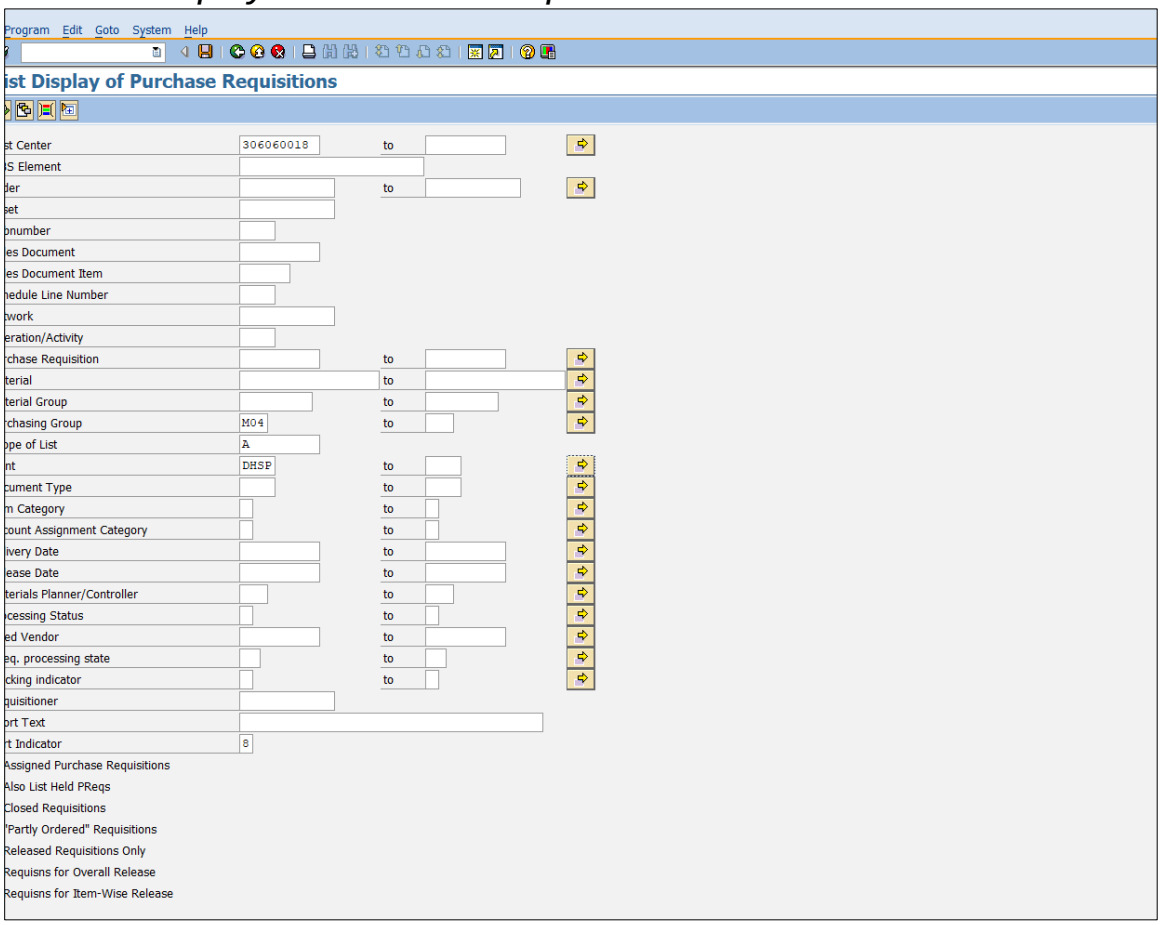
List Display of Purchase Requisitions by Account Assignment—ME5K

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→Requistions: by Account Assignment

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



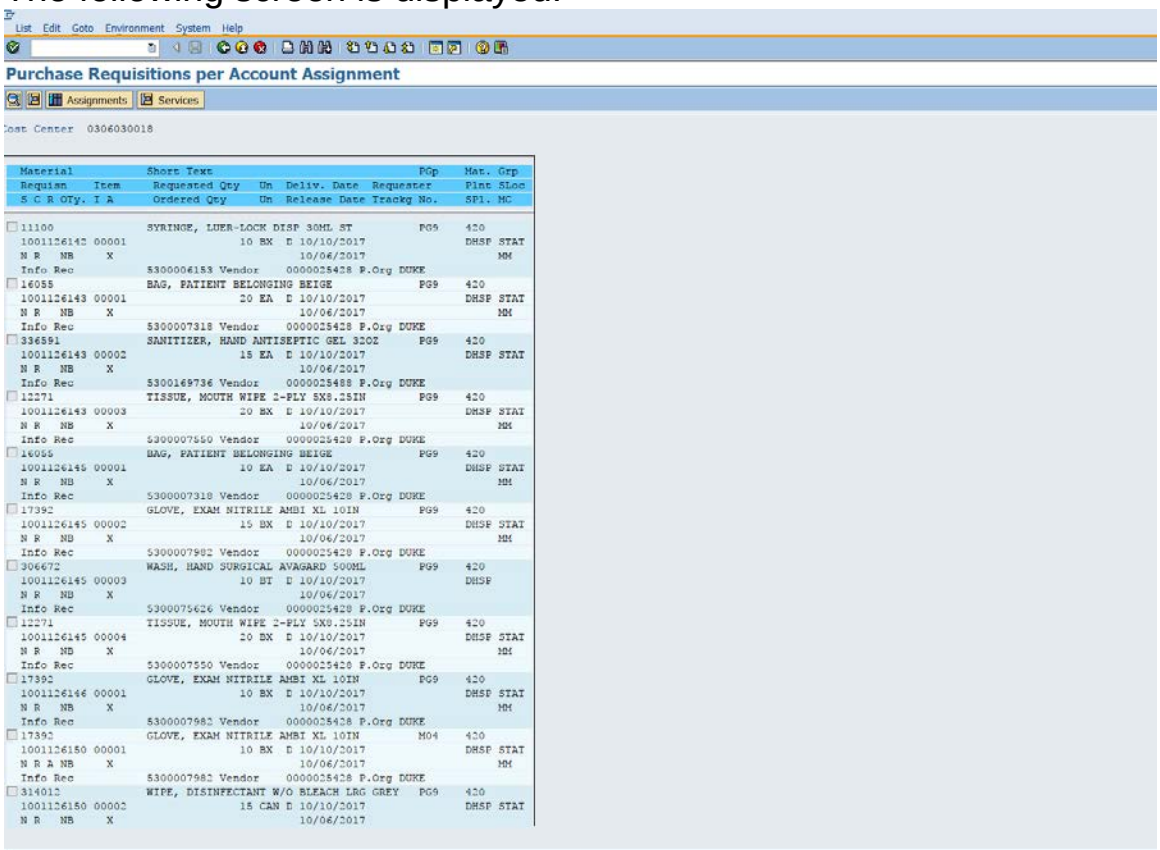
1. Enter the **cost center** or range of cost centers (or a WBS element) in the *Cost center or WBS element* field.
2. Enter your **purchasing group** in the *Purchasing group* field.
3. Enter a **date range** in the *Delivery date* From and To fields.

NOTE: You may enter other data as you wish, but the cost center, purchasing group, and dates are essential.

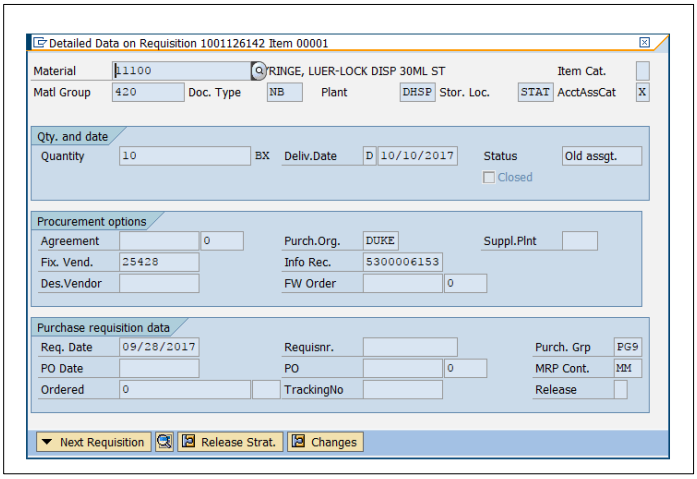
List Display of Purchase Requisitions by Account Assignment—ME5K

4. Click on the **Execute** button to display the *Purchase Requisitions per Account Assignment* screen.

The following screen is displayed:



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:

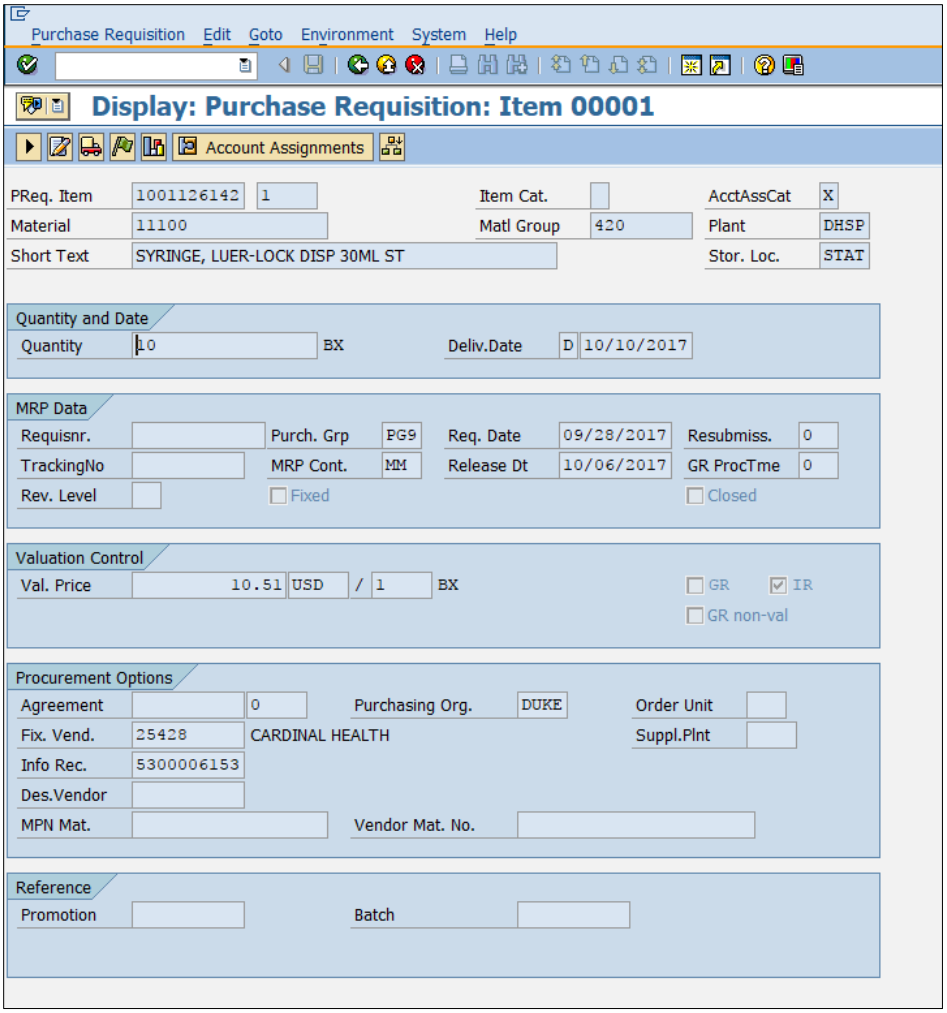


List Display of Purchase Requisitions by Account Assignment—ME5K

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.

7. Click on the **Display requisition** button at the bottom to display the *Purchase Requisition: Item 00001* screen.
   Note: This screen shows pricing information.

The following screen is displayed:

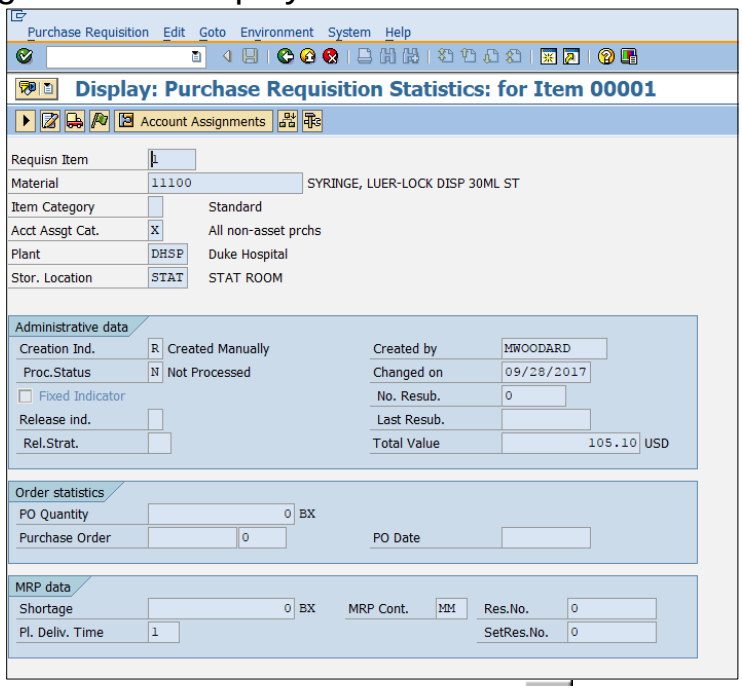


8. Click on the **General** button to display the *Display: Purchase Requisition Statistics: for Item 00001* screen.
   Note: The General or Statistics screen shows information such as who created the requisition (Created by), and purchase order information

List Display of Purchase Requisitions by Account Assignment—ME5K

(Processing stat, Order quantity, Purchase order, Order date).

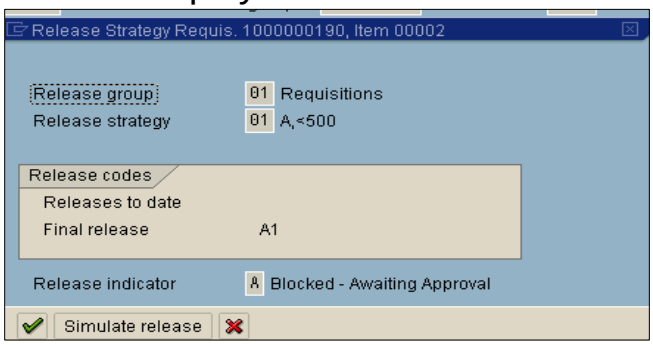
The following screen is displayed:



9. To see the release strategy, click on the **Release strategy** button.

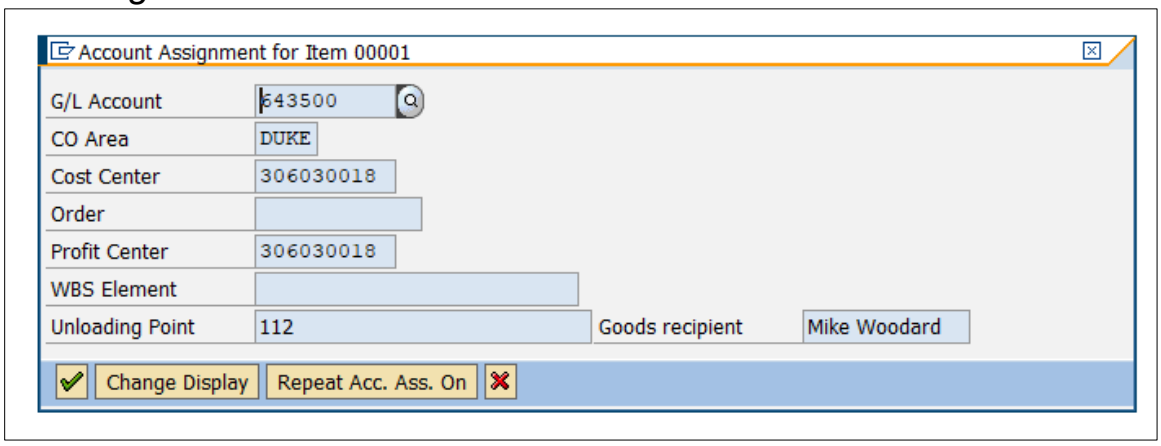
   Note: If the item is subject to approval the Release Strategy Requis. NNNNNNNNNN, Item screen will appear and display release information. Otherwise, an Information message will state that the item is not subject to approval (example: med-surg supplies).

The following screen is displayed:



List Display of Purchase Requisitions by Account Assignment—ME5K

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:



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

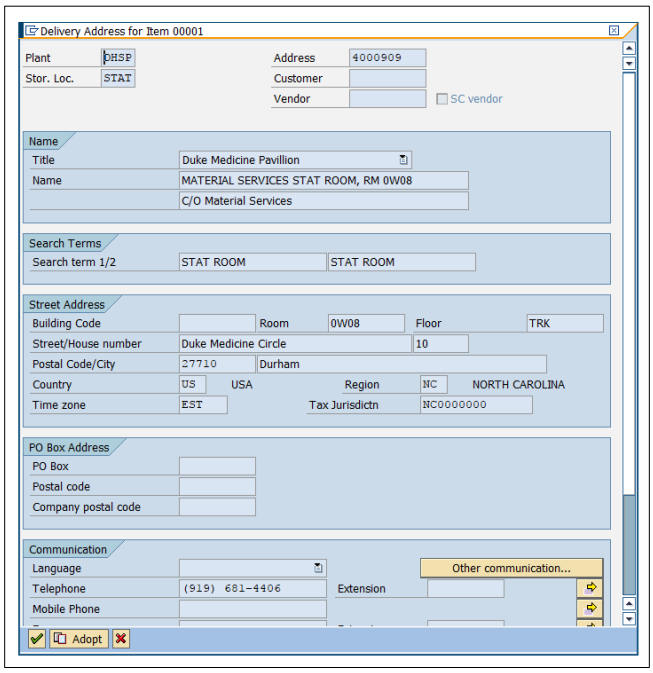
12. Click on the **Cancel** button to return to the *Display: Purchase Requisition: Item 00001* screen again.

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

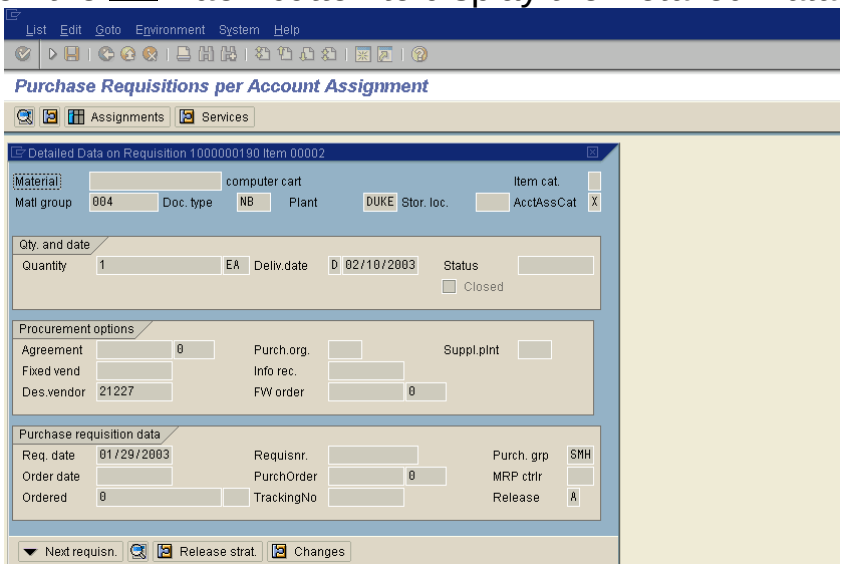
Note: This screen shows where the item/s are to be delivered (street address).

List Display of Purchase Requisitions by Account Assignment—ME5K

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.