To see purchase requisitions in a cost center or WBS element, follow the menu path below or use the transaction code **ME5K**:

**Purchasing** → **Purchasing Documents List Display** → **Requisitions: by Account Assignment**

The **List Display of Purchase Requisitions** screen is shown below:

1. Enter the **cost center** or range of cost centers (or a WBS element) in the Cost center or WBS element field.

2. Enter your **purchasing group** in the Purchasing group field.

3. Enter a **date range** in the Delivery date From and To fields.

**NOTE:** You may enter other data as you wish, but the cost center, purchasing group, and dates are essential.
4. Click on the **Execute** button to display the *Purchase Requisitions per Account Assignment* screen.

The following screen is displayed:

![Purchase Requisitions per Account Assignment](image)

5. Click once on the desired purchase requisition number.

6. Click on the **Detailed data** button to display the *Detailed Data on Requisition NNNNNNNNNN Item 00001* screen:
7. Click on the Display requisition button at the bottom to display the Purchase Requisition: Item 00001 screen.
   Note: This screen shows purchase order information (Requisition date, Order date, PO Number); if the requisition has been turned into a purchase order, these fields will be filled in.

The following screen is displayed:

8. Click on the General button to display the Display: Purchase Requisition Statistics: for Item 00001 screen.
   Note: The General or Statistics screen shows information such as who created the requisition (Created by), and purchase order information
The following screen is displayed:

9. To see the release strategy, click on the **Release strategy** button.  
   
   **Note:** If the item is subject to approval the Release Strategy Requis. NNNNNNNNNNN, Item screen will appear and display release information. Otherwise, an Information message will state that the item is not subject to approval (example: med-surg supplies).

The following screen is displayed:
10. Click on the **Cancel** button to return to the *Purchase Requisition: Item 00001* screen.

11. To check the cost center or WBS element used for charges, click on the **Acct. assgts.** button to display the *Account Assignment for Item 00001* screen:

![Account Assignment for Item 00001](image)

**Note:** This screen shows information such as Unloading point (delivery point) and Goods recipient (who should receive the item/s).

12. Click on the **Cancel** button to return to the *Display: Purchase Requisition: Item 00001* screen again.

13. To check addresses, click on the **Delivery address** button to display the Delivery Address for Item 00001 screen.

**Note:** This screen shows where the item/s are to be delivered (street address).
The *Delivery Address* screen is displayed:

14. Click on the **Adopt** button to return to the *Display: Purchase Requisition: Item 00001* screen.

15. Click on the **Back** button to display the *Detailed Data* screen:

16. Click on the **Next requisn.** button at the bottom of the screen to return to the *Purchase Requisition per Account Assignment* screen.

17. Click on the **Exit** button or until the initial R/3 screen is displayed.