Display/Change Purchase Requisition

Transaction Code: ME51N

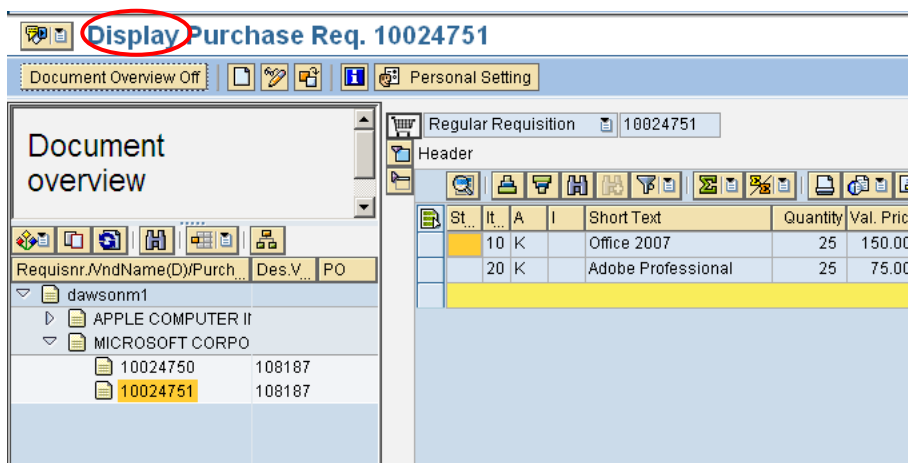**Location(s):**

      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.
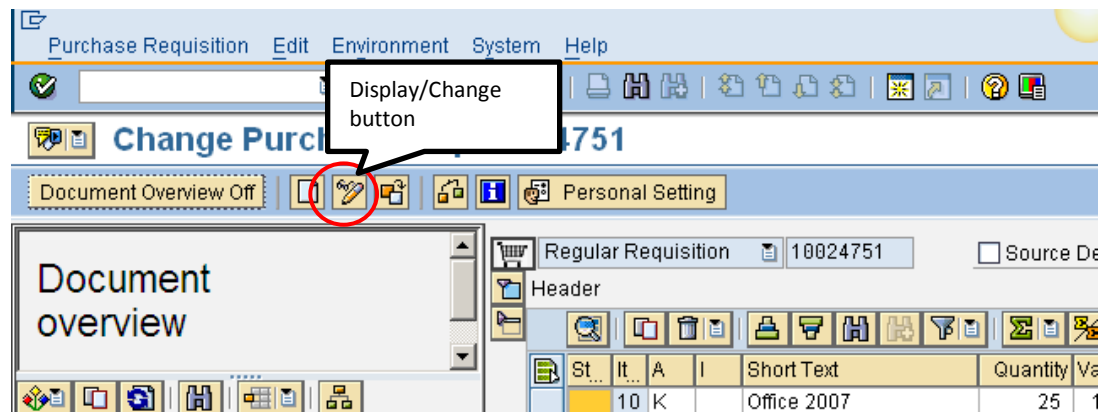2. Double-click on the PR number to display the details to the right.

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.
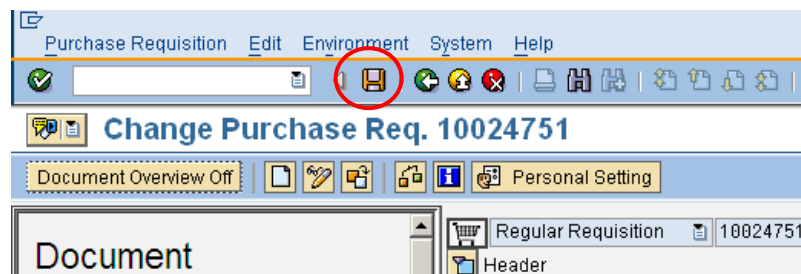
Change Purchase Requisition

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. #."

4. Save the PR after the maintenance

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