

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.

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egular Requisition	•	Source Determination
Texts		
B	A	Enter notes for Purchasing here.
• 📄 Header note	~	
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m Overview		

- 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 <u>not</u> required may cause errors when attempting to Save the PR. Once you click enter, the Total value for the line item will display.

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

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

10. Enter the Cost Center.

Material Da	ta Quanti	ties/Dates	Valuatio	n Accour	nt Assignment	Source of S	upply
•	AccAssCat	Cost center	- D	istribution	Single accour	t assignme 🔻	CoCoc
Jnloading Poin	t			Recipient			
G/L Account	550005						
Business Area							
CO Area							
Cost Center							
Fund				Grant			
Functional Area	a 🗌						
Funds Center							

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

	Material Data Quantities/Date	valuation Account Assignment Source of Supply
	AccAssCat Grant	CoCod Single account assignme CoCod
	Unloading Point	Recipient
	G/L Account 550005	
	Business Area	
	CO Area	
	Cost Center	
\subseteq	Fund	Grant
	Functional Area	



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

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Material Data 🛛 Qua	ntities/Dates 🛛 Valuation 🦷 Account Assignment	Source of Supply Status Contact Person Texts Delivery Address
Title	Company	C Address details
Name	Northern Kentucky University	
House no./street	Nunn Drive	
City/State/ZIP Code	Highland Heights	Address Address
Country	US USA	
😣 Enter Address		D ME51N 🗎 r

Note: Delivery address is <u>not the address for the vendor</u> 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.

🔄 Number of delivery address	(1)
NKU Delivery Address	
Company name	
Search Term 1	[▼steely*]
Search Term 2	
Maximum No. of Hits	500

- A list of faculty/staff who meet the search criteria will appear.
- 15. Select the appropriate employee.
- 16. Click Continue.

	📴 Number	of delivery address (1) 42 Entries	s found		X
	NKU I	Delivery Address			
			V		
(
	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

Material Data Quantities/D	ates Valuation Account Assignment Source of S	upply Status Contact Person	Release strategy Texts Delivery
Title	•		Address details
Name	NORTHERN KENTUCKY UNIVERSITY		Reset address
	MARY CHESNUT		C Repeat address on
House no./street	STEELY LIBRARY		
City/State/ZIP Code	HIGHLAND HEIGHTS	41099	Address 38781
Country	US USA		

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

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After saving, informational message that the PR has been created will be displayed at the bottom of the screen

