

# Requisitioning (18J)

This scope item supports the following processes:

**Requisitioning**

SAP S/4HANA < 18J - Requisitioning >

Employee - Procurement

Manager

Purchaser

Purchasing Manager

Accounts Payable Accountant



Start

Catalog Purcha...



Manage Catalog Items

Create Purchase Requisition with Cost Center

Create Purchase Requisition with Catalog



Check Purchase Requisition (Optional)

Copy Purchase Requisition (Optional)

Approve Purchase Requisition

Mass Changes to Purchase Requisitions (Optional)

Monitor Purchase Requisition Items (Optional)

Redistribute Workload (Optional)

Convert Purchase Requisition to Purchase Order

Approve Purchase Order

Change Purchase Order

Confirm Receipt of Goods

Purchase Requisition Items by Account Assignment (optional)

Create Supplier Invoice

Release Blocked Supplier Invoice

J60 - Accounts Payable



Flowchart description: The process starts with a green circle 'Start' leading to a yellow decision diamond. One path goes to 'Manage Catalog Items' (with a callout 'Catalog Purcha...') and another to 'Create Purchase Requisition with Cost Center'. Both lead to another yellow decision diamond. From there, the flow goes to 'Check Purchase Requisition (Optional)', then 'Copy Purchase Requisition (Optional)', then 'Approve Purchase Requisition' (Manager role). From 'Approve Purchase Requisition', it goes to 'Mass Changes to Purchase Requisitions (Optional)' (Purchaser role), then 'Monitor Purchase Requisition Items (Optional)' (Purchaser role), then 'Redistribute Workload (Optional)' (Purchaser role), then 'Convert Purchase Requisition to Purchase Order' (Purchaser role). From 'Convert Purchase Requisition to Purchase Order', it goes to 'Approve Purchase Order' (Purchasing Manager role), then 'Change Purchase Order' (Purchaser role). From 'Change Purchase Order', it goes to 'Confirm Receipt of Goods' (Employee - Procurement role) and 'Purchase Requisition Items by Account Assignment (optional)' (Accounts Payable Accountant role). From 'Confirm Receipt of Goods', it goes to 'Create Supplier Invoice' (Accounts Payable Accountant role). From 'Purchase Requisition Items by Account Assignment (optional)', it goes to 'Create Supplier Invoice'. From 'Create Supplier Invoice', it goes to 'Release Blocked Supplier Invoice' (Accounts Payable Accountant role), which finally leads to a red circle 'End' labeled 'J60 - Accounts Payable'.