Purchase Requisition

1. Click on this button, to create a requisition.

Create PR

1. Requisition number is auto displayed.
2. Select Supplier. On selecting supplier, Credit Terms, Currency, Unit code and Supplier Address are auto displayed.
3. Select Bill-to.
4. Select Ship-to. Ship to address is auto displayed.
5. Select Project.
6. Attach Document.
7. Select Inco terms.
8. Select Due date.

Add New Line

1. Select Item. On selecting item, Cust part, Description, UOM, Tax class code are auto displayed.
2. Select Need date.
3. Select Due date.
4. Enter Quantity and Unit price.
5. Enter Discount percentage for item unit. Total line item price is auto displayed.
6. Enter SO number and End customer.
7. Click on this button, to save line details.

PR Saved

- On creating PR, its status is shown as 'Not Submitted'.

1. Click 'Submit PR'.

PR Submitted

1. Status becomes 'Submitted'. PR goes for approval. On approving, it is submitted to QAD.