

## Create Purchase Requisition by Template

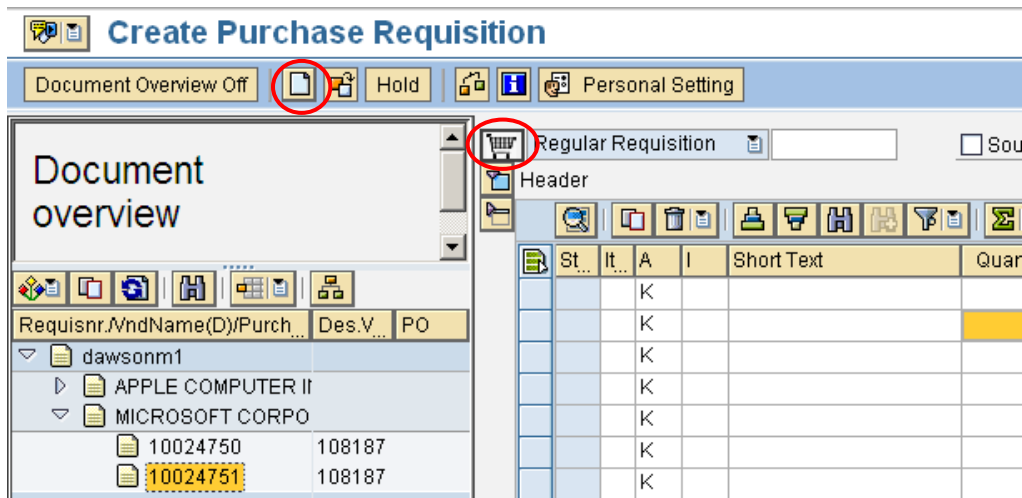
Transaction Code: ME51N

### 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



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

