EP.020.760 – EXPEDITE REQUISITIONS

Purpose	To create a purchase order by expediting a requisition.
Description	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. 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. Requisitions must meet certain conditions before they can be selected for expediting. A few of these conditions are: • The requisition must be approved • The budget status must be valid • The requisition cannot be on hold • The open quantity or open amount on the requisition distribution must be greater than zero.
Security Role	**BOR_EP_BUYER_CENTER**
Dependencies/ Constraints	N/A
Additional Information	None

Procedure

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

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **eProcurement** link.
4.	Click the **Buyer Center** link.
5.	Click the **Expedite Requisitions** link.
6.	Enter the Requisition ID in the **Requisition ID** field and/or define additional criteria to narrow the search. If users select the **Include Lines with No Supplier** 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.
7.	After completing the search criteria, use the **Search** button to display any requisitions that meet the criteria.
8.	Verify a supplier name appears in the **Supplier Name** field. If this field is blank, users must specify a supplier before taking any additional action.
9.	After requisitions appear, users can change or add the supplier, if needed and this can be accomplished a number of ways: • **Option 1 - Change a Single Supplier:** click on the magnifying glass icon to search for Supplier Name and the desired supplier. • **Option 2 – Change Multiple Suppliers**: click on the **Select** checkbox next to multiple lines, then navigate to the enter/search field next to the Apply Supplier to Selected Lines button. Then click the **Apply Supplier to Selected Lines** button to apply the changes. • **Option 3 – Change All Suppliers**: this option will change all suppliers including where the supplier is already specified. Click the **Select All/Deselect All** 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 **Apply Supplier to Selected Lines** button.
10.	If needed, edit the **Location** and **PO Qty**.
11.	Enter or search for the User ID of the buyer that should be entered on the purchase order in the **Default Buyer ID** 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.	Select the requisition line(s) to source to a Purchase Order by clicking the **Include** 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 **Submit** and **Preview** buttons. ***Note:*** *A supplier must exist on the requisition line before a user can select the Include box.*
13.	Select the **Build POs as Approved** 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.
14.	If needed, users can click the **Preview** button to display a preview of the purchase order before it is expedited. Users must select the requisition and click the **Include** check box before they can preview.
15.	Click the **Submit** 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).
16.	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.