1. Key in **ME51N** in the command field on the main SAP screen and press or click **Enter**, or follow the menu path below on the SAP Menu: **Purchasing**→**New Create Purchase Requisition**.

The **Create Purchase Requisition** screen is displayed:

2. In the field to the right of the “shopping cart” icon, verify that the default **Purchase requisition** shows. If your order is a standard purchase, leave this default.

3. If your order is not a standard order, click on the drop-down and select the appropriate **document type** from the menu.

4. Make sure the **Source determination** box is checked. This allows the system to select a vendor.

5. Click on the **Item Overview** button to see the materials ordering section. Scroll to the right to see additional columns.

6. The **Status** column will show the status of an item: Error; Warning; Information; Locked (blocked); Unlocked (unblocked); or Deleted.

7. The **Item** field will contain the item number. The system will assign this number.
8. In the **A** field, enter the **account assignment category**, using the drop-down menu:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Used for capital goods.</td>
</tr>
<tr>
<td>R</td>
<td>Used for Items Goods Receipt, when receiving activity is expected.</td>
</tr>
<tr>
<td>U</td>
<td>Used if the category is unknown.</td>
</tr>
<tr>
<td>X</td>
<td>Used for All non-asset purchases (materials for consumption). This is the most commonly used selection.</td>
</tr>
<tr>
<td>Y</td>
<td>GR Balance Sheet Accounting</td>
</tr>
<tr>
<td>Z</td>
<td>Used for Balance Sheet Accounts (no-depreciated assets)</td>
</tr>
</tbody>
</table>

9. Leave the Item Category field blank.

10. To search for a material item in the Material Master, click in the **Material** field and click on the drop-down box to the right to search for a material number.

   **Note:** The first time you search, a Search Help Selection box will offer different tabs - ways of searching for material numbers. **Use the default “M” tab: Material Number/Material Description.** To see a list of all tabs, click on the **List button.**

11. Search for the desired material, using asterisks as text wild cards. For example: *syringe*. 

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**Requisition Processing Step by Step October 2017**

**Create a Purchase Requisition for Items in Material Master: ME51N**
12. Review the items in the resulting list.

13. To insert the item in your Personal Value List, click once on the item and then click on the Insert button at the bottom of the search box. (For more detailed information on using the Personal Value List, refer to the separate section below.)

14. The next time you click on the drop-down in the Material field, you will see the item in your Personal Value List:

15. Select the item from the list by double clicking on it.
16. Enter the number of items you wish to order in the Quantity field.

17. Click on the Enter button or press the Enter key on your keyboard.

18. Notice that a number of columns on the line now have data: Short Text; Unit of Measure; Delivery Date; Material Group; and Fixed Vendor. These data elements are connected to the Material Number of the item you selected.

19. Notice the tabs that open in the Item section.

20. Click on the Account Assignment tab.

21. If it is not present, enter the G/L Account.
22. Enter the **Cost Center** that is to be charged.

23. Enter the **Unloading** Point, a specific room or location in your building (e.g., 112 or Loading Dock).

24. Enter the **Recipient**, the name of the person who should receive the goods. Note that this field is space limited to twelve characters.

25. If all line items will be charged to the same Cost Object, click on the **Repeat On** button.

26. Click on the **Valuation** tab. The price per unit of measure will appear.

27. Click on the **Source of Supply** tab.

28. The Vendor's number and name will appear in the Fixed Vendor field.
29. Click on the **Delivery Address** tab.

30. Enter the Address number in the **Address** field or search for the address using the drop-down button.

31. Search for the Address number in the **Company Name** field, using a portion of the name and asterisks as text wild cards. For example: *bio* for Biological Sciences Building.

32. Double-click on the address and the address number will be put into the **Address** field.

33. Press **Enter** to populate the screen with the desired address.

34. If the address will be the same for all items in this requisition, click on the **Repeat address on** button to display “Delivery address held” on the **Information** screen. Click on the Continue button or press the Enter key on your keyboard.
35. To add a note to the Requisition, click on the **Texts** tab. Select the desired text item in the Item Texts box and type in the adjacent field. This is a free text field, and copied text may be pasted in here.

36. The text items you should use are:

<table>
<thead>
<tr>
<th>Item text</th>
<th>Note for vendor that will print on Purchase Order.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item note</td>
<td>Note for internal Duke users. May only be viewed in procurement system.</td>
</tr>
</tbody>
</table>

**The other text items are not used.**

You may review the following tabs; they do not require action.

37. The Material Data and Quantities/Dates tabs repeat information that was entered on the corresponding line item.

38. The Status tab shows the status of the purchase requisition.

39. The Contact Person tab shows the name of the person who created the requisition, based on his or her Net ID.

40. The Release Strategy tab shows the release strategy and the routing that has occurred in real time.
41. If you wish to attach a document to the requisition, or if it is required, go to the top left corner of the page. Click on the right side of the Services for Object button.

42. From the menu, select the path Create ➔ Create Attachment.

43. In the resulting Import file box, choose the document you wish to attach and click the Open button.

44. Before saving the requisition, check the status column by clicking on the icon. Review the messages and take any necessary action.
45. Once you have completed the requisition, click the Save button.

46. Make note of the requisition number on the Information Toolbar.