



Purchase Order Release Strategy



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Managing Release Strategies in SAP Procurement

Introduction:

In SAP, release strategies play a crucial role in controlling the release of key procurement documents, such as purchase requisitions, purchase orders, and contracts. These strategies are designed to ensure that the appropriate level of approval is obtained before a document can proceed further in the procurement process. This process safeguards the integrity of the procurement process and ensures that all necessary approvals are secured before financial commitments are made.

Types of Release Strategies in SAP:

There are several release strategies available in SAP, each tailored to specific criteria:

Classification-based Release: This strategy hinges on the classification of the material or service being procured, with different classifications having distinct release levels.

Value-based Release: It relies on the total value of the purchase requisition or order, requiring specific approval levels for purchases exceeding certain values.

Account Assignment-based Release: This strategy is based on the account assignment category of the purchase requisition or order, with different categories having varying release levels.

Workflow-based Release: Utilizing a workflow system, this strategy routes purchase requisitions or orders through a series of approval steps before release.

Material-based Release: This strategy is tied to the type of material being procured, with different materials having different release levels.

Combination of the Above: In complex scenarios, a combination of multiple strategies may be employed.

Implementing Release Strategies:

Once a release strategy is determined, it can be assigned to the purchase requisition or order. The system automatically checks the release level before permitting further processing.

Differentiating Release Types:

There are two main release types:

Item-wise Release: The system assesses each item against release criteria as data is entered.

Overall Release: All items must meet release criteria, with checks performed upon saving or checking the purchase requisition.

Applying Release Strategies:

Release strategies can be applied to both internal and external purchasing documents:

Internal Documents: Such as purchase requisitions, where release can occur either with or without classification.

External Documents: Including purchase orders, requests for quotation, contracts, and schedule agreements. These documents are released at the header level using the release procedure with classification.

Creating Release Strategies in SAP:

To create a release strategy in SAP, follow these paths:

Purchase Order:

- SPRO
- IMG
- Material Management
- Purchasing
- Purchase Order
- Release Procedure for Purchase Order.

Request for Quotation:

- SPRO
- IMG
- Material Management
- Purchasing
- RFQ/Quotation
- Release Strategies for RFQ.

Contract:

- SPRO
- IMG
- Material Management

- ▶ Purchasing
- ▶ Contract
- ▶ Release Procedure for Contracts.

Schedule Agreement:

- ▶ SPRO
- ▶ IMG
- ▶ Material Management
- ▶ Purchasing
- ▶ Scheduling Agreement
- ▶ Release Procedure for Scheduling Agreement.

Purchase Requisition:

For Procedure without Classification:

- ▶ SPRO
- ▶ IMG
- ▶ Material Management
- ▶ Purchasing
- ▶ Purchase Requisition
- ▶ Release Procedure
- ▶ Set Up Procedure without Classification.

For Procedure with Classification:

- ▶ SPRO
- ▶ IMG
- ▶ Material Management
- ▶ Purchasing
- ▶ Purchase Requisition
- ▶ Release Procedure
- ▶ Procedure with Classification.

Release Methods for Purchase Requisitions:

Release methods for purchase requisitions can be categorized into two:

Individual Release: Allows for the release of individual items or the entire requisition, including the option to reject individual releases.

Collective Release: Enables the simultaneous release of multiple requisition items or requisitions using a release code. Rejection is not possible with collective release.

Choosing Between Classification and Non-Classification:

For purchase requisitions, you can choose either classification or non-classification release procedures. These two procedures are mutually exclusive, meaning you must opt for one of them exclusively.

Final Note:

It's important to note that for external purchasing documents, such as purchase orders, release occurs at the header level, and item-by-item release is not possible. Therefore, these documents must use the release procedure with classification.

T code used for release document		
Purchase requisition	Individual	ME54N
	Collective	ME5
Purchase order	Individual	ME29N
	Collective	ME28
Contract		ME35K
Schedule agreement		ME35L
RFQ		ME45

Now, Here we are going to set the release strategy for the Purchase order.

Step 1; Create characteristics

Path;

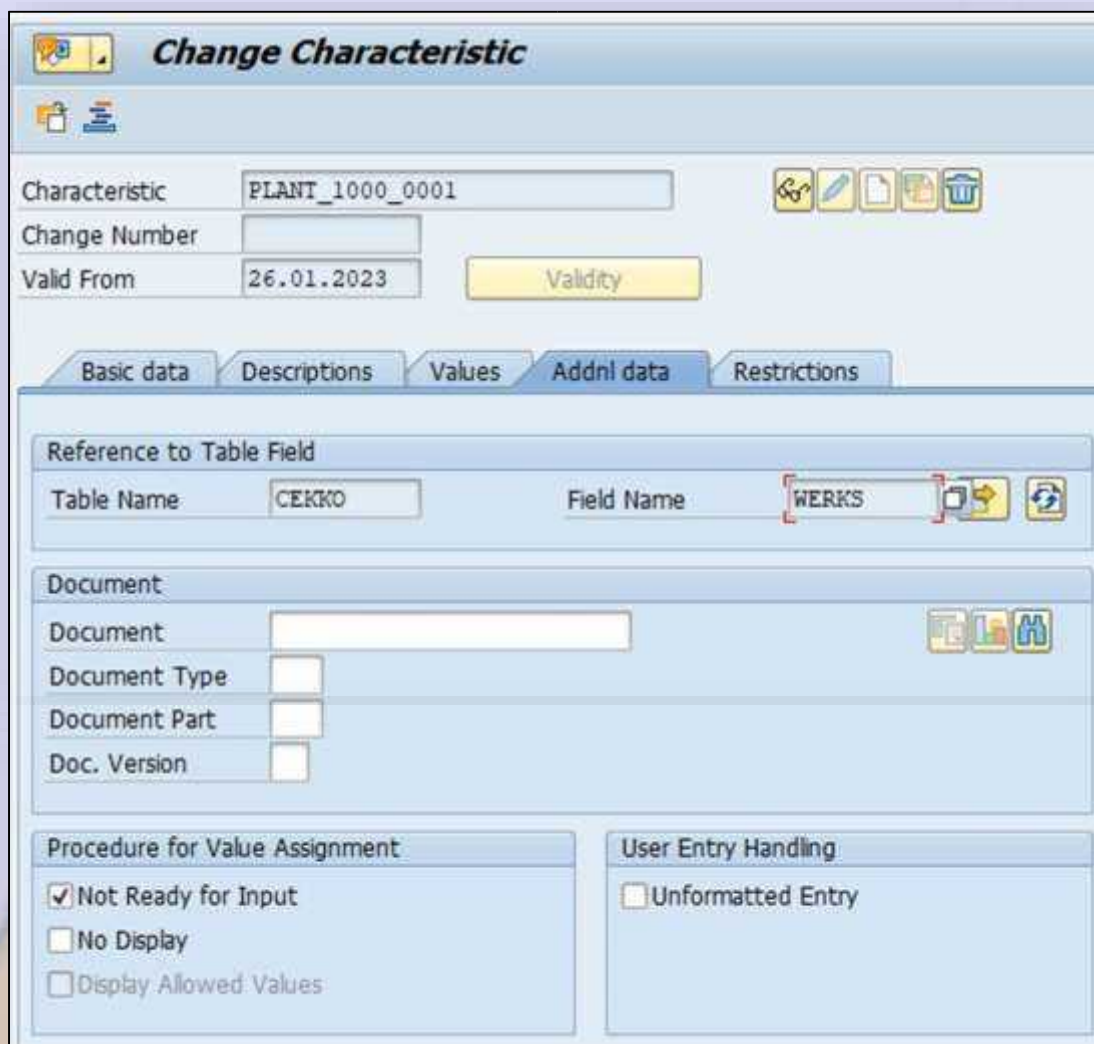
- ▶ SPRO
- ▶ IMG
- ▶ Material management
- ▶ Purchasing
- ▶ Purchase Order
- ▶ Release Procedure for Purchase Order
- ▶ Edit characteristic.

T code; CT04 to create, CT06 to display

Characteristics are the parameter for which apply release strategy and block material to further processing.

Here name the characteristic and click on create the icon,

Go to the “Additional data” tab and put the table name and field name in appropriate field



The screenshot shows the 'Change Characteristic' dialog box in SAP. The title bar reads 'Change Characteristic'. Below the title bar, there are several input fields: 'Characteristic' with the value 'PLANT_1000_0001', 'Change Number' (empty), and 'Valid From' with the value '26.01.2023'. A 'Validity' button is located to the right of the 'Valid From' field. Below these fields are five tabs: 'Basic data', 'Descriptions', 'Values', 'Addnl data', and 'Restrictions'. The 'Addnl data' tab is currently selected. Under this tab, there is a section titled 'Reference to Table Field' with two input fields: 'Table Name' containing 'CEKKO' and 'Field Name' containing 'WERKS'. Below this is a 'Document' section with fields for 'Document', 'Document Type', 'Document Part', and 'Doc. Version'. At the bottom, there are two sections: 'Procedure for Value Assignment' with checkboxes for 'Not Ready for Input' (checked), 'No Display', and 'Display Allowed Values'; and 'User Entry Handling' with a checkbox for 'Unformatted Entry'.

As shown above we can create multiple characteristics.

Step 2; Create class

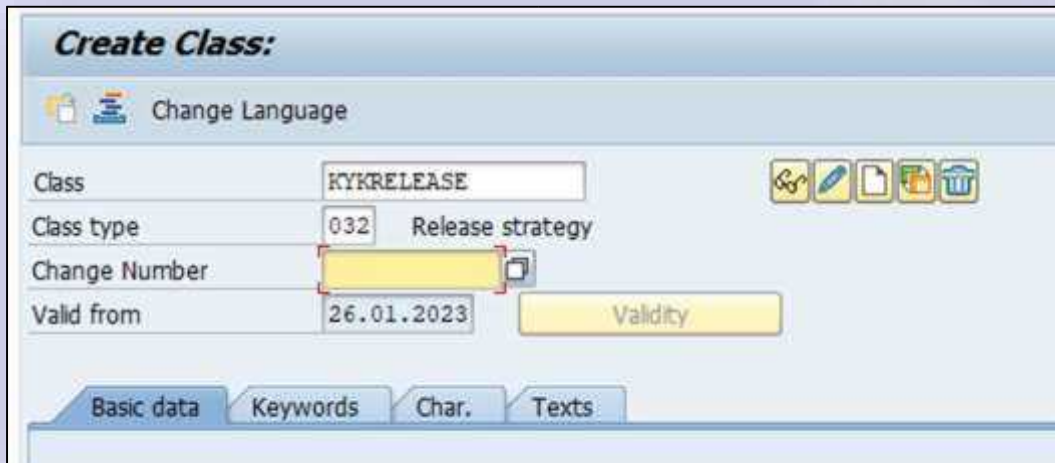
Path;

- SPRO
- IMG
- Material management
- Purchasing
- Purchase Order

- ▶ Release Procedure for Purchase Order
- ▶ Edit Class

T code; CL01 to create, CL03 To display, CL04 to delete

Class is used to group some characteristics to work together for a particular document. You use a class to group together characteristics that are to constitute a release condition for a release strategy.



The screenshot shows the 'Create Class' dialog box in SAP. The title bar reads 'Create Class:'. Below the title bar is a 'Change Language' button. The main area contains the following fields and controls:

- Class:** A text input field containing 'RYKRELEASE'. To its right are icons for help, edit, save, and delete.
- Class type:** A dropdown menu set to '032' with the text 'Release strategy' to its right.
- Change Number:** An empty text input field with a small square icon to its right.
- Valid from:** A date input field containing '26.01.2023'. To its right is a yellow 'Validity' button.

At the bottom of the dialog box, there are four tabs: 'Basic data' (selected), 'Keywords', 'Char.', and 'Texts'.

Give a name to class and put 032 as class type for release strategy. Then put all character we want to group together in this class, and save it.



Step 3; Define the release procedure for the purchase order

Path; Path;

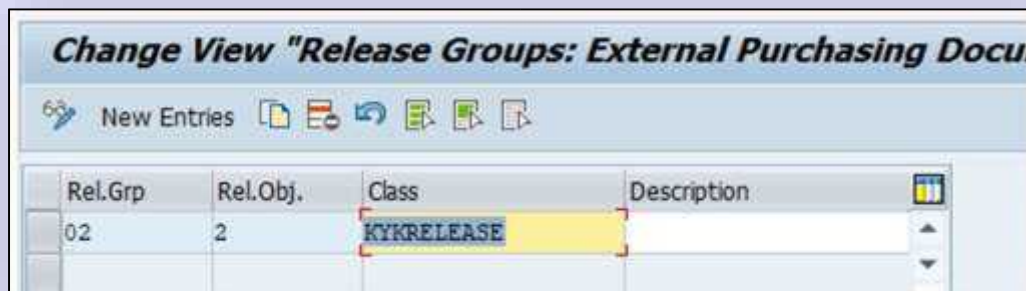
- SPRO
- IMG
- Material management
- Purchasing
- Purchase Order
- Release Procedure for Purchase Order
- Define release procedure for purchase order.



Now new screen pops up, and show us 5 option.

1. Click on release group

Group of persons responsible for releasing the Purchasing documents with assigned strategy.

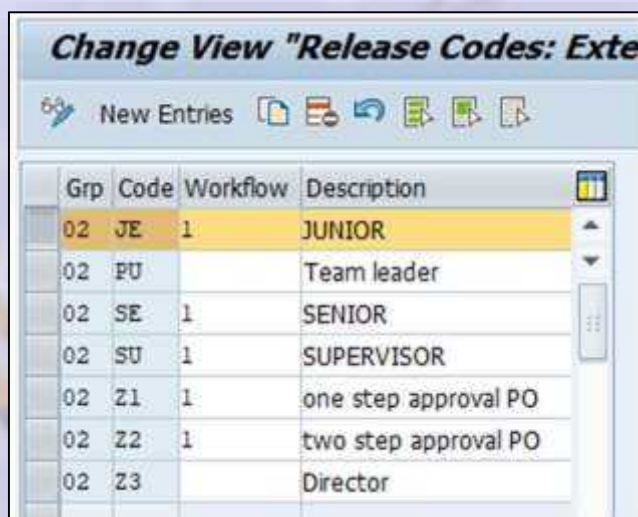


Rel.Grp	Rel.Obj.	Class	Description
02	2	KYKRELEASE	

Click in “New entries” and put as required. And save it.

2. Release code;

The release code is a two-character ID allowing a person to release a purchase requisition or an external purchasing document.



Grp	Code	Workflow	Description
02	JE	1	JUNIOR
02	PU		Team leader
02	SE	1	SENIOR
02	SU	1	SUPERVISOR
02	Z1	1	one step approval PO
02	Z2	1	two step approval PO
02	Z3		Director

Click on “New entries” and put group no code is two-digit character ID for a personal, and description according. And save it.

3. Release indicator;

A Release Indicator is assigned to an external purchasing order at the time of process with the help of release code. And during this process system sets which specific release indicator will be defined along with the customizing facility of purchasing.

Change View "Release Indicator: Purchasing Document": Overview

New Entries

Release ID	Released	Chgable	% Value Change	Description
1	<input type="checkbox"/>			BLOCKED
2	<input checked="" type="checkbox"/>	2		RELEASED

Changeability of Purchasing Document During/After Release (1) 7 Ent...

Changeabil.	Short Descript.
1	Cannot be changed
2	Changeable, no new determination of strategy
3	Changeable, new release in case of new strategy
4	Changeable, new release in case of new strat. or val. change
5	Changeable, new release if new strategy/outputted
6	Changeable, new rel. if new strat. or value change/outputted
	Changeable, new release in case of new strategy

Also select changeability of release strategy if any changes happen in document. And save it.

4. Release strategy;

This is the step where actual working of release strategy is to be set;

Now click on "new Entries" and put release group and ID of person responsible to release document in front box of release strategy.

Below put the id of those person who is responsible to check that document prior to this person.

New Entries: Details of Added Entries

Release Group

Release Strategy

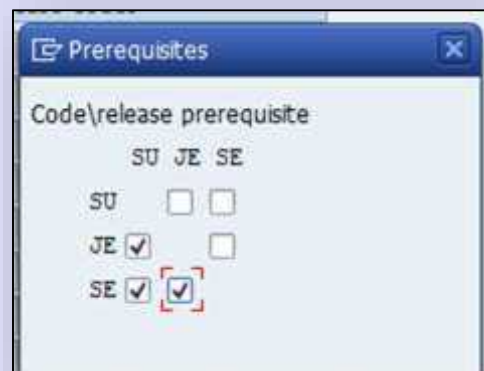
Release Codes

<input checked="" type="checkbox"/>	SU SUPERVISOR
<input checked="" type="checkbox"/>	JE JUNIOR
<input checked="" type="checkbox"/>	SE SENIOR
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Release Prerequisites
Release Statuses
Classification
Release Simulation



Then click on release prerequisites. And tick as shown in picture. And press continue.



Click on release statuses.

It shows at which level the document will release based in release prerequisites.

Click on continue.

Next is classification.



Characteristic Description	Value
Purchasing Organization	0001
Plant	1000
Total net order value	501,00 - 1000,00 EUR

Here we have to put value for characteristics which we want to be check while releasing the document, go to back and save it.

Now the last step of this;

Release simulation, click on it.



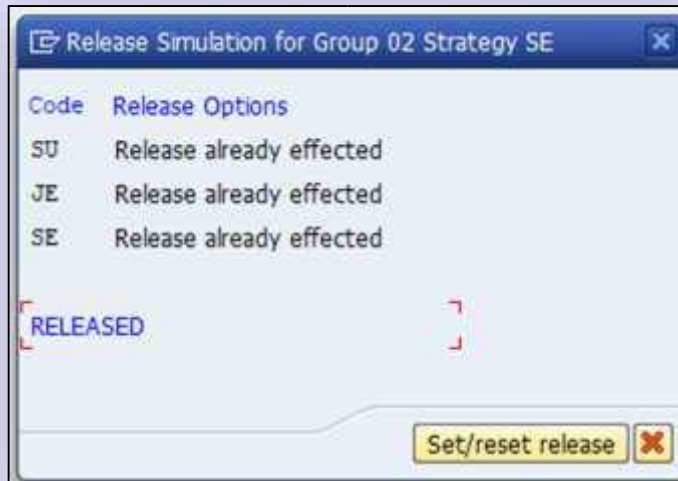


click on simulate release.



this simulation shows the status of

document, now clicking on “release possible” change the status, do this till the below indicator show as released.



Here the indicator changes to

released, means our strategy work fine. Click on cross and save it.



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