

Collective Release (ME55)

1. Transaction ME55
2. Enter the release code for the release along with the release group (see Note below). Click on 'Execute' as shown.

Collective Release of Purchase Requisitions

Release Code: 5I

Release group: 40 to

Release Prerequisite Fulfilled

Requisns for Overall Release

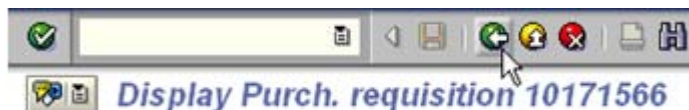
Requisns for Item-Wise Release

3. A list of all the requisitions needing approval with this release code/group will be displayed.
4. If you need additional details not shown on the screen, double-click on the requisition number in the second column to display that requisition document. Click the green 'back arrow' to return to the list.

Collective Release of Purchase Requisiti

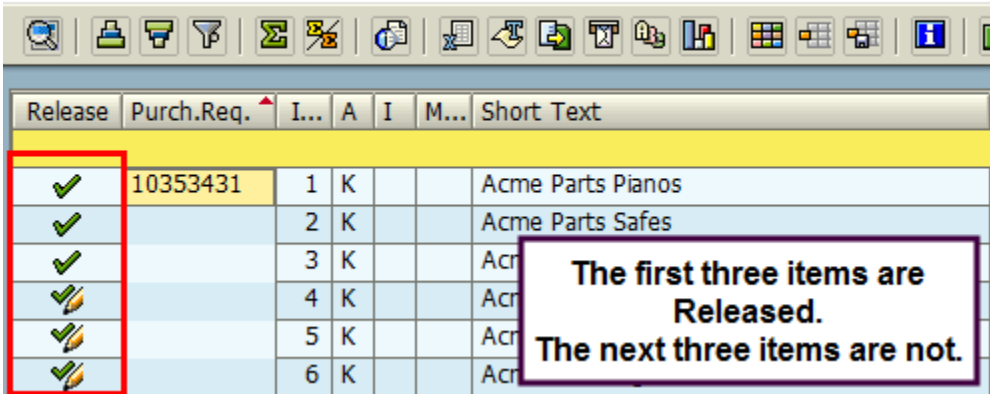
Release	Purch....	L...	A	I	Short Text	Qu...	Unit	Valn Price	Total Value	Deliv. Date	Matl Gr...	Plant	PGr	Requirnr.	Trackin...	Des.V...	Name of Desired Vendo
									4,707.88								
	10353431	1	K		Acme Parts Planos	5	BX	36.19	180.95	20130930	00100	40	408	40REQU...		1076769	ROAD RUNNER SUPPLY
		2	K		Acme Parts Safes	100	EA	12.69	1,269.00	20130930	00100	40	408	40REQU...		1076769	ROAD RUNNER SUPPLY
		3	K		Acme Parts Boulders	20	EA	8.13	162.60	20130930	00100	40	408	40REQU...		1076769	ROAD RUNNER SUPPLY
		4	K		Acme Parts Road Runner Traps	3	EA	9.94	29.82	20130930	00100	40	408	40REQU...		1076769	ROAD RUNNER SUPPLY
		5	K		Acme Parts Road Runner Hats	1	EA	44.06	44.06	20130930	00100	40	408	40REQU...		1076769	ROAD RUNNER SUPPLY

5. The screen will display the requisition for reviewing only. The approval **cannot** occur on this screen since it is display only. Click on the green back arrow (as shown below) to return to the list of requisitions. Display the next requisition if desired or begin the approval process as shown in the next step.



6. To approve the requisition, click the Checkmark/Pencil icon in the first column. It will change to a Checkmark to indicate that the item is approved. No "save" is required.

Collective Release of Purchase Requisites



Release	Purch.Req.	I...	A	I	M...	Short Text
✓	10353431	1	K			Acme Parts Pianos
✓		2	K			Acme Parts Safes
✓		3	K			Acme Parts
✎		4	K			Acme Parts
✎		5	K			Acme Parts
✎		6	K			Acme Parts

**The first three items are Released.
The next three items are not.**