Release a Purchase Order

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:


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

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

Release code

Release (Approve) Purchasing Documents

Release code

Release group

Set release

Cancel release

Release predecessor fulfilled

List with errors

Purchasing document category

Purchasing organization

Document number

Document type

Purchasing group

Vendor

Copying plant

Document code
<table>
<thead>
<tr>
<th>Field Name</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing group</td>
<td>R</td>
<td>Check your purchasing group. This information defaults in based on your profile and should not need to be changed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As some colleges use multiple purchase groups, it is important to remember to change the purchasing group to see different groups in the system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To see all purchasing groups available at a location, leave the Purchasing group field blank.</td>
</tr>
<tr>
<td>Example:</td>
<td></td>
<td>CPG</td>
</tr>
</tbody>
</table>

3. Click 🔄.
4. 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.
Title: Release a Purchase Order

Category 1: Procurement
Category 2: Release

Release Purchasing Documents with Release Code CV

Example:

4500020633
CP/03 C >=
5. Click \( \square \) to return to the list.
6. Click the Purchase Order number of the PO you want to approve.

7. Click Release.
Release Purchasing Documents with Release Code CV

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.