

Forms and Process

- Create PO from Requisition
- Generate PO from Project

Create PO from Requisition

Home (80) | Summary | Create PO from Requisition x

Create Purchase Orders from Requisitions
Create Purchase orders from Purchase Requisitions.

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

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 [dropdown]

Project Phase [dropdown]

Project Line [dropdown]

Consolidate to one Document

Run as Job

Saved Parameters [dropdown] [save icon] [trash icon]

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