ME51N: CREATE A PURCHASE REQUISITION FOR GOODS PROCURED WITH A CONTRACTING OFFICE

1. Execute Transaction Code = ME51N

CREATE PURCHASE REQUISITION SCREEN

2. Purchase Requisition Document Type Field = SPS PR (Choose by clicking on the drop down)

HEADER SECTION

3. Header Text Field = Description of Procured Item [Preceded with a Colon (:)]

ITEM OVERVIEW SECTION

4. Account Assignment Category (Acct Assignment Cat.) Field = (U=Unfunded; K=Cost Center; P=Project)
5. Short Text Field = Short description of what is being procured
6. Quantity Field = Quantity to be ordered
7. Unit of Measure (Un) Field = [Ex/ TN (Net Ton)]
8. Delivery Date (Deliv. Date) Field = Delivery Date Required
9. Material Group (Matl Group) Field = Choose from Match-Code (Derived from EOR)
10. Plant Field = Purchasing Group's Installation
11. Purchasing Group (PGr) Field = Contracting Office that the Purchase Requisition is routed to
12. Purchasing Organization (POrg) Field = ARMY

ITEM DETAIL SECTION

13. Click on the Valuation Tab
14. Valuation Price Field = Amount of the Purchase Requisition
15. Click on the Customer Data Tab
16. Click on the PR Gen Tab under the Customer Data Tab

POC INFO/APPROVING OFFICER SECTION

17. Full Name Field = Supply Officer
18. Telephone Field = Supply Officer Telephone Number
19. Click on the Workflow Tab under the Customer Data Tab

PR ROUTING KEYS SECTION

20. Requester/Approval DoDAAC Field = The DoDAAC for the requesting installation (It facilitates the routing of requisitions to the appropriate end users for approval)
21. Click on the Contracts Tab under the Customer Data Tab

ITEM DETAILS FOR CONTRACTING

22. NAICS Field = North American Industry Classification System Code that identifies type of industry associated with procured item
23. If NAICS Code is unknown, Click on the Match-Code Box to search

NAICS CODE SEARCH CRITERIA SCREEN

24. NAICS Code Description Field = description of procured item with wildcard indicators (Ex/ *gravel*)
25. Click Start Search Button
26. Double-click on appropriate NAICS Code or highlight and click the Green Check Mark in the top left corner of the screen
27. Click the Check Button on the Menu Bar
28. If no error messages occur, Click the Save Button on the Menu Bar
29. Record the Purchase Requisition Number in the bottom left corner of the screen