

SAP Technical Upgrade ECC 6.0

Training Manuals



IMAGINATION BEYOND EDGES

PO Change Cancel Release

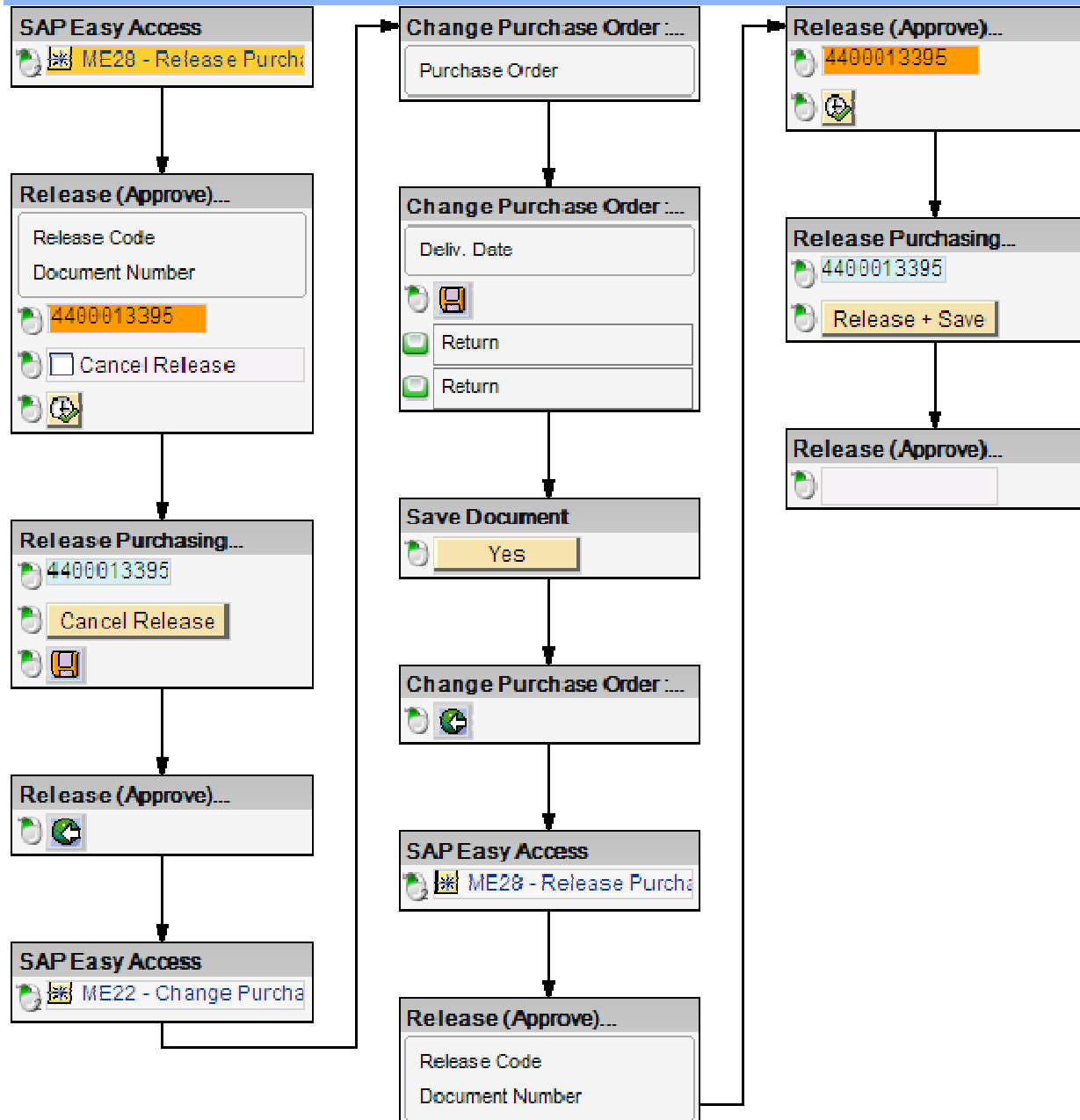
Materials Management

Prepared by : Sulman Ahmad Khan

Date of Publication : 22.07.2011



Screen Flow

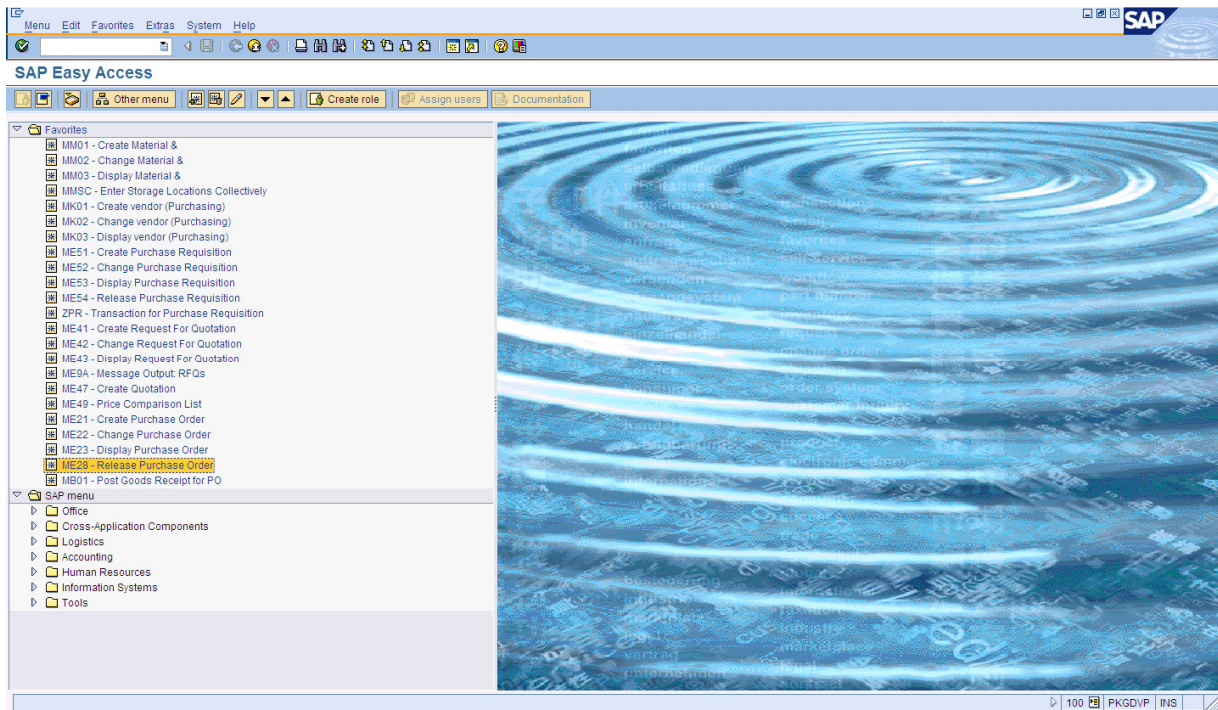




Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access



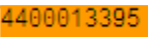

2. Double-click ME28 - Release Purchase Order tree item  **ME28 - Release Purchase Order**.



Release (Approve) Purchasing Documents

3. As required, complete/review the following fields:

Field	R/O/C	Description
Release Code	R	Example: PO
Document Number	R	Example: 44

4. Click 4400013395 list item .
5. Click Cancel Release check box ☐ Cancel Release.
6. Click button .



Release Purchasing Documents with Release Code PO

SAP

Release Purchasing Documents with Release Code PO

Release Cancel Release Release Strat. Release + Save Print Preview

PO	Type	Vendor	Name	Release Indicator	Release Option	Pdp Order	Date
4400013395	ZIMP	118460	Training Manual Vendor	Import		008	22.07.2011
01/PO	PO Release		R PO Release		Release already effected		

100 PKGDPV INS

7. Click label 4400013395.
8. Click Cancel Release button .
9. Click button .



Release (Approve) Purchasing Documents

Program Edit Goto System Help

Release (Approve) Purchasing Documents

Release Code to

Release Group

☒ Set Release

☐ Cancel Release

☒ Release Prerequisite Fulfilled

☐ List with Items

Scope of List

Purchasing Document Category to

Purchasing Organization to

Document Number to

Document Type to

Purchasing Group to

Vendor to

Supplying Plant to

Document Date to

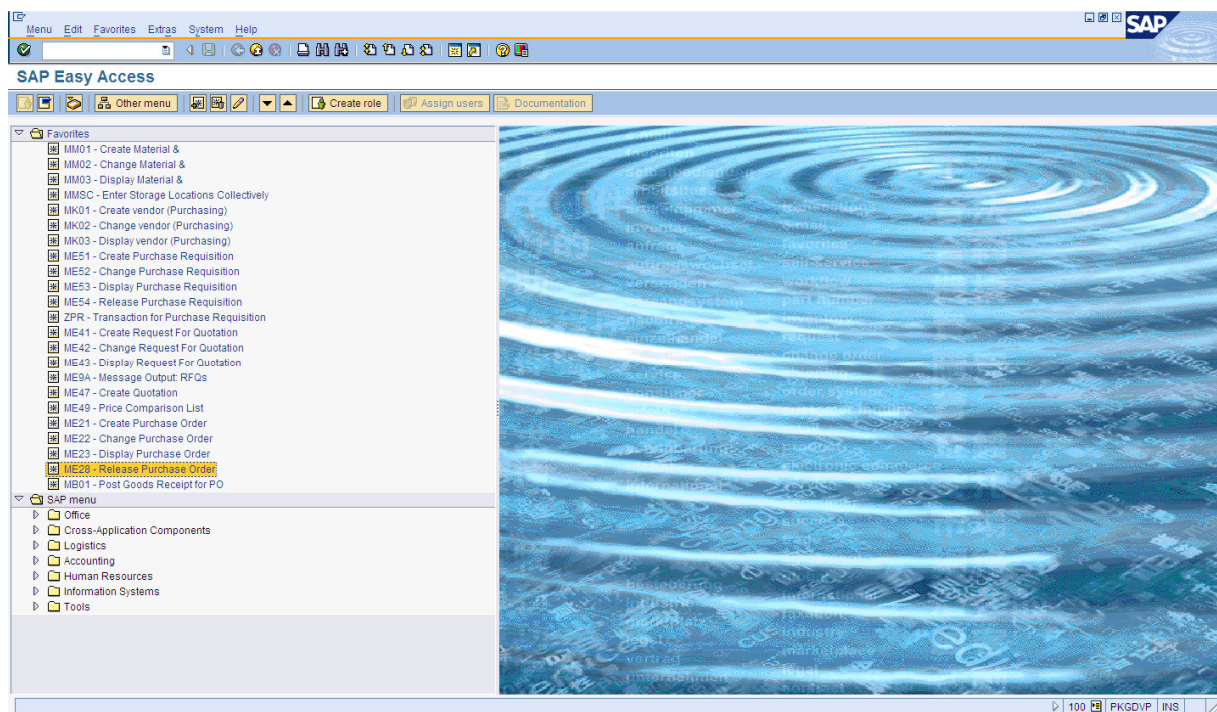
Releases saved


100 PKGDPV INS

10. Click button



SAP Easy Access



11. Double-click ME22 - Change Purchase Order tree item  **ME22 - Change Purchase Order**.



Change Purchase Order : Initial Screen

12. As required, complete/review the following fields:

Field	R/O/C	Description
Purchase Order	R	Example: 4400013395



Change Purchase Order : Item Overview

Purchase Order Edit Header Item Environment System Help

Change Purchase Order : Item Overview

Account Assignments

Purchase Order 4400013395 Order Type ZIMP PO Date 22.07.2011
Vendor 118489 Training Manual Vendor Import Currency EUR

PO Items


Item	Material	Short Text	PO Quantity	O.	C	Deliv. Date	Net Price	Per	O.	Mat. Grp	Pint	S Loc	D	R	Batch	Vendor Batch	Info Rec	F Te
10	00002320	TENSION SPRING	14.000	EA		D 27.07.2011	10.691		EA	2012600	0900						5300136566	
20						D 27.07.2011				2012600	0900							
30						D 27.07.2011				2012600	0900							
40						D 27.07.2011				2012600	0900							
50						D 27.07.2011				2012600	0900							
60						D 27.07.2011				2012600	0900							
70						D 27.07.2011				2012600	0900							
80						D 27.07.2011				2012600	0900							
90						D 27.07.2011				2012600	0900							
100						D 27.07.2011				2012600	0900							
110						D 27.07.2011				2012600	0900							
120						D 27.07.2011				2012600	0900							
130						D 27.07.2011				2012600	0900							
140						D 27.07.2011				2012600	0900							
150						D 27.07.2011				2012600	0900							
160						D 27.07.2011				2012600	0900							
170						D 27.07.2011				2012600	0900							
180						D 27.07.2011				2012600	0900							
190						D 27.07.2011				2012600	0900							
200						D 27.07.2011				2012600	0900							
210						D 27.07.2011				2012600	0900							
220						D 27.07.2011				2012600	0900							
230						D 27.07.2011				2012600	0900							
240						D 27.07.2011				2012600	0900							

Item 10

100 PKGDVP INS

13. As required, complete/review the following fields:

Field	R/O/C	Description
Deliv. Date /Test 10	R	Example: 26.07.2011

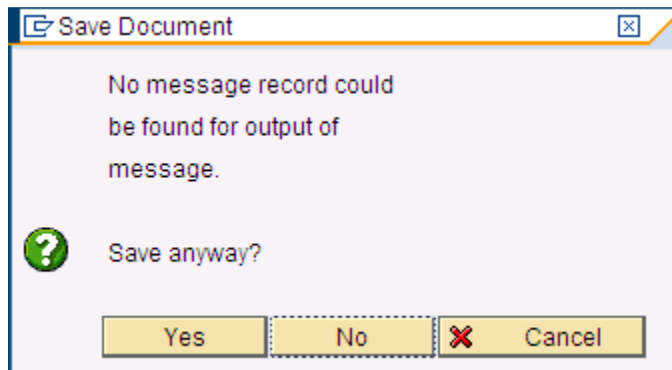
14. Click button .

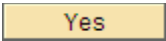
15. Press "Return".

16. Press "Return".

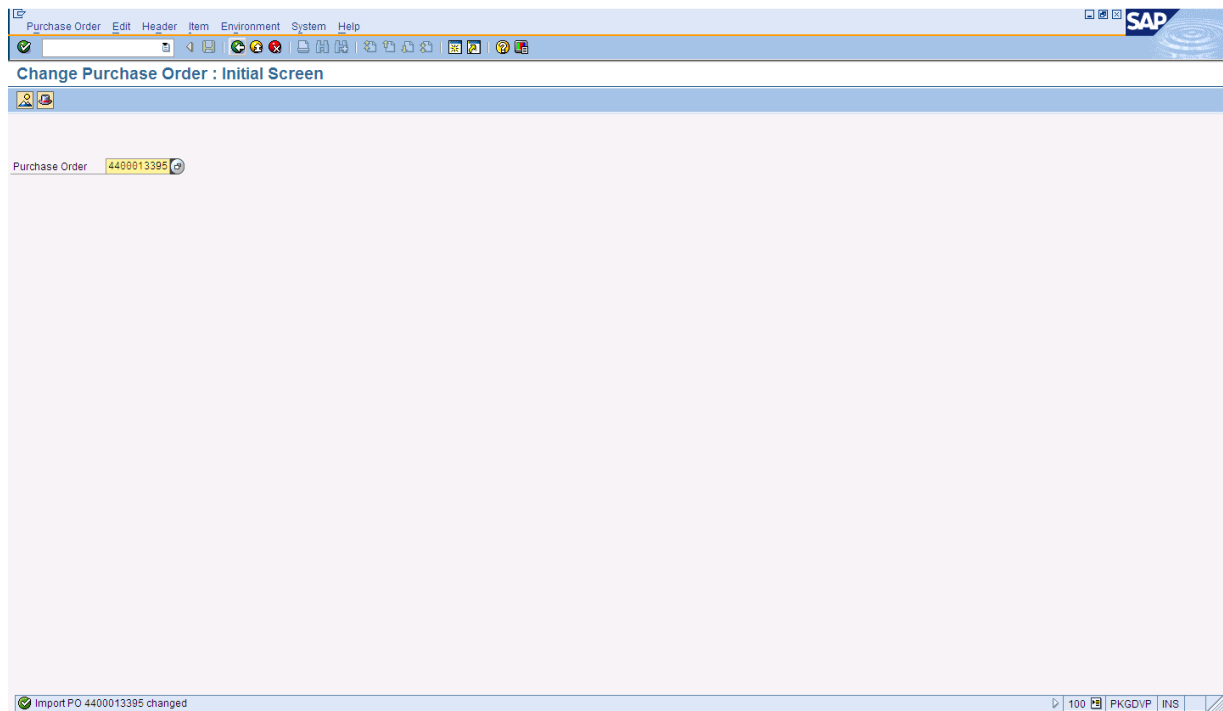


Save Document



17. Click Yes button .

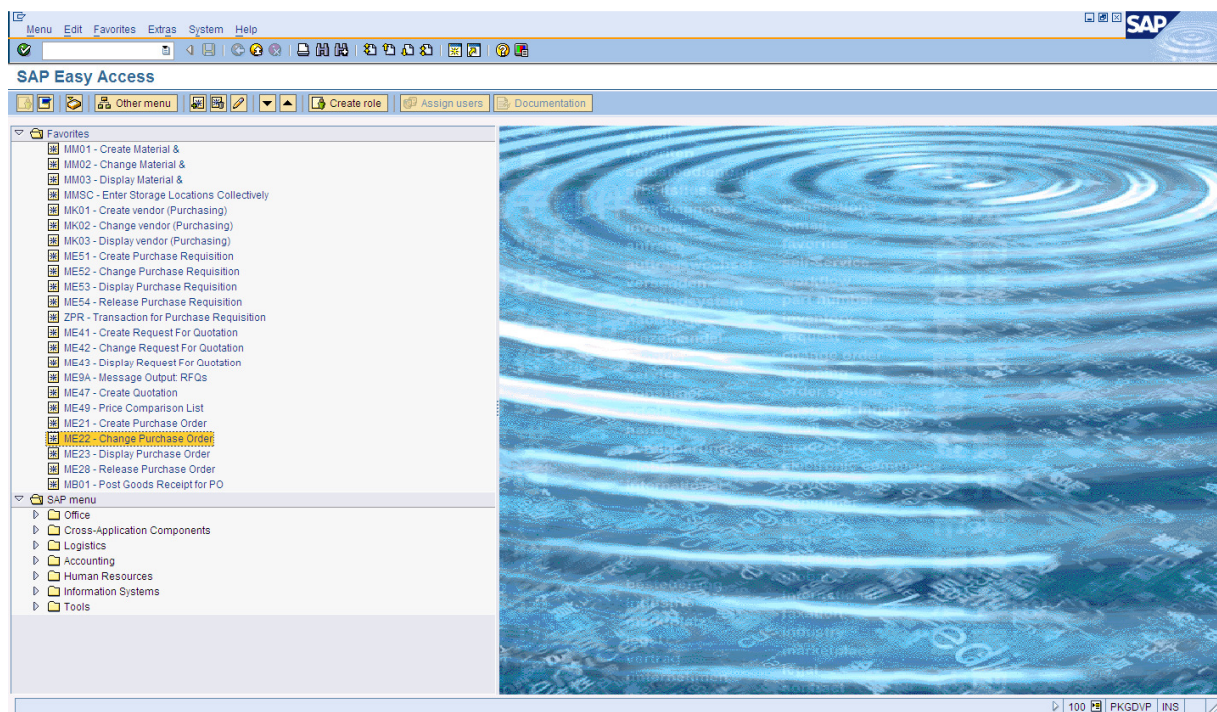
Change Purchase Order : Initial Screen




18. Click button .



SAP Easy Access



19. Double-click ME28 - Release Purchase Order tree item  **ME28 - Release Purchase Order**.



Release (Approve) Purchasing Documents

Program Edit Goto System Help

Release (Approve) Purchasing Documents

Release Code to

☒ Set Release
☐ Cancel Release
☒ Release Prerequisite Fulfilled
☐ List with Items

Scope of List

Purchasing Document Category to

Purchasing Organization to

Document Number to

Document Type to

Purchasing Group to

Vendor to

Supplying Plant to

Document Date to

100 PKGDVP INS

20. As required, complete/review the following fields:

Field	R/O/C	Description
Release Code	R	Example: PO
Document Number	R	Example: 44

21. Click 4400013395 list item **4400013395**.

22. Click button



Release Purchasing Documents with Release Code PO

SAP

Release Purchasing Documents with Release Code PO

Release Cancel Release Release Strat. Release + Save Print Preview

PO	Type	Vendor	Name	Release Indicator	Release Option	POp Order	Date
4400013395	ZIMP	118460	Training Manual Vendor	Import	008	22.07.2011	
01/PO PO Release				Release possible			

100 PKGDVP INS

23. Click label **4400013395**.

24. Click Release + Save button **Release + Save**.



Release (Approve) Purchasing Documents

Program Edit Goto System Help

Release (Approve) Purchasing Documents

Release Code to

Release Group

☒ Set Release

☐ Cancel Release

☒ Release Prerequisite Fulfilled

☐ List with Items

Scope of List

Purchasing Document Category to

Purchasing Organization to

Document Number to

Document Type to

Purchasing Group to

Vendor to

Supplying Plant to

Document Date to

Releases saved

100 PKGDVP INS