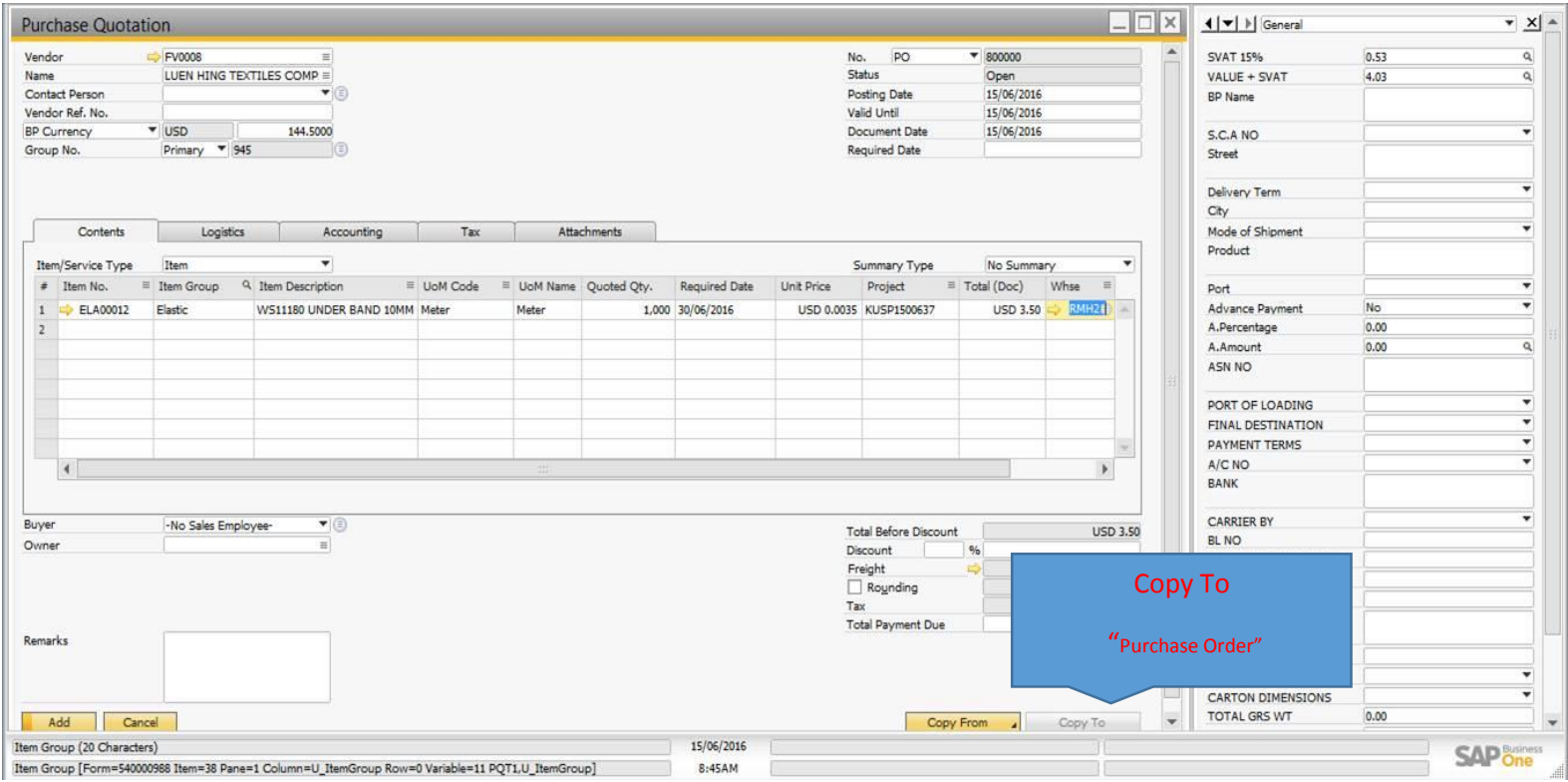


Heading	Creating the Purchase Requisition
Body	<p>You can use the Purchase Quotation to create a Purchase Requisition in SAP Business One. This document is used as a replacement for the manual POs in the MS Excel.</p> <p>Why are you required to create the Purchase Requisition?</p> <p>Most of the time, the SAP POs are generated via the MRP recommendation. The MRP won't be able to generate, because the merchant has not received the Distribution PO from the customer and the BOMs have not been prepared. In this instance, the merchant has to raise the Purchase Requisition to raise a temporary PO for the particular supplier.</p> <p>The merchant previously used the excel PO to request the bulk from the supplier. Now, they can use the Purchase Quotation as Purchase Requisition. Before the bulk reach to the warehouse they have to create an original purchase order to raise the transaction.</p>
Conclusion	Check the attributes given below

Heading	Attributes in the Purchase Requisition
Body	<p>Header level attributes:</p> <ul style="list-style-type: none"> • Vender – You can select the relevant vender (Number given for the specific vender) • Name – System automatically updates the vender name along with the selected vendor code. • BP currency – If you want to change the currency, use this option, most of the time it is in default currency which has already been configured to the particular BP. Sometimes, all currency vendors require changing the particular currency based on the requirement. • No. – This is the system generated PO number. Number Series is starting from PO 800000 that is default to the all users. • Status – This is the system maintained status (Open, Closed), if you need to manually close the PO, you can do right click and close the PO. If you need to cancel the PO, it will be required to right click on the window and select “Cancel” to cancel the PO. • Posting Date, Delivery Date, Document Date – These fields need to be selected by the user, as it is applicable. The document date is similar to the posting date. It is not a good practice to raise a backdated PO. <p>At Header Level > Valid Until = Required Date = Delivery Date (you have to put delivery date in both locations) At Row Level> Required Date = Delivery Date (you can put the delivery date for individual items)</p> <p>Do not forget check all the attributes and if you edited any attribute there, you would be required to press update button to make the changes</p>
Conclusion	Check the row level attributes

Heading	Row level attributes
Body	<p>Row Level Attributes: These attributes can be customized by using the Form Setting Window.</p> <ul style="list-style-type: none"> • Item No. – Select the relevant Item Code. • Item Group – This may automatically update, if not, you can update this column (Just click on magnifying glass) • Item Description – This will appear automatically • Quoted.Qty – Type the quantity of the particular PO • UoM Name/UoM Code - System will show the item unit of measure. If the item contains multiple unit of measures, you can choose an appropriate UoM for purchasing. • Unit Price – Type the unit price manually (No need to state LKR unless it is USD). If the item already purchased, it would automatically appear. • Discount % – Type the percentage of discount if applied for the unit price. • Project – Select the particular project, which represents customer PO number. • Warehouse – Select the relevant warehouse. • Whs Name – This may update automatically, if not, you can update this column(Just click on magnifying glass) • Required Date – Item wise delivery date can be mentioned here if needed, what If not main delivery, the date field will appear automatically. • Total (Doc) – This will show the row wise total value.
Conclusion	Other common areas are similar to the PO; Delivery Term/Mode of Shipment/Port/ Advance Payment and the Customer PO

Creating the Purchase Requisition via the Purchase Quotation in SAP Business One v1.0

Heading	
Body	 <p>You can use the “Copy To” option to create the PO.</p>
Conclusion	Refer the important notes given below

Heading	Important Notes
Body	<p>Please do not take any confusion about the new implementation of Purchase Requisition (PR). It has been implemented for replacing the initial excel purchase order.</p> <p>The Purchase Requisition is not a contractual document (not a legal document).</p> <p>You should have the Purchase Order (PO) for each PR.</p> <ul style="list-style-type: none">*The PR number and date should be mentioned in the Purchase Order that it helps to track the relevant PO based on the PR.*The stores raises the GRN on basis of Purchase Orders thereby all the invoices should be mentioned the correct PO numbers.*The Finance Team will make the payment against the PO, Invoice, and GRN.*You have to put correct dates on both document, please do not make any confusion between the different dates such as PR Date, PR Delivery Date, PO Date, and PO Delivery Date.*The documents should be precise, consistent, and convenient for the audit.
Conclusion	