

Remember to use the Visual Assist  to search for information.

To	Do This
<p><b>Generate a Purchase Order from a Purchase Requisition</b></p>	<p><b>Navigation:</b> Purchasing – Agencies &gt; [Commodity or Service] Purchase Order Agency &gt; Generate [Commodity or Service] PO - Agency &gt; Choose the type of Purchase Order to generate.</p> <p>Start this instruction from the Work With Order Release window.</p> <ol style="list-style-type: none"> <li>1. Enter the <b>order number</b> in the Order Number field, if known, to minimize the search.               <ul style="list-style-type: none"> <li> Can do a search based on Document Type, Account Number, Inventory Number, Business Unit or Supplier if you do not know the Order Number.</li> </ul> </li> <li>2. Click <b>Find</b>.</li> <li>3. Choose the Order Number desired.               <ul style="list-style-type: none"> <li> Be sure to look at any pertinent attachments.</li> </ul> </li> <li>4. Click <b>Row, Order Release</b>. The Order Release window appears.</li> <li>5. Review and update as required.               <ul style="list-style-type: none"> <li> Changes made to the order release will be reflected on the generated Purchase Order. They do not change the original Purchase Requisition.</li> </ul> </li> <li>6. Click <b>OK</b>.               <ul style="list-style-type: none"> <li> If multiple rows were chosen, the Order Release window refreshes with the next item. Repeat Steps 5 &amp; 6 for each detail line that you wish to include on the Purchase Order.</li> </ul> </li> <li>7. Click <b>Form, Generate Order</b>. The Generated Purchase Orders window appears. Record the Order number and type.</li> <li>8. Click <b>Close</b>.</li> <li>9. Click <b>Close</b>.</li> </ol>