

# 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. At the top, there is a navigation bar with tabs: 'Home (80)', 'Summary', and 'Create PO from Requisition' (which is active). 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', and 'Warehouse' are dropdown menus; 'Document Date' and 'Date Required' are date pickers with 'To' fields; 'Priority' is a dropdown menu; 'User/Contact', 'Product', and 'Business Partner Group' are dropdown menus with icons for selection; 'Product Category' is a dropdown menu. There 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 and two icons. At the bottom right, there are 'OK' and 'Cancel' buttons.

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.

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## **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] [Delete Icon]

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