

**End User Procedure (EUP)**

**Approve Purchase Order**

**ZME28**

**Purpose**

Use this procedure to approve a list of purchase orders that are ready for further procurement processing.

**Trigger**

Perform this procedure when there is a purchase order that is subject to a release procedure (approval procedure) needs to be released (approved) by the required releasing authority.

**Prerequisites**

Before beginning this task, obtain the following information:

- Approver's release code

**Transaction Code**

**ZME28**

**Helpful Hints**

Review the following:

- Only a released (approved) PO can be sent to the vendor

**Procedure**

1. Start the transaction using the above transaction code.

**Release (Approve) Purchasing Documents**

The screenshot displays the SAP 'Release (Approve) Purchasing Documents' dialog. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with standard SAP icons. The main area contains several input fields and checkboxes:



- Release code: [ ]
- Release group: [ ] to [ ]
- Set release
- Cancel release
- Release prerequisite fulfilled
- List with items
- Scope of list: BEST
- Purchasing document category: F
- Purchasing organization: [ ] to [ ]
- Document number: [ ] to [ ]
- Document type: [ ] to [ ]
- Purchasing group: [ ] to [ ]
- Vendor: [ ] to [ ]
- Supplying plant: [ ] to [ ]
- Document date: [ ] to [ ]
- Plant: [ ] to [ ]

The status bar at the bottom right indicates the user is logged in as 'ZME28' with role 'tc1dca0u' and is in 'OVR' (Override) mode.



R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

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

Field Name	R/O/C/D/I	Description
Release code	R	A code representing the level of authorization required.  Select the MATCHCODE  icon for possible entries. <b>Example:</b> 05
Set release	D	Indicates that the system is to suggest for processing purposes all purchasing documents that can be released (approved) using the specified release code. <b>Example:</b> Select
Release prerequisite fulfilled	D	Indicates that the system determines whether purchase requisitions or purchasing documents must fulfill the release prerequisite for the specified release code. <b>Example:</b> Select
Scope of list	D	Parameter that determines how the list is edited. <b>Example:</b> BEST
Purchasing document category	D	Code that differentiates purchasing document types. <b>Example:</b> F
Plant	R	The agency organization unit number. <b>Example:</b> 1500


3. Select the EXECUTE  icon.

### Release Purchasing Documents with Release Code 05

PO	Type Vendor	Name	P6p Order date	Release strategy	Release indicator	Release option
4500000076	CPA2 100005	Don's Mowing Service	508 04/11/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000235	CPA2 100020	Dow Industrial Equipment	508 04/25/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000242	NB 100175	LANCASTER OFFICE	279 02/25/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000244	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000245	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000246	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000247	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000248	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000249	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000250	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000251	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000252	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000253	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000254	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000255	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000256	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000257	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible



The system displays the purchase orders that met the criteria and are available for review and approval.


4. Select to highlight the purchase order number to view.
5. Select the PRINT PREVIEW  button.

**Print Preview for YPCC Page 00001 of 00001**

Text Edit Goto System Help SAP

---

*Print Preview for YPCC Page 00001 of 00001*

	<p style="text-align: right;">Page 1 / 1</p> <p><b>ORIGINAL</b>  <b>Purchase Order No. 4500000248</b>  <b>Purchase Order Date: 05/09/2003</b></p> <hr/> <p>Please Deliver To:  DGS  1400 Spring Garden Street  Philadelphia PA 19130-4088</p> <hr/> <p>Please Bill To:  DGS  1400 Spring Garden Street  Philadelphia PA 19130-4088</p> <hr/> <p>Payment Terms: NET 30</p>								
<p>Your vendor number with us: 100177</p>									
<p>Vendor Name/Address:  RELIABLE OFFICE PRODUCTS  98 SOUTH MIDDLETON AVENUE  HUMMELSTOWN PA 17034</p>									
<p>Purchaser:  Name: Kim Ruhl  Phone: 717-705-9294  Fax: 717-783-6241  E-mail: kruhl@state.pa.us</p>									
<p>This Purchase Order constitutes the Contractor's authority to deliver the Item(s) in accordance with: 1) with respect to the RFQ, if any, related to this Purchase Order, the RFQ including the documents attached to the RFQ or incorporated by reference in the RFQ; 2) with respect to the Contract, if any, related to this Purchase Order, the Contract, including the documents attached to the Contract or incorporated by reference in the Contract; 3) the documents attached to this Purchase Order or incorporated by reference, if any; and 4) the contract terms and conditions stored on the website address: at <a href="http://www.state.pa.us">www.state.pa.us</a> for this type of Purchase Order, as of the date of this Purchase Order. RFQ, as used herein, means Request for Quotation, Request for Proposal or Invitation for Bids.</p>									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Material/Service Description</th> <th style="text-align: left;">Qty</th> <th style="text-align: left;">UOM</th> <th style="text-align: left;">Delivery Date</th> <th style="text-align: left;">Price</th> <th style="text-align: left;">Per Unit</th> <th style="text-align: left;">TOTAL</th> </tr> </thead> </table>		Item	Material/Service Description	Qty	UOM	Delivery Date	Price	Per Unit	TOTAL
Item	Material/Service Description	Qty	UOM	Delivery Date	Price	Per Unit	TOTAL		

ZME28 tc1dca0u OVR

6. Select the SCROLL  icon to view additional information on the PO.

**Print Preview for YPCC Page 00001 of 00001**

Text Edit Goto System Help SAP

---

*Print Preview for YPCC Page 00001 of 00001*

Purchase Order or incorporated by reference, if any; and 4) the contract terms and conditions stored on the website address at [www.state.ca.us](http://www.state.ca.us) for this type of Purchase Order, as of the date of this Purchase Order. RFQ, as used herein, means Request for Quotation, Request for Proposal or Invitation for Bids.

Item	Material/Service Description	Qty	UOM	Delivery Date	Price	Per Unit	TOTAL
00010	100174 PAPER, SHREDDER, STRAIGHT-CUT	12	EA	06/30/2003	2,010.00	EA	24,120.00

-----GENERAL REQUIREMENTS FOR ALL ITEMS-----  
 \*\*\* NO FURTHER INFORMATION FOR THIS PO \*\*\*

Quotation #:	Currency: USD
Quotation Date:	36,120.00
	***TOTAL NET VALUE***

ZME28 tc1dca0u OVR

7. Select the BACK  icon.

**Release Purchasing Documents with Release Code 05**

PO	Type Vendor	Name	P6p Order date	Release strategy	Release indicator	Release option
4500000076	CPA2 100005	Don's Mowing Service	508 04/11/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000235	CPA2 100020	Dow Industrial Equipment	508 04/25/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000242	NB 100175	LANCASTER OFFICE	279 02/25/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000244	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000245	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000246	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000247	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000248	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000249	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000250	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000251	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000252	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000253	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000254	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000255	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000256	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000257	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible

8. Select the RELEASE STRAT.  Release strat. button.

**Release Strategy Purchase ord 4500000248**

Release Strategy Purchase ord 4500000248									
Release group	Z1 PROC RELEASE								
Release strategy	04 SUPP & SRV >10K								
Release code	05 AGENCY HEAD								
<table border="1"> <tr> <td colspan="2">Release codes</td> </tr> <tr> <td>Release prerequisite</td> <td></td> </tr> <tr> <td>Releases to date</td> <td></td> </tr> <tr> <td>Final release</td> <td>05 02 06</td> </tr> </table>		Release codes		Release prerequisite		Releases to date		Final release	05 02 06
Release codes									
Release prerequisite									
Releases to date									
Final release	05 02 06								
Release indicator	N Not Released								
Release possible									
<input checked="" type="checkbox"/> Simulate release <input type="checkbox"/>									



The system displays the release strategy. Depending on the purchasing group, the material group, the value of the requisition, or another prescribed procedure, the purchase order will proceed through a prescribed release procedure that will ensure that a proper level of authority will approve the purchase order before it will be released to the vendor. Workflow will direct the appropriate purchase orders to the relevant approver in the appropriate order.

9. Select the CONTINUE  icon.



**Release Purchasing Documents with Release Code 05**


PO	Type Vendor	Name	P6p Order date	Release strategy	Release indicator	Release option
4500000076	CPA2 100005	Don's Mowing Service	508 04/11/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000235	CPA2 100020	Dow Industrial Equipment	508 04/25/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000242	NB 100175	LANCASTER OFFICE	279 02/25/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000244	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000245	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000246	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000247	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000248	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000249	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000250	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000251	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000252	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000253	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000254	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000255	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000256	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000257	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible

10. Select by double-clicking the appropriate purchase order number.

**Standard PO 450000248 Created by Kim Ruhl**

The screenshot shows the SAP Standard PO 450000248 interface. The header section displays Vendor: 100177 RELIABLE OFFICE PRODUC... and Doc. date: 05/09/2003. The item table shows one line item with Material: 100174, Short text: PAPER, SHREDDER, ST..., PO quantity: 12 EA, and Net price: 3,010.00 USD. The item details section is expanded, showing fields such as G/L account no. (6361100), Business area (15), CO area (COPA), Cost center (1522550000), Commitment item (6361100), Funds center (1522550000), Fund (1011002000), and Functional area (1310).

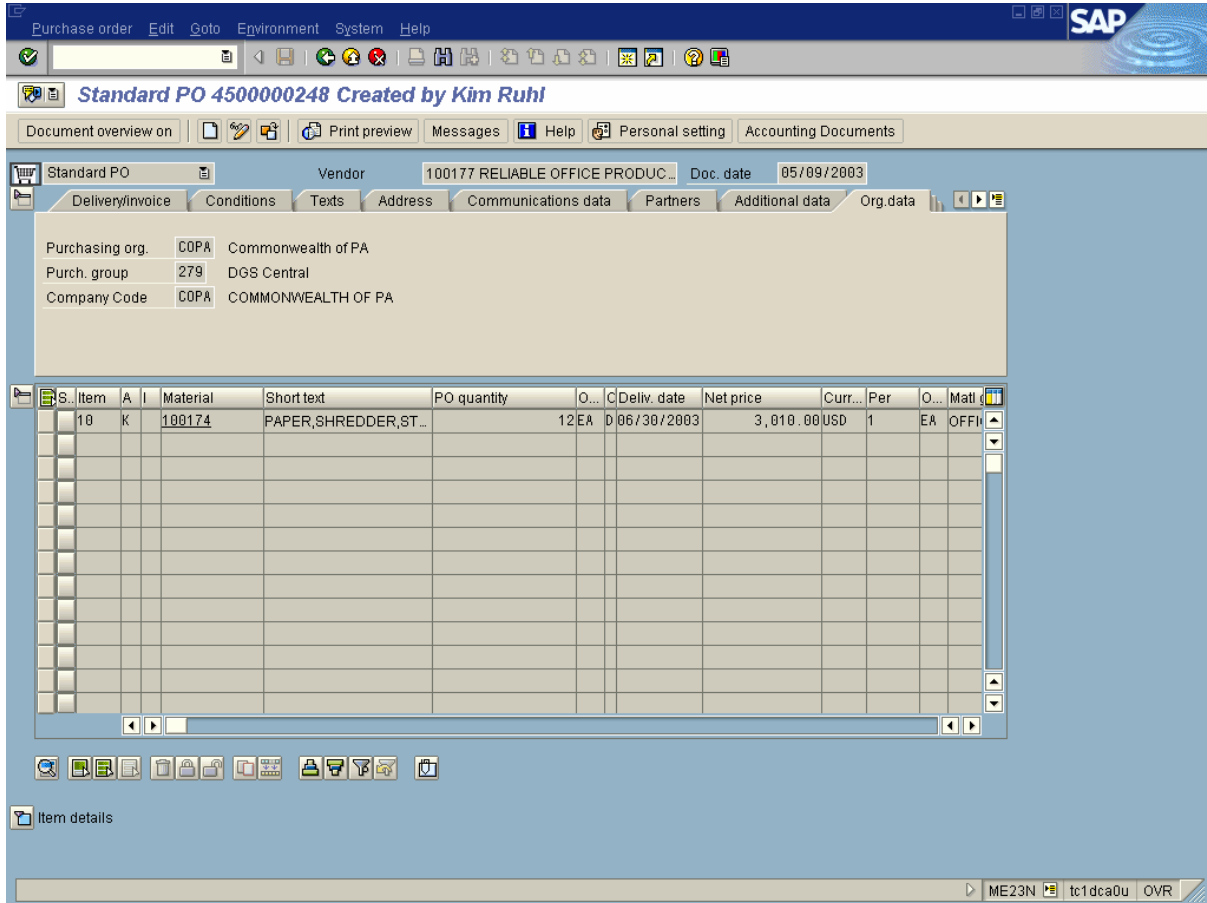


The purchase order selected is displayed. Selecting the EXPAND/COLLAPSE HEADER  icon will expand or collapse section details. The screen is divided into three sections as follows:

Section	Description
Header	This section contains information applicable to all line items contained on the purchase order.
Item overview	This section contains information on the goods or services to be delivered or rendered.
Item details	This section contains information that will be applicable to a particular line item in the purchase order.

11. Select the EXPAND HEADER  icon.

**Standard PO 450000248 Created by Kim Ruhl**




The screenshot shows the SAP Standard PO 450000248 interface. The header section includes the following data:

Purchasing org.	CDPA	Commonwealth of PA
Purch. group	279	DGS Central
Company Code	CDPA	COMMONWEALTH OF PA

The item table below shows the following data:

S.	Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Net price	Curr...	Per	O...	Matl
	10	K		100174	PAPER, SHREDDER, ST...	12	EA	06/30/2003	3,010.00	USD	1	EA	OFFH

12. Select the LIST  icon.

**Standard PO 450000248 Created by Kim Ruhl**

The screenshot shows the SAP interface for a Standard Purchase Order (PO) 450000248. The vendor is 100177 RELIABLE OFFICE PRODUC... and the document date is 05/09/2003. The 'Additional data' tab is active, and a dropdown menu is open, listing various data categories. 'Release strategy' is highlighted at the bottom of the list.

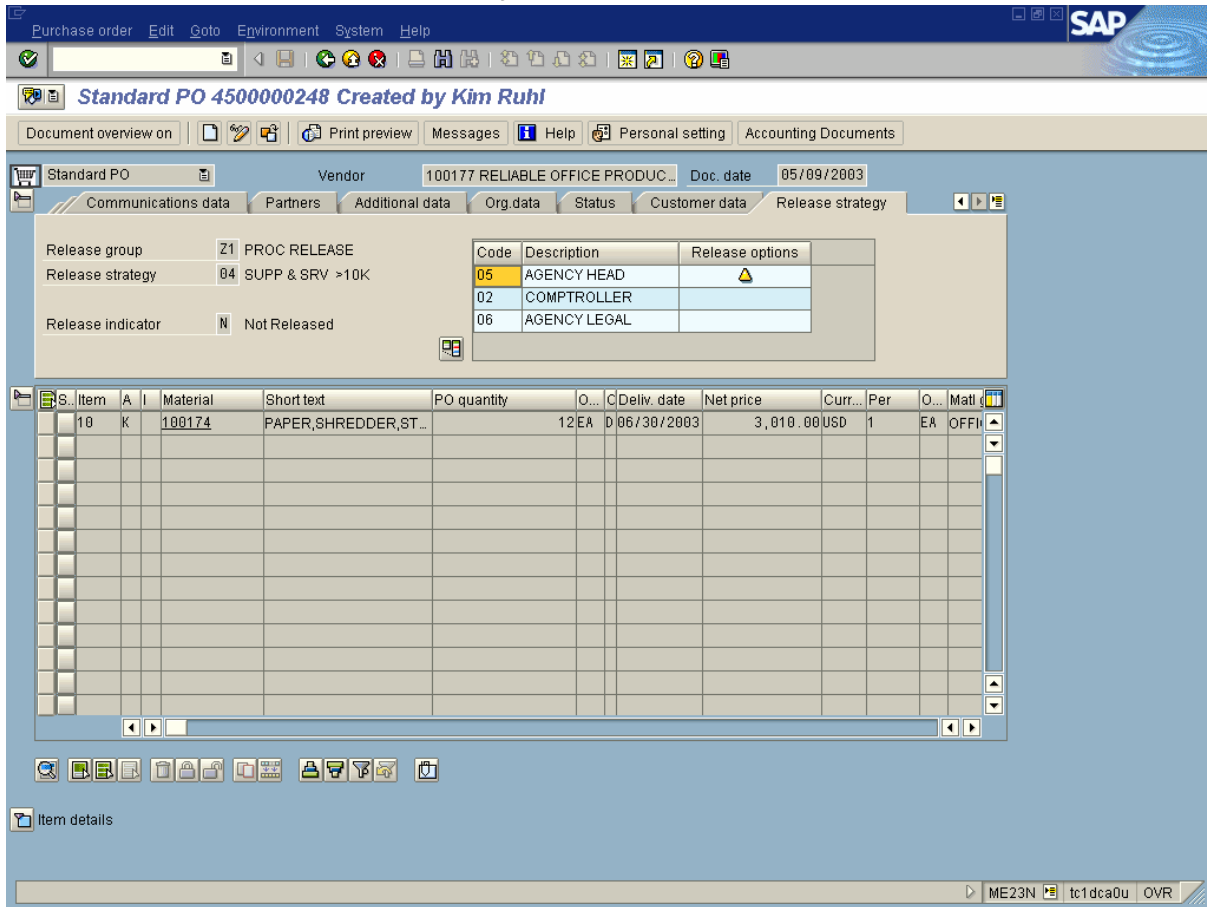
S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price
	10	K		100174	PAPER,SHREDDER,ST...		12	EA	D 06/30/2003	3



A list of the available Header tabs is displayed.

13. Select **Release strategy** from the list displayed on the screen.

**Standard PO 450000248 Created by Kim Ruhl**



**13.1** Review the different levels of approval necessary to release the PO for further procurement action.

If	Then
Release option is	Pending release with approver
Release option is	Approver released/approved

**14.** Select the **Status** tab.

**Standard PO 450000248 Created by Kim Ruhl**

The screenshot shows the SAP Standard PO 450000248 interface. The title bar indicates the document is a Purchase order. The main window displays the 'Status' tab for Vendor 100177 RELIABLE OFFICE PRODUC... with a document date of 05/09/2003. A summary table shows the status of various items:

Status	Description	Quantity	Unit	Net Price	Currency
Not Released	Ordered	12	EA	36,120.00	USD
Not yet sent	Delivered	0	EA	0.00	USD
Not delivered	Still to deliv.	12	EA	36,120.00	USD
Not invoiced	Invoiced	0	EA	0.00	USD
	Down paymts			0.00	USD

Below the summary table is a detailed item list table:

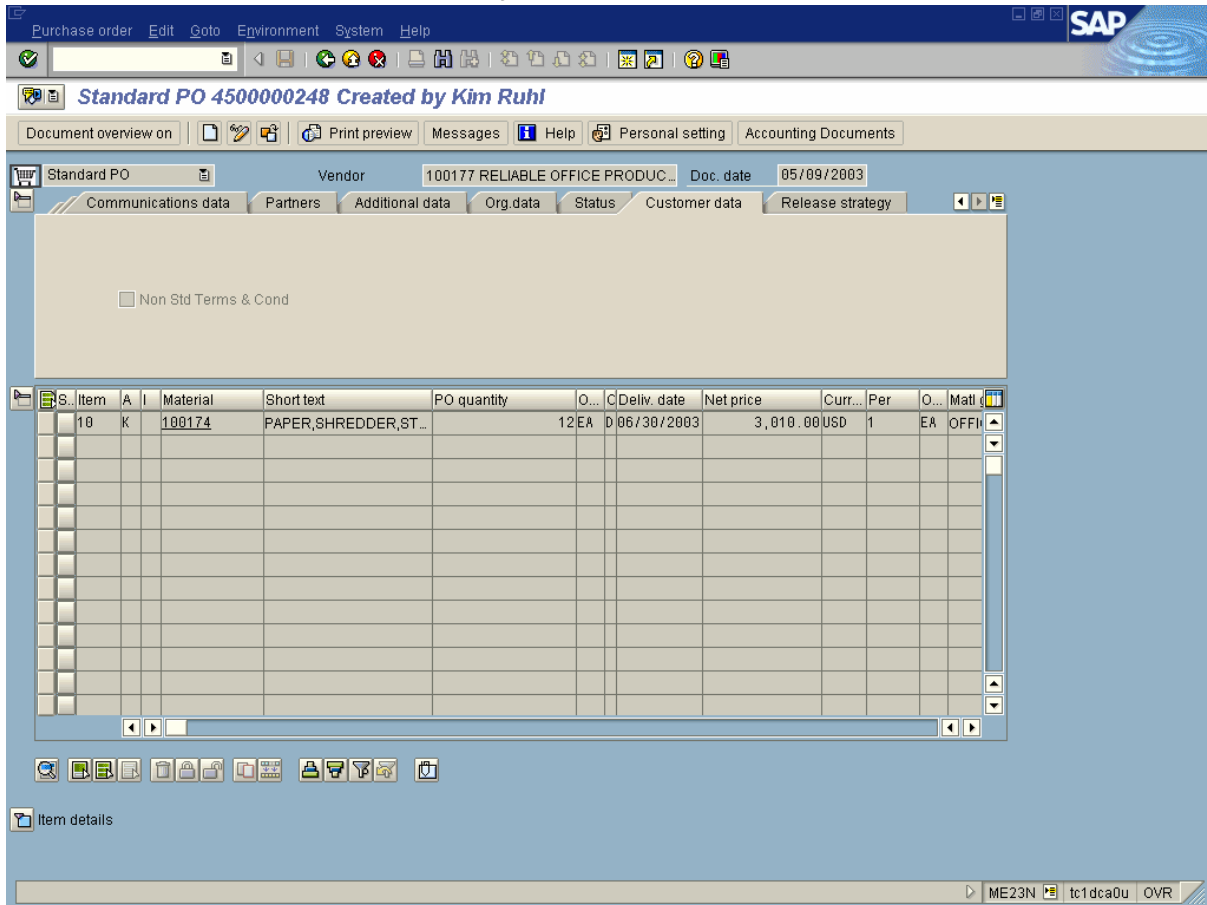
S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl
	10	K		100174	PAPER,SHREDDER,ST...		12	EA	06/30/2003	3,010.00	USD	1	EA	OFFI




The **Status** tab shows the status of the following: Release, PO mailed, items delivered, and invoice receipt.

15. Select the **Customer data**  tab.

**Standard PO 450000248 Created by Kim Ruhl**



16. As required, review the following information:

Field Name	R/O/C/D/I	Description
Non Std Terms & Cond	C	<p>Indicates that there are changes to the Commonwealth's standard terms and conditions. Automatically adds Attorney General and Office of General Counsel to release strategy.</p> <p> If the indicator is selected, there are other documents/attachments to the PO. These documents will provide details of the non-standard terms and conditions. Look for and review the supporting documents/attachments.</p>

17. Select the **Partners**  tab.

**Standard PO 450000248 Created by Kim Ruhl**

The screenshot shows the SAP Standard PO 450000248 interface. The title bar indicates the document is on 'Standard PO'. The vendor is '100177 RELIABLE OFFICE PRODUC...' and the document date is '05/09/2003'. The interface is divided into several sections:

- Vendor Data Table:**

F...	Name	Number	Name	D
OA	Ordering address	100177	RELIABLE OFFICE PRODUCTS	<input type="checkbox"/>
VN	Vendor	100177	RELIABLE OFFICE PRODUCTS	<input type="checkbox"/>
PI	Invoice presented by	100177	RELIABLE OFFICE PRODUCTS	<input type="checkbox"/>
- Item Details Table:**

S...	Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Net price	Curr...	Per	O...	Matl
	10	K		100174	PAPER, SHREDDER, ST...	12EA	D	06/30/2003	3,010.00	USD	1	EA	OFFH

The interface includes various navigation icons and a status bar at the bottom showing 'ME23N tc1dca0u OVR'.

18. Select the COLLAPSE HEADER  icon.



### Standard PO 450000248 Created by Kim Ruhl

The screenshot shows the SAP Standard PO 450000248 interface. The title bar indicates the document is titled "Standard PO 450000248 Created by Kim Ruhl". The main window displays a table with the following data:

S. Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Matl...
10	K		100174	PAPER,SHREDDER,ST...	12	EA	D 06/30/2003	3,010.00	USD	1	EA	OFFH

The interface includes a menu bar (Purchase order, Edit, Goto, Environment, System, Help), a toolbar, and a status bar at the bottom showing "ME23N tc1 dca0u OVR".

19. Select SCROLL  icon.

**Standard PO 450000248 Created by Kim Ruhl**




This area shows if the request is associated with a purchase requisition, outline agreement or if a request for quote (RFQ) was issued. To display a document select by double-clicking on the document number.

20. Select the EXPAND ITEM DETAILS  icon.

**Standard PO 450000248 Created by Kim Ruhl**

The screenshot displays the SAP Standard PO 450000248 interface. The title bar indicates the document is on the 'Purchase order' screen. The header section shows the vendor as '100177 RELIABLE OFFICE PRODUC...' and the document date as '05/09/2003'. A table below the header lists items, with the first item having a quantity of 10 and material '100174'. The 'Item' section is expanded to show 'Material data' for item '[10] 100174, PAPER, SHREDDER, STRAIGHT-...'. This section includes various fields such as 'AccAssCat', 'Cost center', 'Distribution', 'Single account assignm...', and 'CoCode COMMONW...'. Other fields include 'Unloading point', 'Recipient', 'G/L account no. 6361100', 'Business area 15', 'CO area COPA', 'Cost center 1522550000', 'Commitment item 6361100', 'Funds center 1522550000', 'Fund 1011002000', 'Earmarked funds 0', and 'Functional area 1310'. The bottom status bar shows 'ME23N tc1 dca0u OVR'.

21. Select the LIST  icon.

**Standard PO 450000248 Created by Kim Ruhl**

The screenshot shows the SAP Standard PO 450000248 interface. The main window displays the 'Item' detail view for material [10] 100174, 'PAPER, SHREDDER, STRAIGHT-...'. The 'Account assignment' tab is selected, and a context menu is open over it, listing various detail tabs. The menu items are: Material data, Quantities/weights, Delivery schedule, Delivery, Invoice, Conditions, Account assignment (checked), Texts, Delivery address, Confirmations, Condition control, and Retail. The background shows the 'Account assignment' tab with fields for Unloading point, Recipient, G/L account no. (6361100), Business area (15), CO area (COPA), Cost center (1522550000), Commitment item (6361100), Funds center (1522550000), Fund (1011002000), Earmarked funds (0), and Functional area (1310).



A list of the available **Item detail** tabs is displayed.

**22.** Select the **Delivery schedule** tab.

**Standard PO 450000248 Created by Kim Ruhl**

The screenshot shows the SAP Standard PO 450000248 interface. The main window displays a table with the following data:


S...	Item	IM material	Info rec.	R...	Fr...	T...	Purch.req.	Req...	Outline agr...	Agre...	RFQ	Item	Purchasin...	Item	High...	S
	10	100174					10000354	10			6000000135	10			0	

The detailed view for item [10] 100174, PAPER, SHREDDER, STRAIGHT-... is shown below:

S...	C	Delivery date	Scheduled qty.	Tim...	Stat. del. d...	Delivered	Purch.req.	Req...	N...	Open quantity	Sc...	R...
	D	06/30/2003		12	06/30/2003		10000354	10			121	
											0	
											0	
											0	



Displays delivery information related to the specific line item.

23. Select the LIST  icon.

**Standard PO 450000248 Created by Kim Ruhl**

Standard PO 450000248 Created by Kim Ruhl

Document overview on | Print preview | Messages | Help | Personal setting | Accounting Documents

Standard PO | Vendor: 100177 RELIABLE OFFICE PRODUC... | Doc. date: 05/09/2003

S.	Item	IM material	Info rec.	R...	Fr...	T...	Purch.req.	Req...	Outline agr...	Agre...	RFQ	Item	Purchasin...	Item	High...	S.
10		100174					10000354	10			6000000135	10				0

Item: [10] 100174, PAPER,SHREDDER,STRAIGHT-...

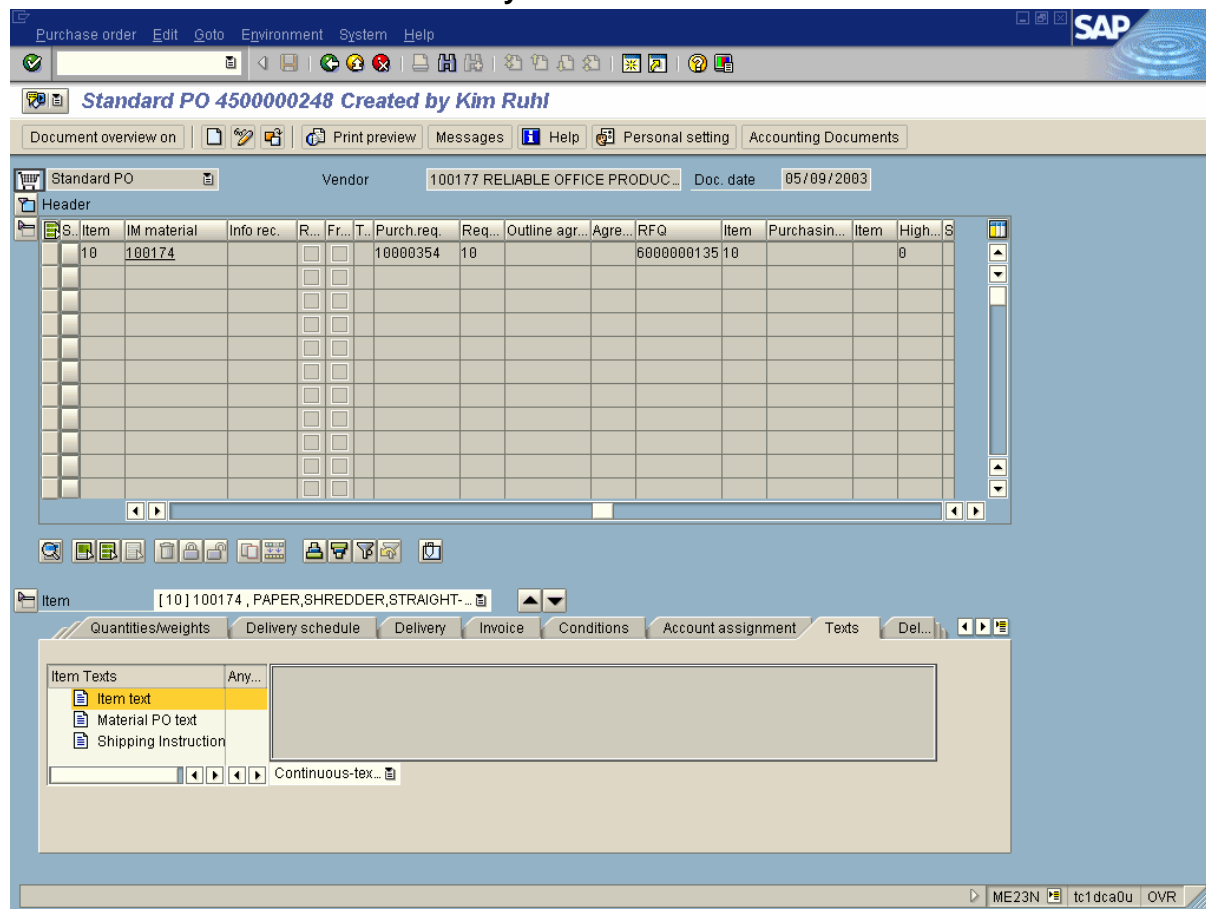
Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment

S.	C	Delivery date	Scheduled qty.	Tim...	Stat. del. d...	Delivered	Purch.req.	Req...	N...	Open quantity	Sc...	R.
	D	06/30/2003		12	06/30/2003		10000354	10			121	

ME23N | tc1dca0u | OVR

24. Select the **Texts**  tab.

**Standard PO 450000248 Created by Kim Ruhl**

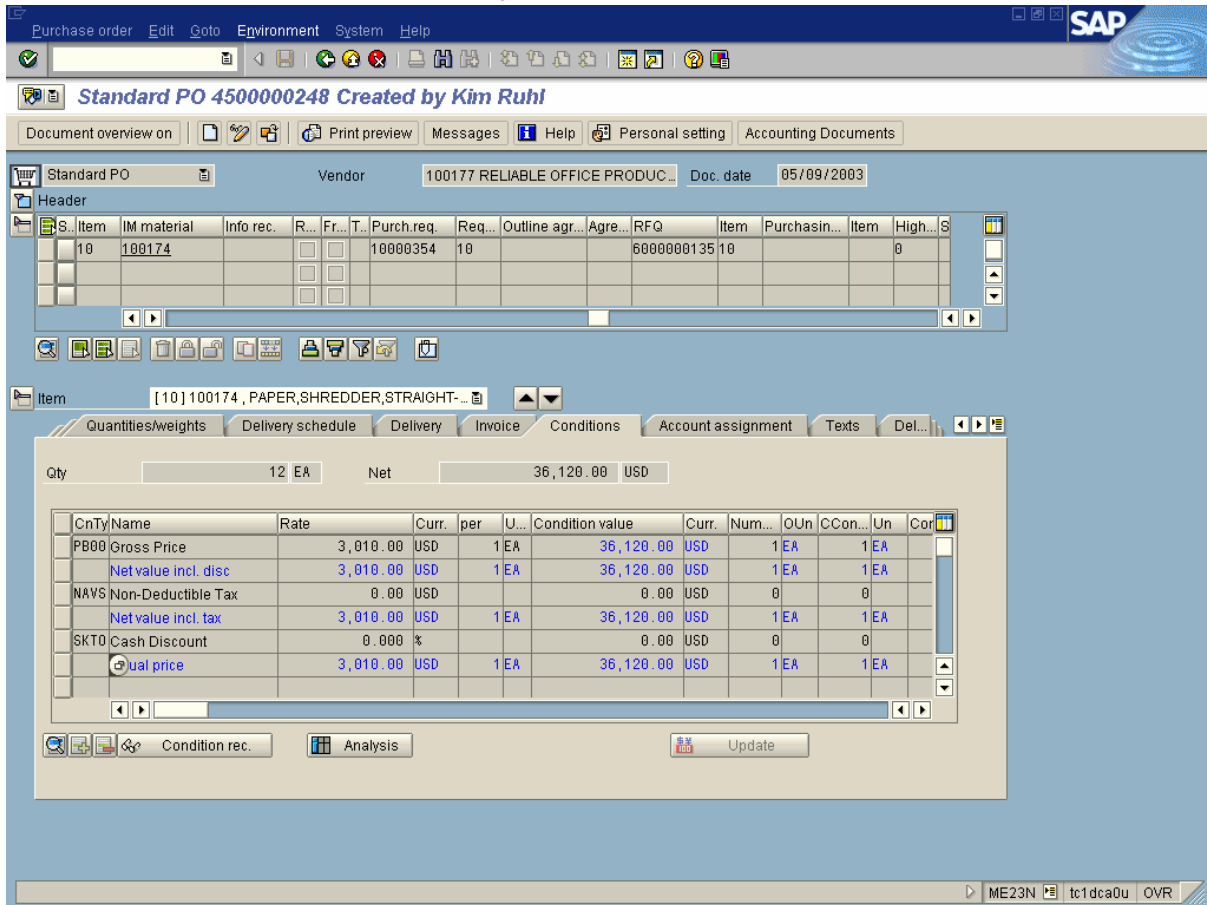


25. As required, review the following information:

Item Texts	Value
Item text	Used to store any special instructions and conditions to the buyer. This text will be printed in the purchase order that will be sent to the vendor.
Material PO text	Used to supply additional descriptive information for the material. This text will copy from the material master record and will print in the purchase order that will be sent to the vendor.
Shipping instructions	Used to enter any specific shipping instructions that apply to the individual line item on the order. This text will be print in the purchase order that will be sent to the vendor.

26. Select the **Conditions**  tab.

**Standard PO 450000248 Created by Kim Ruhl**



Standard PO 450000248 Created by Kim Ruhl

Document overview on

Standard PO Vendor: 100177 RELIABLE OFFICE PRODUC... Doc. date: 05/09/2003

Header

S.	Item	IM material	Info rec.	R...	Fr...	T...	Purch.req	Req...	Outline agr...	Agre...	RFQ	Item	Purchasin...	Item	High...	S
10	100174						10000354	10			6000000135	10			0	

Item: [10] 100174 , PAPER,SHREDDER,STRAIGHT-...

Quantities/weights: 12 EA Net: 36,120.00 USD

CnTy	Name	Rate	Curr.	per	U...	Condition value	Curr.	Num...	OUn	CCon...	Un	Cor
PB00	Gross Price	3,010.00	USD		1 EA	36,120.00	USD	1	EA		1 EA	
	Net value incl. disc	3,010.00	USD		1 EA	36,120.00	USD	1	EA		1 EA	
NAVS	Non-Deductible Tax	0.00	USD			0.00	USD	0			0	
	Net value incl. tax	3,010.00	USD		1 EA	36,120.00	USD	1	EA		1 EA	
SKTO	Cash Discount	0.000 %				0.00	USD	0			0	
	Final price	3,010.00	USD		1 EA	36,120.00	USD	1	EA		1 EA	

Buttons: Condition rec., Analysis, Update

ME23N tc1dca0u OVR



The system displays pricing conditions specific to the line item.

27. Select the SELECTION BOX  to the left of the desired line item.

28. Select **Environment** → **RFQ/quotation** from menu.



**Standard PO 450000248 Created by Kim Ruhl**

The screenshot shows the SAP Standard PO 450000248 interface. A context menu is open for item [10] 100174, listing various actions such as 'Header changes', 'Item changes', 'Material', 'Material stocks', 'Availability', 'Vendor', 'Vendor evaluation', 'Info record', 'Quota arrangement', 'Source list', 'Contract', 'REQ/quotation', 'Purchase requisition', and 'Q-info record'. The main window displays the 'Conditions' tab for the item, showing a pricing table with columns for CnTy, Name, Rate, Curr, per, U..., Condition value, Curr, Num..., OUn, CCon..., Un, and Cor.

CnTy	Name	Rate	Curr	per	U...	Condition value	Curr	Num...	OUn	CCon...	Un	Cor
PB00	Gross Price	3,010.00	USD		1 EA	36,120.00	USD	1	EA		1 EA	
	Net value incl. disc	3,010.00	USD		1 EA	36,120.00	USD	1	EA		1 EA	
NAVS	Non-Deductible Tax	0.00	USD			0.00	USD	0			0	
	Net value incl. tax	3,010.00	USD		1 EA	36,120.00	USD	1	EA		1 EA	
SKTD	Cash Discount	0.000	%			0.00	USD	0			0	
	Actual price	3,010.00	USD		1 EA	36,120.00	USD	1	EA		1 EA	

**Display Quotation : Item 00010**

The screenshot displays the SAP 'Display Quotation: Item 00010' window. The top menu bar includes 'Quotation', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. The title bar shows 'SAP'. Below the menu is a toolbar with various icons. The main content area is divided into several sections:



- Item Data:** Item: 6000000135 10, Item cat.: , Plant: 1500, Material: 100174, Matl group: 074000, Stor. loc.: . Short text: PAPER,SHREDDER,STRAIGHT-CUT.
- Qty. and date:** RFQ quantity: 12, EA, Quot.dead.: 05/09/2003, Delivery date: D 06/30/2003.
- Deadline monitoring:** Reminder 1: 0, TrackingNo: , Reminder 2: 0, Vend. mat.: , Reminder 3: 0, No. reminders: 0.
- Quotation data:** Net order price: 3,010.00 USD / 1 EA, InfoUpdate: , Qty. conversion: 1 EA <-> 1 EA, Quot. comment: OKC Award - Low Bid, Tax code: , Rejection ind. (checkbox).

The status bar at the bottom right shows 'ME48', 'tc1dca0u', and 'OVR'.



The system displays the quotation information for the line item selected.

**29.** As required, review the following fields:

Field	Value
Quot. comment	Code that indicates the award or rejection of the vendor's quote.  Selecting the MATCHCODE  icon will display the list of Award/Reject Codes.
Rejection ind.	Selection indicates that the vendor's quote has been rejected.

**30.** Select the BACK  icon.

**Standard PO 450000248 Created by Kim Ruhl**

The screenshot shows the SAP interface for a Standard Purchase Order (PO) 450000248. The vendor is 100177 RELIABLE OFFICE PRODUC... and the document date is 05/09/2003. The main table lists one item:

S. Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Matl...
10	K		100174	PAPER, SHREDDER, ST...	12 EA	D	06/30/2003	3,010.00	USD	1	EA	OFFH

The 'Item' view for this item shows a net price of 36,120.00 USD. Below this, a detailed table shows the price breakdown:

CnTy	Name	Rate	Curr.	per	U...	Condition value	Curr.	Num...	OUn	CCon...	Un	Cor
PB00	Gross Price	3,010.00	USD		1 EA	36,120.00	USD		1 EA		1 EA	
	Net value incl. disc	3,010.00	USD		1 EA	36,120.00	USD		1 EA		1 EA	
NAVS	Non-Deductible Tax	0.00	USD			0.00	USD		0		0	
	Net value incl. tax	3,010.00	USD		1 EA	36,120.00	USD		1 EA		1 EA	
SKTD	Cash Discount	0.0000	%			0.00	USD		0		0	
	Equal price	3,010.00	USD		1 EA	36,120.00	USD		1 EA		1 EA	

31. Select the SERVICE FOR OBJECT icon.

**Purchase Order 450000248**

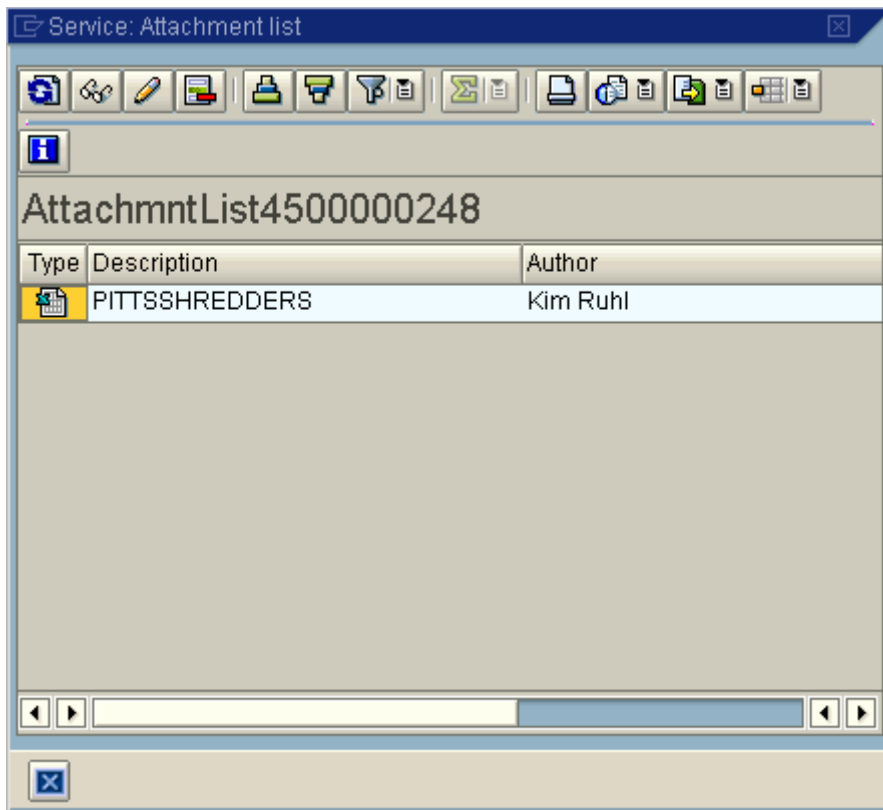
The screenshot shows the toolbar for the Purchase Order 450000248. The icons include: a document icon, a folder icon, a printer icon, a service for object icon (bolded), a mail icon, a refresh icon, a play icon, a stop icon, a help icon, and an information icon.



If the ATTACHMENT icon is bolded some or all of the attachments have been forwarded electronically.

32. Select the ATTACHMENT icon.

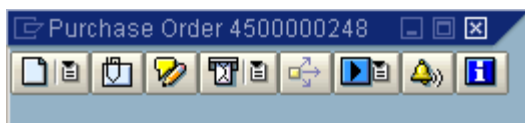
**Service: Attachment list**




- 32.1 To review attachment select by double-clicking on appropriate document.
- 32.2 The attachment will open using the program noted by the file extension. (Word, Excel, etc.)
- 32.3 After reviewing the document, close the associated software application.
- 32.4 The *Attachment List* screen appears.
- 32.5 Review all attachments.

33. Select the CLOSE icon.

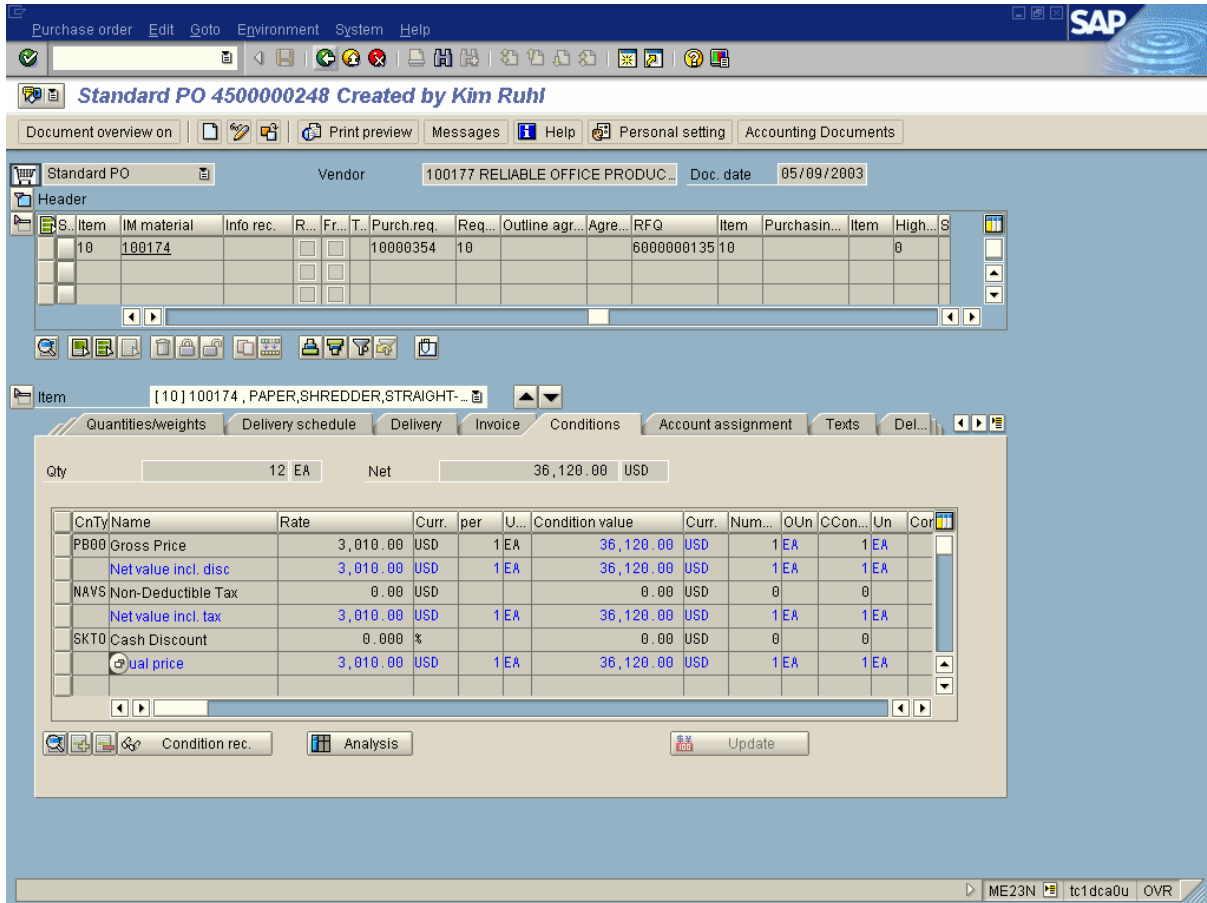
**Purchase Order 4500000248**



34. Select the CLOSE icon.

35. Select the BACK  icon.

**Standard PO 450000248 Created by Kim Ruhl**



The screenshot displays the SAP Standard PO 450000248 interface. The main window shows the 'Item' details for 'PAPER, SHREDDER, STRAIGHT-...'. The 'Conditions' tab is active, showing a table of price components. The table includes columns for CnTy, Name, Rate, Curr., per, U..., Condition value, Curr., Num..., OUn, CCon..., Un, and Cor. The data rows are as follows:

CnTy	Name	Rate	Curr.	per	U...	Condition value	Curr.	Num...	OUn	CCon...	Un	Cor
PB00	Gross Price	3,010.00	USD		1 EA	36,120.00	USD	1	EA	1	EA	
	Net value incl. disc	3,010.00	USD		1 EA	36,120.00	USD	1	EA	1	EA	
NAVS	Non-Deductible Tax	0.00	USD			0.00	USD	0		0		
	Net value incl. tax	3,010.00	USD		1 EA	36,120.00	USD	1	EA	1	EA	
SKT0	Cash Discount	0.000	%			0.00	USD	0		0		
	Final price	3,010.00	USD		1 EA	36,120.00	USD	1	EA	1	EA	

36. Select the BACK  icon.

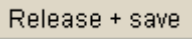
**Release Purchasing Documents with Release Code 05**

PO	Type Vendor	Name	P6p Order date	Release strategy	Release indicator	Release option
4500000076	CPA2 100005	Don's Mowing Service	508 04/11/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000235	CPA2 100020	Dow Industrial Equipment	508 04/25/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000242	NB 100175	LANCASTER OFFICE	279 02/25/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000244	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000245	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000246	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000247	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000248	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000249	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000250	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000251	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000252	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000253	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000254	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000255	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000256	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000257	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible

37. Select the number of the purchase order reviewed and ready for approval

38. Select the RELEASE  button.



Do not select the RELEASE + SAVE  button.

**Release Purchasing Documents with Release Code 05**

PO	Type Vendor	Name	P6p Order date	Release strategy	Release indicator	Release option
4500000076	CPA2 100005	Don's Mowing Service	508 04/11/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000227	NB 100051	PENNSYLVANIA PAPER, INC.	279 04/18/2002			
Z1/04	SUPP & SRV >10K	R Released				Release already effected
4500000235	CPA2 100020	Dow Industrial Equipment	508 04/25/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000242	NB 100175	LANCASTER OFFICE	279 02/25/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000243	NB 100179	KNOCK-OUT PEST CONTROL	279 03/12/2003			
Z1/04	SUPP & SRV >10K	R Released				Release already effected
4500000244	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000245	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release set
4500000246	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000247	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000248	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release already effected
4500000249	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000250	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000251	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000252	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000253	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000254	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000255	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible



The system displays the message “Release effected with release code XX”. The purchase order line item is marked “Release set”. All purchase orders being processed are currently marked for release/approval only. The actual release/approval has not happened, yet.

**39. Perform one of the following:**

If	Go To
Reviewing another purchase order for release	<a href="#">Step 4</a>
All purchase orders requiring release/approval have been reviewed and release set	<a href="#">Step 47</a>
A purchase order was marked for release/approval by mistake or needs additional research	<a href="#">Step 40</a>

If	Go To
Approver wants to view changes to a purchase order	<b>Step 43</b>

40. Select the purchase order number marked for release.

**Release Purchasing Documents with Release Code 05**

PO	Type	Vendor	Name	P6p	Order date	Release strategy	Release indicator	Release option
4500000076	CPA2	100005	Don's Mowing Service	508	04/11/2002			
Z1/16	AGCY MNG CONST		0 CPA PO Not Released					Release possible
4500000227	NB	100051	PENNSYLVANIA PAPER, INC.	279	04/18/2002			
Z1/04	SUPP & SRV	>10K	R Released					Release already effected
4500000235	CPA2	100020	Dow Industrial Equipment	508	04/25/2002			
Z1/16	AGCY MNG CONST		0 CPA PO Not Released					Release possible
4500000242	NB	100175	LANCASTER OFFICE	279	02/25/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release set
4500000243	NB	100179	KNOCK-OUT PEST CONTROL	279	03/12/2003			
Z1/04	SUPP & SRV	>10K	R Released					Release already effected
4500000244	NB	100175	LANCASTER OFFICE	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000245	NB	100177	RELIABLE OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release set
4500000246	NB	100176	PHILLIPS OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000247	NB	100176	PHILLIPS OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000248	NB	100177	RELIABLE OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release already effected
4500000249	NB	100177	RELIABLE OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000250	NB	100176	PHILLIPS OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000251	NB	100176	PHILLIPS OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000252	NB	100175	LANCASTER OFFICE	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000253	NB	100175	LANCASTER OFFICE	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000254	NB	100177	RELIABLE OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible
4500000255	NB	100176	PHILLIPS OFFICE PRODUCTS	279	05/09/2003			
Z1/04	SUPP & SRV	>10K	N Not Released					Release possible

41. Select the CANCEL RELEASE  button.



**Release Purchasing Documents with Release Code 05**

PO	Type Vendor	Name	P6p Order date	Release strategy	Release indicator	Release option
4500000076	CPA2 100005	Don's Mowing Service	508 04/11/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000227	NB 100051	PENNSYLVANIA PAPER, INC.	279 04/18/2002			
Z1/04	SUPP & SRV >10K	R Released				Release already effected
4500000235	CPA2 100020	Dow Industrial Equipment	508 04/25/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000242	NB 100175	LANCASTER OFFICE	279 02/25/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release cancelled
4500000243	NB 100179	KNOCK-OUT PEST CONTROL	279 03/12/2003			
Z1/04	SUPP & SRV >10K	R Released				Release already effected
4500000244	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000245	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release set
4500000246	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000247	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000248	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release already effected
4500000249	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000250	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000251	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000252	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000253	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000254	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000255	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible



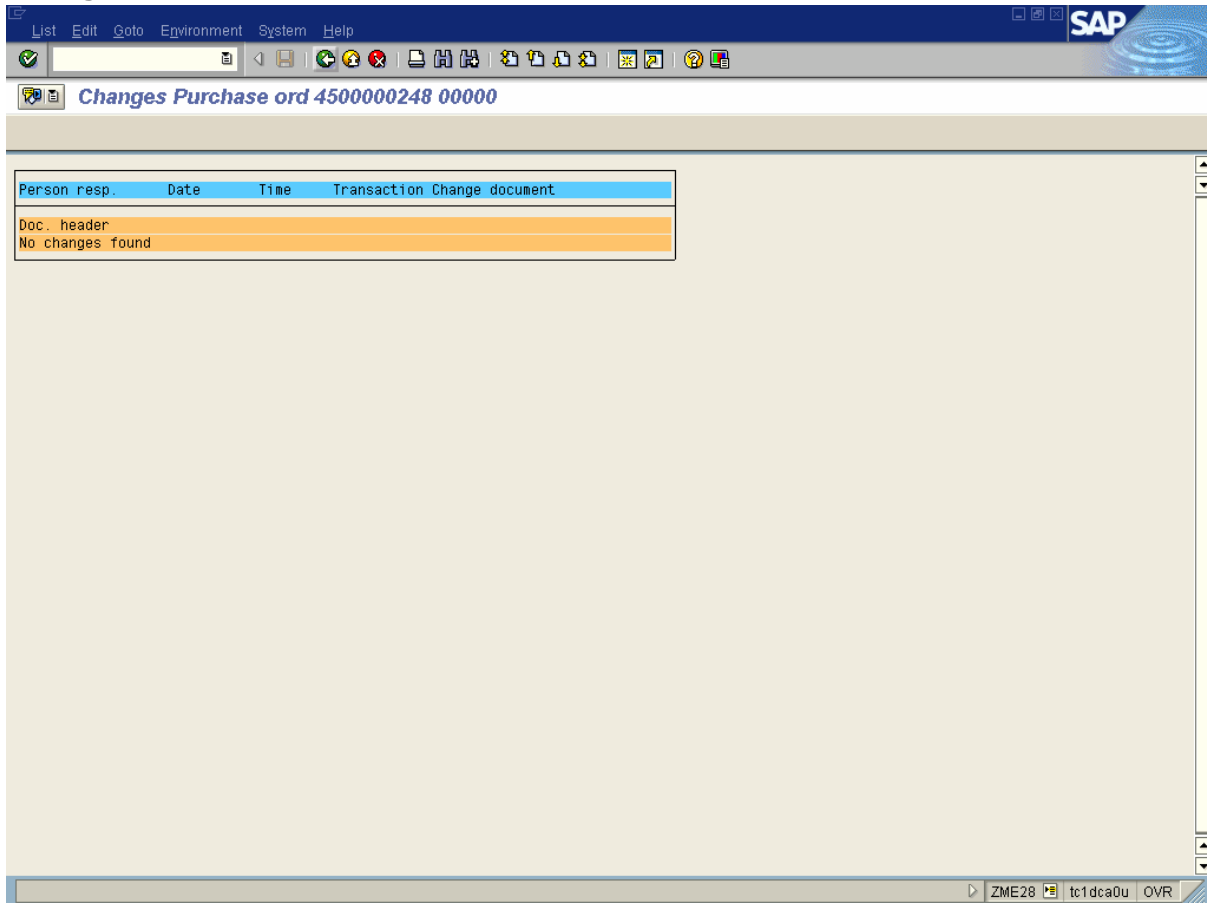
The system displays the message "Release cancelled for release code XX". The purchase order line item is marked "Release cancelled".

**42. Perform one of the following:**

If	Go To
Reviewing another purchase order for release	<b>Step 4</b>
All purchase orders requiring release/approval have been reviewed and release set	<b>Step 47</b>
A purchase order was marked for release/approval by mistake or needs additional research	<b>Step 40</b>
Approver want to view changes to a purchase order	<b>Step 43</b>

- 43. Select the purchase order number.
- 44. Select **Goto**→**Changes Shift+F6**.from the menu.

**Changes Purchase ord 450000248 00000**



A history of changes is recorded by the system so that a user can see who changed the purchase order and when the changes were made. For each changed field the old value and new value will be recorded, with the exception of header and item texts. The time and user ID are also recorded by the system.

- 45. Select the BACK  icon.

**Release Purchasing Documents with Release Code 05**

PO	Type Vendor	Name	P6p Order date	Release strategy	Release indicator	Release option
4500000076	CPA2 100005	Don's Mowing Service	508 04/11/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000235	CPA2 100020	Dow Industrial Equipment	508 04/25/2002			
Z1/16	AGCY MNG CONST	0 CPA PO Not Released				Release possible
4500000242	NB 100175	LANCASTER OFFICE	279 02/25/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000244	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000245	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000246	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000247	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000248	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release set
4500000249	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000250	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000251	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000252	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000253	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release cancelled
4500000254	NB 100177	RELIABLE OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000255	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000256	NB 100175	LANCASTER OFFICE	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible
4500000257	NB 100176	PHILLIPS OFFICE PRODUCTS	279 05/09/2003			
Z1/04	SUPP & SRV >10K	N Not Released				Release possible

46. Perform one of the following:

If	Go To
Reviewing another purchase order for release	<a href="#">Step 4</a>
All purchase orders requiring release/approval have been reviewed and release set	<a href="#">Step 47</a>
A purchase order was marked for release/approval by mistake or needs additional research	<a href="#">Step 40</a>
Approver want to view changes to a purchase order	<a href="#">Step 43</a>

47. Select the  icon.

## Release (Approve) Purchasing Documents


The screenshot displays the SAP transaction 'Release (Approve) Purchasing Documents'. The top bar includes the SAP logo and standard menu options (Program, Edit, Goto, System, Help). Below the title bar, there are several selection criteria fields:

- Release code: 05
- Release group: [ ] to [ ]
- Set release:
- Cancel release:
- Release prerequisite fulfilled:
- List with items:
- Scope of list: BEST
- Purchasing document category: F to [ ]
- Purchasing organization: [ ] to [ ]
- Document number: [ ] to [ ]
- Document type: [ ] to [ ]
- Purchasing group: [ ] to [ ]
- Vendor: [ ] to [ ]
- Supplying plant: [ ] to [ ]
- Document date: [ ] to [ ]
- Plant: [ ] to [ ]

At the bottom left of the screen, a message box displays 'Releases saved' with a green checkmark icon. The bottom right corner shows the user ID 'ZME28' and other system information.



The system displays the message, "Releases saved."

48. Select the EXIT  icon until the *SAP Easy Access* screen appears.
49. You have completed this transaction.

### Result

You have successfully completed the transaction Approve Purchase Order (ZME49).

### Comments

Congratulations!