
User manual

Purchase Requisition Creation

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Scenario

1 Purchase Requisition Creation

1.1 Requirement for Raw Material

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

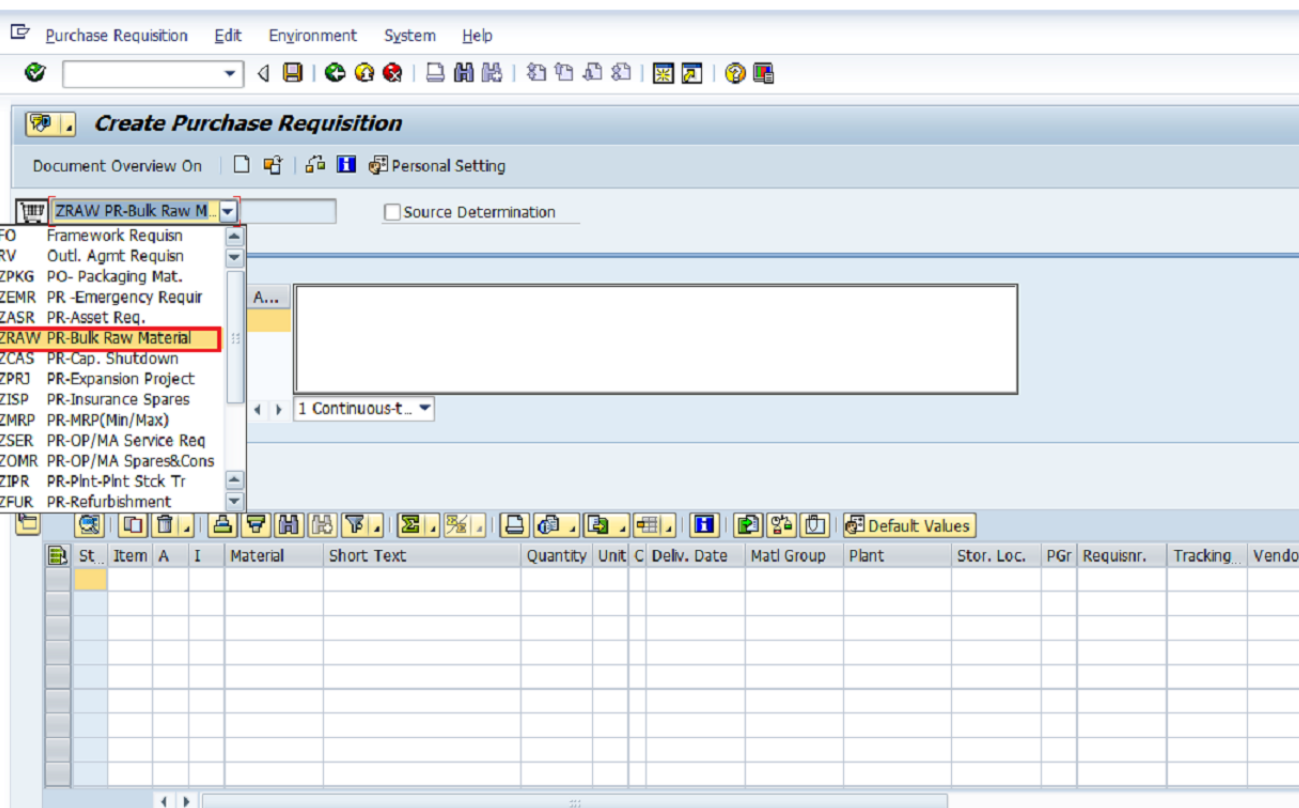
SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

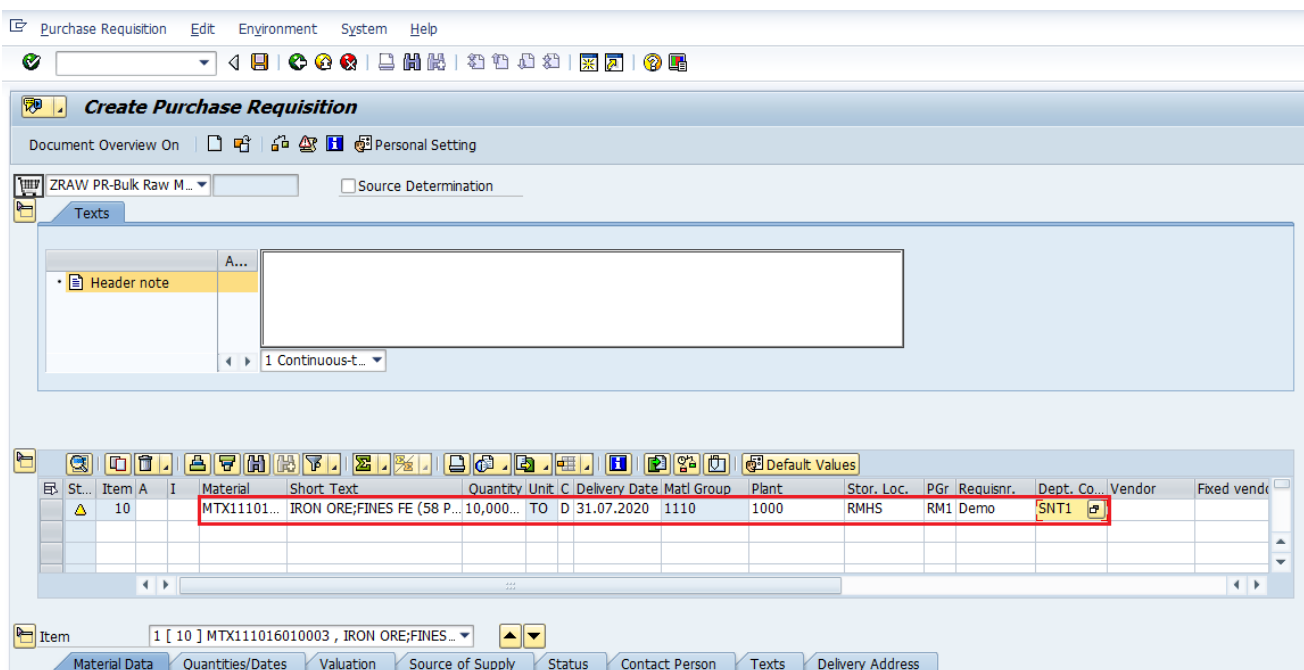
Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZRAW – PR Bulk Raw Material



Step 2: Enter material, quantity, plant, storage location, requisitioner and department code



Step 3: Enter Valuation price

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZRAW PR-Bulk Raw M... Source Determination

Texts

Header note

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10		MTX11101...	IRON ORE;FINES FE (58 P...	10,000...	TO	D	31.07.2020	1110	1000	RMHS	RM1	Demo	SNT1		

Item: 1 [10] MTX111016010003 , IRON ORE;FINES...

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

Valuation Price: 3,680.43 INR / 1 TO Total Value: 36,804,300.00 INR

Valuation Type: **Check the price/enter the valuation price*

Promotion: ***By default, price is fetched from material master*

Goods receipt

Step 4: Enter Source Of Supply

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZRAW PR-Bulk Raw M... Source Determination

Texts

Header note

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10		MTX11101...	IRON ORE;FINES FE (58 P...	10,000...	TO	D	31.07.2020	1110	1000	RMHS	RM1	Demo	SNT1		

Item: 1 [10] MTX111016010003 , IRON ORE;FINES...

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

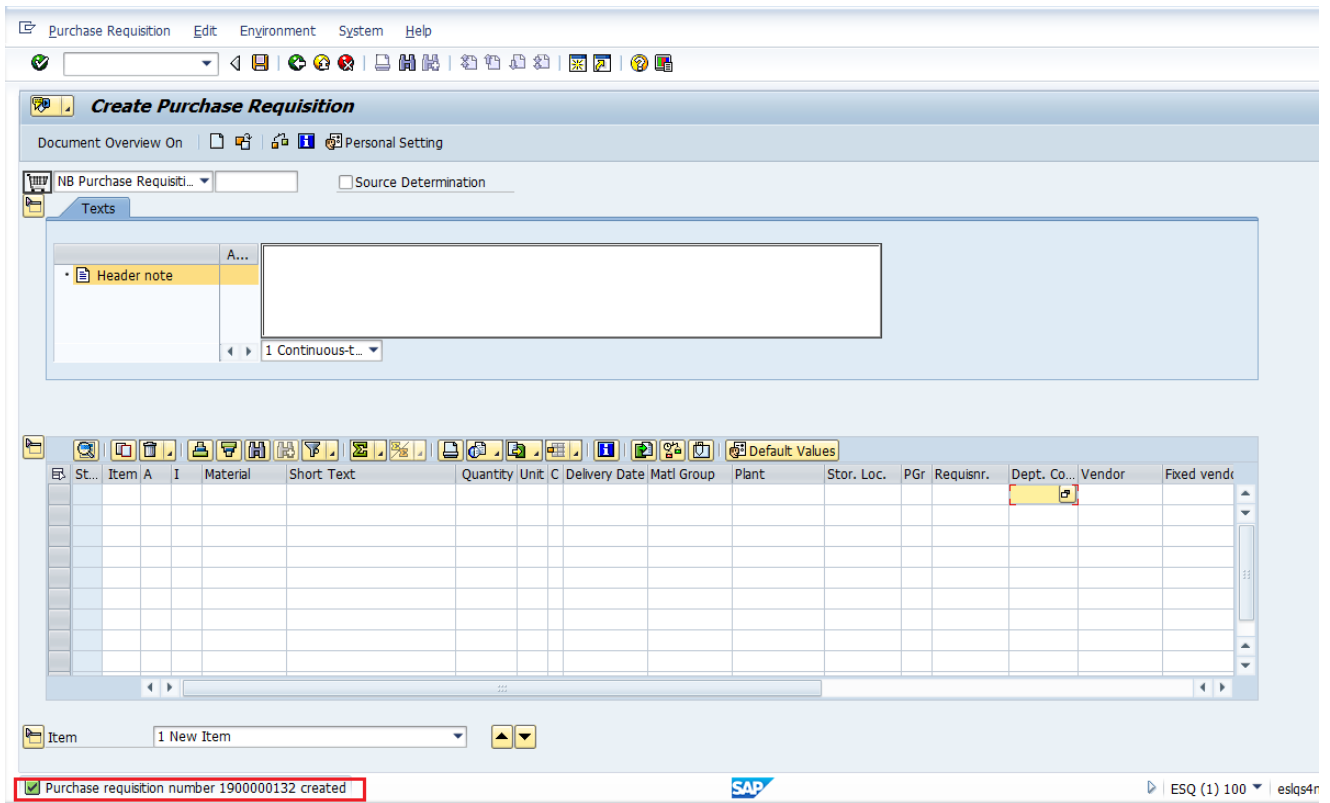
Agreement: Purch.Org.:

Fixed vendor: Order Unit:

Info Record: *Assign source of supply such as contract (if exists)* Suppl. Plant:

Desrd Supplier: Issuing Stor. Loc.:

Step 5: Save the PR



1.2 Requirement for Spares & Consumables

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

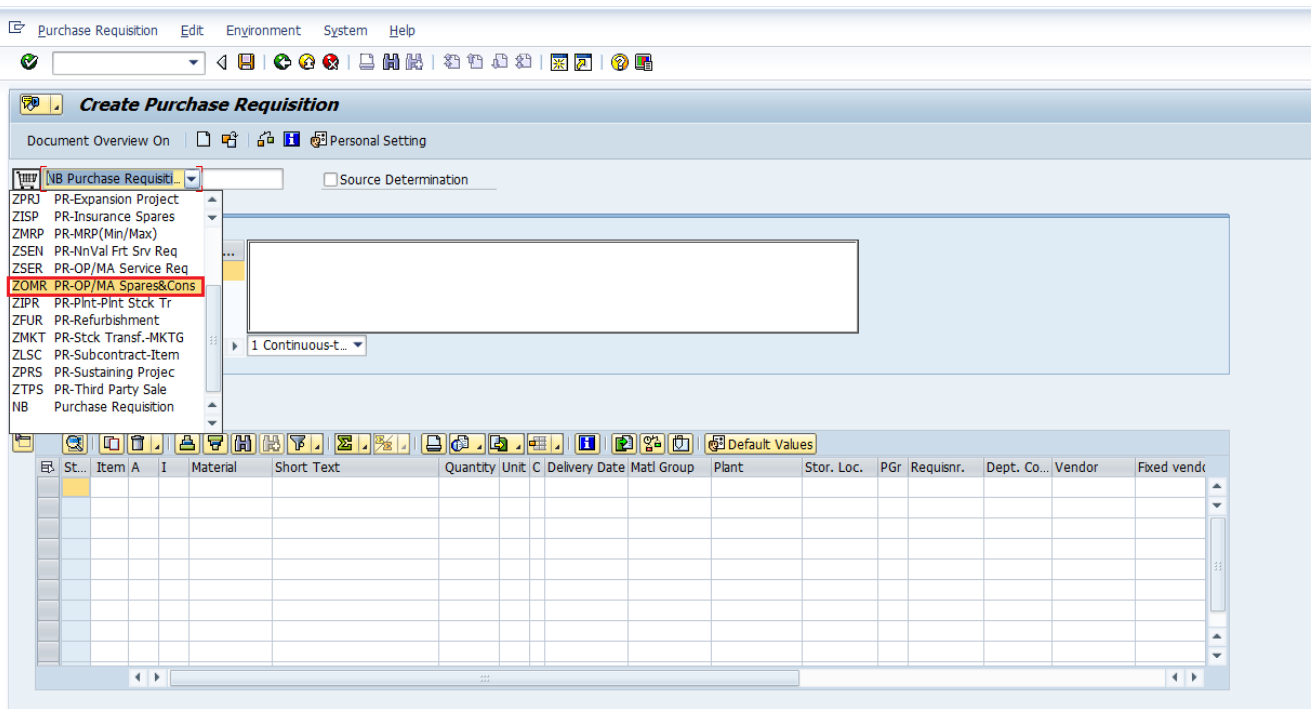
SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

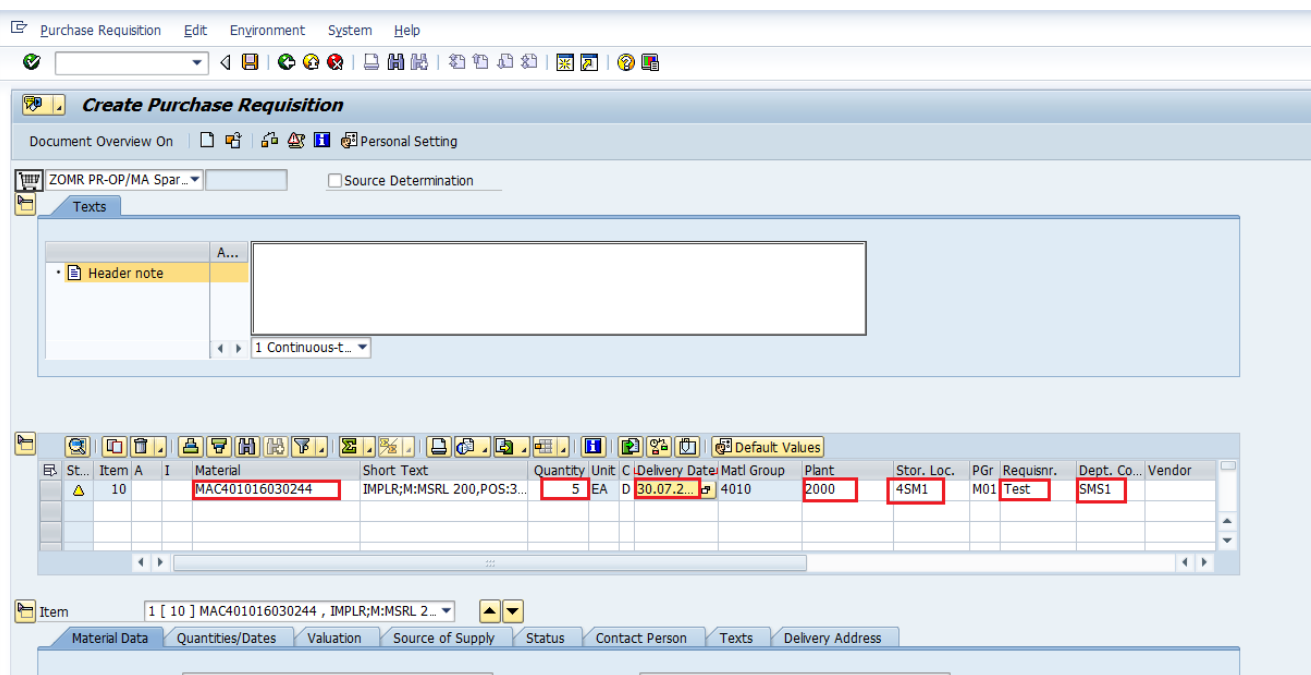
Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZOMR – PR OP/MA Spares & Consumables



Step 2: Enter material, quantity, plant, storage location, requisitioner and department code



Step 3: Enter the valuation type if material is split – valued

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On [Icons] Personal Setting

Header note [Text Area]

1 Continuous-t...

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor
	10		MAC401016030244	IMPLR;M:MSRL 200,POS:3...	5	EA	D	30.07.2...	4010	2000	4SM1	M01	Test	SMS1	

Item: 1 [10] MAC401016030244 , IMPLR;M:MSRL 2...

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

Material: MAC401016030244 Short Text: IMPLR;M:MSRL 200,POS:310
 Batch: Valuation Type: SP-INDIGEN
 Material Group: 4010 4010
 Supplier Material: Product Type Group: 1

Step 4: Enter Valuation Price

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On [Icons] Personal Setting

Header note [Text Area]

1 Continuous-t...

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor
	10		MAC401016030244	IMPLR;M:MSRL 200,POS:3...	5	EA	D	30.07.2020	4010	2000	4SM1	M01	Test	SMS1	

Item: 1 [10] MAC401016030244 , IMPLR;M:MSRL 2...

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

Valuation Price: 31,084.59 INR / 1 EA Total Value: 155,422.95 INR
 Valuation Type: SP-INDIGEN
 Promotion: *Check the price/enter the valuation price
 **By default, price is fetched from material master
 Goods receipt
 Inv. Receipt
 GR Non-Val.

Step 5: Enter Source Of Supply

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

Header note

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor
	10			MAC401016030244	IMPLR;M:MSRL 200,POS:3...	5	EA	D	30.07.2020	4010	2000	4SM1	M01	Test	SMS1	

Item: 1 [10] MAC401016030244 , IMPLR;M:MSRL 2...

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

Agreement Purch.Org. Order Unit
 Fixed vendor Suppl. Plant
 Info Record Issuing Stor. Loc.
 Desrd Supplier Supplier Material No

Assign Source of Supply

Assign source of supply such as contract (if exists)

Step 5: Save the PR

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

NB Purchase Requisti... Source Determination

Texts

Header note

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor

Item: 1 New Item

Purchase requisition number 1200000354 created

SAP

ESQ (1) 100 | esiqs4n2ac |

1.3 Requirement for Asset

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZASR – Asset Requirement

The screenshot shows the SAP S/4 HANA 'Create Purchase Requisition' interface. At the top, the title bar reads 'Purchase Requisition' with menu options 'Edit', 'Environment', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main header area displays 'Create Purchase Requisition' and 'Document Overview On'. A dropdown menu shows 'ZASR PR-Asset Req.' selected, with a 'Source Determination' checkbox. Below this is a 'Texts' section with a 'Header note' field. The main table area is empty, with columns: EP, St..., Item A, I, Material, Short Text, Quantity, Unit, C, Delivery Date, Matl Group, Plant, Stor. Loc., PGR, Requisitioner, Dept. Co..., Vendor, and Fixed vendc.

Step 2: Enter material, quantity, plant, storage location, requisitioner and department code. Select Account Assignment as F

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZASR PR-Asset Req. Source Determination

Texts

Header note

1 Continuous-t...

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vendr
	10	F		MAC40101...	IMPLR;M:MSRL 200,POS:3...	1	EA	D	29.07.2020	4010	2000	4SM1	M01	Test	SMS1		

Step 3: Enter the valuation type if material is split – valued

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZASR PR-Asset Req. Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vendr
	10	F		MAC40101...	IMPLR;M:MSRL 200,POS:3...	1	EA	D	29.07.2020	4010	2000	4SM1	M01	Test	SMS1		

Item: 1 [10] MAC401016030244 , IMPLR;M:MSRL 2...

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Material: MAC401016030244 | Short Text: IMPLR;M:MSRL 200,POS:310

Batch: | Revision Level: | Valuation Type: **SP-INDIGEN**

Material Group: 4010 | IUID Relevant:

Supplier Material: | Product Type Group: 1

Step 4: Enter the order number in Account Assignment tab

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZASR PR-Asset Req. Source Determination

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	F	MAC40101...	IMPLR;M:MSRL 200,POS:3...	1	EA	D	29.07.2020	4010	2000	4SM1	M01	Test	SMS1		

Item: 1 [10] MAC401016030244 , IMPLR;M:MSRL 2...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Unloading Point GR/GE No.

G/L Account: 73100010

CO Area: 1000

Cost Center

Order: 900009

ServiceDoc

Network

Step 5: Enter Valuation Price

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZASR PR-Asset Req. Source Determination

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	F	MAC40101...	IMPLR;M:MSRL 200,POS:3...	1	EA	D	29.07.2020	4010	2000	4SM1	M01	Test	SMS1		

Item: 1 [10] MAC401016030244 , IMPLR;M:MSRL 2...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Valuation Price: 31,084.59 INR / 1 EA Total Value: 31,084.59 INR

Valuation Type: SP-INDIGEN

Promotion

Goods receipt

Inv. Receipt

GR Non-Val.

**Check the price/enter the valuation price*
***By default, price is fetched from material master*

Step 6: Enter Source Of Supply

ZASR PR-Asset Req. Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vendr
	10	F		MAC40101...	IMPLR;M:MSRL 200,POS:3...	1	EA	D	29.07.2020	4010	2000	4SM1	M01	Test	SMS1		

Item: 1 [10] MAC401016030244 , IMPLR;M:MSRL 2...

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Agreement: Purch.Org.: Order Unit:

Fixed vendor: *Enter source of supply such as contract (if exists) Suppl. Plant:

Info Record: Issuing Stor. Loc.:

Desrd Supplier: Supplier Material No:

Step 7: Save the PR

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

NB Purchase Requisti... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vendr

Item: 1 New Item

Purchase requisition number 1300000001 created

SAP | ESQ (1) 10

1.4 Requirement of material for Capital Shutdown

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

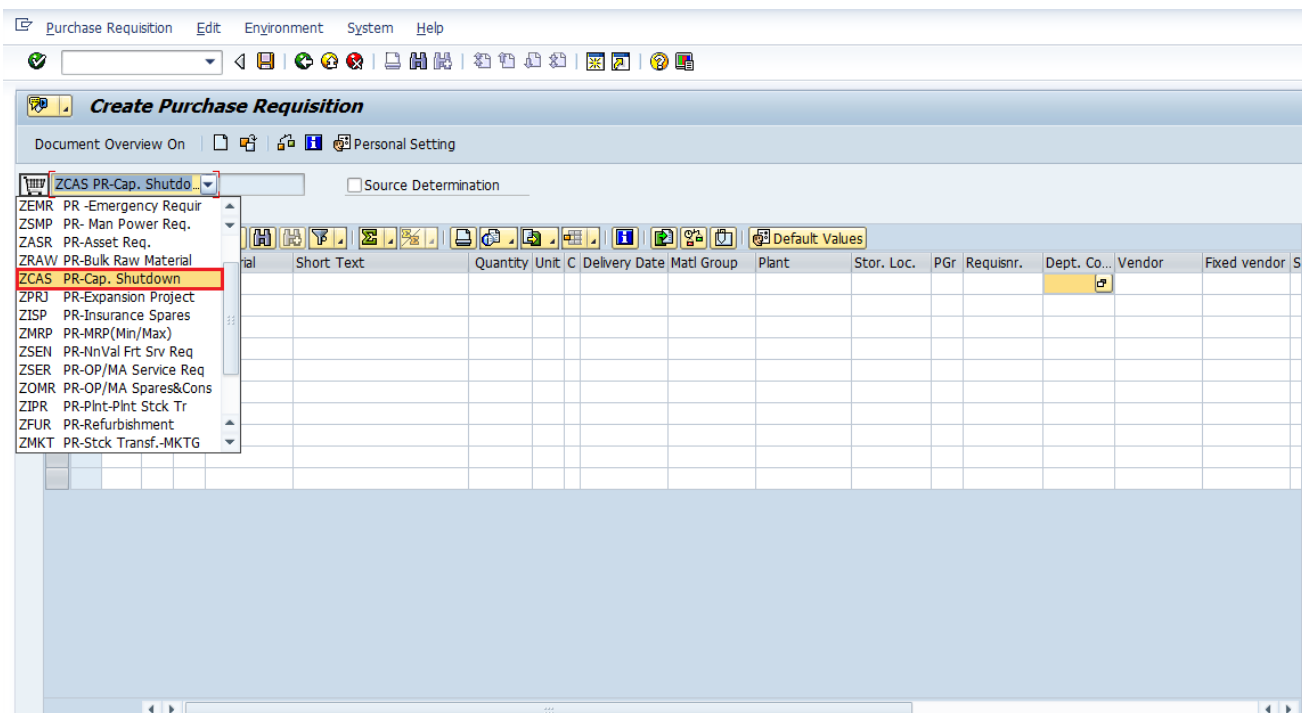
SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZCAS – PR Capital Shutdown



Step 2: Enter material, quantity, plant, storage location, requisitioner and department code.

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZCAS PR-Cap. Shutdo... Source Determination

Texts

Header note

1 Continuous-t...

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed w
	10			MAC40101603...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2...	4010	1000	4BF2	M01	Test	BF02		

Step 3: Enter the valuation type if material is split – valued

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZCAS PR-Cap. Shutdo... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed w
	10			MAC40101603...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2...	4010	1000	4BF2	M01	Test	BF02		

Item 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

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

Material: MAC401016030258 Short Text: IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2

Batch: Valuation Type: **SP-INDIGEN**

Material Group: 4010 4010 IUID Relevant

Supplier Material: Product Type Group: 1

Step 4: Enter Valuation Price

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZCAS PR-Cap. Shutdo... Source Determination

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Mati Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vt
	10		MAC40101603...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2...	4010	1000	4BF2	M01	Test	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

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

Valuation Price: 313,125.00 INR / 1 SET Total Value: 626,250.00 INR

Valuation Type: SP-INDIGEN *Check the price/enter the valuation price

Promotion: **By default, price is fetched from material master

Goods receipt
 Inv. Receipt

Step 5: Enter Source Of Supply

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZCAS PR-Cap. Shutdo... Source Determination

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Mati Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vt
	10		MAC40101603...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2...	4010	1000	4BF2	M01	Test	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

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

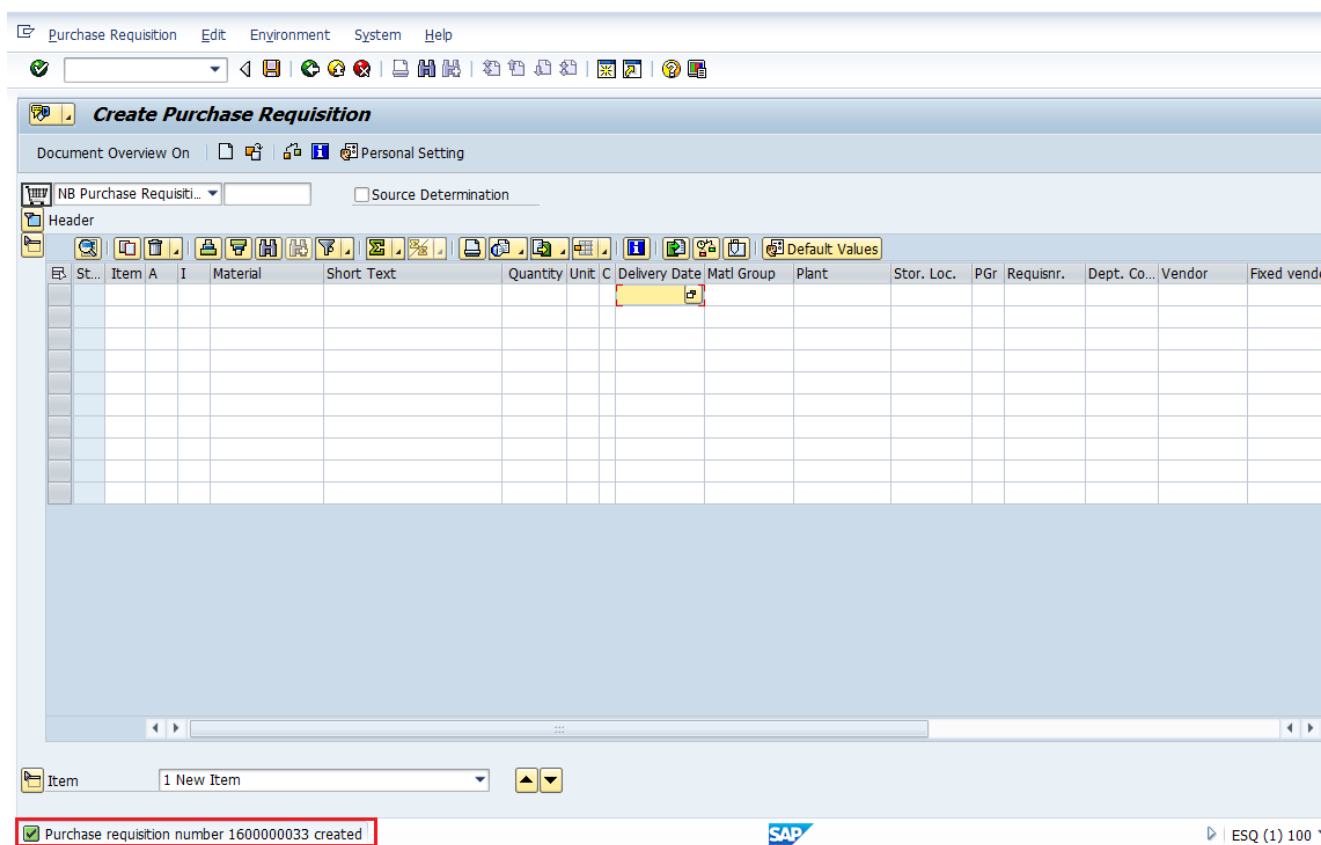
Agreement: Purch.Org.: Order Unit:

Fixed vendor: Enter source of supply such as contract, if exists Suppl. Plant:

Info Record: Issuing Stor. Loc.:

Desrd Supplier: Supplier Material No:

Step 6: Save the PR



1.5 Requirement of material for Sustaining Project

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

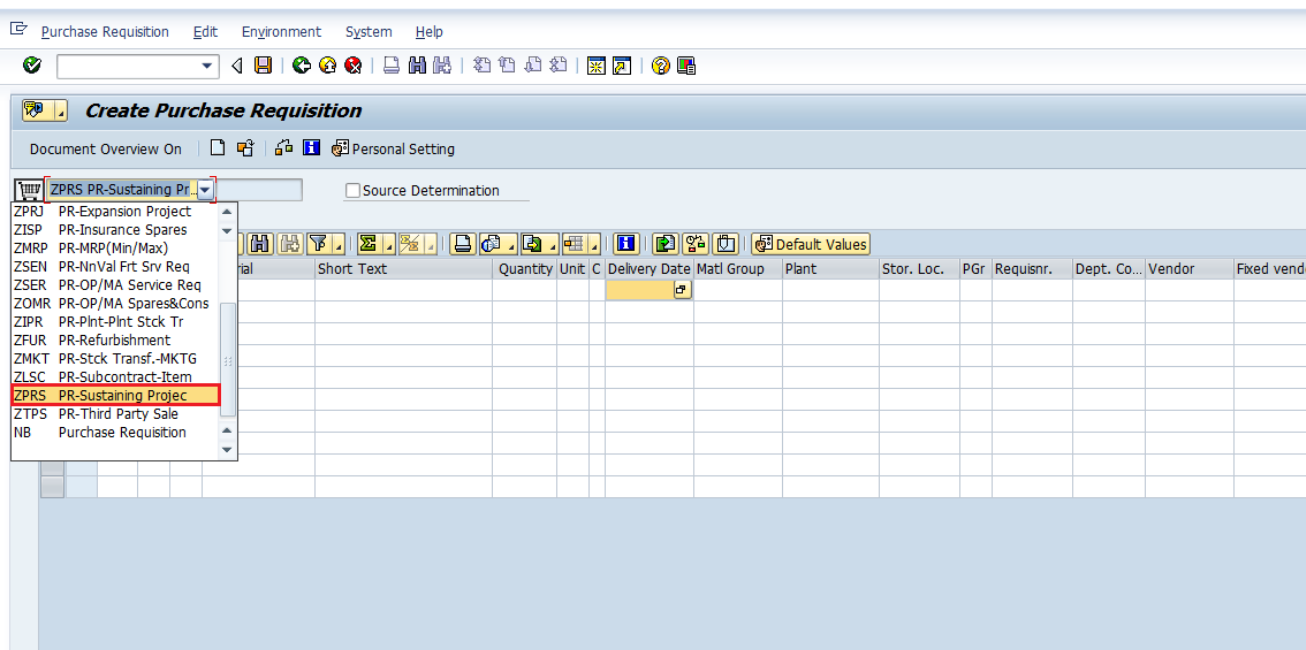
SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

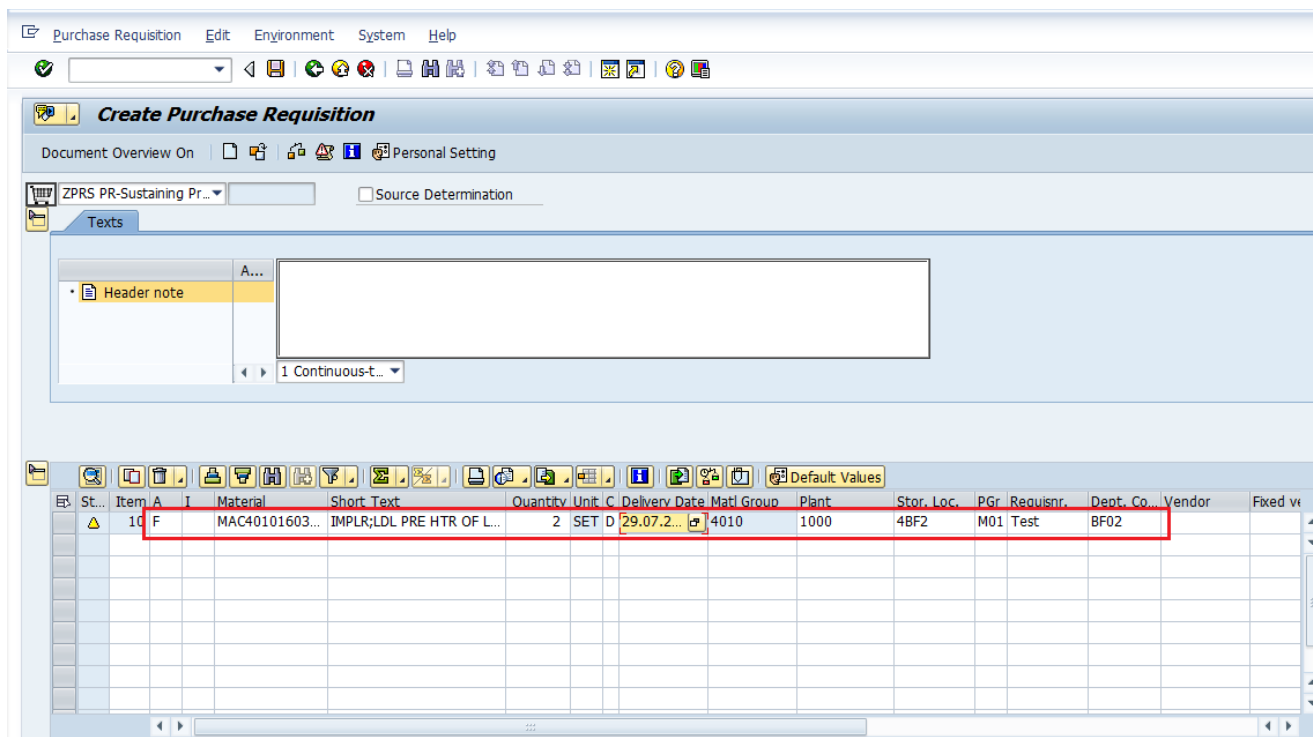
Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZPRS – PR Sustaining Project



Step 2: Enter material, quantity, plant, storage location, requisitioner and department code. Select Account Assignment as F



Step 3: Enter the valuation type if material is split – valued

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On [Icons] Personal Setting

ZPRS PR-Sustaining Pr... [Source Determination]

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed ve
▲	10	F	MAC40101603...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2...	4010	1000	4BF2	M01	Test	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Material: MAC401016030258 Short Text: IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2
 Batch: Revision Level: Valuation Type: SP-INDIGEN
 Material Group: 4010 4010 Product Type Group: 1
 Supplier Material: IUID Relevant:

Step 4: Enter Order Number in Account Assignment tab

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On [Icons] Personal Setting

ZPRS PR-Sustaining Pr... [Source Determination]

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed ve
▲	10	F	MAC40101603...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2...	4010	1000	4BF2	M01	Test	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

AccAssCat: F Order Distribution: Single Account Assignm... CoCode: 1000 Electro...
 Unloading Point: GR/GE No.:
 G/L Account: 73100010
 CO Area: 1000
 Cost Center:
 Order: 900000
 Network:
 ServiceDoc:

Step 5: Enter Valuation Price

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZPRS PR-Sustaining Pr... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed v...
	10	F		MAC40101603...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2...	4010	1000	4BF2	M01	Test	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Valuation Price: 313,125.00 INR / 1 SET Total Value: 626,250.00 INR

Valuation Type: SP-INDIGEN

Promotion:

**Check the price/enter the valuation price*
***By default, price is fetched from material master*

Goods receipt
 Inv. Receipt
 GR Non-Val.

Step 6: Enter Source Of Supply

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZPRS PR-Sustaining Pr... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed v...
	10	F		MAC40101603...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2...	4010	1000	4BF2	M01	Test	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Agreement: Purch.Org.: Order Unit:

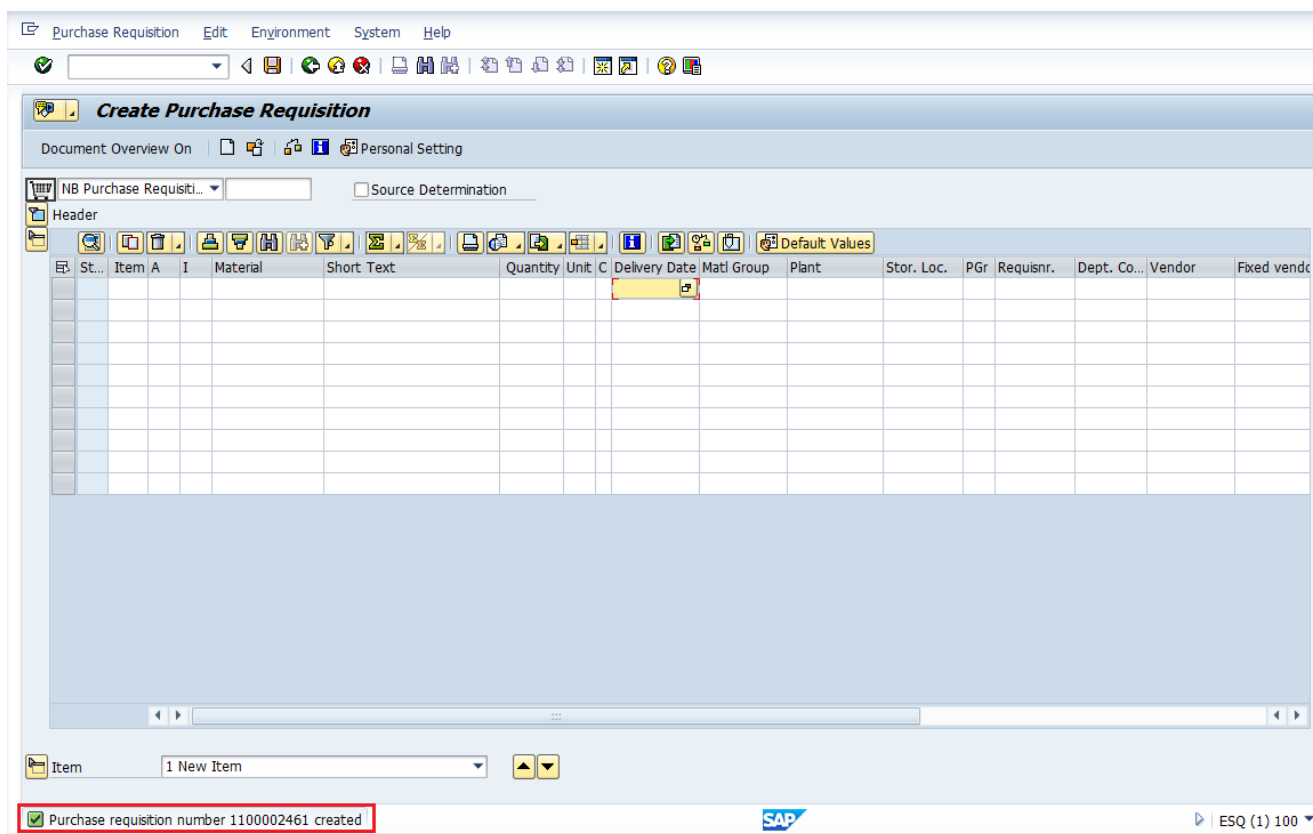
Fixed vendor: Suppl. Plant:

Info Record: Issuing Stor. Loc.:

Desrd Supplier: Supplier Material No:

Enter source of supply such as contract (if exists)

Step 5: Save the PR



1.6 Requirement of material for Expansion Project

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

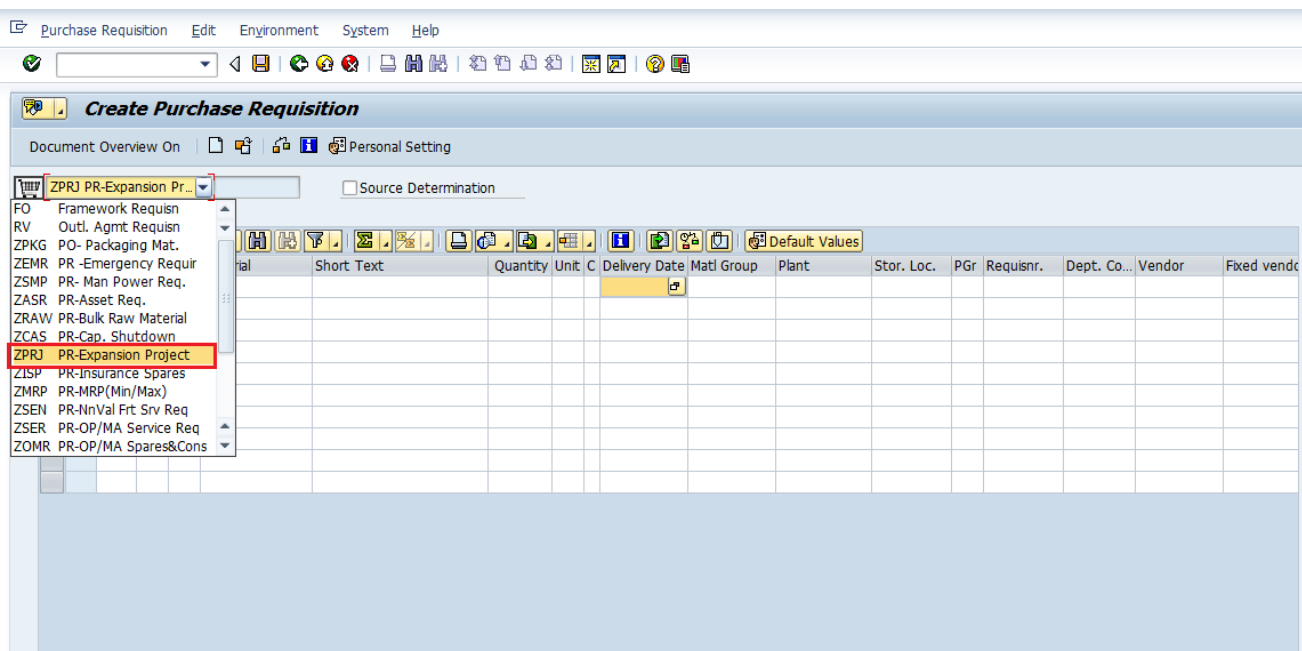
SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

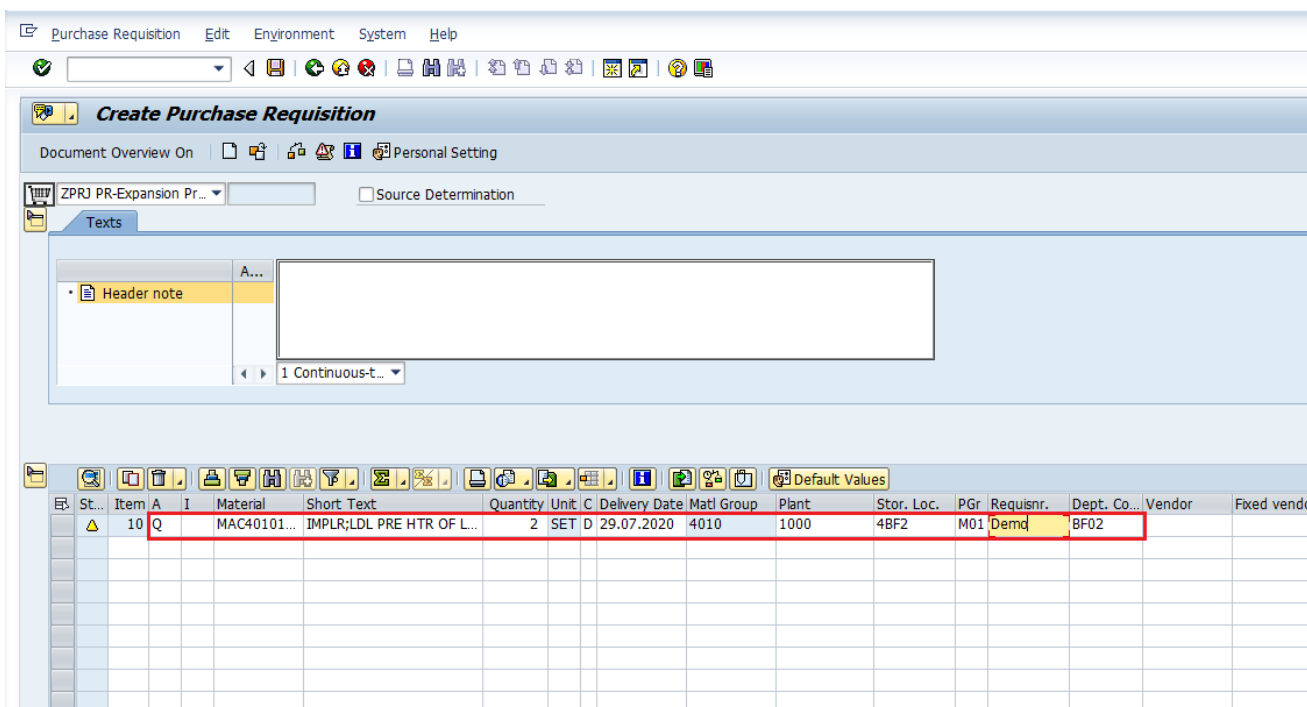
Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZPRJ – PR Expansion Project



Step 2: Enter material, quantity, plant, storage location, requisitioner and department code. Select Account Assignment as Q



Step 3: Enter the valuation type if material is split – valued

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZPRJ PR-Expansion Pr... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	Q		MAC40101...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2020	4010	1000	4BF2	M01	Demo	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Material: MAC401016030258 Short Text: IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2

Batch: Revision Level: Valuation Type: **SP-INDIGEN**

Material Group: 4010 4010 IUID Relevant:

Supplier Material: Product Type Group: 1

Step 4: Enter the WBS element in Account Assignment tab

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZPRJ PR-Expansion Pr... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	Q		MAC40101...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2020	4010	1000	4BF2	M01	Demo	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Unloading Point: GR/GE No. CoCode: 1000 Electro...

G/L Account: 51200010

CO Area: 1000

WBS element: **EP.01.P1.BF1**

Sales Order: 0

ServiceDoc:

Step 5: Enter Valuation Price

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZPRJ PR-Expansion Pr... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vendr
	10	Q		MAC40101...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2020	4010	1000	4BF2	M01	Demo	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Valuation Price: 313,125.00 INR / 1 SET Total Value: 626,250.00 INR

Valuation Type: SP-INDIGEN

Promotion: **Check the price/enter the valuation price*
***By default, price is fetched from material master*

Goods receipt
 Inv. Receipt
 GR Non-Val.

Step 6: Enter Source Of Supply

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZPRJ PR-Expansion Pr... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vendr
	10	Q		MAC40101...	IMPLR;LDL PRE HTR OF L...	2	SET	D	29.07.2020	4010	1000	4BF2	M01	Demo	BF02		

Item: 1 [10] MAC401016030258 , IMPLR;LDL PRE ...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Agreement: Purch.Org.: Order Unit:

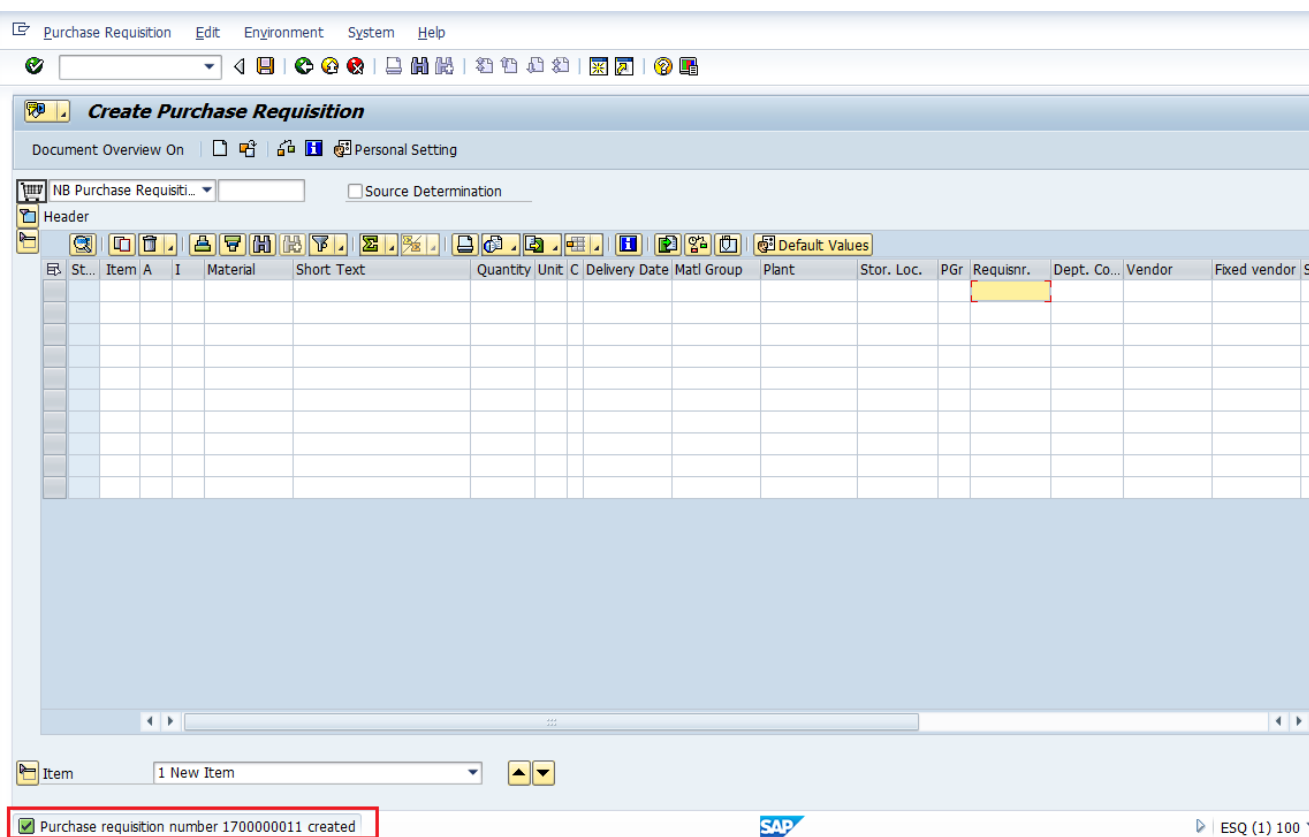
Fixed vendor: Suppl. Plant:

Info Record: Issuing Stor. Loc.:

Desrd Supplier: Supplier Material No:

Enter source of supply such as contract, if exists

Step 7: Save the PR



1.7 Requirement of OP/MA Service

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

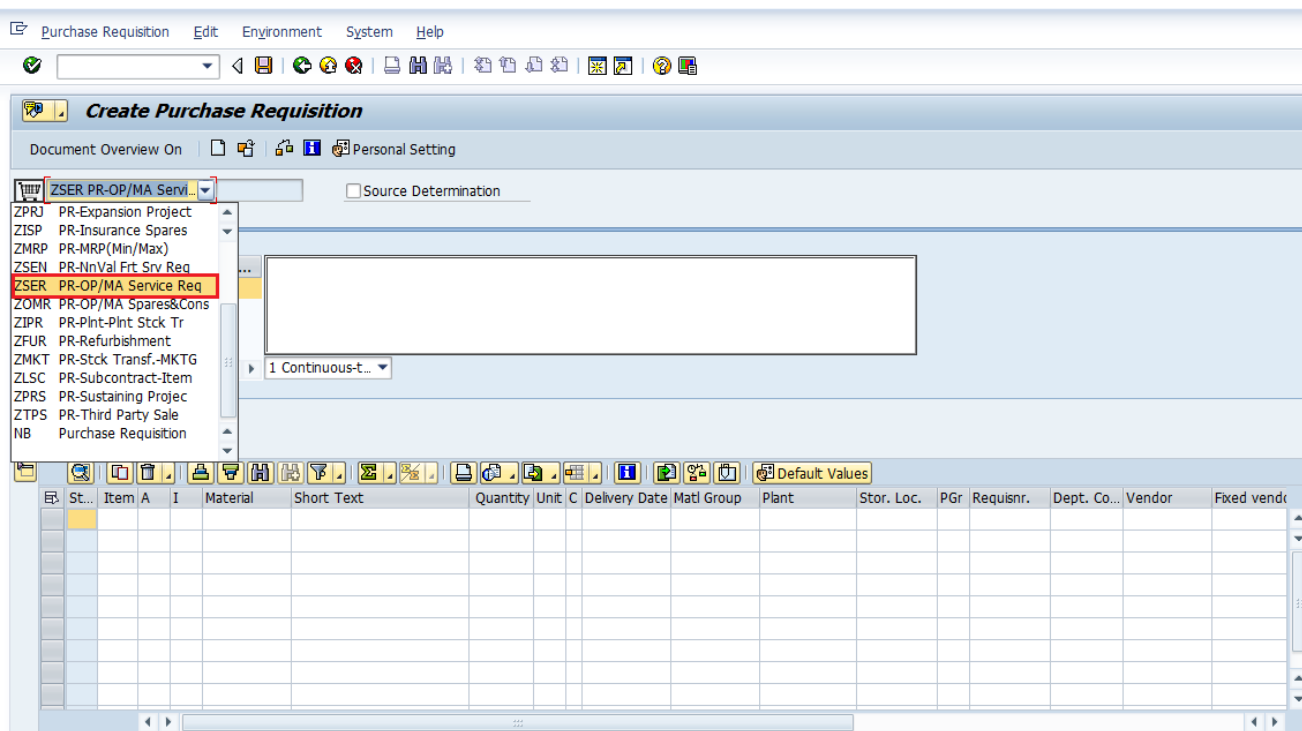
SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

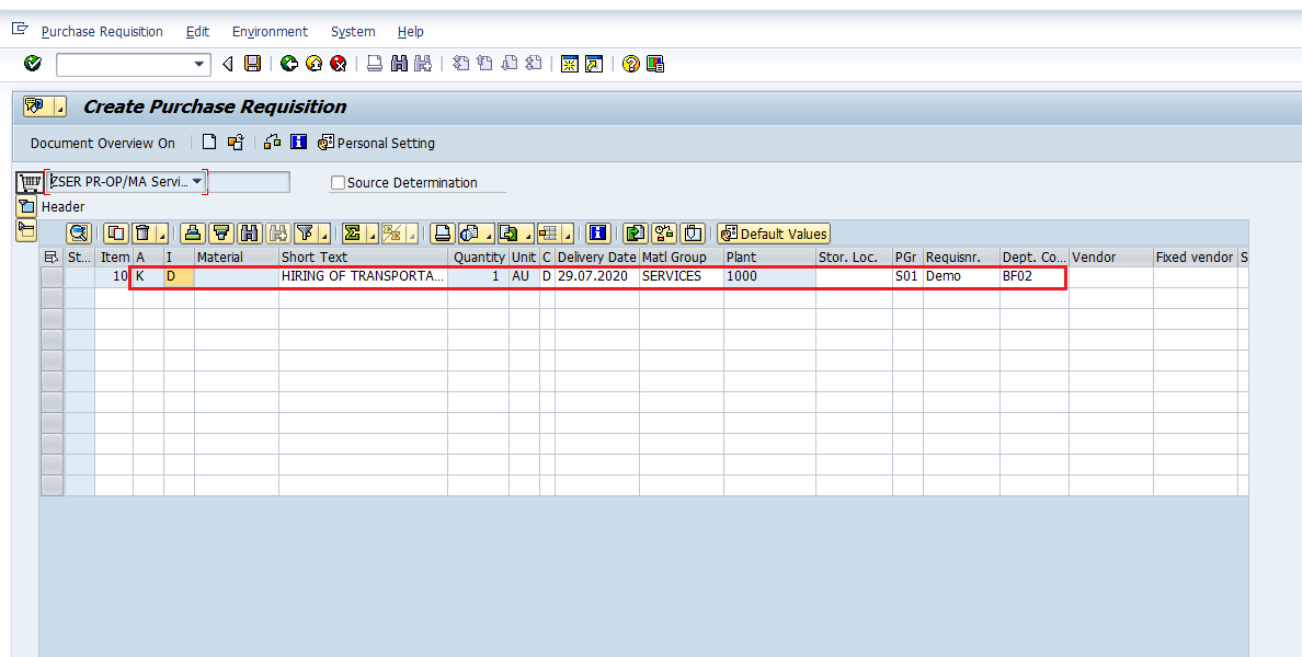
Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZSER – PR – OP/MA Service Req



Step 2: Enter short text, plant, requisitioner, material group as SEVICES and department code. Select Account Assignment as K and Item category as D.



Step 3: Enter service no, quantity and gross price in services tab

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZSER PR-OP/MA Servi... Source Determination

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed v
	10	K	D					29.07.2020	SERVICES	1000		S01	Demo	BF02		

Item: 1 [10] HIRING OF TRANSPORTATION

Services Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Line	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf. Tol
10	SAD78111808...	HIRE:HCV;RDSW,10500MQ/H,VND,OPG,PM 10	5	MON	5,000.00	INR	
20						INR	
30						INR	
40						INR	
50						INR	
60						INR	
70						INR	
80						INR	
90						INR	
100						TNR	

Step 4: Enter scope of work, if required

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZSER PR-OP/MA Servi... Source Determination

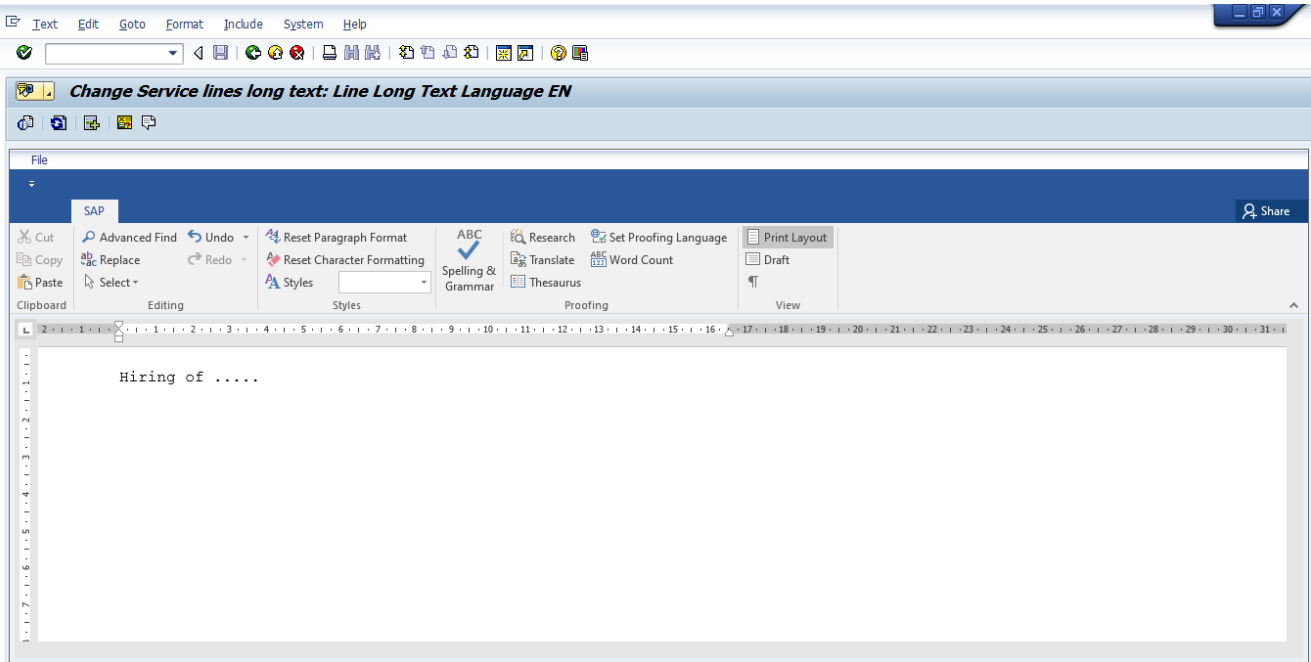
Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	K	D		1	AU	D	29.07.2020	SERVICES	1000		S01	Test	BF02		

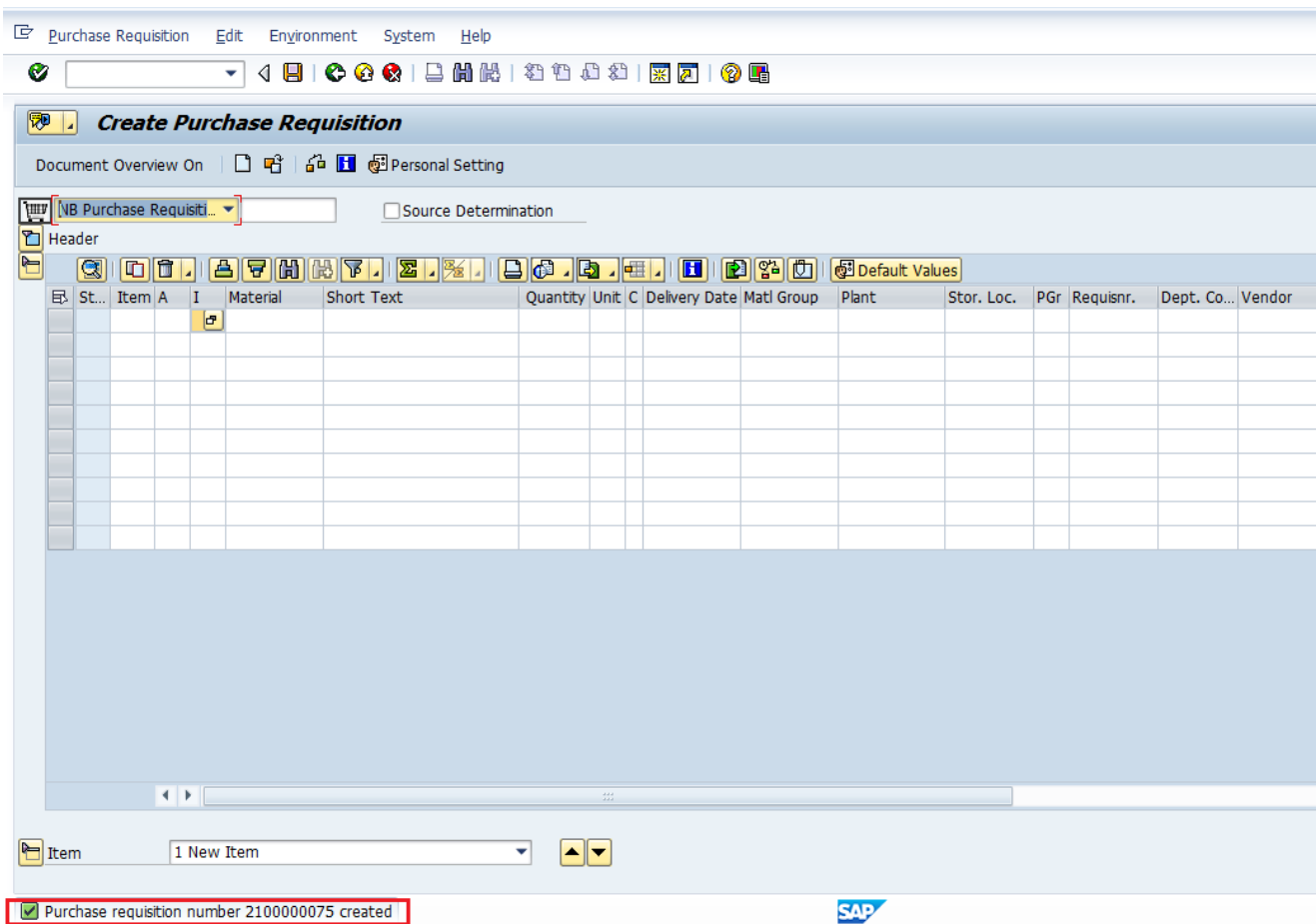
Item: 1 [10] HIRING OF TRANSPORTATION

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Line	S...	Edi...	SSC Item	Ext. Service Number	Net Value	S...	Ti...	Tax Tariff Code	Formula
10			0		25,000.00			996601	
20					0.00				
30					0.00				
40					0.00				
50					0.00				
60					0.00				
70					0.00				
80					0.00				
90					0.00				
100					0.00				



Step 5: Save the PR



1.8 Requirement of Manpower Service

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

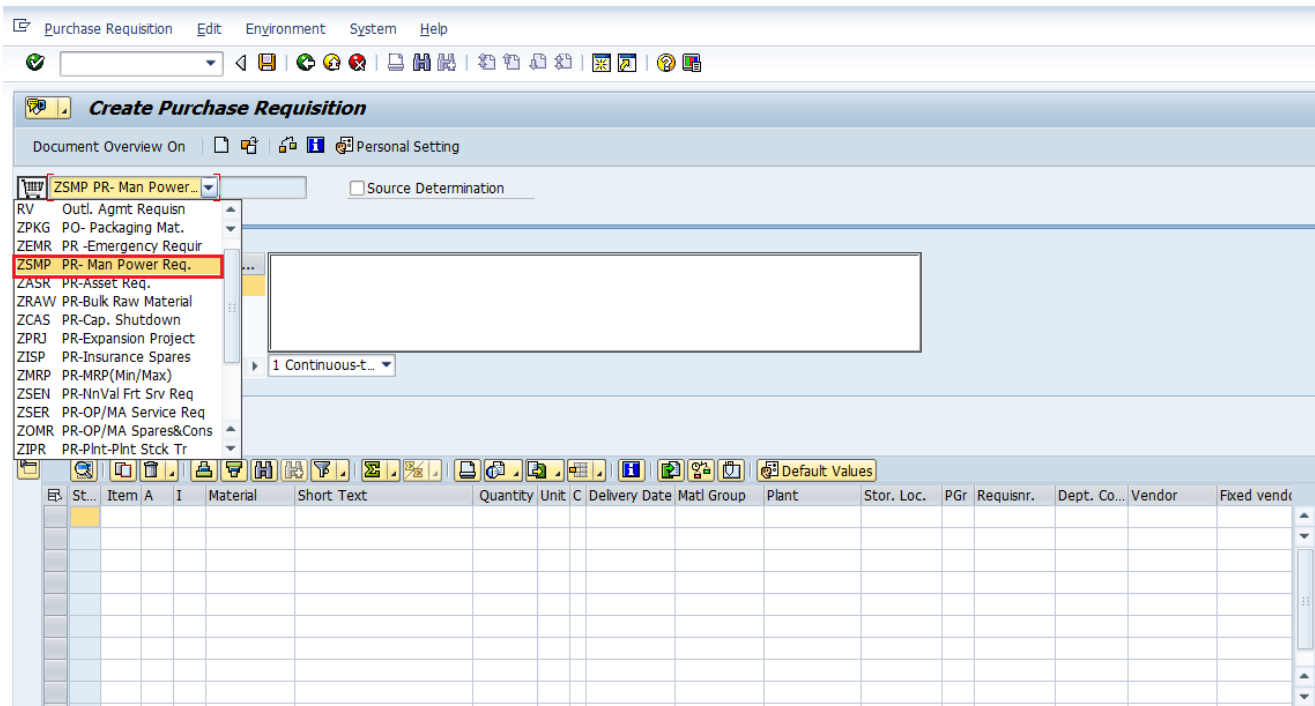
SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZSMP – PR – Manpower



Step 2: Enter short text, plant, requisitioner, material group as SEVICES and department code. Select Account Assignment as K and Item category as D.

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZSMP PR- Man Power... Source Determination

Texts

Header note

Continuous-t

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	K	D		Hiring of Manpower	1	AU	D	29.07.2020	SERVICES	1000		S01	Test	BF02		

Step 3: Enter service no, quantity and gross price in services tab

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZSMP PR- Man Power... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	K	D		Hiring of Manpower	1	AU	D	29.07.2020	SERVICES	1000		S01	Test	BF02		

Item 1 [10] Hiring of Manpower

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Line	D.	Service No.	Short Text	Quantity	Un	Gross Price	Crc
10		SHR801116140060	HIRE: MANPOWER, HIGHLY SKILLED;COOLING	30	DAY	500.00	INI
20							INI
30							INI
40							INI
50							INI
60							INI
70							INI

Step 4: Enter scope of work, if required

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZSMP PR- Man Power... Source Determination

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	K	D	Hiring of Manpower	1	AU	D	29.07.2020	SERVICES	1000		S01	Test	BF02		

Item: 1 [10] Hiring of Manpower

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Line	Cost Center	S...	Edi...	SSC Item	Ext. Service Number	Net Value	S...	Line...	Tax Tariff
10	20510200		0			15,000.00		998311	
20						0.00			
30						0.00			
40						0.00			
50						0.00			
60						0.00			
70						0.00			

Text Edit Goto Format Include System Help

Change Service lines long text: Line Long Text Language EN

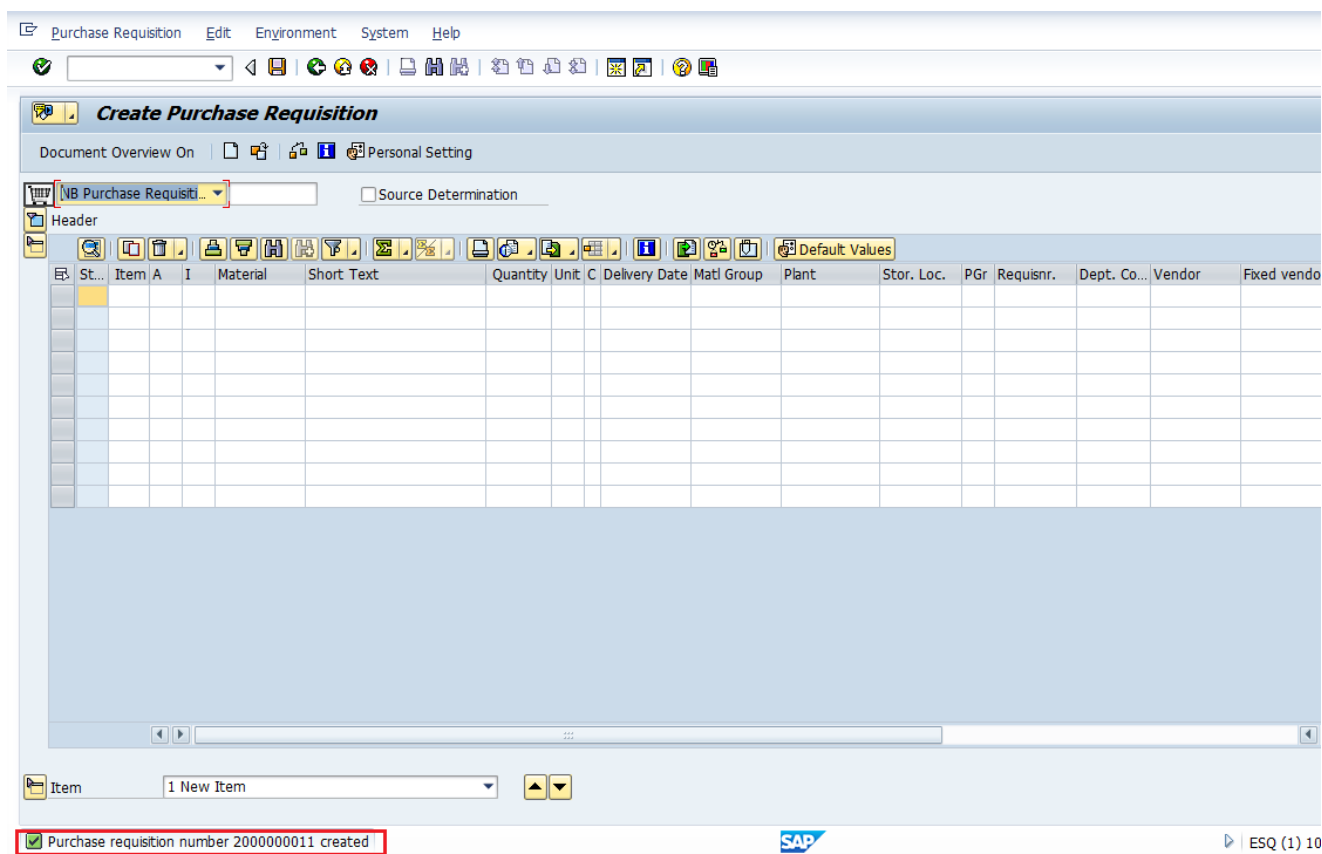
File

SAP

Cut Copy Paste | Advanced Find Replace Select | Undo Redo | Reset Paragraph Format | Reset Character Formatting | Styles | Spelling & Grammar | Research Translate Thesaurus | Set Proofing Language | Word Count | Print Layout | Draft | View

Hiring of|

Step 5: Save the PR



1.9 Requirement of Non Valuated Service PR

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZSEN – PR – NnVal Frt Srv Req

Create Purchase Requisition

Document Overview On Personal Setting

Source Determination

Item	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vendor

Step 2: Enter short text, plant, requisitioner, material group as SEVICES and department code. Select Account Assignment as Y and Item category as D.

Create Purchase Requisition

Document Overview On Personal Setting

Source Determination

Texts

Header note

1 Continuous-t...

Item	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vendor
10	Sampling & Analysis	1	AU	D	29.07.2020	SERVICES	1000	S01	Test	SNT1			

Step 3: Enter short text, quantity, UOM and gross price in services tab

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZSEN PR-NnVal Frt Sr... Source Determination

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	Y	D		Sampling & Analysis	1	AU	D	29.07.2020	SERVICES	1000		S01	Test	SNT1		

Item: 1 [10] Sampling & Analysis

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Line	D.	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf. Tol.	U S...	Ed
10	<input type="checkbox"/>		Sampling and Analysis	24,000.000	TO	500.00	INR			0
20	<input type="checkbox"/>						INR			
30	<input type="checkbox"/>						INR			
40	<input type="checkbox"/>						INR			
50	<input type="checkbox"/>						INR			
60	<input type="checkbox"/>						INR			
70	<input type="checkbox"/>						INR			
80	<input type="checkbox"/>						INR			
90	<input type="checkbox"/>						INR			

Step 4: Enter scope of work, if required

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZSEN PR-NnVal Frt Sr... Source Determination

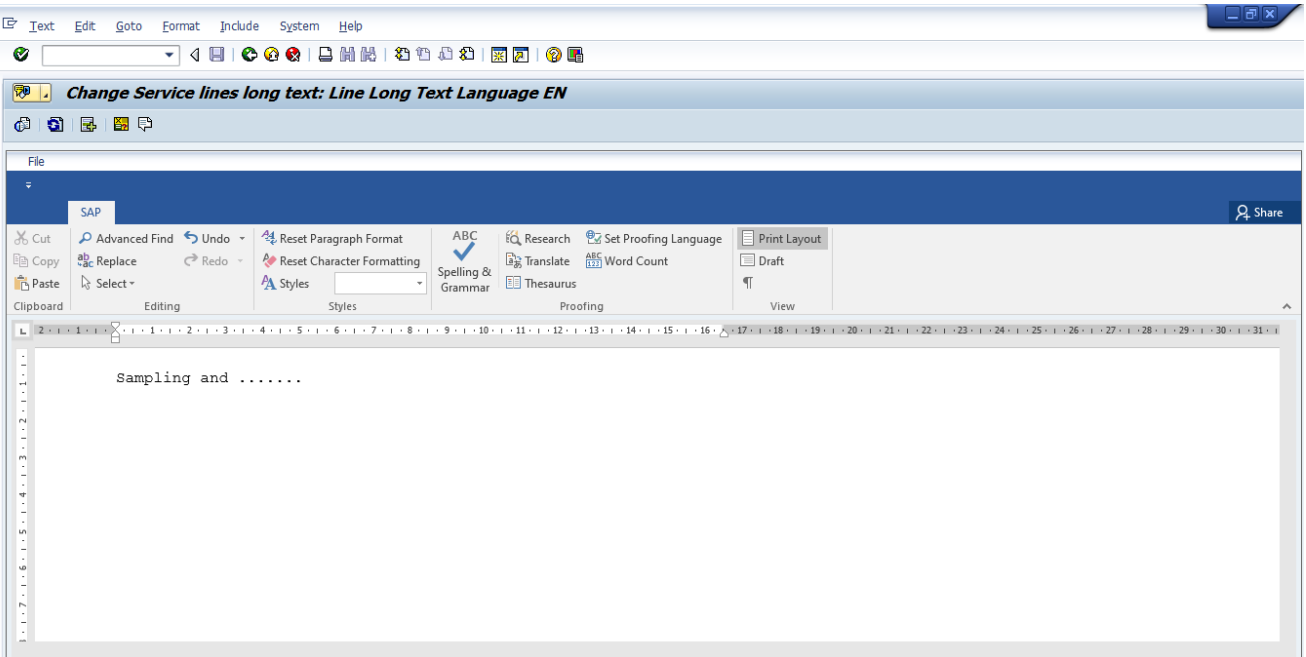
Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Dept. Co...	Vendor	Fixed v
	10	Y	D		Sampling & Analysis	1	AU	D	29.07.2020	SERVICES	1000		S01	Test	SNT1		

Item: 1 [10] Sampling & Analysis

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Line	Edi...	SSC Item	Ext. Service Number	Net Value	S...	Li...	Tax Tariff Code	Formula
10	<input type="checkbox"/>	0		12,000,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
20	<input type="checkbox"/>			0.00				
30	<input type="checkbox"/>			0.00				
40	<input type="checkbox"/>			0.00				
50	<input type="checkbox"/>			0.00				
60	<input type="checkbox"/>			0.00				
70	<input type="checkbox"/>			0.00				
80	<input type="checkbox"/>			0.00				
90	<input type="checkbox"/>			0.00				
100	<input type="checkbox"/>			0.00				



Step 5: Save the PR

