

Work Instruction

Release a Purchase Order

ME28

Purpose

Use this procedure to release (approve) a Purchase Order.

Trigger

Perform this procedure when a purchasing document needs to be approved.

Prerequisites

- A purchase order must exist in the system with a purchasing group that coincides with the approvers release strategy.
- All prior approvals must be complete.

Menu Path

Use the following menu path(s) to begin this transaction:

- Select Logistics > Materials Management > Purchasing > Purchase Order > Release.

Transaction Code

ME28

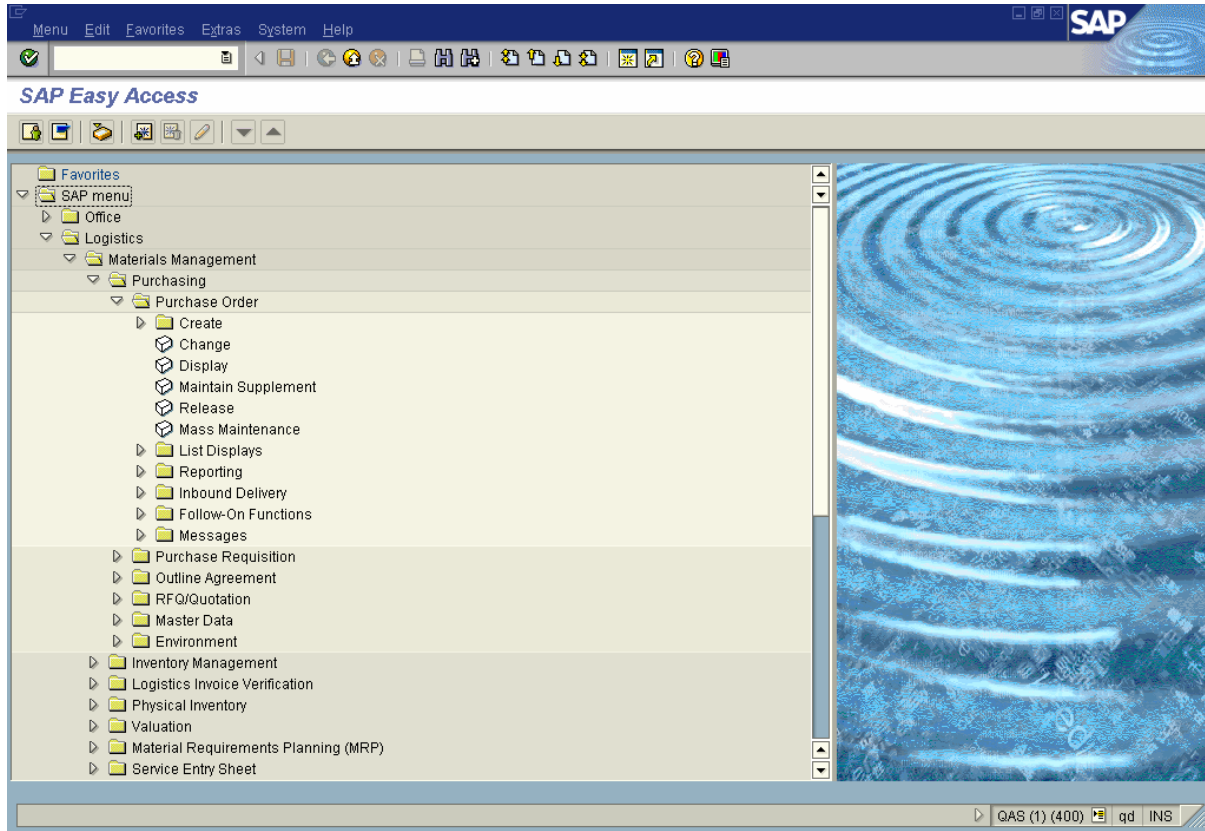
Helpful Hints

As some colleges use multiple purchase groups, it is important to remember to change the purchasing group to see different groups in the system. To see all purchasing groups available at a location, leave the Purchasing group field blank.

Procedure


1. Start the transaction using the menu path or transaction code.


SAP Easy Access



Release (Approve) Purchasing Documents

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Release code	R	Enter your release code.  Each approval level has a designated release code which is linked to the user's profile. Release codes should default in and not need to be changed. Example: CV

Field Name	R/O/C	Description
Purchasing group	R	<p>Check your purchasing group. This information defaults in based on your profile and should not need to be changed.</p> <p style="text-align: center;"></p> <p>As some colleges use multiple purchase groups, it is important to remember to change the purchasing group to see different groups in the system. To see all purchasing groups available at a location, leave the Purchasing group field blank.</p> <p>Example: CPG</p>

3. Click  .

Release Purchasing Documents with Release Code CV

PO	Type	Vendor	Name	Release indicator	Release option	P6p	Order date
4500020240	PO	1000311	BOISE CASCADE OFFICE PRODUCT	1 Blocked	Release possible	CP6	07/02/2003
CP/13 Contracted Vendor							
4500020504	PO	1000311	BOISE CASCADE OFFICE PRODUCT	1 Blocked	Release possible	CP6	07/10/2003
CP/13 Contracted Vendor							
4500020590	PO	1004808	LOS ANGELES CITY COLLEGE	1 Blocked	Release possible	CP6	07/14/2003
CP/01 C < \$5000							
4500020591	PO	1004808	LOS ANGELES CITY COLLEGE	1 Blocked	Release possible	CP6	07/14/2003
CP/01 C < \$5000							
4500020592	PO	1004808	LOS ANGELES CITY COLLEGE	1 Blocked	Release possible	CP6	07/14/2003
CP/01 C < \$5000							
4500020599	PO	1006537	ACROPRINT	1 Blocked	Release possible	CP6	07/14/2003
CP/01 C < \$5000							
4500020610	PO	1004808	LOS ANGELES CITY COLLEGE	1 Blocked	Release possible	CP6	07/14/2003
CP/01 C < \$5000							
4500020612	PO	1000266	BERJO'S	1 Blocked	Release possible	CP6	07/14/2003
CP/01 C < \$5000							
4500020613	PO	1000311	BOISE CASCADE OFFICE PRODUCT	1 Blocked	Release possible	CP6	07/14/2003
CP/13 Contracted Vendor							
4500020615	PO	1000000	OFFICE DEPOT	1 Blocked	Release possible	CP6	07/14/2003
CP/13 Contracted Vendor							
4500020616	PO	1001190	KIEFER ASSOCIATES	1 Blocked	Release possible	CP6	07/14/2003
CP/01 C < \$5000							
4500020633	CO	1003430	Stokes Frank	1 Blocked	Release possible	CP6	07/30/2003
CP/03 C >= \$59600 Contr.							

- Only a limited amount of information is available on the Release list. Click the PO number to see the line items for the Purchase Order to be approved.

Release Purchasing Documents with Release Code CV

PO	Type	Vendor	Name	Release indicator	Release option	P6p	Order date
4500020240	PO	1000311	BOISE CASCADE OFFICE PRODUCT	1 Blocked	Release possible	CP6	07/02/2003
CP/13	Contracted Vendor						
4500020504	PO	1000311	BOISE CASCADE OFFICE PRODUCT	1 Blocked	Release possible	CP6	07/10/2003
CP/13	Contracted Vendor						
4500020590	PO	1004808	LOS ANGELES CITY COLLEGE	1 Blocked	Release possible	CP6	07/14/2003
CP/01	C < \$5000						
4500020591	PO	1004808	LOS ANGELES CITY COLLEGE	1 Blocked	Release possible	CP6	07/14/2003
CP/01	C < \$5000						
4500020592	PO	1004808	LOS ANGELES CITY COLLEGE	1 Blocked	Release possible	CP6	07/14/2003
CP/01	C < \$5000						
4500020599	PO	1006537	ACROPRINT	1 Blocked	Release possible	CP6	07/14/2003
CP/01	C < \$5000						
4500020610	PO	1004808	LOS ANGELES CITY COLLEGE	1 Blocked	Release possible	CP6	07/14/2003
CP/01	C < \$5000						
4500020612	PO	1000266	BERJO'S	1 Blocked	Release possible	CP6	07/14/2003
CP/01	C < \$5000						
4500020613	PO	1000311	BOISE CASCADE OFFICE PRODUCT	1 Blocked	Release possible	CP6	07/14/2003
CP/13	Contracted Vendor						
4500020615	PO	1000000	OFFICE DEPOT	1 Blocked	Release possible	CP6	07/14/2003
CP/13	Contracted Vendor						
4500020616	PO	1001190	KIEFER ASSOCIATES	1 Blocked	Release possible	CP6	07/14/2003
CP/01	C < \$5000						
4500020633	CO	1003430	Stokes Frank	1 Blocked	Release possible	CP6	07/30/2003
CP/03	C >= \$59600 Contr.						

Example: 4500020633 |
 CP/03 C >= :

Display: Purchase Order: Item Overview

The screenshot displays the SAP 'Display Purchase Order: Item Overview' screen. The menu bar includes 'Purchase order', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. The title bar reads 'Display Purchase Order: Item Overview'. The main area shows purchase order details: Purchase order 4500020633, Order type CO, PO date 07/30/2003, Vendor 1003430, and Currency USD. Below this is a table of PO items with columns for Item, A/D, Material, Short text, PO quantity, O..., Deliv. date, Net price, Matl group, Plnt, and F T... The first row shows item 1, material 'Technical Cosultant', PO quantity 12EA, Deliv. date 08/15/2003, and Net price 5,000.00. At the bottom, there is an 'Item' field containing '1' and a status bar with 'QAS (1) (400)' and 'qd INS'.

- Click to return to the list.

Release Purchasing Documents with Release Code CV

PO	Type	Vendor	Name	Release strategy	Release indicator	Release option	P6p	Order date
4500020240	PO	1000311	BOISE CASCADE OFFICE PRODUCT				CP6	07/02/2003
CP/13	Contracted Vendor				1 Blocked	Release possible		
4500020504	PO	1000311	BOISE CASCADE OFFICE PRODUCT				CP6	07/10/2003
CP/13	Contracted Vendor				1 Blocked	Release possible		
4500020590	PO	1004808	LOS ANGELES CITY COLLEGE				CP6	07/14/2003
CP/01	C < \$5000				1 Blocked	Release possible		
4500020591	PO	1004808	LOS ANGELES CITY COLLEGE				CP6	07/14/2003
CP/01	C < \$5000				1 Blocked	Release possible		
4500020592	PO	1004808	LOS ANGELES CITY COLLEGE				CP6	07/14/2003
CP/01	C < \$5000				1 Blocked	Release possible		
4500020599	PO	1006537	ACROPRINT				CP6	07/14/2003
CP/01	C < \$5000				1 Blocked	Release possible		
4500020610	PO	1004808	LOS ANGELES CITY COLLEGE				CP6	07/14/2003
CP/01	C < \$5000				1 Blocked	Release possible		
4500020612	PO	1000266	BERJO'S				CP6	07/14/2003
CP/01	C < \$5000				1 Blocked	Release possible		
4500020613	PO	1000311	BOISE CASCADE OFFICE PRODUCT				CP6	07/14/2003
CP/13	Contracted Vendor				1 Blocked	Release possible		
4500020615	PO	1000000	OFFICE DEPOT				CP6	07/14/2003
CP/13	Contracted Vendor				1 Blocked	Release possible		
4500020616	PO	1001190	KIEFER ASSOCIATES				CP6	07/14/2003
CP/01	C < \$5000				1 Blocked	Release possible		
4500020633	CO	1003430	Stokes Frank				CP6	07/30/2003
CP/03	C >= \$59600	Contr.			1 Blocked	Release possible		

6. Click the Purchase Order number of the PO you want to approve.

7. Click  Release .

Release Purchasing Documents with Release Code CV

PO	Type	Vendor	Name	P6p	Order date	Release strategy	Release indicator	Release option
4500020240	PO	1000311	BOISE CASCADE OFFICE PRODUCT	CP6	07/02/2003			
CP/13	Contracted Vendor						1 Blocked	Release possible
4500020504	PO	1000311	BOISE CASCADE OFFICE PRODUCT	CP6	07/10/2003			
CP/13	Contracted Vendor						1 Blocked	Release possible
4500020590	PO	1004808	LOS ANGELES CITY COLLEGE	CP6	07/14/2003			
CP/01	C < \$5000						1 Blocked	Release possible
4500020591	PO	1004808	LOS ANGELES CITY COLLEGE	CP6	07/14/2003			
CP/01	C < \$5000						1 Blocked	Release possible
4500020592	PO	1004808	LOS ANGELES CITY COLLEGE	CP6	07/14/2003			
CP/01	C < \$5000						1 Blocked	Release possible
4500020599	PO	1006537	ACROPRINT	CP6	07/14/2003			
CP/01	C < \$5000						1 Blocked	Release possible
4500020610	PO	1004808	LOS ANGELES CITY COLLEGE	CP6	07/14/2003			
CP/01	C < \$5000						1 Blocked	Release possible
4500020612	PO	1000266	BERJO'S	CP6	07/14/2003			
CP/01	C < \$5000						1 Blocked	Release possible
4500020613	PO	1000311	BOISE CASCADE OFFICE PRODUCT	CP6	07/14/2003			
CP/13	Contracted Vendor						1 Blocked	Release possible
4500020615	PO	1000000	OFFICE DEPOT	CP6	07/14/2003			
CP/13	Contracted Vendor						1 Blocked	Release possible
4500020616	PO	1001190	KIEFER ASSOCIATES	CP6	07/14/2003			
CP/01	C < \$5000						1 Blocked	Release possible
4500020633	CO	1003430	Stokes Frank	CP6	07/30/2003			
CP/03	C >= \$59600	Contr.					1 Blocked	Release set

8. Click  .



The system displays the message, "Releases saved."

9. Click  to exit.

10. You have completed this transaction.

Result

You have approved a Purchase Order.

Comments

None.