

How To Process ME57 Manual Queue





How to run T-code ME57 to process manual queue of bulk requisitions

Role: Supply Chain Buyer Staff

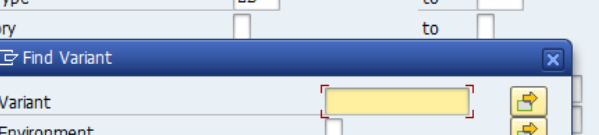
Frequency: As Needed

- Click the "Variant" icon, then the "Execute" icon - this will set up the orders in your queue

Assign and Process Purchase Requisitions

Purchase requisition	<input type="text" value="113"/>	to	<input type="text" value=""/>
Purchasing group	<input type="text" value="113"/>	to	<input type="text" value=""/>
Material	<input type="text" value=""/>	to	<input type="text" value=""/>
Material group	<input type="text" value=""/>	to	<input type="text" value=""/>
Requirement tracking number	<input type="text" value=""/>	to	<input type="text" value=""/>
Scope of List	<input type="text" value="A"/>	to	<input type="text" value=""/>
Plant	<input type="text" value="1100"/>	to	<input type="text" value=""/>












The screenshot shows the 'Find Variant' dialog box in SAP. The dialog has a blue title bar with the text 'Find Variant' and a close button. The main area is white and contains several input fields. The 'Variant' field is highlighted with a yellow background and has a red bracket next to it. The 'Environment' field is empty. The 'Created By' field contains the text 'BLCH231'. The 'Changed By' field is empty. The 'Original Language' field is empty. On the right side of the dialog, there is a vertical column of six yellow buttons with folder icons. At the bottom right, there are two buttons: a green button with a magnifying glass icon and a red button with an 'X' icon.

How To Process ME57 Manual Queue

- Click the "Execute" icon to access the queue

Assign and Process Purchase Requisitions

How To Process ME57 Manual Queue

- | 10 | 0 |
|--|------|
| Vendor/supplying plant 121136 Medline Industries Inc | 10 0 |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600003634 170 UK00 USD ZB UK00 113 1 0 | |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600003649 70 UK00 USD ZB UK00 113 2 0 | |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600003705 40 UK00 USD ZB UK00 113 1 0 | |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600003705 250 UK00 USD ZB UK00 113 1 0 | |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600003805 2900 UK00 USD ZB UK00 113 1 0 | |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600003805 2910 UK00 USD ZB UK00 113 1 0 | |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600003805 5800 UK00 USD ZB UK00 113 1 0 | |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600004230 80 UK00 USD ZB UK00 113 1 0 | |
| <input checked="" type="checkbox"/>  ZB 121136 K 4600004842 150 UK00 USD ZB UK00 113 1 0 | |

- [illegible]

How To Process ME57 Manual Queue

- **Each PO will ONLY have ONE storage location
- **If more than one is inputted it will not go through correctly or “bomb”
- **I can select more than one req under the SAME storage location, but for 0002 location it is important to separate requisitioners on to different PO’s
- Click the desired requisitions, click the “Adopt” icon – this will transfer the selected to the PO
- **Notice all lines have the SAME storage location “warehouse”

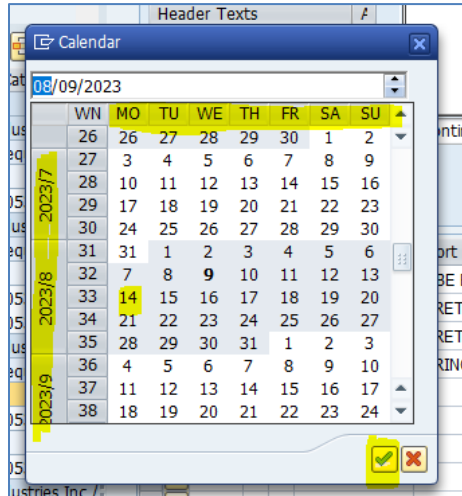
O...	C	Deliv. Date	Net Price	Per	O...	Matl Group	Plnt	Stor. Location
2 BX	D	08/22/2023	8.87 USD	1	BX	Respiratory ...	University of Kent...	Warehouse
1 BX	D	08/08/2023	75.70 USD	1	BX	Instruments...	University of Kent...	Warehouse
1 BX	D	08/08/2023	75.70 USD	1	BX	Instruments...	University of Kent...	Warehouse
10 BX	D	08/10/2023	6.55 USD	1	BX	Syringe	University of Kent...	Warehouse

- Click the Date, Click the Edit box to bring up the calendar

O...	C	Deliv. Date	Net Price
2 BX	D	08/22/2023	
1 BX	D	08/08/2023	
1 BX	D	08/08/2023	
10 BX	D	08/10/2023	

How To Process ME57 Manual Queue

- Choose the date that is 3 business days out, Click the check (3 days is general lead time)



- This changed Line1 of the PO

Quantity	O...	C Deliv. Date	Net Price
2 BX	D	08/14/2023	8.87
1 BX	D	08/08/2023	75.70

How To Process ME57 Manual Queue

- To make a "Fast Change" for all lines, Click the Date column, Click "Fast Change" icon

[illegible]

- Input desired date, Click the "Execute" icon

Fast Change

New values

Delivery Date: 08/14/2023 ☐ Reset

Use for

☒ All items
☐ Selected items

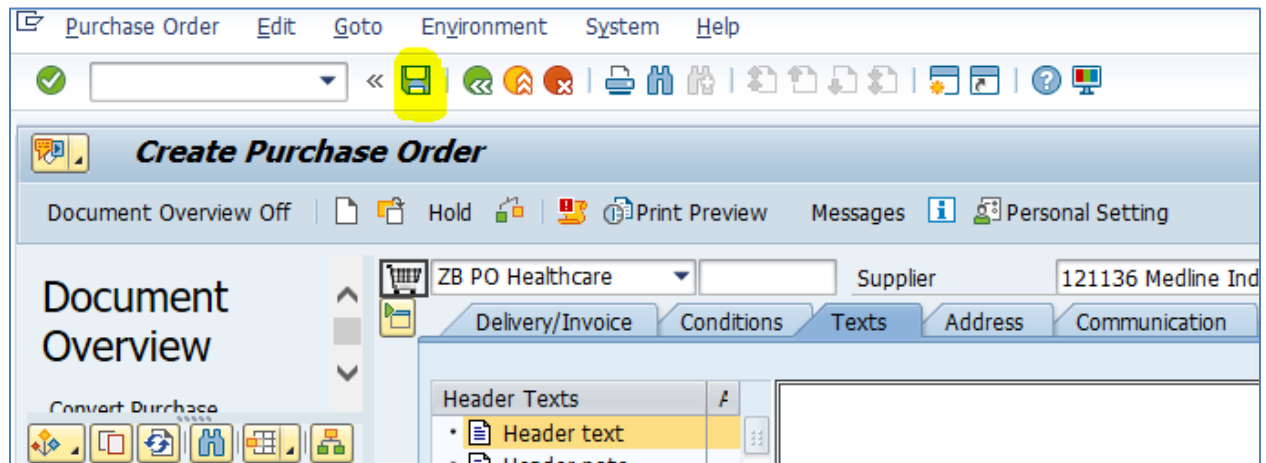
Icons:

How To Process ME57 Manual Queue

**This has quickly changed all lines on the PO

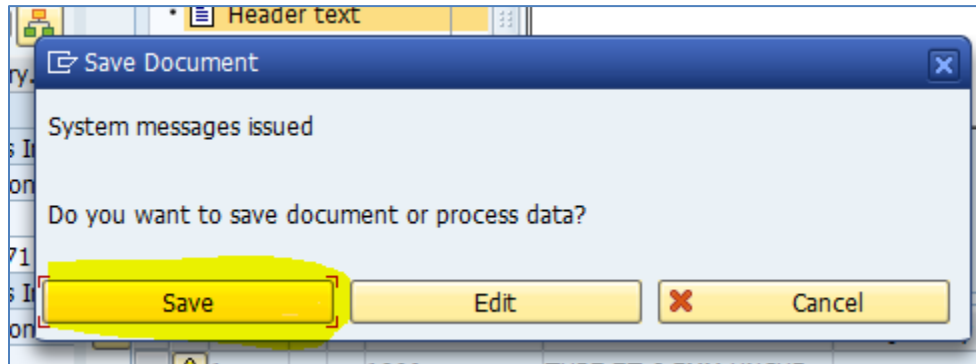
	O...	C	Deliv. Date	Net Price
2 BX	D		08/14/2023	
1 BX	D		08/14/2023	
1 BX	D		08/14/2023	
10 BX	D		08/14/2023	

- Once the PO is ready to send to vendor, Click the "Save" icon at the top to output



How To Process ME57 Manual Queue

- **If this message ever pops up, just Click Save



- **This will generate your PO# at the bottom of the screen (can be ignored unless needed)

