

# SAP Electronic Requisitions Outline

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## Target Audience:

Employees who are required to purchase goods or services.

## Prerequisites:

Completion of Basic SAP Navigation

## Description:

A requisition is a document requesting the purchase of goods or services. Electronic requisitioning empowers employees to create and manage their own requisitions while making the procurement process both faster and more responsive. Requisitions are electronically routed to Purchasing and Contract Services for the assurance of purchase orders. This electronic purchase requisitioning class covers how to create and manage purchase requisitions.

## Course Includes:

- Approval Process
- Header Section and Notes
- Item Overview
- Item Detail
- Valuation
- Accountant Assignment
- Texts
- Delivery Address
- Completing Requisition/Budget Issues
- Multi-line Requisitions
- Copying Requisitions
- Procurement Reporting
- Material Groups
- Vendor look up
- Payment Request Form