

# ME51N Requisition Create



**Process:** Create a standard purchase requisition using ME51N. The requisition may be created to order items being charged to a cost center, an internal order, or a WBS element, or a mixture of the three elements.

**Role:** General User

**Frequency:** When needed

## BEGINNING STEPS

**Is a Requisition needed?** Yes, unless it is a Procard purchase

Enter the Transaction Code ME51N

Choose the Requisition type  NB Purchase requisiti... 

## LINE ITEM OVERVIEW

**Account Assignment Category**

Select one of the following:

- F for Internal Order
- K for Cost Center
- P for Project
- X for All Aux. Acct. Assgts when the charge for the item is being charged within more than one of the above categories

**Desired Vendor**

Enter the number of the vendor or click the Possible Entries icon to search for a vendor using the UK Vendor Search tab

**Vendor Material Number**

Enter the item's stock/part manufacturer number used for ordering from the vendor

**Short text**

Enter the vendor description of the item

**Quantity**

Enter the quantity

**Unit**

Enter the unit of measure abbreviation or click the Possible Entries icon to search for one

**Valuation price**

Enter the unit cost of an individual item

**Delivery date**

Enter the delivery date or click the Possible Entries icon to search for one

**Requisitioner**

Enter the name of the person requesting the item. This name may or may not be the person creating the requisition

If you need to order more line items, move to the next line and enter the information into all the fields listed. (Optional: Press enter to validate the data entry.)

The following tools to help you are on the myHelp website.

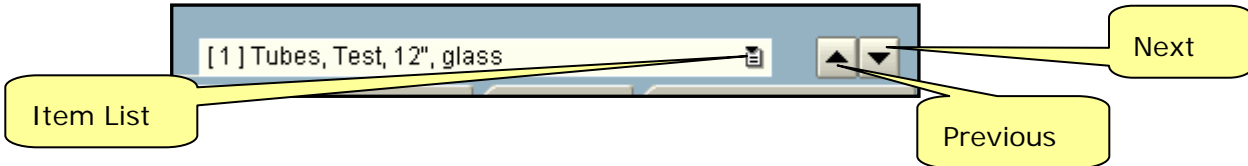
[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

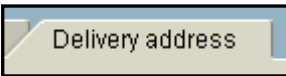
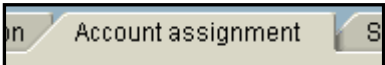
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## ITEM DETAIL

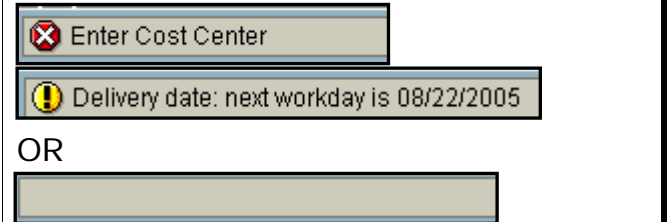


You can move through each line item by using either the Item List or the Previous and Next icons located at the top of the Item detail section. You will need to enter the Delivery address and the information needed for the Account Assignment.

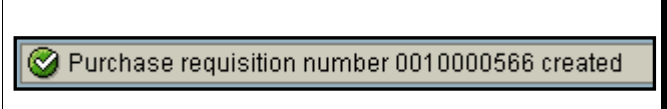
 Go to the Delivery address tab and choose the Address field	Enter the Address number or click the Possible Entries icon to search for one
 Go to the Account assignment tab	
<b>G/L Account</b>	Enter the G/L Account or click the Possible Entries icon to search for one
<b>Cost Center/Internal Order/WBS Element &amp; Fund</b>	Enter the Cost Center/Internal Order/WBS Element & Fund or click the Possible Entries icon to search for one

## SAVE THE REQUISITION & COMPLETING THE PROCESS

Double-check the data entry visually and press enter to validate the data entry is complete. If a problem exists, SAP will generate a system message in the status bar letting you know the problem. If no problem exists, you will not see a system message.



Click on the Save icon to save the requisition and record the number found on the Status Bar



SAP will forward the requisition to the appropriate Approver automatically through the workflow process. However, your department may require that you also notify the Approver via email or memo.

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