



# Project – SUGAM

## User Manual

Process Name: Create Material PR  
Process Number: 04



### DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	MATERIAL MANAGEMENT	Create Material PR
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER -
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra
UNSER MANUAL NUMBER	PROCESS NAME	
04	CREATE MATERIAL PR	

### AUTHORS & PARTICIPANTS

Role	Name
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Consultant	Sri.Madan Balasaheb Magar
Workshop Participants	

### Revision History

Date	Document Version	Document Revision Description	Author	Reviewer
	V0	Draft for review	Madan Magar	Ashok Kumar Jhanwar



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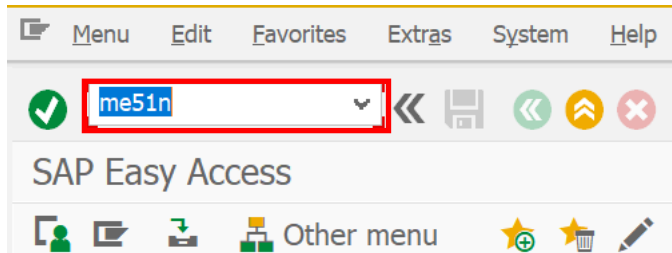
### Process Number: 04



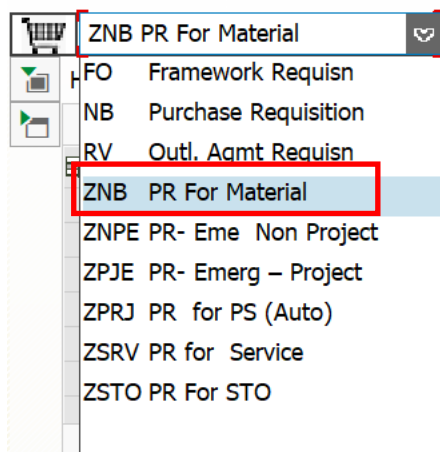
SAP T-code	ME51N
Process	Create PR

#### SAP Easy Access

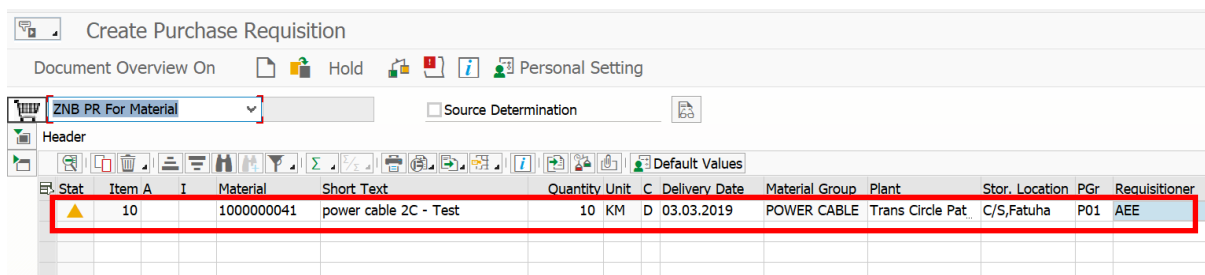
##### 1. Enter Tcode: ME51N



Select proper PR document type



Enter material number, Quantity, Delivery date, Plant, Storage location, Purchasing group, Requisitioner





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Click on Check

Create Purchase Requisition

Document Overview On Hold Personal Setting

ZNB PR For Material  Source Determination

Header

Stat	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location
	10		1000000041	power cable 2C - Test	1	KM	D	03.03.2019	POWER CABLE	Trans Circle Pat.	C/S,Fatuha

Item: 1 [ 10 ] 1000000041 , power cable 2C - Test

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

AccAssCat:  Distribution: Single Account Assignment CoCode: 1000 BSPTCL

CO Area:  Fund:  Functional Area:  Funds center:  Grant:  Commitment item: 140000

Earmarked funds:

No messages issued during check

Click on Save

Purchase Requisition Edit Environment System Help

After saving following information message shown

Purchase requisition number 1000000066 created



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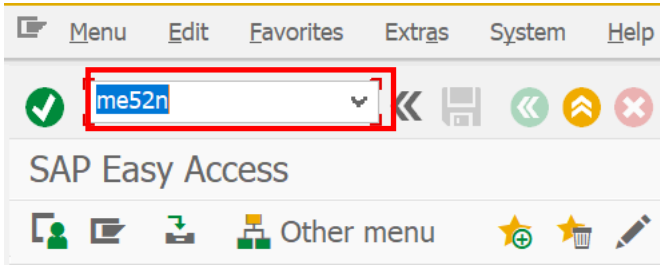
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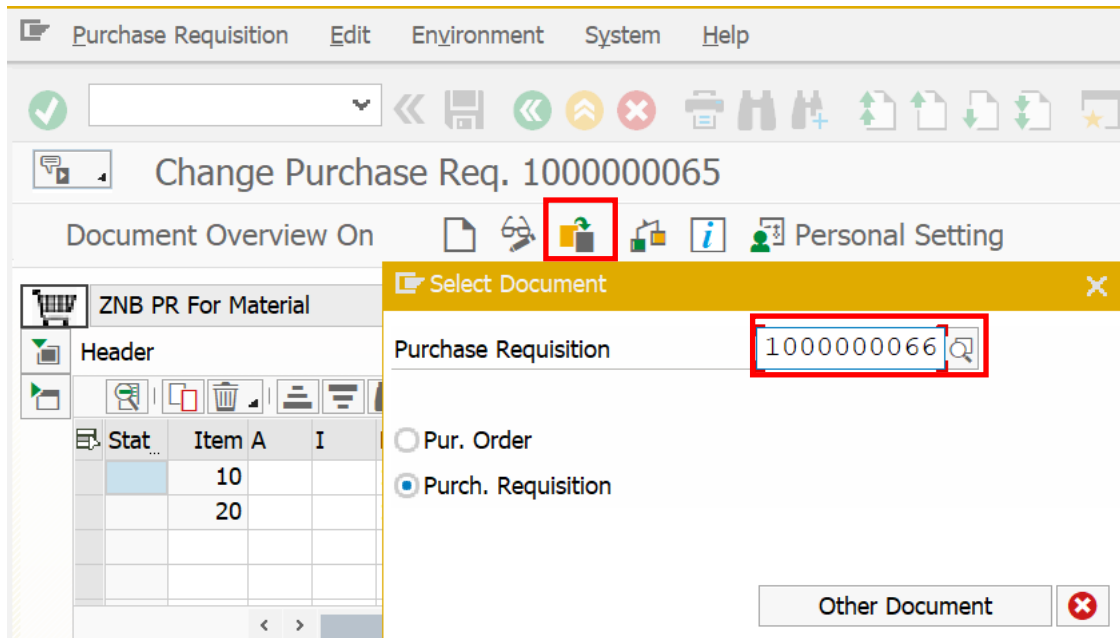
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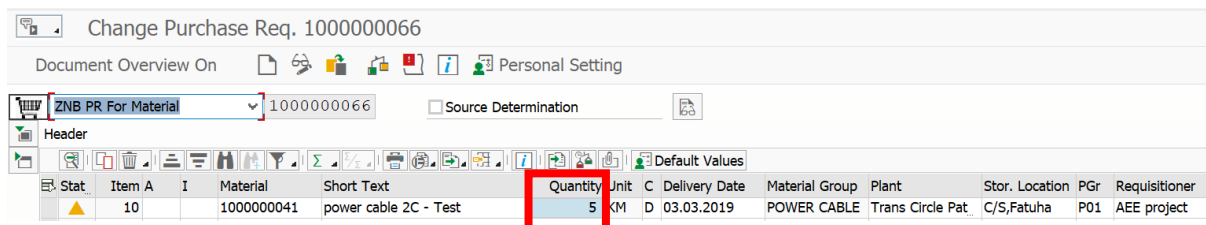
## 2. Change PR



Click on Other PR and Enter PR number in which we want to change.



Change PR and Save.





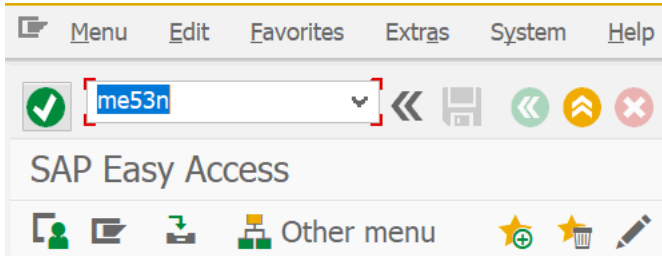
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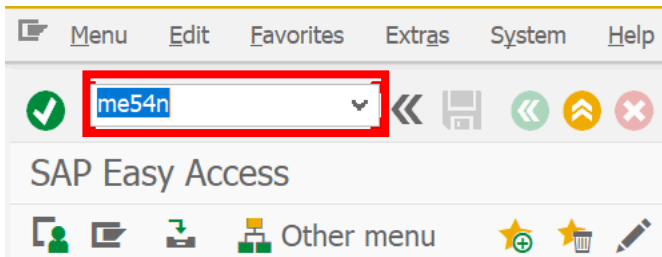
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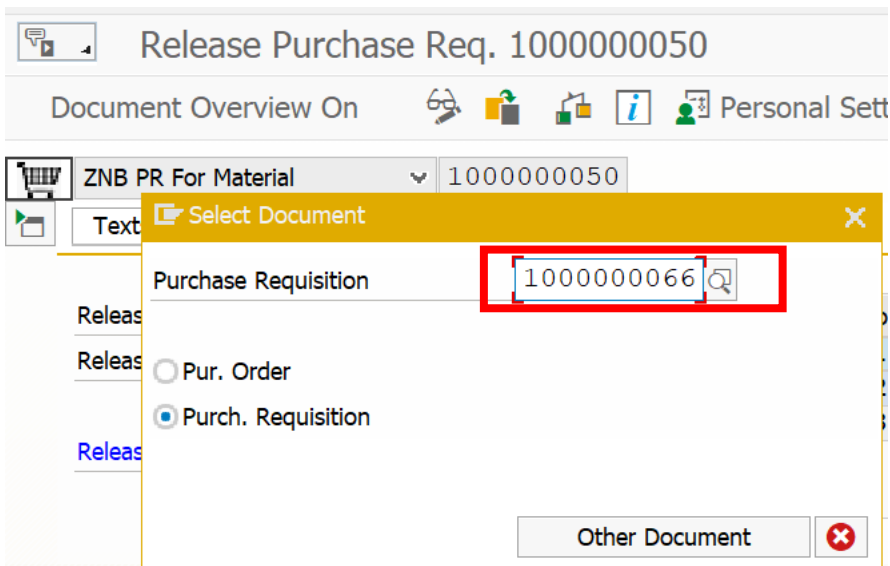
### 3. Display PR.



### 4. Release PR



Open Required PR





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Click on Release PR

Release Purchase Req. 1000000066

Document Overview On Personal Setting

ZNB PR For Material 1000000066

Texts **Release strategy**

Release group	D2	PR_RELEASE
Release Strategy	DE	PR RELEASE
Release Indicator	X	Blocked

Code	Description	Status	Relea...
01	EEE		
02	ESE		
03	CE		

Click on Save.

ZNB PR For Material 1000000066

Texts **Release strategy**

Release group	D2	PR_RELEASE
Release Strategy	DE	PR RELEASE
Release Indicator	2	RFQ/purchase order

Code	Description	Status	Relea...
01	EEE		
02	ESE		
03	CE		



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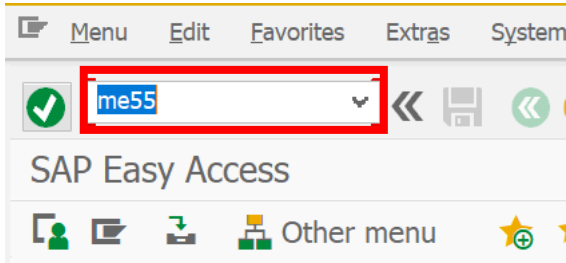
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## 5. Collective Release



Select proper Release Group, Release code and execute.

Grp Code	Description
D2 01	EEE
D2 02	ESE
D2 03	CE

Collective Release of Purchase Requisitions

Release Code: 01

Release group: D2

Release Prerequisite Fulfilled

Requisitions for Overall Release

Requisitions for Item-Wise Release

Release PR which you want to approve.

Collective Release of Purchase Requisitions

Item	Release	S	Delet.ind.	I	A	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	SLoc	PGr
10	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>			1000000026	power cab...	16	KM	D	20190114	CAB-POW...	1100	1000	P01
<b>Purchase Requisition 1000000034</b>															
10	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>			1000000024	control ca...	4	KM	D	20190118	CAB-CONT	1100	1000	P01
<b>Purchase Requisition 1000000038</b>															
10	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>			1000000024	control ca...	10	KM	D	20190120	CAB-CONT	1100		P01
<b>Purchase Requisition 1000000046</b>															
10	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>			1000000024	control ca...	10	KM	D	20190121	CAB-CONT	1100		P01



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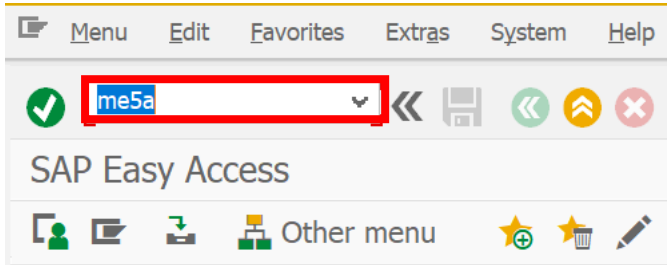
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## 6. Display PR list



Click Execute.

List Display of Purchase Requisitions



Purchase requisition		to		
Purchasing group		to		
Material	1000000041	to		
Material group		to		
Requirement tracking number		to		
Plant		to		
Document Type		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Release Date		to		
Materials Planner/Controller		to		
Processing Status		to		
Fixed Supplier		to		
PRReq. processing state		to		
Blocking Indicator		to		
Requisitioner				
Short Text				
Sort Indicator	1			





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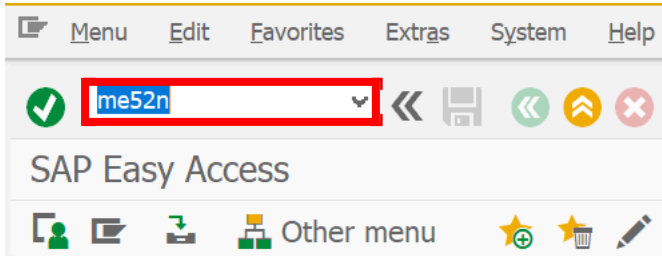
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#### 7. Short close PR:



Select Close Checkbox and Save

ZNB PR For Material 1000000066  Source Determination

Texts **Release strategy**

Release group	D2	PR_RELEASE	Code	Description
Release Strategy	DE	PR RELEASE	01	EEE
			02	ESE
			03	CE

Release Indicator 2 RFQ/purchase order

Item Overview

Item 1 [ 10 ] 1000000041 , power cable 2C - Test

Material Data **Quantities/Dates** Valuation Account Assignment Source of Supply

Quantity	5	KM	Delivery date
Quantity ordered	0	KM	Request date
Open quantity	5	KM	Release Date
<input type="checkbox"/> Closed			Pl. Deliv. Time
<input type="checkbox"/> Fixed ID			GR proc. time