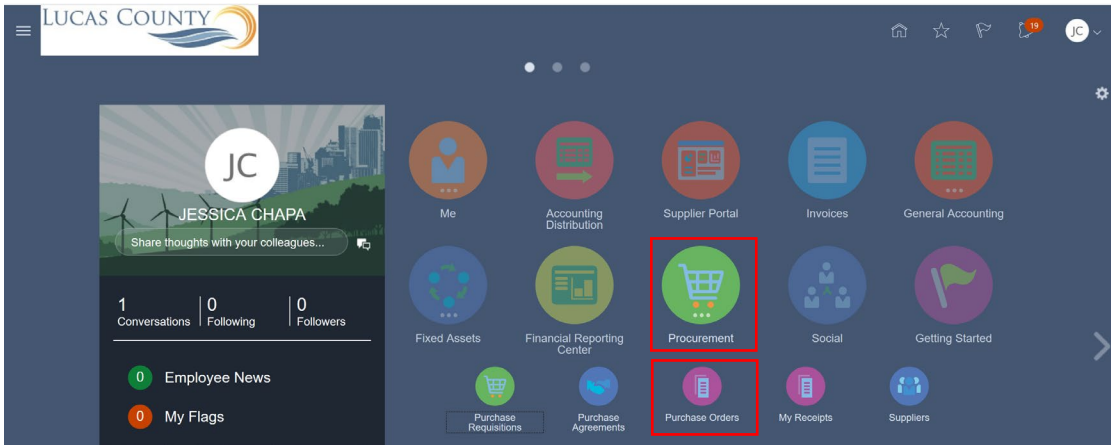



Create Purchase Order from Requisition

Audience: Purchasing

Purpose: Create a purchase order to a supplier for goods/services.

Step	Action
1	Log into Oracle. Home Page -> Procurement 
2	Click the Procurement button.
3	Click the Purchase Orders button.
4	Click the Tasks icon. 
5	Click the Process Requisitions link.
6	Highlight and select a requisition for processing.

Overview Process Requisitions x

Process Requisitions Done

Search Advanced Manage Watchlist Saved Search All My Requisition Lines Requiring Action

** Requisitioning BU ** At least one is required

** Requisition

** Buyer CHAPA, JESSICA

** Deliver-to Location

** Category Name

** Item

Search Reset Save...

Search Results: Requisition Lines

Actions View Format Print Detach Wrap Add to Document Builder Return Reassign

	Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amount	Currency
▶	67	1	Moving Services	AMANDA THO...			200.00	200.00	USD
▶	65	1	Paper	AMANDA THO...	1	Each	5.00	5.00	USD
▶	65	2	Toner	AMANDA THO...	1	Each	60.00	60.00	USD
▶	65	3	Case of Paper	AMANDA THO...	1	Each	100.00	100.00	USD
▶	63	1	CONSULTING SERVICES FOR THE MONTH	LILA SHOUSH...	1	Each	4,200.00	4,200.00	USD
▶	61	1	Anti-virus Software	AMANDA THO...			200.00	200.00	USD

7 Click the **Add to Document Builder** button.

Add to Document Builder Return Reassign

8 Click in the **Supplier** field.

9 Enter the Supplier into the **Supplier** field.

10 Select a valid **Supplier** from the list.

Search and Select: Supplier x

Search Advanced

** Supplier CDW ** At least one is required

** Supplier Number

** Alternate Name

Search Reset

Supplier	Supplier Number	D-U-N-S Number	Alternate Name
CDW Government	100146		
CDW-G Government, Inc.	100145		
CDWG, INC.	100147		

11 Click the **OK** button.

12 Click the **Create** button.

Document Builder

Requisitioning BU
Lucas County

Sold-to Legal Entity
Lucas County

Type
New Order

Source Agreement

Style
Purchase Order

Supplier
CDW-G Government, Inc.

Supplier Site
MAIN

Currency
USD

Your Document Builder contains 1 lines.

Recently Added Lines

Anti-virus Software	200.00 USD
Total	200.00 USD

13 Click the **OK** button.

Information X

The document (Purchase Order) 26 was created.

14 Click in the **Description** field and enter a description for the Purchase Order.

Edit Document (Purchase Order): 26

Main Contract Terms

General

Procurement BU Lucas County	Supplier CDW-G Government, Inc.	* Currency USD
Requisitioning BU Lucas County	Supplier Site MAIN	Ordered 200.00 USD
Sold-to Legal Entity Lucas County	Supplier Contact	Total Tax 0.00 USD
Bill-to BU Lucas County	Communication Method None	Total 200.00 USD
Order 26	Bill-to Location Auditor - Accounting	
Status Incomplete	Default Ship-to Location Support Services	
Funds Status		Procurement Card
* Buyer CHAPA, JESSICA		Description <input type="text"/>
Creation Date 8/12/19		Requisition 61
		Agreement

Terms Notes and Attachments

Required Acknowledgment None	Shipping Method	<input type="checkbox"/> Requires signature
Acknowledge Within Days	Freight Terms None	<input type="checkbox"/> Pay on receipt
Payment Terms Immediate	FOB Destination	<input type="checkbox"/> Confirming order

Additional Information

16 Click the **Schedules** tab.

	<p>Lines Schedules Distributions</p> <p>Actions View Format Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>* Location</th> <th>* Organization</th> <th>Quantity</th> <th>UOM</th> <th>Requested Delivery Date</th> <th>Promised Delivery Date</th> <th>Funds Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Anti-virus Software</td> <td>Support Services</td> <td>LCINVORG</td> <td></td> <td></td> <td>8/19/19</td> <td>m/d/yy</td> <td></td> </tr> </tbody> </table>	Line	Description	* Location	* Organization	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Funds Status	1	Anti-virus Software	Support Services	LCINVORG			8/19/19	m/d/yy			
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1	Anti-virus Software	Support Services	LCINVORG			8/19/19	m/d/yy														
17	<p>Click the Distributions tab.</p> <p>Lines Schedules Distributions</p> <p>Actions View Format Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Deliver-to Location</th> <th>Quantity</th> <th>UOM</th> <th>Ordered</th> <th>PO Charge Account</th> <th>Budget Date</th> <th>Funds Status</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Anti-virus Software</td> <td>Support Serv</td> <td>100.00</td> <td></td> <td>1010.114001.50.630006.00000.00</td> <td>8/12/19</td> <td></td> <td>Special 1</td> <td>\$</td> </tr> </tbody> </table>	Line	Description	Deliver-to Location	Quantity	UOM	Ordered	PO Charge Account	Budget Date	Funds Status	Add	1	Anti-virus Software	Support Serv	100.00		1010.114001.50.630006.00000.00	8/12/19		Special 1	\$
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1	Anti-virus Software	Support Serv	100.00		1010.114001.50.630006.00000.00	8/12/19		Special 1	\$												
18	<p>Click the Check Funds button.</p> <p>Total 200.00 USD</p>																				
19	Click the OK button.																				
20	Click the Manage Approvals button.																				
21	Click the Cancel button to return to previous screen.																				
22	<p>Click the Submit button to complete the process.</p> <p>Total 200.00 USD</p>																				
23	Click the OK button.																				