A. Before you get started
   1 Log on to SAP.
   2 You must complete the ‘Initial Desktop Setup’ procedure before you proceed.
   3 Review the original SAP training material titled “How To Use Document Overview.”
   4 Please contact Evanna Nolte, ext 4313, if you have any questions or need assistance.

B. Double click on ‘ME53N – Display Purchase Requisition’ from the purchasing folder under Favorites.
   1 In order to review your history of maintenance purchase requisition the following three screen views need to be displayed:
      a) The ‘document overview’ column must be displayed. If it is not, click on the ‘Document Overview on’ button, as illustrated below:

      ![Display Purch. requisition](image)

      b) The ‘header’ section must be expanded which is the main screen display to the right of the ‘document overview’ column.
         Click on the icon to the left of the word “Header”
         This will expand the header area of your screen and the icon next to “Header” will now look like this:

      ![Header](image)

      c) The ‘item overview’ section must be expanded which is the main screen display to the right of the ‘document overview’ column. To do this:
         Click on the icon to the left of the words “item overview.”
         This will expand the item overview area and the icon next to “item overview” will now look like this:
2 Click on the ‘selection variant’ icon under document overview and choose ‘purchase requisitions’ (not ‘my purchase requisitions’) from the drop down menu.
3 The ‘purchase requisitions’ screen will now be displayed, the following **four** fields must be completed:

- **Material Group - 00884**
- **Plant - 10**

Click on **Execute Icon** when all fields filled in correctly.

a) ‘Document overview’ will now list all the purchase requisitions you entered for equipment and software maintenance for the time period noted above.

b) If you click on the Execute icon and nothing comes up, please contact Diann Shamburg at x4312.
4 Review the purchase requisition you wish to duplicate in ‘document overview’ from the list on the left side of your screen by double clicking on the PR number.

a) Click on the ‘Create’ icon once you have identified the PR you want to duplicate, this will change the screen on the right from ‘Display Purchase Requisition’ to ‘Create Purchase Requisition’.

b) Single click only on PR # (the PR # will be highlighted). A double click will take you out of the ‘Create Purchase Requisition’ mode and put you back into ‘Display Purchase Requisition’ on the purchase requisition you want to duplicate.

i) **NOTE** – If you only want to duplicate a specific line from a purchase requisition, click on the triangle symbol to the left of the PR number until you get to PR line detail.

Then single click on the line you want to duplicate.

c) Click on the ‘adopt’ icon located next to the ‘select variant’ icon within the ‘document overview’ section.

This will automatically place all the items on the purchase requisition in the ‘item overview’ section of the Create purchase requisition’ screen.

i) Change, add and/or delete any input fields (text, price etc) in the ‘item overview’ section.

ii) **NOTE**: In all cases please reverse the ‘quantity’ and ‘valuation price’ fields; for example, if your PR quantity is 1 each at $1250 please change to 1250 each at $1. No need to make this change if your quantity is more then 1.
iii) **NOTE**: Don’t forget to update the ‘delivery date’ field to last day of fiscal year (example 6/30/08) so the cost of the maintenance contract will be taken from the next fiscal year budget.

iv) Add/update information in the ‘header’ section and add all required information.

v) Check the Accounts Assignment tab in the item details section to be sure the ‘cost center’ information is correct.

5 Click the ‘save’ icon 📝 to release the purchase requisition to the purchasing department.

6 **IMPORTANT NOTE**: The above process must be repeated if you are reviewing maintenance contracts for a specific department but you were not the requisitioner who put the original requests on the purchasing system. For example: If you are reviewing the maintenance PR’s for the Information Technology department but did not work for that department during the request period noted in section 3A, you must repeat above process using the requisitioner’s name who did put the PR’s on the purchasing system.