

How to create Purchase Order with the multiple approved Purchase Requisition:-

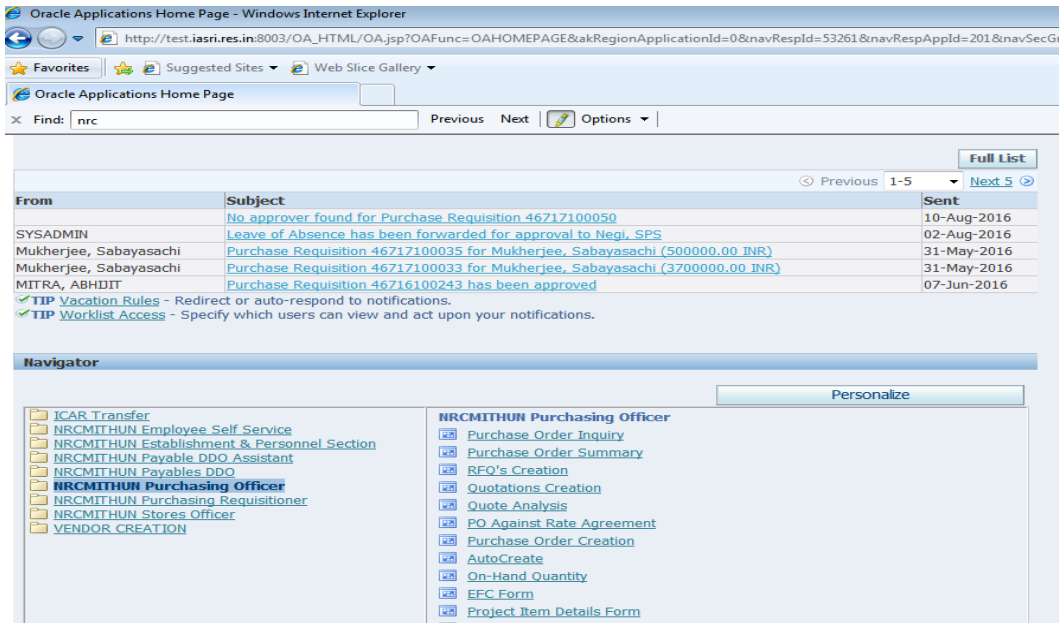
In order to create Purchase order the following information should be same:-

- 1) Supplier.
- 2) Source of fund.
- 3) Scheme code.

The process to create and get the approval for the Purchase Requisition is same.

Steps to create Purchase order with the multiple approved Purchase requisitions:-

- 1) Click on the 'XXX Purchasing Officer' responsibility.



The screenshot shows the Oracle Applications Home Page in a Windows Internet Explorer browser. The browser address bar displays the URL: http://test.iasri.res.in:8003/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&akRegionApplicationId=0&navRespId=53261&navRespAppId=201&navSecGr. The page title is "Oracle Applications Home Page - Windows Internet Explorer".

The main content area displays a list of notifications with the following columns: From, Subject, and Sent. The list includes several entries related to purchase requisitions and approvals.

From	Subject	Sent
	No approver found for Purchase Requisition 46717100050	10-Aug-2016
SYSADMIN	Leave of Absence has been forwarded for approval to Negi, SPS	02-Aug-2016
Mukherjee, Sabayasachi	Purchase Requisition 46717100035 for Mukherjee, Sabayasachi (500000.00 INR)	31-May-2016
Mukherjee, Sabayasachi	Purchase Requisition 46717100033 for Mukherjee, Sabayasachi (3700000.00 INR)	31-May-2016
MITRA, ABHDIT	Purchase Requisition 46716100243 has been approved	07-Jun-2016

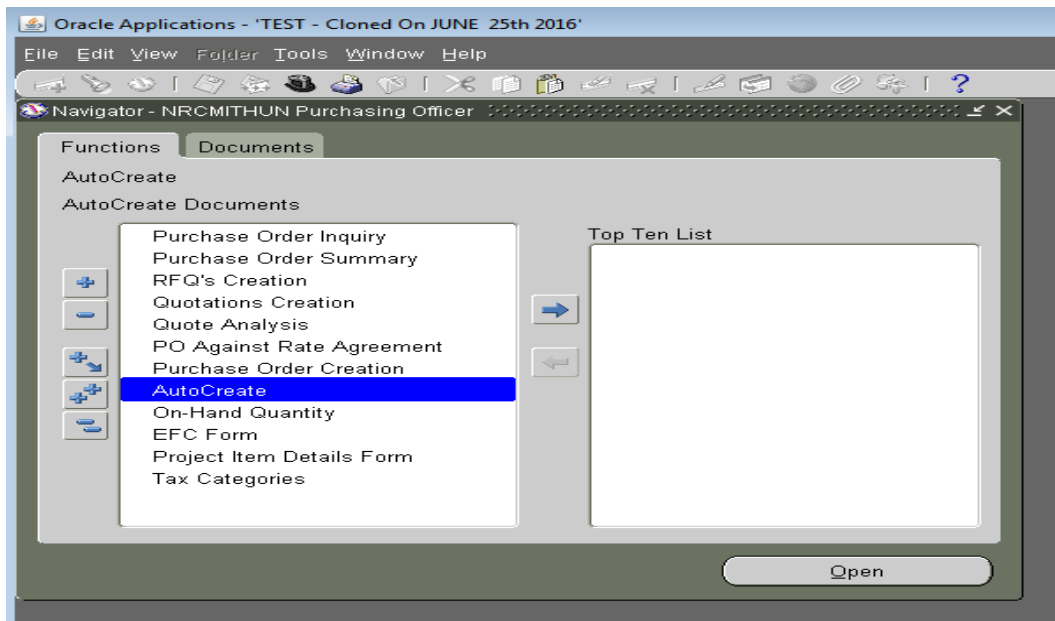
Below the list, there are two tips:

- ✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

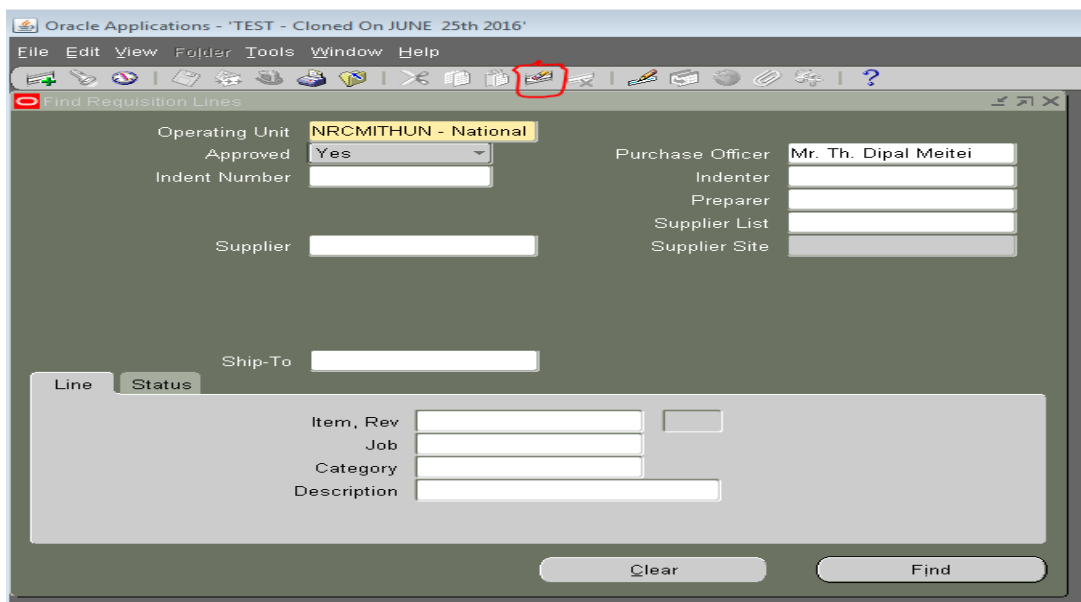
The Navigator section is visible, showing a tree view of responsibilities. The "NRCMITHUN Purchasing Officer" responsibility is selected, and its sub-responsibilities are listed:

- Purchase Order Inquiry
- Purchase Order Summary
- RFQ's Creation
- Quotations Creation
- Quote Analysis
- PO Against Rate Agreement
- Purchase Order Creation
- AutoCreate
- On-Hand Quantity
- EFC Form
- Project Item Details Form

2) Click on 'Autocreate'.



3) Click on 'Clear record' in the Tool bar.



4) Click on 'Find'.

The screenshot shows the 'Find Requisition Lines' window in Oracle Applications. The window title is 'Oracle Applications - TEST - Cloned On JUNE 25th 2016'. The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Operating Unit:** NRCMITHUN - Nation
- Approved:** Yes
- Indent Number:** [Empty field]
- Supplier:** [Empty field]
- Ship-To:** [Empty field]
- Purchase Officer:** [Empty field]
- Indenter:** [Empty field]
- Preparer:** [Empty field]
- Supplier List:** [Empty field]
- Supplier Site:** [Empty field]

Below these fields, there are two tabs: 'Line' and 'Status'. The 'Line' tab is active, showing a search criteria section with the following fields:

- Item, Rev:** [Empty field]
- Job:** [Empty field]
- Category:** [Empty field]
- Description:** [Empty field]

At the bottom of the window, there are two buttons: 'Clear' and 'Find'.

5) Click on 'Grouping' and select 'Default' by doing this the 'Manual' Tab will become active.

The screenshot shows the 'AutoCreate Documents' window in Oracle Applications. The window title is 'Oracle Applications - TEST - Cloned On JUNE 25th 2016'. The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Operating Unit:** NRCMITHUN - National
- AutoCreate Documents:** [Empty field]

Below these fields, there is a table with the following columns: Requisition, Line, Item, Rev, Category, Item Description, UOM, Quantity, Unit Price, and Need-By. The table contains the following data:

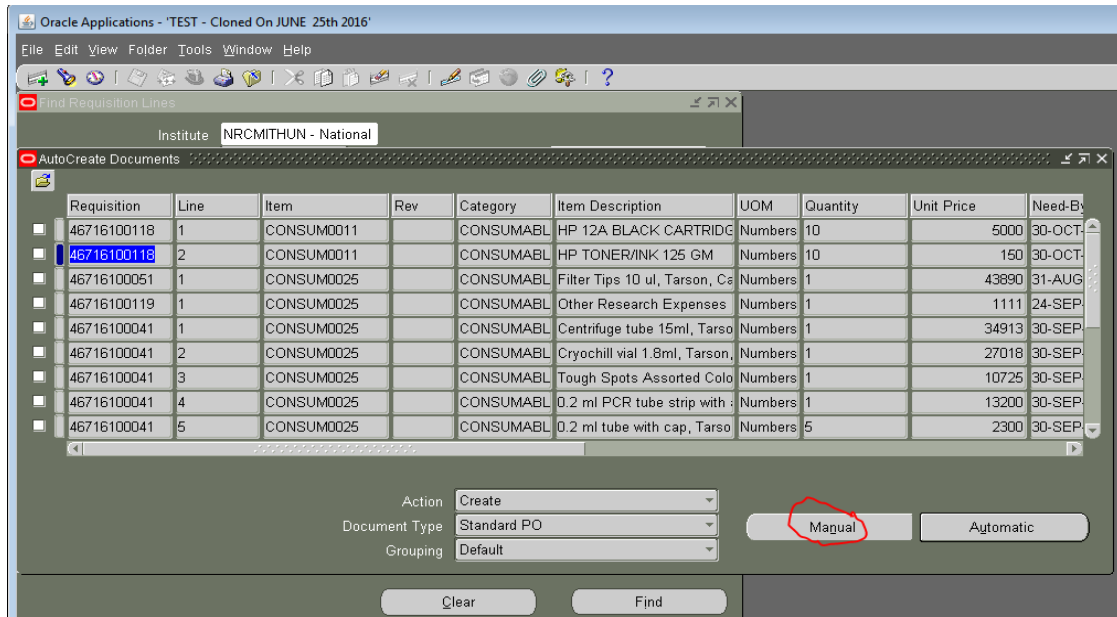
Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-By
46717100068	1	CONSUM009		CONSUMABL	Book	Numbers	10	100	30-OCT
46717100069	1	CONSUM009		CONSUMABL	pencil	Numbers	10	20	30-OCT
46717100070	1	CONSUM009		CONSUMABL	ADD gel pen	Numbers	10	30	30-OCT
46717100071	1	CONSUM009		CONSUMABL	Rim	Numbers	10	200	30-OCT
46716100118	1	CONSUM011		CONSUMABL	HP 12A BLACK CARTRIDG	Numbers	10	5000	30-OCT
46716100118	2	CONSUM011		CONSUMABL	HP TONER/INK 125 GM	Numbers	10	150	30-OCT
46716100051	1	CONSUM025		CONSUMABL	Filter Tips 10 ul, Tarson, Ce	Numbers	1	43890	31-AUG
46716100119	1	CONSUM025		CONSUMABL	Other Research Expenses	Numbers	1	1111	24-SEP
46716100041	1	CONSUM025		CONSUMABL	Centrifuge tube 15ml, Tarso	Numbers	1	34913	30-SEP

Below the table, there are three dropdown menus:

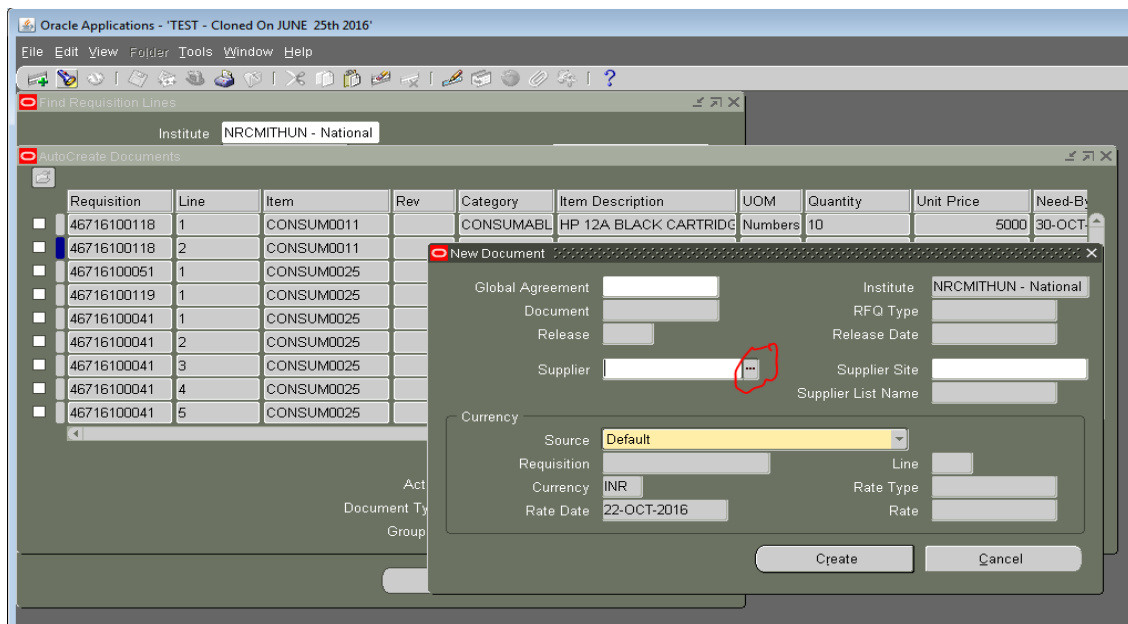
- Action:** Create
- Document Type:** Standard PO
- Grouping:** Requisition

At the bottom of the window, there are two buttons: 'Manual' and 'Automatic'. At the very bottom, there are two buttons: 'Clear' and 'Find'.

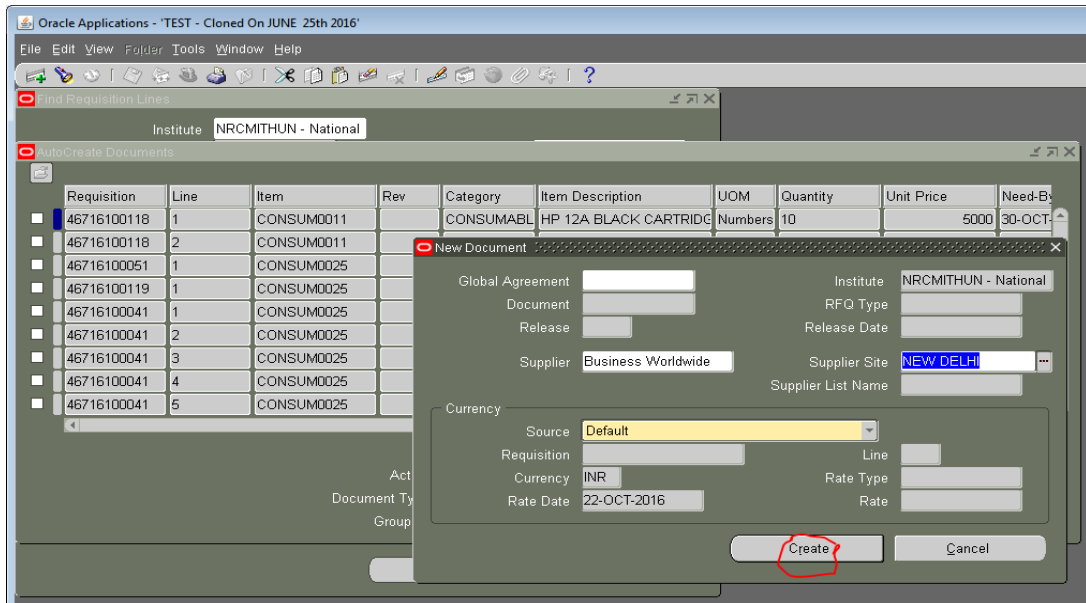
6) Click on the 'Manual' Tab.



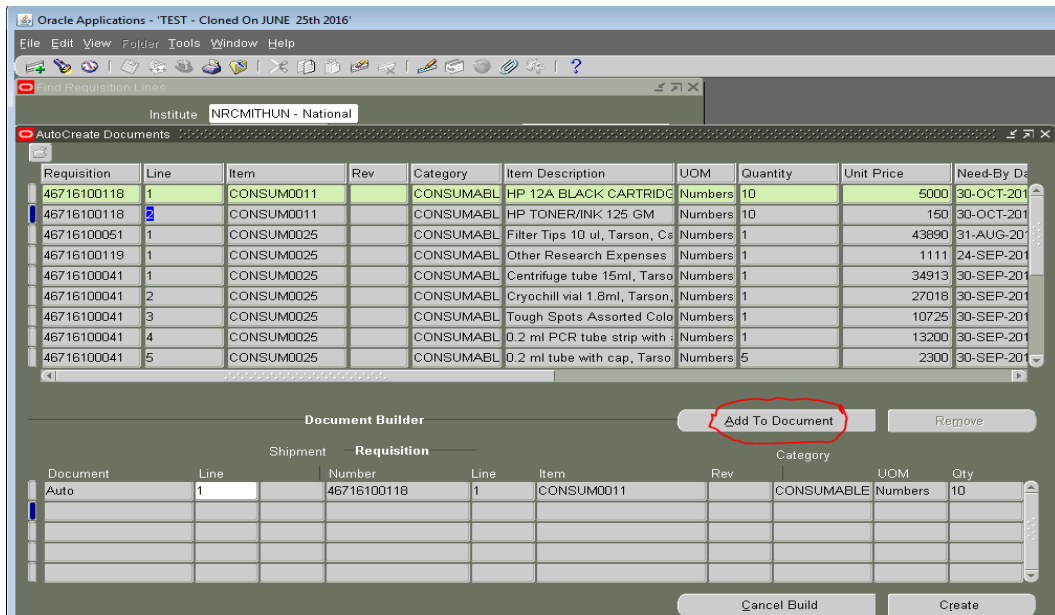
7) Click on the Supplier 'LOV' and select the Supplier.



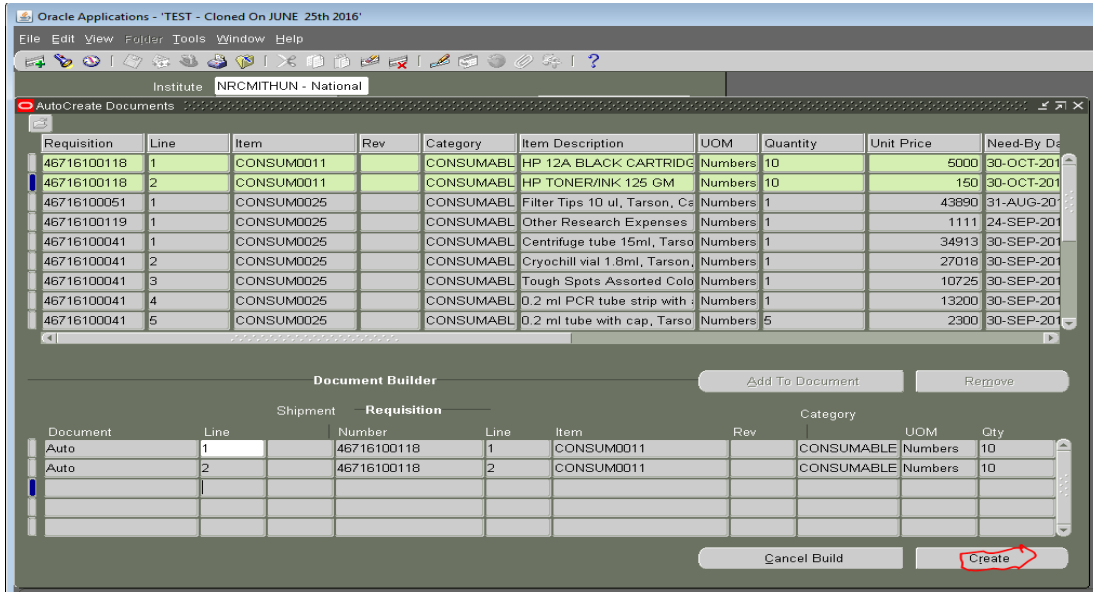
8) Click on the 'Create'.



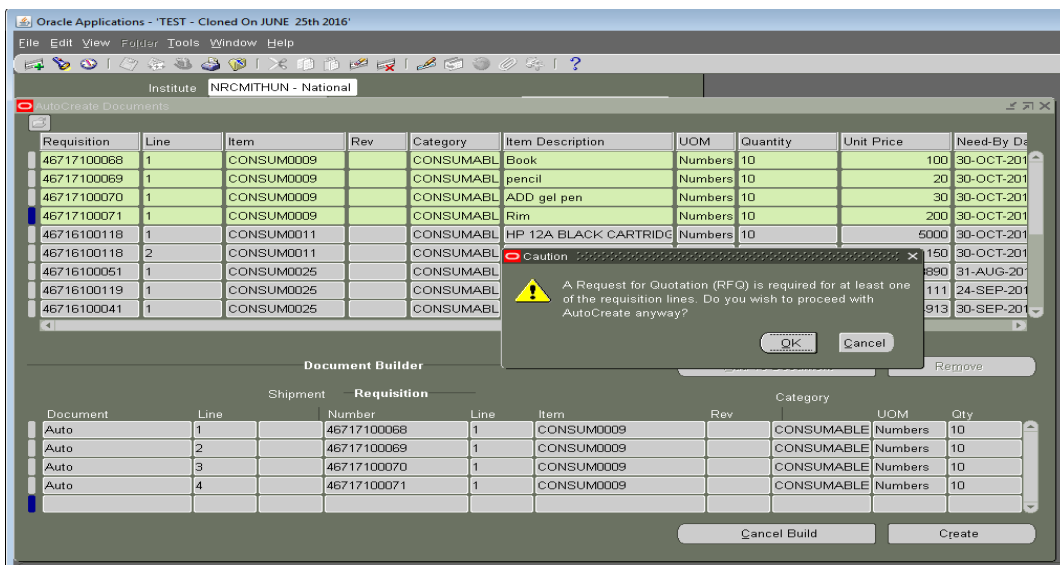
9) Select the Requisition line and click on the 'Add to Document'. Repeat the same process till the required selection of lines will get completed.



10) After selecting the required Lines click on the 'Create'.



11) Click on the 'OK'.



12) Finally Purchase Order is created with the multiple approved Purchase Requisitions and now forward it for the Approval to the competent authority.

Oracle Applications - 'TEST - Cloned On JUNE 25th 2016'

File Edit View Folder Tools Inquire Actions Window Help

AutoCreate to Purchase Orders - 46717400031

Institute: **NRCMITHUN - National** Created: 22-OCT-2016 13:12:46

PO_Rev: 46717400031 0 Type: Standard Purchase Order

Supplier: Business Worldwide Site: NEW DELHI

Ship-To: NRCM (M), Nagaland Bill-To: NRCM (M), Nagaland

Purchasing Officer: **Mr. Th. Dipal Meitei** Status: Incomplete

Contact: []

Currency: INR

Total: 51500.00 [10]

Description: []

Lines Price Reference Reference Documents More Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised	[]
1	Goods	CONSUM0011		CONSUMABLES	HP 12A BLACK CART	Num	10	5000		..E
2	Goods	CONSUM0011		CONSUMABLES	HP TONER/INK 125 G	Num	10	150		..E

Item: CONSUM0011 HP 12A BLACK CARTRIDGES FOR PRINTER MODEL HP NO-M1001

Currency... Terms Shipments Approve...