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

**Exercise**

**Release of Purchase order**

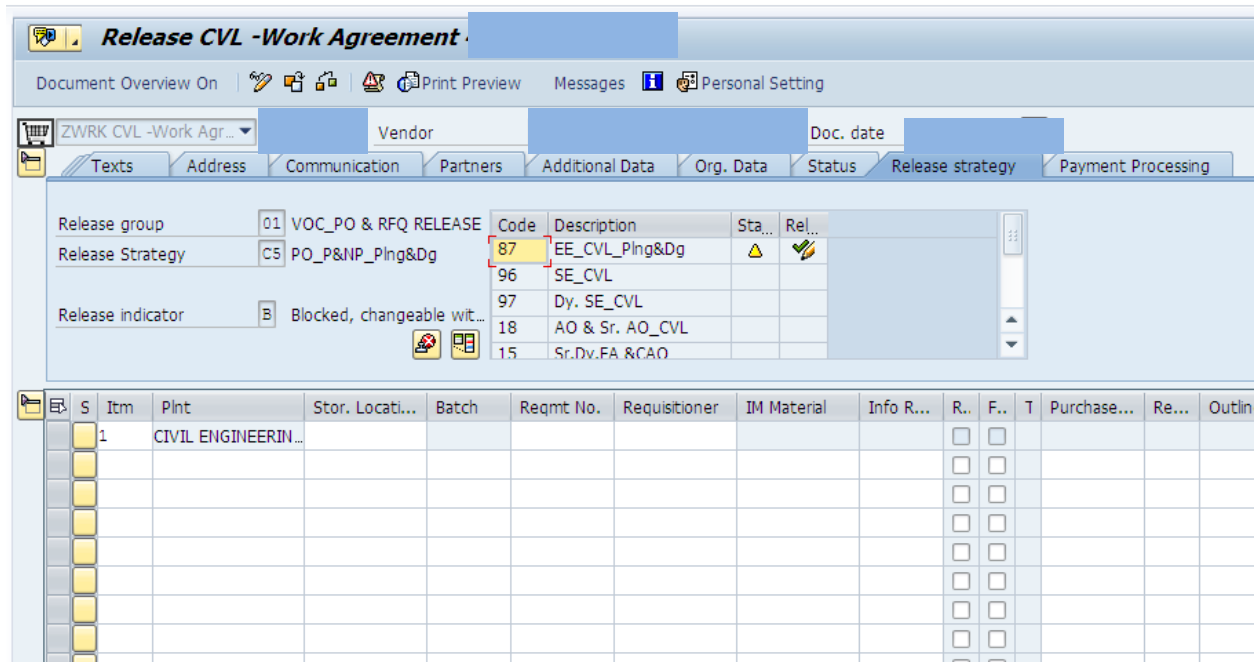
**ME29N**

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

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

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



The following screen is displayed which will show recent PO.




The screenshot shows the SAP ME29N transaction interface. The title bar reads "Release CVL -Work Agreement". Below the title bar, there are navigation tabs: "Texts", "Address", "Communication", "Partners", "Additional Data", "Org. Data", "Status", "Release strategy", and "Payment Processing". The "Release strategy" tab is active, displaying a list of release strategies:

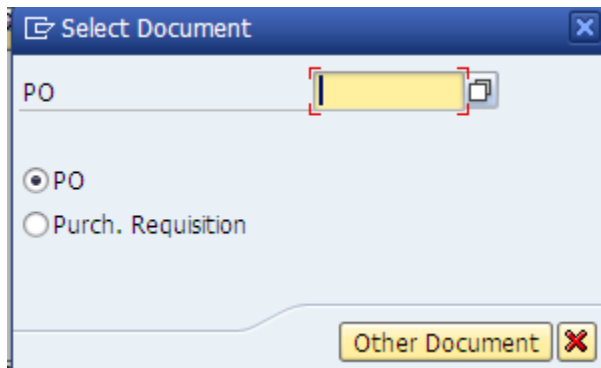
Code	Description	Sta...	Rel...
87	EE_CVL_Plng&Dg	⚠	✓
96	SE_CVL		
97	Dy. SE_CVL		
18	AO & Sr. AO_CVL		
15	Sr.Dv.FA &CAO		

Below the list, there is a table with columns: S, Itm, Plnt, Stor. Locati..., Batch, Reqmt No., Requisitioner, IM Material, Info R..., R., F., T, Purchase..., Re..., Outlin. The first row shows item 1 with plant "CIVIL ENGINEERIN..." and checkboxes for R., F., and T.


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

A prompt will appear

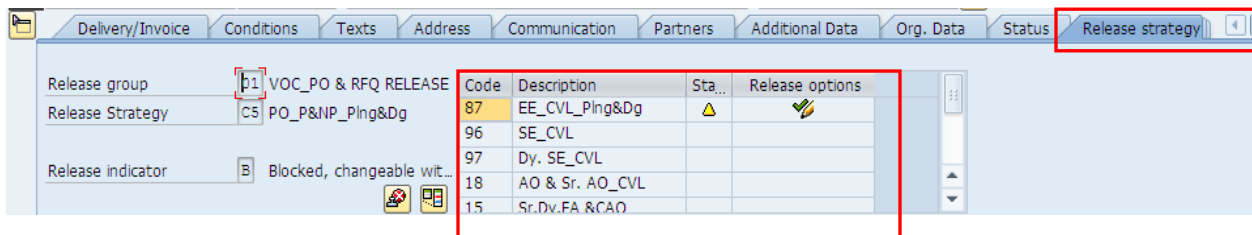



2. Enter the PO number and press enter.



*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

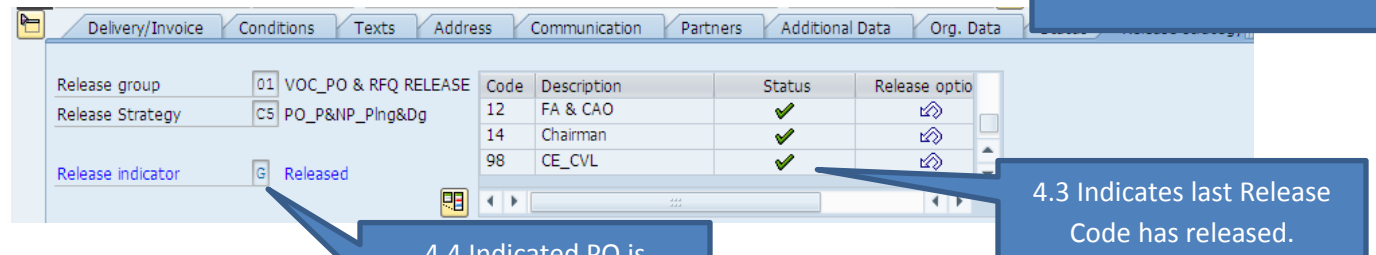
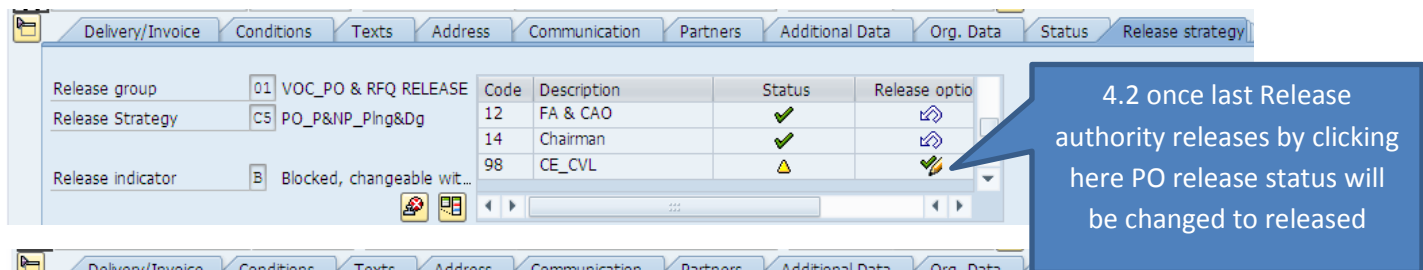
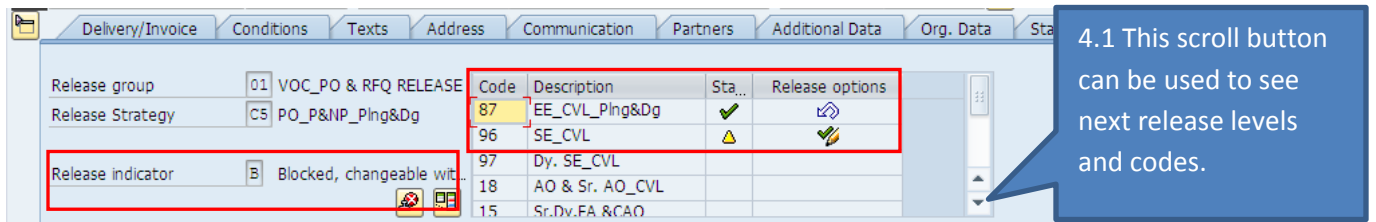
 <p><b>L&amp;T Infotech</b></p>	<h2>Purchase Order Approval Process</h2>	
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3. Click on the **Release strategy** tab in the header details.



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.



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*Note:*

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



Before 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.

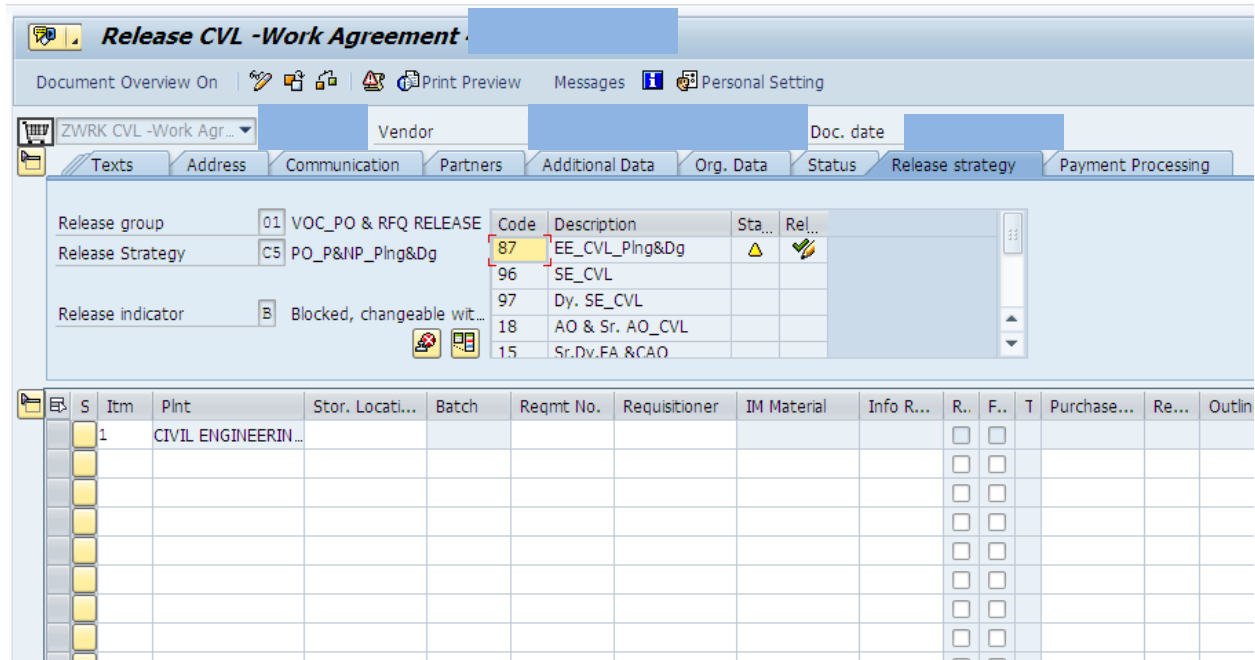
 <b>L&amp;T Infotech</b>	<b>Purchase Order Approval Process</b>	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small>
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## 1.2. Reject a purchase order.

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:



**Release CVL -Work Agreement**


Document Overview On | Messages Personal Setting

ZWRK CVL -Work Agr... Vendor Doc. date



Texts Address Communication Partners Additional Data Org. Data Status Release strategy Payment Processing

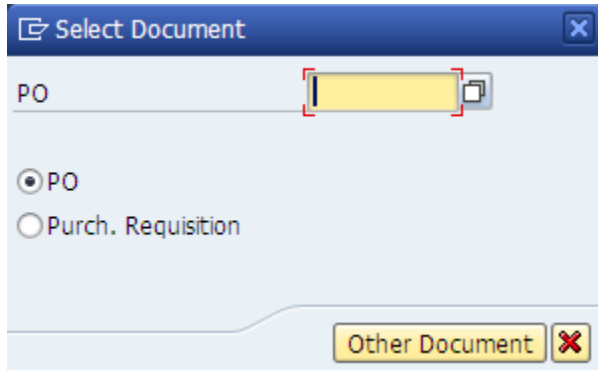
Release group 01 VOC\_PO & RFQ RELEASE Code Description Sta... Rel...  
 Release Strategy CS PO\_P&NP\_Plng&Dg 87 EE\_CVL\_Plng&Dg ⚠️ ✓  
 96 SE\_CVL  
 97 Dy. SE\_CVL  
 18 AO & Sr. AO\_CVL  
 15 Sr.Dv.FA &CAO

S	Itm	PInt	Stor. Locati...	Batch	Reqmt No.	Requisitioner	IM Material	Info R...	R..	F..	T	Purchase...	Re...	Outlin
	1	CIVIL ENGINEERIN...							<input type="checkbox"/>	<input type="checkbox"/>				



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

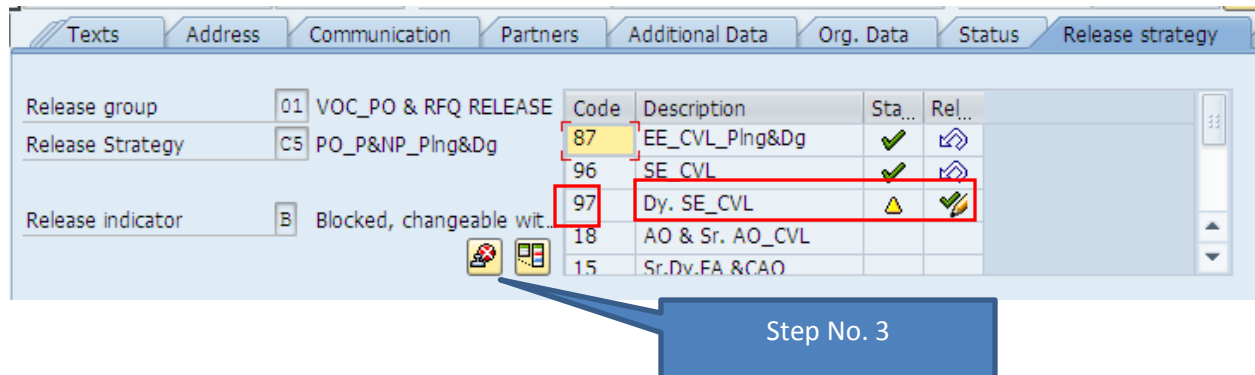
*Note:* A prompt will appear

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2. Enter the PO number and press enter.


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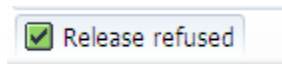



Release group	Code	Description	Sta..	Rel..
VOC_PO & RFQ RELEASE	87	EE_CVL_Plng&Dg	✓	↩
PO_P&NP_Plng&Dg	96	SE_CVL	✓	↩
	97	Dy. SE_CVL	⚠	✓
	18	AO & Sr. AO_CVL		
	15	Sr.Dv.FA & CAO		

*Note:*

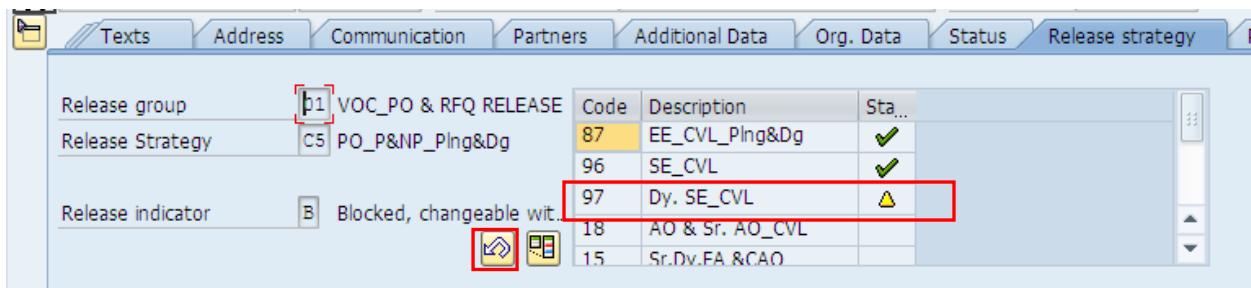
You can reject the PO at any level. In this exercise we have shown rejection at Dy.CME Level.

3. Click on the Reject icon 
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.



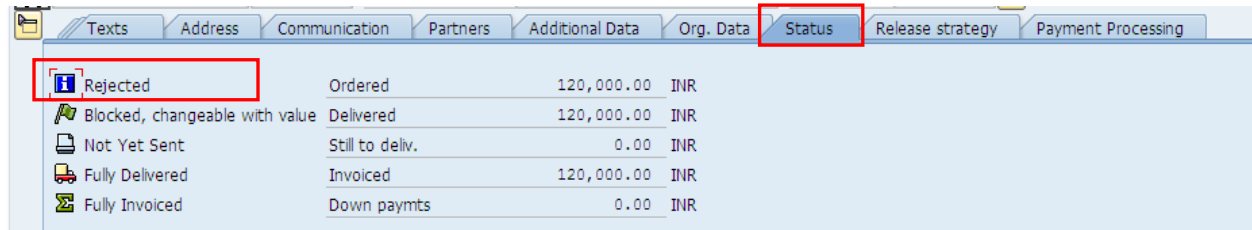
Release group	Code	Description	Sta..	Rel..
VOC_PO & RFQ RELEASE	87	EE_CVL_Plng&Dg	✓	
PO_P&NP_Plng&Dg	96	SE_CVL	✓	
	97	Dy. SE_CVL	⚠	
	18	AO & Sr. AO_CVL		
	15	Sr.Dv.FA & CAO		






*Note:*


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

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



Texts	Address	Communication	Partners	Additional Data	Org. Data	Status	Release strategy	Payment Processing
	Rejected		Ordered	120,000.00	INR			
	Blocked, changeable with value		Delivered	120,000.00	INR			
	Not Yet Sent		Still to deliv.	0.00	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.