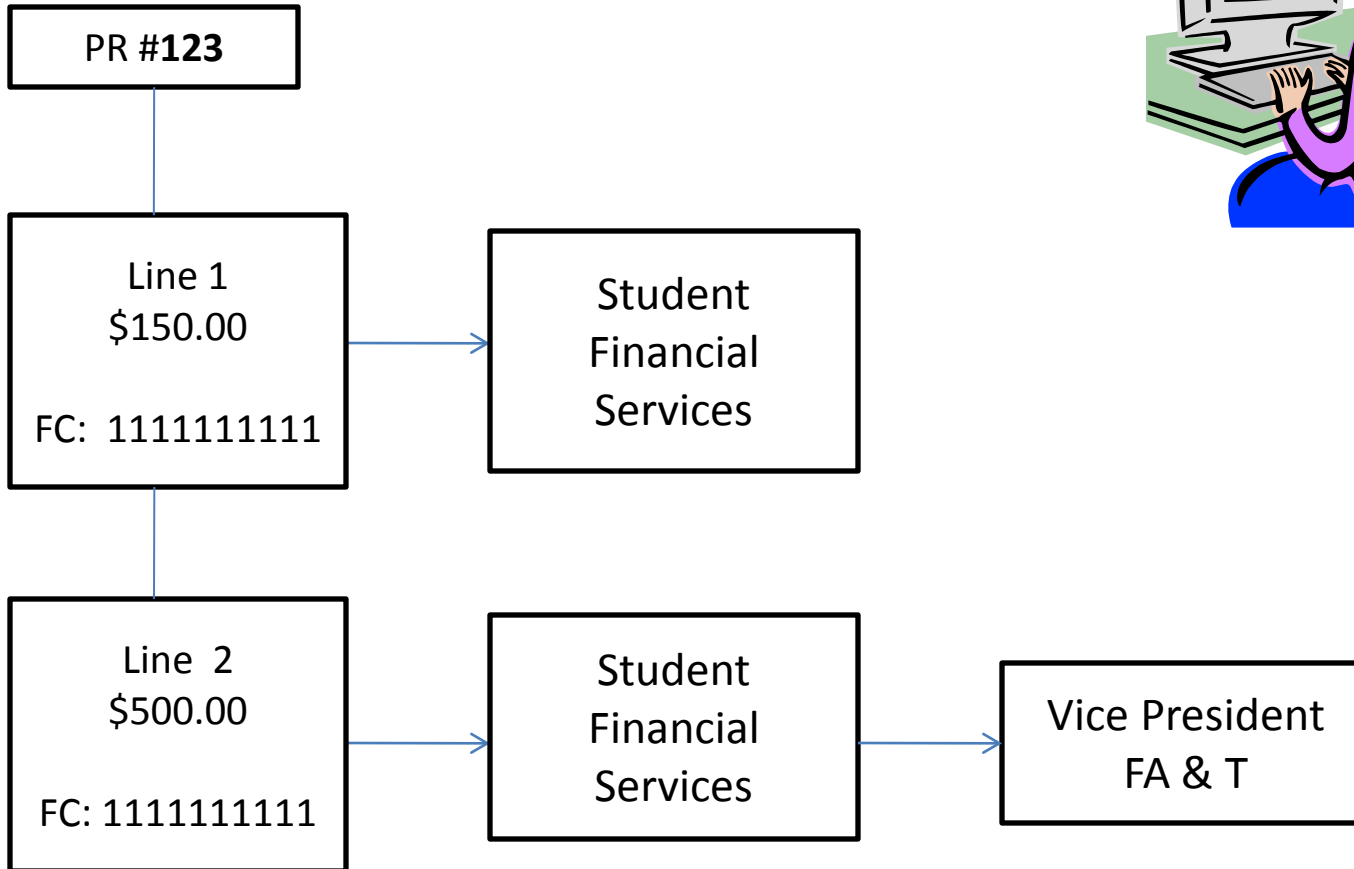


# Requisition Approving

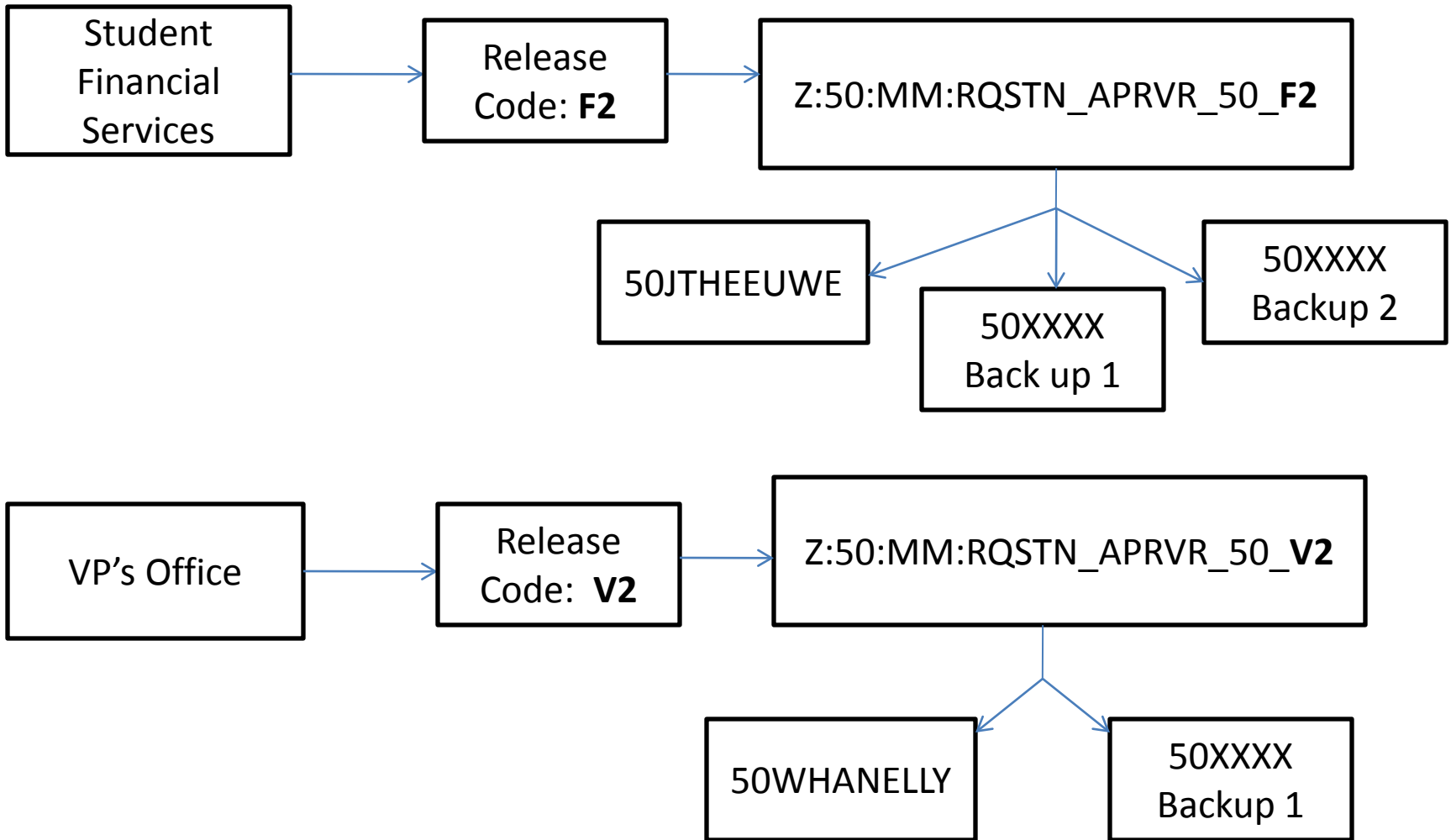
## Agenda

- Approving Background
- Transaction SBWP (SAP Business Workplace)
- Transaction ME55 (Collective Release of Purchase Reqs.)
- Transaction ME54N (Release Purchase Requisition)
- Cancelling an approval
- Cancelling a requisition
- Exercises

# Approving



# Release Code/Roles





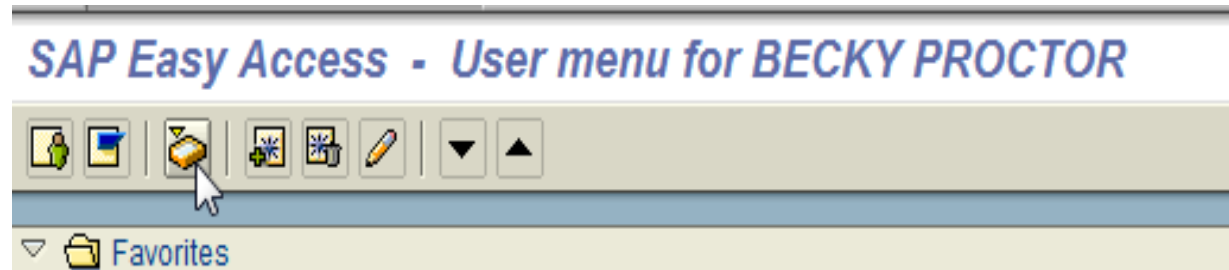


# Transactions

- SBWP: SAP Inbox Release
- ME55: Collective Release
- ME54N: Individual Release

# SBWP: SAP Inbox Release

- Transaction SBWP (SAP Business Workplace)
- Click on the 'SAP Business Workplace' icon at the SAP Easy Access screen



# SBWP: SAP Inbox Release

Workplace Edit Goto Folder Environment Settings System Help

*Business Workplace of BECKY PROCTOR*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: BECKY PROCTOR

- Inbox
  - Unread Documents 0
  - Documents 0
  - Workflow 1
  - Overdue entries 0
  - Deadline messages 0
  - Incorrect entries 0
- Outbox
- Resubmission
- Private folders

Workflow 1

E...	Title	Status	Creation D...	Creation...	Att...	C...	W...
	Requisition release 10230770 00001		02/17/2009	13:32:11	5		

# SBWP: SAP Inbox Release

Release Purch. requisition 10230770

Document overview on | Personal setting

NB Purchase requisiti... 10230770

Texts

Header note

St...	Item	A	I	Matl group	Short text	Quantity	Unit	Delivery date	Valuation price	Total value	Requisnr.	Tracking...
	1	K		OFFICE ...	Pen, Ball point, Blue	2	BX	02/17/2009	4.56	9.12		

Item: 1 [ 1 ] Pen, Ball point, Blue

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Contact person | Release strategy


Release group: 50 Lock Haven Release  
Release strategy: 1C Procurement Office  
Release indicator: X Blocked











Code	Description	Processor	Sta...	Rel...
P3	Dir of Procurement	BECKY PROCTOR	▲	🌱

Release

# ME55: Collective Release






*Collective Release of Purchase Requisitions*



Release code	P3		
Release group	50 	to	
<input checked="" type="checkbox"/> Release prerequisite fulfilled			
<input checked="" type="checkbox"/> Requisns. for overall release			
<input checked="" type="checkbox"/> Requisns. f. item-wise release			
Purchase requisition		to	
Material		to	
Material group		to	
Purchasing group		to	
Scope of list	F		
Plant		to	
Document type		to	
Item category		to	
Account assignment category		to	

# ME55: Collective Release

## Collective Release of Purchase Requisitions



 Release strat.
 


Material	Short text		PGp	Mat. gp.
Requisn. Item	Requested qty.	Un Deliv. date	Requester	PInt SLoc
S C R Qty. I A	Req. val.	Cur Release date	Trackg.no.	SP1. MC
Release strategy	Release indicator	Release option		
<input type="checkbox"/>	Pen, Ball point, Blue		500	075000
10230770 00001	2 BX D	02/17/2009		50
N R X NB K	9.12 USD	02/17/2009		
50/1C Procurement Office	X Blocked		Release possible	
<input type="checkbox"/>	Pen, Ball point, Red		500	075000
10230771 00001	3 BX D	02/17/2009		50
N R X NB K	13.68 USD	02/17/2009		
50/1C Procurement Office	X Blocked		Release possible	
<input type="checkbox"/>	Pen, Ball point, Black		500	075000
10230772 00001	4 BX D	02/17/2009		50
N R X NB K	18.24 USD	02/17/2009		
50/1C Procurement Office	X Blocked		Release possible	

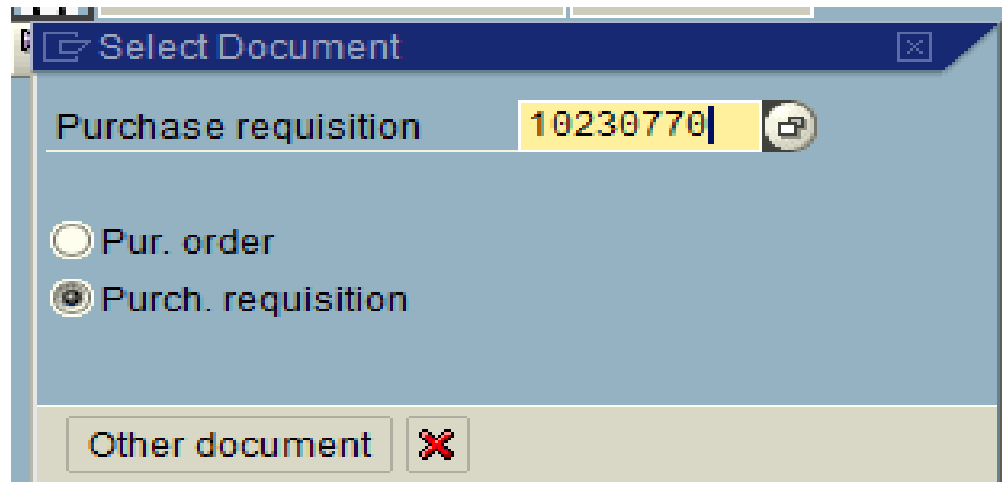
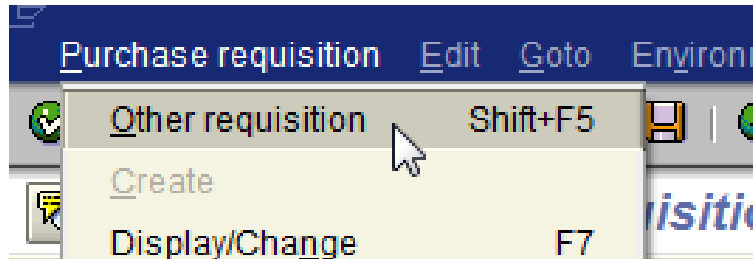
# ME55: Collective Release

*Collective Release of Purchase Requisitions*

Release strat.

Material	Short text	PGp	Mat. gp.
Requisn. Item	Requested qty. Un Deliv. date	Requester	Plnt SLoc
S C R Qty. I A	Req. val. Cur Release date	Trackg.no.	SP1. MC
Release strategy	Release indicator	Release option	
<input checked="" type="checkbox"/>	Pen, Ball point, Blue	500	075000
10230770 00001	2 BX D 02/17/2009		50
N R X NB K	9.12 USD 02/17/2009		
50/1C Procurement Office	X Blocked	Release possible	
<input checked="" type="checkbox"/>	Pen, Ball point, Red	500	075000
10230771 00001	3 BX D 02/17/2009		50
N R X NB K	13.68 USD 02/17/2009		
50/1C Procurement Office	X Blocked	Release possible	
<input checked="" type="checkbox"/>	Pen, Ball point, Black	500	075000
10230772 00001	4 BX D 02/17/2009		50
N R X NB K	18.24 USD 02/17/2009		
50/1C Procurement Office	X Blocked	Release possible	

# ME54N: Individual Release



# ME54N: Individual Release

The screenshot displays the SAP ME54N Individual Release interface. At the top, the title bar reads "Release Purch. requisition 10230770". Below this, the document overview shows "NB Purchase requisiti... 10230770". The "Texts" section contains a "Header note" field. The main table lists the purchase requisition items:

St...	Item	A	I	Matl group	Short text	Quantity	Unit	Delivery date	Valuation price	Σ	Total value	Requisnr.	Tracking...	D
	1	K		OFFICE ...	Pen, Ball point, Blue	2	BX	02/17/2009	4.56		9.12			

At the bottom, the "Item" section shows details for "1 [1] Pen, Ball point, Blue". The "Release strategy" is set to "1C Procurement Office". The "Release group" is "50 Lock Haven Release". The "Release indicator" is "X Blocked". The "Release" button is highlighted with a red circle.

# Cancelling an Approval

The screenshot displays the SAP 'Release Purch. requisition 10230770' interface. At the top, the title bar reads 'Release Purch. requisition 10230770'. Below it, a navigation bar includes 'Document overview on' and 'Personal setting'. The main area is titled 'NB Purchase requisiti... 10230770' and contains a 'Texts' section with a 'Header note' field. A toolbar with various icons is positioned above a data table. The table has columns for 'St...', 'Item', 'A', 'I', 'Matl group', 'Short text', 'Quantity', 'Unit', 'Delivery date', 'Valuation price', 'Σ', 'Total value', 'Requisnr.', and 'Tracking...'. The first row contains the following data: Item 1, Material group K, Short text 'OFFICE ... Pen, Ball point, Blue', Quantity 2, Unit BX, Delivery date 02/17/2009, Valuation price 4.56, and Total value 9.12. Below the table, the 'Item' section shows '1 [1] Pen, Ball point, Blue'. The bottom part of the interface features several tabs: 'Material data', 'Quantities/dates', 'Valuation', 'Account assignment', 'Source of supply', 'Status', 'Contact person', and 'Release strategy'. The 'Status' tab is active, showing a table with columns 'Code', 'Description', 'Processor', 'Sta...', and 'Rel...'. The first row in this table has Code 'P3', Description 'Dir of Procurement', Processor 'BECKY PROCTOR', and a green checkmark in the 'Sta...' column. A mouse cursor is hovering over the 'Rel...' column, which has triggered a tooltip that says 'Cancel release'.

St...	Item	A	I	Matl group	Short text	Quantity	Unit	Delivery date	Valuation price	Σ	Total value	Requisnr.	Tracking...
	1	K		OFFICE ...	Pen, Ball point, Blue	2	BX	02/17/2009	4.56		9.12		

Code	Description	Processor	Sta...	Rel...
P3	Dir of Procurement	BECKY PROCTOR	✓	Cancel release

# Cancelling a Requisition

The screenshot displays the SAP Purchase Requisition interface for document 10249276. The main table lists the requisition items, and a detailed view for item [1] 'Calendar, Desktop, 2010' is shown below.

St...	Item	A	Matl Gro...	Short Text	Quantity	Unit	Valuation Price	Σ	Total Value	Deliv. Date	Req
	1	X	OFFICE ...	Calendar, Desktop, 2010	50	BX	1.99		99.50	07/02/2009	pjon
		X									50Bf
		X									50Bf

Material Data	Quantities/Dates	Valuation	Account Assignment	Source of Supply	Status	Contact...
Quantity	50	BX	Delivery Date	D 07/02/2009		
Quantity Ordered	0	BX	Request date	06/18/2009		
Open quantity	50	BX	Release Date	06/18/2009		
<input type="checkbox"/> Closed			Pl. Deliv. Time			
<input type="checkbox"/> Fixed ID			GR Proc. Time			

PRD (1) (300) zeta OVR



# COMPLETE EXERCISES