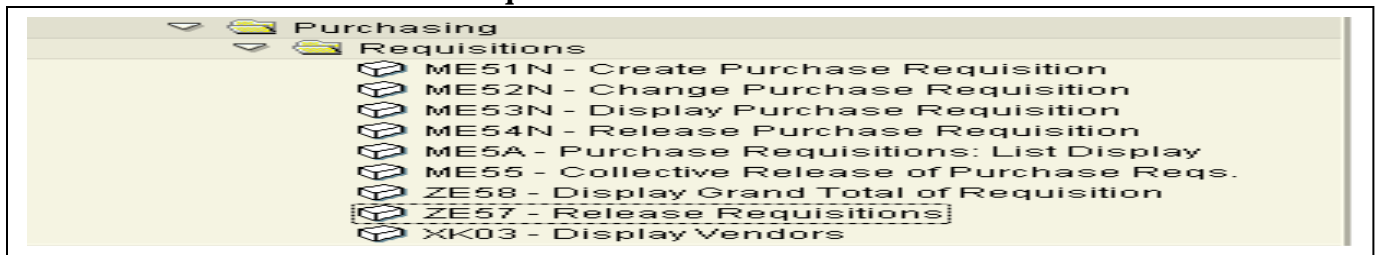


Release Purchase Requisition - ZE57

From the SAP Easy Access PCSB Menu Screen:

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

Double Click on: **ZE57 – Release Requisitions**



Type the **Release code**

The screenshot shows the 'Purchase Requisition - Release' screen. The 'Release Code' field is set to 'A1'. Other fields include Purchase requisition, Purchasing group, Material, Material group, Requirement tracking number, and Scope of list.

Click the **Execute icon**

Double-click the **Requisition** line to be released

The screenshot shows the 'Purchase Requisition - Release' screen with the item list table. The table has columns for Item, Material Business Area, Description, Cost Center, G/L Account, Quantity, Contract Price, Details Price, and Total. The first item is selected, and the total for selected items is 63.26.

Item	Material Business Area	Description	Cost Center	G/L Account	Quantity	Contract Price	Details Price	Total
<input checked="" type="checkbox"/> 00030	1004	SUPLEMNT TO PO#4500140625 PRICE INCREASE	0331MOPER	4642000	63.26	1.00		63.26
Total								63.26
Total for Selected Items								63.26

All items on the requisition are selected (by system default) for release.

Deselect any item by *Clicking* the **box** to the left of that line item

To release a requisition make sure the **box(s)** to the left of the line items are **checked**

Click the **Green Flag**

The message is displayed at bottom left of screen: **Purchase Requisition (with the number) changed.**



Click the **Green back arrow** to return to the Purchase Requisition Release screen.

Select another **Requisition** number to release or *leave* the **Release** screen by *Clicking* the **Green back arrow** twice