

## EP.020.760 – EXPEDITE REQUISITIONS

<b>Purpose</b>	To create a purchase order by expediting a requisition.
<b>Description</b>	<p>Buyers can use this method to manually review and process requisitions. Before the system can create a purchase order, users must assign a supplier to the requisition line.</p> <p>The Expedite Requisitions page is used to search for and display requisitions. This page also allows users to review requisitions without a supplier associated with it and assign a supplier for sourcing.</p> <p>Requisitions must meet certain conditions before they can be selected for expediting. A few of these conditions are:</p> <ul style="list-style-type: none"> <li>• The requisition must be approved</li> <li>• The budget status must be valid</li> <li>• The requisition cannot be on hold</li> <li>• The open quantity or open amount on the requisition distribution must be greater than zero.</li> </ul>
<b>Security Role</b>	<b>BOR_EP_BUYER_CENTER</b>
<b>Dependencies/ Constraints</b>	N/A
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to create a purchase order by expediting a requisition.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>eProcurement</b> link.
4.	Click the <b>Buyer Center</b> link.
5.	Click the <b>Expedite Requisitions</b> link.
6.	<p>Enter the Requisition ID in the <b>Requisition ID</b> field and/or define additional criteria to narrow the search.</p> <p>If users select the <b>Include Lines with No Supplier</b> checkbox, this will enable the system to display lines that do not have a supplier associated with them. These lines can then be manually updated to include a supplier for sourcing.</p>
7.	After completing the search criteria, use the <b>Search</b> button to display any requisitions that meet the criteria.
8.	Verify a supplier name appears in the <b>Supplier Name</b> field. If this field is blank, users must specify a supplier before taking any additional action.
9.	<p>After requisitions appear, users can change or add the supplier, if needed and this can be accomplished a number of ways:</p> <ul style="list-style-type: none"> <li>• <b>Option 1 - Change a Single Supplier:</b> click on the magnifying glass icon to search for Supplier Name and the desired supplier.</li> <li>• <b>Option 2 – Change Multiple Suppliers:</b> click on the <b>Select</b> checkbox next to multiple lines, then navigate to the enter/search field next to the Apply Supplier to Selected Lines button. Then click the <b>Apply Supplier to Selected Lines</b> button to apply the changes.</li> <li>• <b>Option 3 – Change All Suppliers:</b> this option will change all suppliers including where the supplier is already specified. Click the <b>Select All/Deselect All</b> checkbox to select all lines, then enter/search for the supplier in the box field next to the Apply Supplier to Selected Lines button. Then click the <b>Apply Supplier to Selected Lines</b> button.</li> </ul>
10.	If needed, edit the <b>Location</b> and <b>PO Qty</b> .
11.	Enter or search for the User ID of the buyer that should be entered on the purchase order in the <b>Default Buyer ID</b> field. The Buyer entered here will only be put on the PO if another buyer is not defined on the User Preferences page.

Step	Action
12.	<p>Select the requisition line(s) to source to a Purchase Order by clicking the <b>Include</b> checkbox next to the desired lines. After the requisition line(s) that will be expedited into a purchase order are selected, the system activates the <b>Submit</b> and <b>Preview</b> buttons.</p> <p><b>Note:</b> A supplier must exist on the requisition line before a user can select the <b>Include</b> box.</p>
13.	<p>Select the <b>Build POs as Approved</b> check box to have purchase orders created with an Approved status. If you do not select this check box, the purchase order is created with a status of Open.</p>
14.	<p>If needed, users can click the <b>Preview</b> button to display a preview of the purchase order before it is expedited. Users must select the requisition and click the <b>Include</b> check box before they can preview.</p>
15.	<p>Click the <b>Submit</b> button to create the purchase order for the requisition lines selected. The Submit feature stages the items and launches the PO Calculations Process (PO_POCALC) and Create Purchase Order Process (PO_CREATE).</p>
16.	<p>The PO is being generated in the background. Users can monitor the process of PO generation by navigating to the Sourcing Workbench. For more information, see PO_030_020 – Using the Sourcing Workbench.</p>