COLLECTIVE RELEASE OF REQUISITION – ME55N (PUR-008)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

1.1 This procedure discusses the process that is used to PERFORM A COLLECTIVE RELEASE OF REQUISITION.

2.0 RESPONSIBILITY:

2.1 **Purchasing**

3.0 APPROVAL AUTHORITY:

3.1 Executive Director/Budget & Procurement

4.0 DEFINITIONS:

_____ _____
Signature   Date

4.1 SLPS – Saint Louis Public Schools

4.2 SAP – Information system used by SLPS

5.0 PROCEDURE:

Collective Release of Requisition – ME55N

5.1. Start the transaction using the menu path or transaction code.

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

Field	R/O/C	Description
Command	R	The transaction ME55 is used to release multiple requisitions at one time for purchasing. **Example:** me55

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

Field	R/O/C	Description
Release Code	R	Purchase requisition release code – Code with which the items of a purchase requisition or entire requisition can be released (approved) e.g. PR for Purchasing , you can type in the value or choose the value from the drop-down menu **Example:** pr
Release group	R	Contains one or more release strategies. Either by line items or overall release of requisitions , you can type in the value or choose the value from the drop-down menu **Example:** l1

5.4. Click the drop-down arrow in the Release Group field.

Release group (1) 4 Entries found

5.5. Double-click I1 Line Item Release
| I1 | Line Item Release |

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> You can enter additional information in the other fields such as Document type, Delivery date, etc which will narrow down your search.

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

Field	R/O/C	Description
Document Type	R	Document type – Allows a distinction to be made between various kinds of purchase requisition. **Example:** NB: Standard purchase requisition FO: Framework requisition

5.7. Click the **Execute** button.

5.8. Click in the check box to the left of the desired purchase requisition item.

5.9. To check the item, Press "**F9**" key.

> To manually select all of the line items for each purchase order, you will need to continue steps 7 and 8 for the remaining purchase requisition line items.

5.10. Click in the check box to the left of the desired purchase requisition item.

5.11. To check the item, Press "**F9**" key.

> If you want to select all of the requisitions and line items, you would click on the Select All button.

5.12. Click the **Select All** button.

5.13. Click the **Save** button.

> After you have selected the requisitions and line items, when you click the Save button, the system will release all of the selected items. As shown in green in the screenshot below

5.14. Click the **Exit** button.

5.15. Click the **Execute** button.

> If there are no further purchase requisitions needing approval when you click the Execute butt, you will receive a system message in the status bar saying "**No suitable purchase requisitions found**".

5.16. Click the **Exit** button .

6.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
SAP Issued	Computer		Discard as desired	Password protected

7.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/12/08	A	Initial Release

End of procedure