L&T Infotech	Purchase Order Approval Process	Said Conservation and the second
Port Department		
Responsibility		
Transaction Code	ME29N	



Release of Purchase order

ME29N

- 1. Purchase order (PO) release process
- 2. Purchase order rejection process

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

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

The following screen is displayed which will show recent PO.

R	9 4	Rele	ease CVL	-Wo	rk Agı	reeme	ent -												
۵)ocum	ient Ove	erview On	🦻 🖻	¦ 60 ∣ (🎒 🚯	Print Pre	view	Message	es 🚹 🔞 Per	sonal S	Setting							
	ZW	RK CVL	-Work Agr 🔻	2		Vendo	r					Do	c. date						
		Texts	Address	Co	ommunica	ation	Partne	ers	Additiona	l Data 🛛 Org.	Data	Sta	itus / Relea	se stra	ategy	/	Payment P	ocessin	g
	Rele	ase gro	up	01 V	OC_PO 8	& RFQ R	ELEASE	Code	Descript	tion	Sta	Rel							
	Rele	ase Stra	ategy	C5 P	O_P&NP	_Ping&D	g	8/	EE_CVL	_Ping&Dg		*				-			
				_				97	Dv. SE	CVL									
	Rele	ase indi	cator	ВВ	locked, o	thangeal	ble wit	18	AO & S	. AO_CVL					1				
						£	2 🙂	15	Sr.Dv.F	A &CAO						•			
											1			1 -				-	
	IBS S	Itm	Pint		Stor. L	ocati	Batch	Re	qmt No.	Requisitioner	IM N	laterial	Info R	R	F	T	Purchase	Re	Outlin
		1	CIVIL ENGIN	EERIN															
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		1																	
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L&T Infotech	Purchase Order Approval Process	CONTRACTOR FOR TAUL TOTAL
Port Department		
Responsibility		
Transaction Code	ME29N	

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

A prompt will appear

🔄 Select Document			×
PO		٦	
	Ľ		
⊙PO			
○ Purch. Requisition			
		Other Docume	nt 🗶

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

L&T Infotech	Purchase Order Approval Process	COMMANDEMENT TO A LOCAL
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Responsibility		
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3. Click on the Release strategy tab in the header details.

Þ	Delivery/Invoice	Conditions Texts Addre	SS	Communication	Partners	Additional Data	Org.	Data	Status	Release strategy	
	Release group	1 VOC_PO & RFQ RELEASE	Code	Description	Sta	Release options					
	Release Strategy	C5 PO_P&NP_PINg&Dg	96	SE_CVL		· 🖉					
	Release indicator	B Blocked, changeable wit	97 18	Dy. SE_CVL AO & Sr. AO_CVL							
		&	15	Sr.Dv.FA &CAO				Ŧ			

4. To approve the PO Click %.

Note: The icon becomes and under Status column one green tick appears for particular release code which indicates PO is released by that release code. Only when PO gets approved from previous release code or release authority then only next level approver (Release Code) can approve it. e.g. After PO release from Release code 87 only Release code 96 can release the PO. This is applicable to all the further levels aswell.

ł	Delivery/Invoice Conditions Texts Ad Release group 01 VOC_PO & RFQ RELEA Release Strategy C5 PO_P&NP_Plng&Dg Release indicator B Blocked, changeable w	dress GE Code 87 96 97 1. 18 15	Communication Part Description EE_CVL_PIng&Dg SE_CVL Dy. SE_CVL AO & Sr. AO_CVL Sr.Dv.FA &CAO	Sta ✔	Additional I Release op 20 %	Data Org. Data	4.1 This scroll button can be used to see next release levels and codes.
	Delivery/Invoice Conditions Texts A	ldress 🖌	Communication Pa	rtners	Additional	Data Org. Data	Status Release strategy
	Release group 01 VOC_PO & RFQ RELEA Release Strategy C5 PO_P&NP_Ping&Dg	SE Code 12 14	Description FA & CAO Chairman		Status	Release optio	4.2 once last Release authority releases by clickin
		. 98	CE_CVL		Δ	V	

B Blocked, changeable wit... here PO release status will Release indicator 🔗 🖽 🔹 Þ 4 1 be changed to released Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data 01 VOC_PO & RFQ RELEASE Code Description Release group Status Release optio 12 FA & CAO C5 PO_P&NP_Plng&Dg \square V Release Strategy Chairman 14 **V** \bigcirc 98 CE_CVL \odot V G Released Release indicator 4.3 Indicates last Release 1 Code has released. 4.4 Indicated PO is completely approved.

Contraction L&T Infotech	Purchase Order Approval Process	KA CHARACTERINA THE REPORT OF
Port Department		
Responsibility		
Transaction Code	ME29N	

Note:

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

Befor PO release Release indicator	Blocked. After PO is completely released it changes to
Release indicator G Released]
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.

L&T Infotech	Purchase Order Approval Process	Sail Constant Part Tarts Tarted
Port Department		
Responsibility		
Transaction Code	ME29N	

1.2. Reject a purchase order.

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

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

The following screen is displayed:

R	9 4	Rele	ease CVL	-Woi	rk Agreem	ent												
D	ocum	ient Ove	erview On	🦻 🖻	6 A 🖉	Print Pre	view	Message	es 🚺 🔞 Per	sonal S	etting							
	ZW	RK CVL	-Work Agr 🔻]	Vend	or					Doc	. date						
		Texts	Address	Co	mmunication	Partne	ers	Additiona	l Data 🛛 Org.	Data	Stat	tus Releas	e stra	ategy	/	Payment P	rocessin	g
Release group 01 VOC_PO & RFQ RELEASE Code Description Sta., Rel.,																		
	Release Strategy C5 PO_		O_P&NP_Ping&	&Dg 8		EE_CVL_Plng&Dg		Δ	1			Ľ	1					
				ked, changeable wit		SE_CVL	CV/I											
	Release indicator B Block		ocked, change			AO & S		CVI										
						🔗 🖳	15	Sr.Dv.F	A &CAO						-			
_																		
	🕏 S	Itm	Pint		Stor. Locati	Batch	Re	qmt No.	Requisitioner	IM N	laterial	Info R	R.,	F.,	Т	Purchase	Re	Outlin
		1	CIVIL ENGIN	EERIN														
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			1							1		1						1

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

Note: A prompt will appear

L&T Infotech	Purchase Order Approval Process	CONTRACTOR OF THE STATE
Port Department		
Responsibility		
Transaction Code	ME29N	

🔄 Select Document	X
РО	
⊙PO	
OPurch. Requisition	
	Other Document

2. Enter the PO number and press enter.

L&T Infotech	Purchase Order Approval Process	Said Contractante for the set
Port Department		
Responsibility		
Transaction Code	ME29N	

Texts Address	Communication Partne	ers	Additional Data 🛛 Org.	Data	Sta	atus / Release strate	gy
Palazza graup		Cada	Description	Cha	Dal		
Release group	UT VOC_PO & RFQ RELEASE	Code	Description	Sta_	Kei		
Release Strategy	C5 PO_P&NP_Plng&Dg	8/	96 SE_CVL_Ping&Dg q		R)		
		96			\square		
Deleges is directory	D Blacked share eachly with	97	Dy. SE_CVL	Δ	1		
Release Indicator	BIOCKED, Changeable Wit.	18	AO & Sr. AO_CVL				*
	🖉 🖳	15	Sr.Dv.FA &CAO				Ψ.
			Step No). 3			

Note:

You can reject the PO at any level. In this exercise we have shown rejection at Dy.CME Level.

- 3. Click on the Reject icon B
- 4. The rejection message is displayed at the bottom of the screen.



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

The following message will appear.

Texts Addre	ss Communication Partr	ers	Additional Data Org	. Data	Status Release strategy
Release group	1 VOC_PO & RFQ RELEASE	Code	Description	Sta	
Release Strategy	C5 PO P&NP Ping&Dg	87	EE_CVL_Plng&Dg	V	<u> </u>
		96	SE_CVL	×	
Polozco indicator	B Blackad changeable wit	97	Dy. SE_CVL	Δ	
Release indicator	BIOCKEU, Changeable Wit	18	AO & Sr. AO_CVL		
		15	Sr.Dv.FA &CAO		•

Note:

- 1. The Icon 🔗 will change to
- 2. A rejected PO can be approved by clicking on & proceed further

George L&T Infotech	Purchase Order Approval Process	Sail The base of the second	
Port Department			
Responsibility			
Transaction Code	ME29N		

3. A user can view the status of PO in display mode (ME23N) under status tab at PO Header level.

	Texts Address Comm	nunication Partners	Additional Data	Org. Data	Status	Release strategy	Payment Processing	
[Rejected Blocked, changeable with value Not Yet Sent	Ordered Delivered Still to deliv.	120,000.00 120,000.00 0.00	INR INR INR				
	🖶 Fully Delivered	Invoiced	120,000.00	INR				
	🔀 Fully Invoiced	Down paymts	0.00	INR				

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

5. You have completed this transaction.