

Purchase Requisition

Procurement and sourcing > Common > Purchase requisitions > All purch. requisitions

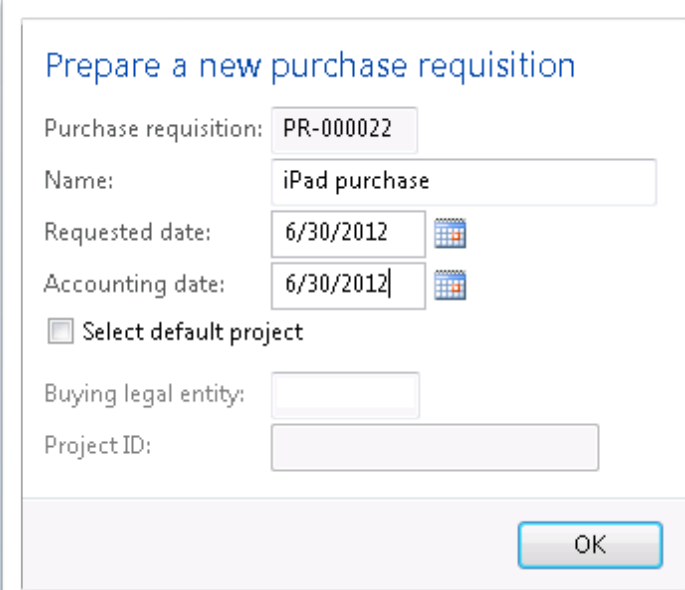
Summary Purchase requisitions allow an array of employees to request the products they need. Requisitions also provide a workflow for approval of the request.

- Steps**
1. Create a Purchase requisition
 2. Add Requisition lines
 3. Submit Requisition for approval
 4. Add non-catalog item
 5. Create Purchase order from Requisition

- Tips**
- Provide a well organized catalog to simplify data entry on the Enterprise Portal
 - Purchase orders can be auto-created or manually created from approved requisition lines

Create a Purchase requisition

- Click the new **Purchase requisition button**.
- **Name** the requisition.
- Fill in the **Requested date** for the goods.
- Mark **Select default project** and choose a **Buying legal entity** and **Project ID** if requisitioning for a Project.
- Click **OK**.



The screenshot shows a dialog box titled "Prepare a new purchase requisition". It contains the following fields and controls:

- Purchase requisition:** A text box containing "PR-000022".
- Name:** A text box containing "iPad purchase".
- Requested date:** A date picker showing "6/30/2012" with a calendar icon.
- Accounting date:** A date picker showing "6/30/2012" with a calendar icon.
- Select default project:** A checkbox that is currently unchecked.
- Buying legal entity:** A text box that is empty.
- Project ID:** A text box that is empty.
- OK button:** A button in the bottom right corner.

Add Requisition lines

- Click the **Add items button**.
- Choose the **Procurement category** of the item.
- Mark the desired items and click the **Select button**.
- Order the **Quantity** needed.
- Click **OK**.

Add items (1) - Purchase requisition: PR-000002, Video Equipment

Requester: Joel Leichthy Buying legal entity: ceu Receiving operating unit:

Catalog items Non-catalog items

Show Item

Procurement category: Tablets Search: Item number Item number:

<input checked="" type="checkbox"/>	Item number	Product name	Item description	Procurement category	Unit price	Currency
<input checked="" type="checkbox"/>	9026	iPad - 32GB Wifi - White		Tablets	499.00	USD

Select -> Remove

Overview Details

<input type="checkbox"/>	Requester	Item number	Product name	Procurement category	Quantity	Unit	Unit price	Net amount
<input type="checkbox"/>	Joel Leichthy	9026	iPad - 32GB Wifi - White	Tablets	1.00	Pcs	499.00	499.00

OK Cancel

Descriptive name of configuration

Interactive 3.1 Add Requisition Lines

Catalog items
Non-catalog items

Add Items (1) - Purchase requisition: PR-000002, Video Equipment

File

Requester: Joel Leichthy Buying legal entity: ceu Receiving operating unit:

☒ Catalog items ☐ Non-catalog items Procurement category

Show **Item**

Procurement category: Tablets Search: Item number Item number:

<input checked="" type="checkbox"/> Item number	Product name	Item description	Procurement category	Unit price	Currency
<input checked="" type="checkbox"/> 9026	iPad - 32GB Wifi - White		Tablets	499.00	USD

Select

Select ->

Remove

Overview Details

<input type="checkbox"/>	Requester	Item number	Product name	Procurement category	Quantity	Unit	Unit price	Net amount
<input type="checkbox"/>	Joel Leichthy	9026	iPad - 32GB Wifi - White	Tablets	1.00	Pcs	499.00	499.00

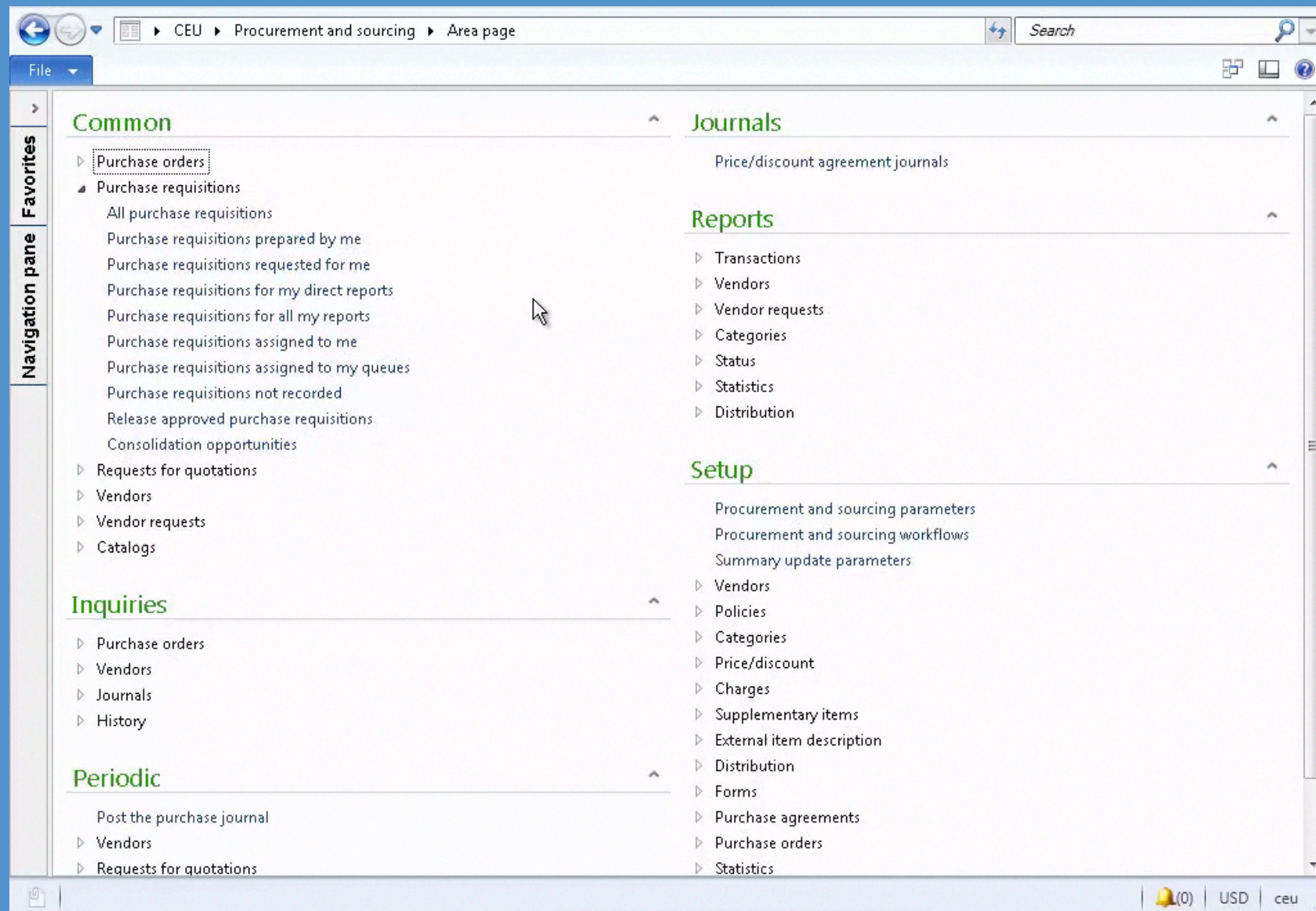
OK Cancel

Descriptive name of configuration

Submit Requisition for approval

- On the Purchase requisition form, review the lines.
- **Submit** the requisition.

[illegible]

Movie 3.1 Purchase Requisition

Add non-catalog item

- Click the **Non-catalog items** tab.
- Type the **Product name**.
- Select a **Category**.
- Fill in **Quantity**, **Unit price**, and **Unit** of measure.
- **Select** the item.
- Click **OK**.

Add items (1) - Purchase requisition: PR-000002, Video Equipment

File

Requester: Joel Leichthy Buying legal entity: ceu Receiving operating unit:

Catalog items Non-catalog items

Non-catalog item

Product name: Hardware installation Quantity: 1.00

Category: Services Unit price: 4,500.00

Item description: Hardware installation of five servers. Currency: USD

Unit: ea

Internet address:

External item number:

Vendor account: 1000

Select -> Remove

Overview Details

Requester	Item number	Product name	Procurement category	Quantity	Unit	Unit price	Net amount	Currency	Ve
This grid is empty.									

OK Cancel

Unit in which the item is purchased.

Create Purchase order from Requisition

- Select the lines to purchase.
- Click the new **Purchase order** button.

Cons...	Purchase requisition	Line	Currency	Item number	Product name	Quantity	Net amount	Category	
<input checked="" type="checkbox"/>	None	PR-000022	1	USD	9026	iPad - 32GB Wifi - White	1.00	499.00	Tablets

Procurement and sourcing > Common > Purchase requisitions > Release approved purchase req.