

Create Purchase Requisition

Transaction Code: ME51N

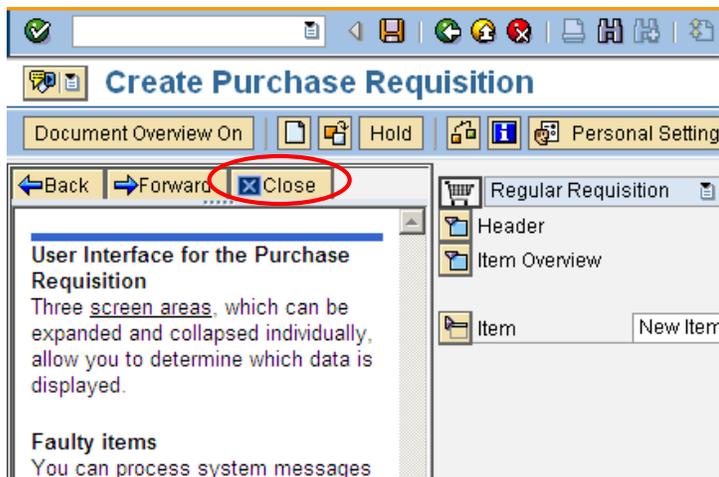
Location(s): SAP GUI

Purpose: Perform this procedure when payment to a vendor is needed and when the Procurement Credit Card is not an option.

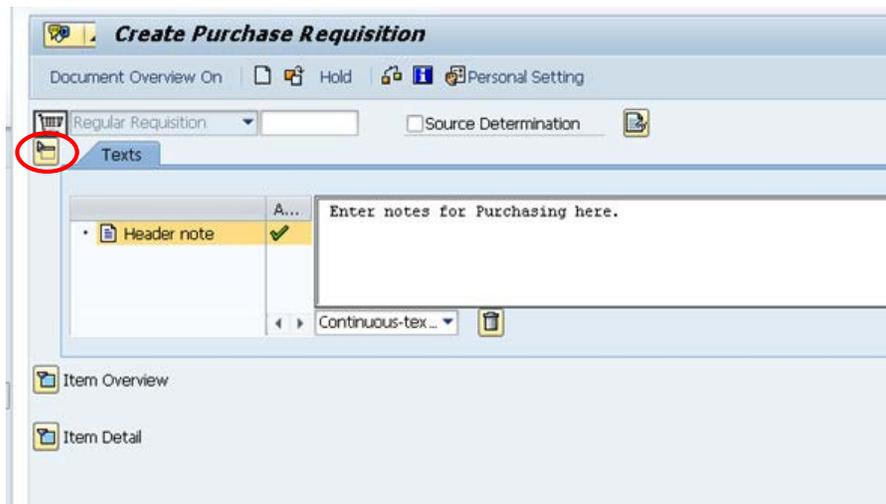
1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ME51N.
5. Click Enter.



6. Close any information windows that are visible.



7. Expand Header area and enter any notes for Purchasing.



8. Add item detail to the Item Overview section of the PR form.

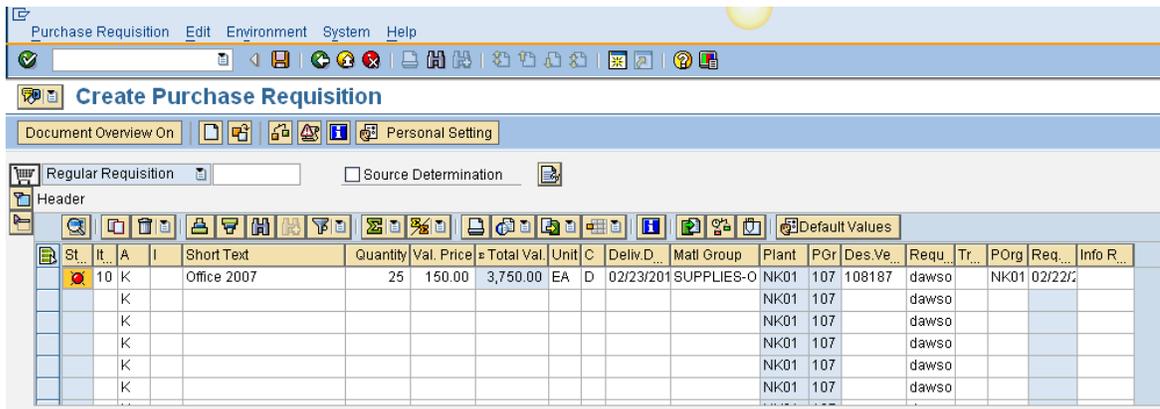
a. Required fields (not pre-populated by personal settings):

- i. Short text
- ii. Quantity
- iii. Val Price
- iv. Unit
- v. Delivery Date
- vi. Material Group
- vii. Desired Vendor
- viii. POrg (always NK01)

Note: Entering information into the fields that are not required may cause errors when attempting to Save the PR. Once you click enter, the Total value for the line item will display.

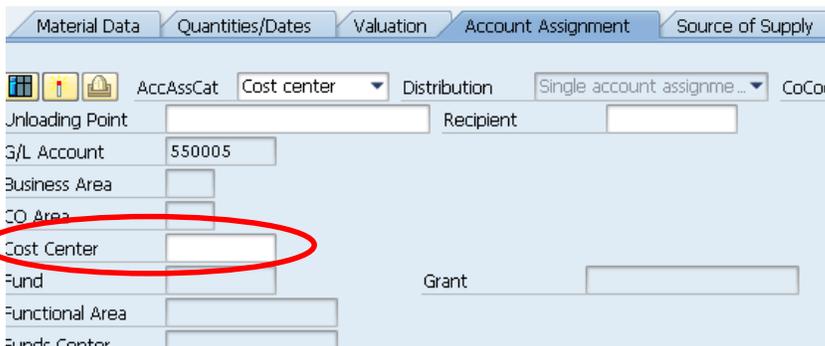
St	I	A	I	Short Text	Quantity	Val. Pri	Total V	Unit	C	Deliv.D	Matl Group	Plant	PGr	Des.Ve	Req	Tr	POrg	Req	Info R
		K		FYP Book Connection Br	1,200	39.00		EA	D	05/31/20	50005615	NK01	107	100185	trainin		nk01		
		K										NK01	107		trainin				
		K										NK01	107		trainin				
		K										NK01	107		trainin				
		K										NK01	107		trainin				
		K										NK01	107		trainin				

9. Once all required fields for the line item is entered, click Enter.

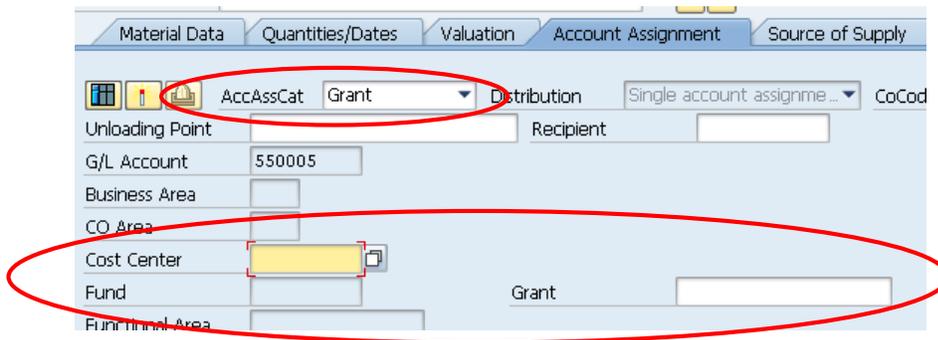


- The Account Assignment tab will display in the Item Detail areas of the PR form.

10. Enter the Cost Center.



Note: If using grant funding, be sure to select Grant from the AccAssCat dropdown, enter the Cost Center and Grant numbers.



11. Click the Delivery Address tab.
12. Click the match code button to search for an address.

Note: Delivery address is not the address for the vendor but an identifier of the person submitting the PR.

Search Term 1 is for searching by Department
 Search Term 2 is for searching by Last Name

13. Enter the search criteria.
14. Click Continue.

- A list of faculty/staff who meet the search criteria will appear.

15. Select the appropriate employee.
16. Click Continue.

Addr. no.	Name	Search Term 1	Search Term 2
38777	NORTHERN KENTUCKY UNIVERS	STEELY LIB	SIMPSON
38778	NORTHERN KENTUCKY UNIVERS	STEELY LIB	RIDDELL
38779	NORTHERN KENTUCKY UNIVERS	STEELY LIB	KELM
38780	NORTHERN KENTUCKY UNIVERS	STEELY LIB	WESLEY
38781	NORTHERN KENTUCKY UNIVERS	STEELY LIB	CHESNUT
38782	NORTHERN KENTUCKY UNIVERS	STEELY LIB	ELLIS
38783	NORTHERN KENTUCKY UNIVERS	STEELY LIB	REICHLER
38784	NORTHERN KENTUCKY UNIVERS	STEELY LIB	SMITH
38785	NORTHERN KENTUCKY UNIVERS	STEELY LIB	YANNARELLA

Note: If your name/address does not appear or is incorrect, contact Jeff Strunk or Jen Moeves in Procurement Services to have it added or updated.

- The Address number will appear in the Address field.
- Click Enter to refresh the screen

Title		
Name	NORTHERN KENTUCKY UNIVERSITY	
House no./street	MARY CHESNUT	
	STEELY LIBRARY	
City/State/ZIP Code	HIGHLAND HEIGHTS	41099
Country	US	USA
Address		38781

17. Click Save

- Saving the PR will encumber funds from the budget and start the process of workflow and the purchase order creation

Purchase Requisition Edit Environment System Help

Save (circled in red)

Create Purchase Requisition

Document Overview On Hold Personal Setting

Regular Requisition Source Determination

Header

St...	It...	A	I	Short Text	Quantity	Val. Price	Total Val.	Unit	C	Deliv.D.
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After saving, informational message that the PR has been created will be displayed at the bottom of the screen

Item New Item

Purchase requisition number 0010024751 created (circled in red)