THEOBALD
SOFTWARE

User Guide

Purchase Requisition Management

Enabled with

ERPConnect Services

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

Contents

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.
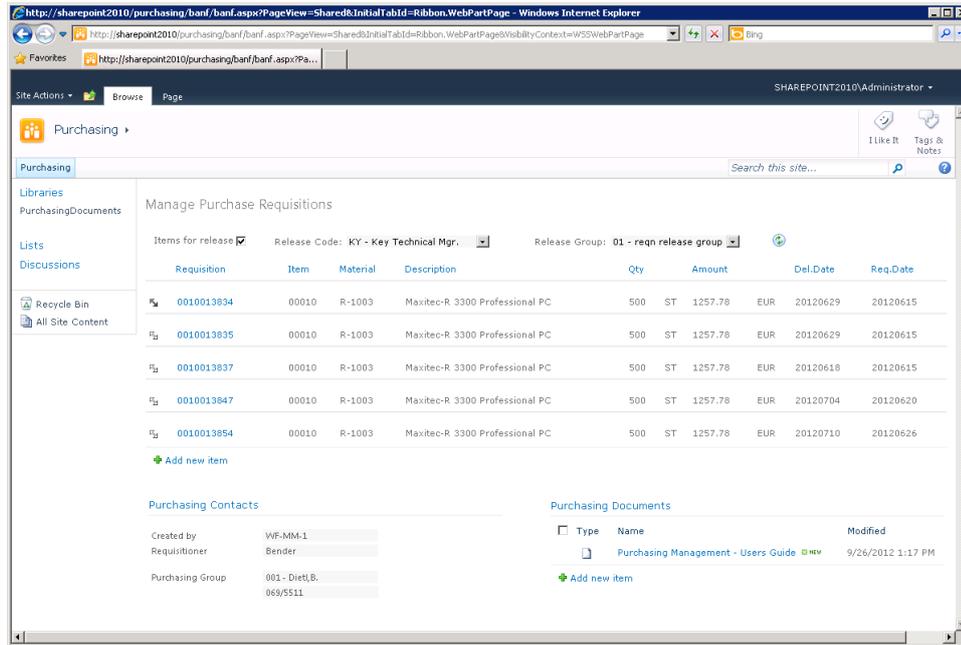

Figure 1 - Manage Purchase Requisitions Page

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.

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.

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

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

☐	Type	Name	Modified
	📄	Purchasing Management - Users Guide 🆕 NEW	9/26/2012 1:17 PM

➕ Add new item

Figure 4 - Purchasing Documents

© *Theobald Software GmbH - www.theobald-software.com*

2   Create Purchase Requisition

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

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.

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.

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.
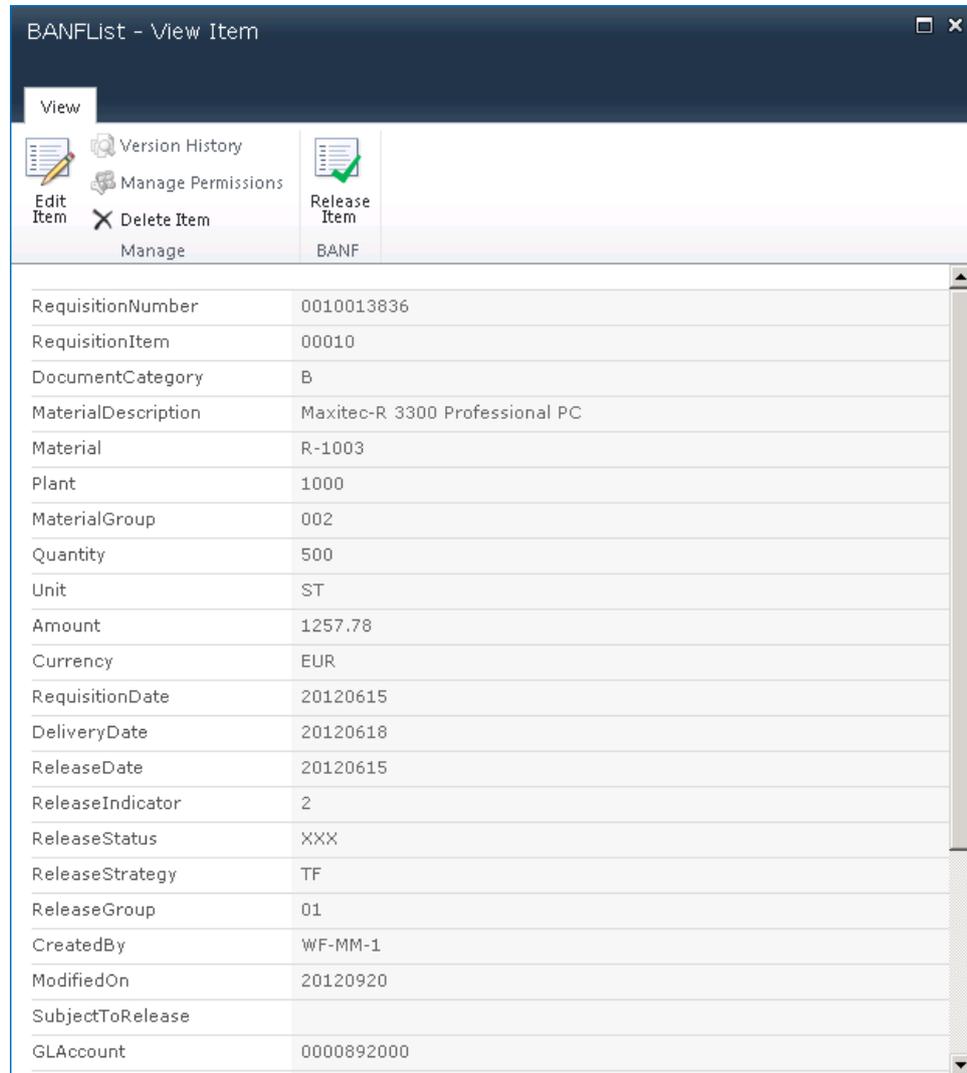

Figure 8 - View Item Dialog

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

© *Theobald Software GmbH - www.theobald-software.com*

4   Edit Purchase Requisition

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

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.

Figure 10 - Edit Item Dialog

5   Release Purchase Requisition

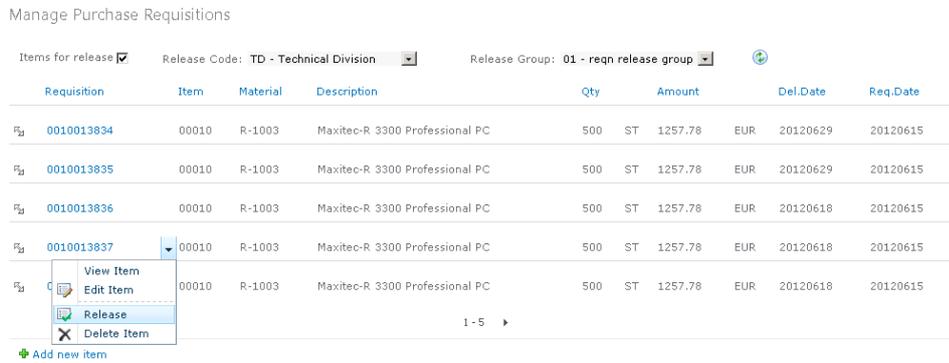To release a purchase requisition, select the **Release** command from the item menu.

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.

Figure 12 - Release Dialog

6   Delete Purchase Requisition

To delete a purchase requisition, select the **Delete** command from the item menu.
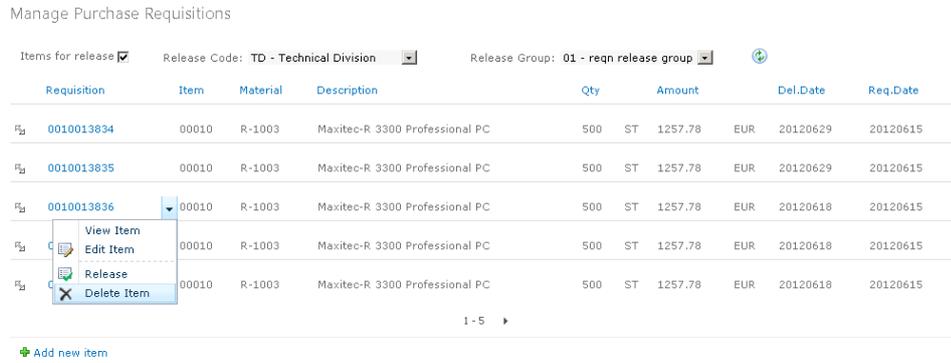
Figure 13 - Delete Purchase Requisition

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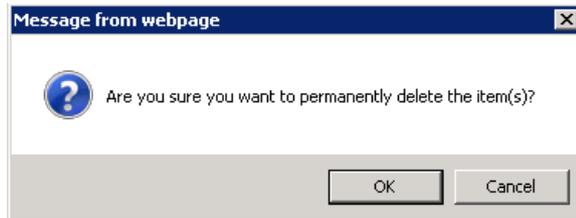

Figure 14 - Delete Confirmation

7 Additional References

- 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.