

**THEOBALD**  
SOFTWARE

User Guide

# Purchase Requisition Management

Enabled with



**ERPConnect Services**



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**Microsoft Partner**  
Gold Independent Software Vendor (ISV)  
Silver Business Intelligence

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# 1 Manage Purchase Requisitions Page

After installation and configuration of the Purchasing Management solution, you can browse to the solution at `http://<SharePoint_Server>/<Site>/BANF/BANF.aspx`. For example, if the solution was deployed to the site `http://sharepoint2010/purchasing`, the Purchasing Management solution page will be available at `http://sharepoint2010/purchasing/BANF/BANF.aspx`.

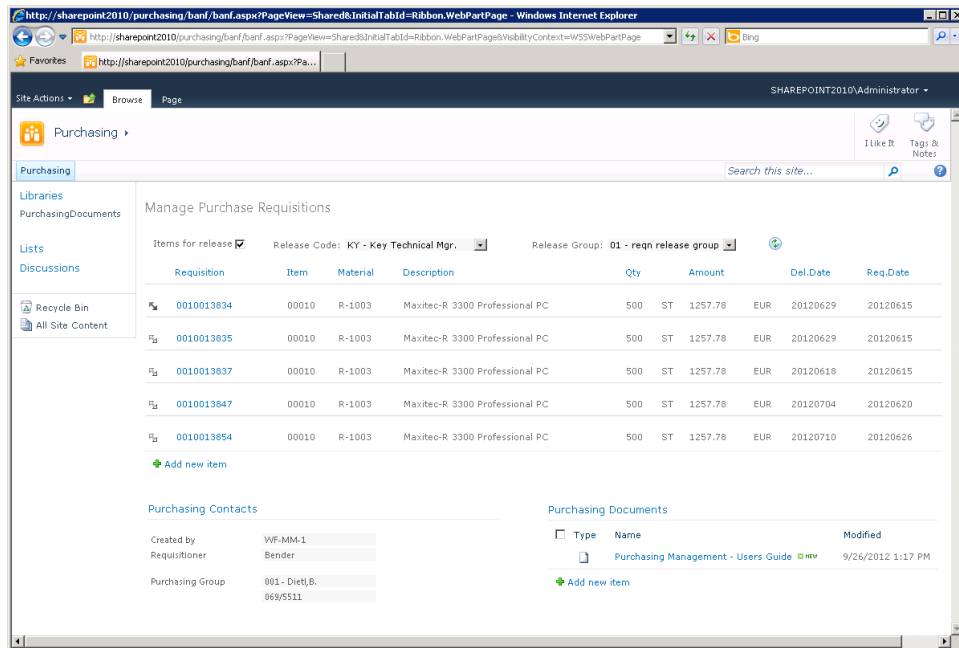


Figure 1 - Manage Purchase Requisitions Page

The Manage Purchase Requisitions page is composed of three Web Parts that the user can interact with.

## 1.1 Purchase Requisitions List with Filter Control


The Purchase Requisitions list displays requisition items from SAP that are subject to a release procedure. The list can be filtered by:






- Items for release**
  - Checked: the list will only show items that are subject to release for the selected **Release Code** and **Release Group**
  - Unchecked: the list will show items that have already been released for the selected **Release Code** and **Release Group**

**Release Code** Allows the release of a purchase requisition in SAP. A release code is typically associated with an individual or an organization that can process the release.

**Release Group** A release group allows the usage of a release strategy, e.g. across purchase requisitions and purchase orders.

After you changed any of the filter values, use the Refresh button next to the filters to refresh the contents of the Purchase Requisitions list.

Items for release  Release Code: TD - Technical Division Release Group: 01 - reqn release group 

Requisition	Item	Material	Description	Qty	Amount	Del.Date	Req.Date
 0010013842	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78 EUR	20120625	20120618
 0010013844	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78 EUR	20120702	20120618
 0010013848	00010	R-1003	Maxitec-R 3300 Professional PC	550 ST	1257.78 EUR	20120704	20120620
 0010013849	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78 EUR	20120704	20120620
 0010013857	00010	R-1003	Maxitec-R 3300 Professional PC	600 ST	1257.78 EUR	20120713	20120629

1 - 5 >


 Add new item

Figure 2 - Purchase Requisitions List

Using standard SharePoint list functionality, you can sort the list by the columns displayed or page through the list with the page navigation at the bottom of the list. By default the list will display five rows per page with the following columns.

<b>Requisition</b>	Unique identifier for a purchase requisition number in SAP
<b>Item</b>	Unique identifier of an item (position) within a purchase requisition in SAP
<b>Material</b>	Unique identifier for a material in SAP
<b>Description</b>	Description of the material in SAP
<b>Qty (Unit)</b>	Quantity to be ordered with requisition
<b>Amount (Currency)</b>	Value of the item to be ordered with requisition
<b>Del.Date</b>	Date on which the goods or services are to be delivered
<b>Req.Date</b>	Date on which the requisition was created

## 1.2 Purchasing Contacts Web Part

The Purchasing Contacts Web Part is connected to the Purchase Requisitions list and will show related contact information for the currently selected purchase requisition.

Purchasing Contacts

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Created by	SCHULER
Requisitioner	BENDER
Purchasing Group	001 - Dietl,B. 069/5511

Figure 3 - Purchasing Contacts

The following contact details are displayed.

- Created by** Name of the SAP user that created the requisition
- Requisitioner** Name of person or entity for whom the products or servers is ordered
- Purchasing Group** Identifier, name and phone number of the person or group who is responsible for the purchasing activity

## 1.3 Purchasing Documents

The Purchasing Document Web Part represents a document library where you can share purchasing related documents, for example documents related to the products and services being purchased or documents related to the purchasing process. By default, the library will contain the User Guide (this document) for the Purchase Requisition solution.

Purchasing Documents

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<input type="checkbox"/>	Type	Name	Modified
		Purchasing Management - Users Guide <span style="color: green;">NEW</span>	9/26/2012 1:17 PM

[+ Add new item](#)

Figure 4 - Purchasing Documents

## 2 Create Purchase Requisition

You can create a new purchase requisition by selecting the **Add new item** link below the purchase requisitions list.

Manage Purchase Requisitions

Items for release  Release Code: **TD - Technical Division** Release Group: **01 - reqn release group**

Requisition	Item	Material	Description	Qty	Amount	Del.Date	Req.Date
<a href="#">0010013834</a>	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78 EUR	20120629	20120615
<a href="#">0010013835</a>	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78 EUR	20120629	20120615
<a href="#">0010013836</a>	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78 EUR	20120618	20120615
<a href="#">0010013837</a>	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78 EUR	20120618	20120615
<a href="#">0010013838</a>	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78 EUR	20120618	20120615

1 - 5

[+ Add new item](#)

Figure 5 - Add New Item

The **New Item** dialog will be displayed. To create a new purchase requisition, enter the information shown below.

Please note that the fields and values shown are exemplary only and can be customized to the specific requirements of your organization and configuration of your SAP environment.

The fields **DocumentType**, **PurchasingGroup** and **AcctAssignmentCat** are validated against existing values from the SAP system when the data is entered in the dialog.

Field	Value
MaterialDescription	Maxi Tech 001
Material	R-1003
Plant	1000
Quantity *	500
DeliveryDate	20120930
GLAccount	
CostCenter	1000
Requisitioner	Schuler
DocumentType	NB
PurchasingGroup	001
AcctAssignmentCat	K

Figure 6 - New Item Dialog

### 3 View Purchase Requisition

To view the details of an SAP purchase requisition you can select the requisition number in the list or the **View Item** command from the item menu.

Manage Purchase Requisitions

Items for release  Release Code: TD - Technical Division Release Group: 01 - reqn release group

Requisition	Item	Material	Description	Qty	Amount	Del.Date	Req.Date
0010013834	00010	R-1003	Maxitec-R 3300 Professional PC	500	ST 1257.78	EUR 20120629	20120615
0010013835	00010	R-1003	Maxitec-R 3300 Professional PC	500	ST 1257.78	EUR 20120629	20120615
0010013836	00010	R-1003	Maxitec-R 3300 Professional PC	500	ST 1257.78	EUR 20120618	20120615

1 - 5

[Add new item](#)

Figure 7 - View Item



The **View Item** dialog will be displayed showing the available details of the purchase requisition item from SAP, including release information and accounting details.

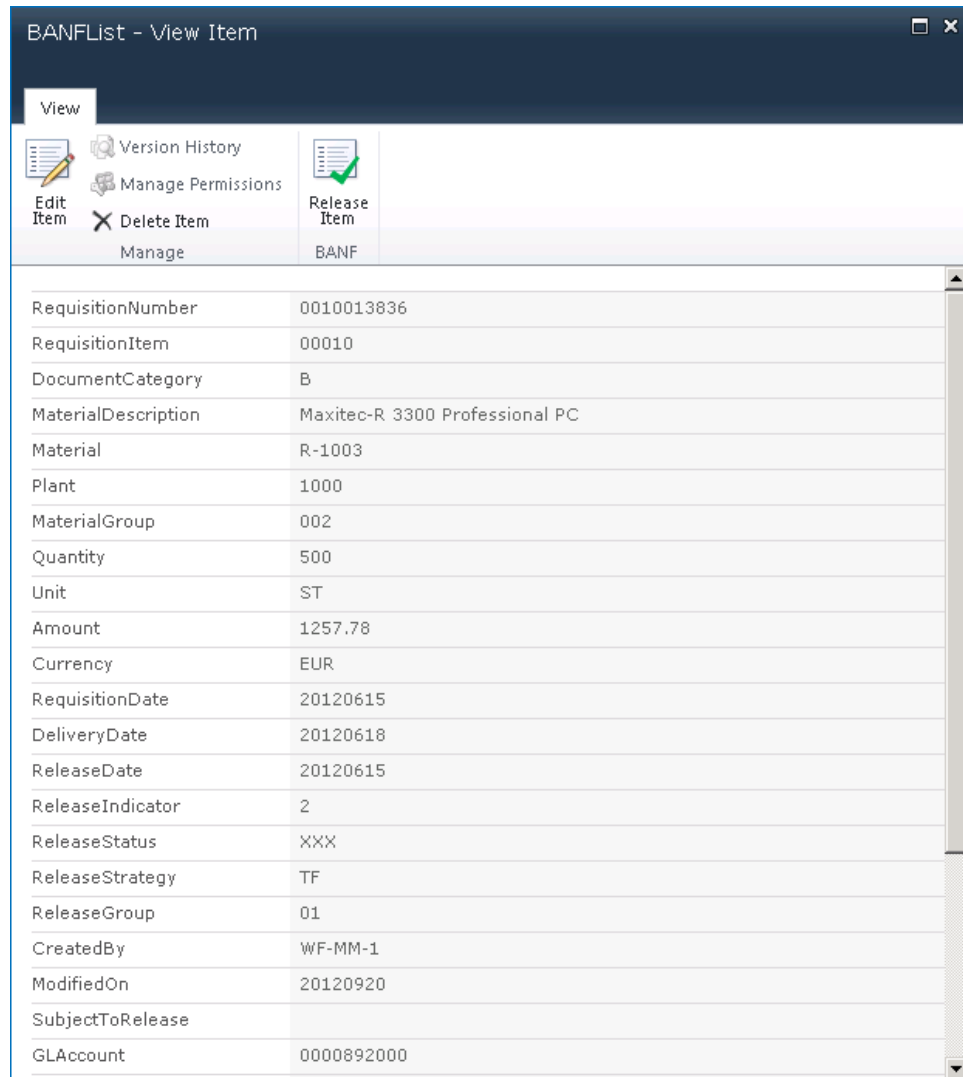


Figure 8 - View Item Dialog

From this dialog, you can directly edit, delete or release a purchase requisition item, as described below, without going back to the list.

## 4 Edit Purchase Requisition

To change the details of an SAP purchase requisition, select the **Edit Item** command from the item menu.

Manage Purchase Requisitions

Items for release  Release Code: TD - Technical Division Release Group: 01 - reqn release group

Requisition	Item	Material	Description	Qty	Amount	Del.Date	Req.Date
0010013834	00010	R-1003	Maxitec-R 3300 Professional PC	500	ST 1257.78	EUR 20120629	20120615
0010013835	00010	R-1003	Maxitec-R 3300 Professional PC	500	ST 1257.78	EUR 20120629	20120615
0010013836	00010	R-1003	Maxitec-R 3300 Professional PC	500	ST 1257.78	EUR 20120618	20120615

1 - 5

+ Add new item

Figure 9 - Edit Item

The **Edit Item** dialog will be displayed allowing you to change the values of existing fields on the purchase requisition.

Please note that the fields and values shown are exemplary only and can be customized to the specific requirements of your organization and configuration of your SAP environment.

The fields **DocumentType**, **PurchasingGroup** and **AcctAssignmentCat** are validated against existing values from the SAP system when the data is entered in the dialog.

Field	Value
MaterialDescription	Maxitec-R 3300 Professional PC
Material	R-1003
Plant	1000
Quantity *	500
DeliveryDate	20120618
GLAccount	0000892000
CostCenter	0000001000
Requisitioner	Schuler
DocumentType	NB
PurchasingGroup	001
AcctAssignmentCat	K

Figure 10 - Edit Item Dialog

## 5 Release Purchase Requisition

To release a purchase requisition, select the **Release** command from the item menu.

Manage Purchase Requisitions

Items for release  Release Code: TD - Technical Division Release Group: 01 - reqn release group

Requisition	Item	Material	Description	Qty	Amount	Del.Date	Req.Date
0010013834	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78	EUR 20120629	20120615
0010013835	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78	EUR 20120629	20120615
0010013836	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78	EUR 20120618	20120615
0010013837	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78	EUR 20120618	20120615
0010013837	00010	R-1003	Maxitec-R 3300 Professional PC	500 ST	1257.78	EUR 20120618	20120615

[Add new item](#)

Figure 11 - Release

The **Release** dialog will be displayed, showing the **Release Status** and **Release Indicator** of the selected requisition item. Select the **Release** button to proceed with the release of the requisition step or close the window to go back to the previous page.

**BANF - Release** □ ×

Purchase Requisition Release

Requisition Item: 0010013837 00010  
 R-1003 - Maxitec-R 3300 Professional PC  
 500 ST

Release Status: ■ Technical Division  
■ Key Technical Mgr.  
■ Executive Officer

Release Indicator: S Blocked

Figure 12 - Release Dialog

## 6 Delete Purchase Requisition

To delete a purchase requisition, select the **Delete** command from the item menu.

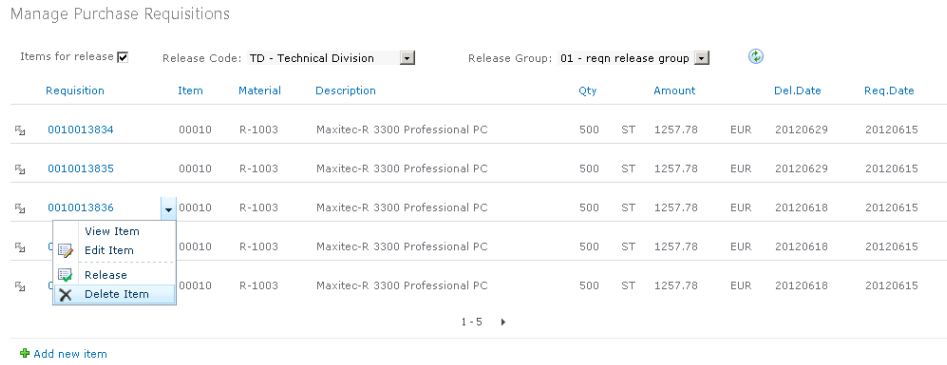


Figure 13 - Delete Purchase Requisition

A confirmation message will be displayed, allowing you to proceed with the deletion step or cancel.

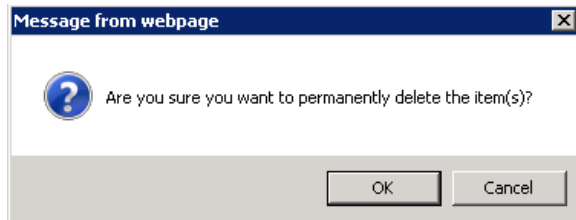


Figure 14 - Delete Confirmation

## **7 Additional References**

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- Purchase Requisition Management – Deployment and Configuration Guide (delivered with the solution)
- Online Help portal at <http://help.theobald-software.com>. Follow the ERPConnect Services link for detailed information on how to use ERPConnect Services.