

# VOC - User Manual - Purchase Order Approval Process



## VOC Port SAP Implementation

D3447

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|  |                                 |   |
|--|---------------------------------|---|
| <br><b>L&amp;T Infotech</b> | Purchase Order Approval Process | <br><small>V. O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small> |
| Port Department  |                                 |   |
| Responsibility   |                                 |   |
| Transaction Code   | ME29N                           |   |

**Exercise**

**1. Purchase Order Release List**

**ME28**

**2. Release of Purchase order**

**ME29N**

**2.1. Purchase order (PO) release process**



**2.2. Purchase order rejection process**

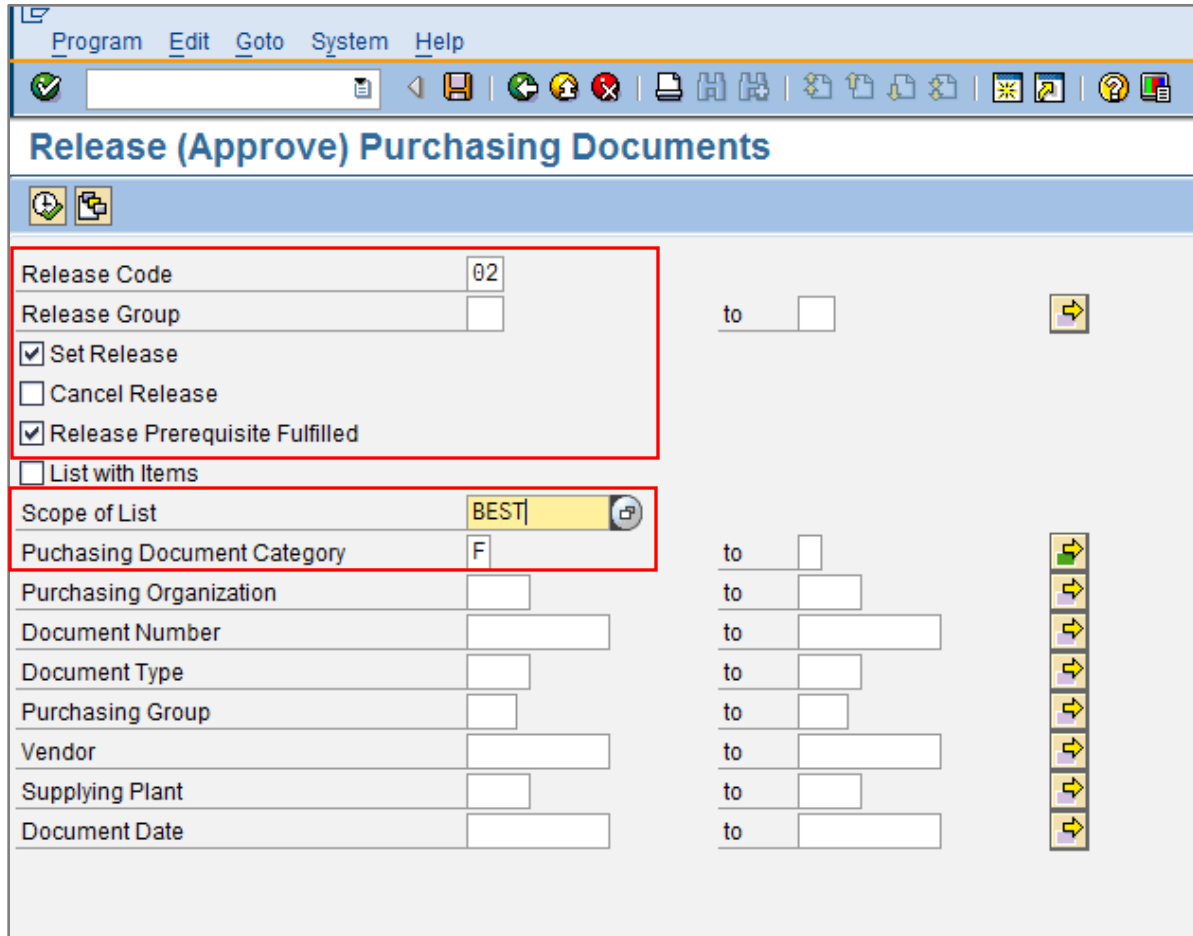
**1. Purchase Order Release List:**

To view the list of Purchase Order for release, access the transaction using one of the options below:

|                          |   |
|--------------------------|---|
| <b>SAP R/3 Menu Path</b> | Logistics -> Materials Management -> Purchasing -> Purchase Order-> Release->Collective release |
| <b>Transaction code</b>  | ME28  |

The following screen will display:


|  |                                 |   |
|--|---------------------------------|---|
| <br><b>L&amp;T Infotech</b> | Purchase Order Approval Process |  |
| Port Department  |                                 |   |
| Responsibility   |                                 |   |
| Transaction Code   | ME29N                           |   |





The screenshot shows the SAP 'Release (Approve) Purchasing Documents' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area contains several input fields and checkboxes:

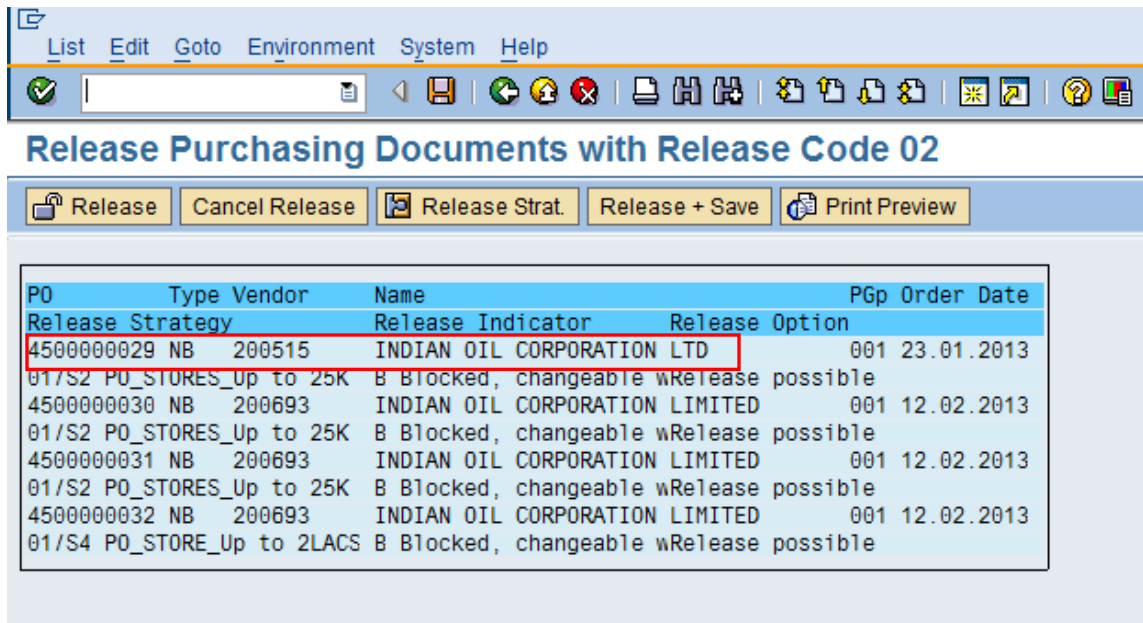
- Release Code:** 02
- Release Group:** (empty)
- Set Release
- Cancel Release
- Release Prerequisite Fulfilled
- List with Items
- Scope of List:** BEST
- Purchasing Document Category:** F
- Purchasing Organization:** (empty)
- Document Number:** (empty)
- Document Type:** (empty)
- Purchasing Group:** (empty)
- Vendor:** (empty)
- Supplying Plant:** (empty)
- Document Date:** (empty)

On the right side, there are several 'to' fields with corresponding arrow icons, indicating a range selection for various criteria.

1. Enter the Release code & other details as shown in above screen shot.
2. Click  to display the list of Release of Purchase orders screen.


The following screen is displayed:

|  |                                 |  |
|--|---------------------------------|--|
| <br><b>L&amp;T Infotech</b> | Purchase Order Approval Process | <br><small>Electronic System and Information Logistics</small><br><small>V.O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small> |
| Port Department  |                                 |  |
| Responsibility   |                                 |  |
| Transaction Code   | ME29N                           |  |



The screenshot shows the SAP interface for releasing purchasing documents. The title bar reads "Release Purchasing Documents with Release Code 02". Below the title bar are several buttons: "Release", "Cancel Release", "Release Strat.", "Release + Save", and "Print Preview". The main area contains a table with the following data:

| PO   | Type | Vendor | Name                           | PGp | Order      | Date |
|--|------|--------|--------------------------------|-----|------------|------|
| 4500000029   | NB   | 200515 | INDIAN OIL CORPORATION LTD     | 001 | 23.01.2013 |      |
| 01/S2 PO_STORES_Up to 25K B Blocked, changeable wRelease possible  |      |        |                                |     |            |      |
| 4500000030   | NB   | 200693 | INDIAN OIL CORPORATION LIMITED | 001 | 12.02.2013 |      |
| 01/S2 PO_STORES_Up to 25K B Blocked, changeable wRelease possible  |      |        |                                |     |            |      |
| 4500000031   | NB   | 200693 | INDIAN OIL CORPORATION LIMITED | 001 | 12.02.2013 |      |
| 01/S2 PO_STORES_Up to 25K B Blocked, changeable wRelease possible  |      |        |                                |     |            |      |
| 4500000032   | NB   | 200693 | INDIAN OIL CORPORATION LIMITED | 001 | 12.02.2013 |      |
| 01/S4 PO_STORE_Up to 2LACS B Blocked, changeable wRelease possible |      |        |                                |     |            |      |

3. To view the order in detail, simply double-click on the Order Number. When done viewing, use the back arrow to get back to the list 



4. Copy the PO number and proceed as per the below steps.

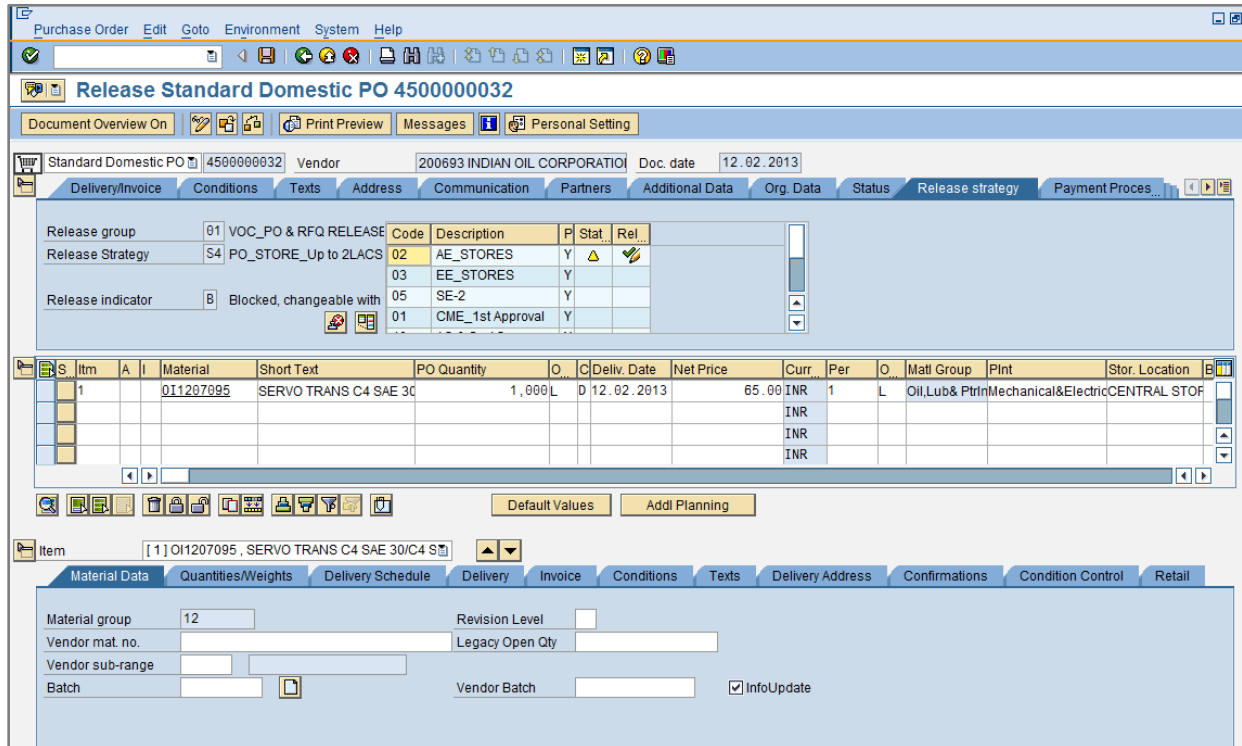
Example: PO # 45000000032

2.1. To release purchase order, access the transaction using one of the options below:


|                          |  |
|--------------------------|--|
| <b>SAP R/3 Menu Path</b> | Logistics -> Materials Management -> Purchasing -> Purchase Order -> Release |
| <b>Transaction code</b>  | ME29N  |

The following screen is displayed:

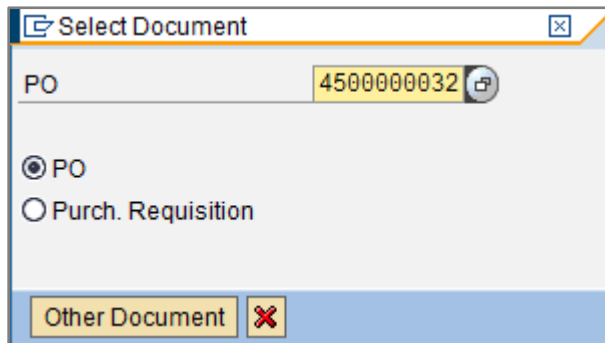
|  |  |   |
|--|--|---|
| <br><b>L&amp;T Infotech</b> | <h2>Purchase Order Approval Process</h2> |  |
| Port Department  |  |   |
| Responsibility   |  |   |
| Transaction Code   | ME29N                                    |   |





The screenshot shows the SAP 'Release Standard Domestic PO 4500000032' interface. The vendor is '200693 INDIAN OIL CORPORATION' and the document date is '12.02.2013'. The release group is '01 VOC\_PO & RFQ RELEASE' and the release strategy is 'S4 PO\_STORE\_Up to 2LACS'. The release indicator is 'B Blocked, changeable with'. A table lists release codes and descriptions: 02 AE\_STORES, 03 EE\_STORES, 05 SE-2, and 01 CME\_1st Approval. Below this is a table of items, with the first item being 'SERVO TRANS C4 SAE 30' with a quantity of 1,000 L. The bottom section shows material data for 'O11207095, SERVO TRANS C4 SAE 30/C4 S'.

1. If the PO number on the screen is not the right one, click the Other Purchase order icon 

A prompt will appear






The 'Select Document' dialog box shows the PO number '4500000032' in a text field. Below the text field are two radio buttons: 'PO' (which is selected) and 'Purch. Requisition'. At the bottom left, there is an 'Other Document' button with a red 'X' icon next to it.

|  |                                 |   |
|--|---------------------------------|---|
| <br><b>L&amp;T Infotech</b> | Purchase Order Approval Process |  |
| Port Department  |                                 |   |
| Responsibility   |                                 |   |
| Transaction Code   | ME29N                           |   |

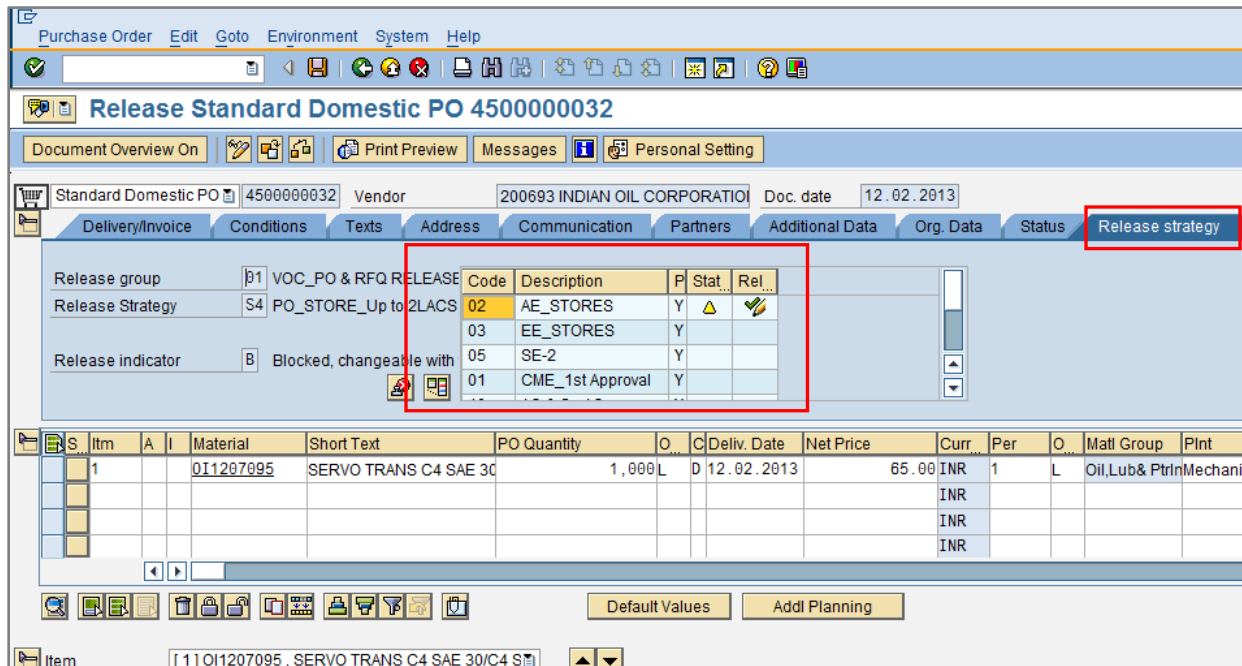
2. Enter the PO number and press enter.

*Note:* Focus on the Top portion of the screen called Header detail. If not visible, expand it by clicking the

Expand Header Details icon  Header

|  |  |   |
|--|--|---|
|  <p><b>L&amp;T Infotech</b></p> | <p>Purchase Order Approval Process</p> |  |
| <p>Port Department</p>   |  |   |
| <p>Responsibility</p>  |  |   |
| <p>Transaction Code</p>  | <p>ME29N</p>                           |   |


3. Click on the **Release strategy** tab in the header details.






The screenshot shows the SAP Purchase Order Release Strategy tab for document 4500000032. The 'Release Strategy' field is set to 'S4 PO\_STORE\_Up to 2LACS'. A table lists the release strategies:

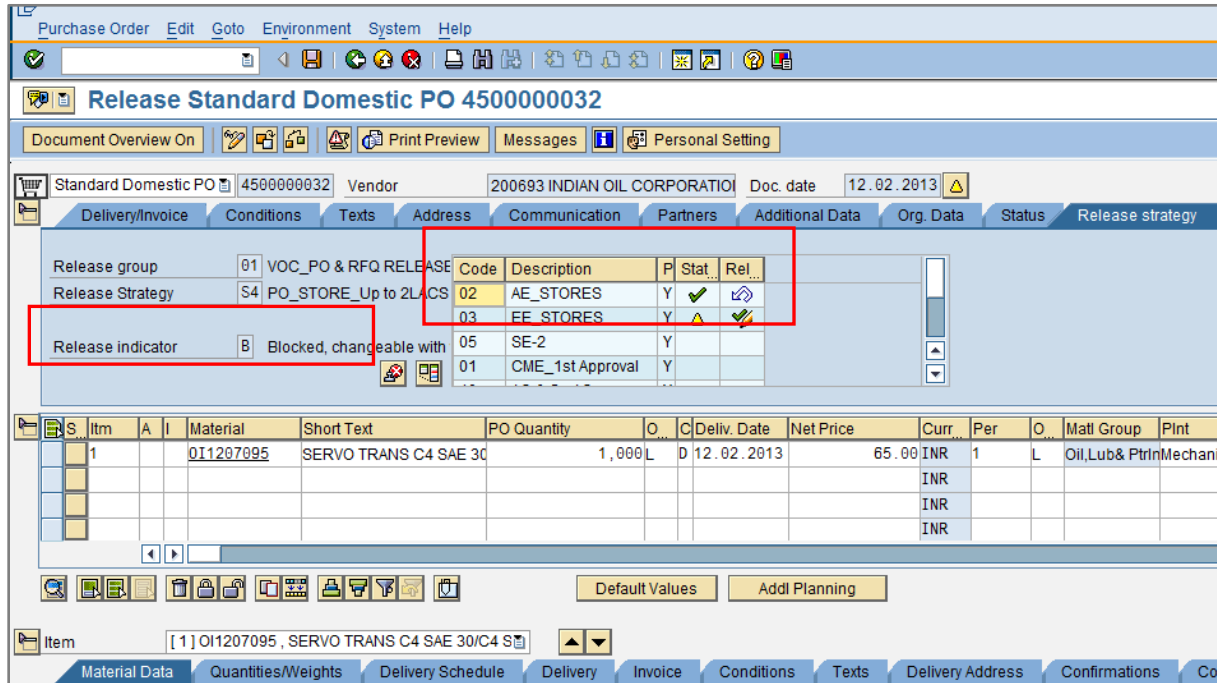
| Code | Description      | P | Stat... | Rel... |
|------|------------------|---|---------|--------|
| 02   | AE_STORES        | Y | ▲       | ✓      |
| 03   | EE_STORES        | Y |         |        |
| 05   | SE-2             | Y |         |        |
| 01   | CME_1st Approval | Y |         |        |

The 'Release indicator' is set to 'B Blocked, changeable with'. Below the table is a list of items, with the first item being 'SERVO TRANS C4 SAE 30' with a quantity of 1,000.

4. To approve the PO Click .

Note: The icon  becomes  i.e. this requisition is released.

|  |  |   |
|--|--|---|
|  <p><b>L&amp;T Infotech</b></p> | <p>Purchase Order Approval Process</p> |  |
| <p>Port Department</p>   |  |   |
| <p>Responsibility</p>  |  |   |
| <p>Transaction Code</p>  | <p>ME29N</p>                           |   |



**Release Standard Domestic PO 4500000032**

Document Overview On | Print Preview | Messages | Personal Setting

Standard Domestic PO 4500000032 Vendor 200693 INDIAN OIL CORPORATION Doc. date 12.02.2013

Release group 01 VOC\_PO & RFQ RELEASE  
 Release Strategy S4 PO\_STORE\_Up to 2LACS  
 Release indicator B Blocked, changeable with

| Code | Description      | P | Stat | Rel... |
|------|------------------|---|------|--------|
| 02   | AE_STORES        | Y | ✓    | ✓      |
| 03   | EE_STORES        | Y | ▲    | ✓      |
| 05   | SE-2             | Y |      |        |
| 01   | CME_1st Approval | Y |      |        |

| S | Itm | A | I | Material  | Short Text            | PO Quantity | O | C | Deliv. Date | Net Price | Curr. | Per | O | Matl Group           | Plnt |
|---|-----|---|---|-----------|-----------------------|-------------|---|---|-------------|-----------|-------|-----|---|----------------------|------|
|   | 1   |   |   | 0I1207095 | SERVO TRANS C4 SAE 30 | 1,000       | L | D | 12.02.2013  | 65.00     | INR   | 1   | L | Oil,Lub& PtrInMechan |      |

Item [1] 0I1207095, SERVO TRANS C4 SAE 30/C4 S



**Note:**

Now AE\_stores has released the PO, it will move to EE\_Stores for the approval.

For the PO to be completely released all the levels should be approved.

5. Each approver can write their comments against their Id's as shown below:



|  |  |   |
|--|--|---|
| <br><b>L&amp;T Infotech</b> | <b>Purchase Order Approval Process</b> | <br><small>Electronic Systems and Information Logistics</small><br><small>V.O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small> |
| Port Department  |  |   |
| Responsibility   |  |   |
| Transaction Code   | ME29N                                  |   |

Purchase Order Edit Goto Environment System Help

**Release Standard Domestic PO 450000032**

Document Overview On Print Preview Messages Personal Setting

Standard Domestic PO 450000032 Vendor 200693 INDIAN OIL CORPORATION Doc. date 12.02.2013

Delivery/Invoice Conditions **Texts** Address Communication Partners Additional Data Org. Data Status Release strategy

Header Texts A Document is ok. Can proceed further.

- IE's Comments
- AE's Comments**
- AEE's Comments
- EE's Comments

Continuous-text

| S | Itm | A | I | Material  | Short Text            | PO Quantity | O | C | Deliv. Date | Net Price | Curr | Per | O | Matl Group           | Plnt |
|---|-----|---|---|-----------|-----------------------|-------------|---|---|-------------|-----------|------|-----|---|----------------------|------|
|   | 1   |   |   | 0I1207095 | SERVO TRANS C4 SAE 30 | 1,000       | L | D | 12.02.2013  | 65.00     | INR  | 1   | L | Oil,Lub& PtrinMechan |      |
|   |     |   |   |           |                       |             |   |   |             |           | INR  |     |   |                      |      |
|   |     |   |   |           |                       |             |   |   |             |           | INR  |     |   |                      |      |
|   |     |   |   |           |                       |             |   |   |             |           | INR  |     |   |                      |      |

6. Complete release of PO:

Purchase Order Edit Goto Environment System Help

**Release Standard Domestic PO 450000032**

Document Overview On Print Preview Messages Personal Setting

Standard Domestic PO 450000032 Vendor 200693 INDIAN OIL CORPORATION Doc. date 12.02.2013

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Release strategy

Release group 01 VOC\_PO & RFQ RELEASE Code Description P Stat Rel...

Release Strategy S4 PO\_STORE\_Up to 2LACS



Release indicator G Released

| Code | Description    | P | Stat | Rel... |
|------|----------------|---|------|--------|
| 10   | AO & Sr. AO    | Y | ✓    | 🔗      |
| 15   | Sr.Dy.FA & CAO | Y | ✓    | 🔗      |
| 12   | FA & CAO       | Y | ✓    | 🔗      |
| 09   | CME_Final      | Y | ✓    | 🔗      |

| S | Itm | A | I | Material  | Short Text            | PO Quantity | O | C | Deliv. Date | Net Price | Curr | Per | O | Matl Group           | Plnt |
|---|-----|---|---|-----------|-----------------------|-------------|---|---|-------------|-----------|------|-----|---|----------------------|------|
|   | 1   |   |   | 0I1207095 | SERVO TRANS C4 SAE 30 | 1,000       | L | D | 12.02.2013  | 65.00     | INR  | 1   | L | Oil,Lub& PtrinMechan |      |
|   |     |   |   |           |                       |             |   |   |             |           | INR  |     |   |                      |      |
|   |     |   |   |           |                       |             |   |   |             |           | INR  |     |   |                      |      |
|   |     |   |   |           |                       |             |   |   |             |           | INR  |     |   |                      |      |

Default Values Add Planning


Item [1] 0I1207095 , SERVO TRANS C4 SAE 30/C4 S

|  |                                 |   |
|--|---------------------------------|---|
| <br><b>L&amp;T Infotech</b> | Purchase Order Approval Process |  |
| Port Department  |                                 |   |
| Responsibility   |                                 |   |
| Transaction Code   | ME29N                           |   |


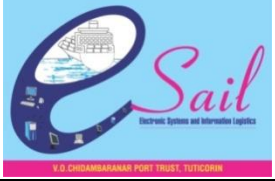
Note:

Befor PO release   .After PO is completely released it changes to

5.Click the Save icon.

6. Click  or press Shift+F3 until the initial SAP R/3 System screen is displayed.

7. You have completed this transaction.

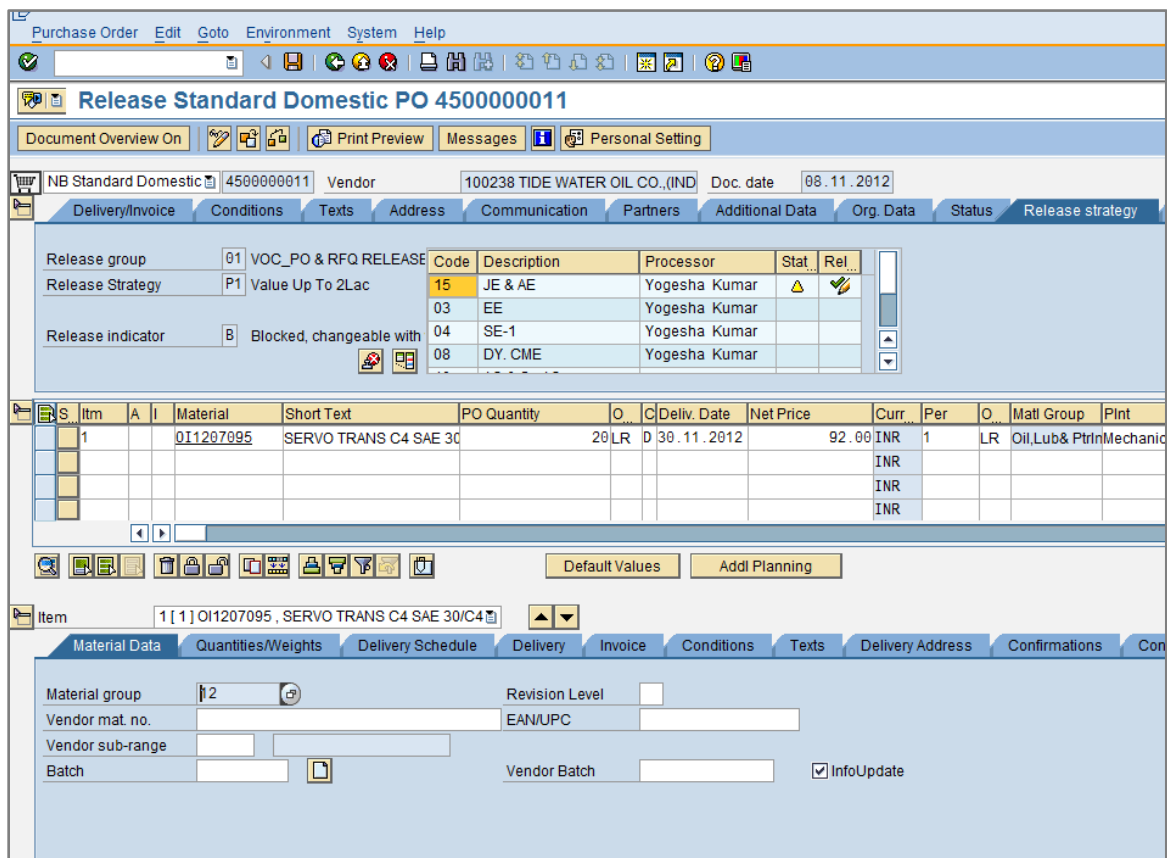
|  |  |   |
|--|--|---|
| <br><b>L&amp;T Infotech</b> | <b>Purchase Order Approval Process</b> | <br><b>eSail</b><br><small>Electronic Systems and Information Logistics</small><br><small>V.O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small> |
| Port Department  |  |   |
| Responsibility   |  |   |
| Transaction Code   | ME29N                                  |   |

## 2.2 Reject a purchase order.

To reject a purchase order, access the transaction using one of the options below:

|                          |  |
|--------------------------|--|
| <b>SAP R/3 Menu Path</b> | Logistics -> Materials Management -> Purchasing -> Purchase Order -> Release |
| <b>Transaction code</b>  | ME29N  |

The following screen is displayed:



The screenshot shows the SAP R/3 interface for releasing a purchase order. The main window title is "Release Standard Domestic PO 4500000011". The document overview shows the purchase order number 4500000011, vendor 100238 TIDE WATER OIL CO.,(IND), and document date 08.11.2012. The release group is 01 VOC\_PO & RFQ RELEASE, and the release strategy is P1 Value Up To 2Lac. The release indicator is B Blocked, changeable with.



| Code | Description | Processor     | Stat | Rel |
|------|-------------|---------------|------|-----|
| 15   | JE & AE     | Yogesha Kumar |      |     |
| 03   | EE          | Yogesha Kumar |      |     |
| 04   | SE-1        | Yogesha Kumar |      |     |
| 08   | DY, CME     | Yogesha Kumar |      |     |


| S | Itm | A | I | Material  | Short Text            | PO Quantity | O  | C  | Deliv. Date | Net Price | Curr | Per | O  | Matl Group            | Plnt |
|---|-----|---|---|-----------|-----------------------|-------------|----|----|-------------|-----------|------|-----|----|-----------------------|------|
|   | 1   |   |   | 011207095 | SERVO TRANS C4 SAE 30 |             | 20 | LR | 30.11.2012  | 92.00     | INR  | 1   | LR | Oil,Lub& PtrlMechanic |      |
|   |     |   |   |           |                       |             |    |    |             |           | INR  |     |    |                       |      |
|   |     |   |   |           |                       |             |    |    |             |           | INR  |     |    |                       |      |
|   |     |   |   |           |                       |             |    |    |             |           | INR  |     |    |                       |      |

The item details for 011207095, SERVO TRANS C4 SAE 30/C4, are shown below:

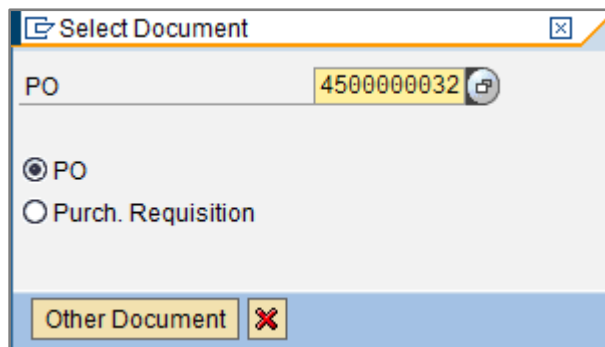
|                  |    |                |  |
|------------------|----|----------------|--|
| Material group   | 12 | Revision Level |  |
| Vendor mat. no.  |    | EAN/UPC        |  |
| Vendor sub-range |    |                |  |
| Batch            |    | Vendor Batch   |  |

Additional options include "Default Values" and "Addl Planning". The item selection bar shows "1 [1] 011207095, SERVO TRANS C4 SAE 30/C4".



|  |                                 |   |
|--|---------------------------------|---|
| <br><b>L&amp;T Infotech</b> | Purchase Order Approval Process | <br><small>V. O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small> |
| Port Department  |                                 |   |
| Responsibility   |                                 |   |
| Transaction Code   | ME29N                           |   |

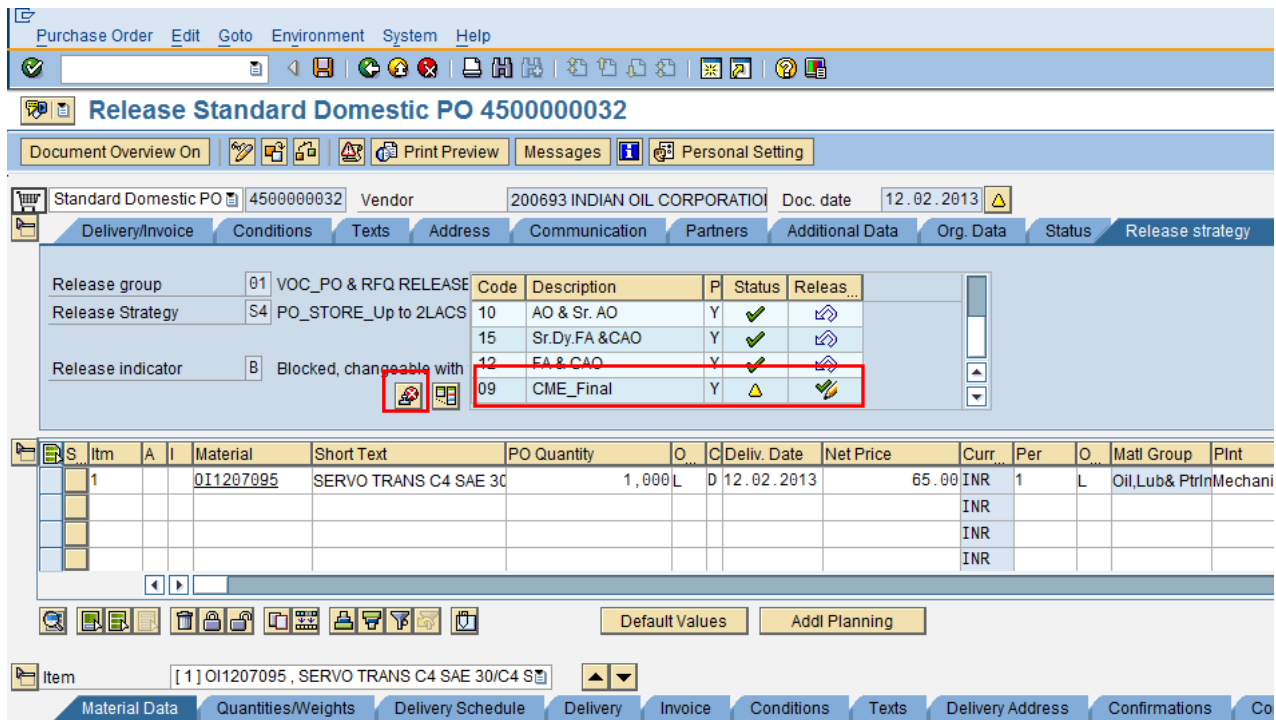
1. If the PO on the screen is not the right one, click the Other PO icon 

*Note:* A prompt will appear



2. Enter the PO number and press enter.

|  |  |  |
|--|--|--|
| <br><b>L&amp;T Infotech</b> | <b>Purchase Order Approval Process</b> | <br><small>Electronic Systems and Information Logistics</small><br><small>V. G. CHIDAMBARAM PORT TRUST, TUTUCORIN</small> |
| Port Department  |  |  |
| Responsibility   |  |  |
| Transaction Code   | ME29N                                  |  |



Standard Domestic PO 4500000032 Vendor 200693 INDIAN OIL CORPORATION Doc. date 12.02.2013

Release group 01 VOC\_PO & RFQ RELEASE


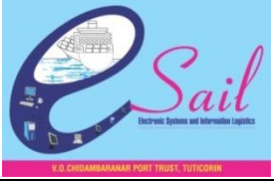
| Code | Description    | P | Status | Releas... |
|------|----------------|---|--------|-----------|
| 10   | AO & Sr. AO    | Y | ✓      | 🔗         |
| 15   | Sr.Dy.FA & CAO | Y | ✓      | 🔗         |
| 12   | FA & CAO       | Y | ✓      | 🔗         |
| 09   | CME_Final      | Y | ⚠      | 🔗         |

| S | Itm | A | I | Material  | Short Text            | PO Quantity | O... | C Deliv. Date | Net Price | Curr... | Per | O... | Matl Group            | Plnt |
|---|-----|---|---|-----------|-----------------------|-------------|------|---------------|-----------|---------|-----|------|-----------------------|------|
|   | 1   |   |   | 011207095 | SERVO TRANS C4 SAE 30 | 1,000       | L    | D 12.02.2013  | 65.00     | INR     | 1   | L    | Oil,Lub& PtrinMechani |      |

Item [1] 011207095 , SERVO TRANS C4 SAE 30/C4 S

**Note:**

1. You can reject the PO at any level. In this exercise we have shown rejection at CME Level.
2. Comments can be entered under Text tab against respective Id's as shown below:

|  |  |  |
|--|--|--|
| <br><b>L&amp;T Infotech</b> | <b>Purchase Order Approval Process</b> | <br><small>V.O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small> |
| Port Department  |  |  |
| Responsibility   |  |  |
| Transaction Code   | ME29N                                  |  |

Purchase Order Edit Goto Environment System Help

**Release Standard Domestic PO 450000032**

Document Overview On Print Preview Messages Personal Setting

Standard Domestic PO 450000032 Vendor 200693 INDIAN OIL CORPORATION Doc. date 12.02.2013

Delivery/Invoice Conditions **Texts** Address Communication Partners Additional Data Org. Data Status Release strategy


Header Texts A HOLD the PO.

Dy.CME's Comment  
**CME's Comments**  
 CE's Comments  
 AD.Gr. II's Comment

Continuous-text t

| S | Itm | A | I | Material  | Short Text            | PO Quantity | O | C | Deliv. Date | Net Price | Curr | Per | O | Matt Group        | Plnt |
|---|-----|---|---|-----------|-----------------------|-------------|---|---|-------------|-----------|------|-----|---|-------------------|------|
|   | 1   |   |   | 011207095 | SERVO TRANS C4 SAE 30 | 1,000       | L | D | 12.02.2013  | 65.00     | INR  | 1   | L | Oil,Lub& PtrlMech |      |

3. Click on the Reject icon 

4. For the rejection to take, click on the Save icon .

The following message will appear.

Purchase Order Edit Goto Environment System Help

**Release Standard Domestic PO 450000032**

Document Overview On Print Preview Messages Personal Setting

Standard Domestic PO 450000032 Vendor 200693 INDIAN OIL CORPORATION Doc. date 12.02.2013



Delivery/Invoice Conditions Texts **Address** Communication Partners Additional Data Org. Data Status Release strategy

Release group 01 VOC\_PO & RFQ RELEASE Code Description P Status  
 Release Strategy S4 PO\_STORE\_Up to 2LACS 10 AO & Sr. AO Y ✓  
 15 Sr.Dy.FA & CAO Y ✓  
 12 FA & CAO Y ✓  
 09 CME\_Final Y ⚠


**Release indicator B Blocked, changeable with**

| S | Itm | A | I | Material  | Short Text            | PO Quantity | O | C | Deliv. Date | Net Price | Curr | Per | O | Matt Group        | Plnt |
|---|-----|---|---|-----------|-----------------------|-------------|---|---|-------------|-----------|------|-----|---|-------------------|------|
|   | 1   |   |   | 011207095 | SERVO TRANS C4 SAE 30 | 1,000       | L | D | 12.02.2013  | 65.00     | INR  | 1   | L | Oil,Lub& PtrlMech |      |

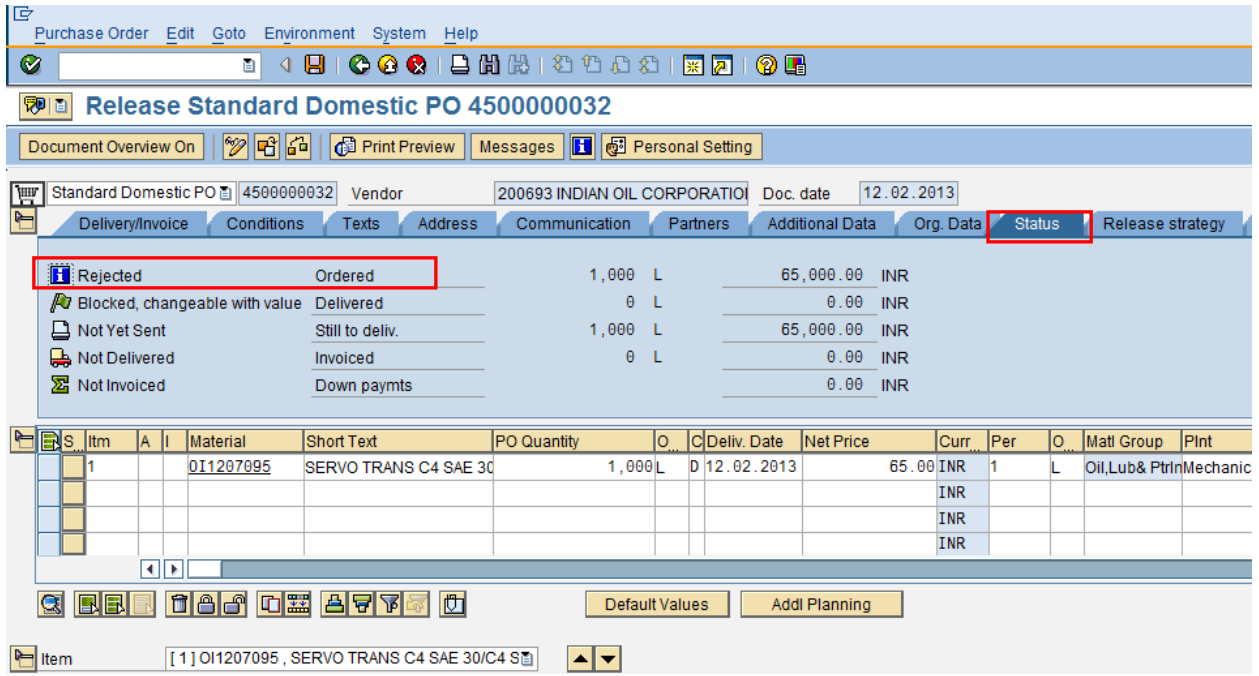
Default Values Addl Planning

|  |                                 |   |
|--|---------------------------------|---|
| <br><b>L&amp;T Infotech</b> | Purchase Order Approval Process | <br><small>Electronic Systems and Information Logistics</small><br><small>V.O. CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small> |
| Port Department  |                                 |   |
| Responsibility   |                                 |   |
| Transaction Code   | ME29N                           |   |

Note: 1. The Icon  will change to 

2. A rejected PO can be approved by clicking on  & proceed further

3. A user can view the status of PO in display mode (ME23N) under status tab with the comments in the text tab.




The screenshot shows the SAP interface for releasing a standard domestic purchase order. The document number is 450000032, the vendor is 200693 INDIAN OIL CORPORATION, and the document date is 12.02.2013. The 'Status' tab is selected, showing a table of status conditions:

| Status                         | Condition       | Quantity | Unit | Net Price | Currency |
|--------------------------------|-----------------|----------|------|-----------|----------|
| Rejected                       | Ordered         | 1,000    | L    | 65,000.00 | INR      |
| Blocked, changeable with value | Delivered       | 0        | L    | 0.00      | INR      |
| Not Yet Sent                   | Still to deliv. | 1,000    | L    | 65,000.00 | INR      |
| Not Delivered                  | Invoiced        | 0        | L    | 0.00      | INR      |
| Not Invoiced                   | Down paymts     |          |      | 0.00      | INR      |

Below the status table, the item details table is visible:

| S | Itm | A | I | Material  | Short Text            | PO Quantity | O | C | Deliv. Date | Net Price | Curr | Per | O | Matl Group             | Plnt |
|---|-----|---|---|-----------|-----------------------|-------------|---|---|-------------|-----------|------|-----|---|------------------------|------|
|   | 1   |   |   | 0I1207095 | SERVO TRANS C4 SAE 30 | 1,000       | L | D | 12.02.2013  | 65.00     | INR  | 1   | L | Oil,Lub& PtrlnMechanic |      |

4. Click  or press Shift+F3 until the initial SAP R/3 System screen is displayed.

5. You have completed this transaction.