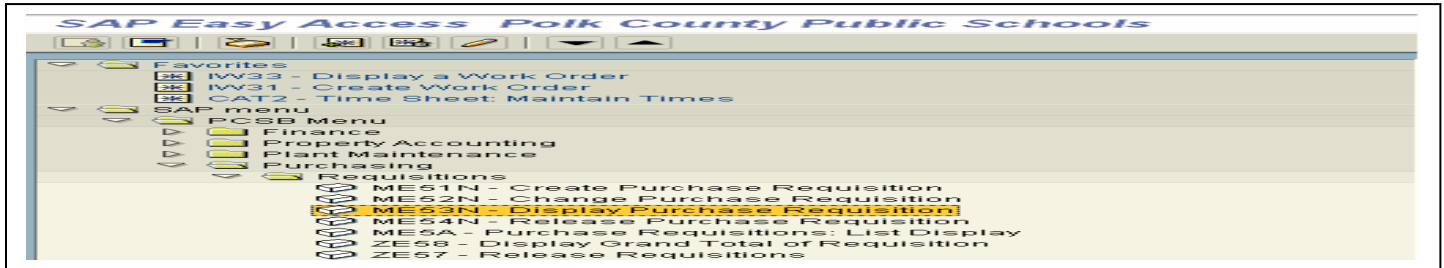


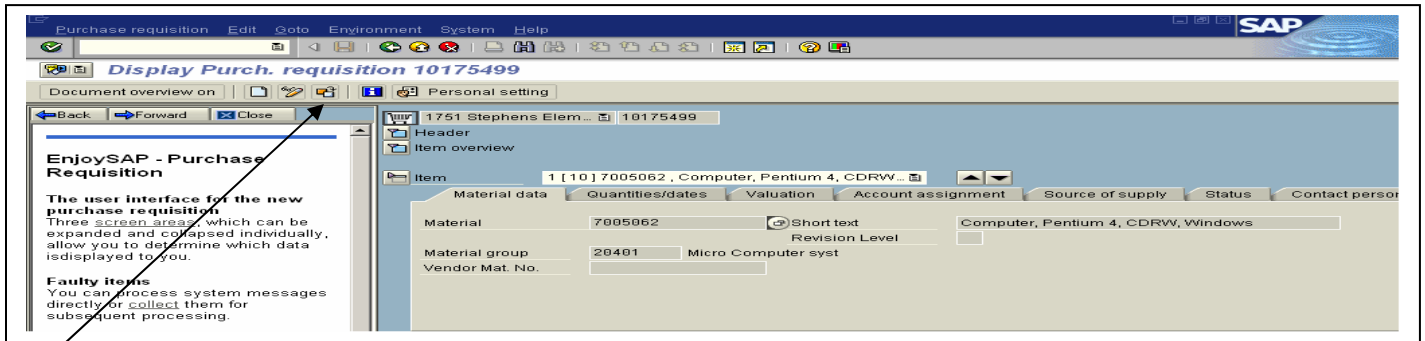
# Display Purchase Requisition - ME53N

## From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of: **PCSB Menu > Purchasing > Requisitions**  
 Double Click on **ME53N – Display Purchase Requisition**



The first time you display a Requisition the **Enjoy SAP – Purchase Requisition** screen will be displayed, *Click the close* button on the window

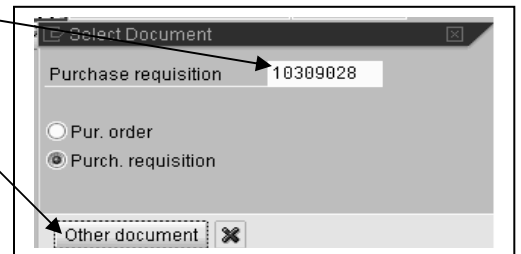


Click the **Other Requisition** icon

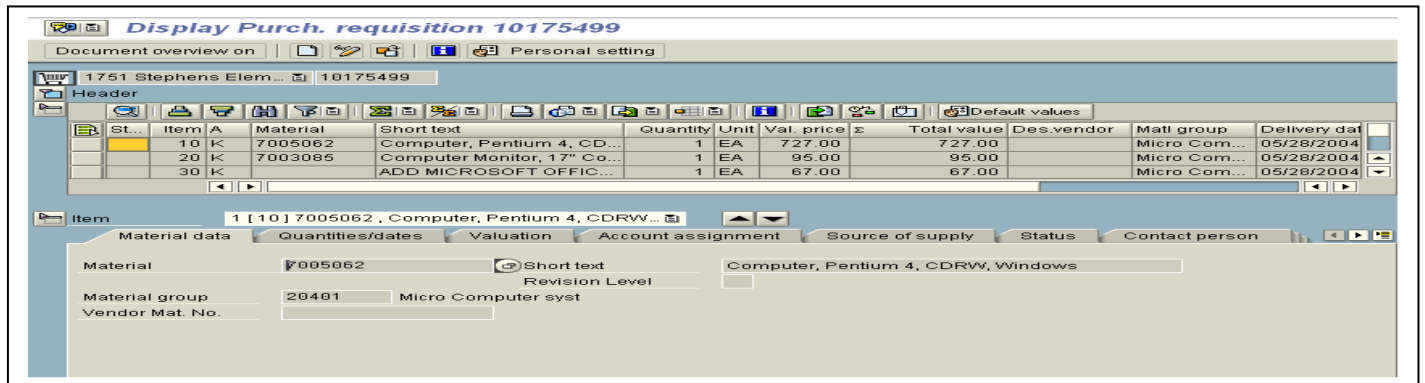


Type in the **Requisition Number**

Click **Other Document**

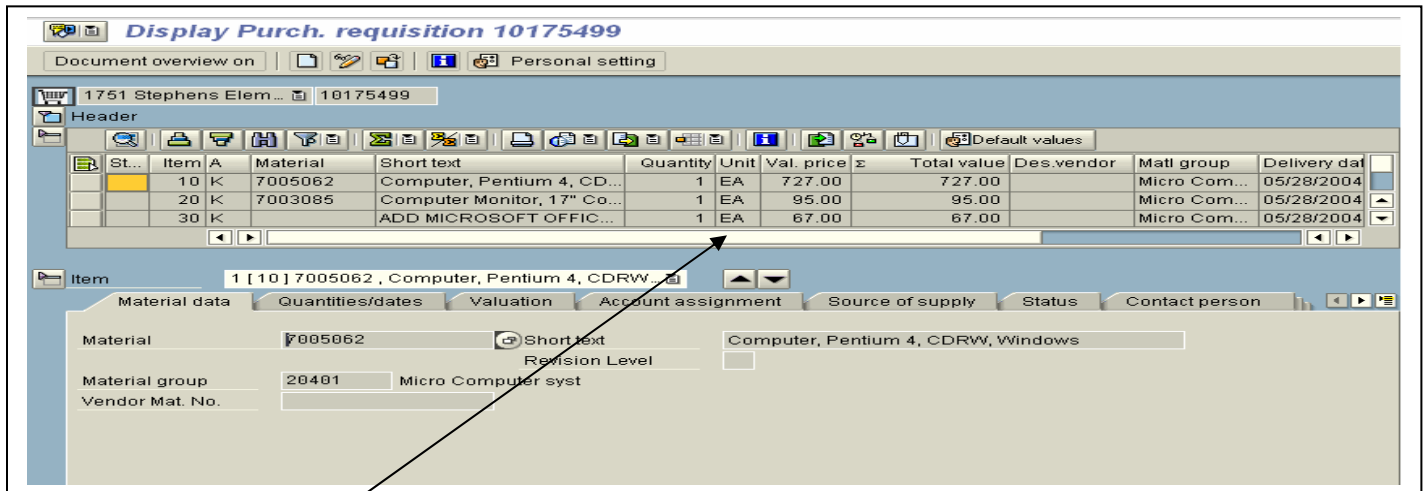


The **Purchase Requisition** screen is displayed



## The Purchase Requisition Screen displays items ordered on the Requisition.

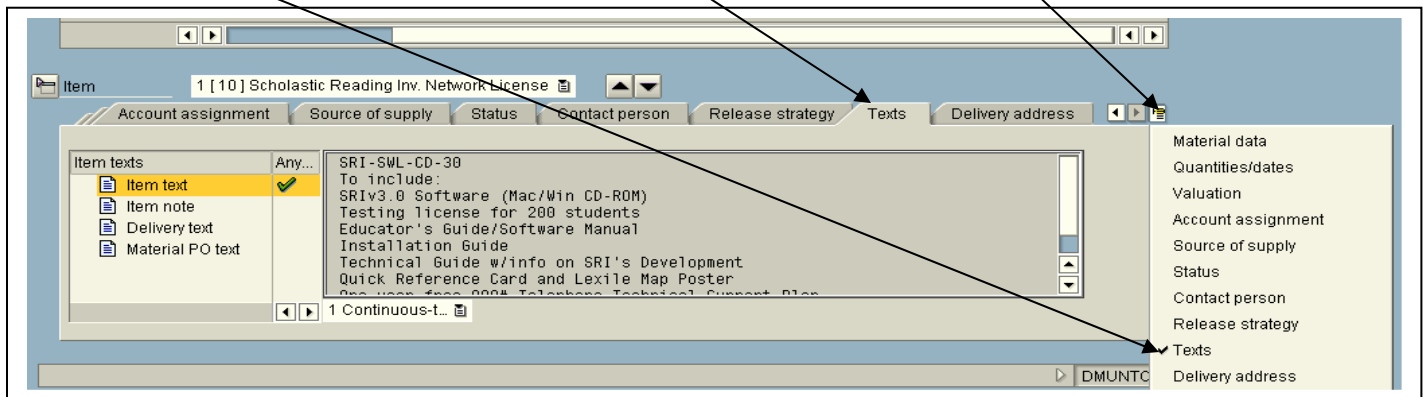
**The information fields that are shown under in the Item Overview are, from left to right: Line Item No, Account Assignment Category, Material Number, Short Text, Quantity, Unit, Value Price,**



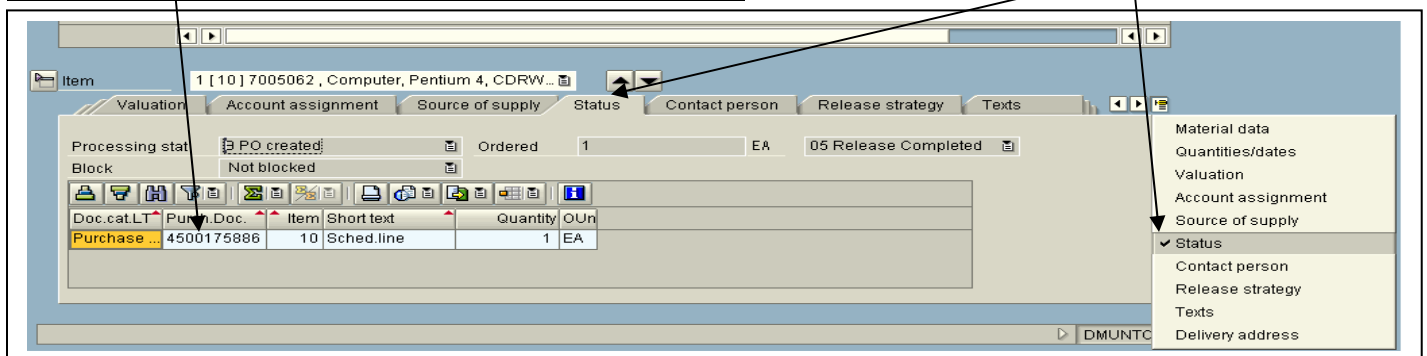
**Total Value, Desired Vendor, Material Group and Delivery Date**

By moving the **Scroll bar** from left to right, additional information including: **Plant Number, Purchasing Group, Requisitioner, and Tracking Number** are displayed.

**To view Additional Information:** Click on the **Tab** to open a Folder or the **List box icon** to display Available Folders, Click on the **Folder** name to move to that Folder



**To find a Purchase Order Number for the Requisition:** Click on the **Status Tab** or **Folder** from the List box



Click the **Green back arrow** again to return to the **SAP Easy Access** menu