

# Create PO from Requisition (Manual)

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# Introduction

# Introduction

## **Introduction:**

This process is used to convert from requisition to purchase order Manually.

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## **Business Example:**

In the fabrication industry, once a requisition is received from various departments, the Purchase department person is used to this process to convert the requisitions Manually to the purchase order. and also Multiple requisitions can also be converted into one purchase order.

# Form Execution

# Form Execution

Home (64) | Summary | Matched Invoices: 1000328 ✕ | Matching PO-Receipt-Invoice ✕ | Matching PO-Receipt-Invoice ✕ | **Create PO from Requisition(M...** ✕

Type: **Sub-Contracting** | Organization: | Product: | Manufacturing Order: |  
Project: | Manufacturing Order Activity: | Date from: | Date to: |  
Product Category: | Consolidate in One document: ☒ | Over-ride Default vendor: ☐ | Business Partner: |  
Requisition: | Warehouse: | Material Indent: | Sales Order: |

| Organization | Requisition | Line | Product | Attribute Set Instance | Quantity | Manufacturing Order | FG/SFG | Manufacturing Order Activity | Business Partner |
|--------------|-------------|------|---------|------------------------|----------|---------------------|--------|------------------------------|------------------|
|--------------|-------------|------|---------|------------------------|----------|---------------------|--------|------------------------------|------------------|

Navigation icons: Refresh, Back, Search, Link to Open PO | Confirmation: ☒ ☐

## Selection Fields

1. Type: This is Important critical parameter to execute this process. All successive Fields are depend on Type for which user needs to proceed for Purchase order. These are as follows:

- 1.1.Sub-contracting
- 1.2.Manufacturing order
- 1.3.General

2. Organization: This field is to select organization, on a selection of organization user has option to proceed for Purchase order according to available Requisitions.

3. Product: This field is to select Product, on a selection of Product user has option to proceed for Purchase order according to available Requisitions.

4. Manufacturing Order: Manufacturing orders for which a requisition has been created, These Manufacturing order document numbers will be displayed. The user has the option to select and

proceed for a purchase order.

5. Project: This field is to select Project, on a selection of Project user has option to proceed for Purchase order according to available Requisitions.

6. Manufacturing Order Activity: Manufacturing order Activity against which a requisition has been created, These Manufacturing order activity document numbers will be displayed. The user has the option to select and proceed for a purchase order.

7. Date From: Date filter to select requisitions between dates for which user wants to proceed for Purchase order

8. Date To: Date filter to select requisitions between dates for which user wants to proceed for Purchase order

9. Product Category: This field is to select Product Category, on a selection of Product Category user has option to proceed for Purchase order according to available Requisitions.

10. Consolidate in One document: To consolidate several requisitions into a single purchase order, choose this checkbox.

11. Over-ride Default vendor:

12. Business Partner: This field is to select Business Partner, on a selection of Business Partner user has option to proceed for Purchase order according to available Requisitions.

13. Requisition: Requisitions Document numbers will be displayed. The user has the option to select and proceed for a purchase order.

14. Warehouse: This field is to select Warehouse, on a selection of Warehouse user has option to proceed for Purchase order according to available Requisitions.

15. Material Indent: Material indent Transactions for which a requisition has been created, These Material indent document numbers will be displayed. The user has the option to select and proceed for a purchase order.

16. Sales Order: Sales orders for which a requisition has been created, These Sales order document numbers will be displayed. The user has the option to select and proceed for a purchase order.

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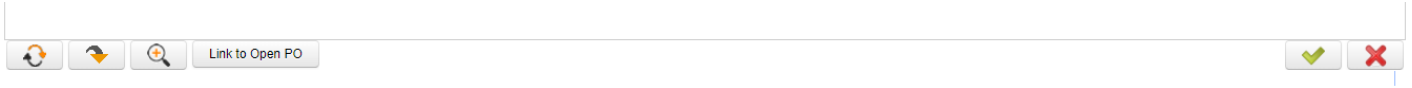
## **Output fields (Record single/double)**

Using above criteria for selecting system will display the below details for example

1. Organization

2. Requisition
3. Line
4. Attribute set instance
5. Quantity
6. Manufacturing order
7. FG/SFG
8. Manufacturing Order Activity
9. Business Partner

# Action (Forms)



## **Requery**

Refresh or Re-query - If no selection is provided using this button system will display the records of operation which are ready to process.

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## **Reset**

System will reset the selection criteria's. Back to Empty.

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## **Zoom**

This action is to view Selected Document in separate window.

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## **Link To open Po**



# Preceding and Succeeding Window

# Create Po Form Requisition (Manual) Connected Window

## **Preceding Window**

Requisition :- [Requisition](#)

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## **Succeeding Window**

Purchase Order :- [Purchase Order](#)