

Create Purchase Requisition by Template

Transaction Code: ME51N

Location(s):

SAP GUI

Purpose: Perform this procedure when a previously created PR can be a template for a new PR.

- 1. Locate the PR to use as a template within the Document Overview
- 2. Click Create New
- 3. Drag and drop the PR # into the Shopping Cart

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- 4. Add or update the Header note
- 5. Make any necessary changes, such as quantity, price, amount, etc.
- 6. Click Save to receive a <u>new</u> PR #

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