



SAP Ariba Implementation Project

Department of Shared Administrative Services
Office of State Procurement

Sourcing in SAP Ariba: Sourcing Request Initiation

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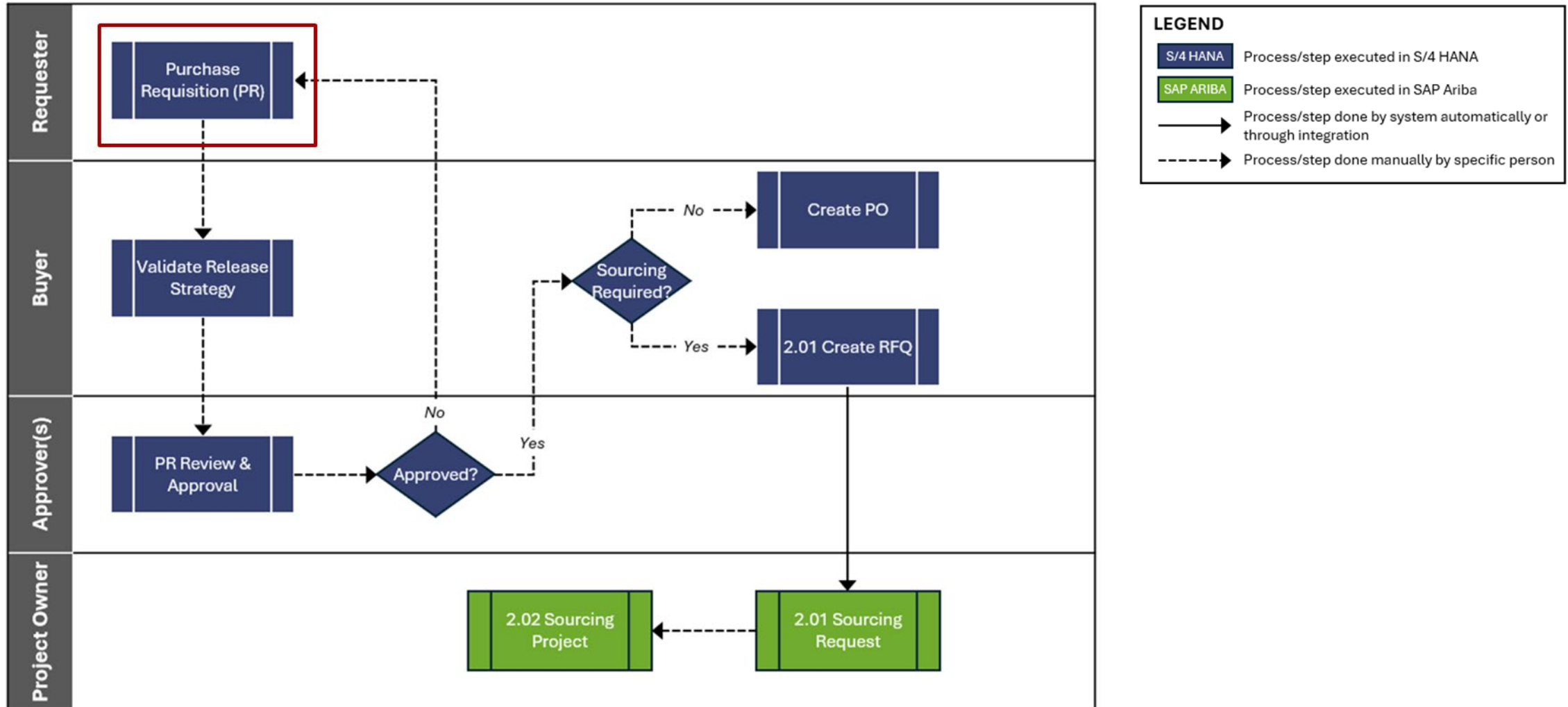


- Slide 7 – Create S/4 Purchase Requisition (PR) [for Requester role]
- Slide 21 – Validate S/4 Purchase Requisition (PR) Release Strategy [for Buyer role]
- Slide 26 – Review & Approve S/4 Purchase Requisition (PR) [for Approver role]

Process Flow, Create S/4 Purchase Requisition (PR)

Target Audience: Requester

Purpose: Create S/4 Purchase Requisition (PR)

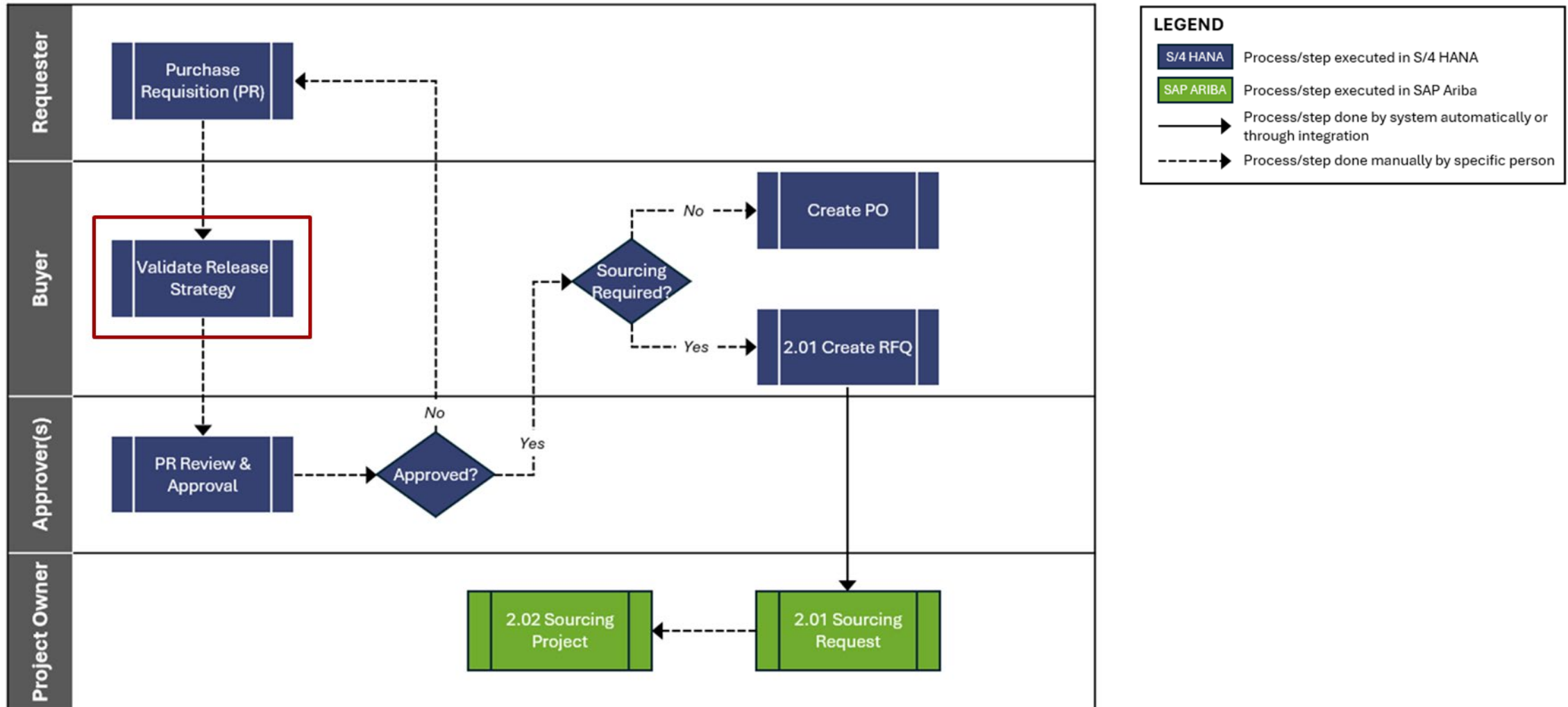


Process Flow, Validate S/4 Purchase Requisition (PR) Release Strategy



Target Audience: Buyer

Purpose: Validate S/4 Purchase Requisition (PR) Release Strategy

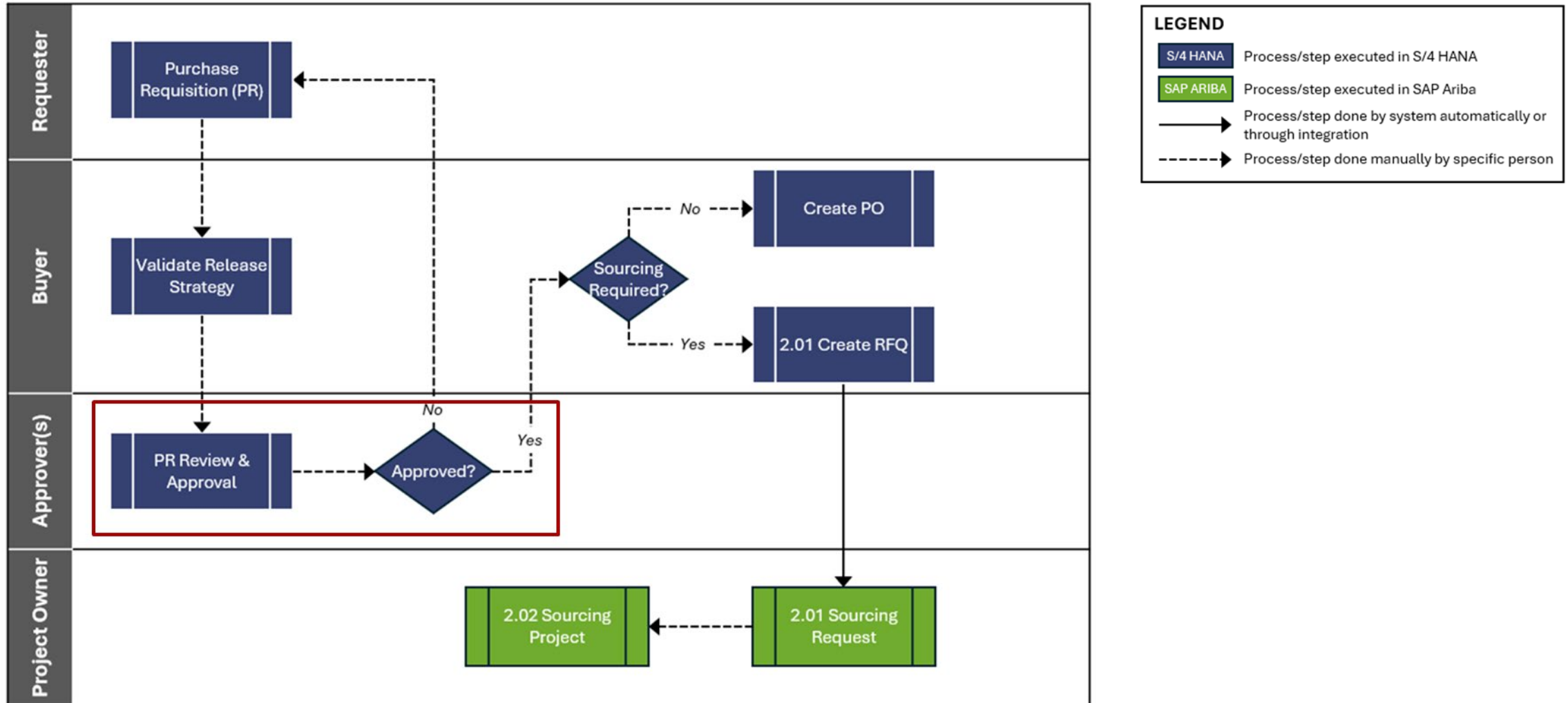


Process Flow, Review & Approve S/4 Purchase Requisition (PR)



Target Audience: Approver

Purpose: Review & Approve S/4 Purchase Requisition (PR)



- **Purchase Requisition (PR):** An internal request to buy a material or service – used to signal demand and start the procurement process. It's typically created by a requester (or generated by planning) and then reviewed/approved before a buyer converts it into a purchase order (PO) or a request for quotation (RFQ).
- **Release Strategy:** The configuration that controls how purchasing documents are approved – who must approve, in what order, and under what conditions – before the document can be processed further (e.g., sent to a supplier or converted).
- **Sourcing Request (SR):** An intake form in SAP Ariba Sourcing used to capture the business need and key details required to initiate a sourcing effort (e.g., run an RFI/RFP, collect bids, negotiate, and award a supplier).
- **Spend:** Refers to the organization's purchasing expenditures on goods and services that sourcing teams analyze and influence through sourcing events (e.g., RFx) and supplier negotiations.

Create S/4 Purchase Requisition (PR)

Create S/4 Purchase Requisition (PR) (1 of 13)



Action: Initiate PR (in S/4HANA)

Role: Requester

Step	Action Taken
1	To create a PR in S/4, log into S/4 Fiori app with your S/4 enterprise credentials/access.
2	On your Home Page , click Ariba Procurement at the top right of the page. <i>NOTE: If Ariba Procurement is not displayed, click the three line menu in the top left of the page, scroll down to Ariba Procurement, and click the thumbtack icon to pin the space to the top menu.</i>

The image shows the SAP Fiori login interface. A red box labeled '1' highlights the login fields: 'User', 'Password', and a 'Log On' button. Below these fields is a 'Language' dropdown menu set to 'EN - English' and a 'Change Password' link.

The image shows the SAP Fiori Home Page. A red box labeled '2' highlights the 'Ariba Procurement' link in the top navigation bar. Below the navigation bar, there is a 'To-Dos (1)' section with a task card for 'Select approvers for purchase req 1000000008'. At the bottom, there is a 'Pages' section with several tiles for different SAP functions: Manage Master Data, Reporting, Manage Payments, Manage Supplier Accounts, Manage Supplier Invoices, Master Data, Transactions, and State Procurement Manager.

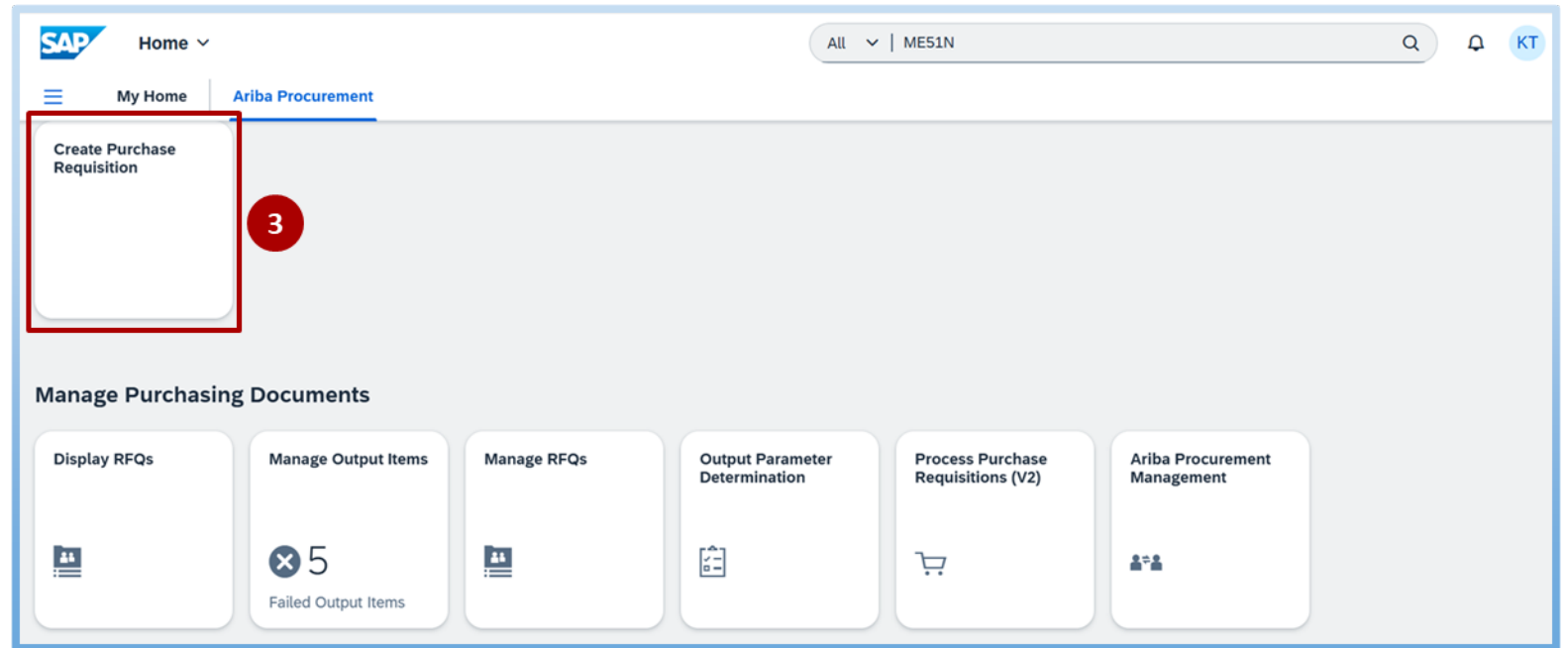
Create S/4 Purchase Requisition (PR) (2 of 13)



Action: Initiate PR (in S/4HANA)

Role: Requester

Step	Action Taken
3	Click the Create Purchase Requisition tile. NOTE: If the Create Purchase Requisition tile is not displayed, <i>enter ME51N in the search and press Enter.</i>



Create S/4 Purchase Requisition (PR) (3 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
1	Choose the appropriate option from the Document Type drop-down list. NOTE: Options include: <i>Req to PO, Req to OA, Req to Prof Svc OA, Req to Prof Svc PO, Grant Req to OA, Sub Grant Req to PO.</i>
2	In the Header section, select Total Projected Cost .
3	Enter Total Projected Cost . NOTE: The PR cannot be created without it, and mandatory fields are marked with an asterisk (*). Greyed-out fields are auto-populated, so no entry required. Review, as needed.

This screenshot shows the 'Create Purchase Requisition' interface in SAP S/4HANA. The 'Document Type' dropdown menu is open, and 'Req to PO' is selected. A red box and a red circle with the number '1' highlight this selection. The 'Source Determination' checkbox is unchecked. The 'Description' field is empty. The 'Texts' tab is active, and the 'Total Projected Cost' field is visible but empty.

This screenshot shows the 'Create Purchase Requisition' interface in SAP S/4HANA. The 'Document Type' is 'Req to PO'. The 'Total Projected Cost' field is highlighted with a red box and a red circle with the number '2'. The 'Total Projected Cost' field is entered with the value '10000', which is highlighted with a red box and a red circle with the number '3'. The 'Report Category' field is empty.

Create S/4 Purchase Requisition (PR) (4 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
4	Navigate to the Item Overview section and enter <i>K</i> (<i>Cost Center</i>) in the Account Assignment Category field. NOTE: <i>As shown, use the Search and Select function, if needed.</i>

The screenshot displays the SAP S/4HANA 'Create Purchase Requisition' interface. The main table has columns: Sta..., Item, A, Material, Short Text, Qua..., Unit, Valn Price, Total Value, Delivery Date, Plant, PGr, and Requisition. The 'Item' column contains the value 'K'. A red circle with the number '4' is placed over the 'K' in the 'Item' column. A blue arrow points from this 'K' to the 'Account Assignment Category (1)' dialog box. The dialog box has a 'Search and Select' section with a 'Restrictions' dropdown. Below this, there is a list of 'Items (17)' with the following entries: H Nonstock sales, K Cost center (highlighted with a blue selection bar), M Ind. cust. w/o KD-CO, N Network, P Project, Q Grant Stock, and T All new aux.acc.ass. A red circle with the number '4' is placed over the 'K Cost center' entry. At the bottom right of the dialog box, there is an 'OK' button (highlighted with a red circle and the number '4') and a 'Cancel' button.

Create S/4 Purchase Requisition (PR) (5 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
5	In the Material field, click the Search and Select function.
6	In the Material Description field, click the Define Filter Conditions function.
7	Select the Contains Pattern option from the drop-down list.
8	Enter a description for material.
9	Click Go . NOTE: A listing of materials is shown based on the material description entered.
10	Click the check-box next to the appropriate material description.
11	Click OK to add the material. NOTE: The material is added by material number.

The screenshot shows the SAP 'Create Purchase Requisition' (PR) interface. The main window has a header with 'Req to PO' and 'Source Determination' options. Below the header is a table with columns: Sta..., Item, A, Material, Short Text, Qua..., Unit, Valn Price, Total Value, Delivery Date, Plant, PGr, and Requisition. A red box labeled '5' highlights the 'Material' field containing '401615090000'. A blue arrow points from this field to a 'Material Number (1)' dialog box. This dialog box has a 'Search and Select' tab and a 'Material description' field. A red box labeled '6' highlights the 'Material description' field. A red box labeled '7' highlights the 'Define Filter Conditions' button. Below this, a 'Material description' dropdown menu is shown with 'contains pattern' selected. A red box labeled '10' highlights the 'ABSORPTION FILTERS' material description in the 'Items (72)' list. A red box labeled '11' highlights the 'OK' button at the bottom right of the dialog box.

Create S/4 Purchase Requisition (PR) (6 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
12	In the Quantity field, enter the total quantity to be purchased.
13	In the Unit field, click the Search and Select function.
14	Use the filters as needed and click the checkbox next to the appropriate unit of measure.
15	Click OK to add. NOTE: <i>The unit of measure is added by material number.</i>

The screenshot shows the SAP 'Create Purchase Requisition' interface. The 'Req to PO' dropdown is set to 'Req to PO'. The 'Source Determination' checkbox is unchecked. The 'Description' field is empty. The 'Header' section is visible. The 'Item' table has one row with 'Item A' and 'Material 401615090000'. The 'Quantity' field is set to '100' (marked with a red circle 12). The 'Unit' field is set to 'EA' (marked with a red circle 13). A blue arrow points from the 'Unit' field to the 'Alternative Unit of Measure (1)' dialog box.

The 'Alternative Unit of Measure (1)' dialog box is open. The 'Search and Select' tab is active. The 'Restrictions' dropdown is set to 'Go'. The 'AlternativeUnit:' field is empty. The 'Meas. Unit Text:' field is empty. The 'Items (1)' table has one row with 'Unit ...' and 'EA each' (marked with a red circle 14). The 'OK' button is highlighted with a red circle 15.

Create S/4 Purchase Requisition (PR) (7 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
16	In the Valuation Price field, enter the valuation price per unit.
17	In the Delivery Date field, click the Search and Select function.
18	Scroll to and click the appropriate Delivery Date in the Calendar . NOTE: <i>The delivery date is added.</i>

Create S/4 Purchase Requisition (PR) (8 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
19	In the Plant field, click the Search and Select function.
20	Use the filters as needed and click the checkbox next to the appropriate Plant .
21	Click OK to add the Plant . NOTE: The Plant is added by 4-digit Plant Number.

The screenshot displays the SAP S/4HANA 'Create Purchase Requisition' (PR) interface. The main table shows a requisition with a plant number of 9904. A red circle with the number 19 highlights the 'Search and Select' icon in the Plant column. Below the main table, a 'Plant (1)' dialog box is open, showing search criteria and a list of 18 items. A red circle with the number 20 highlights the checkbox next to item 9904. A red circle with the number 21 highlights the 'OK' button at the bottom right of the dialog box.

Plant (1)

Search and Select

Restrictions

Plant: Search Term 1: Search Term 2: Postal Code: City:

Name: Name 2: Address Version:

Items (18)

P...	Search Term 1	Search Ter...	Postl ...	City	Name	Name 2
9903			71603	PINE BLUFF	Department of Corrections	
9904			72201	Little Rock	Department of Education	
9908	DHS WAREHOUSE		72201	LITTLE ROCK	DHS Distribution Center	Attn: David Buggica
9913	DPS		72209	LITTLE ROCK	Department of Public Safety	

OK Cancel

Create S/4 Purchase Requisition (PR) (9 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
22	In the Purchasing Group (PGr) field, click the Search and Select function.
23	Use the filters as needed and click the checkbox next to the appropriate Purchasing Group (PGr) .
24	Click OK to add the Purchasing Group (PGr) . NOTE: The Purchasing Group is added by 3-digit Purchasing Group Number .

The screenshot displays the SAP 'Create Purchase Requisition' interface. The main table lists various requisition items. A red circle labeled '22' highlights the 'PGr' (Purchasing Group) field in the first row, which contains the value '103'. A blue arrow points from this field to a 'Search and Select' dialog box that is open in the foreground.

The 'Search and Select' dialog box has a title bar 'Purchasing Group (1)' and a 'Search and Select' button. Below this, there are search criteria fields: 'Restrictions', 'Purchasing Group:', 'Description p. group:', 'Tel.No. Purch. Group:', and 'Fax Number:'. A 'Go' button is next to these fields. Below the search criteria, there is a table titled 'Items (500)' with columns 'P', 'Description', 'Telephone', and 'Fax Number'. A red circle labeled '23' highlights the checkbox in the 'P' column for item 103, which is selected. At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons. A red circle labeled '24' highlights the 'OK' button.

Sta...	Item	Valn Price	Total Value	Delivery Date	Plant	PGr	Requisitioner	TrackingNo	Agreement	Item	Desired Vendor	PORG	Ref. It
	1	100.00	10,000.00	06/30/2026	9904	103							

P	Description	Telephone	Fax Number
☐		479-761-3325	479-761-3676
☐		870-238-5226	870-238-9415
☐		501-727-6502	501-727-5458
☒		501-324-9582	
☐		870-578-2064	870-578-5011
☐		479-963-5236	479-963-2202
☐		870-385-2201	870-385-7858

Create S/4 Purchase Requisition (PR) (10 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
25	In the TrackingNo field, enter a tracking number.
26	In the Purchasing Org (POrg) field, click the Search and Select function.
27	Use the filters as needed and click the checkbox next to the appropriate Purchasing Org (POrg) .
28	Click OK to add the Purchasing Org (POrg) . NOTE: The Purchasing Group is added by 3-digit Purchasing Group Number .

The screenshot shows the SAP 'Create Purchase Requisition' interface. The main table contains the following data:

Sta...	Item	Valn Price	Total Value	Delivery Date	Plant	PG	Requisitioner	TrackingNo	Agreement	Item	Desired Vendor	POrg	Ref. It
	1	100.00	10,000.00	06/30/2026	9904	103		12345				0611	

Annotations in the screenshot:

- Step 25:** A red box highlights the 'TrackingNo' field containing '12345'.
- Step 26:** A red box highlights the 'POrg' field containing '0611', with a blue arrow pointing to the 'Search and Select' icon (a magnifying glass with a plus sign) next to it.
- Step 27:** A red box highlights the checkbox next to '0611 ALCOHOL BEV CONTROL' in the 'Purchasing Organization (1)' search results.
- Step 28:** A red box highlights the 'OK' button at the bottom right of the search dialog.

The 'Purchasing Organization (1)' dialog shows the following items:

P...	Purch. org. descr.
0061	LAND DEPARTMENT
0063	SECRETARY STATE
0069	STATE TREASURER
0610	DFA - FINANCE & ADMIN
0611	ALCOHOL BEV CONTROL
0612	ALCOHOL BEV ENFORCE
0613	DFA - OFC AR LOTTERY

Create S/4 Purchase Requisition (PR) (11 of 13)



Action: Create PR (in S/4HANA)

Role: Requester

Step	Action Taken
29	In the Item Details section, navigate to the Account Assignment tab.
30	Confirm the G/L Account field is populated.
31	Enter the appropriate Cost Center . NOTE: Use click the Search and Select function and associated filters, as needed.
32	Enter the appropriate Fund . NOTE: Use click the Search and Select function and associated filters, as needed.
33	Before saving the PR, click Check to determine if any error exist. NOTE: If errors, exist, a pop-up screen displays a listing of errors. Resolve accordingly and click Check again. If no message display, proceed to next step.
34	Click Save . NOTE: A message displays indicating the PR was successfully created, along with the 10-digit PR number.

The screenshot shows the SAP S/4HANA 'Create Purchase Requisition' interface. The 'Item' field is set to '[1] 401615090000 , ABSORPTION FILTERS'. The 'Account Assignment' tab is selected, showing fields for G/L Account (5120000020), Business Area (0611), CO Area (ARK), Cost Center (8061100000), Profit Center (9060611000), Fund (HUA4102000), and Functional Area (ADF6000.0611). The 'Check' button is highlighted with a red circle and arrow pointing to a 'Messages' pop-up window. The 'Messages' window shows a message 'Enter Delivery Address for Line Item:00001' with a red circle and arrow pointing to the 'Check' button. The 'Save' button is highlighted with a red circle and arrow pointing to the 'Save' button.

Create S/4 Purchase Requisition (PR) (12 of 13)



Action: Route PR for Approval (in S/4HANA)
Role: Requester

Step	Action Taken
1	On the My Home page, click the Select Approvers for Purchase Requisition task: NOTE: This will be PR recently created.
2	Review the details of the task in My Inbox .
3	Click Open Task to select the first approver of the task.

The screenshot displays the SAP Ariba interface. The top navigation bar includes 'Home', 'My Home', and 'Ariba Procurement'. The 'To-Dos (2)' section shows two tasks, with the first one, 'Select approvers for purchase req 1000000208', highlighted by a red box and a red circle with the number 1. Below this, the 'Pages' section shows various functional areas like 'Manage Master Data', 'Reporting', 'Manage Payments', etc. The 'My Inbox' section shows a list of tasks, with the same task highlighted by a red box and a red circle with the number 2. The task details show it is 'Ready' and 'High' priority. At the bottom right, the 'Open Task' button is highlighted by a red box and a red circle with the number 3.

Create S/4 Purchase Requisition (PR) (13 of 13)



Action: Route PR for Approval (in S/4HANA)

Role: Requester

Step	Action Taken
4	Review the list of first approvers for the PR and click the check box next to the appropriate approver.
5	Click Autosequence in the top menu to route the PR to the first approver.
6	Click Done . NOTE: <i>The task PR is routed to the first approver and is no longer visible on My Home page on My Inbox.</i>

4

☒

5

AUTOSEQUENCE

6

DONE

Purchase requisition approver selections

Arkansas Administrative Statewide Information System
Program: ZZ_WF_SELECT_PR_APPROVERS
System: S4P Client: 200
Date: 03/15/2026 Time: 11:36:45

Purchase requisition	Purchasing organization	User ID	Name
1000000208	0611	MLMOFFETT	
1000000208	0611	MMHAZESLIP	
1000000208	0611	NASHEFFIELD	
1000000208	0611	OLHILL	
1000000208	0611	RLKEE	
1000000208	0611	SLHARSHMAN	
1000000208	0611	T1FREEMAN02	
1000000208	0611	T1WILLIAMS09	
1000000208	0611	TDHERNANDEZ	
1000000208	0611	TZWATKINS	
1000000208	0611	WLSIEBERTHIC	

Validate S/4 Purchase Requisition (PR) Release Strategy

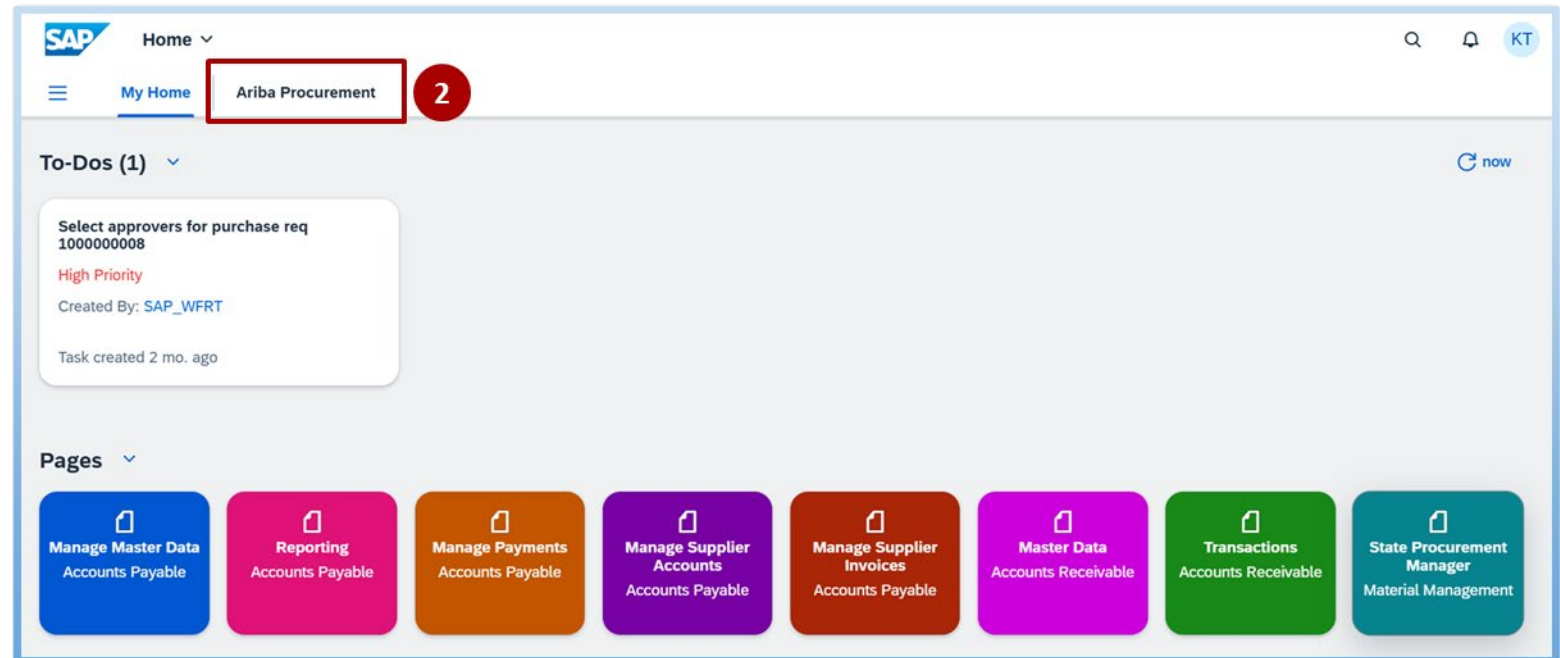
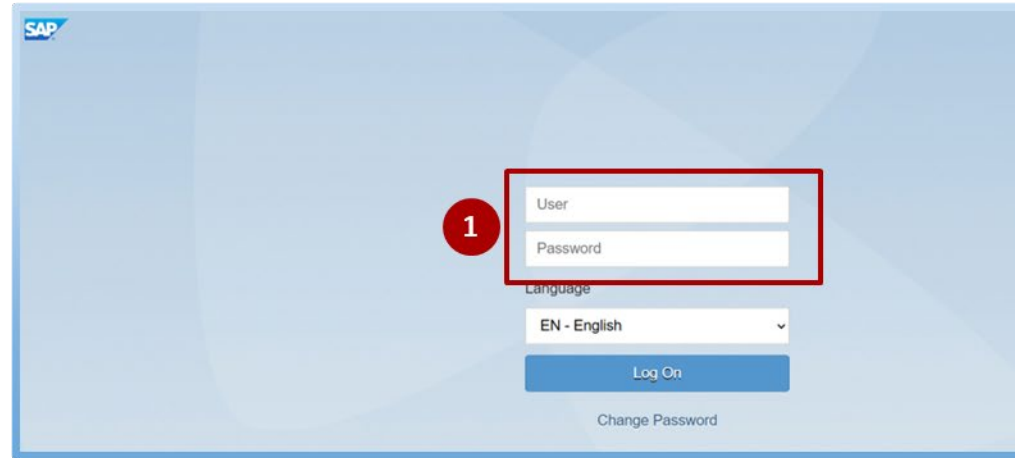
Validate S/4 Purchase Requisition (PR) Release Strategy (1 of 4)



Action: Validate S/4 PR Release Strategy

Role: Buyer

Step	Action Taken
1	To validate the PR Release Strategy in S/4, log into S/4 Fiori app with your S/4 enterprise credentials/access.
2	On your Home Page , click Ariba Procurement at the top right of the page. NOTE: If <i>Ariba Procurement</i> is not displayed, click the 3-line menu in the top left of the page, scroll down to Ariba Procurement , and click the thumbtack icon to pin the space to the top menu.



Validate S/4 Purchase Requisition (PR) Release Strategy (2 of 4)



Action: Validate S/4 PR Release Strategy

Role: Buyer

Step	Action Taken
3	Enter ME53N in the Search bar.
4	Click the magnifying glass icon. NOTE: The Display Purchase Requisition tile displays.
5	Click the Display Purchase Requisition tile.

The top screenshot shows the SAP Ariba Procurement 'Home' page. The search bar at the top right contains 'ME53N' (Step 3) and a magnifying glass icon (Step 4). The page displays a 'Create Purchase Requisition' tile and a 'Manage Purchasing Documents' section with various tiles like 'Display RFQs', 'Manage Output Items', 'Manage RFQs', 'Output Parameter Determination', 'Process Purchase Requisitions (V2)', and 'Ariba Procurement Management'.

The bottom screenshot shows the search results page. The search bar at the top right contains 'ME53N'. The results section shows a single result, 'Display Purchase Requisition', which is highlighted with a red box (Step 5).

Validate S/4 Purchase Requisition (PR) Release Strategy (3 of 4)



Action: Validate S/4 PR Release Strategy
Role: Buyer

Step	Action Taken
6	At the top center of the page, click Other Purchase Requisition .
7	Enter the corresponding <i>PR ID</i> into the Purchase Requisition field and press Enter .

SAP Display Purchase Req. 1000000212

Menu Document Overview On Create Display/Change **Other Purchase Requisition** Help Personal Setting Services for object

Sta...	Item	A	Material	Short Text	Q...	Unit	Valn Price	Total Value	Delivery Date	Plant	PGr	Requisition
	1	U	521217020000	BEACH TOWELS	100	EA	5.00	500.00	03/31/2026	9999	100	
					100	EA		500.00				

Item: [1] 521217020000 , BEACH TOWELS

Enhanced Limits Material Data Quantities/Dates Valuation Source of Supply Status **Contact Person** Texts

Created By: Kshma Tomar Changed On: 03/02/2026

Crea. ind.: Realtime (manual)

Requisitioner: Tracking Number: TRACK12345

Purch. Group: 100 Jeremy T Bruce Telephone: 479-761-3325 Fax Number: 479-761-3676

Select Document

Purchase Requisition: 1000000208

☐ Pur. Order

☒ Purch. Requisition

☐ SRM Contract

Other Document Cancel

Validate S/4 Purchase Requisition (PR) Release Strategy (4 of 4)



Action: Validate S/4 PR Release Strategy

Role: Buyer

Step	Action Taken
8	Go to the Release Strategy tab. NOTE: Each code listed represents a separate approver for the selected PR. An orange Release Possible icon means the PR is in the approval process and ready for action.

The screenshot shows the SAP S/4HANA interface for displaying a Purchase Requisition (PR) with ID 1000000208. The 'Release strategy' tab is selected, showing a table of release codes and descriptions. A red box highlights the table, and a red circle with the number 8 is placed over the 'Release strategy' tab label. Another red circle with the number 8 is placed over the 'Total Projected Cost' label.

Code	Description	Status
10	Agency 5K - 10K	▲

Release group: R0 Requisition
Release Strategy: B1 PR 5-10K TPC<100K
Release Indicator: X Blocked

Review & Approve S/4 Purchase Requisition (PR)

Review & Approve S/4 Purchase Requisition (PR) (1 of 6)



Action: Review & Approve S/4 PR

Role: Approver

Step	Action Taken
1	To review and approve a PR in S/4, log into S/4 Fiori app with your S/4 enterprise credentials/access.
2	In the To-Dos section, click the Release Purchase Requisition to review and approve (or reject) the task. NOTE: <i>If the task is not visible in the To-Dos section, following the steps outlined here.</i>

The image shows the SAP Fiori login interface. A red box highlights the login fields, and a red circle with the number '1' is next to it. The fields include 'User', 'Password', and 'Language' (set to 'EN - English'). There is a 'Log On' button and a 'Change Password' link below it.

The image shows the SAP Fiori 'To-Dos' section. A red box highlights a task, and a red circle with the number '2' is next to it. The task is 'Release purchase requisition 1000000188 Rel.Code 01' with 'Medium Priority' and 'Created By: SAP_WFRT'. Below the task list, there is a 'Pages' section with various tiles for different SAP functions like 'My Inbox', 'Manage Purchasing Documents', 'Business Partner', etc.

Review & Approve S/4 Purchase Requisition (PR) (2 of 6)



Action: Review & Approve S/4 PR

Role: Approver

Step	Action Taken
3	Review the summary information shown for the Review Purchase Requisition task.
4	Click Open Task to review more detailed information for the Review Purchase Requisition task.
5	On review of task information is complete, click Approve to approve the Review Purchase Requisition task. NOTE: <i>Reject, Forward, and Suspend</i> can also be processed here, as needed.
6	Enter notes in the Submit Decision pop-up box, as needed.
7	Click Submit .

Approve PR

Release purchase requisition 1000000188 Rel.Code 01

SAP_WFRT

Due on Mar 17, 2026, 1:00 PM

Created on Mar 13, 2026, 1:00 PM

Status: Ready

Priority: Medium

Please Review and Execute this workitem for Purchase Requisition: 1000000188.

Please click [My Inbox](#) or log into the AASIS system and access transaction ME54N to complete the purchase requisition release procedure.

Purchase Requisition: 1000000188

Release Code: 01

Purchase Org: 9911 MILITARY

Workflow Administrator

Submit Decision

You selected "Approve".

Decision Note:

Submit **Cancel**

Review & Approve S/4 Purchase Requisition (PR) (3 of 6)



Action: Review & Approve S/4 PR (Alternate Method)
Role: Approver

Step	Action Taken
1	To review and approve a PR in S/4, log into S/4 Fiori app with your S/4 enterprise credentials/access. NOTE: Upon login, the review and approve task will likely display as a task in the To-Dos section. Review and approval (as well as rejection) can be processed directly from there.
2	On your Home Page , click Ariba Procurement at the top right of the page. NOTE: If <i>Ariba Procurement</i> is not displayed, click the 3-line menu in the top left of the page, scroll down to Ariba Procurement , and click the thumbtack icon to pin the space to the top menu.

The image shows two screenshots from the SAP Fiori interface. The top screenshot, labeled with a red circle '1', is the login page. It features a 'User' text field, a 'Password' text field, a 'Language' dropdown menu set to 'EN - English', a 'Log On' button, and a 'Change Password' link. The bottom screenshot, labeled with a red circle '2', is the SAP Fiori home page. The top navigation bar includes 'Home', 'My Home', 'My Inbox', 'Ariba Procurement' (highlighted with a red box), 'Business Partner', 'FI Display All', 'Human Capital Management', and 'Material Management'. Below the navigation bar, the 'To-Dos (1)' section displays a task: 'Release purchase requisition 1000000188 Rel.Code 01' with a 'Medium Priority' label, 'Created By: SAP_WFRT', and 'Task created 1 min. ago'. At the bottom, the 'Pages' section shows a row of eight tiles: 'My Inbox', 'Manage Purchasing Documents Ariba Procurement' (highlighted with a red box), 'Business Partner', 'Agency/Dept. FI Display All FI Display All', 'Employee Self Service Human Capital Management', 'Agency Procurement Management Material Manage...', 'Manage Purchasing Documents Material Manage...', and 'PURCHASE - Agency Procurement Management'.

Review & Approve S/4 Purchase Requisition (PR) (4 of 6)



Action: Review & Approve S/4 PR (*Alternate Method*)

Role: Approver

Step	Action Taken
3	Alternatively, enter ME54 in the Search bar.
4	Click the magnifying glass icon. NOTE: <i>The Release Purchase Requisition tile displays.</i>
5	Click the Release Purchase Requisition tile.
6	At the top center of the page, click Other Purchase Requisition
7	Enter the corresponding PR ID into the Purchase Requisition field and press Enter .

The image displays two screenshots of the SAP S/4HANA interface, illustrating the steps to review and approve a purchase requisition (PR).

Top Screenshot (Step 3-5): The SAP Fiori search bar is shown with 'ME54' entered. The search results display a single tile labeled 'Release Purchase Requisition'.

Bottom Screenshot (Step 6-7): The 'Release Purchase Requisition' tile is selected, leading to the 'Release Purchase Requisition' page. The 'Other Purchase Requisition' button is highlighted. A 'Select Document' dialog box is open, showing the 'Purchase Requisition' field with the value '1000000208' entered.

Review & Approve S/4 Purchase Requisition (PR) (5 of 6)



Action: Review & Approve S/4 PR (*Alternate Method*)

Role: Approver

Step	Action Taken
8	Review the details of the PR in the Header , Item Overview , and Item Details sections.

Header Section

SAP Release Purchase Req. 1000000208

Menu Document Overview On Display/Change Other Purchase Requisition Check Help Personal Setting Services for object Exit

Req to PO 1000000208 Description:

8

Texts Release strategy Total Projected Cost

Release group: RQ Requisition
Release Strategy: B1 PR 5-10K TPC<100K
Release Indicator: X Blocked

Code	Description	Status	Rele...
10	Agency 5K - 10K	▲	✓

Item Overview Section

8

Sta...	Item	A	Material	Short Text	Qua...	Unit	Valn Price	Total Value	Delivery Date	Plant	PGr	Requisition
	1	K	401615090000	ABSORPTION FILTERS	100	EA	100.00	10,000.00	06/30/2026	9999	100	

Item Details Section

8

Item: [1] 401615090000 , ABSORPTION FILTERS

Enhanced Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person

Material: 401615090000 Short Text: ABSORPTION FILTERS
Material Group: 40160000 40160000
Product Type Group: 1

Review & Approve S/4 Purchase Requisition (PR) (6 of 6)



Action: Review & Approve S/4 PR (Alternate Method)

Role: Approver

Step	Action Taken
9	In the Header section, click Release Strategy .
10	To reject the PR, click the Reject button. <i>NOTE: Upon rejection, the PR is returned to the requester.</i>
11	To approve and release the PR, the Release icon in the Release column. <i>NOTE: Upon release of the PR, a green check mark is displayed, as shown.</i>

The screenshot shows the SAP S/4HANA interface for Release Purchase Req. 1000000208. The 'Release strategy' tab is selected. The 'Release group' is 'RQ Requisition', 'Release Strategy' is 'B1 PR 5-10K TPC<100K', and 'Release Indicator' is 'X Blocked'. A table lists items with columns 'Code', 'Description', 'Status', and 'Rele...'. Item 10, 'Agency 5K - 10K', is highlighted. A red circle 9 points to the 'Release strategy' tab, a red circle 10 points to the 'Reject' button (a red X icon), and a red circle 11 points to the 'Release' button (a green checkmark icon) in the 'Rele...' column for item 10.

This is a zoomed-in view of the 'Release strategy' tab. The 'Release group' is 'RQ Requisition', 'Release Strategy' is 'B1 PR 5-10K TPC<100K', and 'Release Indicator' is '2 RFQ/purchase order'. The table shows item 10, 'Agency 5K - 10K', with a green checkmark in the 'Status' column.