

Create po from requisition

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Introduction

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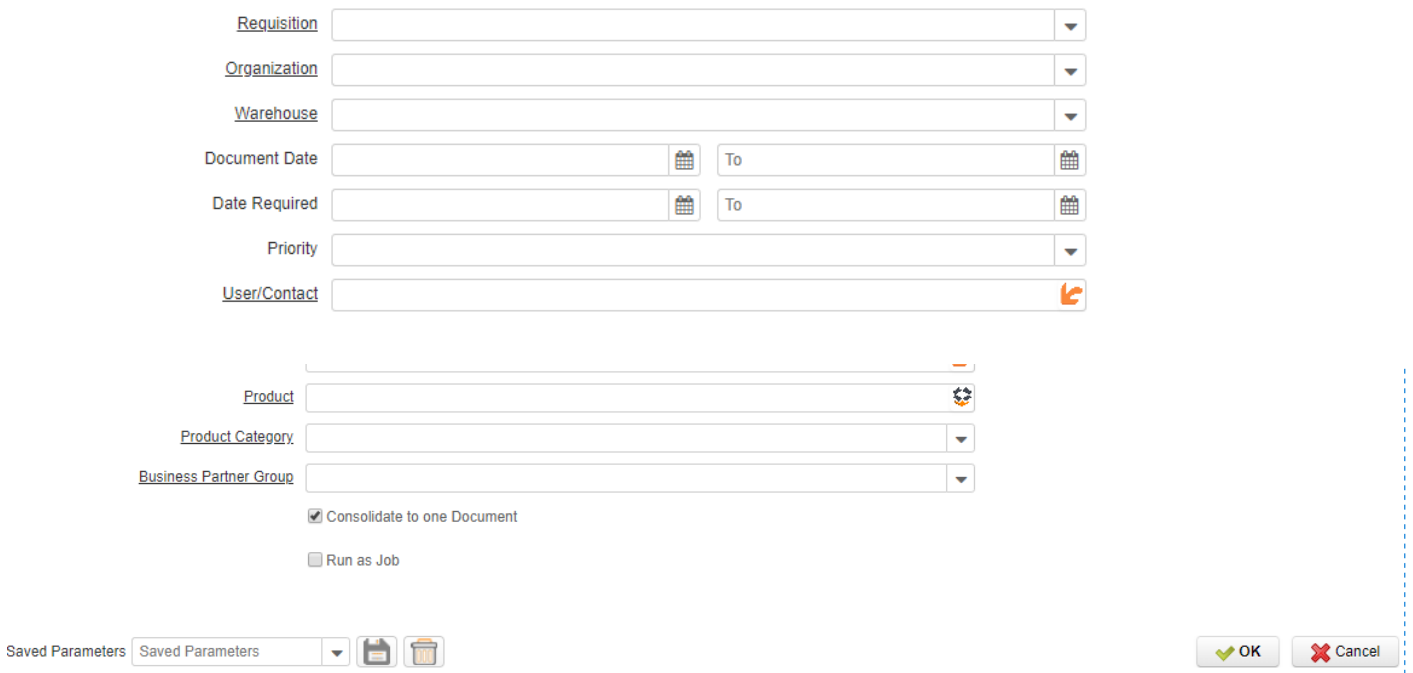
This process is used to convert from requisition to purchase order automatically.

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 automatically to the purchase order. and also Multiple requisitions can also be converted into one purchase order.

Process Execution

Process Execution



The screenshot shows a web form for 'Process Execution'. It contains several input fields and checkboxes. The fields are: 'Requisition' (dropdown), 'Organization' (dropdown), 'Warehouse' (dropdown), 'Document Date' (date picker) and 'To' (date picker), 'Date Required' (date picker) and 'To' (date picker), 'Priority' (dropdown), 'User/Contact' (text field with a save icon), 'Product' (text field with a save icon), 'Product Category' (dropdown), and 'Business Partner Group' (dropdown). Below these fields are two checkboxes: 'Consolidate to one Document' (checked) and 'Run as Job' (unchecked). At the bottom left, there is a 'Saved Parameters' section with a dropdown menu showing 'Saved Parameters' and two icons. At the bottom right, there are 'OK' and 'Cancel' buttons.

Requisition

Organization

Warehouse

Document Date To

Date Required To

Priority

User/Contact

Product

Product Category

Business Partner Group

☒ Consolidate to one Document

☐ Run as Job

Saved Parameters

OK Cancel

Parameters:

1. Requisition: Select a purchase requisition document number that needs to raise to purchase order, this field only displayed the requisition document number.
2. Organization : It is used to select the organisation name.
3. Warehouse : It is used to select the warehouse name.
4. Document date : It is used to filter requisition document date.
5. Date Required : It is used to filter requisition required date.
6. Priority : It is used to select whether we should give high priority or low priority.

- 7. User/contact : It is used to mention the contact user name.
 - 8. Product : It is used to select the product name mentioned in requisition.
 - 9. Product category : It is used to select product category type.
 - 10. Business partner group : It is used to select the business partner group.
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Process Use:

By using this process we can able to convert multiple requisition into single purchase order if the vendor is same.