Approval of Purchase Requisitions (Collective Release)

Procedure

1. Access the transaction using the following navigation option:

SAP menu	Logistics → Materials Management → Purchasing → Purchase Requisition → Release → Collective Release
Transaction Code	**ME55**

2. On the *Collective Release Purchase Requisition initial screen*, make the following entries:

Field Name	User action and values	Comment
Release Code	**21 - Sr. Mngr-SCM**	Specifies the release code with which individual items of a purchase requisition or entire requisitions can be released (approved).
Release Group	**G1**	Group of your release code belongs to.
Scope of list	**ALV**	ALV grid control.

3. Click the **Execute** button or press **F8**. The program will display list of purchase requisitions under of your approval.

4. To approve the requisition, click on the **Release** ✎ Button (marked by a "pencil").

Purchase Requisition 150007470															
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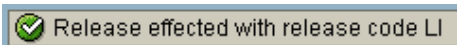| Purchase Requisition 150007477															
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5. The **pencil** ✎ will then changed to **check** ✔ icon informing the **PR** has been released.

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Purchase Requisition 150007477															
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Result

The purchase requisition is released. But the purchase requisition may need to be released by multiple people depending on the release strategy set in Customizing. Once the last person has released the purchase requisition, the buyer/planner can convert the purchase requisition into a Purchase Order.

The status bar displays a message.

✅ Release effected with release code LI .

# Approval of Purchase Requisitions (Individual Release)

Use

If the purchase requisition you created is subject to a release procedure (for example, total net order value > 5000 PHP), you have to go through these transaction steps.

Procedure

1. Access the transaction using the following navigation option:

SAP menu	*Logistics → Materials Management → Purchasing → Purchase Requisition → Release → Individual Release*
Transaction Code	**ME54N**

2. On the *Release Purchase Requisition screen*, go to **Purchase Requisition → Other Requisition**.
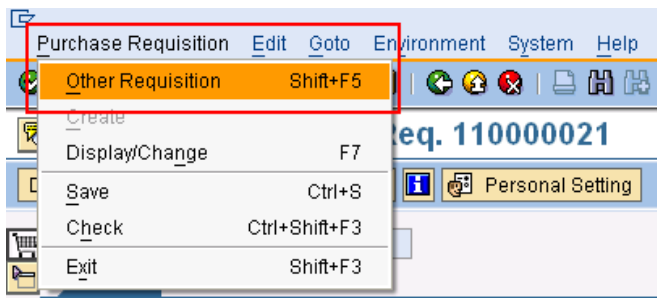
3. Enter the purchase requisition number.

4. Click the ✎ icon to edit the purchase requisition.

5. To approve the requisition, click on the **Release** Button (marked by a "pencil").

6. Click the **Save** 💾 icon to save the changes of the document.

Result

The purchase requisition is released. But the purchase requisition may need to be released by multiple people depending on the release strategy set in Customizing. Once the last person has released the purchase requisition, the buyer/planner can convert the purchase requisition into a Purchase Order.

The status bar displays a message.

To edit a purchase requisition, access the transaction:

SAP menu	Logistics → Materials Management → Purchasing → Purchase Requisition → Change
Transaction Code	**ME52N**

Proceed with the approval of the purchase requisition.

To display a purchase requisition, access the transaction:

SAP menu	Logistics → Materials Management → Purchasing → Purchase Requisition → Display
Transaction Code	**ME53N**