

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

Alok Industries Ltd.
Material Management
End User Manual – Purchase Requisition Process



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.

Purchase Requisition Release Dashboard

Release Reject Refresh Rejected PR

Requisition	Item	Total Value	Currency	Pending
200700219	10	25,000.00	INR	A1
200700221	10	37,000.00	INR	A1
200700222	10	45,150.00	INR	PV
200700241	10	2,000.00	INR	PV
200700245	90	148,200.00	INR	A2
200700260	10	17,100.00	INR	PV
200700300	20	12,600.00	INR	A1
200700308	20	1,088,820.00	INR	A1
200700308	30	778,360.00	INR	A1
200700308	40	1,089,270.00	INR	PV
200700308	50	2,479,000.00	INR	A1
200700309	20	1,996,170.00	INR	PV
200700309	30	2,724,260.00	INR	A1
200700309	40	4,201,470.00	INR	A1
200700309	50	3,700,000.00	INR	A1
200700310	20	3,300,000.00	INR	A3
200700310	30	1,088,820.00	INR	PV
200700350	10	255.00	INR	A1
200700397	20	4,900.00	INR	A2
200700399	20	1,250.00	INR	A2

Purchase Requisitions-Item Details

Requisition	Item	Plant	Plant Description	Document Type	Document Type Description	Purchasing Group	Purchasing Group Description
200700131	40	A011	EP-V VAPI PROCE	NB	Purchase Requisition	6C1	CHEMICAL & CATALYS

Material/Service Details

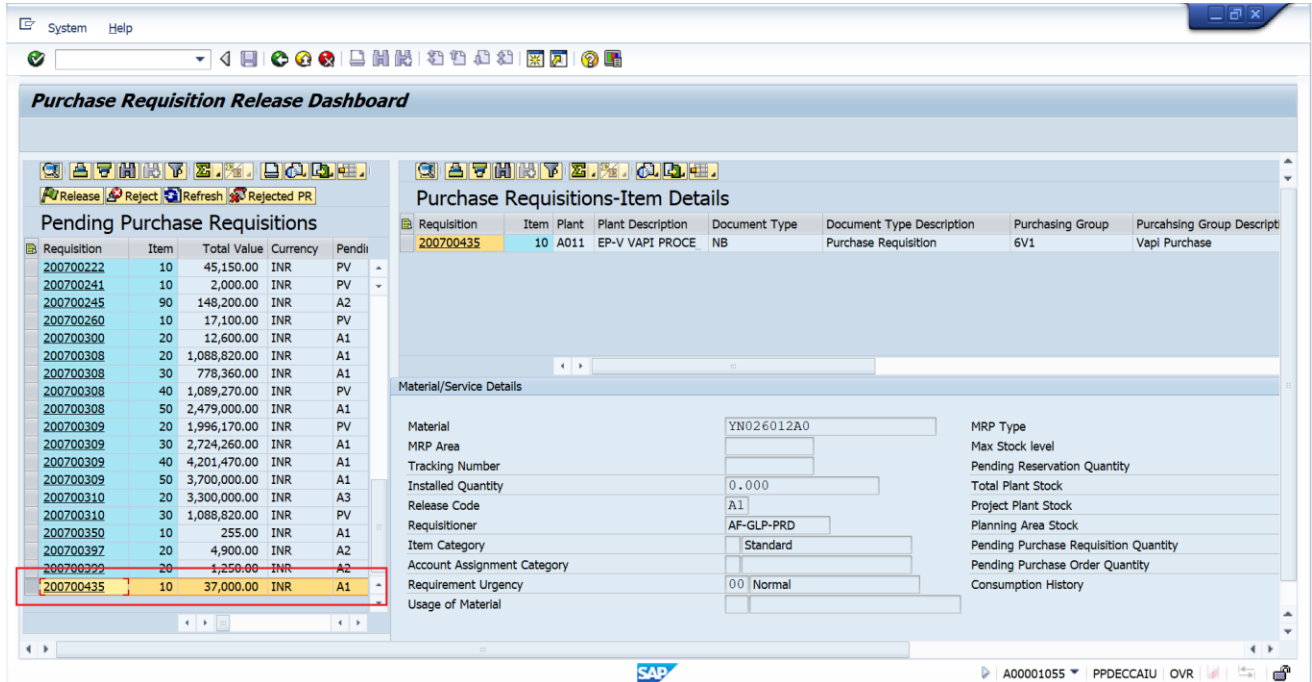
Material		MRP Type	
MRP Area		Max Stock level	
Tracking Number		Pending Reservation Quantity	
Installed Quantity	0.000	Total Plant Stock	
Release Code	A1	Project Plant Stock	
Requisitioner	APPRO-PRD	Planning Area Stock	
Item Category	Standard	Pending Purchase Requisition Quantity	
Account Assignment Category		Pending Purchase Order Quantity	
Requirement Urgency	00 Normal	Consumption History	
Usage of Material			

SAP A00001055 PPDECAIU OVR

Alok Industries Ltd.
Material Management
End User Manual – Purchase Requisition Process

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



The screenshot displays the SAP Purchase Requisition Release Dashboard. On the left, a table lists pending purchase requisitions. The requisition 200700435 is highlighted with a red box. On the right, the 'Purchase Requisitions-Item Details' section shows the details for this requisition, including material, MRP area, and various stock levels.

Requisition	Item	Total Value	Currency	Pendtl
200700222	10	45,150.00	INR	PV
200700241	10	2,000.00	INR	PV
200700245	90	148,200.00	INR	A2
200700260	10	17,100.00	INR	PV
200700300	20	12,600.00	INR	A1
200700308	20	1,088,820.00	INR	A1
200700308	30	778,360.00	INR	A1
200700308	40	1,089,270.00	INR	PV
200700308	50	2,479,000.00	INR	A1
200700309	20	1,996,170.00	INR	PV
200700309	30	2,724,260.00	INR	A1
200700309	40	4,201,470.00	INR	A1
200700309	50	3,700,000.00	INR	A1
200700310	20	3,300,000.00	INR	A3
200700310	30	1,088,820.00	INR	PV
200700350	10	255.00	INR	A1
200700392	20	4,900.00	INR	A2
200700392	20	1,250.00	INR	A2
200700435	10	37,000.00	INR	A1

Purchase Requisitions-Item Details

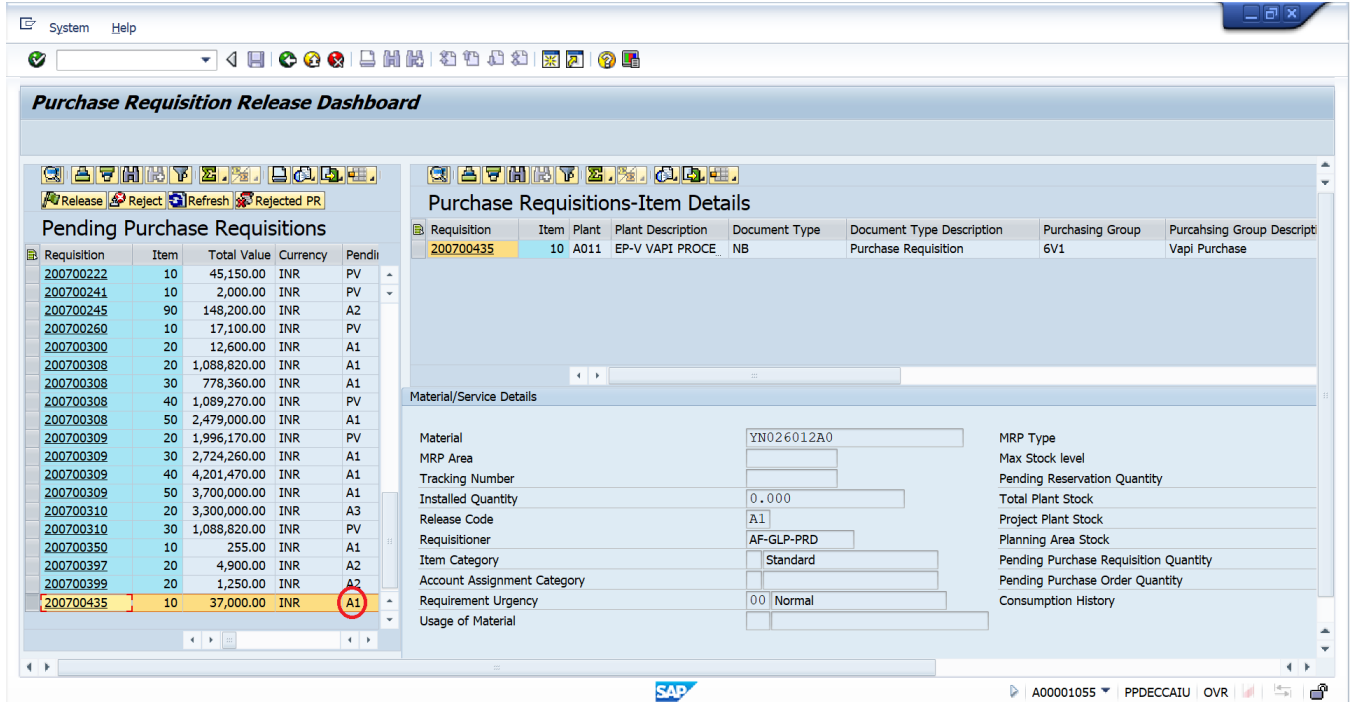
Requisition	Item	Plant	Plant Description	Document Type	Document Type Description	Purchasing Group	Purchasing Group Description
200700435	10	A011	EP-V VAPI PROCE	NB	Purchase Requisition	6V1	Vapi Purchase

Material/Service Details

Field	Value	Field	Value
Material	YN026012A0	MRP Type	
MRP Area		Max Stock level	
Tracking Number		Pending Reservation Quantity	
Installed Quantity	0.000	Total Plant Stock	
Release Code	A1	Project Plant Stock	
Requisitioner	AF-GLP-PRD	Planning Area Stock	
Item Category	Standard	Pending Purchase Requisition Quantity	
Account Assignment Category		Pending Purchase Order Quantity	
Requirement Urgency	00 Normal	Consumption History	
Usage of Material			

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

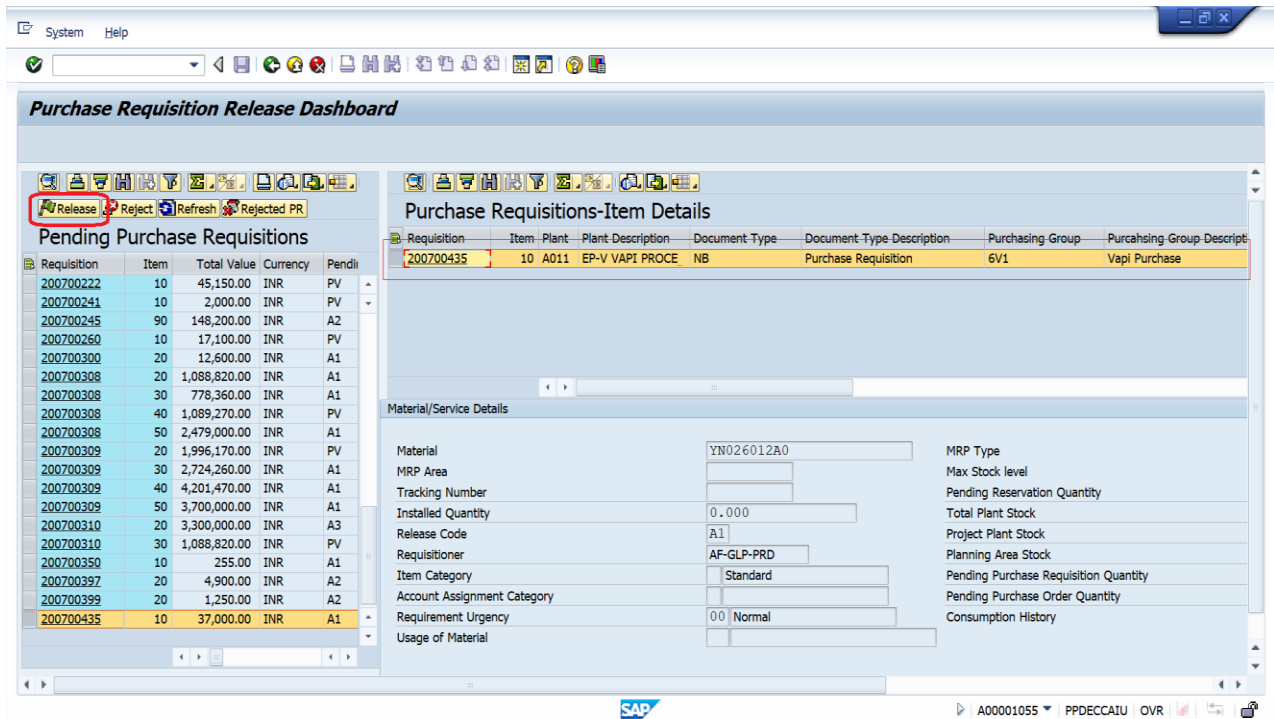
Here we can see PR is pending for 00 level which means A1 group is not yet released the PR



The screenshot displays the SAP 'Purchase Requisition Release Dashboard'. On the left, a table lists 'Pending Purchase Requisitions' with columns for Requisition, Item, Total Value, Currency, and Pending status. The requisition 200700435 is highlighted in yellow, showing a pending status of 'A1'. On the right, the 'Purchase Requisitions-Item Details' section shows the selected requisition (200700435) and its details, including Material (YN026012A0), MRP Area, and Release Code (A1). The 'Material/Service Details' section shows various fields like MRP Type, Max Stock level, and Pending Reservation Quantity.

Requisition	Item	Total Value	Currency	Pending
200700222	10	45,150.00	INR	PV
200700241	10	2,000.00	INR	PV
200700245	90	148,200.00	INR	A2
200700260	10	17,100.00	INR	PV
200700300	20	12,600.00	INR	A1
200700308	20	1,088,820.00	INR	A1
200700308	30	778,360.00	INR	A1
200700308	40	1,089,270.00	INR	PV
200700308	50	2,479,000.00	INR	A1
200700309	20	1,996,170.00	INR	PV
200700309	30	2,724,260.00	INR	A1
200700309	40	4,201,470.00	INR	A1
200700309	50	3,700,000.00	INR	A1
200700310	20	3,300,000.00	INR	A3
200700310	30	1,088,820.00	INR	PV
200700350	10	255.00	INR	A1
200700397	20	4,900.00	INR	A2
200700399	20	1,250.00	INR	A2
200700435	10	37,000.00	INR	A1

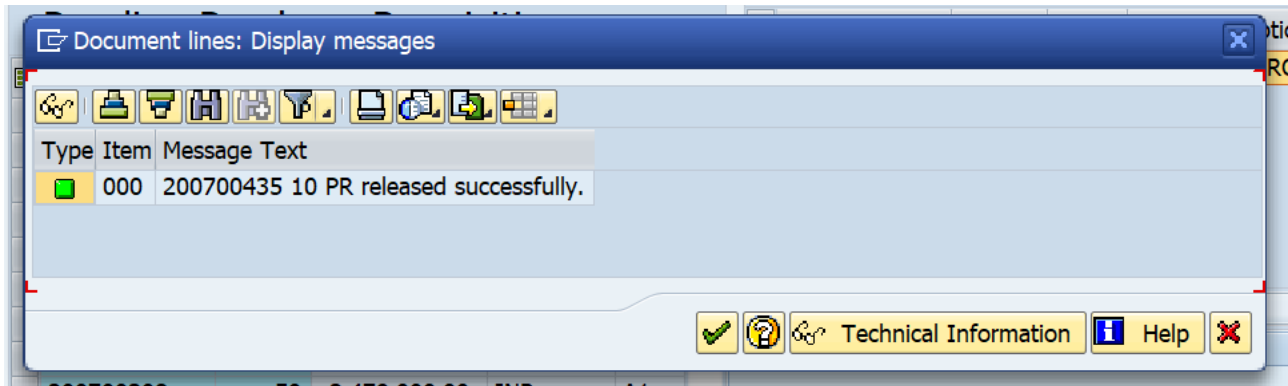
To release the PR, select the respective line item and click on 'Release' Button.



This screenshot shows the same SAP interface as the previous one, but with the 'Release' button in the top toolbar highlighted with a red box. The 'Pending Purchase Requisitions' table and the 'Purchase Requisitions-Item Details' section remain the same, showing the details for requisition 200700435.

Alok Industries Ltd.
Material Management
End User Manual – Purchase Requisition Process

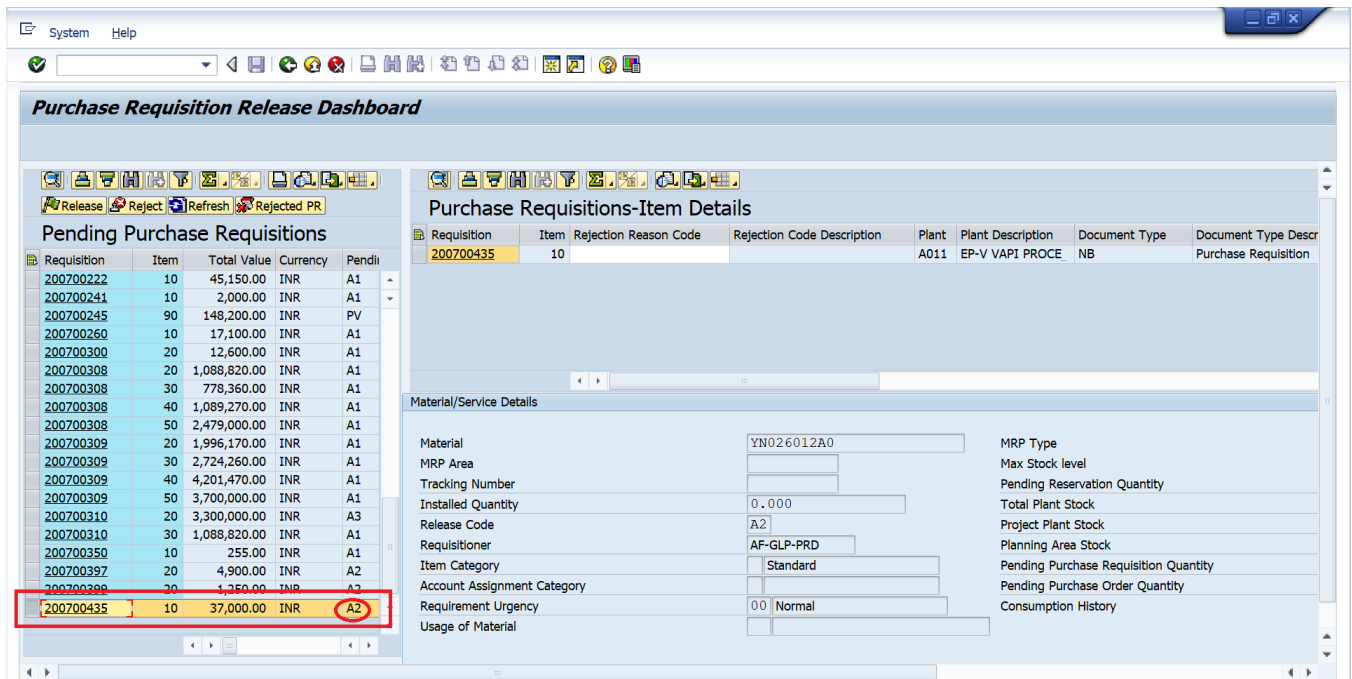
System will show such message when release is complete for that item level.



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.



Alok Industries Ltd.
Material Management
End User Manual – Purchase Requisition Process



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/Eet2MgeAldxPvTwVqL7sWhkBXAUK7F-bf44su5ntATSoCg	PR release Recording