This program is used to review all draft or released PRs.



OPTION 1 – PURCHASE REQUISTION - To view an individual requisition, insert the PR number and click the Clock to execute. This view will display the total of the requisition and the amounts per line.

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Material group		to	<b>\$</b>	
Requirement tracking number			2	
Scope of List	ALV		_ `	1 Type in the DP number
Plant		to	<b>₽</b>	
Document Type		to		2 Click on the drop down and
Item Category		to		
Account Assignment Category		to	<b>2</b>	choose ALV (Excel format)
Delivery Date		to	<u>⇒</u>	CHOOSE ALV (LACEH IOITHAL)
Release Date		to	<u></u>	2 Click on the clock to execute
Materials Planner/Controller		to	<u></u>	J. CIICK OII LITE CIOCK LO EXECULE
Processing Status		to	4	
Fixed Vendor		to	<b>⇒</b>	
PReq. processing state		to	<b>⇒</b>	
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Requisitioner				
Short Text				
Sort Indicator	1			
Assigned Purchase Requisitions				
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The individual PR line items will be display the total amount of the PR and the amounts for each line item. Columns widths can be adjusted by clicking and dragging the column line. The bottom bar is used to scroll across the display to see all of the columns.



**OPTION 2: COST CENTER -** To view a requisition by Cost Center, insert the Plant Number and/or Cost Center and click the Clock to execute.

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Fixed Vendor PReq. processing state Blocking indicator		to to to	• •	3. Type in Cost Center			
Requisitioner Short Text Sort Indicator	1		$\times$	(Example 36011511)			
Assigned Purchase Requisitions     Closed Requisitions     'Partly Ordered" Requisitions				4. Click Clock to execute.			
Released Requisitions Only     Requisns for Overall Release     Requisns for Item-Wise Release							
Cost Center WBS Element	36011511	to to					

This display will show all of the PRs by Cost Center, the total amount of the PR and the amounts for each line item. Columns widths can be adjusted by clicking and dragging the column line. The bottom bar is used to scroll across the display to see all of the columns.

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List Display of Purchase Requisitions											
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Use the Scroll Bar to move display to the far right in order to view the total amount of the PR and the total amount per line item. This display contains a lot of valuable information.											
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