Release Purchase Requisition

A. Detailed Steps:

Major change that we have in new system is that user must release the PR at Item level (Item level means that you have to select each and every material line and carry out the release procedure then only system will show all PR materials in Purchase order otherwise user can only see released materials of PR)

For release in this system, we have 4 levels as per the amount of the PR.

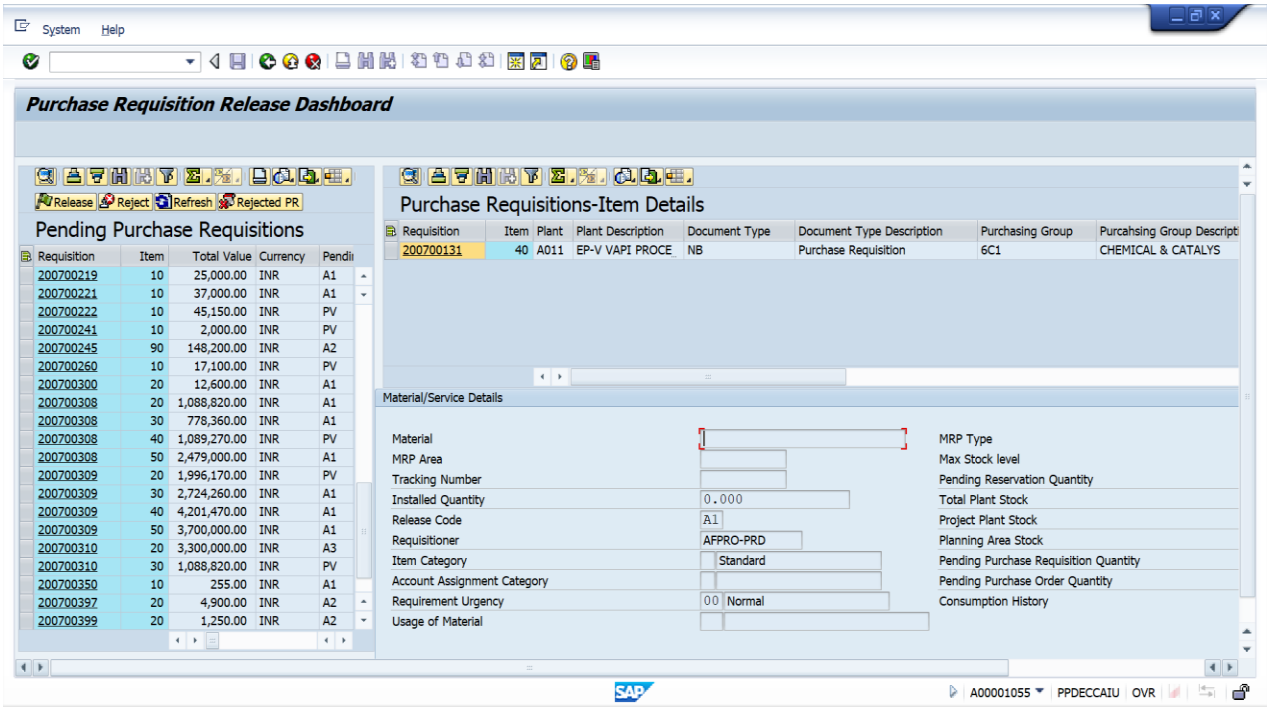
Condition	Release code	Description
0 - 5,00,000L	A1	Department Head
	A2	Stores Head
5,00,001L - 50,00,000L	A1	Department Head
	A2	Stores Head
	A3	Plant Head
>=50,00,001L	A1	Department Head
	A2	Stores Head
	A3	Plant Head
	A4	Sector Head

1. Release Purchase Requisition (YPRDB)

Execute Transaction code YPRDB.

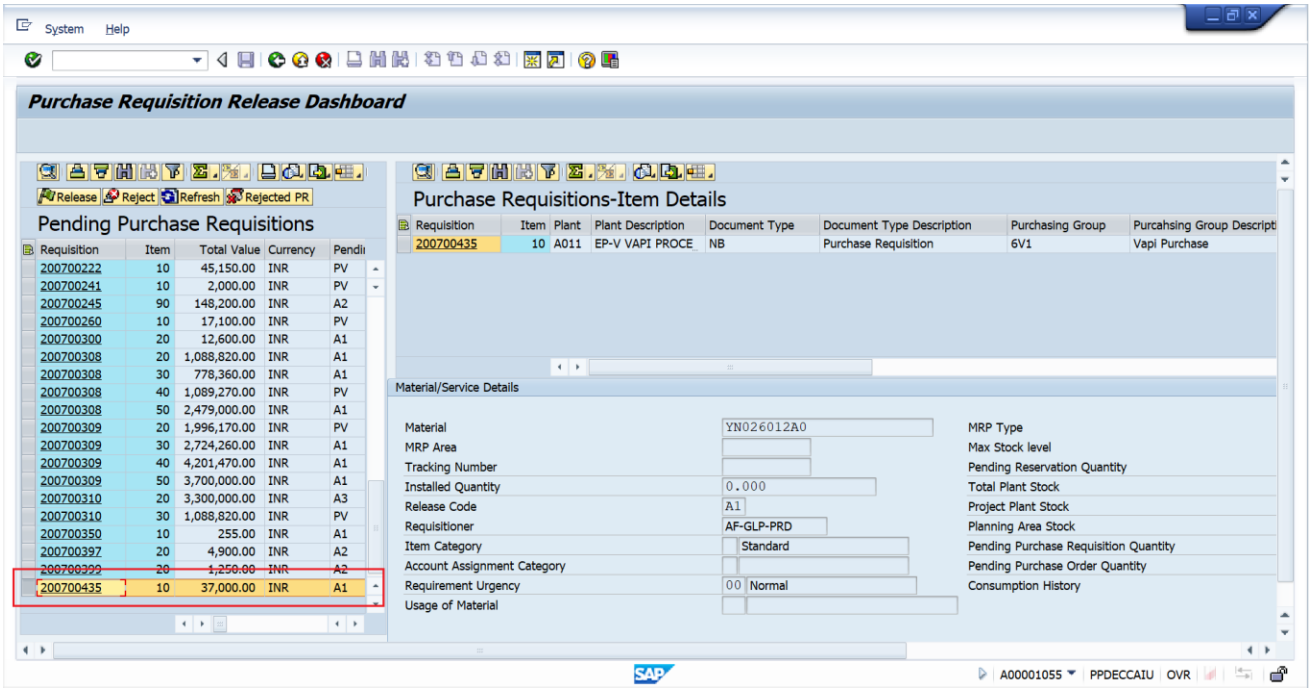
This new dashboard is created for purchase requisition release at all levels. Here user can see pending requisitions in left side 'purchase requisition pending' section.

In this dashboard the PR will be displayed to the user only if the user has the authorization for release for that plant and release level.



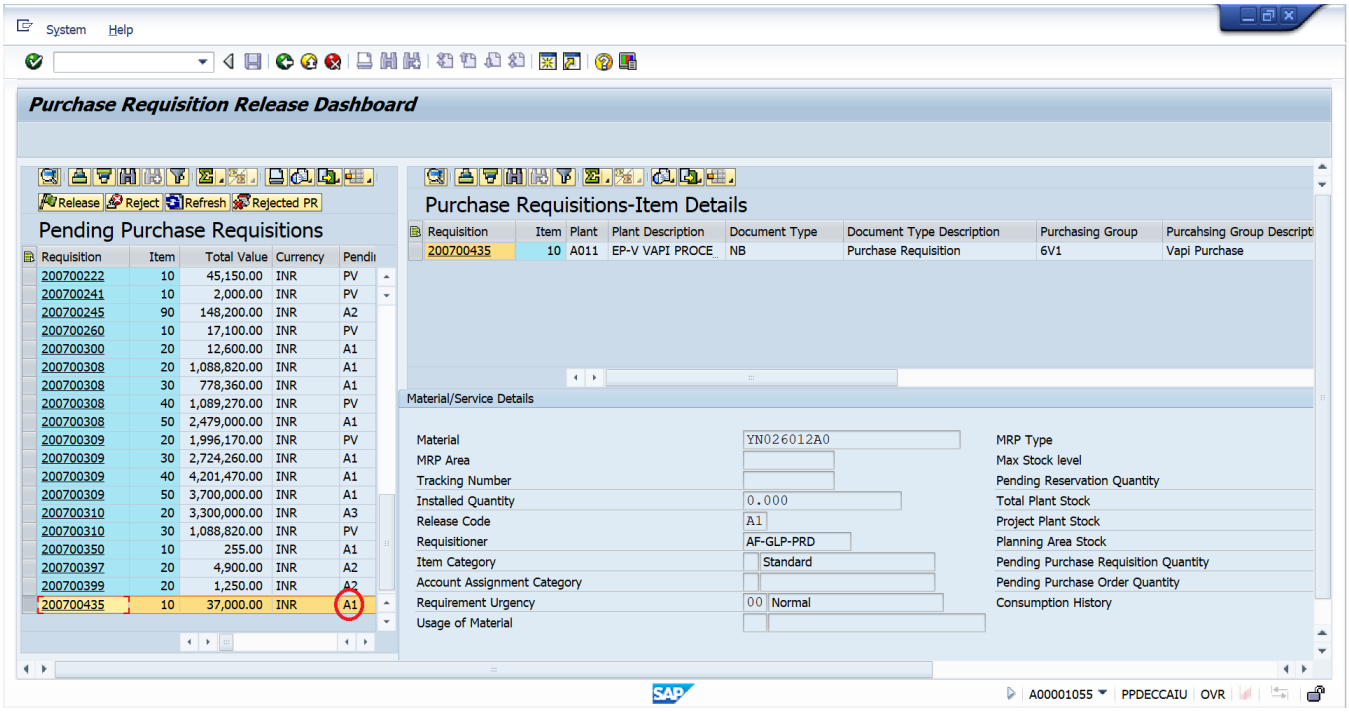
2. Select PR from pending list.

Click on the Square box beside PR number (latest PR shows up at the bottom) and system fetch all PR data Item wise

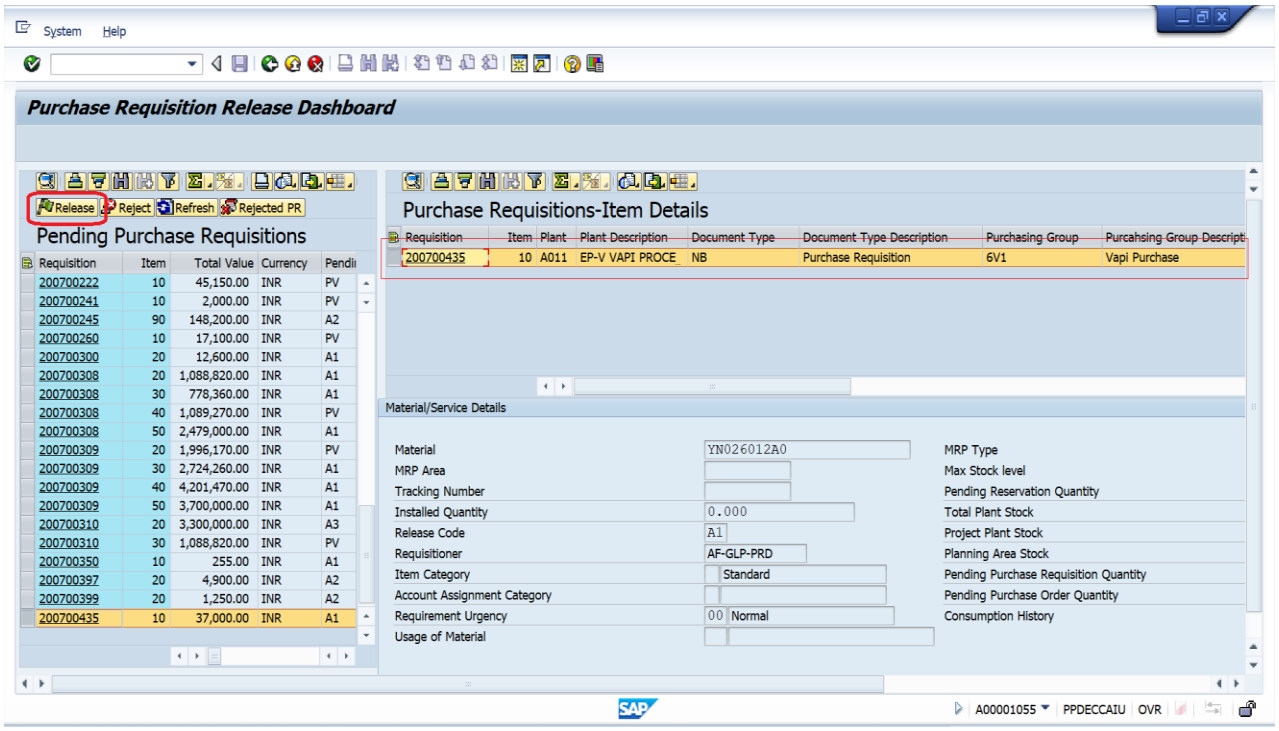


3. Release Purchase requisition (00 Level – Release group A1)

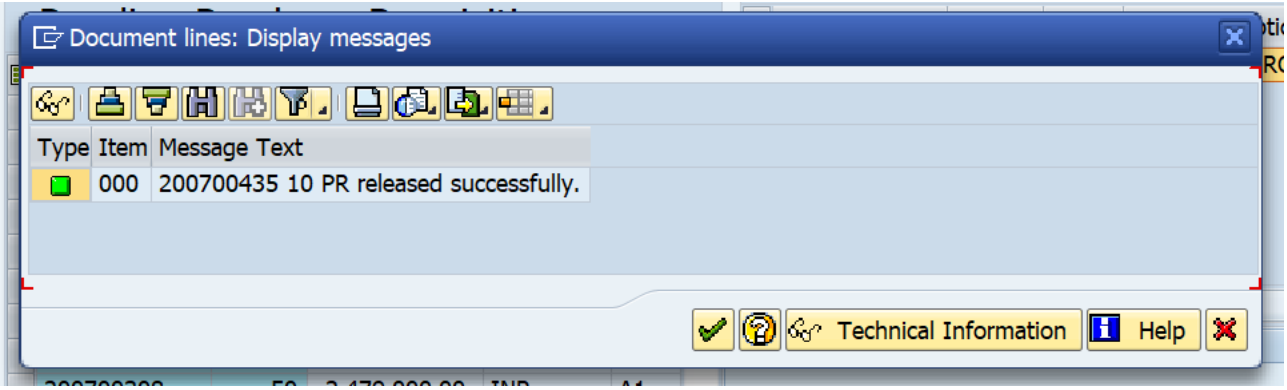
Here we can see PR is pending for 00 level which means A1 group is not yet released the PR



To release the PR, select the respective line item and click on ‘Release’ Botton.



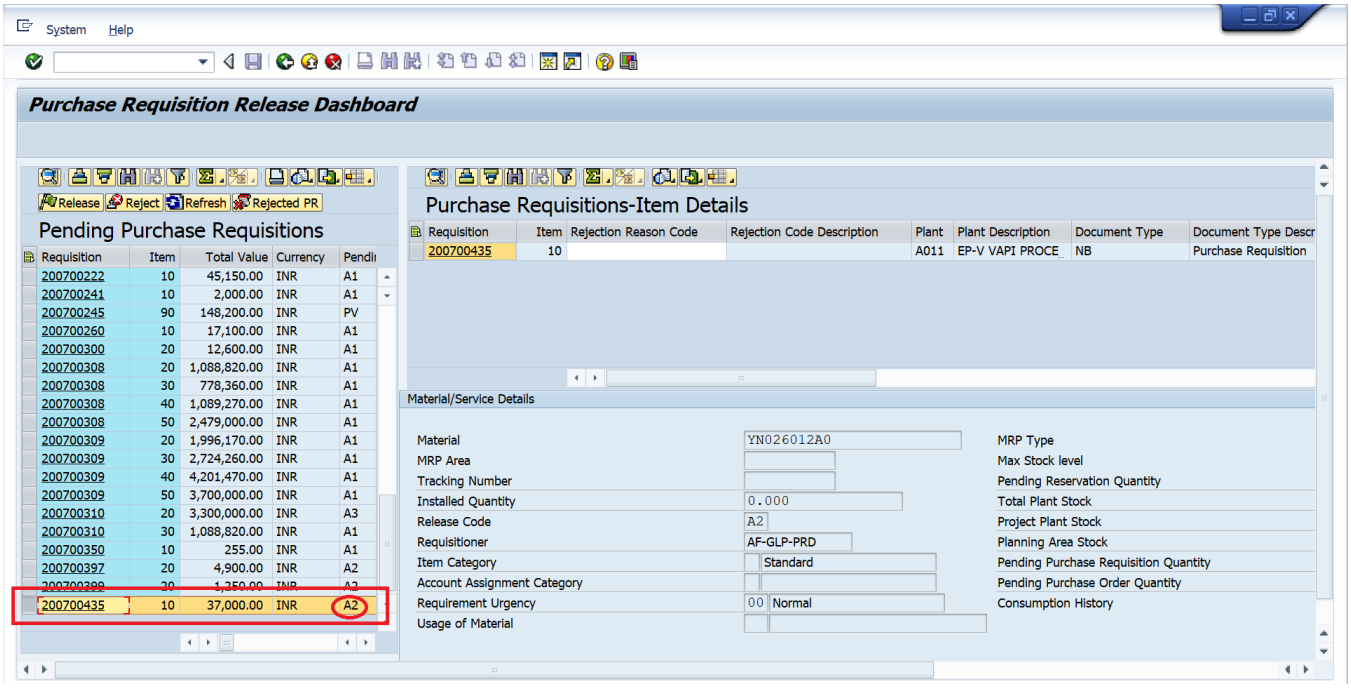
System will show such message when release is complete for that item level.



4. Release Purchase requisition (01 Level – Release group A2)

Once '00 level' (A1 Group) release completed then '01 level' release should carry out at item level.

Below image shows that once 00 level is completed system is showing same PR that is waiting for '01 level' approval (A2 group). further carry out same procedure as 00 level.



Once both level release is completed (Level depends on price of PR) you will be able to see the material pending for Purchase order.

(Note - here we have shown only two-level release if the PR price fall into 3 or 4 level release then same process need to carry out for A3 & A4 release group as well)

Video recording links to see each scenario.

https://alokindustries1-my.sharepoint.com/:v:/g/personal/saurabh_kokil_alokind_com/ETrs5VGoguhCmHtGzRM1UVMBFYS4BqXXM7yALXW7qatHZw	PR creation recording
https://alokindustries1-my.sharepoint.com/:v:/g/personal/saurabh_kokil_alokind_com/Eet2MgeAIdxPvTwVqL7sWhkBXAUK7F-bf44su5ntATSoCg	PR release Recording