

# Create po from requisition

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# Introduction

## **Introduction:**

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

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The screenshot displays a form for process execution with the following fields and options:

- Requisition**: A dropdown menu.
- Organization**: A dropdown menu.
- Warehouse**: A dropdown menu.
- Document Date**: A date field with a calendar icon, followed by a "To" label and another date field with a calendar icon.
- Date Required**: A date field with a calendar icon, followed by a "To" label and another date field with a calendar icon.
- Priority**: A dropdown menu.
- User/Contact**: A text field with a red arrow icon on the right.
- Product**: A dropdown menu with a refresh icon on the right.
- Product Category**: A dropdown menu.
- Business Partner Group**: A dropdown menu.
- Consolidate to one Document
- Run as Job
- Saved Parameters**: A dropdown menu showing "Saved Parameters" with save and refresh icons.
- Buttons**: "OK" (green checkmark) and "Cancel" (red X) buttons.

## 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.