Release a Purchase Requisition

Purpose
Use this procedure to release (approve) a Purchase Requisition.

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

Prerequisites
- A purchase requisition must be entered 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
ME55

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.
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 which is linked to the user's profile. Release codes should default in and not need to be changed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example: CV</td>
</tr>
</tbody>
</table>
### Field Name | R/O/C | Description
---|---|---
Purchasing group | R | Check your purchasing group. This information defaults in based on your profile and should not need to be changed. 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. Example: CPG

Plant | R | Check your Plant. This information defaults in based on your profile and should not need to be changed. Example: C

3. Click 🔄.
Collective Release of Purchase Requisitions

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10002590</td>
<td>Overall rel.</td>
<td>$5000 &lt; $50000</td>
<td>Release possible</td>
<td></td>
</tr>
<tr>
<td>10002590</td>
<td>Overall rel.</td>
<td>$50000 Contract</td>
<td>Release possible</td>
<td></td>
</tr>
</tbody>
</table>

4. Only a limited amount of information is available on the Release list. Click the Pur. Req. number to see the line items for the Purchase Requisition to be approved.

Example: 10002590 Overall rel.
5. Click 🔄 to return to the list.
6. Click (checkbox) beside the purchase requisition number of the document you want to approve.

7. Click .
Collective Release of Purchase Requisitions

The system displays the message, "Purchase requisitions changed."

8. Click 📈 to exit.

9. You have completed this transaction.

Result

You have approved a Purchase Requisition.

Comments

None.
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