

Approve SAP Contracts – ME35K

Use this procedure to approve SAP Contracts.

1. Access the SAP Logon Pad and enter transaction code ME35K.
2. Enter the Release Code for the approver (e.g., 01 – DGS Sec.) and click Execute.
 - a. To locate the Release Code, select the match code to the right of the space. A list of Release Codes will display.

The screenshot displays the SAP ME35K transaction interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is the SAP logo and a navigation arrow. The main area contains a toolbar with a checkmark, a dropdown menu, a save icon, a refresh icon (circled in red), a copy icon, and a 'Cancel' button. Below the toolbar, the 'Release Code' field contains '01' and is also circled in red. To the right of the 'Release Code' field is a 'to' field and a search icon. Below these fields are several checkboxes: 'Set Release' (checked), 'Cancel Release' (unchecked), 'Release Prerequisite Fulfilled' (checked), and 'List with Items' (unchecked). The 'Scope of List' field contains 'RAHM'. Below this are several other fields: 'Purchasing Document Category' (K), 'Purchasing Organization', 'Document Number', 'Document Type', 'Purchasing Group', 'Vendor', 'Supplying Plant', and 'Document Date'. Each of these fields has a 'to' field and a search icon to its right.

- Users may enter the Contract Number into the Document Number field or leave blank for a complete list and scroll through the list of contract numbers to locate the contract requiring your approval (newer contracts are listed at the bottom).
- Select the Contract Number to be approved.

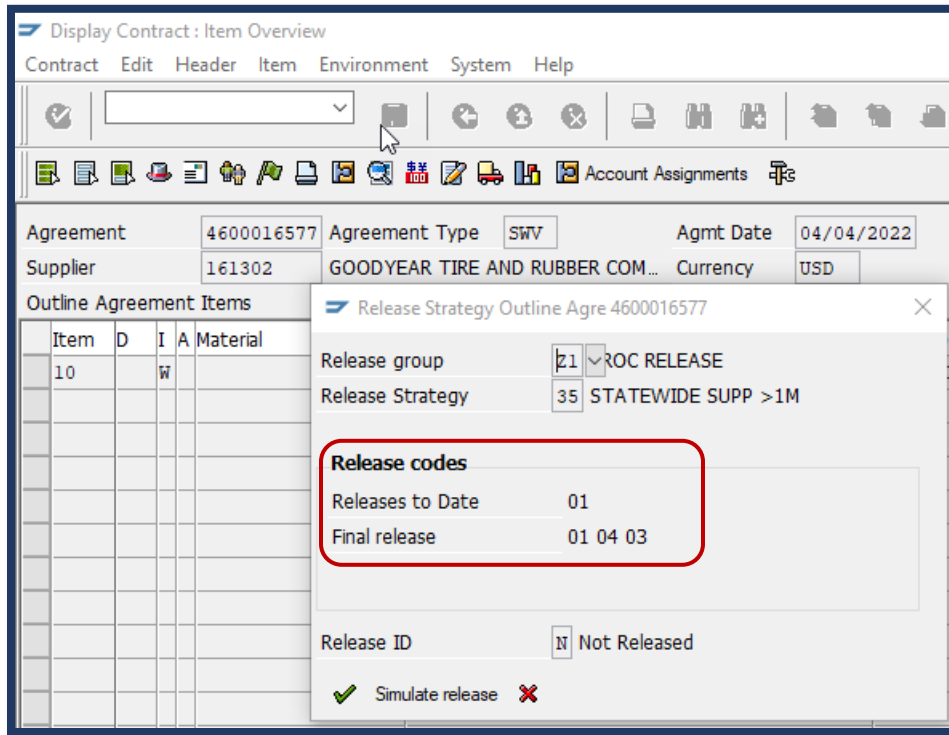
Z1/18 STATE WIDE SUPPLIES	N	Not Released	Release possible
4600016575 ITQ 548355	SUMMIT ANTHRACITE INC	Y04	03/17/2022
Agreement Start03/17/2022 Agreement End 12/31/2025			
Tgt Value	3,000,000.00 USD	Open	3,000,000.00 USD 100.00 %
Z1/35 STATEWIDE SUPP >1M	N	Not Released	Release possible
4600016578 SWV 141013	MCCARTHY TIRE SERVICE CPNY INC	YS4	04/04/2022
Agreement Start08/01/2022 Agreement End 07/31/2024			
Tgt Value	10,000,000.00 USD	Open	10,000,000.00 USD 100.00 %
Z1/35 STATEWIDE SUPP >1M	N	Not Released	Release possible
4600016579 SWV 101759	MICHELIN NORTH AMERICA INC	YS4	04/04/2022
Agreement Start08/01/2022 Agreement End 07/31/2024			
Tgt Value	10,000,000.00 USD	Open	10,000,000.00 USD 100.00 %
Z1/35 STATEWIDE SUPP >1M	N	Not Released	Release possible

- Select the Release button to Approve, then select the Save button.

The screenshot shows the SAP interface with a menu bar (List, Edit, Goto, Environment, System, Help) and the SAP logo. Below the logo is a search field with a green checkmark and a dropdown arrow. To the right of the search field is a 'Release' button with a document icon, which is circled in red. Other buttons include 'Cancel Release', 'Release Strat.', and 'Release + Save'. Below the buttons is a table with contract details.

Contract	Type	Vendor	Name	PGp	Agmt	Date
Release Strategy			Release Indicator	Release Option		
Tgt Value	3,000,000.00 USD	Open	3,000,000.00 USD	100.00 %		
Z1/35 STATEWIDE SUPP >1M	N	Not Released	Release possible			
4600016223 SWV 195883	SHIPLEY ENERGY COMPANY	YQ3	10/31/2017			
Agreement Start10/31/2017 Agreement End 11/16/2017						
Tgt Value	7,000,000.00 USD	Open	7,000,000.00 USD	100.00 %		
Z1/35 STATEWIDE SUPP >1M	N	Not Released	Release possible			
4600016224 SWV 104364	SUPERIOR PLUS ENERGY	YQ3	10/31/2017			
Agreement Start10/31/2017 Agreement End 11/16/2017						

6. Display the contract using transaction code ME33K to verify the release was successful. The Release Code should display in the Releases to Date column. It will display the release code above the Final Release codes.



End