- 1. Purchase requisition
- 2. Reservation from Store

#### **Purchase Requisition** 1.

# **Work Instruction**

# **Create General Procurement Requisition**

# for departments

### Purpose

A purchase requisition is an internal document that has a request or instruction to Purchasing to procure a certain quantity of a material or a service so that it is available at a certain point in time. It can be fulfilled through purchase orders or longer-term purchase agreements.

### Prerequisites

- Material Master Data
- Quantity
- **Delivery Date**
- Account Assignment

# Menu Path

To go to the Create: Procurement Requisition: Initial Screen, use the following standard menu path:

Logistics 

Materials management 

Purchasing 

PR 

Create •

### **Transaction Code**

ME51N

# Work Steps

- 1. The following letters indicate the field (status) to be updated:
  - R: Required Entry
  - O: Optional Entry
  - C: Conditional Entry

Services).

	Gene	eral PR:-
$\sim$	Ι.	Account Assignment "K" for all supplies and services.
•	١١.	Account Assignment "A" for all assets either for Cost Center or Project (Grants).
	III.	Account Assignment "P" for all project (Grant) items (Supplies &

¢	Purch	nasel	requis	ition	Edit	Goto Em	vironment	System	Help								. 2 ×	SAP	
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The fields given above are described as under.

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		below		Ē.	
			NB	MRP PR (Auto Gen)	
			ZGEN	Departments PR	
			ZSTK	Stock PR	
			ZTRV	Travel PR	

# I. Account Assignment "K Cost Center":

Purchase requisit	ion <u>E</u> dit <u>G</u> oto Environment System <u>H</u> elp				SAP
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	K 100300 CD COMBO FOR I 10 EA D		isk American Uni		
	1 2 4	11	- 3-	8 7 9 1	2 📄
1tem	1 [10] 100300 , CD COMBO FOR IMAC				
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	AccAssCat K Cost center 🗎 Dis	Recipient	olligie account a		
G/L account n					
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Cost Center	11000 5				
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Valuation pric	e 750.00 👖 EGP	/ 1	EA	Total value 7,50	)0.00 EG
Goods rece		· ·	LA	1510170100 1,00	20
Inv. Receip					
GR Non-V	al.				
	1- Account Assignment	R	Choose	(K) for Cost Center	
				🖙 Account assignmer	nt catego <u>×</u>
				Restrictions	
				A <sup>*</sup> AcctAssgntCateg	
				A Asset B MTS prod./sales o	rd.
				C Sales order D Indiv.cust./project	
				E Ind. cust. w. KD-CO	
				F Order G MTS prod./project	
				K Cost center	
				M Ind. cust. w/o KD-0 N Network	.0
				P Project Q Proj. make-to-orde	r
				T All new aux.acc.as	
				U Unknown X All aux.acct.assgts	
				15 Entries Found	

2- Material Code	R	Choose the Material Code from the material list					
		Cr Material Number (1) 441 Entries Found					
		Material description Language Materi					
		CELLOTAPE ROLL 5CM WIDE EN 100001					
		CELLOTAPE GOLDEN 18MMX25M EN 100002					
		SCOTCH TAPE EN 100004					
		SCOTCH TAPE ROLL TAIWAN EN 100005					
		SCOTCH TAPE DISPENSER EN 100006					
		ENVELOP KRAFT FS AUTOSEXI EN 100007 ENVELOP KRAFT 17.5X25 EN 100008					
		ENVELOP KRAFT A4 AUTOSEXI EN 100009					
		ENVELOP KRAFT A3 SELIF ADHESIVE EN 100010					
		ENVELOP KRAFT A4 SELIF ADHESIVE EN 100011					
		ENVELOP KRAFT A5 SELIF ADHESIVE EN 100012  PEN BIC EN 100013					
3- Plant	R	Enter the Plant number (A110)					
4- Qty	R	Enter the requested quantity for selected material(s)					
5- Cost Center	R	Requested department should enter its own cost center unique number or choose it from the list.					
		Cost Center (1) 218 Entries Found					
		$\nabla$					
		Cost Ctr COAr CoCd CCtC Person Responsible Short text					
		51050 A100 A100 H S. El-Shaziy STUDENT FIN AFFAIRS EN 51100 A100 A100 H H. Amin STUDENT PUB CARAVAN EN					
		34005 A100 A100 H J. Swanson SUMR SET HALL UNIV P EN					
		61170 A100 A100 H A. El Araby SUP CHAIN MGT - FICE EN					
		61160 A100 A100 H Aly Mohamed Aly SUP CHN MGT & BUS SU EN					
		71010 A100 A100 H M. EI Akabawy TELECOMMUNICATIONS EN					
		218 Entries Found					
6- Fund	R	For K Account Assignment, enter (10100000)					
7- Requisitioner	R	Indicates the short name of the person who					
		requested the material(s) and his extension phone					
		number. (i.e. Tarek 5672)					
8- POrg	R	Purchase Organization number, enter (A100)					
9- Tracking Number	R	Number or Text that facilitates the monitoring of the					
		procurement of required materials or group					
		together the purchasing documents that exist for a					
		certain material requirement.					
10- Valuation Price	R	Price for <b>unit</b> item.					
11- Delivery Date	0	Modify and change the delivery date according to					
		the needs of the requested department.					
12- Des. vendor	0	Specifies the number of the vendor suggested by					
12- Des. vendor	0	the requisitioner to the purchasing department for					
12- Des. vendor	0						

chase requisition <u>E</u> dit ate Purchase Re			
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ZGEN Departments PR leader	ē I	Source determination	
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	aterial Short text		aNo Des.vendor Fixed vend Agmt. Ite
	Toshiba with17" L		give Destvender Fixed vend Agrin. Ite
	9	3 8 12 11 2 7 6 5 10	
em 1[	10] Toshiba with17" LCE		
Material data 🛛 Qu	iantities/dates 🍸 Valua	ation Account assignment Source of supply Status Contact perso	n 🛛 Release strategy 👘 Te 📊 💽 🎦
AccA	ssCat A Asset	Distribution Single account assignment CoCoc	le 🛛 A100 American Ur 🖺 🔍 💌
O/L association	10000500	Recipient	
G/L account no. Business Area	19000500 A001		
Asset	30000032 4 0		
CO Area	A100		
Cost Center	X100		
Order			
Cost Object			
WBS element	20000011		
The oronnoin	10100000	Grant AUCDUMMYGRANT	
Fund			
Fund Functional Area	6100		 ▼

1- Account Assignment	R	Choose (A) for Assets
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		🖙 Account assignment catego 🖳
		Restrictions
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		A <sup>*</sup> AcctAssgntCateg De
		A Asset
		B MTS prod./sales ord.
		C Sales order
		D Indiv.cust./project
		E Ind. cust. w. KD-CO
		F Order
		G MTS prod./project
		K Cost center
		M Ind. cust. w/o KD-CO
		N Network
		P Project
		Q Proj. make-to-order
		T All new aux.acc.ass.
		U Unknown
		X All aux.acct.assgts.
		15 Entries Found
2- Plant	R	Enter the Plant number (A110)
3- Qty	R	Enter the requested quantity. (Qty should be only "one" for each line item)

4- Asset	R	Requested department should enter the asset number or choose it from the list.
		Cr Main Asset Number (1) 332 Entries Found
		▼         ▼         ■
5- Requisitioner	R	Class         Asset description         Acct.d.         Cap.date         Asset           3000         CHAIRS         300000         00.00.0000         30000018         •           3000         CHAIRS         300000         00.00.0000         30000019         •           3000         CHAIRS         300000         00.00.0000         300000020         3000000000000000000000000000000000000
	ĸ	requested the material(s) and his extension phone number. (i.e. Tarek 5672)
6- PGr	R	Enter the Purchase Group who should handle this requisition from the Purchasing Department or choose from the list. Purchasing group (1) 16 Entries Found Restrictions Festrictions Festrictions Fer Description Telephone Fax Number D01 Agriculture G01 Transprt.,Services G02 Others I01 Intl Purch Grant I02 Intl P.,Non-Grant L01 Off&Lib Eq&Supp L03 Sci,Med,WWS Eq⋑ L03 Sci,Med,WWS Eq⋑ L04 IT Eq &Supp, S/W L05 N/W,Safety Eq& Sup L06 AthI,A/V,Cloth L07 Housing Eq⋑ L08 SP,Edu,Theat. Supp L09 AC, Furn. Vehic. N01 Insurance T01 Travel 16 Entries Found
7- POrg	R	Purchase Organization number, enter (A100)
8- Unit	R	Justify the Unit of Measure for the requested item.
9- Short Text	R	For Asset item, the requested department will be required only to enter a short text for the requested item. <b>Note:</b> Material Code is not required for asset account assignment.
10- Tracking Number	R	Number or Text that facilitates the monitoring of the procurement of required materials or group together the purchasing documents that exist for a certain material requirement.

11- Matl Group	R	choose fro with "AS" for asset number Material Restr	group (1) 343 Entries Foun® ictions ∇ IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Group starts of the created	
		Mati gro	Matl grp description		
		AS8000	AST-ART&HSTR TREASUR		
		AS1010	AST-Building		
		AS4010	AST-Buses		
			AST-CAPTL'D Licns SW AST-Cattle/Cows		
		AS9000 AS2000	AST-Calle/Cows		
		AS2000	AST-Cool &Heat Equip		
		AS5010	AST-Cptl Inhs Dvp SW		
			AST-Fixtures		
		AS4050	AST-Frkift/lodr/Cran		
		AS3000	AST-Furniture		
		AS9010	AST-Lamb/Sheeps		
		343 Entrie	es Found		
12- Delivery Date	0	Modify and change the delivery date according the needs of the requested department.			
13- Valuation Price	R	Price for u	nit item.		

# III. Account Assignment "P Project (Grant)":

Purchase requisition Edit	Goto Environment System	Help								
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Create Purchase Re	equisition									
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	faterial Short text 00266 LAMP FOR DATA SHOW	Quantity Un C Deliv.da Matligi 10 EA D 09.08.200 AVisu	roup Plant POrg PGr Requis TrackingNo Des al St Ameri A100 L01 xvz T1	vendor Fixed vend Agmt. Ite						
📔 item 1 (	10] 100266 , LAMP FOR DATA S	HOW PANASONIC ET-LA70 🖹								
Material data 🛛 Qu	uantities/dates 🛛 Valuation 🗸	Account assignment 🛛 🖌 Sourc	e of supply Status Contact person Te	xts Delivery address						
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G/L account no.	61100080									
Business Area	A001									
CO Area	A100									
Cost Center	-									
WBS element	0921000021 4	Network								
Fund Functional Area	10100000	Grant	AUCDUMMYGRANT							
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Valuation price	100.00 <b>17</b> EGP	/ 1 EA	Total value 1,000.00	EGP						
Goods receipt			Total value 1,000.00	EGP						
<ul> <li>Inv. Receipt</li> </ul>										
GR Non-Val.										

1- Account Assignment	R	Choose (P) for Project (Grant)
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		Restrictions
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		A <sup>+</sup> AcctAssgntCateg De
		A Asset
		B MTS prod./sales ord.
		C Sales order
		D Indiv.cust./project
		E Ind. cust. w. KD-CO
		F Order
		G MTS prod./project
		K Cost center
		M Ind. cust. w/o KD-CO
		N Network
		P Project
		Q Proj. make-to-order
		T All new aux.acc.ass.
		U Unknown
		X All aux.acct.assgts.
		15 Entries Found
2- Plant	R	Enter the Plant number (A110)
3- Qty	R	Enter the requested quantity.

4- WBS Element	R	Requested department should enter the WBS Element number or choose it from the list.				
		© Work Breakdown Structure Element (WBS Element) (1) 92 Entries Found □ ☑				
		WBS element: Project definition , Functional area				
		Description Functional Ar. WBS element				
		Restricted endowmentPress Endowment Fd 9000 0591010012				
		Grant BE03 - UNESCO 3050 09140700022				
		Aid Asha Grant 1339-901 Cost reimbursed 2050 0921000021				
		Aid Asha Grant 1339-901 - Fixed Assets 2050 09210000211 SRC Cost sharing AID ASHA Grant 1339-901 2050 0921000022				
		SRC Cost Sharing -AID ASHA Fixed Assets 2050 0921000023				
		Ford Foundation Grant - Research 2050 0921010021				
		Ford Grant - Asset         3000         09210100211           Ford Foundation Grant - Cost sharing         2050         0921010022				
		92 Entries Found				
5- Requisitioner	R	Indicates the short name of the person who				
		requested the material(s) and his extension phone				
		number. (i.e. Tarek 5672)				
6- PGr	R	Retrieved from the Material Master.				
7- POrg	R	Purchase Organization number, enter (A100)				
8- Unit	R	Retrieved from the Material Master.				
9- Material Code	R	Choose the Material Code from the material list				
		Material Number/Material Description				
		Material description Language Materi				
		CELLOTAPE ROLL 5CM WIDE EN 100001				
		CELLOTAPE GOLDEN 18MMX25M EN 100002				
		SCOTCH TAPE EN 100004				
		SCOTCH TAPE ROLL TAIWAN EN 100005 SCOTCH TAPE DISPENSER EN 100006				
		ENVELOP KRAFT FS AUTOSEXI EN 100007				
		ENVELOP KRAFT 17.5X25 EN 100008 ENVELOP KRAFT A4 AUTOSEXI EN 100009				
		ENVELOP KRAFT A4 AOTOSEAT EN 100009 ENVELOP KRAFT A3 SELIF ADHESIVE EN 100010				
		ENVELOP KRAFT A4 SELIF ADHESIVE EN 100011				
		ENVELOP KRAFT A5 SELIF ADHESIVE EN 100012  PEN BIC EN 100013				
		441 Entries Found				
10- Tracking Number	R	Number or Text that facilitates the monitoring of the				
		procurement of required materials or group				
		together the purchasing documents that exist for a certain material requirement.				
11- Matl Group	R	Retrieved from the Material Master.				
12- Valuation Price	R	Price for <b>unit</b> item.				
13- Delivery Date	0	Modify and change the delivery date according to the needs of the requested department.				
14- Des. vendor	0	Specifies the number of the vendor suggested by the requisitioner to the purchasing department for this purchase order.				

### SAP USER MANUAL

Click on button to get the below screen and also click on button to clo Trate Purchase Requisition Trate Purchase Requisition Trate Addition of the state of the screen of the state of the screen
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Purchase requisition       Edit       Goto       Environment       System       Help         Image: System Purchase Requisition       Image: System Purchase Requisition       Image: System Purchase Requisition         Image: Source determination       Image: Source determination         Header       Image: Source determination         Header       Image: Source determination         Header       Image: Source determination         Header       Image: Source of supply         Item       1 [10] 100300, CD COMBO FOR IMAC         Image: Source       Image: Source of supply         Valuation price       750.00       EGP         Valuation price       750.00       EGP         Valuation price       750.00       EGP         Valuation price       750.00       EGP
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ZGEN Departments PR       Source determination         Header       Item       1 [10] 100300, CD COMBO FOR IMAC         Item       1 [10] 100300, CD COMBO FOR IMAC       Image: Contact person Texts         Material data       Quantities/dates       Valuation         Account assignment       Source of supply       Status         Valuation price       750.00       EGP         Ø Goods receipt       Image: Contact person       EGP         Image: Non-Receipt       Image: Contact person       EGP
Header Item overview         Item       1 [10] 100300, CD COMBO FOR IMAC         Material data       Quantities/dates         Valuation       Account assignment         Source of supply       Status         Contact person       Texts         Delivery address         Valuation price       750.00         EGP       1         EGP       1         EGP       1         EGP       1         Imv. Receipt
Item overview         Item       1 [10] 100300, CD COMBO FOR IMAC       Image: Comparison of the state of the sta
Item       1 [10] 100300, CD COMBO FOR IMAC       Image: Comparison of the second seco
Material data       Quantities/dates       Valuation       Account assignment       Source of supply       Status       Contact person       Texts       Delivery address         Valuation price       750.00       EGP       /       1       EA       Total value       7,500.00       EGP         Image: Goods receipt
Valuation price 750.00 EGP / 1 EA Total value 7,500.00 EGP V Goods receipt V Inv. Receipt
<ul> <li>✓ Goods receipt</li> <li>✓ Inv. Receipt</li> </ul>
V Inv. Receipt
D MM_UD1 🗎 SAPQASSIV INS

it.

**3.** Update the following Required, **O**ptional, and **C**onditional fields, as needed:

Field	R/O/C	Description/Action
Header note: e.g. " <u>This PR has an</u> <u>attachment</u> "	0	The following text for the Header PR will just appear on PR without any reflection on RFQ or PO Texts Any t Header note
Texts for Item Details	0	The following texts for each item separately.



- 4. Click on to check if there are any mistakes. Check warning/error messages and resolve them to save and send the PR
- 5. Click on Us to save the Procurement Requisition

Result

Procurement Requisition is created with message reporting the unique PR serial number.

#### 2. Reservation from Stores

## **Work Instruction**

# **Create Reservation from Stores**

### **Purpose**

• This transaction is used by different departments to order items from different university stores.

### **Prerequisites**

• Reservation should be created for materials available in stores.

### Menu Path

To go to the *Create: Reservation: Initial Screen*, use the following standard menu path:

Logistics → Materials management → Inventory Management → MB21 Create Reservation

### **Transaction Code**

MB21

## Work Steps



For the most part, fund center must be the same as cost center.

- 4. The following letters indicate the field (status) to be updated:
  - R: Required Entry
  - **O**: Optional Entry
  - C: Conditional Entry

Create Reservation: Initial Screen			
New item			
Base date	06.08.2006	🗹 Check against cal.	
Mevement Type	201		
Plant	A110		
Reference			
Reservation			

The fields given above are described as under.

Field	R/O/C	Description/Action
Base Date	0	Defines receiving required date
		Base date 06.08.2006
Movement Type	R	Defines the movement type by clicking on Movement Type 201 2 to get drop down menu as below Construction of the state o
		Restrictors
		202       Consumption for cost center from warehouse - reversal         221       Consumption for project from warehouse         222       Consumption for project from warehouse         231       Consumption for sales order from warehouse         232       Consumption for sales order from warehouse         241       Consumption for sales order from warehouse         242       Consumption for asset from warehouse         243       Consumption for asset from warehouse         244       Consumption for asset from warehouse         251       Consumption for sales from warehouse         252       Consumption for sales from warehouse - reversal
Plant	R	Define Plant as A110 by clicking on
		Plant     A110       to get drop down menu as below
		Restrictions       Image: Control of the second

Click on	o be transferred to the foll	wing screen:	
Ø	E 🔄 📙 I 🛠 😧 😡 I	) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	
Create Reserv	ation: Collective Proc	ssing	
🗋 💽 🛅 Delete iter	n(s)		
Movement Type	201 GI for cost center		
		Goods recipient	
Business Area	A001	Fund 10100000	
Funds Center	11000	Cost Center 11000	
Commission	PRESIMPLES	Functional Area 1000	
Grant	AUCDUMMYGRANT	Earmarked funds 0	
			🕈 Mehr
14			
Items Itm Material		antity in UnE Plnt SLoc Batch	M
1 100024		CAR ATTU SS01	
		A110	
3		A110	
4		A110	
5		A110	<u> </u>
6	I	A110	

The fields given above are described as under.

Field	R/O/C	Description/Action
Goods Recipient	0	Defines the reciepent name
		Goods recipient
Fund	R	Defines the Fund by clicking on         Fund (1) 13 Entries Found         Search Using Attributes         Search Using Attributes

Field	R/O/C	Description/Action
Fund Center	R	Define fund center by clicking on           Funds Center           To get drop down menu as below           Colspan="2">C
Cost Center	R	Define cost center by clicking           Cost Center         11000           Cost Center         11000           Cost Center         11000           Cost Center         11000           Cost Center (1) 216 Entries Found         Cost Center (1) 216 Entries Found           Cost center by Functional Area         Cost center Cost corter         Standard Hierarchy           Cost center by Functional Area         Cost center         Standard Hierarchy           Cost Center (2) 216 Entries Found         Cost center         Standard Hierarchy           Cost Center (2) 216 Entries Found         Cost center No         Standard Hierarchy           Cost Center CoAr CoCod         Coct (CC (Person Responsible Short text         Language Vail From (c           Cost Center 1 CoAll V bin         SALES         EN         01011997 3112 9999           10100         CA00 A100 H         Hankal         DEPT-SOC ANT & PSY         EN         01011900 3112 9999           10100         A100 A100 H         E Hermades         DEPT-ARABIC STUDY         EN         01011900 3112 9999           10200         A100 A100 H         D Blanks         DEPT-POLITICAL SCI         EN         01011900 3112 9999           10300         A100 A100 H         E Hadwin         DEPT-POLITICAL SCI         EN         01011
Material	R	Choose Material by clicking on

	Field	R/O/C	Description/Action	
	Quantity	R	Enter the number of quantities required.	
	SLoc	R	Define store location by clicking on to get drop down menu as below Storage location (1) 7 Entries Found Restrictions V V V V V V V V V V V V V	
Click on to save the reservation and to get a reservation Number.				
	Result			
Reservation is	s created.			