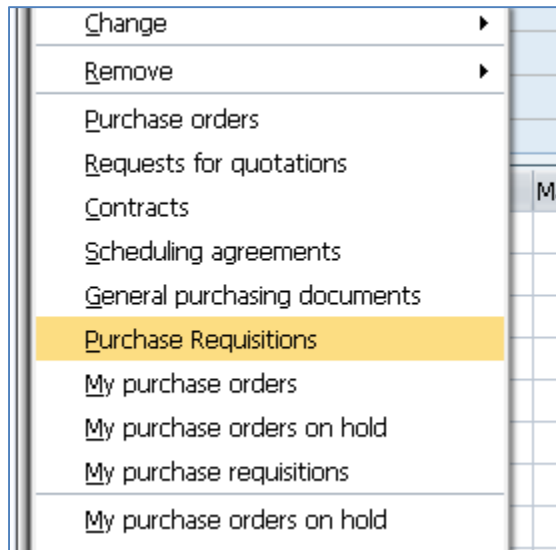


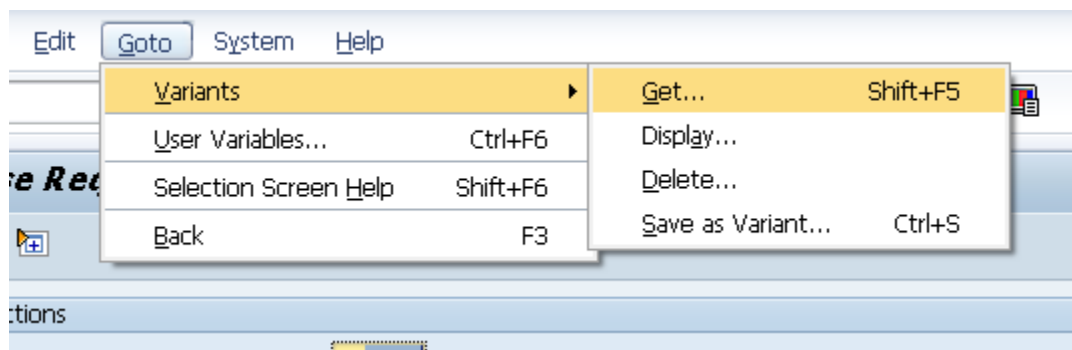
University of Kentucky Purchasing Division	<u>Document Number:</u> 09-05-02	<u>Title:</u> SAP – Get Variant Other Than Default	Page 1 of 3
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How to pull a different variant other than default:

Click Purchase Requisitions from Dropdown

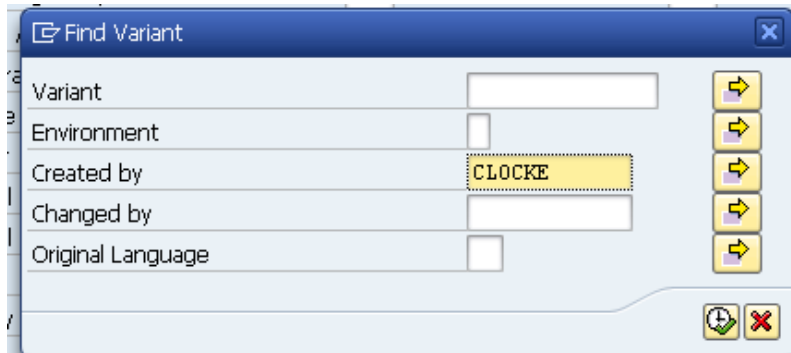


- Click Goto
- Select Variants
- Select Get



University of Kentucky Purchasing Division	<u>Document Number:</u> 09-05-02	<u>Title:</u> SAP – Get Variant Other Than Default	Page 2 of 3
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Remove Created by ID and click Execute



The 'Find Variant' dialog box contains the following fields and controls:





- Variant:** A text input field.
- Environment:** A dropdown menu.
- Created by:** A text input field containing the value 'CLOCKE'.
- Changed by:** A text input field.
- Original Language:** A dropdown menu.
- Navigation buttons:** A vertical stack of five yellow buttons with right-pointing arrows.
- Execution buttons:** A green checkmark button and a red X button at the bottom right.

Find the variant you want to pull by name and doc type and select it. If there are multiple variants for one person, you may have to experiment to find the right one based on the documents displayed.

Purch	TRICIA REQ'S	Tricia's Reqs	A	X		
Requ	VA'S REQS	Va's reqs	A	X	VSHELB2	05/01/2006
Item	WENDY	Wendy's Reqs	A	X		
Doc	WENDY NB/YB	WENDY NB/YB/ZB Requisitions	A	X	WLHOLL2	06/24/2009
Purch	WENDY NB/YB/FO	WENDY NB/YB/ZB/FO reqs	A	X		
Purch	WENDY YM REQ	WENDY's YM Requisitions	A	X		
MPN	WENDY ZM REQS	Wendy ZM Reqs	A	X		
Nam	WENDY'S NB/YB	WENDY's NB/YB Requisitions	A	X		
Fixe	WRECK LIST	Michele's List	A	X	MAMAY4	05/09/2007
Acco	Z/GREGSLAYOUT	Z/GREGSLAYOUT	A	X		

University of Kentucky Purchasing Division	<u>Document Number:</u> 09-05-02	<u>Title:</u> SAP – Get Variant Other Than Default	Page 3 of 3
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When variant loads, click the execute button to bring forward that buyer's requisitions. Note: Sometimes, a variant will load an old requisition number in the space in yellow below. Delete before clicking execute.

Purchase Requisitions





General selections

Max. no. of hits

☒ Open only

☒ Released only

☐ Assigned, open, and released

Program selections

Name of Requisitioner/Requeste	<input type="text"/>	to	<input type="text"/>
Requisition (Request) Date	<input type="text"/>	to	<input type="text"/>
Purchase Requisition Number	<input type="text" value=""/>	to	<input type="text"/>
Requirement Tracking Number	<input type="text"/>	to	<input type="text"/>
Item Number	<input type="text"/>	to	<input type="text"/>
Document Type	<input type="text" value="MB"/>	to	<input type="text"/>