

Remember to use the Visual Assist  to search for information.

To	Do This
<b>Generate a Quotation Request from a Purchase Requisition</b>	<p><b>Navigation:</b> Purchasing - Agencies &gt; [Commodity or Service] Quotation Request - Agency &gt; Choose the appropriate document type to generate from.</p> <p>Start from the Work With Order Release window.</p> <ol style="list-style-type: none"><li>1. Move cursor to Order Number field.</li><li>2. Enter the <b>order number</b> in the Order Number field, if known, to minimize the search.</li><li>3. Click <b>Find</b>.</li><li>4. Choose the row(s) in the grid that reflect the detail lines from the purchase requisition previously entered.</li><li>5. Click <b>Row – Order Release</b>. The Order Release window appears.</li><li>6. Review and update as required.  Changes made to the order release will be reflected on the generated Quotation Request. They do not change the original Purchase Requisition.</li><li>7. Click <b>OK</b>.</li><li>8. Click <b>Form – Generate Order</b>. The Generated Purchase Orders window appears  The new Order Number and Or Ty (Order Type) will appear and should be noted.</li><li>9. Click <b>Close</b>.</li></ol>