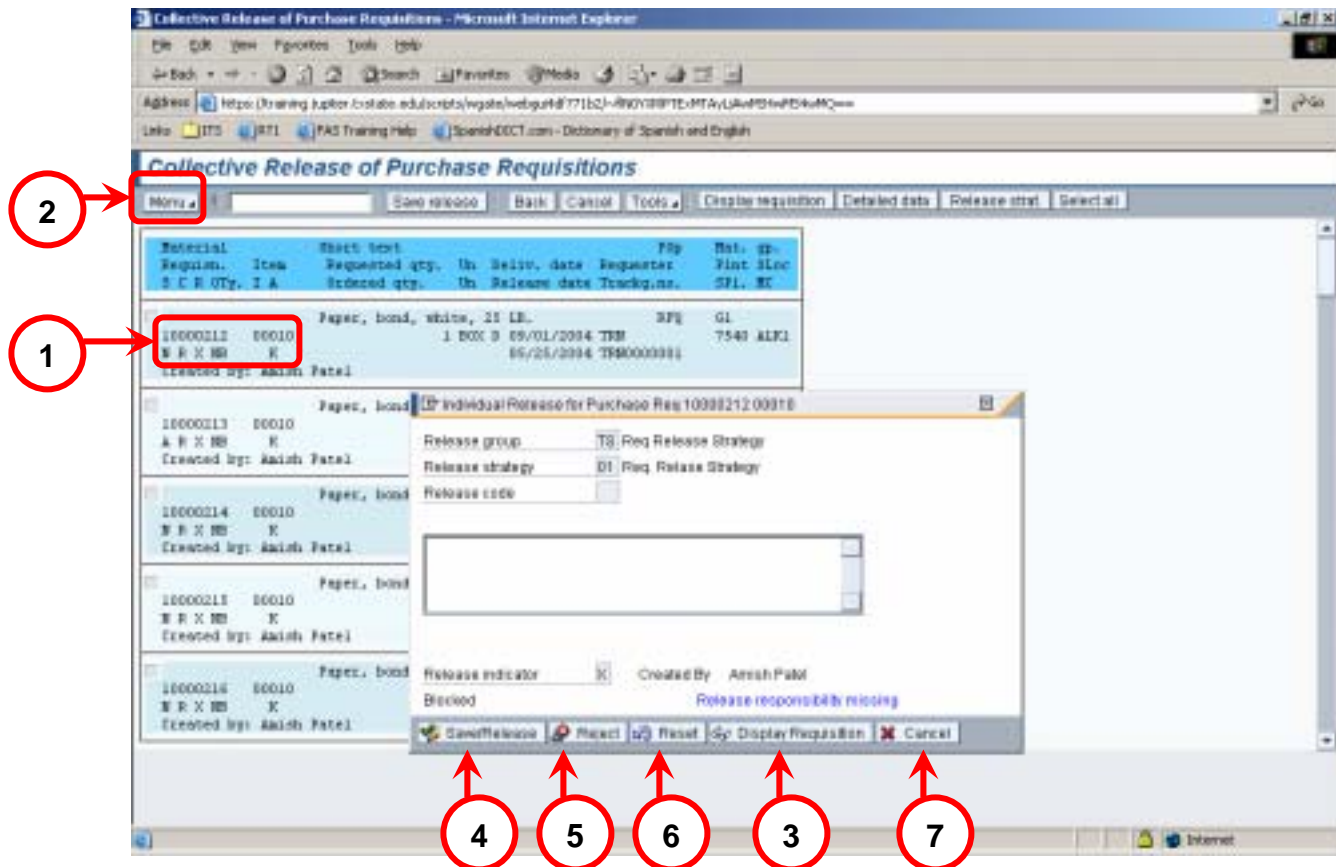


# Approve Purchase Requisitions Quick Reference ZME55



1. Click on a requisition or line item number to select that line item for individual rejection or release (approval).
2. Click **Menu** → **Goto** → **Individual release** to go to the *Individual Release for Purchase Req (#)*.
3. Click **Display Requisition** to view the selected requisition. Back out of the requisition to return to the Individual Release dialog box
4. Click **Save/Release** to approve and release the requisition.
5. Click **Reject** to reject the selected line item.
6. Click **Reset** to cancel (reset) the rejection or approval.
7. Click **Cancel** to close the Individual Release dialog box and select another requisition or line item number from the list or logoff SAP if done.

## Key Procurement Transactions

User Profile	Viewable Transaction	Transaction Description
Requisitioner	<ul style="list-style-type: none"> <li>✓ ME51N</li> <li>✓ ME52N</li> </ul>	<ul style="list-style-type: none"> <li>✓ Create Purchase Requisition</li> <li>✓ Modify Existing Purchase Requisition</li> </ul>
Requisition Approver	<ul style="list-style-type: none"> <li>✓ ZME55</li> </ul>	<ul style="list-style-type: none"> <li>✓ Collective Release (approval) of Requisitions</li> </ul>
Requisitioner <i>and</i> Requisition Approver	<ul style="list-style-type: none"> <li>✓ ME53N</li> <li>✓ ZMK03</li> <li>✓ ME43</li> <li>✓ ME48</li> <li>✓ ME49</li> <li>✓ AS03</li> <li>✓ ME23N</li> <li>✓ ME9F</li> <li>✓ ME5A</li> <li>✓ ZME2K</li> </ul>	<ul style="list-style-type: none"> <li>✓ Display Requisition</li> <li>✓ Display Vendor – Purchasing View</li> <li>✓ Display RFQ</li> <li>✓ Display Quotation</li> <li>✓ Price Comparison List</li> <li>✓ Display Asset Record</li> <li>✓ Display Purchase Order</li> <li>✓ Print Copy of Processed Purchase Order</li> <li>✓ List Display of Requisitions (general)</li> <li>✓ Open PO Status Report</li> </ul>

## Requisition Tips

- ✓ When looking up **Vendor Numbers** on **ZMK03**, try putting an asterisk *before and after* the “Name” field (e.g., \*Smith\*), then click on the green check mark.
- ✓ The **CUFS** (the University’s previous accounting system) conversion table for Departmental Accounts, etc. is online under *Help*.
- ✓ **Vendor Maintenance Request Forms** are online under “Forms”.
- ✓ **Security Authorization Forms** are online under “Forms”.
- ✓ One cannot print a **Purchase Requisition** until the Purchasing Department has turned it into a Purchase Order.
- ✓ To print preview a Purchase Order, use transaction **ME23N**. From menu item **Purchase Order** click on **Other Purchase Order**, enter the Purchase Requisition number, click on **Other Document**. From menu item **Goto** choose **Print Preview** (or hit the Print Preview icon).