

Subject: Enhancement made to Purchase Requisitions
Audience: Supplier Relationship Management (SRM) and Enterprise Central Component (ECC) Users for Inventory Agencies

The SCEIS team is pleased to announce the following new features and restored functions related to creating and modifying the ECC Purchase Requisition:

1. Transfer of the Item Text and Item Note from the Purchase Requisition to the SRM Shopping Carts and Purchase Orders.
 - a. The “Item Text” field of the ECC Purchase Requisition will transfer to the “Vendor Text” of the SRM Shopping Cart and Purchase Order.
 - b. The “Item Note” field of the ECC Purchase Requisition will transfer to the “Internal Note” field of the SRM Shopping Cart and Purchase Order.
2. Ability to list and display purchase requisitions using the ME5A Report.
3. Ability to edit purchase requisitions created between July 1, 2019, and Dec. 17, 2019, using the ME52N transaction code.

As agencies are preparing for cleanup activities related to year-end, it was imperative that these changes were implemented.

The following pages provide instructions to assist users with the new features and functionalities.

Instructions: Item Text and Item Note

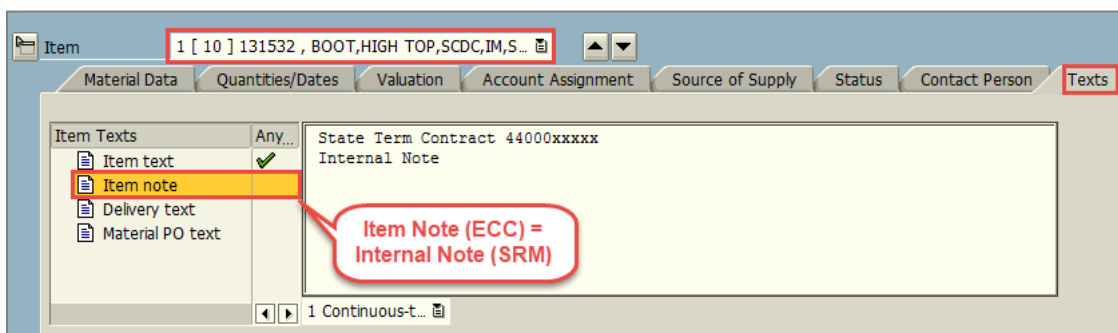
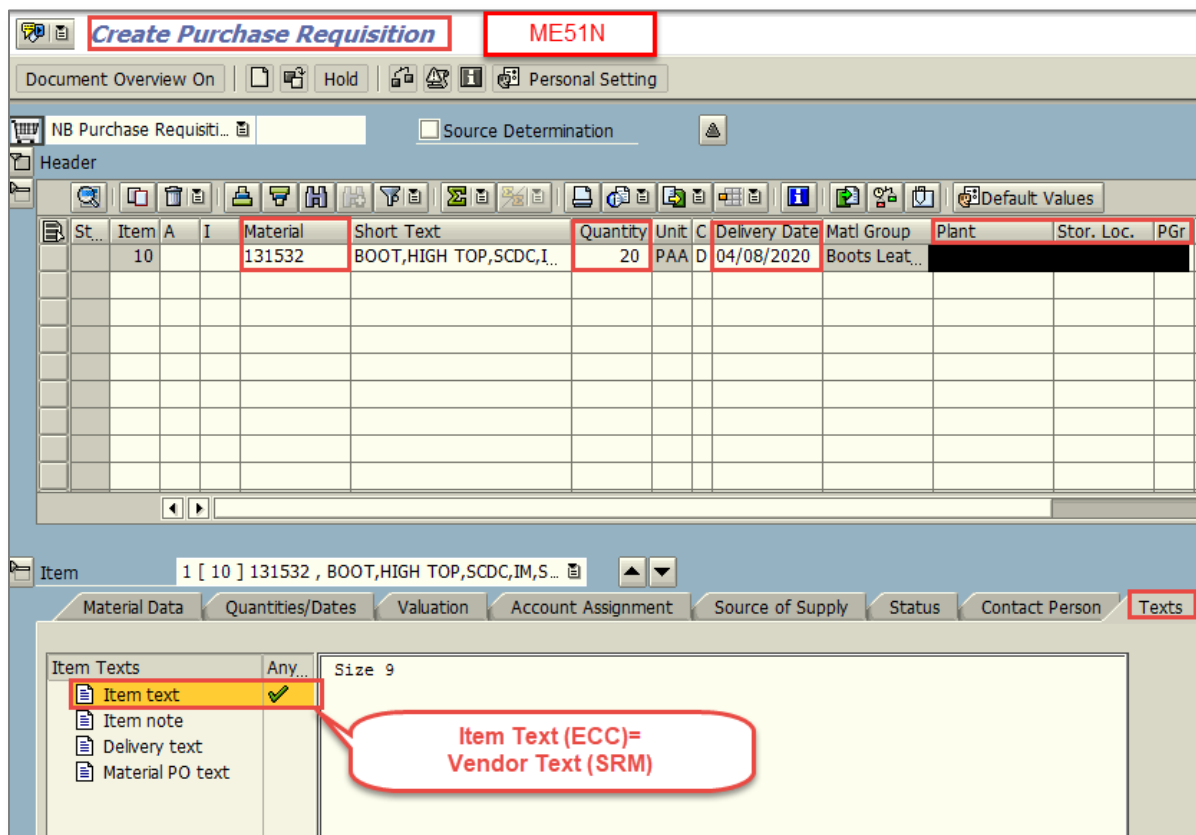
A. ECC Purchase Requisition Creators

Example 1

In this example, a purchase requisition has Texts in the “Item text” field and “Item note” field.

Step 1

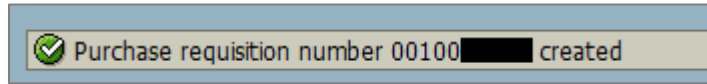
Use ME51N to create the purchase requisition. Use the material master number (Material) that needs to be ordered. Enter the Quantity, Plant, Storage Location, “Item text” (if necessary) and “Item note” (if necessary).



Step 2

Click “Save” and record the Purchase requisition number.

Please note: If the valuation of the material master is over \$2,500.00, it will have to go through the release strategy before it shows up in the sourcing cockpit for a buyer to purchase.

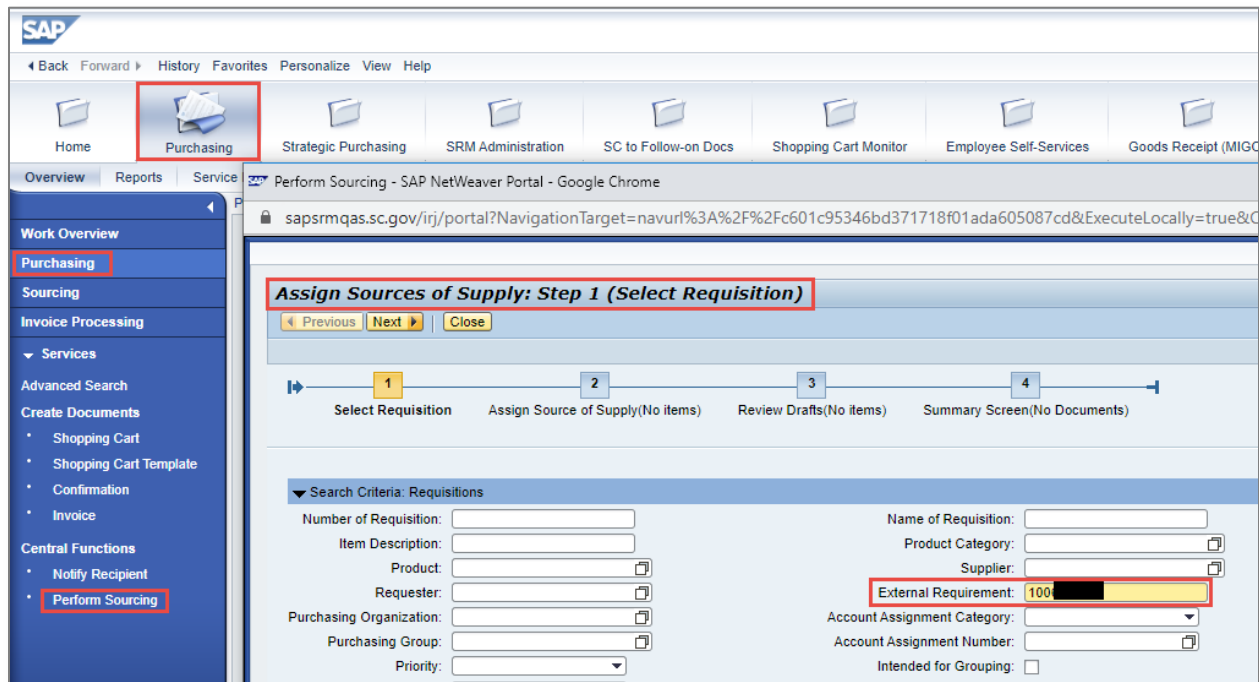


B. SRM Buyer Role

Step 3

The buyer will go into the SRM Purchasing folder, select “Purchasing” in the blue sidebar menu and then select “Perform Sourcing.” When the “Assign Sources of Supply” window appears, enter the purchase requisition number in the “External Requirement” field.

The wildcard asterisk “*” is also enabled for the “External Requirement” field, if needed.



Step 4

Then select “Search.” Once “Search” is selected, the purchase requisition will display the associated shopping cart number. Please note that the requestor’s name will appear in the Requester column.

Scroll to the right of the “Assign Sources of Supply” webpage and notice the “Delivery Date” is the date that was in the purchase requisition. Also notice that the purchase requisition number is displayed in the “External Item Number” column.

Delivery Date	Supplier Number	Supplier Name	Contract	Info Record	Manufacturer Part Number	Manufacturer	External Item Number	Logical System	S
04/08/2020							00100	SRQLNT010	

Step 5

Once the buyer goes through the four-step process to move the shopping cart to a purchase order, the notes will flow into the appropriate locations of the purchase order.

Overview Header **Items** Notes and Attachments Approval Tracking

Details for Item 1 BOOT,HIGH TOP,SCDC,IM,SPECIAL ORDER

General Data Prices and Conditions Account Assignment **Notes and Attachments** Approval Preview

Order as Direct Material

Notes

Clear

Category	Description
	-Empty-
Vendor Text	Size 9
Internal Note	State Term Contract 44000xxxxx Internal Note
Vendor Remarks	-Empty-

Item No	QTY	Order UOM	Description
001	20	PAA	BOOT,HIGH TOP,SCDC,IM,SPECIAL ORDER Material Number : 131532 Delivery Date:04/08/2020 Size 9

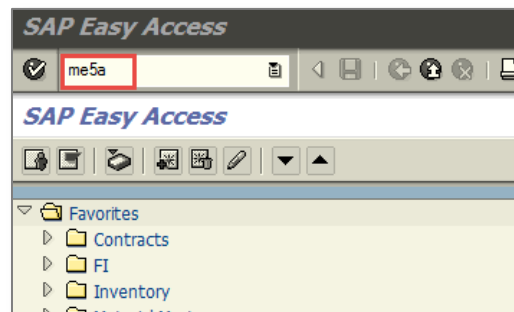
Instructions: How to Access the ME5A report

Example 2

In this example, a purchase requisition creator can use the transaction code ME5A to list and display open purchase requisitions.

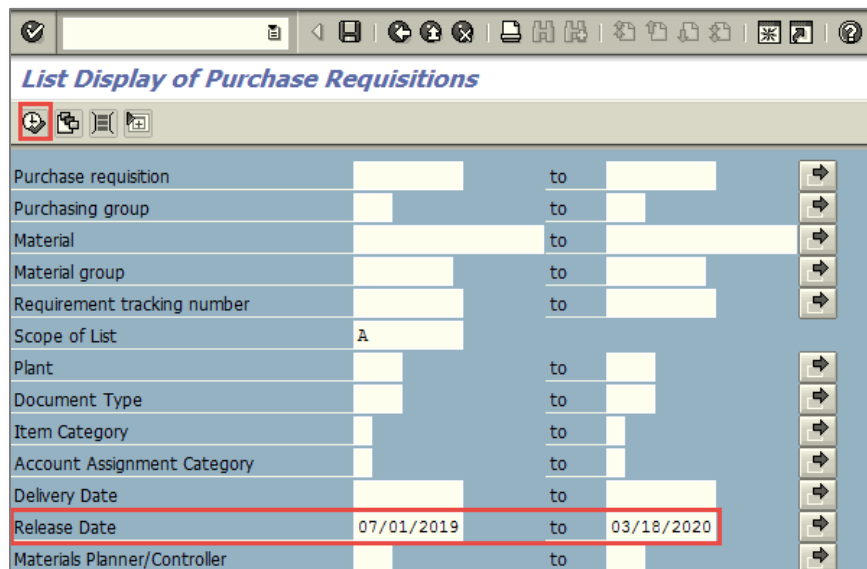
Step 1

Log in to ECC, enter the transaction code ME5A and then click “Enter.”



Step 2

Insert the search criteria (specifically purchase requisition number, release date, etc.), then select the “Execute” icon.



Step 3

A new screen will appear that will list and display all the purchase requisitions that meet the criteria factors.

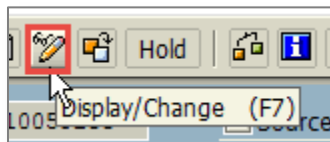
List Display of Purchase Requisitions

Assignments Services

Material	Short Text	PGp	Mat. Grp
Requisn Item	Requested Qty Un	Deliv. Date	Requester
S C R OTy. I A	Ordered Qty Un	Release Date	Trackg No.
			Plnt SLoc
			SPl. MC
105659	CEREAL, FROSTED FLAKES, BULK, 35OZ, 4BAGS/CV		39335
	1,296 CV D 07/30/2019		
N R X NB			
Desired Vendor			
105659	CEREAL, FROSTED FLAKES, BULK, 35OZ, 4BAGS/CV		39335
	1,296 CV D 08/27/2019		
N R X NB		08/27/2019	
Desired Vendor			
105659	CEREAL, FROSTED FLAKES, BULK, 35OZ, 4BAGS/CV		39335
	1,296 CV D 10/01/2019		
N R X NB		10/01/2019	
Desired Vendor			
105659	CEREAL, FROSTED FLAKES, BULK, 35OZ, 4BAGS/CV		39335
	1,296 CV D 11/06/2019		
N R X NB		11/06/2019	
Desired Vendor			
105654	CEREAL, CORN FLAKE, BOWLS, 3/4OZ, 96/CV		39335
	1,782 CV D 09/05/2019		
N R X NB		09/05/2019	
Desired Vendor			

Note: A red callout box points to the first row with the text "Line item of the p-req".

Please note, clicking on the purchase requisition will go to the ME53N transaction where you can click on the “Display/Change” icon to edit the purchase requisition.

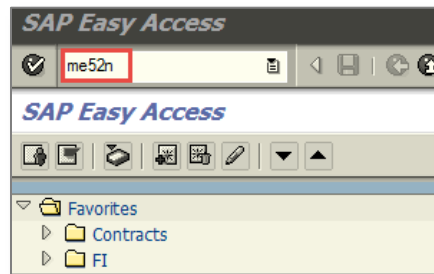


Instructions: How to Use the ME52N transaction

Example 3

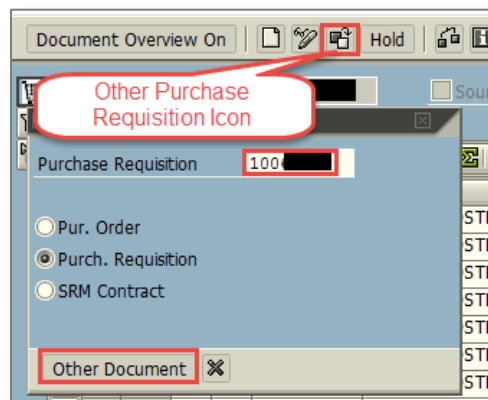
Step 1

Log in to ECC, enter transaction code ME52N and select “Enter.” The user will have to know which purchase requisition needs to be edited. Alternatively, the ME5A report can be used to determine which purchase requisition items need to be deleted or reduced. In this example we are going to reduce a purchase requisition that was not fulfilled.



Step 2

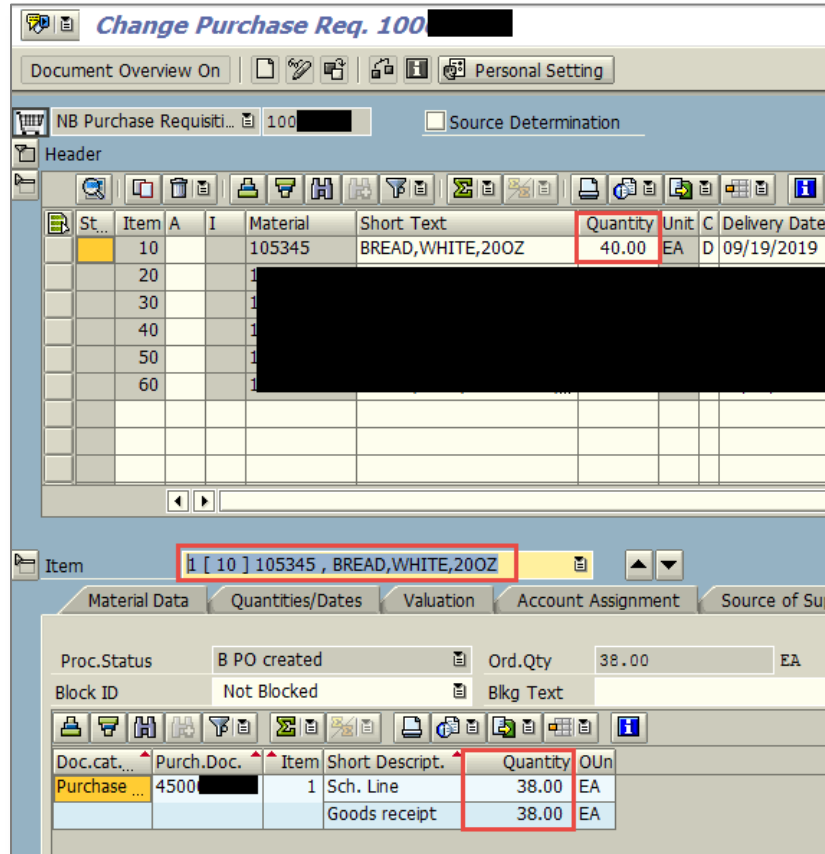
Select the “Other Purchase Requisition” icon, enter the purchase requisition that needs to be modified then select “Other Document.”



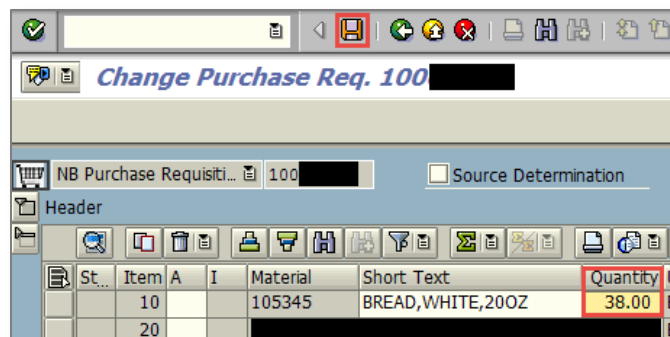
Step 3

Identify the line items of the purchase requisition that need to be edited. In this example, Line 1 of the purchase requisition needs to be reduced from 40 to 38.

Below is an image of the screen before the edit has been made.



Once all the edits have been made to the purchase requisition click the “Save” icon.



Once the system accepts the changes, the user will receive a message stating the purchase requisition has been changed.

