



BUSINESS PROCESS DOCUMENT

Customer	1001	CapFrance BAT
Project Name	10-110	le SAP
Module	MM	Materials Management
Business Process	10-010	Purchase Requisition
Issue Date	11-Jun-11	
Revision	1.0	

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About Document

Document Control

Customer Number	1001
Customer Name	CapFrance BAT
Project Number	10-110
Project Name	le SAP
Document Type	<Business Process Document>
Module	<MM> - <Materials Management>
Document No	10-010
Document Name	Purchase Requisition
Issue Date	<11-Jun-11>
Revision	1.0

Document Approval

Document	Project Role	Name	Date
Prepared by	Application Consultant		11-Jun-11
Reviewed by	Project Manager		Click here to enter a date.
Approved by	Project Manager		Click here to enter a date.
	Customer Project Manager		Click here to enter a date.

Document Approval

Version	Changed by	Effective Date	Reasons for Change	Sections/Pages Revised
		Click here to enter a date.		
		Click here to enter a date.		
		Click here to enter a date.		

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Icons Used

Use the following symbols selectively where you need highlight a particular portion of the document and to draw the attention of the user

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	External Process
	Business Process Alternative/Decision Choice
	Manual Entry
	SAP Form generated. Choose Print option
	SAP Report generated. Choose Print option

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Document Preparation Instructions

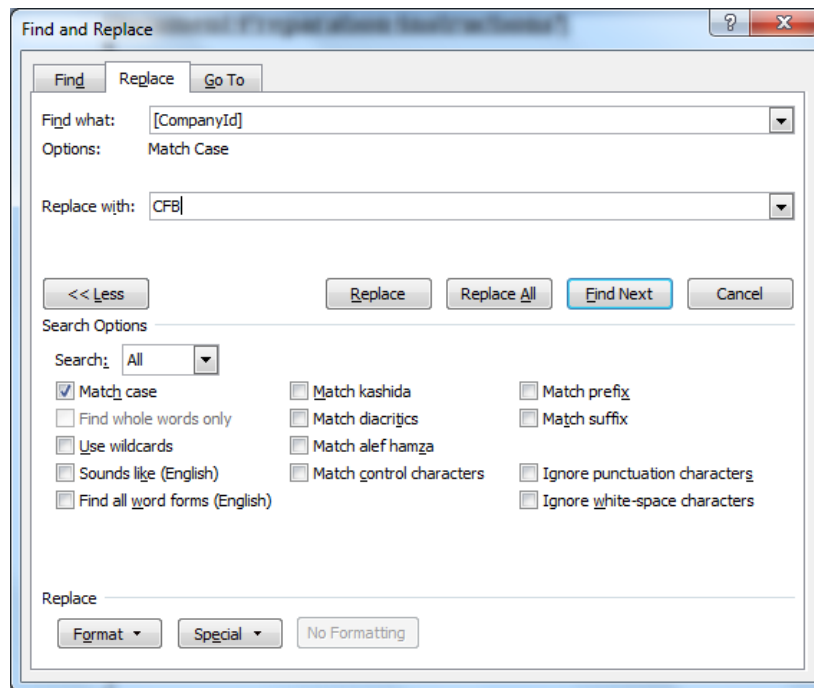
Please select the text in the column below and replace for each of them at the start of the document preparation

Replacement Text Type	Replacement Text Example
[CompanyId]	CFB
[CompanyName]	CapFrance Bat
[ProcessGroup}	Purchasing
[ProcessName]	Purchase Requisition
[Module]	MM
To add more	

How to do it

1. Press **Ctrl-F**
2. Select **“Replace”**
3. Enter the ‘**Replacement text type**’ in **“Find What”**
4. Enter the ‘**Replacement text**’ in **“Replace with”**
5. Ensure **“Match Case”** is ticked
6. Press **“Replace All”**
7. If you have to select a particular open window (as below), then press **FN-ALT-PrtSC** simultaneously

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Example for use of Icons



- Please ensure you have been assigned a user name (Check with System Administrator)
- Ensure that the role specific to you has been assigned in your User Profile (Check with System Administrator)

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1. Introduction

1.1 Purpose

This scenario describes the typical processes used in the construction industry to generate and process purchase requisitions (PRs).

Purchase Requisition (PR) is an internal purchasing document in SAP. It is used to give notification to responsible department (purchasing/procurement) of requirements of materials and/or external services and keep track of such requirements.

It authorizes the Purchasing department to purchase materials or services in specific quantities within a specified time frame. As a approval process it is a check on budget availability. If the funds are not available, the Department manager or authorized personnel take a decision to release or not to release purchase requisition for further process.

PR must contain information about quantity of a material or a service and the required date.

Purchase Requisitions can be created in two ways.

1. It can be created manually by a person
2. It can be created automatically from Projects, Material Requirements Planning, Maintenance Order

Purchase Requisitions are used in Construction Industry as mentioned below

1. Project Planning and Estimation Stage
 - 1.1 Requests for Quotation for Materials
 - 1.2 Requests for Quotation for Manpower
 - 1.3 Requests for Quotation for Services
2. Project Execution Stage
 - 2.1 Planned / Unplanned Materials
 - 2.2 Planned / Unplanned Services
 - 2.3 Planned / Unplanned Manpower
3. General Procurement of Materials / Services / Manpower

1.2 Definitions

PR	Purchase Requisition
RFQ	Request for Quotation
PO	Purchase Order

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1.3 Pre-Requisites

The following pre-requisites must be completed prior to initiating this process

Activity	Description
Current Period	Roll MM Period to Current Period
User id and Role	Suitable Roles needs to assign to the user id
MM Configuration	Required Configurations of MM will be completed.

In addition to the above pre-requisites, User should have the following the information to create Purchase Requisition.

- ❖ An accurate and complete description of what good or service you are purchasing, including quantities, units of measure, material group etc.,
- ❖ The name of the person who is requisitioning the good or service
- ❖ A realistic delivery date
- ❖ A meaningful tracking number – this will help you search for requisitions
- ❖ The location to which the goods will be shipped by the vendor
- ❖ If the request is from Projects, then Project WBS number, and the GL account number , Cost center

1.4 Master Data

Essential master and organizational data was created in your SAP system in the implementation phase, such as the data that reflects the organizational structure of your company and master data that suits its operational focus, for example, master data for materials, vendors, and customers.

The business process is enabled with this organization-specific master data, examples which are provided below

Org. Structure	Value	Comment
Company Code	1000	Company Code 1000
Plant	1000	Plant Code 1000
Storage Location	1000	Storage Location 1000
Purchasing Organization	1000	Purchasing Organization 1000

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1.5 Business Conditions

List one or more business conditions that must have been completed before the user starts this scenario:

Business Condition	Scenario
You have completed all steps described in the Business Process Documentation <i>Prerequisite Process Steps</i>). These process steps include the step <i>Roll MM Period to Current Period</i> . Perform this activity if the MM period in the system is not set to the current period. Usually, this activity has to be done once a month.	Prerequisite Process Steps

1.6 User Roles

The following roles have been defined for this Process – Purchase Requisition.

These roles have been designed to fulfill the particular business requirements of the process.

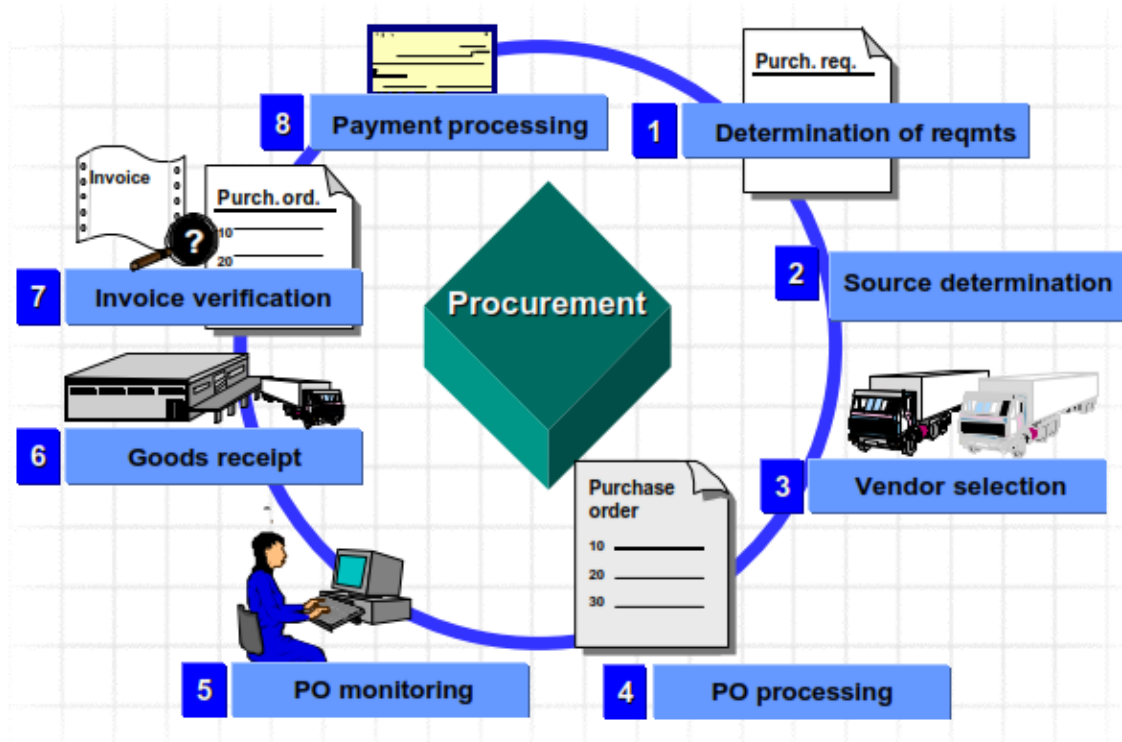
	• Please ensure you have been assigned a user name (Check with System Administrator) • Ensure that the role specific to you has been assigned in your User Profile (Check with System Administrator)
---	---

Business Role	Technical Name	Process Step
Requester	SAP_NBPR_REQUESTER-S	• Create Purchase Requisition for Materials with or without material master record • Change Purchase Requisition • Display Purchase Requisition
Department Manager	SAP_NBPR_REQUESTER-M	• Release & approve Purchase Requisition

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1.7 Process Group Overview

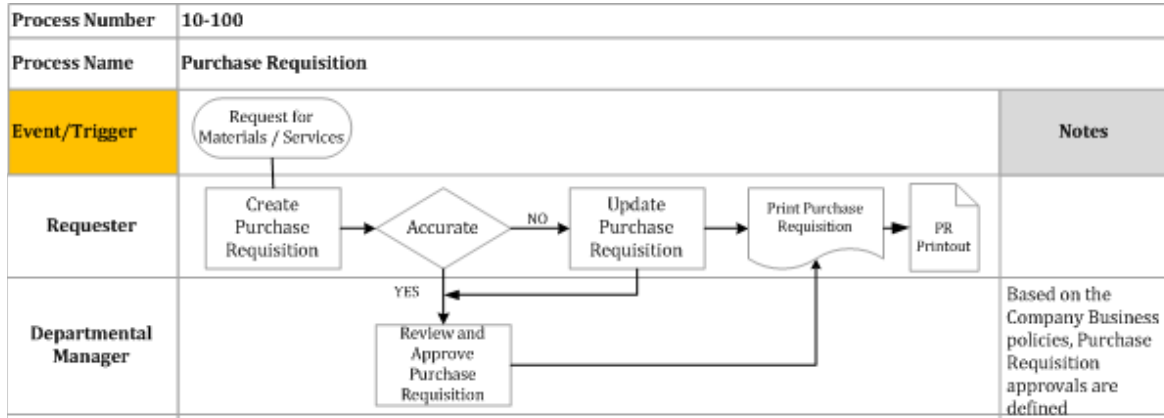
The following diagram depicts the overall process flow for the Process Group **Determination of Requirements**. The particular process within the scope of this document is highlighted.



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1.8 Process Flow

The following diagram depicts the overall process flow for [Purchase Requisition]. The particular process within the scope of this document is highlighted.



1.9 Process Steps - Summary

The following section describes the process flow diagram in detail

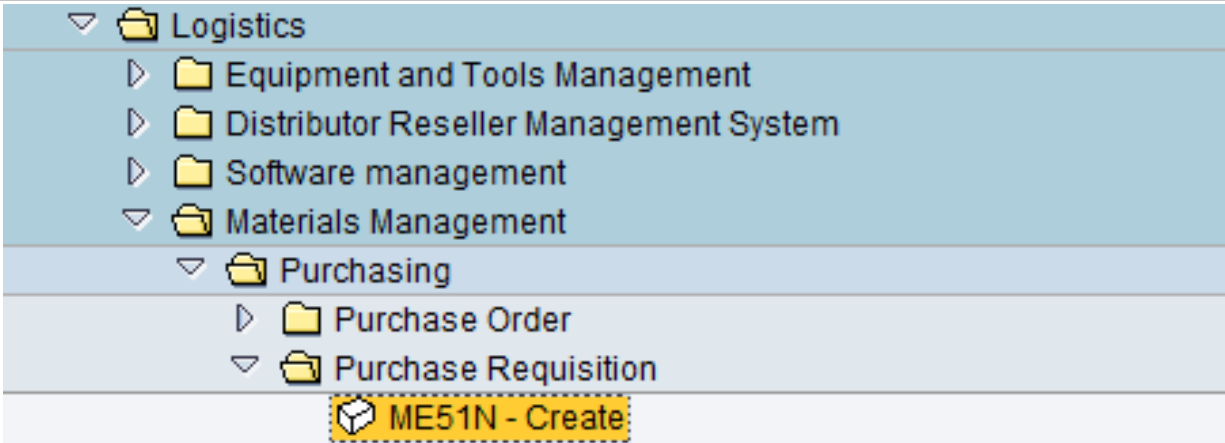
Use		Once you are ready to create the PR after having reviewed the pre-requisites and business conditions	
Step	Process Step	Performed by	Description
1	Check for the Requirements for PR	Requester	
2	Create PR	Requester	
3	Print Draft PR (if required)	Requester	
4	Submit PR for Approval and notify	Requester	Submittal of PR for approval will be thru workflow
5	Approve PR	Departmental Manager and others as determined by Release Strategy	
6	Reject PR	Departmental Manager and others as determined by Release Strategy	Notify via email or verbally for rejection
7	Print Final PR (if required)	Requester	
8	Follow up	Requester	
Result		Approved PR created, issued to purchasing department and follow-up maintained	

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1.10 Process Steps – In Detail

The following section describes the process flow diagram in detail

1.10.1 Initiate

SAP Menu Path	Logistics ? Materials Management ? Purchasing ? Purchase order ? Create
SAP T-code	ME51N
Business Role (NWBC)	
Screen View –	

1.10.2 Process: Purchase Requisition

1.10.2.1 Create a Material Purchase Requisition with Material Master

Step	Process Step	Description
	Enter data when initiating a material PR	Access the Create Requisition Note as through SAP Menu path or transaction code

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Header Note

Enter the following field values in the required fields as mentioned below



And choose enter

Field name	Description	User action and values (Example)
Header Note	It is a text box where we mention the information about the requirements of Purchasing	Please Deliver Materials as early as Possible
Material	Material code	106684
Short Text	Material Description (Automatically updates from Material Master record)	L ANCHOR BOLT 18X760 W/NUT-LIGHTING POLE
Quantity	Quantity Required	100
Unit	Purchasing unit (automatically updates from the material master record)	EA
Delivery Date	Date on which the goods are to be delivered	30.06.2011
Material Group	A material group comprises several having the same attributes	16000 (Electrical Install)
Plant	Plant in which you produce or for which you wish to procure materials or services.	1100 (Central region Plant)
Storage Location	Name of the storage location at which materials are stored.	CW01 (Central warehouse)
Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities	002

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Requested by	Indicates for whom the material shown in the Purchase requisition is to be ordered	ALI
Requirement Tracking Number	Number that facilitates the monitoring of the procurement of required materials or services. This number can relate to a requisition note or requirement notice/slip	121001
Check	Check for Accuracy	
Save	Save the Document	

 Purchase Requisition Edit Goto Environment System Help

 Create Purchase Requisition

Document Overview On  Hold  Personal Setting

NB Purchase Requisition ☐ Source Determination

Texts

Any Please Deliver Materials as early as Possible

Header note

1 Continuous-text

 Default Values

St.	Item	A	I	Material	Short Text	Quantity	Unit	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Req. Tracking Number	Des.V
	10			106684	L ANCHOR BOLT 18X760	100	EA	30.06.2011	Electrical Inst.	Central Regio	Central Wal	002	JOHN	121001	

Item 1 [10] 106684, L ANCHOR BOLT 18X760 W/NU

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address Spec2000 / SC

Material 106684 Short Text L ANCHOR BOLT 18X760 W/NU-LIGHTING POLE

Batch Revision Level

Material Group 16000 Electrical Install

Vendor Mat.

Save,

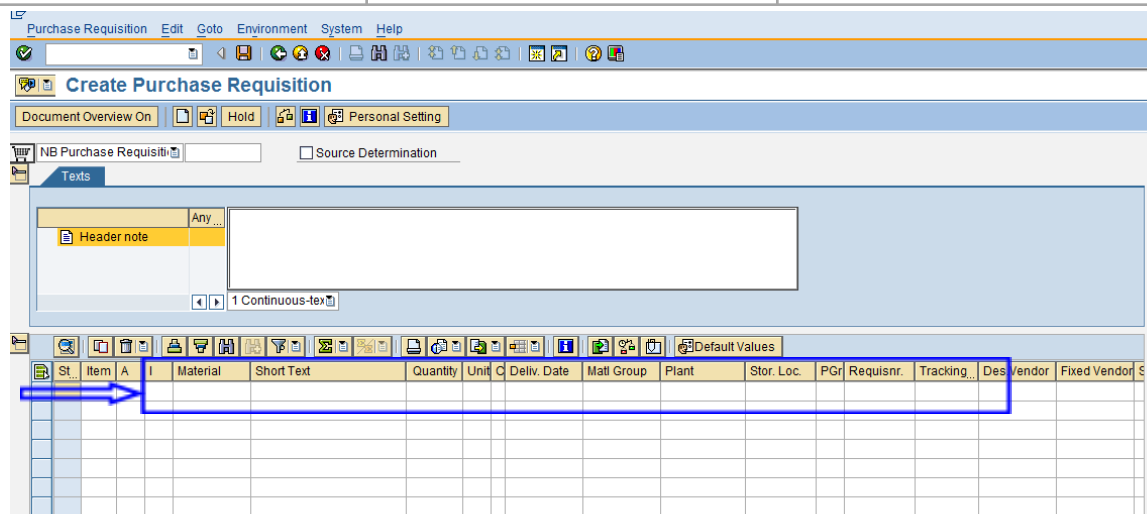
 Purchase requisition number 0010000505 created

Result	Purchase Requisition created and follow-up maintained
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1.10.2.2 Create a Material Purchase Requisition without Material Master

Step	Process Step	Description
	Enter data when initiating a material PR without Material Master	Access the Create Requisition Note as through SAP Menu path or transaction code



The screenshot shows the SAP 'Create Purchase Requisition' (ME51) transaction. The 'Texts' tab is selected, and a 'Header note' is being entered. Below the text area, a table with columns: St., Item, A, I, Material, Short Text, Quantity, Unit, C, Deliv. Date, Mat. Group, Plant, Stor. Loc., PGR, Requisition, Tracking, Des, Vendor, Fixed Vendor, S. is visible. A blue arrow points to the 'Material' column in the first row of the table.

Enter the following field values in the required fields as mentioned below



And choose enter,

Field name	Description	User action and values (Example)
Header Note	It is a text box where we mention the information about the requirements of Purchasing	Please Deliver Materials as early as Possible
Account Assignment Category	Specifies whether accounting for an item is to be effected via an auxiliary account (such as a cost center).	K
Short Text	Description of the Material	L ANCHOR BOLT 18X760 W/NUT-LIGHTING POLE
Quantity	Quantity Required	100
Unit	Purchasing unit (automatically updates from the material master record)	EA

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	Delivery Date	Date on which the goods are to be delivered	30.06.2011
	Material Group	A material group comprises several having the same attributes	16000 (Electrical Install)
	Plant	Plant in which you produce or for which you wish to procure materials or services.	1100 (Central region Plant)
	Storage Location	Name of the storage location at which materials are stored.	CW01 (Central warehouse)
	Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities	002
	Requested by	Indicates for whom the material shown in the Purchase requisition is to be ordered	ALI
	Requirement Tracking Number	Number that facilitates the monitoring of the procurement of required materials or services. This number can relate to a requisition note or requirement notice/slip	121001
	Cost Center	Code of the Cost Center, An organizational unit within a controlling area that represents a defined location of cost incurrence	1507031100
	G/L Account	The G/L account number identifies the G/L account in a chart of accounts.	318005
	Check	Check for Accuracy	
	Save	Save the Document	

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Save.

Purchase requisition number 0010000506 created

Result

PR created and follow-up maintained

1.10.2.3 Create a Service Purchase Requisition

Step	Process Step	Description
	Enter data when initiating a material PR	Access the Create Requisition Note as through SAP Menu path or transaction code

Enter the following field values in the required fields as mentioned below



And choose enter

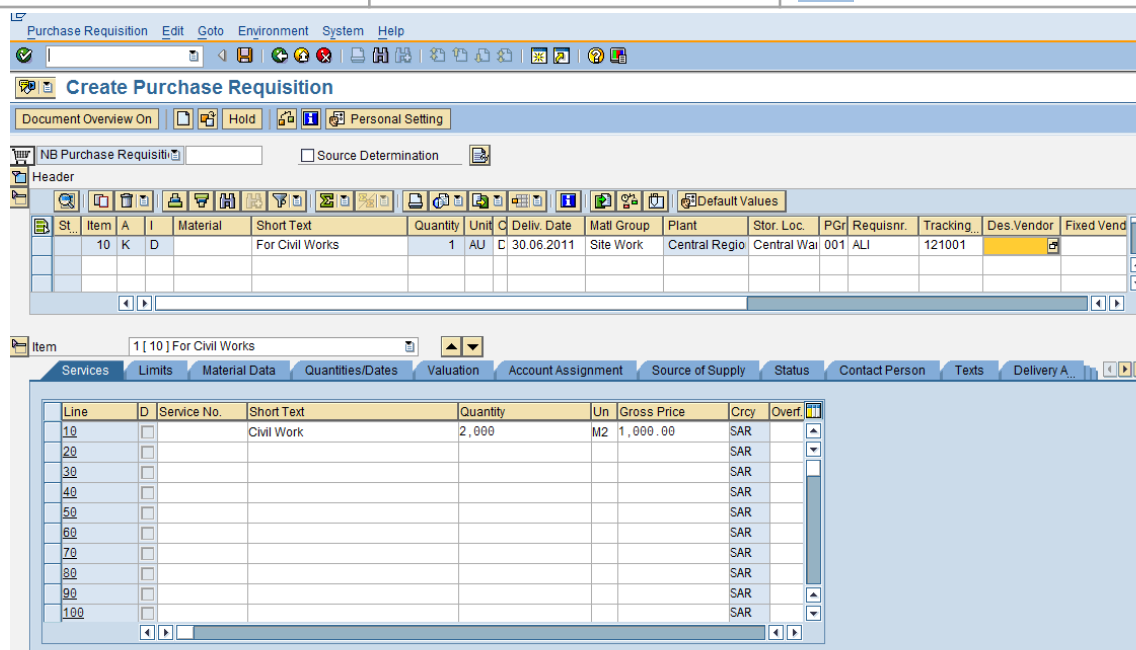
Field name	Description	User action and values (Example)
------------	-------------	---------------------------------------

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	Header Note	It is a text box where we mention the information about the requirements of Purchasing	Please arrange vendor for Civil works as early possible
	Account Assignment Category	Specifies whether accounting for an item is to be effected via an auxiliary account (such as a cost center).	K
	Item Category	Key defining how the procurement of a material or service item is controlled.	D
	Short Text	Description of the Service	For Civil Works
	Quantity	Quantity Required	1
	Unit	Purchasing unit (automatically updates from the material master record)	AU
	Delivery Date	Date on which the goods are to be delivered	30.06.2011
	Material Group	A material group comprises several having the same attributes	2000
	Plant	Plant in which you produce or for which you wish to procure materials or services.	1100 (Central region Plant)
	Storage Location	Name of the storage location at which materials are stored.	CW01 (Central warehouse)
	Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities	001
	Requested by	Indicates for whom the material shown in the Purchase requisition is to be ordered	ALI
	Requirement Tracking Number	Number that facilitates the monitoring of the procurement of required materials or services. This number can relate to a requisition note or requirement notice/slip	121001
	Cost Center	Code of the Cost Center, An organizational unit within a controlling area that represents a defined location of cost incurrence	1507031100
	G/L Account	The G/L account number identifies the G/L account in a chart of accounts.	621022

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Short Text	Description of the Service	Civil Work
Quantity	Quantity for Service	2000
Unit	Unit for Service	M2
Gross Price	Gross Price of service	1000
Check	Check for Accuracy	
Save	Save the Document	



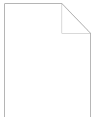
The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Header' section includes fields for 'NB Purchase Requisition' (0010000507), 'Source Determination', and 'Default Values'. The 'Item' section shows a table with columns: Line, D, Service No., Short Text, Quantity, Un, Gross Price, Crcy, and Overf. The table contains one row for 'Civil Work' with a quantity of 2,000 and a gross price of 1,000.00 SAR.

Save.

 Purchase requisition number 0010000507 created

Result	PR created and follow-up maintained
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1.10.2.4 Create a Project Purchase Requisition

Step	Process Step	Description
	Enter data when initiating a Project PR	Access the Create Requisition Note as through SAP Menu path or transaction code

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The screenshot shows the SAP 'Create Purchase Requisition' window. The 'Texts' tab is selected, and a 'Header note' is being entered. Below the text area is a table with columns: St., Item, A, I, Material, Short Text, Quantity, Unit, C, Deliv. Date, Mat. Group, Plant, Stor. Loc., PGr, Requisnr., Tracking, Des. Vendor, Fixed Vendor. A blue arrow points from the 'Header note' field to the 'Material' column of the first row in the table.

Header Note

Enter the following field values in the required fields as mentioned below



And choose enter

Field name	Description	User action and values (Example)
Header Note	It is a text box where we mention the information about the requirements of Purchasing	Please arrange vendor for Civil works as early possible
Account Assignment Category	Specifies whether accounting for an item is to be effected via an auxiliary account (such as a cost center).	P
Item Category	Key defining how the procurement of a material or service item is controlled.	D
Short Text	Description of the Service	For Civil Works
Quantity	Quantity Required	1
Unit	Purchasing unit (automatically updates from the material master record)	AU
Delivery Date	Date on which the goods are to be delivered	30.06.2011
Material Group	A material group comprises several having the same attributes	2000
Plant	Plant in which you produce or for which you wish to procure materials or services.	1100 (Central region Plant)
Storage Location	Name of the storage location at which materials are stored.	CW01 (Central warehouse)

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	Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities	001
	Requested by	Indicates for whom the material shown in the Purchase requisition is to be ordered	ALI
	Requirement Tracking Number	Number that facilitates the monitoring of the procurement of required materials or services. This number can relate to a requisition note or requirement notice/slip	121001
	WBS Element	A structural element in a work breakdown structure representing the hierarchical organization of a project. A WBS element describes a task or a partial task that can be divided.	CKSAW.2000.1
	G/L Account	The G/L account number identifies the G/L account in a chart of accounts.	103019
	Short Text	Description of the Service	Civil Work
	Quantity	Quantity for Service	2000
	Unit	Unit for Service	M2
	Gross Price	Gross Price of service	1000
	Check	Check for Accuracy	
	Save	Save the Document	

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Result PR created and follow-up maintained

1.10.2.6 Approval (Release) Procedure

- ❖ It is a setup of approval procedures for purchase requisitions or other purchasing documents. Under such a procedure, if a purchase requisition or external purchasing document fulfills certain conditions (e.g. the total order value exceeds SAR10, 000), it has to be approved (by the Project manager/ Department manager / Cost center manager etc.,) before it can be processed further.
- ❖ This process of approving (clearing, or giving the "green light" to) a proposed item of expenditure is replicated in the SAP System by the "release procedure".
- ❖ It is sensible to define separate release procedures for different groups of materials for which different departments are responsible, and to define separate procedures for investment goods and consumption goods.

For Approval of Purchase Requisitions, proceed as follows.

Use		Once you are ready to Release the PR after having reviewed the pre-requisites and business conditions	
Step	Process Step	Performed by	Description
1	Check for any Purchase Requisitions for Approval	Manager	Check for any Purchase Requisitions for Approval.
2	Check for budgets	Manager	If any Purchase Requisitions are available for Release, then check the budgets for respective Project / department

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Step	Process Step	Performed by	Description
3	Check for Commitment Line Items	Manager	Check for Commitment Line Items
4	Accept Purchase Requisition	Manager	Release Purchase Requisition for further processing
5	Reject Purchase requisition	Manager	Rejects purchase requisition and not allowed for further processing
6	Put on hold	Manager	Holding Purchase Requisition for Further clarifications.
Result		Approved Purchase requisition. It is issued to purchasing department and follow-up maintained	

Step	Process Step		Description
	Enter data when initiating for Release PR		

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Step 3: Display Commitment Items, T.Code: CJ15

Display Project Commitment Line Items

Report Edit Goto Extras System Help

DB profile DB profile Status Further selection criteria...

Project Management Selections (DB profile: 000000000001)

Project to

WBS Element to

Network/order to

Activity to

Materials in network to

Cost Elements

Cost Element to

Or

Cost element group

Posting Data

Expected Debit Date 01.06.2011 to 30.06.2011

☐ Open Items Only

Settings

Layout 1SAP Doc.date/object/costelem/value/quantity

Further Settings...

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Step 4: Collective Release of Purchase Requisitions, T. Code: ME55

Program Edit Goto System Help

Collective Release of Purchase Requisitions

Release Code

Release group to 

☒ Release Prerequisite Fulfilled

☒ Requisitions for Overall Release

☒ Requisitions for Item-Wise Release

Purchase Requisition to 

Material to 

Material Group to 

Purchasing Group to 

Scope of List F

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 Vendor to 

Blocking Indicator to 

Requisitioner

Short Text

Sort Indicator 1

Cost Center to 

WBS Element to 

Order to 

Asset to 

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Release Individual Purchase Requisition, T. Code: ME54N
Recent Purchase Requisition is displayed.

Release Purchase Req. 10000507

Document Overview On

NB Purchase Requisition 10000507

Texts Release strategy

Release group	PR	PR Release	Code	Description	Stat	Rel
Release Strategy	R1	Civil&Architect	CA	Civil&Architect	Δ	↗

Release Indicator ☒ Blocked

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Mati Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Des.Vendor	Fixed Vend
	10	K	D		For Civil Works	1	AU	C	30.06.2011	Site Work	Central Regio	Central Wai	001	ALI	121001		

Item 1 [10] For Civil Works

Services Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery A...

Created by InnTree InnTree Changed on 09.06.2011

Crea. Ind. R Realtime (manual)

Requisitioner ALI Tracking Number 121001

Purch. Group 001 Civil&Architect

MRP Controller

Release
Choose Release Indicator, PR will be released

Status of Release Indicator is changed 'X' Blocked to '2' RFQ/Purchase Order

Texts Release strategy

Release group	PR	PR Release	Code	Description	Stat	Rel
Release Strategy	R1	Civil&Architect	CA	Civil&Architect	✓	↗

Release Indicator 2 RFQ/purchase order

Save

Save the Document



Result

Purchase Requisition is released and follow-up maintained

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2 Supplementary Processes

2.1 List of Supplementary Processes

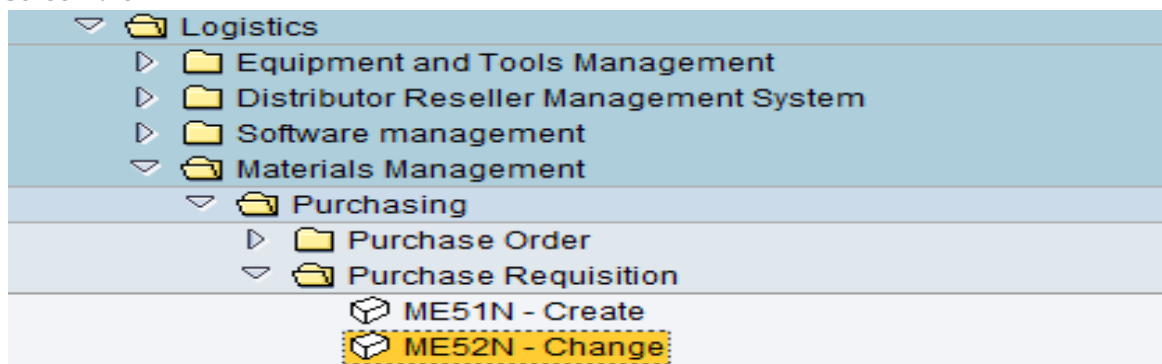
Process Name	Description
Change Purchase Requisition	Amendment of Purchase Requisition
Display Purchase Requisition	Display of Purchase Requisition
Cancel Purchase Requisition	Cancellation of Purchase Requisition

2.1.1 Change Purchase Requisition:

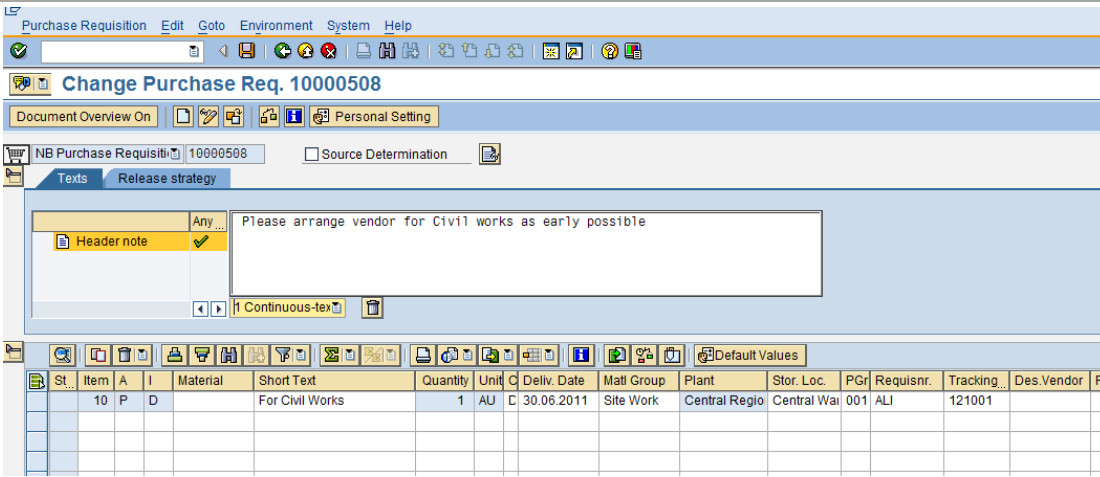
This process is used for amendments in Purchase Requisitions, with proper approvals. Changes are allowed before release of Purchase Requisition.

SAP Menu Path	Logistics ? Materials Management ? Purchasing ? Purchase Requisition ? Change
SAP T-code	ME52N
Business Role (NWBC)	

Screen View –



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Business Proc	10-010 Purchase Requisition	Module	<MM>

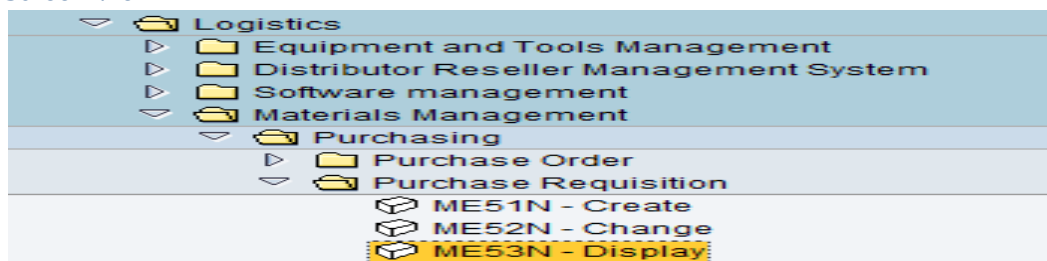
Step	Process Step	Description
	Enter data to change the PR	Access the Change PR transaction Via SAP Easy access or Transaction code
		
After doing changes, save the Purchase Requisition.		
Result	Purchase Requisition Changed.	

2.1.2 Display Purchase Requisition:

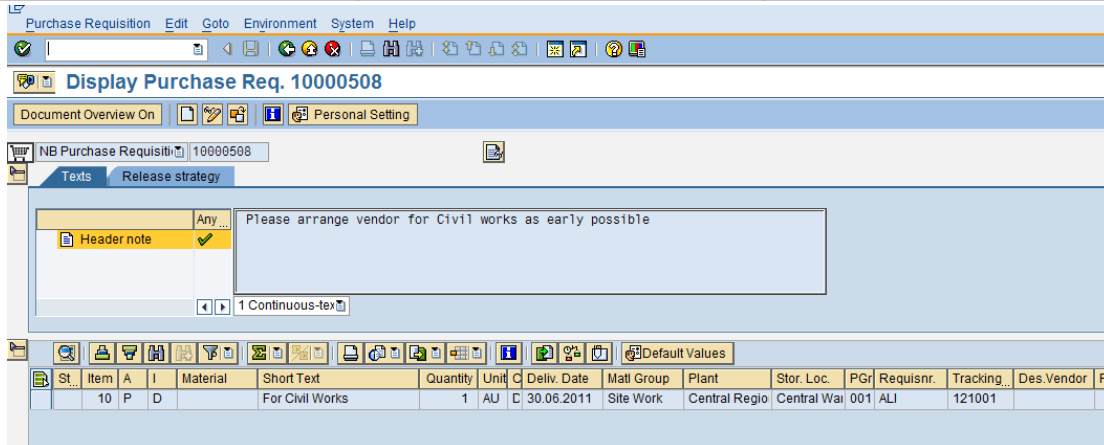
This process is used to display the Purchase Requisitions.

SAP Menu Path	Logistics  Materials Management  Purchasing  Purchase Requisition  Display
SAP T-code	ME53N
Business Role (NWBC)	

Screen View –



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Step	Process Step	Description
	Enter data to display the PR	Access the display PR transaction Via SAP Easy access or Transaction code
 The screenshot shows the SAP 'Display Purchase Req. 10000508' screen. The menu bar includes 'Purchase Requisition', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu, there are buttons for 'Document Overview On' and 'Personal Setting'. The main area shows 'NB Purchase Requisition 10000508' with a 'Texts' tab selected. A text box contains the message: 'Please arrange vendor for Civil works as early possible'. Below this, there is a '1 Continuous-text' button. At the bottom, there is a table with columns: St., Item, A, I, Material, Short Text, Quantity, Unit, C, Deliv. Date, Matl Group, Plant, Stor. Loc., PGr, Requisnr., Tracking, Des. Vendor. The table contains one row with data: 10, P, D, For Civil Works, 1, AU, 30.06.2011, Site Work, Central Regio, Central Wai, 001, ALI, 121001.		
	Result	Purchase Requisition Displayed

2.1.3 Cancel Purchase Requisition:

Cancellation of Purchase Requisition means the deletion of line items in the purchase Requisition only. Purchase Requisitions remains in the system without line items. Through archiving only Purchase Requisitions completely removed from the system.

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3 Document References

3.1 Record Retention

Outputs	Retention Period/Remarks
Purchase Requisition	5 Years,

3.2 References

Type of Document	Reference
Company Policy	
ISO 9000 Clause	
Quality Manual	
Quality Procedure	

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Business Proc	10-010 Purchase Requisition	Module	<MM>



Solution built on SAP Business All-in-One and SmartBuild from ROFF

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