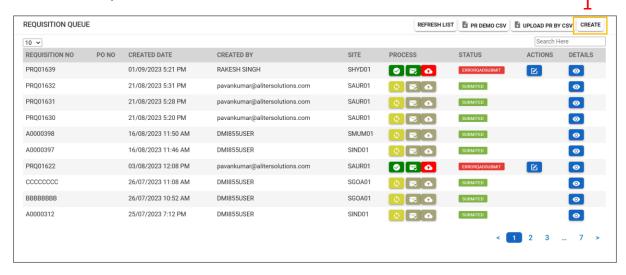
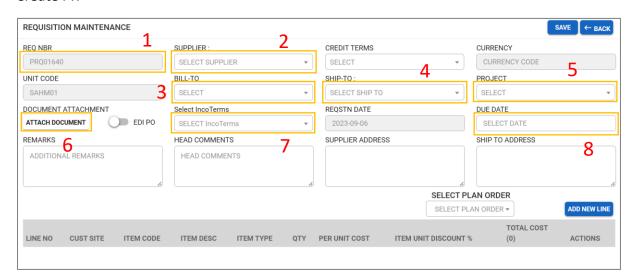


# **Purchase Requisition**



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

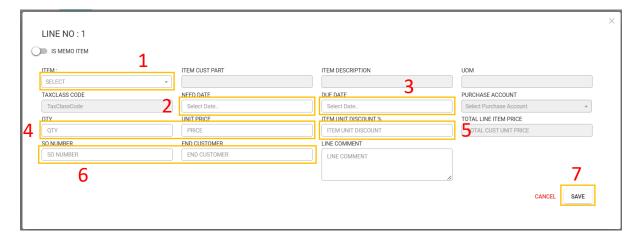
### Create PR



- 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.



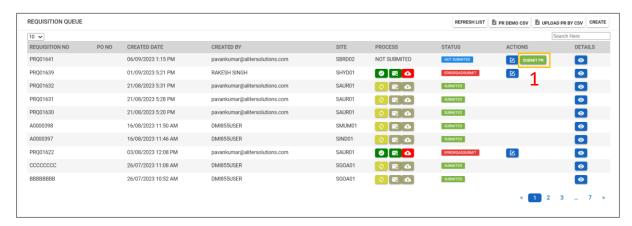
### Add New Line



- **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

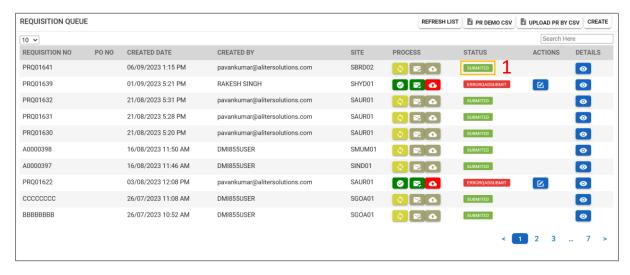
On creating PR, its status is shown as 'Not Submitted'.



1. Click 'Submit PR'.



## PR Submitted



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