

Create Purchase Requisition



Create Purchase Requisition

Document Overview On | Hold | Personal Setting

Purchase Requisition | Source Determination

Header



Default Values

PO	PO Date	St...	Item	A	I	Matl Gro...	Material	Short Text	Plant	Stor. Loc.	Quantity	Unit	Batch	Req...	Req...	Delivery Date	PGr
							006574959		2000	0jy7	10			1			
							011029455		2000	0jy7	5			1			
							009262275		2000	0jy7	10			1			

Select PR from drop down menu

Enter material #, plant, SLOC, QTY, and Req Urgency

Once complete hit 'enter' and remaining data will auto populate

Item | New Item



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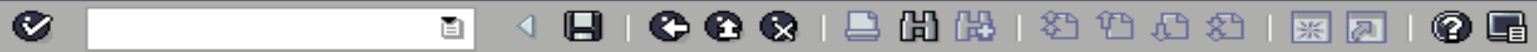
St...	Item	A	I	Matl Gro...	Material	Short Text	Plant	Stor. Loc.	Quantity	Unit	Batch	Req...	Req...	Delivery Date	PGr	SPit	ISL...	Fixed Ven
	100			Oil & Gr...	006574959	HYDRAULIC F...	OMA-Custom...	OJY7	10	EA		1	2	11/04/2016	G32			SMS
	200			Oil & Gr...	011029455	BRAKE FLUID,...	OMA-Custom...	OJY7	5	GL		1	2	11/04/2016	G32			SMS
	300			Miscella...	009262275	CLEANING CO...	OMA-Custom...	OJY7	10	EA		1	2	11/04/2016	G32			SMS

Data above populates after you hit the enter key

Item [100] 006574959 , HYDRAULIC FLUID,AUTO ...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Release strategy T...

Material	006574959	Short Text	HYDRAULIC FLUID,AUTOMATIC TRANSMISSION
MPN Material		Manuf. Part No.	006574959
Batch			
Material Group	9150	Oil & Grease: Cuttin	<input type="checkbox"/> IUID Relevant
Vendor Mat.			
Cage Code		Ext. Man.	
Mfr Part Profile	IMPV	Manufacturer's Parts (Inv-Managed)	



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	100			Oil & Gr...	006574959	HYDRAULIC F...	OMA-Custom...	0JY7	10	EA		1	2	11/04/2016	G32			SMS
	200			Oil & Gr...	011029455	BRAKE FLUID,...	OMA-Custom...	0JY7	5	GL		1	2	11/04/2016	G32			SMS
	300			Miscella...	009262275	CLEANING CO...	OMA-Custom...	0JY7	10	EA		1	2	11/04/2016	G32			SMS

Item [100] 006574959 , HYDRAULIC FLUID,AUTO...

Material Data | Quantities/Dates | Valuation | **Account Assignment** | Source of Supply | Status | Contact Person | Release strategy | T...

AccAssCat Distribution Single account assignme... CoCode UNITED STA...

CO Area	<input type="text"/>
Fund	202010D17
Functional Area	113063WSUB
Funds Center	A76EE

Funded Program

Commitment Item

Ensure your Functional Area is correct – If not correct check you Fund Code in the Customer Data tab

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	100			Oil & Gr...	006574959	HYDRAULIC F...	OMA-Custom...	OJY7	10	EA		1	2	11/04/2016	G32			SMS
	200			Oil & Gr...	011029455	BRAKE FLUID,...	OMA-Custom...	OJY7	5	GL		1	2	11/04/2016	G32			SMS
	300			Miscella...	009262275	CLEANING CO...	OMA-Custom...	OJY7	10	EA		1	2	11/04/2016	G32			SMS

Item [100] 006574959 , HYDRAULIC FLUID,AUTO...

Source of Supply Status Contact Person Release strategy Texts Delivery Address Customer Data Spec2000 / SC Additi...

ARMY

Project Code

Regulatory Fund Code

Type Reqts Code

Customer Fund Code

WBS Element for Funding

→ Ensure your Fund code is correct



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	100			Oil & Gr...	006574959	HYDRAULIC F...	OMA-Custom...	0JY7	10	EA		1	2	11/04/2016	G32			SMS
	200			Oil & Gr...	011029455	BRAKE FLUID,...	OMA-Custom...	0JY7	5	GL		1	2	11/04/2016	G32			SMS
	300			Miscella...	009262275	CLEANING CO...	OMA-Custom...	0JY7	10	EA		1	2	11/04/2016	G32			SMS

Item [100] 006574959 , HYDRAULIC FLUID,AUTO...

Source of Supply | Status | Contact Person | Release strategy | Texts | Delivery Address | Customer Data | Spec2000 / SC | Additi...

Spec2000

Mod.ID cd. Order Priority RDD N01 AircraftReg.No.

- RDD N01
- RDD 555
- RDD 777
- RDD 999
- RDD E07
- RDD E14
- RDD E21
- RDD E28
- RDD N01**
- RDD N02
- RDD N03
- RDD N04
- RDD N05
- RDD N06

Use this drop down to enter the RDD as needed



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Once complete click the 'Park' button

Header



St...	Item	A	I	Matl Gro...	Material	Short Text	Plant	Stor. Loc.	Quantity	Unit	Batch	Req...	Req...	Delivery Date	PGr	SPlt	ISTL...	Fixed Ven
	100			Oil & Gr...	006574959	HYDRAULIC F...	OMA-Custom...	0JY7	10	EA		1	2	11/04/2016	G32			SMS
	200			Oil & Gr...	011029455	BRAKE FLUID,...	OMA-Custom...	0JY7	5	GL		1	2	11/04/2016	G32			SMS
	300			Miscella...	009262275	CLEANING CO...	OMA-Custom...	0JY7	10	EA		1	2	11/04/2016	G32			SMS

Item [100] 006574959 , HYDRAULIC FLUID,AUTO...

Contact Person Release strategy Texts Delivery Address Customer Data Spec2000 / SC Additional DFPS Fields Public Sector

Advice Code Owner Change Loan

Status Code Loan ReturnDate

Receiving Elem. CS PReq

Suppl. Element CS PReqItm

Handling Unit CS Item Cat.

PackMaterials

Comment Enter Advice Code if required

Pre. PReq Item

Follow-On PReqs			
Flw-on Req	F-Itm	Quantity	Uo...

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Do Not Use Framework | Source Determination

Header

Default Values

St...	Item	A	I	Matl Gro...	Material	Short Text	Plant	Stor. Loc.	Quantity	Unit	Batch	Req...	Req...	Delivery Date	PGr	SPlt	ISL...	Fixed Vendor

Item | New Item

Make a note of the PR '10' series number created



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Default Values

PO	PO Date	St...	Item	A	I	Matl Gro..	Material	Short Text	Plant	Stor. Loc.	Quantity	Unit	Batch	Req...	Req...	Delivery Date
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Messages

Typ	Message text	LIxt
	Item 100 Acct Assgt 1 Account 6100.262Q requires an assignment to a CO object	

If you have this error ensure you enter your Cost Center below

Technical Information | Current display variant | Print | Help

Unloading Point		Recipient	
G/L Account	6100.262Q		
CO Area	ARMY		
Cost Center			
Order			
WBS Element		Network	
Fund	202010D17		
Functional Area	113063WSUB	Funded Program	ARMY
Funds Center	A76EE		
		Commitment Item	262Q

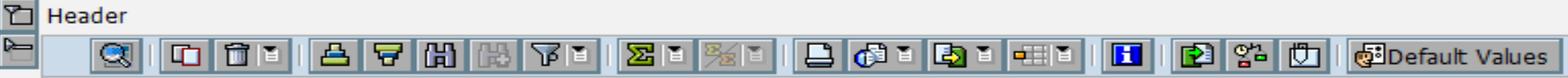
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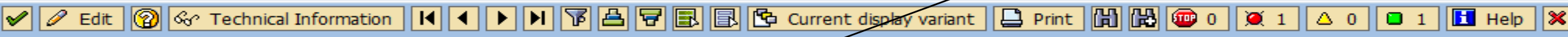


PO | PO Date | St... | Item A | I | Matl Gro... | Material | Short Text | Plant | Stor. Loc. | Quantity | Unit | Batch | Req... | Req... | Delivery Date

Messages

Typ	Message text	Typ
<input type="checkbox"/>	Item 100	
<input checked="" type="checkbox"/>	Vendor SMS from info record differs from fixed vendor	E

If you have this error click the "Assign Source of Supply" button below



Purch.Org.	2300	Order Unit	
CentContr.		Contract Hierarchy	<input type="checkbox"/>
Requirement Urgency	1	Reqmt Priority	2
Fixed Vendor	SMS	Suppl. Plant	2001
Info Record	5309004654	Issuing Stor. Loc.	W9C1
MPN Material		Vendor Material No.	

Assign Source of Supply