

# Multi Level Purchase Order Release Strategy



## Applies to:

SAP ECC 6.0. For more information, visit the Enterprise Resource Planning homepage. For more information, visit the [Supply Chain Management homepage](#).

## Summary

This document shall help P2P consultants to understand and configure the Multi Level Purchase Order Release Strategy as per business requirement. Any suggestions and improvements towards this document will be always welcome.

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**Created on:** 10 March 2011

## Author Bio



An associate of Larsen & Toubro Infotech Ltd., Ramachchanthiran S has total 10 years of experience, out of which more than 3 years experience in the area of SAP Consulting in Procure to pay process. He has worked various industries like Engineering, Valve Industries & Automobile Industries as a Procurement Executive.

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## Purchase Order Release Strategy Procedure

### Business Requirement

The business requirement is to have a “Multi Level Purchase Order Release Strategy” as per their internal organization and departmental structure. The business requirement of the Release Strategy is based on the Purchase Order Document Type, Plant & the Total net order Value. Assume the purchase order Document Types and Plants are already created in the system.

Under Managing Director, we have different departments which relevant for procurement and purchase order release strategy.

1. Purchasing Department
2. Liquid Waste Management Department called LWM
3. Solid Waste Management Department called SWM
4. Operation & Maintenance Department called ONM
5. Engineering Department – Design and R&D
6. Contract Cell Department – Sub Contracts & Services

The following are the purchase order approval requirements of the individual department / release owners.

1. Purchasing Manager is accountable for all purchase order document types and the plants with the purchase order value from zero.
2. Engineering Department is accountable for the purchase order document type is “LWM”.
3. Contract Cell department is accountable for the purchase order document type is “SWM”.
4. For document type ONM Engineering department OR Contract Cell is not accountable.
5. Each LWM, SWM & ONM operational departments have their own Project Heads.
6. Final approval by MD for all Purchase Orders as per the required value limit.
7. Please refer the below approval matrix in detail.

### Purchase Order Release Strategy Requirement Matrix

REL. GROUPS: RG, RH & RI	REL. CODE	DESCRIPTION	DOC TYPE	PLANT	VALUE_INR
	P1	PURCHASE MANAGER	ALL	UE01	0.00
	E1	ENGINEERING	LWM	UE01	0.00
	C1	CONTRACT CELL	SWM	UE01	0.00
	LH	LWM PROJECT HEAD	LWM	UE01	0 - 100000
	SH	SWM PROJECT HEAD	SWM	UE01	0 - 100000
	OH	ONM PROJECT HEAD	ONM	UE01	0 - 100000
	MD	MANAGING DIRECTOR	LWM	UE01	> 100000

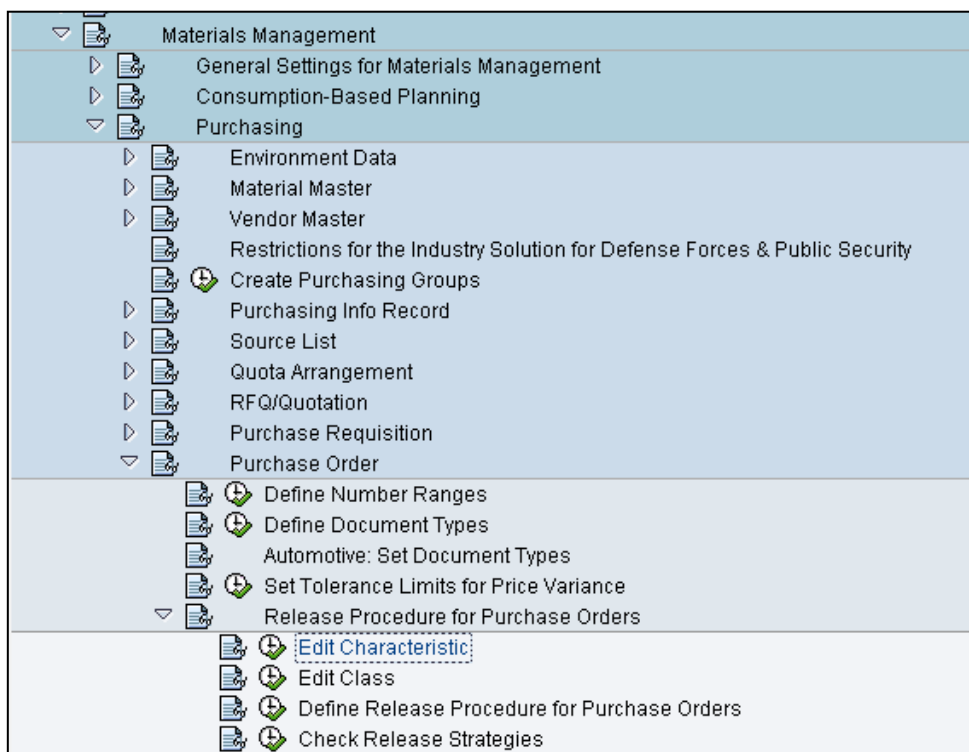
## Process Steps

1. Create Characteristics
2. Create Class
3. Assign those characteristic to class
4. Create Release Group
5. Assign the Class to Release Group
6. Create Release Codes with respect to Release Group
7. Create Release Indicator
8. Create Release Strategy
9. Create a Purchase Order and Test

## Characteristics

### Characteristic Creation Path

- T Code CT04 or By SPRO



### Characteristic Creation Basic Data

- Create Char Z\_PO\_DOC (Basic Data)

Characteristic: Z\_PO\_DOC

Change Number:

Valid From: 11.03.2011

Validity

Basic data | Descriptions | Values | Addnl data | Restrictions

**Basic data**

Description: Order Type (Purchasing)

Chars Group:

Status: 1 Released

Auth.Group:

**Format**

Data Type: CHAR Character Format

Number of Chars: 4

Case Sensitive

Template:

**Value Assignment**

Single Value

Multiple Values

Restrictable

Entry Required

### Characteristic Creation Description

- Create Char Z\_PO\_DOC (Description)

Characteristic: Z\_PO\_DOC

Change Number:

Valid From: 11.03.2011

Validity

Basic data | Descriptions | Values | Addnl data | Restrictions

**Descriptions and headings**

Language	Description
EN	Order Type (Purchasing)

## Characteristic Creation Additional Data

- Create Char Z\_PO\_DOC (Additional Data)

Characteristic	Z_PO_DOC																										
Change Number																											
Valid From	11.03.2011	<b>Validity</b>																									
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span>Basic data</span> <span>Descriptions</span> <span>Values</span> <span style="background-color: #4a7ebb; color: white; padding: 2px 5px;">Addnl data</span> <span>Restrictions</span> </div>																											
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Reference to Table Field</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">Table Name</td> <td style="border-bottom: 1px solid #ccc;">CEKKO</td> <td style="border-bottom: 1px solid #ccc;">Field Name</td> <td style="border-bottom: 1px solid #ccc;">BSART</td> <td style="border-bottom: 1px solid #ccc;"></td> <td style="border-bottom: 1px solid #ccc;"></td> </tr> </table> </div>				Table Name	CEKKO	Field Name	BSART																				
Table Name	CEKKO	Field Name	BSART																								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Document</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">Document</td> <td style="border-bottom: 1px solid #ccc;"><input type="text"/></td> <td style="border-bottom: 1px solid #ccc;"></td> <td style="border-bottom: 1px solid #ccc;"></td> <td style="border-bottom: 1px solid #ccc;"></td> <td style="border-bottom: 1px solid #ccc;"></td> </tr> <tr> <td>Document Type</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Document Part</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Doc. Version</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div>				Document	<input type="text"/>					Document Type	<input type="checkbox"/>					Document Part	<input type="checkbox"/>					Doc. Version	<input type="checkbox"/>				
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Doc. Version	<input type="checkbox"/>																										
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Procedure for Value Assignment</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Not Ready for Input</li> <li><input type="checkbox"/> No Display</li> <li><input type="checkbox"/> Display Allowed Values</li> </ul> </div>		<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>User Entry Handling</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unformatted Entry</li> </ul> </div>																									

## Characteristic Creation Restrictions

- Create Char Z\_PO\_DOC (Restrictions)

Characteristic	Z_PO_DOC						
Change Number							
Valid From	11.03.2011	<b>Validity</b>					
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span>Basic data</span> <span>Descriptions</span> <span>Values</span> <span style="background-color: #4a7ebb; color: white; padding: 2px 5px;">Addnl data</span> <span style="background-color: #4a7ebb; color: white; padding: 2px 5px;">Restrictions</span> </div>							
<div style="border: 1px solid #ccc; padding: 5px;"> <b>Valid Class Types</b> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 20%;">Class Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>032</td> <td>Release strategy</td> </tr> </tbody> </table> </div>				Class Type	Description	032	Release strategy
Class Type	Description						
032	Release strategy						

## Characteristic Creation Values

- Create Char Z\_PO\_DOC (Values)

Characteristic

Change Number

Valid From

**Basic data** | Descriptions | **Values** | Addnl data | Restrictions

Additional Values

Allowed Values

Char. Value	Description	D	O	S
NB	NB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LWM	LWM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWM	SWM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONM	ONM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Create Characteristic for Plant (Z\_PO\_Plant)

- Apply the same above mentioned procedure and create Characteristic for Plant
- Create a new characteristic as Z\_PO\_Plant
- Basic Data

Characteristic

Change Number

Valid From

**Basic data** | Descriptions | Values | Addnl data | Restrictions

**Basic data**

Description

Chars Group

Status

Auth.Group

**Format**

Data Type

Number of Chars

Case Sensitive

Template

**Value Assignment**






Single Value

Multiple Values



Restrictable

Entry Required






- Additional Data

Characteristic	Z_PO_PLANT	    
Change Number		
Valid From	11.03.2011	<input type="button" value="Validity"/>

Basic data | Descriptions | Values | **Addnl data** | Restrictions

Reference to Table Field	
Table Name	CEKKO
Field Name	WERKS
	 






- Restrictions

Characteristic	Z_PO_PLANT	    
Change Number		
Valid From	11.03.2011	<input type="button" value="Validity"/>

Basic data | Descriptions | Values | **Addnl data** | **Restrictions**

Valid Class Types	
Class Type	Description
032	Release strategy

- Values

Characteristic	Z_PO_PLANT	    
Change Number		
Valid From	11.03.2011	<input type="button" value="Validity"/>

Basic data | Descriptions | **Values** | Addnl data | Restrictions






Additional Values

Allowed Values				
Char. Value	Description	D	O	S
UE01	UE01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Create Characteristic for Value (Z\_PO\_Value)





- Apply the same above mentioned procedure and create Characteristic for Purchase Order Value
- Create a new characteristic as Z\_PO\_Value
- Basic Data

Characteristic	Z_PO_VALUE	    
Change Number		
Valid From	11.03.2011	<input type="button" value="Validity"/>

<b>Basic data</b>	<b>Descriptions</b>	<b>Values</b>	<b>Addnl data</b>	<b>Restrictions</b>
-------------------	---------------------	---------------	-------------------	---------------------






  

<b>Basic data</b>		 
Description	Total net order value	
Chars Group		
Status	1 Released	
Auth.Group		

<b>Format</b>		<b>Value assignment</b>
Data Type	CURR Currency Forma	<input type="radio"/> Single-value
Number of Chars	15	<input checked="" type="radio"/> Multiple Values
Decimal Places	2	<input checked="" type="checkbox"/> Interval vals allowed
Currency	INR	<input type="checkbox"/> Negative Vals Allowed
Template		<input type="checkbox"/> Restrictable
		<input type="checkbox"/> Entry Required



- Additional Data

Characteristic	Z_PO_VALUE	    
Change Number		
Valid From	11.03.2011	<input type="button" value="Validity"/>

<b>Basic data</b>	<b>Descriptions</b>	<b>Values</b>	<b>Addnl data</b>	<b>Restrictions</b>
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<b>Reference to Table Field</b>		 
Table Name	CEKKO	
Field Name	GNETW	

- Restrictions

Characteristic: Z\_PO\_VALUE

Change Number:

Valid From: 11.03.2011

Validity

Basic data | Descriptions | Values | Addnl data | Restrictions

Valid Class Types

Class Type	Description
032	Release strategy

- Values

Characteristic: Z\_PO\_VALUE

Change Number:

Valid From: 11.03.2011

Validity

Basic data | Descriptions | Values | Addnl data | Restrictions

Additional Values

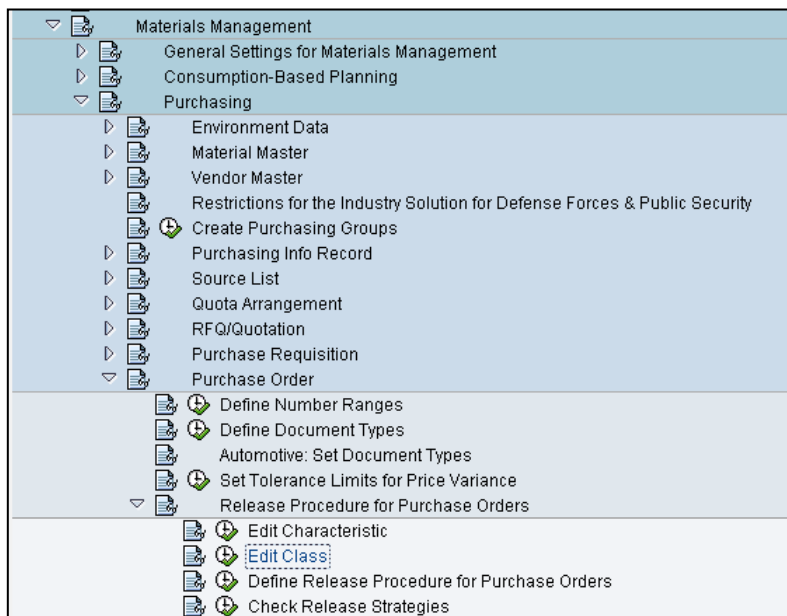
Other Value C

Allowed Values

Char. Value	D	O
0.00 INR	<input type="checkbox"/>	<input type="checkbox"/>
0.00 - 100000.00 INR	<input type="checkbox"/>	<input type="checkbox"/>
> 100000.00 INR	<input type="checkbox"/>	<input type="checkbox"/>

## Class Creation

- T Code CL02 or By SPRO



## Class Creation (Basic Data)

- Create Class Z\_PO\_Class (Basic Data)

Class	Z_PO_CLASS			
Class type	032	Release strategy		
Change Number				
Valid from	11.03.2011	Validity		

Basic Data    Keywords    Char.    Texts

**Basic data**

Description	Z_PO_CLASS			
Status	1 Released			
Class group				
Organizational area		<input type="checkbox"/> Local class		
Valid From	11.03.2011	Valid to	31.12.9999	

**Same classification**

Do not check  
 Warning message  
 Check with error

**Authorizations**

Class maintenance	<input type="checkbox"/>
Classification	<input type="checkbox"/>
Find object	<input type="checkbox"/>

**Administrative data**

Assignments

## Char assign to Class

- Create Class Z\_PO\_Class (Char)

Class	Z_PO_CLASS			
Class type	032	Release strategy		
Change Number				
Valid from	11.03.2011	Validity		

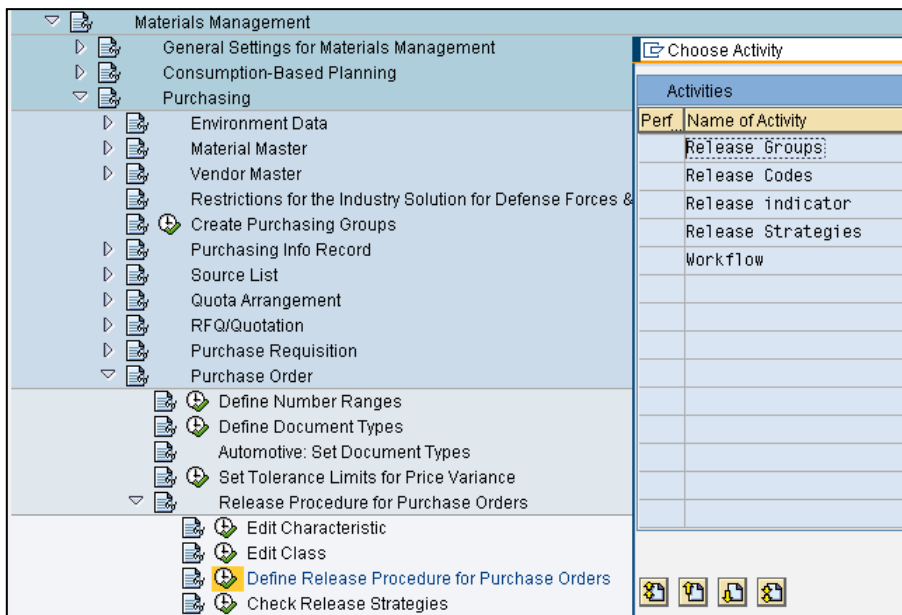
Basic Data    Keywords    Char.    Texts

Char.	Description	Data	N	D	Unit	R	Org. Are
Z_PO_DOC	Order Type (Purchasing)	CHAR	4	0		<input type="checkbox"/>	
Z_PO_PLANT	Plant	CHAR	4	0		<input type="checkbox"/>	
Z_PO_VALUE	Z_PO_VALUE_INR	CURR	15	2	INR	<input type="checkbox"/>	

## Release Strategy Steps

### Release Group Creation

- Create Release Group



### Release Group & Class Assignment

- Create Release Group as RG, RH, RI

Rel.Grp	Rel.Obj.	Class	Description
RG	2	Z_PO_CLASS	PO REL STGY
RH	2	Z_PO_CLASS	PO REL STGY
RI	2	Z_PO_CLASS	PO REL STGY

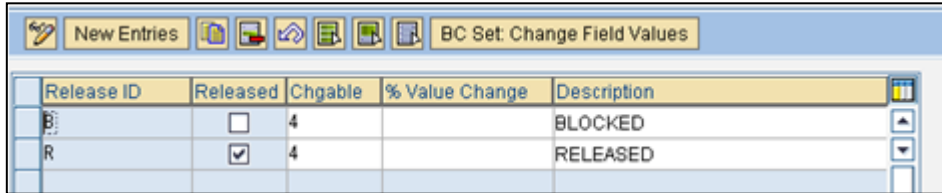
### Release Code Creation

- Create Release Code as per the requirement

Grp	Code	Workflow	Description
RG	C1		CONTRACT CELL
RG	E1		ENGINEERING
RG	LH		LWM PROJECT HEAD
RG	MD		MANAGING DIRECTOR
RG	OH		ONM PROJECT HEAD
RG	P1		PURCHASE MANAGER
RG	SH		SWM PROJECT HEAD
RH	C1		CONTRACT CELL
RH	MD		MANAGING DIRECTOR
RH	P1		PURCHASE MANAGER
RH	SH		SWM PROJECT HEAD
RI	MD		MANAGING DIRECTOR
RI	OH		ONM PROJECT HEAD
RI	P1		PURCHASE MANAGER

### Release Indicator Creation

- Create Release Indicator

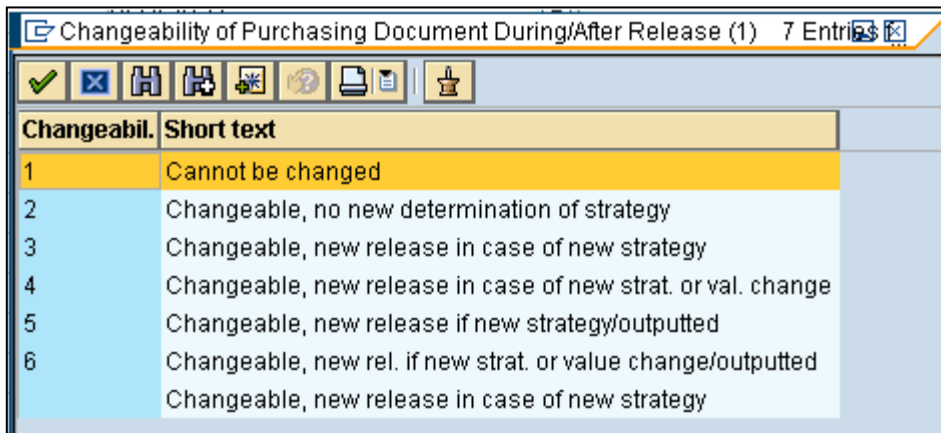


The screenshot shows a table with the following columns: Release ID, Released, Chgable, % Value Change, and Description. The data rows are:

Release ID	Released	Chgable	% Value Change	Description
B	<input type="checkbox"/>	4		BLOCKED
R	<input checked="" type="checkbox"/>	4		RELEASED

### Release Indicator Details

- Create Release Indicator

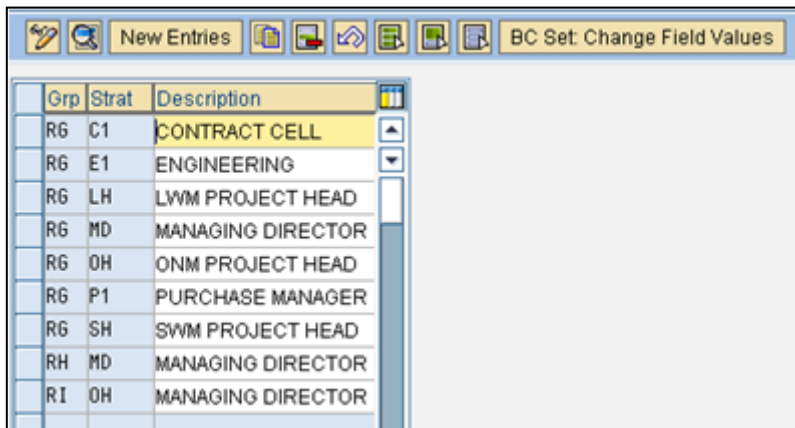


The screenshot shows a dialog box titled "Changeability of Purchasing Document During/After Release (1) 7 Entries". It contains a table with the following columns: Changeabil. and Short text.

Changeabil.	Short text
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

### Release Strategy Creation

- Create Release Strategy as per the requirement



The screenshot shows a table with the following columns: Grp, Strat, and Description. The data rows are:

Grp	Strat	Description
R6	C1	CONTRACT CELL
R6	E1	ENGINEERING
R6	LH	LWM PROJECT HEAD
R6	MD	MANAGING DIRECTOR
R6	OH	ONM PROJECT HEAD
R6	P1	PURCHASE MANAGER
R6	SH	SWM PROJECT HEAD
RH	MD	MANAGING DIRECTOR
RI	OH	MANAGING DIRECTOR

## Release Strategy Details

- For example, we can see one of the release strategy screen shot as below.

**Change View "Release Strategies: External Purchasing Documents": Overv**

- Release Group RG and Release Strategy P1

Grp	Strat	Description
RG	C1	CONTRACT CELL
RG	E1	ENGINEERING
RG	LH	LWM PROJECT HEAD
RG	MD	MANAGING DIRECTOR
RG	OH	ONM PROJECT HEAD
RG	P1	PURCHASE MANAGER
RG	SH	SWM PROJECT HEAD
RH	MD	MANAGING DIRECTOR
RI	MD	MANAGING DIRECTOR

Release Group  PO REL STGY

Release Strategy  PURCHASE MANAGER

Release codes

<input type="checkbox"/>	P1 PURCHASE MANAGER
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

- Release Prerequisites

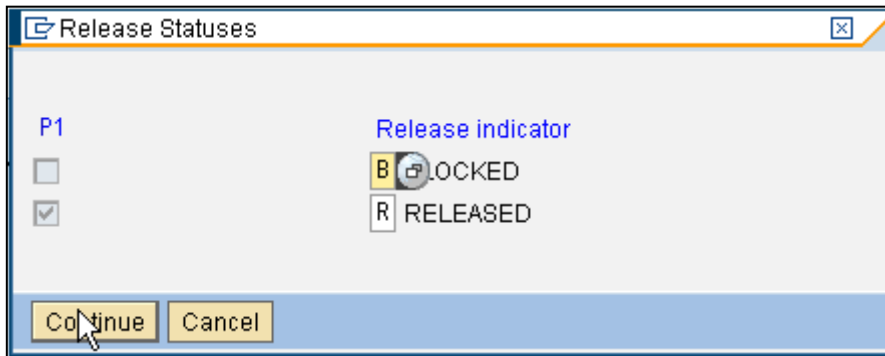
Prerequisites

Code\release prerequisite

P1

P1

- Release Statuses

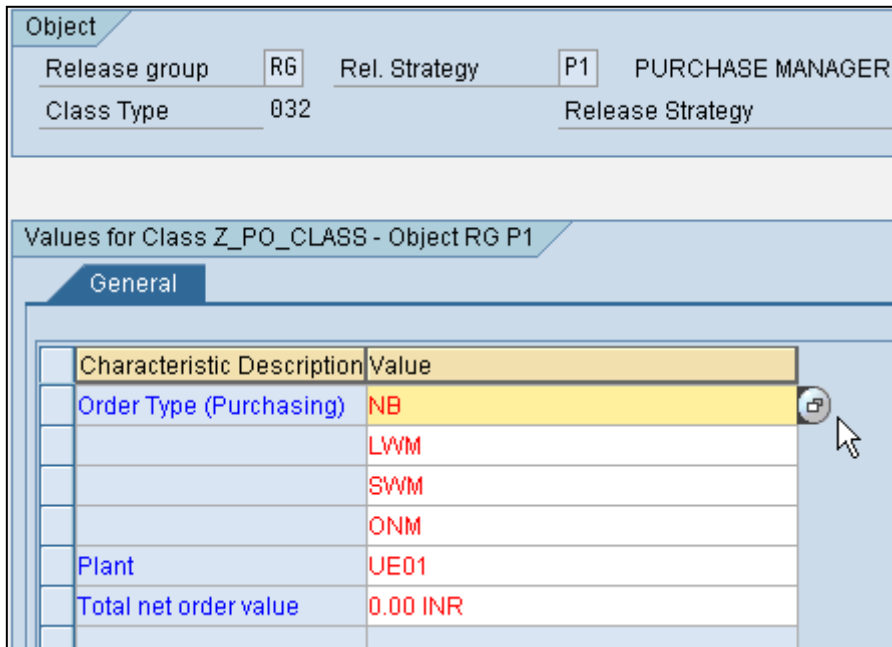


Release Statuses dialog box showing release indicator options:

- P1
- RELEASED
- LOCKED

Buttons: Continue, Cancel

- Classification



Classification dialog box showing object details:

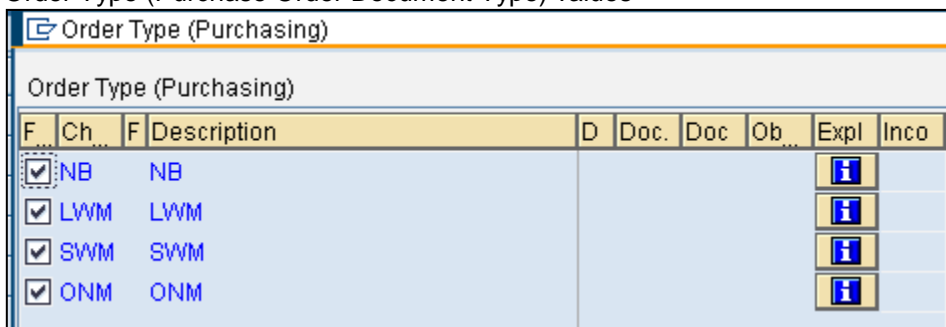
Object: Release group **RG** Rel. Strategy **P1** PURCHASE MANAGER  
 Class Type **032** Release Strategy

Values for Class Z\_PO\_CLASS - Object RG P1

General

Characteristic Description	Value
Order Type (Purchasing)	NB
	LWM
	SWM
	ONM
Plant	UE01
Total net order value	0.00 INR

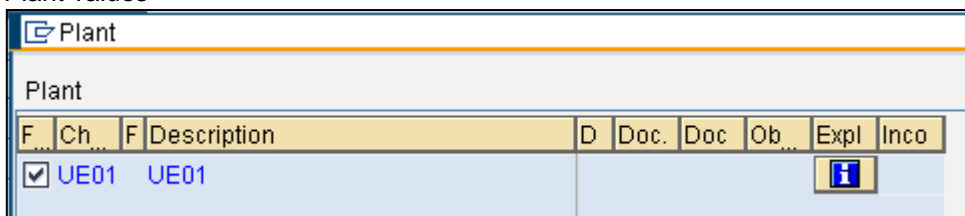
- Order Type (Purchase Order Document Type) values



Order Type (Purchasing) dialog box showing a table of values:

F	Ch	F	Description	D	Doc.	Doc	Ob	Expl	Inco
<input checked="" type="checkbox"/>	NB	NB							
<input checked="" type="checkbox"/>	LWM	LWM							
<input checked="" type="checkbox"/>	SWM	SWM							
<input checked="" type="checkbox"/>	ONM	ONM							

- Plant values



Plant dialog box showing a table of values:

F	Ch	F	Description	D	Doc.	Doc	Ob	Expl	Inco
<input checked="" type="checkbox"/>	UE01	UE01							

- Total net order value (Purchase Order Value) values

- As mentioned above, update values for the balance release strategies as per the required approval matrix.

**Purchase Order Creation & Testing**

- Create Purchase Order and check the header release strategy
- Below are some of the Purchase Order release strategy screen shot for your reference
- Highest value Purchase Order with MD approval release strategy

- LWM Release Strategy



- SWM Release Strategy

SWM SWM\_Standard P Vendor RAM RAM

Delivery/Invoice Conditions Texts Address Communication Partners

Release group R6 PO REL STGY

Release Strategy SH SWM PROJECT HEAD

Release indicator B BLOCKED

Code	Description	Stat...
P1	PURCHASE MANAGER	⚠
C1	CONTRACT CELL	
SH	SWM PROJECT HEAD	

- ONM Release Strategy

ONM ONM\_Standard P Vendor RAM RAM

Delivery/Invoice Conditions Texts Address Communication Partners

Release group RI PO REL STGY

Release Strategy MD MANAGING DIRECTOR

Release indicator B BLOCKED

Code	Description	Stat...
P1	PURCHASE MANAGER	⚠
OH	ONM PROJECT HEAD	
MD	MANAGING DIRECTOR	

- Normal standard NB document type with no Release Strategy tab in purchase order header

NB Standard PO Vendor RAM RAM Doc. date 23.02.2009

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status

Active	Ordered	100.000	EA	100,100.00	INR
Not Yet Sent	Delivered	0.000	EA	0.00	INR
Not Delivered	Still to deliv.	100.000	EA	100,100.00	INR
Not Invoiced	Invoiced	0.000	EA	0.00	INR
	Down paymts			0.00	INR

## Tips & Tricks

Q1. If Purchase Order is released, then the Purchase Order Qty and Purchase Order value got reduced. What will happen to the release strategy?

If the value change will lie on the same strategy then there is no change and if it lies on different strategy the release will get cancelled.

Q2. Is it possible to have release strategy for Service Purchase Order and Service Entry Sheet?

Yes it is possible.

Q3. Is it possible to have release strategy for RFQ and Contract?

Yes it is possible. Add the RFQ and Contract document types as a characteristic values.  
But PR and Service Entry Sheet separate release strategy.

Q4. Is it possible to Print Purchase Order before release?

It is not possible by ME9F. But it is possible by ME22N and ME23N. It is not advisable to client. Deactivate with the help of ABAP.

Q5. How to chk the Purchase Orders, pending for release?

Use ME29N/ME2N with the help of dynamic selections.

Q6. How to delete Purchase Order Release Strategy?

Follow this order to avoid errors.

- Delete Release Strategies

- Delete Release Indicators

- Delete Release Codes

- Delete Release Groups

Always check "Check Release Strategies" for any error.

The 2 digit codes (Release Group, Release Code, and Release Strategy) are alphanumeric.

Ex: A-Z & from 0-9 Combinations for two digit.

Q7. Is it possible to have Purchase Order release strategy by Material Type and restrict based on value?

Check Structure CEKKO for all the fields available for controlling the Purchase Order

#### Q8. Is it possible to control Purchase Order release strategy by Item Category and Account assignment Category?

From SDN: <https://www.sdn.sap.com/irj/scn/thread?messageID=6663418#6663418>

It is possible to use "Account Assignment Category & Item Category" in PR & Purchase Order Release Strategy,

But you should append the structure CEBAN for PR and CEKKO for Purchase Order with fields KNTTP - Account Assignment Category and EPSTP - Item Category and use the following user exits.

M06B0001: Changes to communication structure for release of requisitions.

M06B0005: Changes to communication structure for overall release of purchase requisitions.

M06E0004: Changes to communication structure for release of purchasing document (Purchase Orders and Contracts)

Do this with assistance of Technical consultant.

#### Q9. Is it possible to have Purchase Order release strategy at item level?

It is not possible.

Only PR has release at item level.

#### Q10. How to send Purchase Order by mail after release?

In Purchasing we have to do the required NACE settings.

Use output type as External Send.

Use ABAP for Smart Form Developments.

In processing routines give your own developed smart form program.

Standard SAP Program will support only Standard script form.

Maintain mail id's in both Vendor master and SAP Login ID's by SU01.

Hardcode mail contents if any.

Transaction code SCOT – SAP Connect settings by BASIS.

#### Q11. How to transport the class and char values from one client to other?

BD91 – Characteristic Transport

BD92 – Class Transport

#### Q12. How to release and cancel Purchase Order release?

ME28 and ME29N

#### Q13. How many Purchase Order approval levels possible?

8 Levels

#### Q14. How to know a Purchase Order is subject to release?

Purchase Order Header Release Tab active

## Related Content

For more information, visit the [Supply Chain Management homepage](#).

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