

# Purchase Requisition (PR) Approval Process

# PR Approval

## Log in to M3

Sign in

http://m3prod:16101

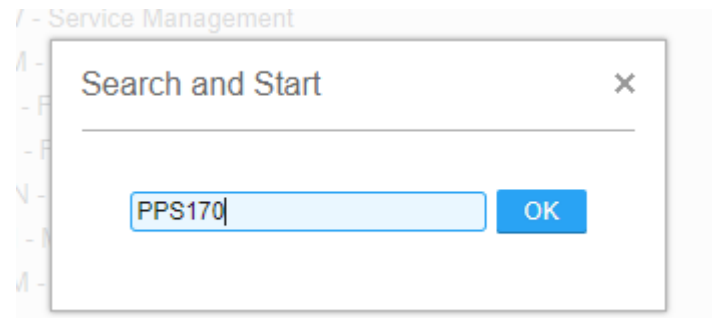
Your connection to this site is not private

Username

Password

# PR Approval

Press **Ctrl + R** → **PPS170**



# PR Approval

- Select Sorting Order 81 – PR Number
- Input PR no. in given field of Planned order

Planned Purchase Order. Open PPS170 ✕

Actions ▾ Options ▾ Related ▾ Tools ▾

Fac:  -  Stat:  -  Ppop:  -  AM:  -  Orig:  -

Sorting order: **81-PR Number,Relea** View: **F71-1-Resp, Release date, Sup**

Planned order  PI order sub no  Sub no  Item group:  Procurement grp:

Product group:

Apply

Whs	P	Otp	Item number	PO item name	POu	Plan qty	Supplier name	Text ID	P grp	Item grp	Srt
KGM	5	SPA	<a href="#">GNBGBBGG0058</a>	BALL BEARING 6005 2RS	NO	50.00	GANPATI METALS	2216050			
KGM	5	SPA	<a href="#">SPDFLMWM0499</a>	PLASTIC BUSH 4/F2233070 F	NO	200.00	LAKSHMI MACHINE	2216060			
KGM	5	SPA	<a href="#">SPSFLMWM0338</a>	FLYER HOUSING 5/F225001/	NO	10.00	LAKSHMI MACHINE	2216095			
KGM	5	SPA	<a href="#">GNBEFBEG0123</a>	FLAT BELT 915X20 MM	NO	6.00	LAKSHMI MACHINE	2216128			
KGM	5	SPA	<a href="#">SPSFLMWM0724</a>	EMMERY STONE AA60 GREI	NO	1.00	GANPATI METALS	2216124			
KGM	5	SPA	<a href="#">GNBETBEM0100</a>	TIMING BELT 2800X20-S8M-	NO	6.00	LAKSHMI MACHINE	2216132			
KGM	5	SPA	<a href="#">GNBETBEM0101</a>	TIMING BELT 2800X20-S8M-	NO	6.00	LAKSHMI MACHINE	2216133			
KGM	5	SPA	<a href="#">GNBEFBEG0063</a>	FLAT BELT 1989X20 MM	NO	6.00	LAKSHMI MACHINE	2217833			

# PR Approval

- Right mouse click on First line of PR
- Click on Change (Ctrl+2)

Planned Purchase Order. Open PPS170 ✖

Actions Options Related Tools


Fac: Stat: Pipol: AM: Orig: Sorting orde

Planned order 88029 PI order sub no Sub no Item group: Product group:

Apply

Whs	P	Otp	Item number	PO item name	POu	Plan qty	Supplier name	Text ID	P grp
KGM	5	SPA	<a href="#">GNBGBBGG0058</a>	BALL BEARING 6005		50.00	GANPATI METALS	2216050	
KGM	5	SPA	<a href="#">SPDFLMWM0499</a>	PLASTIC BUSH 4/			LAKSHMI MACHINE	2216060	
KGM	5	SPA	<a href="#">SPSFLMWM0338</a>	FLYER HOUSING			LAKSHMI MACHINE	2216095	
KGM	5	SPA	<a href="#">GNBEFBEG0123</a>	FLAT BELT 915X2			LAKSHMI MACHINE	2216128	
KGM	5	SPA	<a href="#">SPSFLMWM0724</a>	EMMERY STONE			GANPATI METALS	2216124	
KGM	5	SPA	<a href="#">GNBETBEM0100</a>	TIMING BELT 280			LAKSHMI MACHINE	2216132	
KGM	5	SPA	<a href="#">GNBETBEM0101</a>	TIMING BELT 280			LAKSHMI MACHINE	2216133	
KGM	5	SPA	<a href="#">GNBEFBEG0063</a>	FLAT BELT 1989X			LAKSHMI MACHINE	2217833	









Right-click context menu:

- Related
- Select CTRL+1
- Change  CTRL+2
- Copy CTRL+3
- Delete CTRL+4
- Display CTRL+5
- Copy to Clipboard
- Add Text to Quicknote...
- Restore Columns

# PR Approval

- Click on Next Button
- Input Signature as display below
- Click on Next Button
- Now PR has been approved
- Click F12 – Go Back / F03 – Exit from Program

[Planned Purchase Order. Open PPS171](#) ✖

Actions ▾ Options ▾ Related ▾ Tools ▾ |        

### Panel Header

Supplier:  GANPATI METALS  
Item number:  BALL BEARING 6005 2RS  
Service process:  Service:   
Signature:  PR Value:   
PR Status:

### Delivery Details

Final dest:	<input type="text"/>	Pickup address:	<input type="text"/>
Ship-via addr:	<input type="text"/>	Place of load:	<input type="text"/>
Delivery terms:	<input type="text" value="FPW"/> FPW	Delivery method:	<input type="text" value="002"/> BY RAIL
Packaging:	<input type="text"/>	Goods rec mtd:	<input type="text" value="RIP"/> GR/QI/PA

### Reference Details

Thanks