

Change Purchase Requisition (ME52N)

From the SAP Easy Access PCSB Menu Screen:

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

Double Click on **ME52N- Change Purchase Requisition**

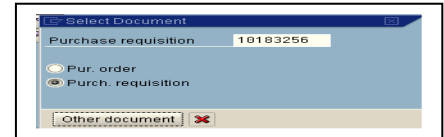
The first time you go into the Change Purchase Requisition screen, the screen will say Display Requisition until you enter a Requisition Number, the Document overview off window will also display.

Click on the **Document overview off** button

Click the **Other requisition** Icon



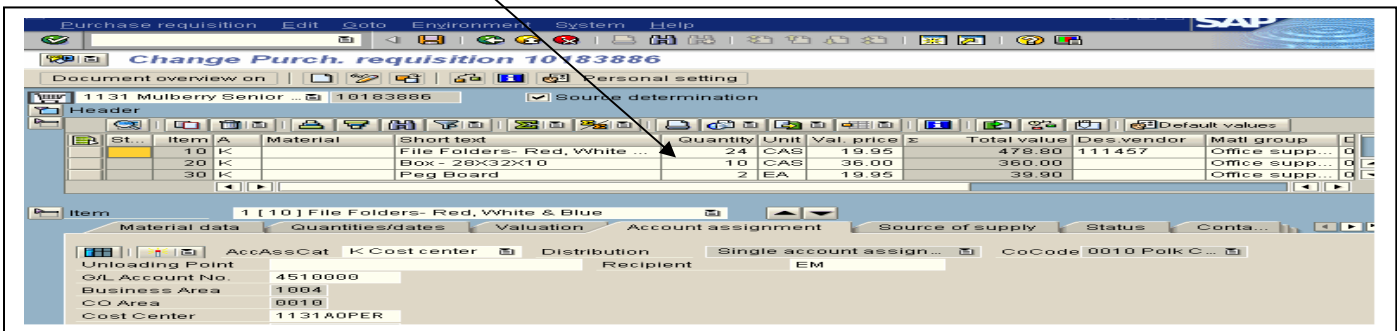
Type in the **requisition number** that you wish to change



Press **Enter** or Click **Other document**

The Requisition that you wish to make changes on; is displayed. **IMPORTANT:** If **Display Purch. Requisition XXXXXXXX** is displayed on the toolbar, Click the **Display/Change Icon** (Pencil with eye glasses) on the tool bar.

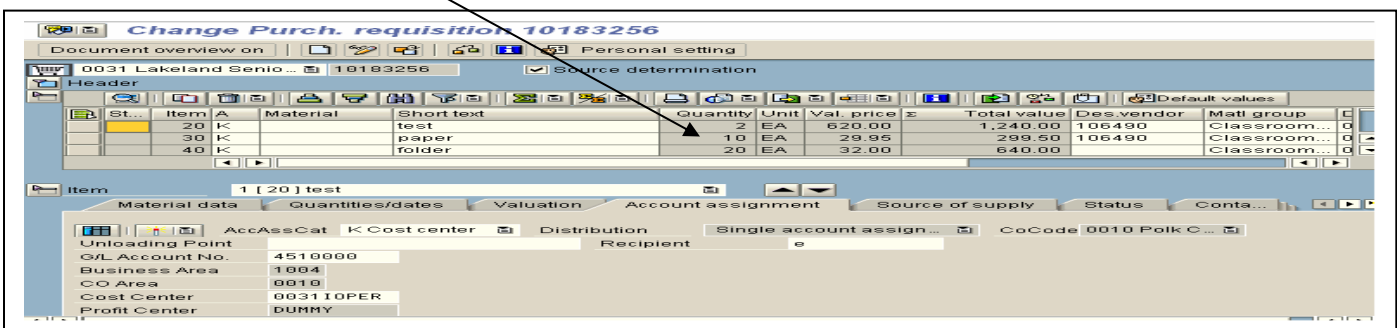
Example of a Unreleased Requisition



If the Purchase Requisition has not been released, changes may be made in all area's by *Clicking* in the **desired field** and making the corrections or by *Clicking* on the **Folder tabs** and making the corrections in the desired areas.

The Requisition needs to be unreleased to change any fields that have been grayed out.

Example of a Released Requisition



IMPORTANT: The only time that a Document Type **CANNOT** be changed, is when you use Document Type SUPP or use a location number when it should have been SUPP (for supplies), the Requisition will have to be deleted.

After all of the desired changes have been made: Click the **Save Icon** on the toolbar

A **message appears** at the bottom left of screen - **Purchase Requisition XXXXXXXXXXXX changed**

Click the **Green back arrow** to return to the SAP Easy Access Main Menu