After a purchase requisition has been created, details may be reviewed by displaying the requisition. In the display mode, requisitions cannot be changed, only viewed. To change requisitions, review “Change a Purchase Requisition” below.

Follow the menu path **Purchasing→Display Requisition** or use the transaction code ME53N.

1. The following screen is displayed. The default shows the last requisition you worked with.

2. To find and display another requisition, click on the Other Purchase Requisition icon. Enter the desired requisition number and click the Other Document button.
3. Notice that the data entry fields are gray/blue in color, meaning they cannot be edited.

4. Click on the button(s) to the immediate left of the line item(s) you wish to view.

5. The Purchase Order column will display the PO number if the PO has been issued.

Review the tabs in the Item section to see the details of the requisition.

6. The Material Data tab shows the Material Master number (if applicable), the Short Text description, the Material Group, and the Vendor Material number.

7. The Quantities/Dates tab shows the quantity in the requisition, the quantity ordered in the PO, and the quantity to be delivered. It also shows the Request Date (date of requisition), Release Date (date released to become a PO), and Delivery Date (date of requested delivery).

8. The Valuation tab shows the pricing information.

9. The Account Assignment tab shows the Cost Object, GL Account, Recipient, and Unloading Point.

10. The Source of Supply tab identifies the Vendor.

11. The Status tab shows the processing status of the item.

12. The Contact Person tab identifies the person who created the requisition and the Purchasing Group.


14. The Texts tab shows any text that has been included with the requisition.

15. The Delivery Address tab shows the building address to which the item will be delivered.