

SAP USER GUIDE – WEB RELEASE PURCHASE REQUEST

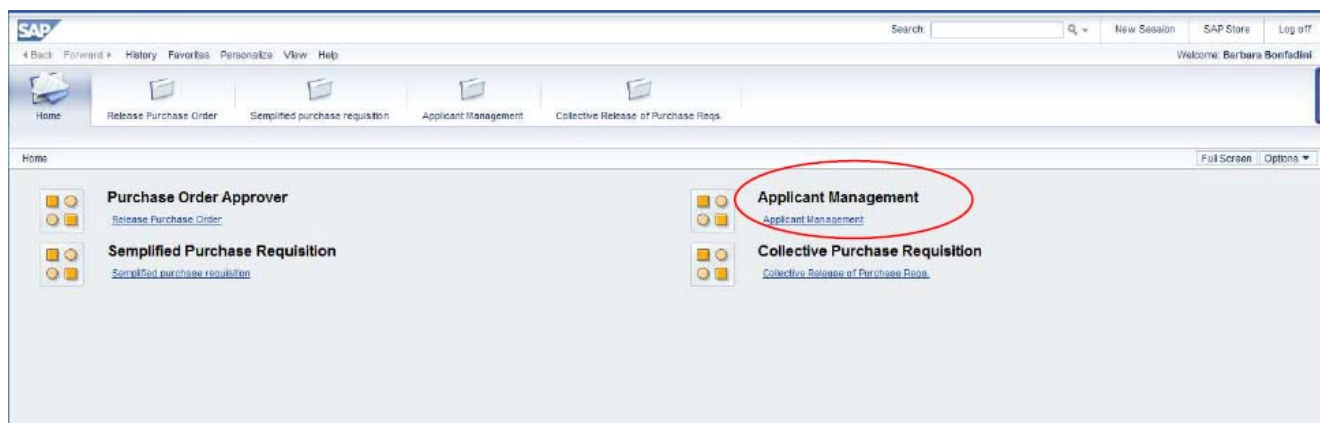
1. INITIAL OPERATIONS

To access the SAP Portal click on the following link: <https://service.iit.it:5000/irj/portal>



Enter User ID (ex. piero.parodi@iit.it) and Password – same as log on your PC and click **Log-On**.

You'll see the following initial page:



NOTE: According to the user's profile, you display different icons.

1.2 COLLECTIVE PURCHASE REQUISITION/PURCHASE ORDER APPROVER

Select Collective Release of Purchase Requisition (or Purchase Requisition Approver if you need to approve an order, following the same instructions as for a PR) and click on it

You'll display the following page:

The screenshot displays the SAP NetWeaver Portal interface for the 'Collective Release of Purchase Requisitions' screen. The browser address bar shows 'https://service.iit.it:5000/irj/portal'. The SAP logo is visible in the top left corner, and the user is logged in as 'Stefano Bencetti'.

The main form is titled 'Collective Release of Purchase Requisitions' and includes a 'Menu' button and a 'Save as Variant...' button. The form contains several input fields and checkboxes for configuring the release process:

- Release Code:** 17
- Release group:** [] to []
- ☒ Release Prerequisite Fulfilled
- ☒ Requisitions for Overall Release
- ☒ Requisitions for Item-Wise Release
- Purchase Requisition:** [] to []
- Material:** [] to []
- Material Group:** [] to []
- Purchasing Group:** [] to []
- Scope of List:** ALV
- Plant:** [] to []
- Document Type:** [] to []
- Item Category:** [] to []
- Account Assignment Category:** [] to []
- Delivery Date:** [] to []
- Release Date:** [] to []
- Materials Planner/Controller:** [] to []
- Processing Status:** [] to []
- Plant Vendor:** [] to []

On the right side, there is a 'Release code (1)' section with a 'Restrictions' tab. It displays a list of release codes and descriptions:

	Description
A0 00	RICHIEDENTE
A0 10	VALERIANO VIDILI
A0 11	ERICA GUAZZI
A0 12	ANDREA CAPORALI
A0 13	FRANCESCO RAPISA...
A0 14	L. DONNARUMMA
A0 15	M. GATTI
A0 16	FRANCESCA CAGNONI
A0 17	STEFANO BENCETTI
A0 18	ILARIA MONALDI
A0 50	SIMONE UNGARO
A0 51	SERGIO LUCIANO
A0 52	ALESSANDRO ROSCINI
A0 53	ENZO GELATI
A0 54	MARCO MONGA
A0 55	SALVATORE MAJOR...
A0 56	ROBERTO CINGOLANI
A0 57	GIULIO SANDINI
A0 58	DARWIN CALDWELL
A0 59	FABIO BENFENATI

Select the right code your release code and click on "Execute"

Collective Release of Purchase Reqs. – SAP NetWeaver Portal

https://service.iit.it:5000/irj/portal

Search: [] New Session SAP Store Log off

Welcome: Stefano Bencetti

Home Simplified purchase requisition Collective Release of Purchase Reqs.

Collective Release of Purchase Reqs. Full Screen Options

Collective Release of Purchase Requisites

Menu [] Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Print Preview

Item	Release	S	D	I	A	Material	Short Text	Quantit	Un	C	Deliv. Date	Matl Grou	Plant	SLOC	PGR	Requisnr.	TrackingNo	Des.Vend	Fix. Vend.	SPlt	POrg	At
Req																						
Purc																						
10	10					K 90000011	Rinnovo S	1	NR	D	20140120	S17270	IIT0	GE00	P00	EnricoMigor		102004			IIT0	

SAP | PRI (100) | saperprod

Click on the pencil of the request in order to approve it and you'll display the following page:

The screenshot shows the SAP NetWeaver Portal interface for 'Collective Release of Purchase Reqs.'. The page title is 'Collective Release of Purchase Reqs. - SAP NetWeaver Portal'. The URL is 'https://service.iit.it:5000/itj/portal'. The user is logged in as 'Stefano Bencetti'. The page displays a table of purchase requisitions with the following columns: Item, Release, S, D, I, A, Material, Short Text, Quant, Un, C, Deliv. Date, Matl Grou, Plant, SLoc, PGr, Requisnr., TrackingNo, Des.Vend, Fix. Vend., SPit, POrg, and At. The table contains one row with the following data: Item 10, Release status 'N' with a green checkmark, S 'N', D 'K', Material '90000011', Short Text 'Rinnovo S', Quant '1', Un 'NR', C 'D', Deliv. Date '20140120', Matl Grou 'S17270', Plant 'IIT0', SLoc 'GE00', PGr 'P00', Requisnr. 'EnricoMigor', TrackingNo '102004', Des.Vend, Fix. Vend., SPit, POrg, and At. The page also includes a menu bar with options like 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Details', 'Sort in Ascending Order', 'Sort in Descending Order', 'Set Filter', 'Total', 'Subtotals...', and 'Print Preview'. The SAP logo is visible in the bottom right corner.

Item	Release	S	D	I	A	Material	Short Text	Quant	Un	C	Deliv. Date	Matl Grou	Plant	SLoc	PGr	Requisnr.	TrackingNo	Des.Vend	Fix. Vend.	SPit	POrg	At
10	✓	N			K	90000011	Rinnovo S	1	NR	D	20140120	S17270	IIT0	GE00	P00	EnricoMigor	102004				IIT0	

Now your Purchase Requisition has been released!

1.3. SINGLE RELEASE WITH DELETED ITEM

If there are deleted items (one or more) in Purchase Requisition, ME55 shows this screen: it's not possible release the Purchase Requisition.

Collective Release of Purchase Requisition																									
Menu ▾		<input type="text"/>		◀ Back		Exit		Cancel		System ▾		Details		Sort in Ascending Order		Sort in Descending Order		Set Filter		Total		Subtotals...		Print Preview	
Item	Release	S	D	I	A	Material	Short Text	Quantit	Un	C	Deliv. Date	Matl Group	Plant	SLoc	PGr	Requisnr.	TrackingNo	Des.Vend	Fix. Vend.	SPit					
Reql																									
Purc																									
10	⚠	N	<input type="checkbox"/>		K	10000028	CD1SIFA02	4	NR	D	20140114	B00400	IT0	GE00	NE3	SZCZURKO		100164							
20		N	<input type="checkbox"/>		K	10000028	SCATTR S	1	NR	D	20140114	B00400	IT0	GE00	NE3	SZCZURKO		100164							
30		N	<input type="checkbox"/>		K	10000028	TRASPCA	1	NR	D	20140114	B00400	IT0	GE00	NE3	SZCZURKO		100164							
40		N	<input type="checkbox"/>		K	10000028	CD1SIFA08	2	NR	D	20140121	B00400	IT0	GE00	NE3	SZCZURKO		100164							
50		N	<input type="checkbox"/>		K	10000028	SCATTR S	1	NR	D	20140121	B00400	IT0	GE00	NE3	SZCZURKO		100164							
60		N	<input type="checkbox"/>		K	10000028	TRASPCA	1	NR	D	20140121	B00400	IT0	GE00	NE3	SZCZURKO		100164							
70		N	<input type="checkbox"/>		K	10000028	CD1SIFA02	2	NR	D	20140114	B00400	IT0	GE00	NE3	CWETSCH		100164							
80		N	<input type="checkbox"/>		K	10000028	SCATTR S	1	NR	D	20140114	B00400	IT0	GE00	NE3	CWETSCH		100164							
90		N	<input type="checkbox"/>		K	10000028	TRASPCA	1	NR	D	20140114	B00400	IT0	GE00	NE3	CWETSCH		100164							
100		N	<input type="checkbox"/>		K	10000028	CD1SIFB07	1	NR	D	20140121	B00400	IT0	GE00	NE3	CWETSCH		100164							
110		N	<input type="checkbox"/>		K	10000028	SCATTR S	1	NR	D	20140121	B00400	IT0	GE00	NE3	CWETSCH		100164							

In this case, it is necessary to link ME54N (single release):

SAP

Search:

Back Forward History Favorites Personalize View Help

Home Simplified purchase requisition Collective Release of Purchase Reqs.

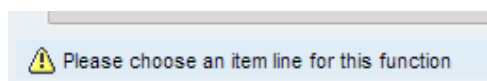
Collective Release of Purchase Reqs.

Collective Release of Purchase Requisition																					
Menu <input type="text"/> Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Print Preview																					
				D	I	A	Material	Short Text	Quantit	Un	C	Deliv. Date	Matl Group	Plant	SLoc	PGr	Requisnr.	TrackingNo	Des.Vend	Fix. Vend.	SPit
List																					
Edit																					
Goto																					
Views																					
Environment																					
Settings																					
System																					
Help																					
40		N	<input type="checkbox"/>		K	10000028	CD1SIFA0	4	NR	D	20140114	B00400	IT0	GE00	NE3	SZCZURKO		100164			
50		N	<input type="checkbox"/>		K	10000028	SCATTR S	1	NR	D	20140114	B00400	IT0	GE00	NE3	SZCZURKO		100164			
60		N	<input type="checkbox"/>		K	10000028	TRASPCA	1	NR	D	20140114	B00400	IT0	GE00	NE3	SZCZURKO		100164			
70		N	<input type="checkbox"/>		K	10000028	CD1SIFA0	2	NR	D	20140121	B00400	IT0	GE00	NE3	SZCZURKO		100164			
80		N	<input type="checkbox"/>		K	10000028	SCATTR S	1	NR	D	20140121	B00400	IT0	GE00	NE3	SZCZURKO		100164			
90		N	<input type="checkbox"/>		K	10000028	TRASPCA	1	NR	D	20140114	B00400	IT0	GE00	NE3	CWETSCH		100164			
100		N	<input type="checkbox"/>		K	10000028	CD1SIFB0	1	NR	D	20140121	B00400	IT0	GE00	NE3	CWETSCH		100164			
110		N	<input type="checkbox"/>		K	10000028	SCATTR S	1	NR	D	20140121	B00400	IT0	GE00	NE3	CWETSCH		100164			

Individual Release (Ctrl+F1)

Back (F3)

Attention: it is necessary to mark any of the items, to allow the changeover into ME54N:



The system shows the Purchase requisition with the release strategy tab:

Release Purchase Req. 114000088

Menu Save Back Exit Cancel System Document Overview On Display/Change Other Purchase Requisition

Purchase Requisition 114000088

Texts Release strategy

Release group A1
Release Strategy 16
Release Indicator Y Blocked

Code	Description	Status	Relea:
00	RICHIEDENTE	✓	
16	FRANCESCA CAGNONI	⚠	✍

Item Overview

Click on the pencil of the request in order to approve it and you'll display the following page:

ZR10 RdA ATT. ISTIT. 114000088

Testi Strat. rilascio

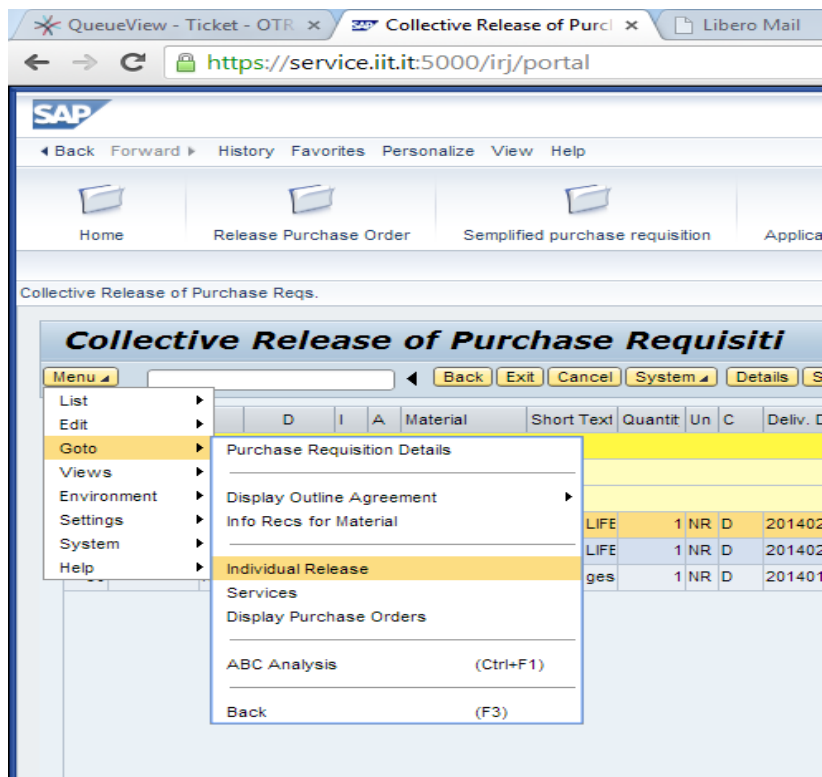
Gruppo rilascio A1 0- Allmat 1L <40K
Strat. rilascio 16 AC-UFF-PROG* < 40 K
Ind. di rilascio 2 DA TRASF. IN ORDACQ

Cd.	Denominazione	Sta...
00	RICHIEDENTE	✓
16	FRANCESCA CAGNONI	✓

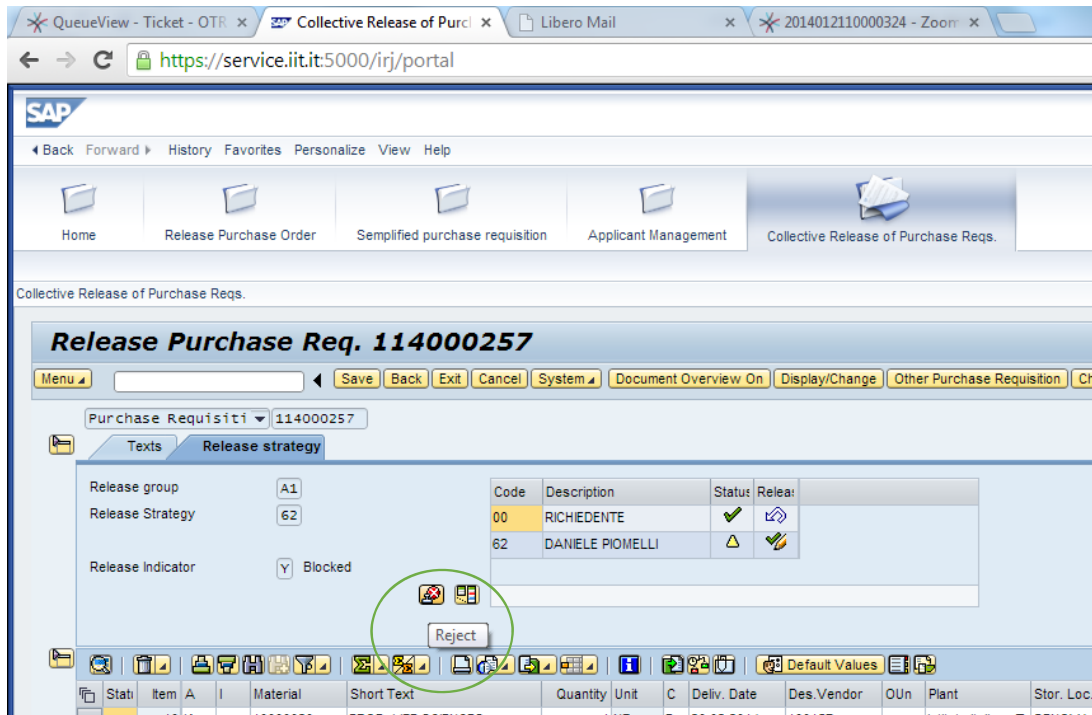
Now your Purchase Requisition has been released!

1.4 INSTRUCTIONS TO REJECT A PURCHASE REQUISITION

When you list the requests, instead of clicking on the “pencil” to release the Purchase Requisition, go to “individual release” as showed below.



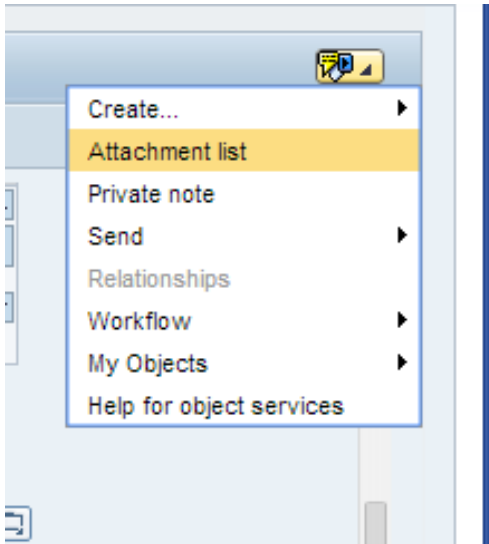
Then, click on the button “reject”.



Now the selected Purchase Requisition has been rejected!

1.5 INSTRUCTIONS TO DISPLAY ATTACHED FILES

Get into the purchase requisition and click on the right bottom choosing "attachment list".



Select the desired file and double click on it in order to display it:

