

SAP MM – Define Document Types for Purchase Requisition

How to define document types for Purchase requisition (PR) in SAP MM

In SAP, purchase requisitions are maintained as documents and you can group purchase requisitions into any number of document types in SAP. The document type enables the controlling functions and reporting purpose. It also differentiates the various types of purchase requisitions.

Note : – Number range should be assigned in a document types for purchase requisition.

The important control functions of document type are

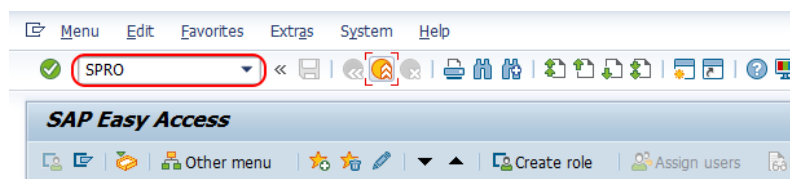
- Define the item interval
- Define allowed item categories
- Define link PR – document type
- Maintain field selections
- Controlling release procedure at header level.

Configuration steps

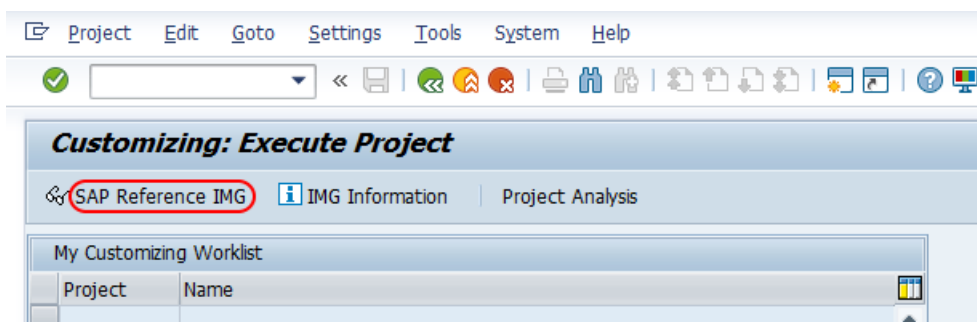
You can define document types for purchase requisition in SAP by using the following configuration steps.

Transaction code	SPRO
Menu Path	IMG > Material Management > Purchasing > Purchase requisition > Define document types.

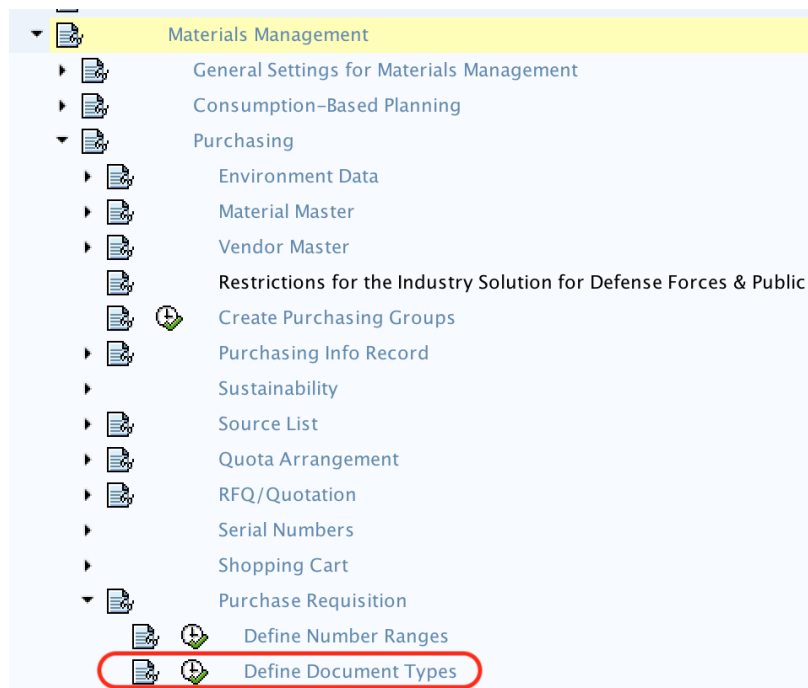
Step 1 : – Execute t-code “SPRO” in the command field from SAP easy access screen.



Step 2 : – Choose “SAP reference IMG”








Step 3 : – Follow the navigation path and execute img activity “Define document types” as shown below image.



Step 4 : – From document types purchase requisition change, you can create new document types either by using copy as function or choosing new entries function.

Choose standard document type “NB” and then click on copy as option.

Document Types Purchase requisition Change

New Entries     

Dialog Structure

- Document types
 - Allowed item categories
 - Link purchase requisition
 - Serial number profile

Type	Doc. Type Descript.	ItmInt.	NoRgeInt	NoRge Ext
MV	specification	10	01	02
NB	.requis. Stand.	10	01	02
NBIT	urchase requisit	10	LN	02
RV	agmt. requis.	10	01	02

Step 4 : – In next screen, update the following details.

- **Type :** – Rename the document type NB to new document type key as per your organization requirements.
- **Document type description :** – Update the descriptive text of an document types for purchase requisition.
- **Item Interval :** – Item interval denotes the purchase requisition interval, if the item interval is 10 then the PR line item number will be 10, 20, 30, 40 and so on. If item interval is 1, then the PR line item number will be 1, 2, 3, 4 and so on.
- **NoRgeInt :** – Update the **number range interval for purchase requisition** for internal assignment
- **NoRge Ext :** – Update the number ranges interval key for purchase requisition for external assignment.

Document Types Purchase requisition Change

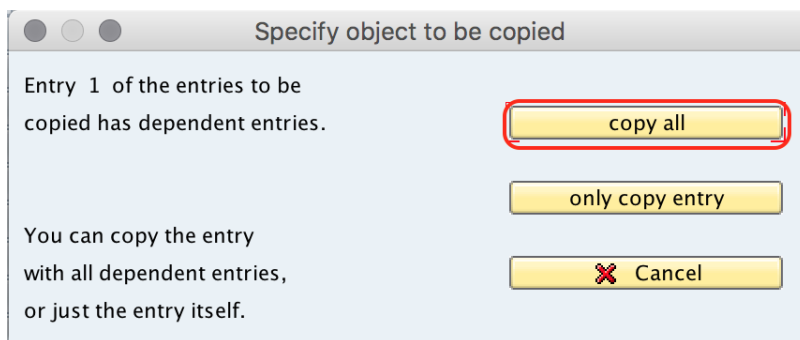
Dialog Structure

- Document types
 - Allowed item categories
 - Link purchase requisition
 - Serial number profile

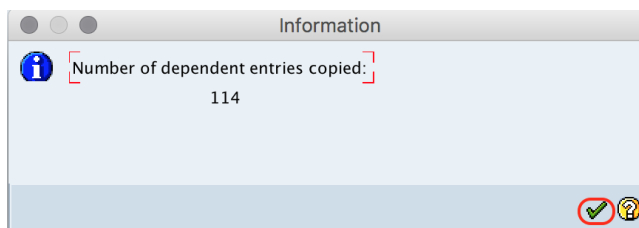
Type	Doc. Type Descript.	ItmInt.	NoRgeInt	NoRge Ext	FieldSel.	Con...	Ovl
RMPR	Raw Material PR	10	03	02	NBB		

After maintaining all the required details, press enter to continue.

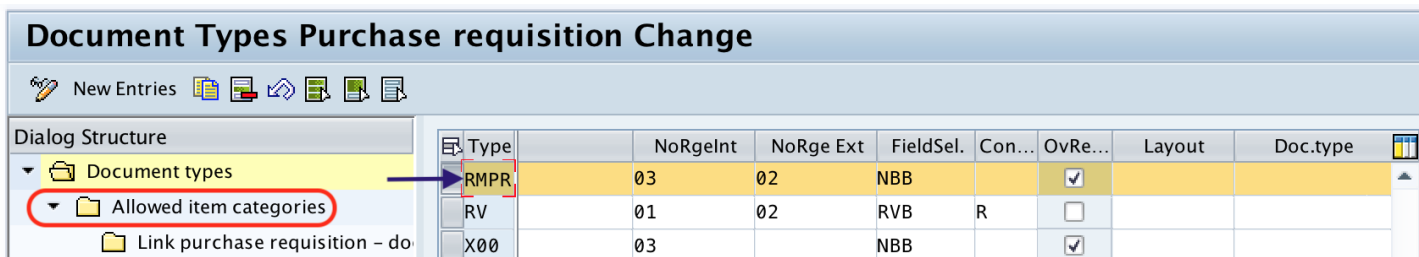
Step 5 : – Click on “copy all” option to copy the entries from old document type NB to new document type RMPR.



Now you get a message as “Number of dependent entries copied”



Step 6 : – Now select the document type “RMPR” and double click on “allowed item categories” which is under document types.



Step 7 : – Now choose the required item categories and delete other unwanted item categories. Item categories defines the type of procurement. After you choose item for delete, click on delete option and choose all entries option.

Admissible Item Categories for Document Type RMPR Raw Material PR

Dialog Structure

- Document types
 - Allowed item categories
 - Link purchase requisition – do
 - Serial number profiles

ItCat.	Text for Item Cat.
	Standard
K	Consignment
L	Subcontracting
S	Third-party
U	Stock transfer
D	Service
C	Stock prov.by cust.
P	Return.trans.pack.

Specify objects to be deleted

Entries to be deleted: 7
5 of these with dependent entries.

You can either delete all entries or only those which have no dependent entries.

Entry 1 of 8

Step 8 : – Choose item category and double click on link purchase requisition – document type.

Admissible Item Categories for Document Type RMPR Raw Material PR

New Entries

Dialog Structure

- Document types
 - Allowed item categories
 - Link purchase requisition – document type
 - Serial number profiles

ItCat.	Text for Item Cat.
	Standard

Now link the purchase requisition to document type with required details and save the configure data.

Change View "Link purchase requisition – document type": Overview

New Entries

Dialog Structure

- Document types
 - Allowed item categories
 - Link purchase requisition – document type
 - Serial number profiles

Purchasing document = Reference Doc.:				Purchase requisition = Curr. D				
DTy.	Description	It...	Dsc.ItmCat.	It...	Dsc.ItmCat.	N...	R/S	D...
FO	Framework order		Standard		Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NB	Standard PO		Standard		Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NB	Standard PO	K	Consignment		Standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NB	Standard PO	L	Subcontracting		Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NB	Standard PO	S	Third-party		Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZNB	Standard PO		Standard		Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZNB	Standard PO	K	Consignment		Standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ZNB	Standard PO	L	Subcontracting		Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Successfully we have defined document types for purchase Requisition in SAP MM module.

SAP MM - Home

- SAP MM Tutorial

SAP MM Enterprise Structure

- Define Plant in SAP
- Define Company Code
- Assign Plant to Company Code
- Define Purchasing Organization in SAP
- Maintain Storage Location in SAP
- Define Purchasing Group in SAP
- Assign Company code to Company
- Assign Purchasing Organization to Company code
- Assigning Purchasing Organization to Plant
- Assigning Standard Purchasing Organization to Plant

SAP MM - Material Master Data

- What is material master
- Attributes for material type
- Create material types
- Number range interval for material type
- Define material groups
- Company code for material management
- Create material master record
- Purchase Info record
- Maintain Plant parameters

SAP MM - Vendor Material Master Data

- SAP MM - Vendor account groups
- SAP MM - Number ranges for Vendor accounts
- SAP MM - Assign number ranges to vendor accounts
- SAP MM - Sundry Creditors Account
- SAP MM - Vendor master record

SAP MM - Quotation

- SAP MM - Number ranges for RFQ

‡ SAP MM - Document types for RFQ

‡ SAP MM - Screen Layout at Document Level

‡ SAP MM - Maintain Quotation Components

‡ SAP MM - Text types for RFQ/ Quotations

SAP MM - Purchase Requisition (PR)

‡ SAP MM - Number ranges for PR

‡ SAP MM - Document types for PR

‡ SAP MM - Define Processing time for PR

‡ SAP MM - Screen Layout at Document Level

‡ SAP MM - Setup authorization check for G/L account

SAP TCodes

‡ SAP TCodes

‡ SAP MM TCodes

SAP MM - Purchase Order (PO)

SAP MM - Contracts

SAP MM - Pricing Procedure

SAP MM - Material Requirement Planning (MRP)

SAP MM - Inventory Management

SAP MM - Invoice Verification Process

SAP MM - Invoice Valuation Process

SAP MM - Procurement Process

SAP MM - Reports and Analysis