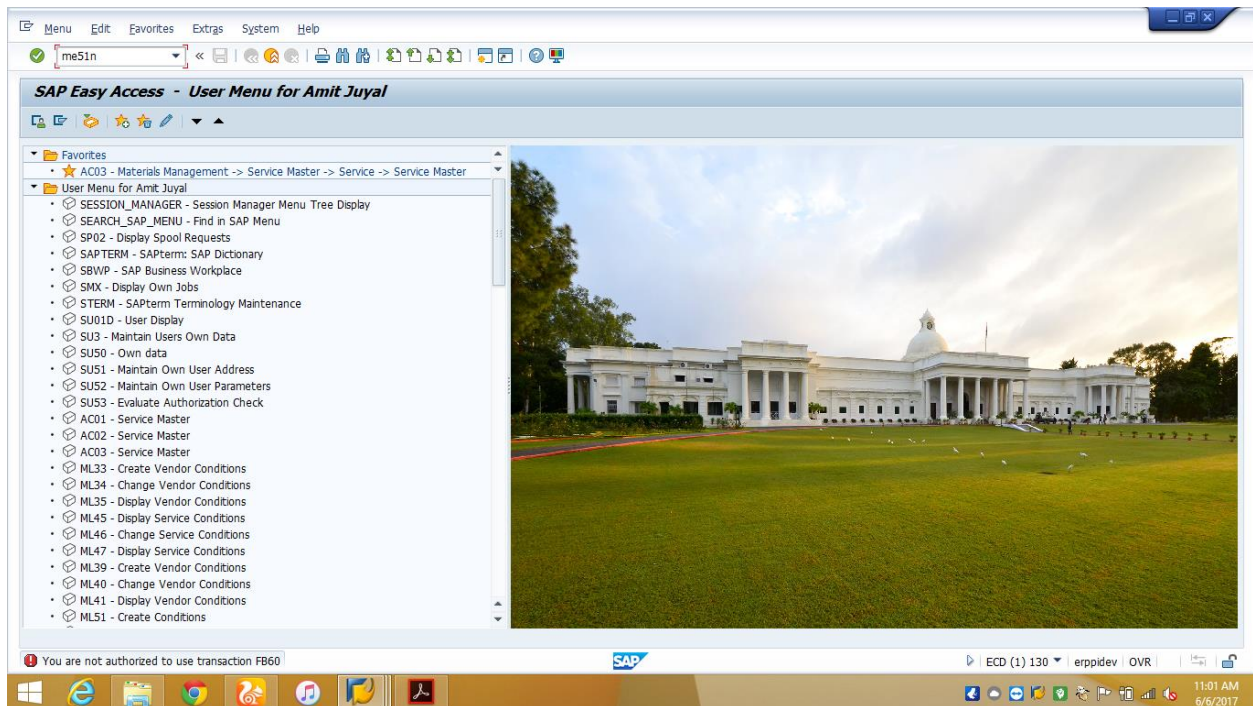




Creation of Purchase Requisition Enter ME51n



Document Type : ZAEQ-Capital Asset Purchase Requisition

Select Material: As Per Requirement

Quantity: As Per Requirement

Delivery date: Tentative delivery date

Plant: Select Department's Plant

Purchasing group: Select Department's Pur.Grp

Purchasing org: 1001



| St... | Item A | I | Material | Short Text | Quantity | Unit | C | Delivery Date | Matl Group | Plant | Stor. Loc. | PGr | Requisnr. | Tracking... | Des.Vendor | Fixed Vendor S |
|-------|--------|---|------------|------------|----------|------|---|---------------|------------|-------|------------|-----|-----------|-------------|------------|----------------|
| | | | 6000001141 | | 1,000 | | | 05.07.2017 | | 0403 | | 102 | | | | |

User Manual for Plan Grant Purchase Requisition

[illegible]

In the Header Area Enter the following Details

Name of the Indenter

Type of Purchase

Type of Item

Grant No.

List of Suppliers



Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Hold Personal Setting

Stock Item Pur.Req. Source Determination

Texts

Header note: Biotech Deptt
Domestic
list of vendors

Continuous-text...

| St... | Item | Delivery Date | Matl Group | Plant | Stor. Loc. | PGr | Requisn. | Tracking... | Des.Vendor | Fixed Vendor | SPR | POrg | Agreement | Item Info Record | MPN Material |
|-------|------------|------------------|-----------------|-------|------------|-----|----------|-------------|------------|--------------|-----|------|-----------|------------------|--------------|
| 10 | 05.07.2017 | Electrical It... | Biotechnolog... | | | | 102 | | | | | | | | |

Item Detail

SAP ECD (1) 130 erppidev OVR 5:29 PM 6/6/2017

Enter the Technical Specification in the Text Tab

Purchase Requisition Edit Environment System Help

Change Purchase Req. 1000000061

Document Overview On Personal Setting

Stock Item Pur.Req. 1000000061 Source Determination

Header

| St... | Item | Material | Short Text | Quantity | Unit | C | Delivery Date | Matl Group | Plant | Stor. Loc. | PGr | Requisn. | Tracking... | Des.Vendor | Fixed Vend |
|-------|------|----------|-------------------|----------|------|---|---------------|------------------|-----------------|------------|-----|----------|-------------|------------|------------|
| 10 | | 60000001 | 30 KVA Stabilizer | 1 | EA | D | 08.03.2017 | Electrical It... | Biotechnolog... | | 102 | | | | |

Item [10] 6000001141, 30 KVA Stabilizer

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

Item Texts

Technical Specification Copy or Attached

Continuous-text...

SAP ECD (2) 130 erppidev OVR 5:32 PM 6/6/2017



Check & Validate

Purchase Requisition Edit Environment System Help

Change Purchase Req. 1000000061

Document Overview On

Stock Item Pur. Req. 1000000061 ☐ Source Determination

Header

| St. | Item | A | I | Material | Short Text | Quantity | Unit | C | Delivery Date | Mati Group | Plant | Stor. Loc. | PGr | Requisn. | Tracking... | Des. Vendor | Fixed Vend |
|-----|------|---|---|-------------|-------------------|----------|------|---|---------------|------------------|-----------------|------------|-----|----------|-------------|-------------|------------|
| 10 | | | | 60000001... | 30 KVA Stabilizer | 1 | EA | D | 08.03.2017 | Electrical It... | Biotechnolog... | | 102 | | | | |

Item [10] 6000001141 , 30 KVA Stabilizer

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

Item Texts

- Item/Service text
- Internal Office note
- Delivery Specification
- Material/Service Pur
- RFP/Tendering note
- Special terms & Con

Technical Specification Copy or Attached

Continuous-text...

No messages issued during check

SAP

ECD (2) 130 erppidev OVR

5:33 PM 6/6/2017



Then Save the PR. System will generate 10 digits Purchase Requisition No. Write the no on the Purchase Indent Form.