


SAP 4.70, Enterprise Requisition Release

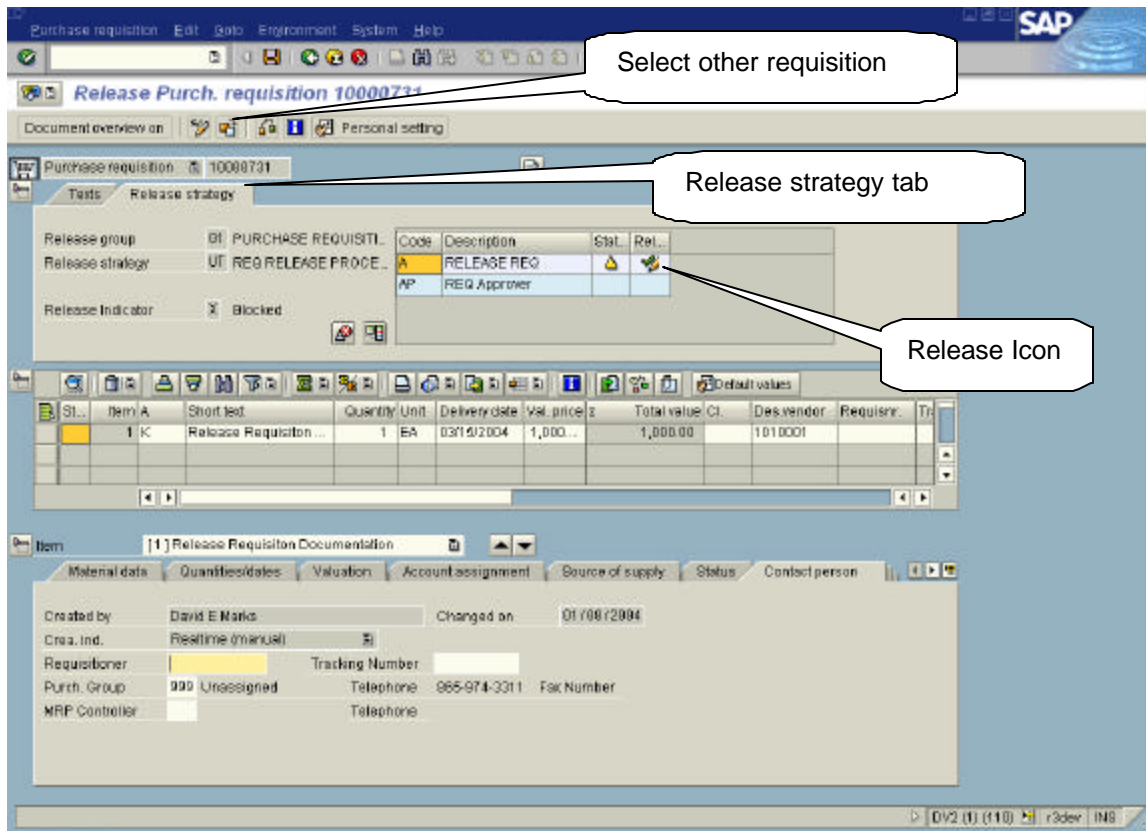
Releasing Requisitions in IRIS 4.7


The basics of releasing a requisition in IRIS are very similar to the old system, but the appearance of the screen is very different.

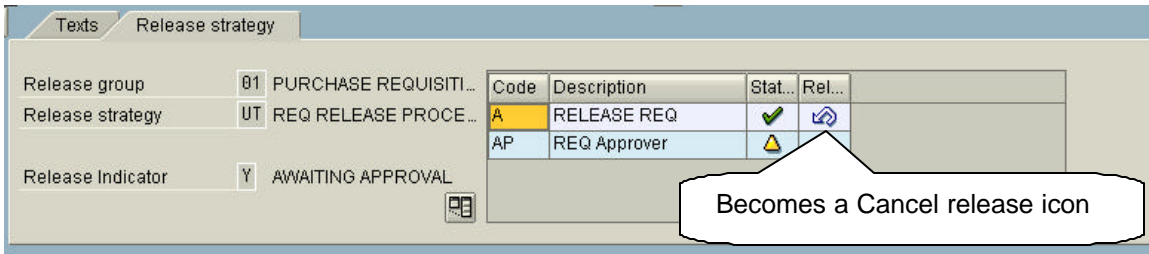
The menu path for the release transaction is **Logistics>>Material Management>>Purchasing>>Purchase Requisition>> ME54N - Individual Release**. The screen shown below will be displayed. The display is very similar to the normal display requisition screen, but there is an additional *Release strategy* tab in the header area.




If the requisition is ready to be released, click on the *Release* icon, , in the *Release strategy* tab.




Once the *Release* icon is selected, the icon will change to a *Cancel release* icon, , as shown below.



If you had made an error and did not really intend to release the requisition, select the cancel release icon and the release will be reset.


If the document is ready to be released, after Clicking the *Release* icon, click on the *Save* icon, , at the top of the screen and the requisition will be released to workflow.

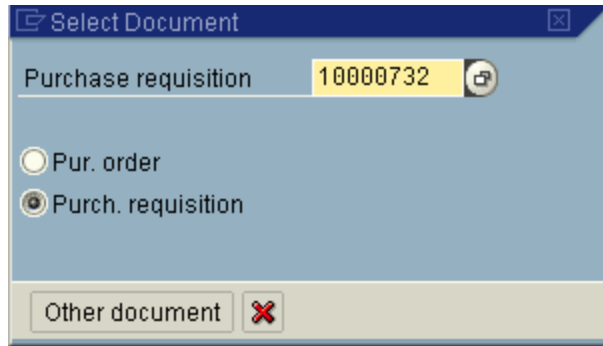
You should receive a notification at the bottom of the screen that the requisition has been changed,  Purchase requisition 0010000731 changed. This means that it has been released to workflow.

The release strategy icon should now change to a green checkmark (as shown below) and the document status will change to allow the approver to approve or reject the document.

Code	Description	Stat..
A	RELEASE REQ	✓
AP	REQ Approver	⚠

ISSUE: When you access the release transaction, the requisition you want to release is not displayed.

To access another requisition, select the *Other requisition* icon, . The window below will be displayed.



Type the purchase requisition number you want to release (make sure the purchase requisition option is selected) and then click on the *Other document* button found at the lower left hand corner of the drop down box. The requisition you want to release should appear on the screen.