

## Purchase Requisition List Display (ME5A)

### From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of **PCSB Menu>Purchasing>Requisitions**

Double Click on **ME5A Purchase Requisitions: List Display**

The List Display of Purchase Requisitions screen is displayed.

### To Display an Outside Vendor Requisition:

- Enter your **4-digit Location Number** in Document Type
- Click the **Execute** icon

Program Edit Goto System Help

List Display of Purchase Requisitions

Purchase requisition		to		
Purchasing group		to		
Material		to		
Material group		to		
Requirement tracking number		to		
Scope of list	A			
Plant		to		
Document type	0031	to		
Item category		to		
Account assignment category		to		
Delivery date		to		
Release date		to		
Materials planner/controller		to		
Processing status		to		
Fixed vendor		to		
PReq. processing state		to		
Blocking indicator		to		
Requisitioner				
Short text				
Sort indicator	1			

### To Display a Storeroom Requisition:

- Enter **SUPP** in Document Type
- Enter your **4-digit Location Number** in Cost Center
- Click the **Execute** Icon

Program Edit Goto System Help

List Display of Purchase Requisitions

Purchase requisition		to		
Purchasing group		to		
Material		to		
Material group		to		
Requirement tracking number		to		
Scope of list	A			
Plant		to		
Document type	SUPP	to		
Item category		to		
Account assignment category		to		
Delivery date		to		
Release date		to		
Materials planner/controller		to		
Processing status		to		
Fixed vendor		to		
PReq. processing state		to		
Blocking indicator		to		
Requisitioner				
Short text				
Sort indicator	1			
<input checked="" type="checkbox"/> Assigned purchase requisitions				
<input type="checkbox"/> Closed requisitions				
<input checked="" type="checkbox"/> "Partly ordered" requisitions				
<input type="checkbox"/> Released requisitions only				
<input checked="" type="checkbox"/> Requisitions. for overall release				
<input checked="" type="checkbox"/> Requisitions. f. item-wise release				
Cost center	0031	to		

The List Display of Purchase Requisitions is displayed.

- Double Click on a **Requisition Number** to view details

**List Display of Purchase Requisitions**

Material Requisition	Item	Short text	Requested qty.	Un Deliv. date	Requester	P6p	Mat. gp.
S C R O Ty.	I A	Ordered qty.	Un	Release date	Trackg.no.		Plnt SLoc SP1. MC
10180623	00010	Scholastic Reading Inv. Network License	1	03/10/2004	0031103REC	002	78507 9420
N R 2	0031 A			03/03/2004	BA171		
Desired vendor 103610 SCHOLASTIC CLASSROOM MAGAZINES							
10180623	00020	Scholastic Reading Inv. Expansion Plan	4	03/10/2004	Mark Thomas	002	78507 9420
N R 2	0031 K			03/03/2004	BA171		
Desired vendor 103610 SCHOLASTIC CLASSROOM MAGAZINES							
10180623	00030	The Lexile Framework-Intro for Educators	2	03/10/2004	Mark Thomas	002	78507 9420
N R 2	0031 K			03/03/2004	BA171		
Desired vendor 103610 SCHOLASTIC CLASSROOM MAGAZINES							
10180623	00040	The Lexile Framework-A Guide for Parents	2	03/10/2004	Mark Thomas	002	78507 9420
N R 2	0031 K			03/03/2004	BA171		
Desired vendor 103610 SCHOLASTIC CLASSROOM MAGAZINES							

The Display Purch. Requisition screen is displayed for the Requisition Number that you have chosen.

**Display Purch. requisition 10180623**

Document overview on | Personal setting

0031 Lakeland Senior... | 10180623



St...	Item A	Material	Short text	Quantity	Unit	Val. price	Total value	Des.vendor	Matl group
	10 A		Scholastic Reading Inv. N...	1	EA	1,439.10	1,439.10	103610	Classroom...
	20 K		Scholastic Reading Inv. E...	4	EA	89.10	356.40	103610	Classroom...
	30 K		The Lexile Framework-Int...	2	EA	14.95	29.90	103610	Classroom...

Item: 1 [10] Scholastic Reading Inv. Network License

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Conta...

Unloading Point: 0031\* | Distribution: Single account assign... | CoCode: 0010 Polk C...  
 G/L Account No.: 1382000 | Recipient: S Glynn  
 Business Area: 1034  
 Asset: 65005099 | 0  
 CO Area: 0010

**To view additional information:**

- Click the **Next/Previous** Icons to view different line items 
- Click on the **File Folders** to view available information on a line item  
Or
- Click the **List Box** Icon to view available choices for information 
- Click on a **Subject** to display information

Material data
Quantities/dates
Valuation
Account assignment
Source of supply
Status
Contact person
✓ Release strategy
Texts
Delivery address

**EXAMPLE:** Release Strategy

**Displays:** Release Code, Description, and Status

Code	Description	Stat...
H1	Principal 0031	✓
JWV	Finance Approval	✓

- Click the **Green Back Arrow** three times, to return to the menu