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

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Reference Number: BVO348

Procedure

1. Start the transaction using the above transaction code.

Release (Approve) Purchasing Documents

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)

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

Field Name	R/O/C/D/	Description
Release code	R	A code representing the level of authorization required. ⓘ Select the MATCHCODE 🔲 icon for possible entries. **Example:** 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. **Example:** 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. **Example:** Select
Scope of list	D	Parameter that determines how the list is edited. **Example:** BEST
Purchasing document category	D	Code that differentiates purchasing document types. **Example:** F
Plant	R	The agency organization unit number. **Example:** 1500

3. Select the EXECUTE 🕹 icon.

Release Purchasing Documents with Release Code 05

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.

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

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Print Preview for YPCC Page 00001 of 00001

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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.pa.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       Qty  UOM  Delivery     Price      Per       TOTAL
       Description                        Date                  Unit

00010 100174                   12   EA   06/30/2003   3,010.00   EA         36,120.00
      PAPER,SHREDDER,STRAIGHT-CUT

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




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

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7.   Select the BACK icon.

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Release Purchasing Documents with Release Code 05

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List  Edit  Goto  Environment  System  Help                                    SAP

  Release Purchasing Documents with Release Code 05

  Release   Cancel release   Release strat.   Release + save   Print preview

PO        Type Vendor    Name                        PGp 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

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

Release Strategy Purchase ord 4500000248

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.

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Release Purchasing Documents with Release Code 05

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

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Standard PO 4500000248 Created by Kim Ruhl
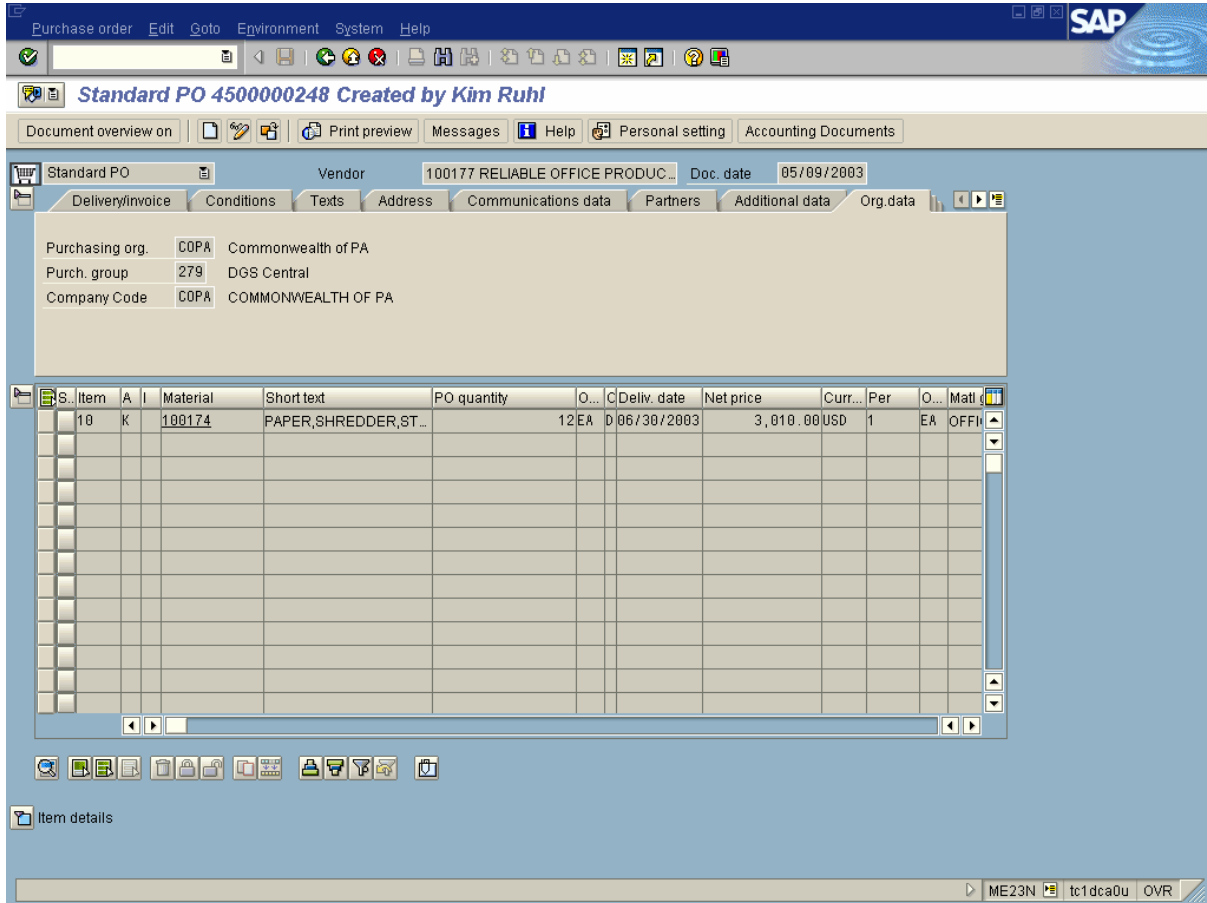
The purchase order selected is displayed. Selecting the EXPAND/COLLAPSE HEADER icon will expand or collapse section details. The screen is divided into three sections as follows:

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.

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11. Select the EXPAND HEADER icon.

Standard PO 4500000248 Created by Kim Ruhl

12. Select the LIST icon.

Standard PO 4500000248 Created by Kim Ruhl

A list of the available Header tabs is displayed.

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

Standard PO 4500000248 Created by Kim Ruhl
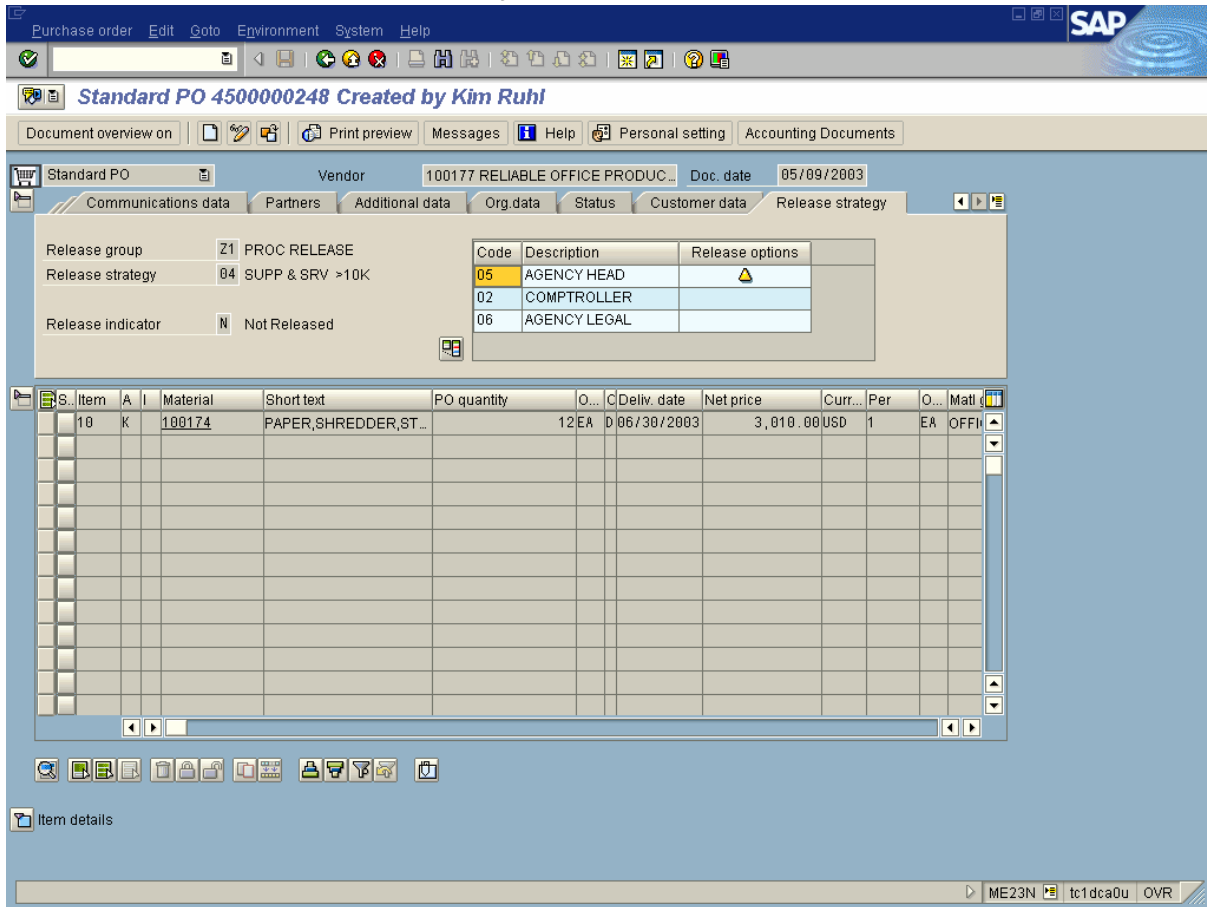
13.1 Review the different levels of approval necessary to release the PO for further procurement action.

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

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

Standard PO 4500000248 Created by Kim Ruhl

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

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

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Standard PO 4500000248 Created by Kim Ruhl
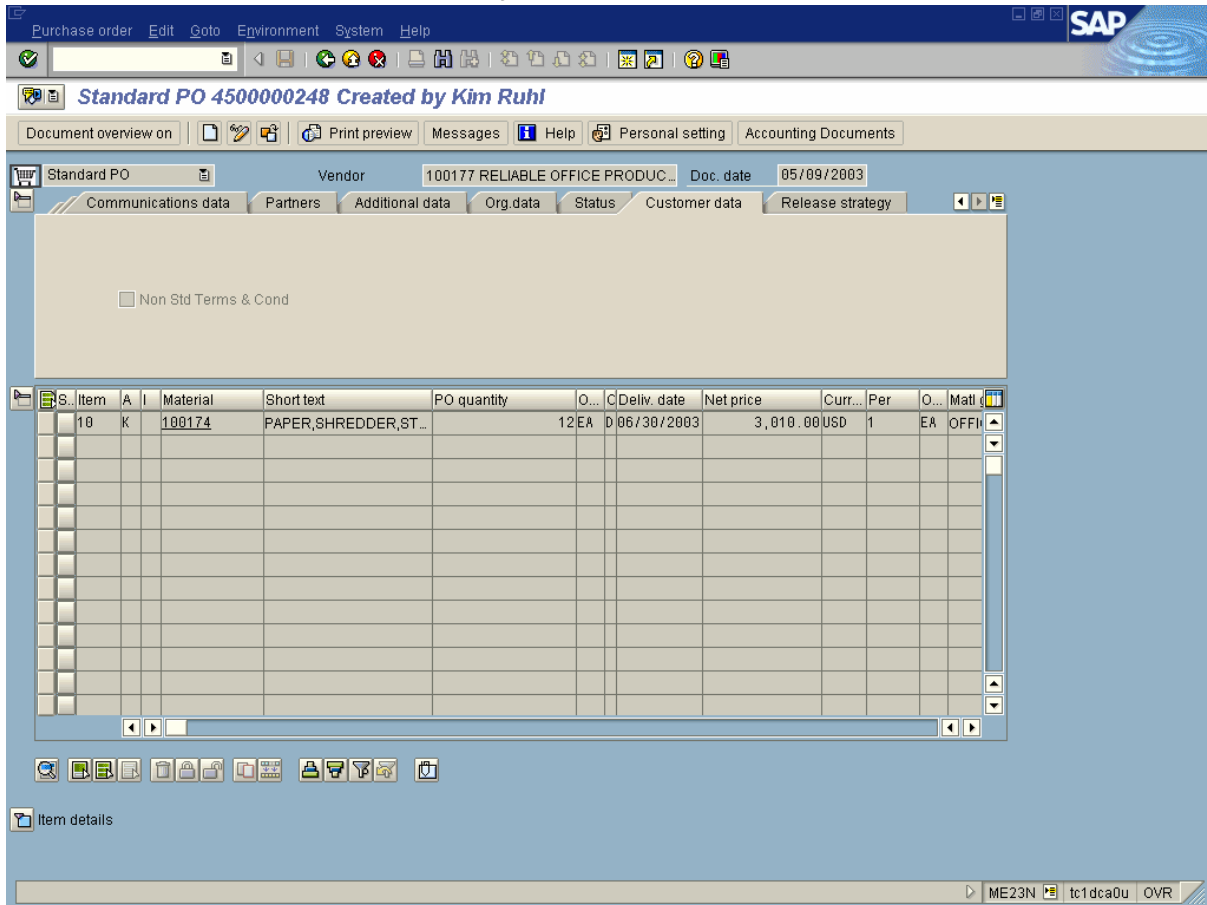
16. As required, review the following information:

Field Name	R/O/C/D/	Description
Non Std Terms & Cond	C	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. ℹ️ 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.

17. Select the **Partners** [Partners] tab.

Standard PO 4500000248 Created by Kim Ruhl

18. Select the COLLAPSE HEADER icon.

Standard PO 4500000248 Created by Kim Ruhl

19. Select SCROLL [▶] icon.

Standard PO 4500000248 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.

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Standard PO 4500000248 Created by Kim Ruhl

21. Select the LIST icon.

Standard PO 4500000248 Created by Kim Ruhl

![info icon] A list of the available **Item detail** tabs is displayed.

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

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Standard PO 4500000248 Created by Kim Ruhl

Displays delivery information related to the specific line item.

23. Select the LIST icon.

Standard PO 4500000248 Created by Kim Ruhl

24. Select the **Texts** [Texts] tab.

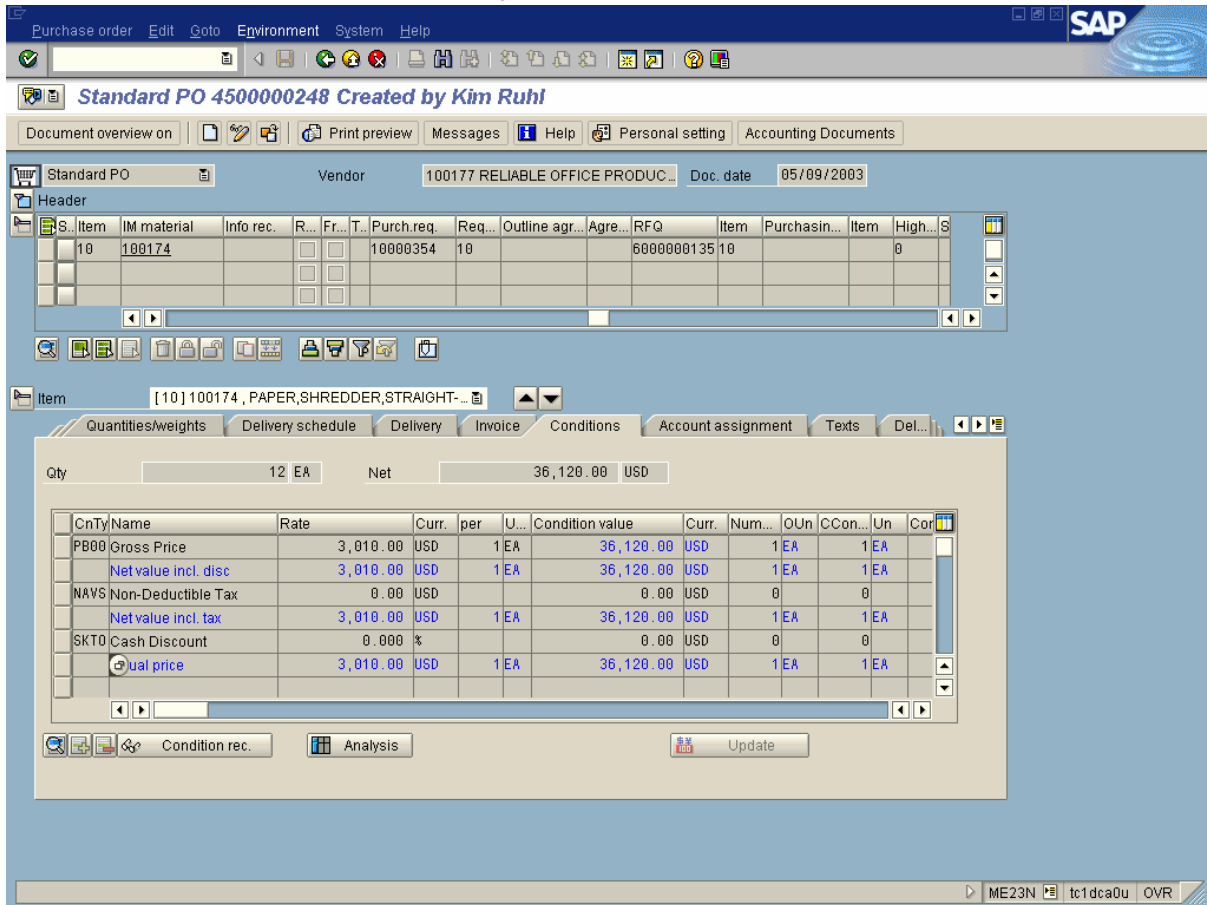**Standard PO 4500000248 Created by Kim Ruhl**

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.

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26. Select the **Conditions** [Conditions] tab.

Standard PO 4500000248 Created by Kim Ruhl

![SAP screen showing Standard PO 4500000248 Created by Kim Ruhl with Conditions tab selected]

ⓘ   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 4500000248 Created by Kim Ruhl

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Display Quotation : Item 00010

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.

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Standard PO 4500000248 Created by Kim Ruhl

31. Select the SERVICE FOR OBJECT icon.

Purchase Order 4500000248

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

32. Select the ATTACHMENT icon.

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Service: Attachment list

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Service: Attachment list                        ⊠

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 ℹ

AttachmntList4500000248

 Type  Description              Author
  📄    PITTSSHREDDERS          Kim Ruhl




 ◀ ▶                              ◀ ▶

 ⊠
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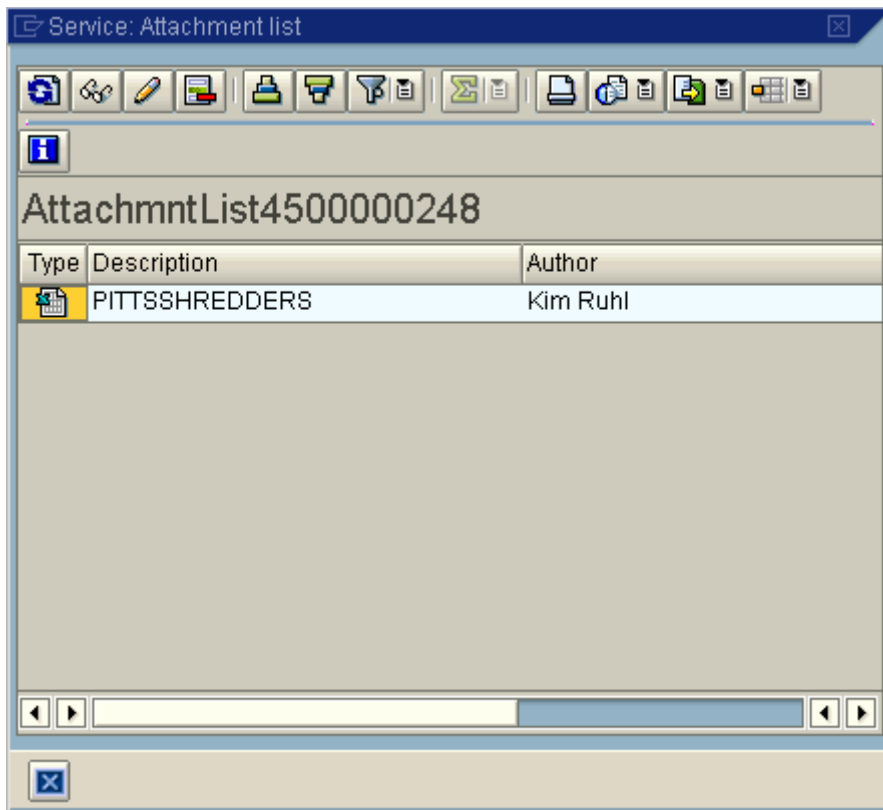
32.1   To review attachment select by double-clicking on appropriate document.

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.

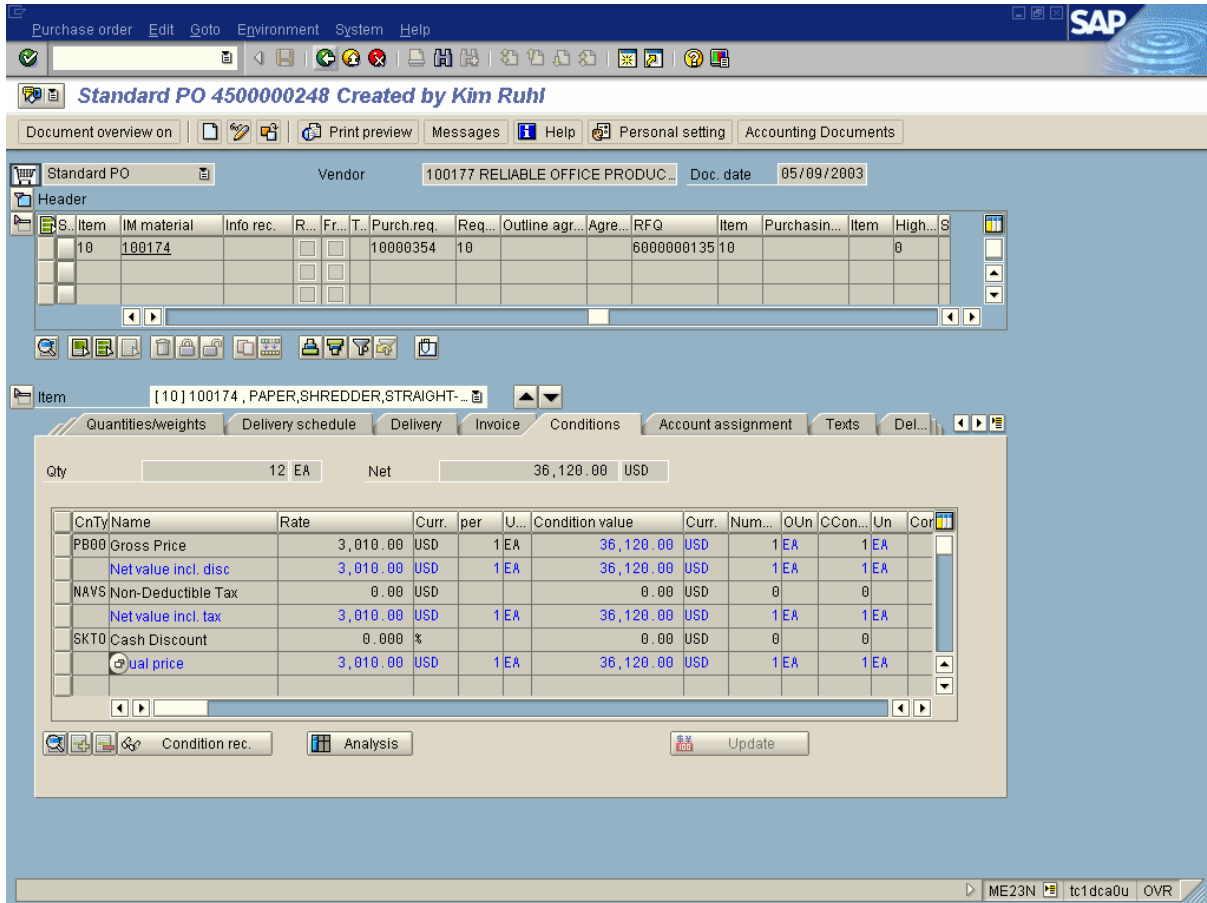**33.**   Select the CLOSE ⊠ icon.

Purchase Order 4500000248

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Purchase Order 4500000248   _ □ ⊠

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```
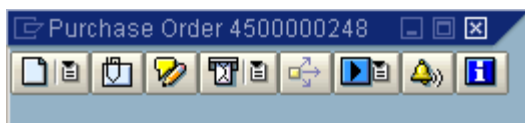
34.   Select the CLOSE ⊠ icon.

35. Select the BACK icon.

Standard PO 4500000248 Created by Kim Ruhl

36. Select the BACK icon.

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Release Purchasing Documents with Release Code 05

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

38. Select the RELEASE [Release] button.

Do not select the RELEASE + SAVE [Release + save] button.

Release Purchasing Documents with Release Code 05

> 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	Step **4**
All purchase orders requiring release/approval have been reviewed and release set	Step **47**
A purchase order was marked for release/approval by mistake or needs additional research	Step **40**

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If	Go To
Approver wants to view changes to a purchase order	Step **43**

40. Select the purchase order number marked for release.

Release Purchasing Documents with Release Code 05

41. Select the CANCEL RELEASE [Cancel release] button.

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Release Purchasing Documents with Release Code 05

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	Step **4**
All purchase orders requiring release/approval have been reviewed and release set	Step **47**
A purchase order was marked for release/approval by mistake or needs additional research	Step **40**
Approver want to view changes to a purchase order	Step **43**

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43. Select the purchase order number.

44. Select **Goto➜Changes Shift+F6**.from the menu.

Changes Purchase ord 4500000248 00000
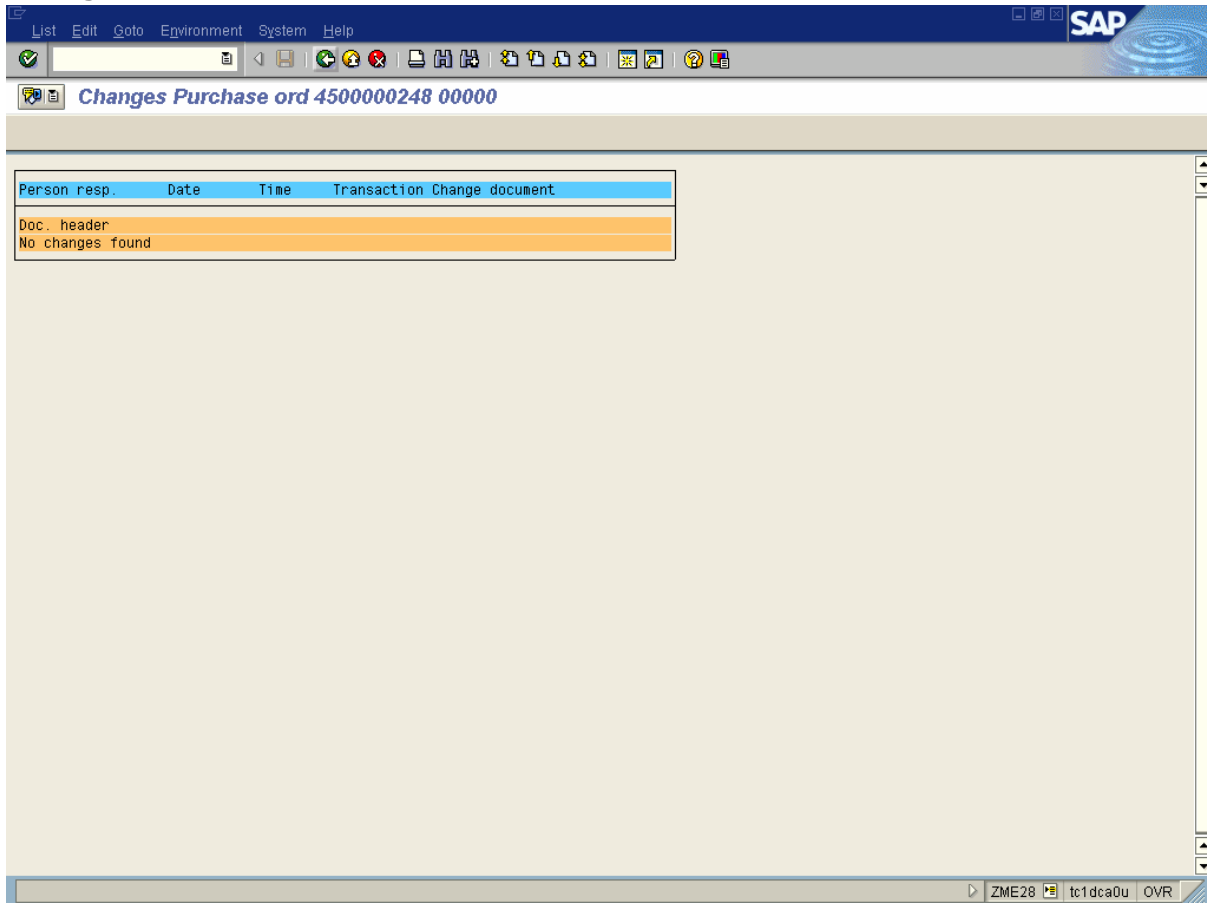
A history of changes is recorded by the system so that a user can see who changed the purchase order and when the changes were made. For each changed field the old value and new value will be recorded, with the exception of header and item texts. The time and user ID are also recorded by the system.

45. Select the BACK icon.

Release Purchasing Documents with Release Code 05

```
List  Edit  Goto  Environment  System  Help                                          SAP

Release Purchasing Documents with Release Code 05

Release   Cancel release   Release strat.   Release + save   Print preview

PO        Type Vendor   Name                        PGp 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

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```

46.   Perform one of the following:

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

47.   Select the SAVE 💾 icon.

Release (Approve) Purchasing Documents

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!

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