

Forms and Process

- Create PO from Requisition
- Generate PO from Project

Create PO from Requisition

The screenshot shows a web application interface for creating purchase orders from requisitions. The top navigation bar includes 'Home (80)', 'Summary', and 'Create PO from Requisition' (which is highlighted). Below the navigation bar, the main heading is 'Create Purchase Orders from Requisitions' with a subtitle 'Create Purchase orders from Purchase Requisitions.' The form contains several input fields: 'Requisition', 'Organization', 'Warehouse', 'Document Date' (with a calendar icon), 'To' (with a calendar icon), 'Date Required' (with a calendar icon), 'To' (with a calendar icon), 'Priority', 'User/Contact' (with a magnifying glass icon), 'Product' (with a magnifying glass icon), 'Product Category', and 'Business Partner Group'. There are two checkboxes: 'Consolidate to one Document' (checked) and 'Run as Job' (unchecked). At the bottom left, there is a 'Saved Parameters' dropdown menu and two icons (a folder and a trash can). At the bottom right, there are 'OK' and 'Cancel' buttons.

Parameter :-

1. **Requisition** : Drop down to select Requisitions Document numbers. The user has the option to select and proceed for a purchase order.
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. **Warehouse** : This field is to select Warehouse, on a selection of Warehouse user has option to proceed for Purchase order according to available Requisitions.
4. **Document Date** : Date of Document as per user concerns.
5. **Date Required** : Date on Purchase order is required is required
6. **Priority**: According to importance we can set priority for that Purchase order (High, Low, Medium, Minor, Urgent).
7. **User contact**: He is the contact person in that particular vendor side
8. **Product** : This field is to select Product, on a selection of Product user has option to proceed for Purchase order according to available Requisitions.
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. Business Partner Group : Groups of business partner (Agent, Customers, Employee and vendor, ect.)

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

Process Use :

This process is used to create Purchase order from requisition automatically.

Generate PO from Project

Home (96) Summary Generate PO from Project ✕

Generate PO from Project Line(s)

Project

Project Phase

Project Line

☒ Consolidate to one Document

☐ Run as Job

Saved Parameters

OK Cancel

Parameter :-

1. Project : a series of tasks that must be accomplished in order to achieve a specific result, including phases and phase lines as sequential tasks to complete a project. It is master data.
2. Project Phase : Phase lines are series of duties to complete a project which contains activities, task and task lines.
3. Project Line : Project lines are successive steps to be followed.

Process :-

This Process is used to Generate Purchase order from project master