

Display/Change Purchase Requisition

Transaction Code: ME51N

Location(s):

SAP GUI

Purpose: Perform this procedure when you want to either display or change a purchase requisition.

Display Purchase Requisition

- 1. Locate the PR to display within the Document Overview.
- 2. Double-click on the PR number to display the details to the right.

Note: All fields are a blue color because none of the information can be modified within display status. Also notice the title bar: "Display Purchase Req. #." Remember that you cannot attach documentation electronically when displaying a PR.

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Change Purchase Requisition

- 1. Locate the PR to maintain within the Document Overview.
- 2. Double-click on the PR number to display the details to the right.
- 3. Click the Display/Change button.

Note: Notice the title bar: "Change Purchase Req. #."

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4. Save the PR after the maintenance

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The message "Purchase requisition # changed" will display at the bottom of the screen.

🤡 Purchase requisition 0010024751 changed 👘	