



# Create A PO from Requisition Training Manual

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## How to Create a PO from a Requisition

Please follow the screenshots below to create POs from a Requisition

### Step 1 – Purchasing Desktop

In the **Purchasing Desktop**, click on **PO From Req** on the right hand side

The screenshot shows the 'My Tasks' interface in the Purchasing Desktop. The top header displays the user 'KHANSA01RV', the date range '20/01/21 - 27/01/21', and the status 'OPEN'. Below this is a table with columns: Task Description, Range, Dept/Inv, Vendor, Date, Obj. Status, User, and Launch. A blue arrow points to the 'PO From Req' option in the 'Process Tasks' sidebar. At the bottom, there are buttons for 'Print Tasks', 'List Tasks', 'Send Message', 'Add Message', 'ReAssign Tasks', 'Change Status', 'Task History', 'List History', 'Manage FYIs', and 'Refresh'.

Task Description	Range	Dept/Inv	Vendor	Date	Obj. Status	User	Launch

- Process Tasks
  - PO Receive
  - Purchase Order
  - Cost/Qty Chng
  - PO Inquiry
  - PO From Inv
  - PO From Req**
  - Check PO Num
  - Purchase Reqs
  - Req Inquiry
  - Req From Inv
  - Item Reqs
  - Pur Routines
  - Other Inquiries
  - Contracts
  - Bid Worksheet
  - EDI
  - Reports
  - MM/AP Reports
  - Custom Reports
  - Select
  - Scanning
  - System Status
  - Preferences

Task Number | Type | Status  
PO/Req Number | Buyer on PO/Req  
Total for PO/Req | Lines  
Auto Receive PO from Req  
Message  
Events for Task  
Error Message

Print Tasks | List Tasks | Send Message | Add Message | ReAssign Tasks | Change Status | Task History | List History | Manage FYIs | Refresh



## Step 2

Fill in the blanks as shown

MM.ROV - Purchasing Desktop - MM.ROV - Purchasing Desktop - (ROV TEST (N) - Test) - Salma Khan

### PO From Req

Purchasing Facility:

Profile From:  \*AP Database:  \*Include or Exclude or All Selection:

Buyers	Status	Date	Process List	Job Number

Departments	Status	Date	Process List	Job Number

\*Order Date for new POs:  \*Deliver Date for new POs:  Default Tax Rate:   
\*Auto Verify | Override Vendor Dict:  \*Use Buyer on Purchase Reqs:   
If no Buyer on Pur Req use:  \*Include Duplicate Req Lines:   
\*Urgent Reqs:

Include or Exclude or:  \*All Requisitions:

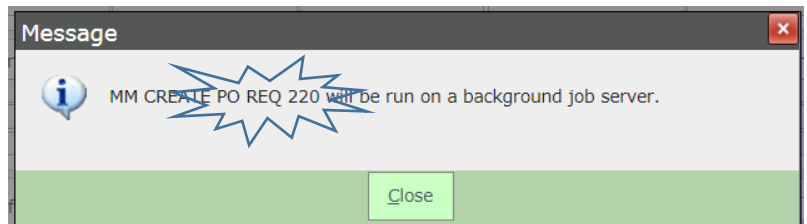
Requisitions


List POs Created From Requisition

If you only want a single requisition select 'I' instead of 'A' and the Requisitions section becomes editable.

## Step 3

Click on OK, Record the PO REQ # that pops up.



List POs Created from Requisition located at the bottom of the screen.



## Step 4

Fill in the fields as shown, change the Primary Sort to PO# and press OK

The screenshot shows a dialog box titled "MM.ROV - MM List POs Created/Updated From Purchase Reqs". It contains two main sections:

- Purchasing Facility:** A text field containing "HHC.MM" and two empty text fields below it.
- Process List:** A section with two labels: "\* From Process List" and "\* Thru Process List". The "\* From Process List" label is next to a dropdown menu showing "BEGINNING". The "\* Thru Process List" label is next to a dropdown menu showing "END".

Blue arrows point to the "BEGINNING" and "END" dropdown menus. At the bottom right, there are "Cancel" and "OK" buttons.

## Step 5

Preview and Print the PO List

The screenshot shows a "Print Destination" dialog box. It has a main area with a preview of the print output and a right-hand sidebar with various options.

**Print Preview:**

Printer:	Preview
Description:	Document Manager Preview
Copies:	1

**Print Destination Options:**

- Preview
- Print
- My Drive
- Mail
- Archive
- Fax
- Schedule
- Preferences
- Refresh

At the bottom right, there are "Cancel" and "OK" buttons.



DATE: 29/04/21 @ 1605		Care4 MM - TEST		PAGE 1	
USER: KHANSA01RV		POs CREATED/UPDATED FROM PURCHASE REQs			
FACILITY	PROCESS LIST	CREATED	COMPLETED	USER	
HHC.MM	207	01/04/21	01/04/21 09:51:38	ATTER001RV	
INCLUDE REQs: 0000000009					
REQ #	LINE #	PO #	LINE #		
0000000009	1	0000000020	1		