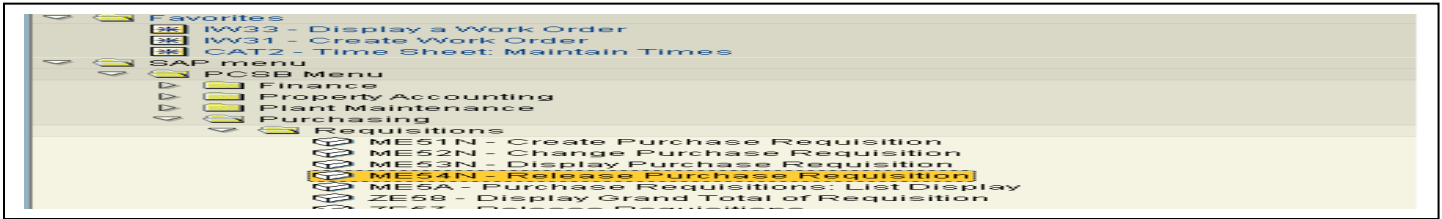


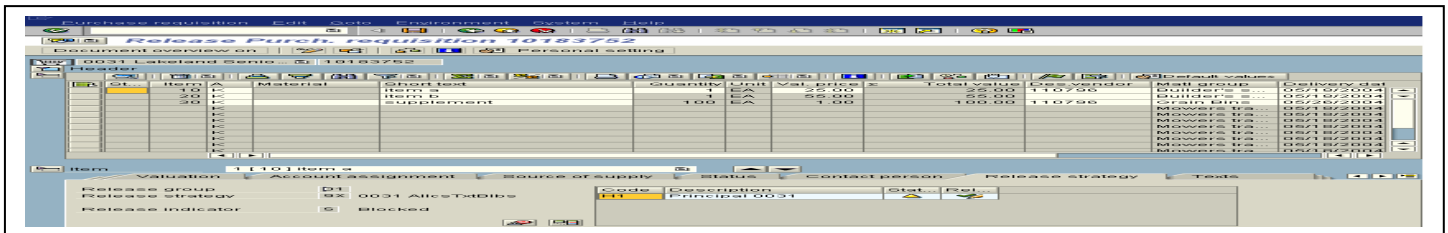
Release / Un-release Individual Requisition – ME54N

From the SAP Easy Access PCSB Menu Screen:

Click the **Expand Icon** to the left of: **PCSB Menu > Purchasing > Requisitions**
 Double Click on: **ME54N – Release Purchase Requisition**



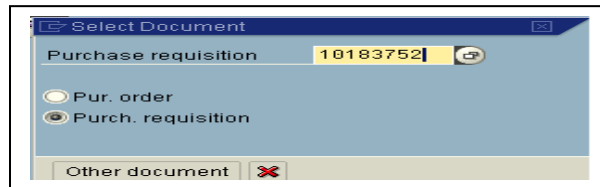
The **Release Purchase Requisition** screen is displayed. The screen will always display the last requisition that was displayed.



To select a different **Requisition** to release, Click the **Other requisition icon**



Type the **Requisition number**
 In the Purchase requisition field



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

The Purchase Requisition to be Released or Un-released is displayed.

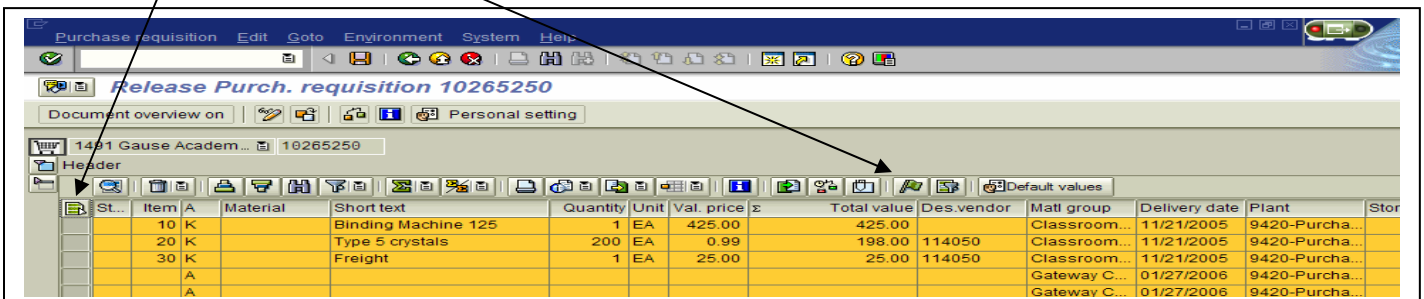
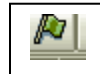
To Release the Requisition

Click the **Select all** icon to highlight all of the line items released



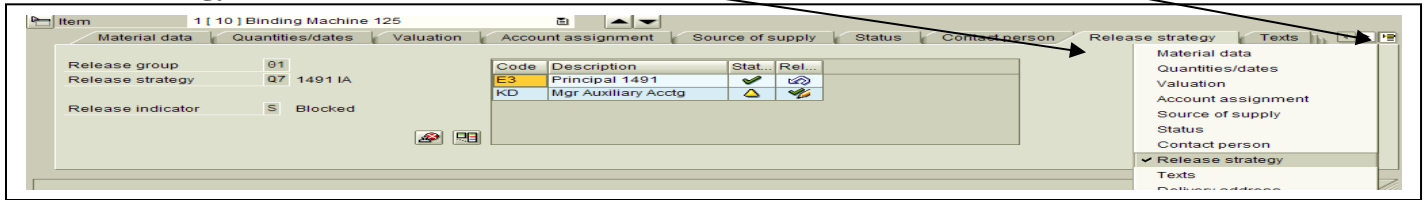
OR Highlight the **line item(s)** to be

Click the **Green Flag** to Release all selected line items, Click the **Save** icon. **The Release Executed** message will be displayed in the bottom left corner of the screen.



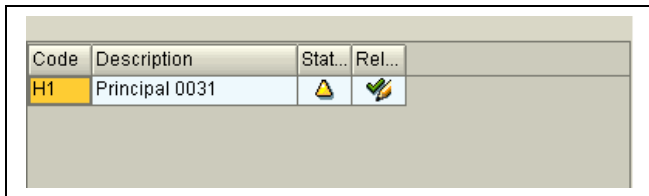
To open the Release Strategy Folder and Display the Release Status

Click on the **Release Strategy Tab** to open the Folder or Click the **List box icon** to display **Available Folders**, Click on **Release Strategy**



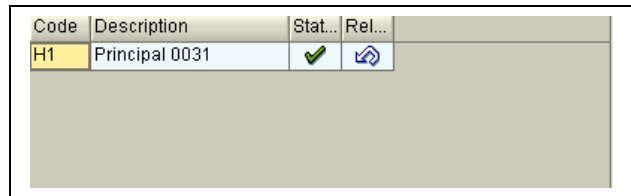
These are examples of the different Release / Un-Release icons

**Release Strategy
Icons Before Release**



**Status = Release possible
Release = line has not been released**

Icons After Release



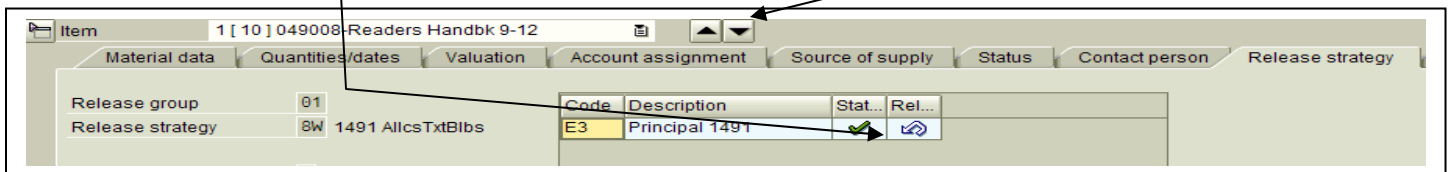
**Status = Release effected
Release = Cancel Release**

Important: Unlike Releasing a Requisition by selecting all or more than one line item; To Un-Release a Requisition each line must be Un-Released individually.

To Un-Release a Requisition

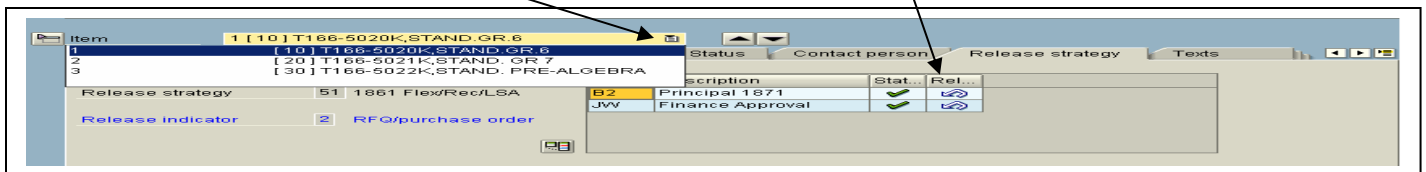
Click the **Cancel Release** icon for each line item. The **Release Cancelled for release code** message will display at the bottom left of the screen.

To move between line items to Un-Release other line items. Click the **Previous line / next line** icons



OR a second way To move between line items

Click the **drop list** and **select the line item**, Click the **Cancel release** icon, Repeat the **Cancel** process for each line, Click the **Save** icon. The **Release Requisition changed** message will display at the bottom left of the screen.



To **Release** or **Un-Release** another Requisition, Click the **Other Document** icon



Type the **Requisition number** in the Purchase Requisition field, Click **Other document Or Press Enter**, Repeat the **process described above**

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