# **Approval of Purchase Requisitions (Collective Release)**

### Procedure

1. Access the transaction using the following navigation option:

SAP menu	Logistics $\rightarrow$ Materials Management $\rightarrow$ Purchasing $\rightarrow$ Purchase Requisition $\rightarrow$ Release $\rightarrow$ 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 <u>release code</u> with which individual items of a <u>purchase requisition</u> or entire requisitions can be released (approved).
Release Group	G1	Group of your release code belongs to.
Scope of list	ALV	ALV grid control.

### **Collective Release of Purchase Requisitions**

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Release Code Release group	21 G1	to	<b>t</b>
Release Prerequisite Fulfilled			
Requisns for Overall Release			
Requisns for Item-Wise Release			
Purchase Requisition		to	<b>-</b>
Material		to	<₽
Material Group		to	<b>=</b>
Purchasing Group		to	_ ➡
Scope of List	ALV		
Plant		to	<b>-</b>

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

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20	1	N				SUP017-000	FAC Soap	4,000	L D	)	20120515	CDOSU0(	BP02	0023	005	1126	PMS-JDT	

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

P	Jurchase Requisition 150007470																
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P	Purchase Requisition 150007477																
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5. The **pencil** <sup>1</sup>/<sub>2</sub> will then changed to **check** <sup>1</sup>/<sub>2</sub> icon informing the **PR** has been released.

Pur	Purchase Requisition 150007470														
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Pur	chase R	equisit	tion 1500	0747	7										
20	1	N			SUP017-000	FAC Soap	4,000	L D	20120515	CDOSU0( E	3P02	0023	005	1126	PMS-JDT

#### 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 $\rightarrow$ Materials Management $\rightarrow$ Purchasing $\rightarrow$ Purchase Requisition $\rightarrow$ Release $\rightarrow$ Individual Release
Transaction Code	ME54N

2. On the *Release Purchase Requisition screen*, go to **Purchase Requisition**  $\rightarrow$  **Other Requisition**.

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	Other Requisition	Shift+F5	I 😋 🚱 😵 I 🖴 🛗 🖓 I
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2	Exit	Shift+F3	

- 3. Enter the purchase requisition number.
- 4. Click the 2 icon to edit the purchase requisition.

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

Item 1 [	10 ] SUP001-00005156 , FAC Di	stille	d Wat.			T	7
Material Data	Quantities/Dates Valuation	1 <u>í</u>	Sourc	e of Supply Status	Contact Perso	n Release strategy	Texts
Release group	G1 PR Dept Approver	Γ	Code	Description	Sta. Rel.		
Release Strategy	AF PMS1-B		21	Sr. Mngr-SCM			
Release indicator	X Blocked		26	SVP-Finance & BS			
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	Item 1 [	[ 10 ] SUP001-00005156 , FAC Di	still	ed Wat					1	_	
	Material Data	Quantities/Dates Valuation	1	Source	e of Supply Statu	s (	Contact P	erson	Release strategy		Te
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_				21	Sr. Mngr-SCM	<ul> <li>✓</li> </ul>					
1	Release indicator	2 REO/purchase order		26	SVP-Finance & BS	<ul> <li>✓</li> </ul>					
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6. Click the **Save** licon 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.

🞯 Release effected with release code LI



SAP menu	Logistics $\rightarrow$ Materials Management $\rightarrow$ Purchasing $\rightarrow$ Purchase Requisition $\rightarrow$ Change
Transaction Code	ME52N

Proceed with the approval of the purchase requsition.

Transaction Code	ME53N							
SAP menu	Logistics $\rightarrow$ Materials Management $\rightarrow$ Purchasing $\rightarrow$ Purchase Requisition $\rightarrow$ Display							
$\blacktriangleright$ To display a purchase requisition, access the transaction:								