Collective Release ME55

Program   Edit   Goto   System   Help

Collective Release of Purchase Requisitions

Release Code   BA

Release group   01   to

☑ Release Prerequisite Fulfilled
☑ Requisns for Overall Release
☑ Requisns for 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	
Delivery Date		to	
Release Date		to	
Materials Planner/Controller		to	
Processing Status		to	
Fixed Vendor		to	
Blocking indicator		to	
Requisitioner			
Short Text			
Sort Indicator	1		
Cost Center	3111000	to	
WBS Element		to	
Order		to	
Asset		to	
Asset Subnumber		to	
Network		to	
Operation number		to	
Sales Order		to	
Sales Order Item		to	

Collective Release of Purchase Requisitions

Collective Release of Purchase Requisitions

Release Strat.

Material	Short Text	PGp	Mat. Grp
Requisn	Item	Requested Qty	Un	Deliv. Date	Requester	Plnt SLoc
S C R Qty. I A		Req. Val. Cur	Release Date	Trackg No.	SPl. MC
Release Strategy		Release Indicator	Release Option	

☐   Ricoh Software Supplies   100   EQ0070
  10210109   00020   1 EA D 07/21/2015 blbanks   C001
  N R X PR   K   227.27 USD   07/31/2015 BLB0123
  01/ZZ Finance Services   X Blocked   Release Possible
  Desired Vendor   308218   RICOH AMERICAS CORPORATION

☐   Digital Recods Imaging   100   EQ0070
  10210109   00030   1 EA D 07/21/2015 blbanks   C001
  N R X PR   K   1,819.94 USD   07/31/2015 BLB0123
  01/ZZ Finance Services   X Blocked   Release Possible
  Desired Vendor   308218   RICOH AMERICAS CORPORATION

Check only the Requisition(s) you want to release

Click SAVE

Display: Purchase Requisition: Item Overview

Account Assignments

Purchase Requisition   10210109   Doc. Type   PR

Purchase Requisition Items

Item	I	A	Material	Short Text	Qty Requested	Un	C	Deliv. Date	P...	Mat. Grp	Plnt	SLoc	SPl	D	T...
10	K			License Renewal		1 EA	D	07/21/2015	100	EQ0070	C001			☐	
20	K			Ricoh Software Supplies		1 EA	D	07/21/2015	100	EQ0070	C001			☐	
30	K			Digital Recods Imaging		1 EA	D	07/21/2015	100	EQ0070	C001			☐	

Click one line at a time to release

Choosing "Edit "at the Menu Bar
      Then *Selections"
           Then "Select All"
This will select all lines of a Requisition for release.

ADD INSTRUCTIONS TO REVIEW UPLOAD QUOTES---AND ACCOUNT ASSIGNMENT - PRICING....

GO TO EDIT-CHOOSE SELECT BLOCK - CLICK FIRST LINE OF THE REQUISITION YOU WOULD LIKE TO RELEASE. SELECT BLOCK AND CHOOSE THE FINAL LINE OF THE REQUISITION YOU WOULD LIKE TO RELEASE. ALL LINES IN THE REQUISITION WILL POPULATE. CLICK SAVE TO RELEASE LINES.

ND CLICK SAVE.