

Purchase requisition release



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1. Purchase requisition overall release

1.1. Start release process & workflow

The purchase requisition release process is started by creating a new purchase requisition in ME51N.

Purchase requisition release

Enter requisition data:

Create Purchase Requisition

Document overview on Personal setting

NB Purchase requisitio... Source determination

Texts

Header note

1 Continuous-t...

St...	Item	A	I	Material	Short text	Quantity	Unit	C	Delivery date	Matl group	Plant	Stor. loc.	PGr	Requisnr.	Tracki
	1	K		101206	ACETIC ACID	100	LB	D	29.09.2014	E&P Solven...	Monument ...		D...	monumen...	

Item: 1 [1] 101206 , ACETIC ACID

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Contact person | Texts | Delivery address

Created by: MONUMENT_DEV | Changed on: 08.09.2014

Crea. ind.: R Realtime (manual)

Requisitioner: monument_d... | Tracking Number:

Purch. Group: DB9 ENGINEERING MI

MRP Controller: 003 DOE RUN PRODUCTI...

Purchase requisition release

ENTER ONE OF THE FOLLOWING PURCHASING GROUPS, SELECTING THE DEPARTMENT THE REQUISITION IS TO BE CHARGED TO. WE WILL NO LONGER ENTER PURCHASING GROUPS ASSIGNED TO INDIVIDUALS OR TO PURCHASING DEPARTMENT MEMBERS. IF SOMETHING OTHER THAN THE LIST BELOW IS ENTERED, THE AUTOMATIC APPROVAL WILL NOT BE TRIGGERED.

PurGrp	Department	Approver
DA1	ADMINISTRATION	RCAINES
DA2	PURCHASING	HUME
DA3	HSE/MEDICAL	POOLE
DA4	WWT	DAVIS
DA5	ENVIRONMENTAL	JCAINES
DA6	MAIN LAB	AMOS
DA7	MECHANICAL INTEGRITY	WILLIAMS
DA8	ACCOUNTING	SCOLE
DB2	WAREHOUSE	TICHENOR
DB3	PROCESS TECH 105	PURVIS
DB4	SHIPPING	ADKISSON
DB5	MAINTENANCE	FAULKENBURG
DB6	PROCESS TECH 104	DAVIS
DB7	POLYCHEMICALS	PHILLIPS
DB8	EDC	PEACH
DB9	QUALITY	HEFFERNAN
DC1	CAPITAL	MUNCY
DC2	ENGINEERING	FAULKENBURG
DC5	CUSTOMER SERVICE	MCDUFF
DC6	HUMAN RESOURCES	GRAHAM
DC7	POP	DAVIS
DC8	MICRO	DAVIS
DC9	POWERHOUSE	TICHENOR
DD0	IT	CUCINO

Choosing the department for which the requisition is written will ensure the requisition is routed for proper approval.

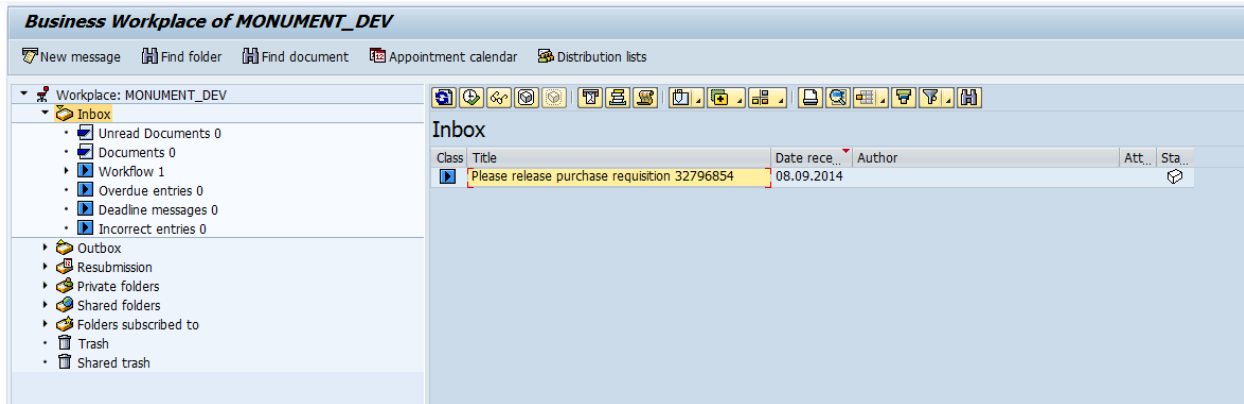
When pushing button “SAVE” or “Check” the system will try to determine a release strategy for the release criteria defined in the system. If a release strategy was defined for our case the tab “Release strategy” will become visible in the header area.

1.2. Release/Approve purchase requisition

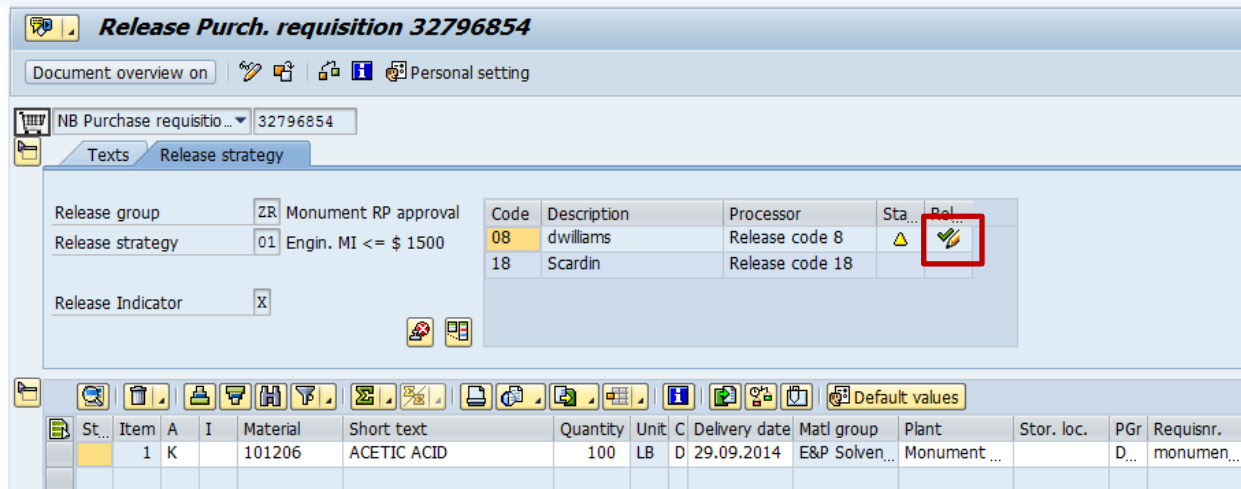
The purchase requisition can be released by the assigned approver in multiple ways:

- a. by accessing the SAP Business Workplace (Tcode SWPR) and execute the release work item
- b. by executing the shortcut received by email
- c. by manually executing Tcode ME54N and opening the desired purchase requisition.

All methods have the same logic and output, choose the most convenient one for you.



By executing the desired work item transaction ME54N is opened and the release can be done by pushing the release button:



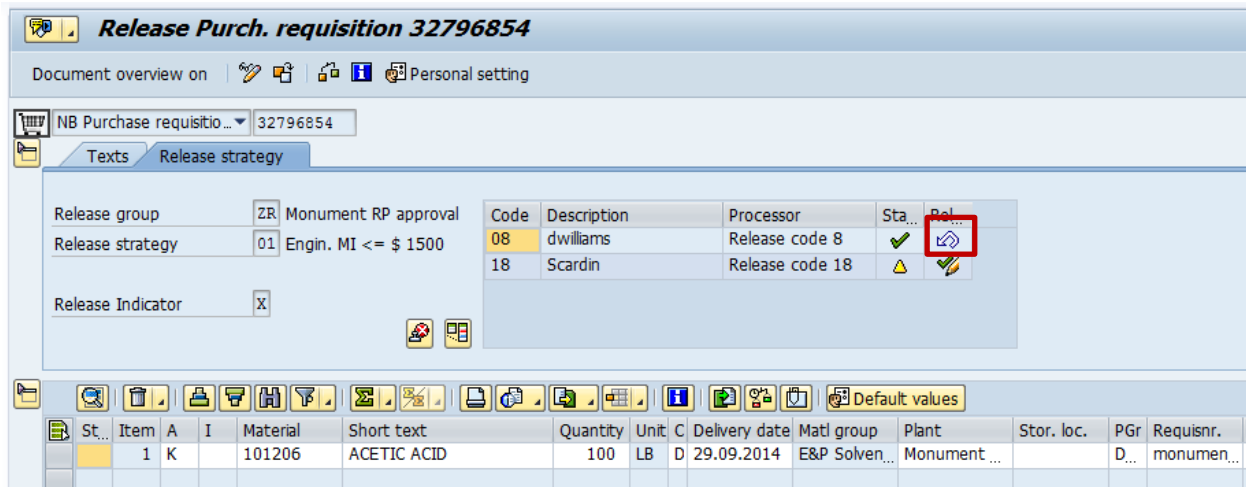
Release effected with release code 08

Push save button:

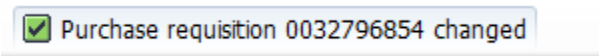
Purchase requisition 0032796854 changed

1.3. Cancelling release/approval for purchase requisition

The release can be cancelled by executing ME54N and pushing the “Cancel release” button:



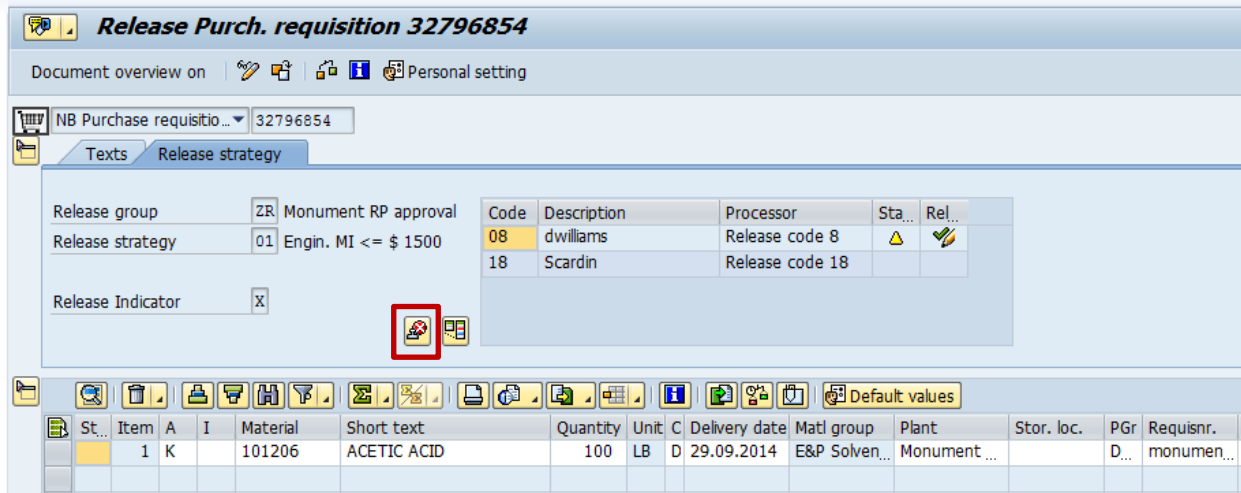
Push “Save”:



1.4. Reject purchase requisition

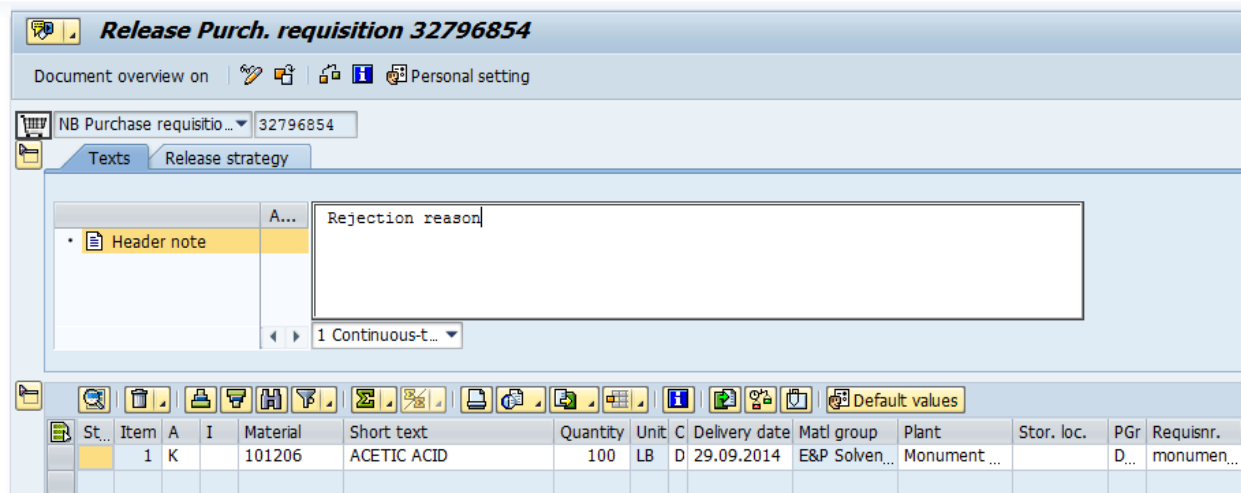
The approver can totally reject the release of a purchase requisition. In this case a note can be maintained in the header text of the purchase requisition to inform the requisitioner why the rejection took place.

The rejection can be executed by pushing the “Reject button”:



Release refused

Optionally, a rejection reason can be maintained in the header text:



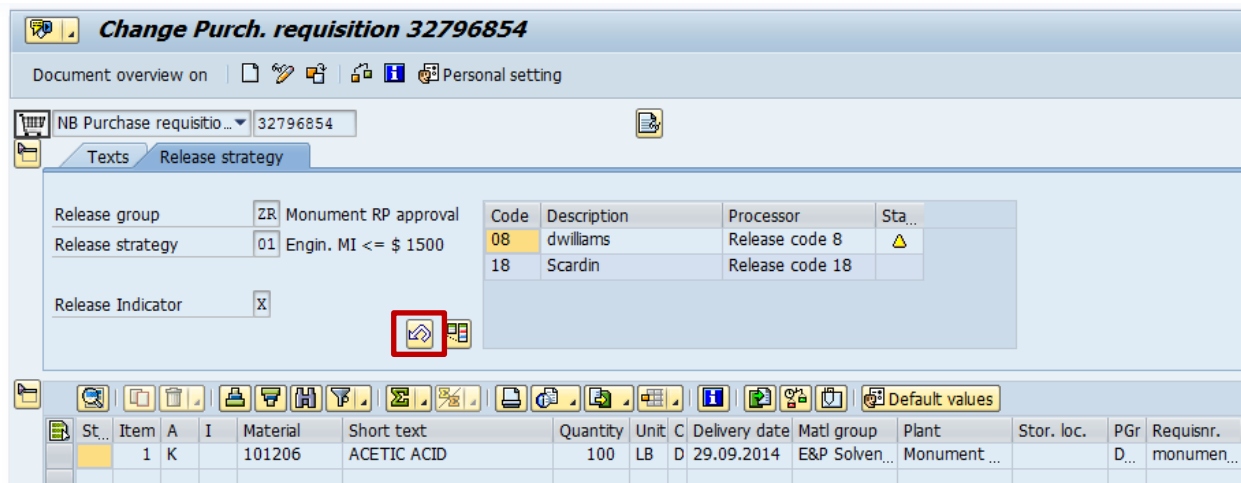
When editing is complete push “Save button”.

Purchase requisition 0032796854 changed

Purchase requisition release

The requisitioner will be informed about the rejection and he has the option to edit the current purchase requisition and send it again for approval.

In order to edit the purchase requisition after rejection the button “Cancel rejection” must be pushed:



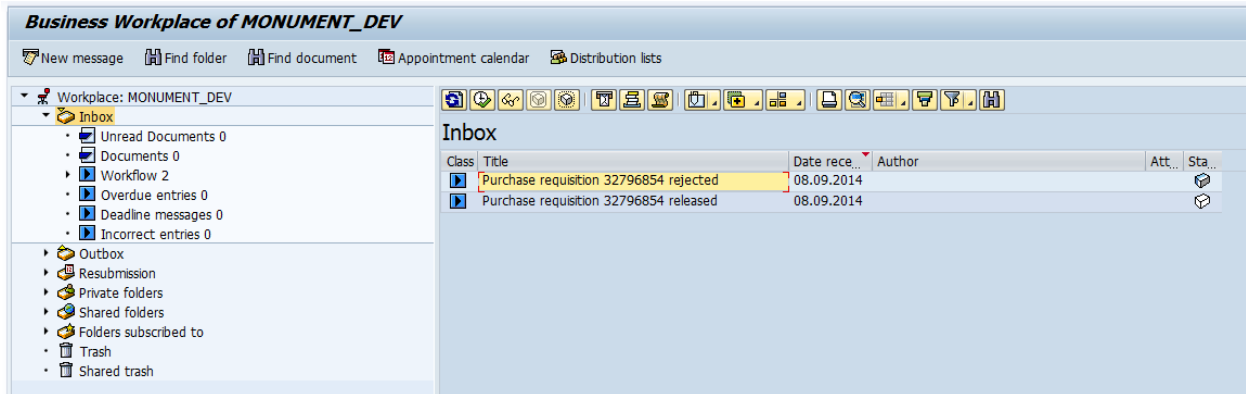
Refusal to release cancelled

Now the purchase requisition can be edited and sent again for approval:

Purchase requisition 0032796854 changed

1.5. Requisitioner notification

The purchase requisitioner receives an info work item (and email notification) after every release approval or rejection. These notifications must be executed to clear the workflow inbox.



After requisition is completely approved it can be processed by Purchasing, by user with T-order authority or by authorized releasers of Blanket Orders per the following procedures:

[PROC-00161 – Release Order Procedure for Blanket](#)

[PROC – 00162 – Telephone Purchase Order Procedure](#)

1.6 Adding lines to an existing requisition

- a. When adding lines to an existing requisition to send it for automatic approval change the purchasing group on all the existing lines to the purchasing group for your approver. This will start the approval process. When the requisition is approved and goes to purchasing for processing, they will handle the previously processed lines on the requisition and only order the new line(s).

- b. When adding purchases against a work order, a *NEW* requisition must be created. Adding lines to an existing processed work order will no longer be permitted. Adding lines to an existing requisition against a work order will create a false total for the requisition that would force the approval process beyond the proper level.