

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							

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



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Americas | EU | ASIA | AUS

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

Create Purchase Requisition								
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🔁 Stat Item A I Material Short Tex	xt	Quantity Unit	C Delivery Date	Material Group	Plant	Stor. Location	PGr	Requisitioner
▲ 10 100000041 power ca	▲ 10 1000000041 power cable 2C - Test 10 KM D 03.03.2019 POWER CABLE Trans Circle Pat C/S,Fatuha P01 AEE							AEE



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Click on Check

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After saving following information message shown

Purchase requisition number 100000066 created



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2. Change PR



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

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Change PR and Save.

Change Purchase Req. 100000066								
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🗟 Stat_ Item A I Material Short Text Quantity Jnit C Delivery Date Material Group Plant Stor. Location	PGr Requisitioner							
▲ 10 1000000041 power cable 2C - Test 5 (M D 03.03.2019 POWER CABLE Trans Circle Pat_ C/S,Fatuha	P01 AEE project							



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3. Display PR.



4. Relese PR



Open Required PR

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Click on Rlese PR

Release Purchase Req. 100000066						
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ZNB PR For Material Texts Release strategy	✓ 100000066		63			
Release group Release Strategy Release Indicator	D2 PR_RELESE DE PR RELEASE X Blocked	CodeDescription01EEE02ESE03CE	Status Relea			
Click on Save.	✓ 100000066		63			
Release group Release Strategy Release Indicator	D2 PR_RELESE DE PR RELEASE 2 RFQ/purchase order	CodeDescription01EEE02ESE03CE	Status Relea			



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5. Collective Relese

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Select proper Relese Group, Relese code and execute.

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Grp	Cod	e Descrip	otion 🛛					
D2	01	EEE						
D2	02	ESE						
D2	03	CE						

Collective Release of Purchase Requisitions

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Release Code	01
Release group	ت <mark>م</mark> D2
Release Prerequisite Fulfilled	
Requisns for Overall Release	
✓ Requisns for Item-Wise Release	

Relese PR which you want to approve.

Collective Release of Purchase Requisiti

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₽	Item	Poloaso	s	Delet.ind.	I	А	Material	Short Text	Quantity	/ Unit	С	Delivery Date	Matl Group	Plant	SLoc	PGr
	10	- 4/	Ν				100000026	power cab	16	KM	D	20190114	CAB-POW	1100	1000	P01
	Purchase Requisition 1000000034															
	10	4/	Ν				100000024	control ca	4	KM	D	20190118	CAB-CONT	1100	1000	P01
	Purchase Requisition 1000000038															
	10	4/	Ν				100000024	control ca	10	KM	D	20190120	CAB-CONT	1100		P01
	Purchase Requisition 1000000046															
	10	4/	Ν				100000024	control ca	10	KM	D	20190121	CAB-CONT	1100		P01



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6. Display PR list



Click Execute.

List Display of Purchase Requisition	IS		
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Purchase requisition		to	
Purchasing group		to	<u></u>
Material	1000000041	ک	<u></u>
Material group		to	<u></u>
Requirement tracking number		to	<u></u>
Plant		to	<u></u>
Document Type		to	<u></u>
Item Category		to	<u></u>
Account Assignment Category		to	<u>_</u>
Delivery Date		to	<u></u>
Release Date		to	<u></u>
Materials Planner/Controller		to	<u>_</u>
Processing Status		to	<u>_</u>
Fixed Supplier		to	<u>_</u>
PReq. processing state		to	
Blocking Indicator		to	<u></u>
Requisitioner			
Short Text			
Sort Indicator	1		



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7. Short close PR:



Select Close Checkbox and Save

Ē	ZNB PR For Mater	ial 🗸	100	0000066		Source De	etermina	ation
	Texts Releas	se strategy						
	Release group		D2	PR_RELESE			Code	Description
	Release Strategy		DE	PR RELEASE			01	EEE
							02	ESE
	Release Indicator		2	RFO/purchase	order		03	CE
				na e/parenase	oraci			
	Item Overview							
	Item	1 [10] 10	00000	041 , power ca	ble 2C - T	Test		✓
	Material Data	Quantities/Da	ates	Valuation	Account	Assignm	ent	Source of Supply
			_		_			
	Quantity		5			KM	Delive	γ date
	Quantity ordered		0			KM	Reque	st date
	Open quantity		5			KM	Releas	e Date
	Closed						Pl. Del	iv. Time
	Fixed ID						GR pro	oc. time