How to create a PO from a requisition in Oracle EBS

This guide shows you how to create a PO from a requisition in Oracle EBS (Oracle E-Business Suite). You find an existing requisition in the Buyer Work Center, add it to the Document Builder, select a supplier, and create the purchase order. You then add a second item, submit the order for approval, and review the approved order as a PDF.

The examples use requisition 14409 for a DVD Burner 8X and the supplier Corporate Express Office Supply.

Prerequisites

Before you begin, make sure you have:

- An Oracle E-Business Suite username and password.
- Access to the **Purchasing** responsibility.
- An existing requisition to convert. This guide uses requisition number 14409.

Create the purchase order from the requisition

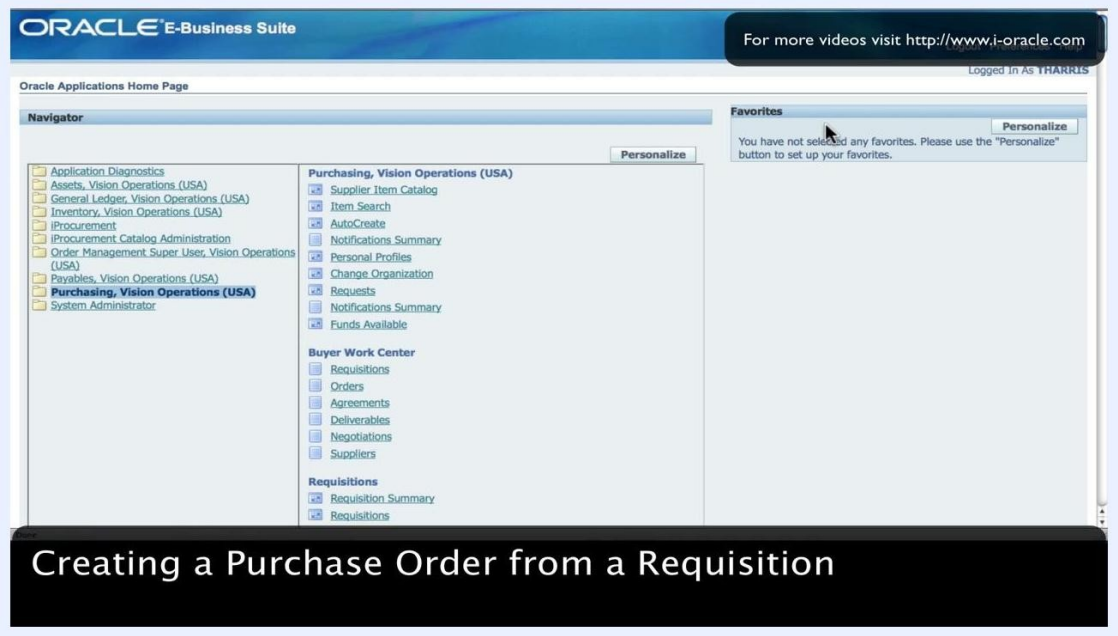
Step 1: Log in to Oracle E-Business Suite

1. Enter your username and password on the login screen.
2. Select the **Purchasing** responsibility from the available options.

Step 2: Open the Requisitions page in the Buyer Work Center

1. On the Oracle Applications Home Page, locate the **Navigator** panel.
2. Click **Purchasing, Vision Operations (USA)** to expand the menu.

3. Under **Buyer Work Center**, select **Requisitions**.

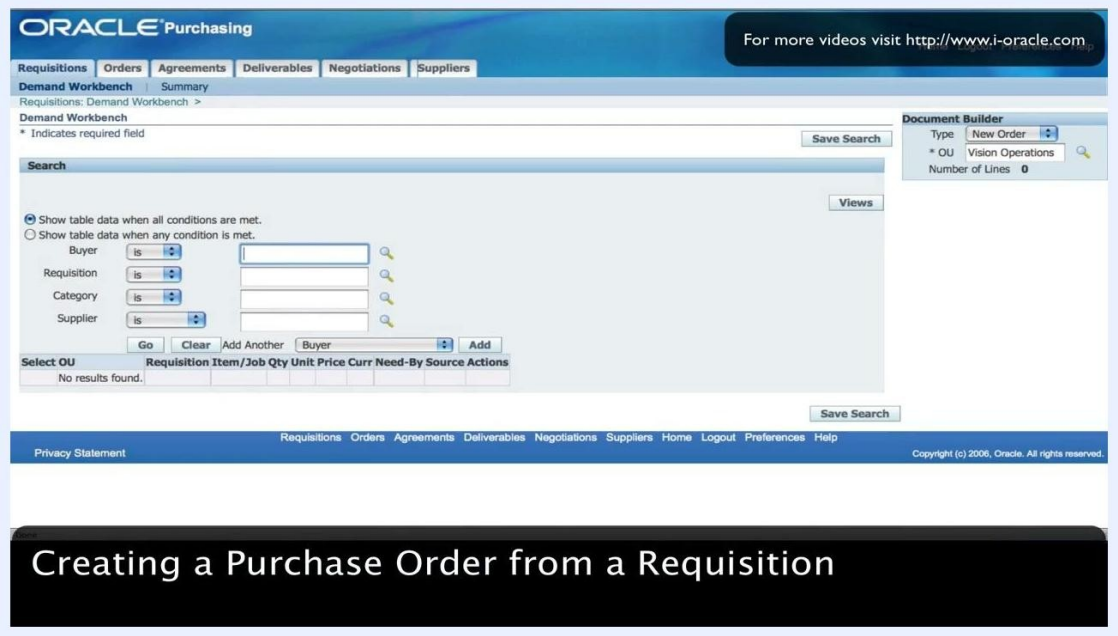


Navigator panel with Purchasing, Vision Operations (USA) expanded and Requisitions selected under Buyer Work Center

Step 3: Search for the requisition

1. On the **Demand Workbench** screen, find the **Search** section.
2. In the **Buyer** field, enter your name if it isn't filled in automatically (for example, "Harris, Mr. Tony").
3. In the **Requisition** field, enter the requisition number **14409**.

4. Click **Go**.



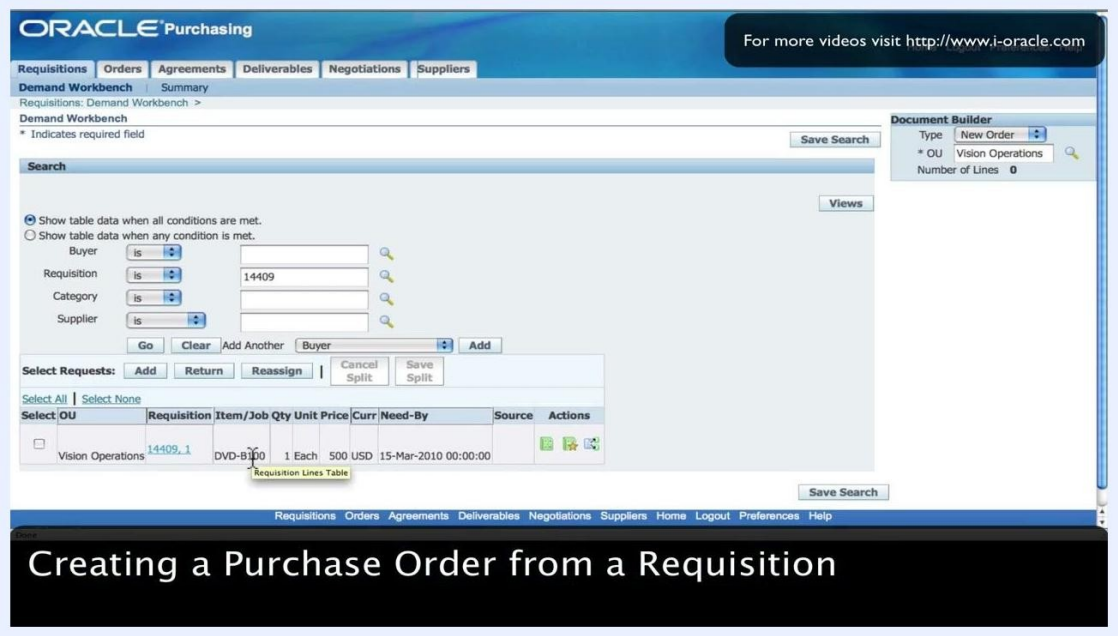
Demand Workbench search screen with requisition number 14409 entered

Step 4: Select the requisition line and add it to the Document Builder

Review the search results. In this example, the requisition line shows:

- **Requisition:** 14409
- **Item/Job:** DVD-B100 (DVD Burner 8X)
- **Quantity:** 1 Each
- **Unit Price:** 500 USD
- **Need-By Date:** 15-Mar-2010

Select the check box next to the requisition line, then click **Add** to add it to your Document Builder.



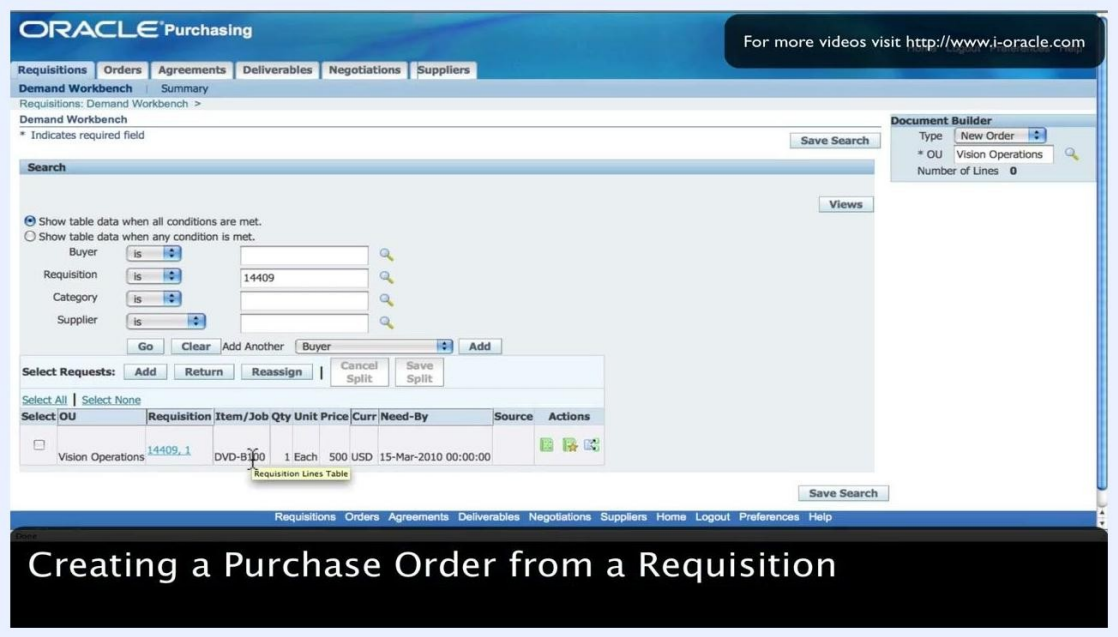
Search results showing requisition 14409 for DVD Burner 8X, ready to be added

On the right side, check the **Document Builder** panel. It should show:

- **Type:** New Order
- **OU:** Vision Operations
- **Recently Added Items:** DVD Burner 8X, 1 Each, 500.00 USD

Step 5: Select the supplier

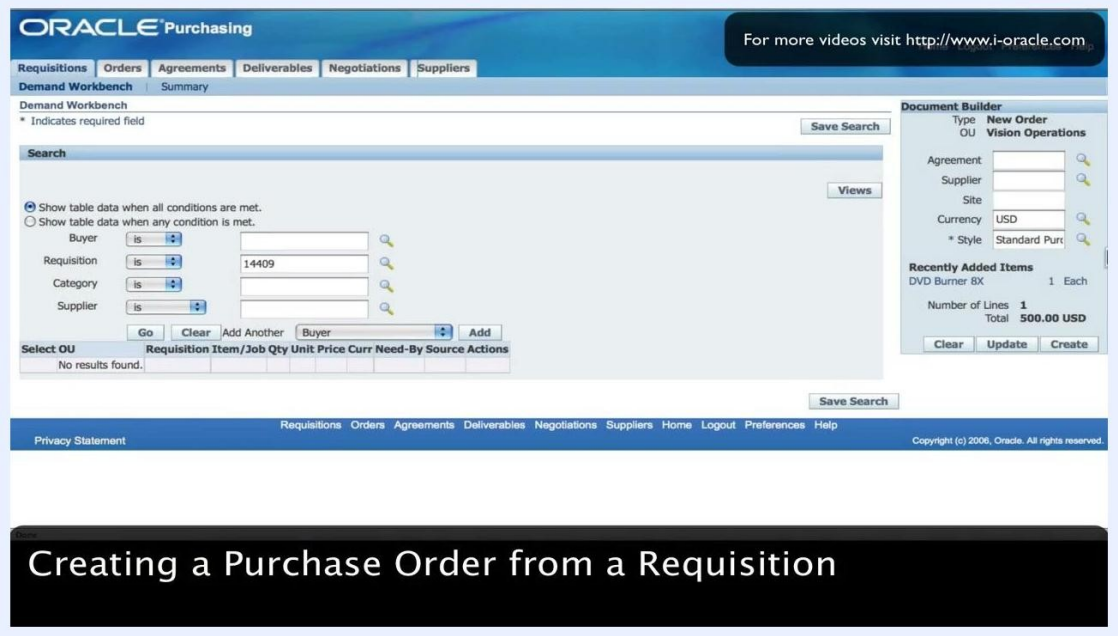
1. In the Document Builder, click the search icon next to the **Supplier** field.



Document Builder panel with the Supplier search icon highlighted

2. In the supplier search window, set the filter to **Supplier**.
3. Enter **Cor%** in the search field to find suppliers that start with "Cor".
4. Click **Go**.
5. Find **Corporate Express Office Supply** in the results.

6. Click the **Quick Select** icon next to the supplier name.



Supplier search window with Corporate Express Office Supply found and Quick Select highlighted

Step 6: Confirm the supplier and site details

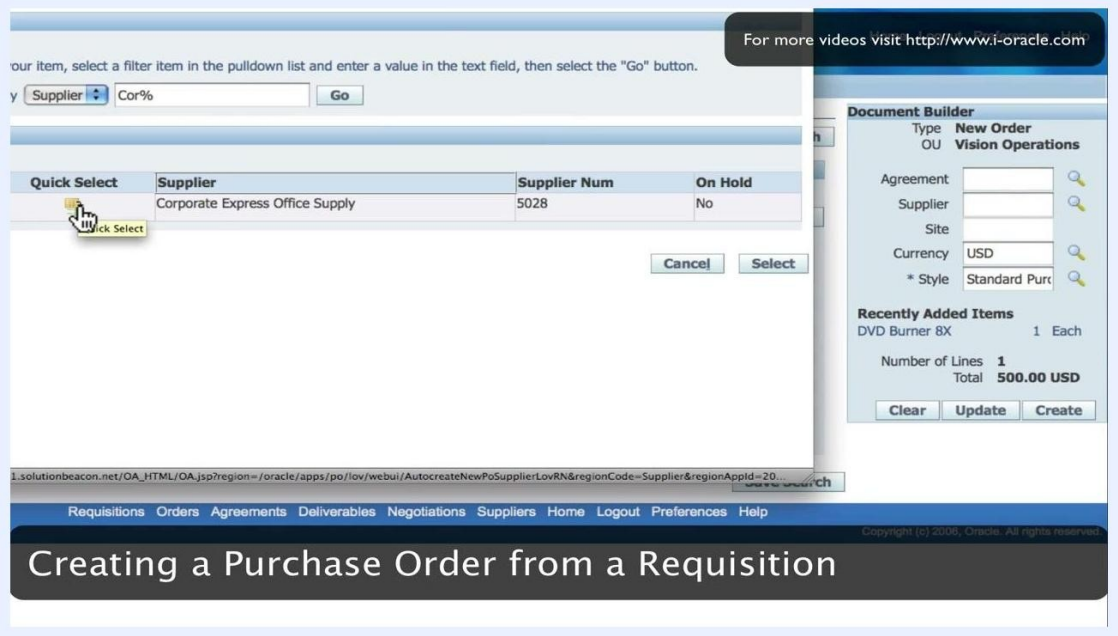
Back in the Document Builder, check that:

- The **Supplier** field shows "Corporate Express".
- The **Site** field is filled in automatically (for example, "CEOS").
- The **Currency** is "USD".
- The **Style** is "Standard Purchase".

Step 7: Create the purchase order

1. Review all the details in the Document Builder panel for accuracy.

2. Click **Create** to start creating the purchase order.



Document Builder panel with all fields populated and the Create button highlighted

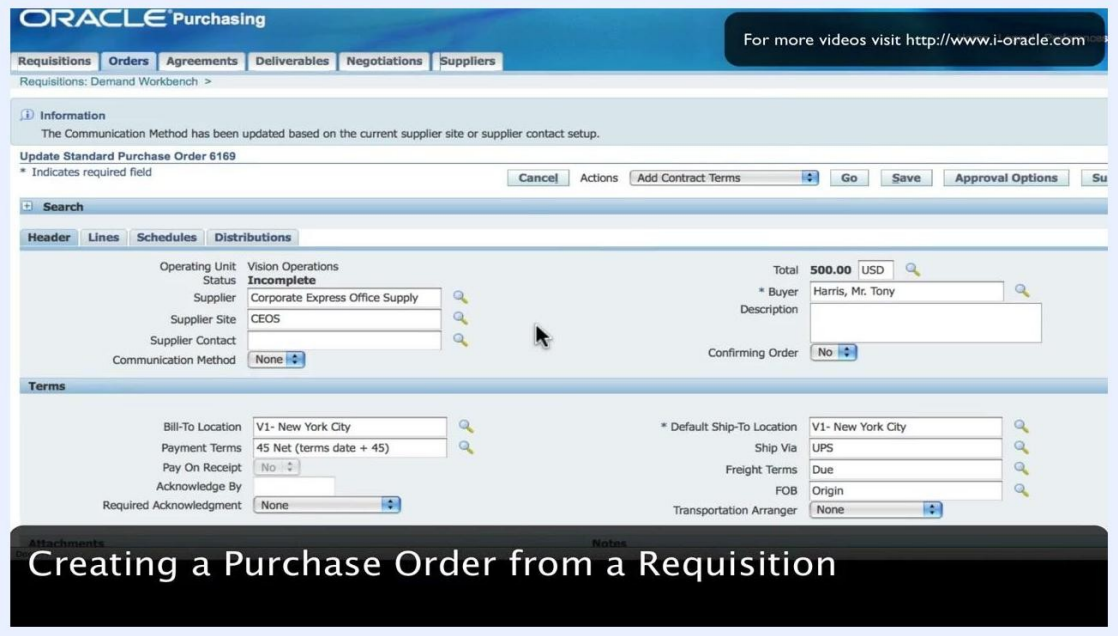
Add another item to the purchase order

Step 8: Review the purchase order header

Confirm the following header details:

- **Operating Unit:** Vision Operations
- **Status:** Incomplete
- **Supplier:** Corporate Express Office Supply
- **Supplier Site:** CEOS
- **Buyer:** Harris, Mr. Tony
- **Total:** 500.00 USD
- **Bill-To Location:** V1 - New York City
- **Payment Terms:** 45 Net (terms date + 45)
- **Default Ship-To Location:** V1 - New York City
- **Ship Via:** UPS
- **Freight Terms:** Due
- **FOB:** Origin

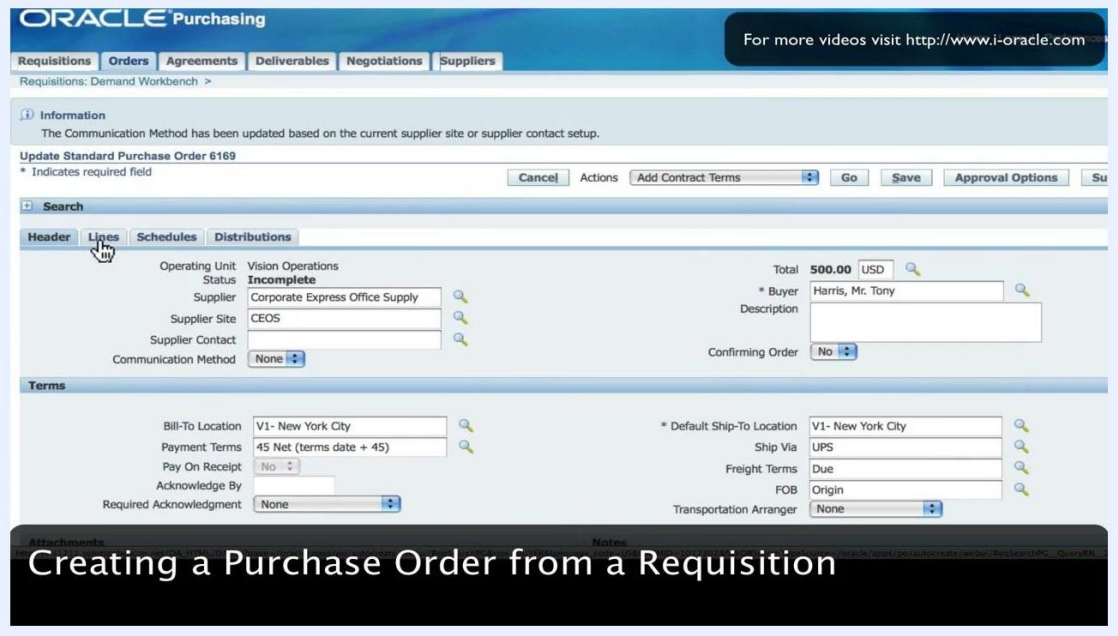
Update any additional header or delivery details as needed.



Purchase order header and terms details, including supplier, buyer, locations, and payment terms

Step 9: Open the Lines tab and add blank rows

1. Click the **Lines** tab to view and manage the items on your purchase order.

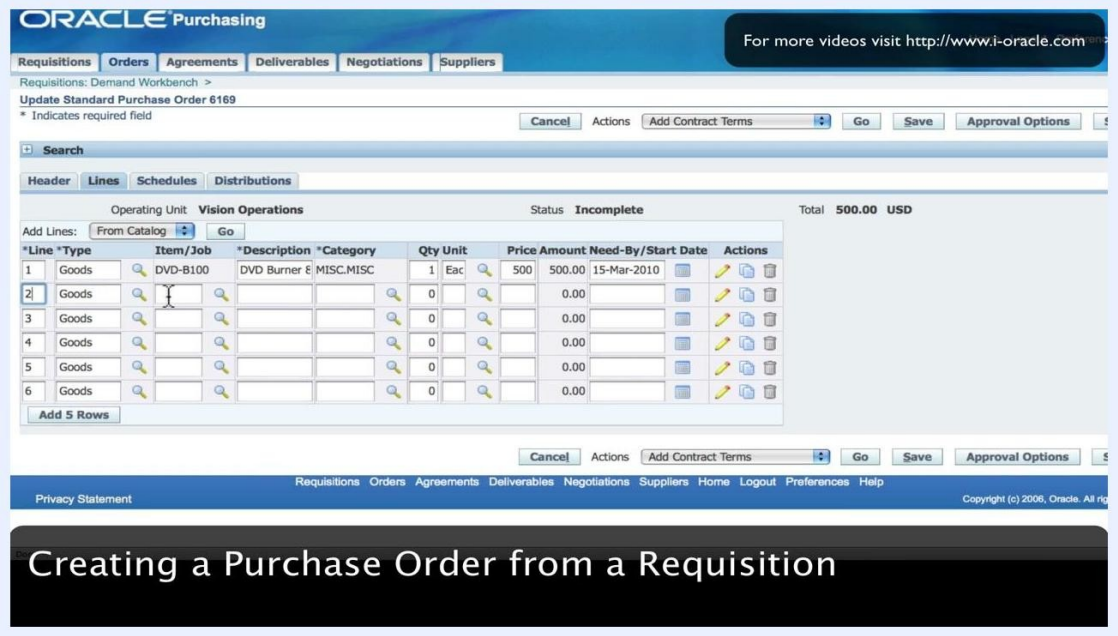


Cursor selecting the Lines tab to view the purchase order lines

2. Review the existing line for **DVD-B100 (DVD Burner 8X)**.
3. Click **Add 5 Rows** to insert five blank lines for new items.

Step 10: Find and select the new item

1. On the new blank line (Line 2), click the search icon in the **Item/Job** field.
2. Enter **DVD-%** to find all items that start with "DVD".
3. Click **Go**.
4. In the results, find **DVD-CR** (Description: DVD).
5. Click the **Quick Select** icon next to **DVD-CR** to add it to the line.



Item search popup with DVD-CR and DVD-B100 listed and the Quick Select icon highlighted for DVD-CR

Step 11: Edit the description (optional)

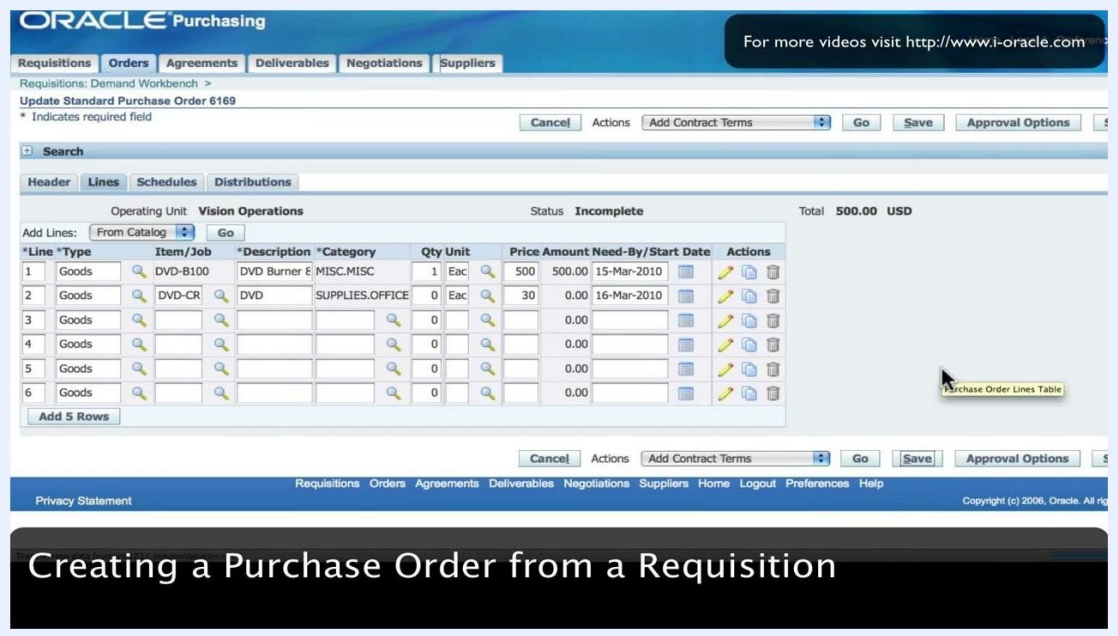
The **Description** field defaults to "DVD" for the new item. Overwrite it if you need a custom description.

Step 12: Enter the need-by date, quantity, and price

1. In the **Need-By/Start Date** field for the new item, enter **16-Mar-2010**.
2. In the **Qty** field, enter **10**.
3. In the **Unit** field, make sure the value is **Each (Eac)**.
4. In the **Price** field, enter **30** if it isn't filled in automatically.

Step 13: Save the purchase order lines

Click **Save** to update the purchase order with the new item and its details. The Lines tab now shows two items: DVD Burner 8X (1 Each, $500, 15-Mar-2010) and DVD (10 Each, $30, 16-Mar-2010).



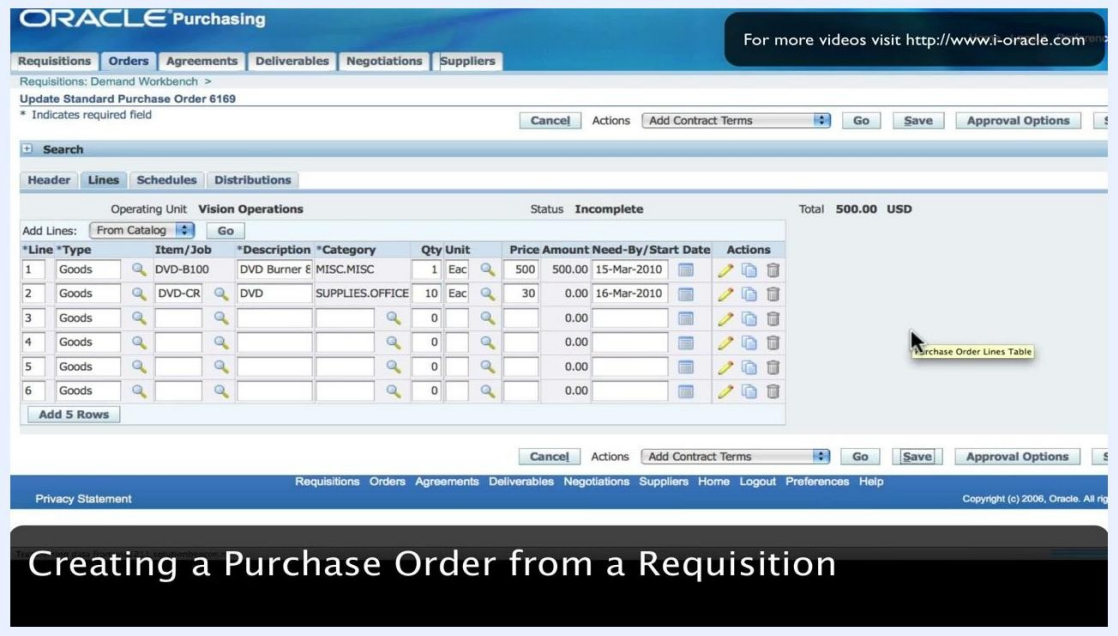
Lines tab showing two items, DVD Burner 8X and DVD, with the Save button available

Submit the purchase order and review it

Step 14: Submit the purchase order for approval

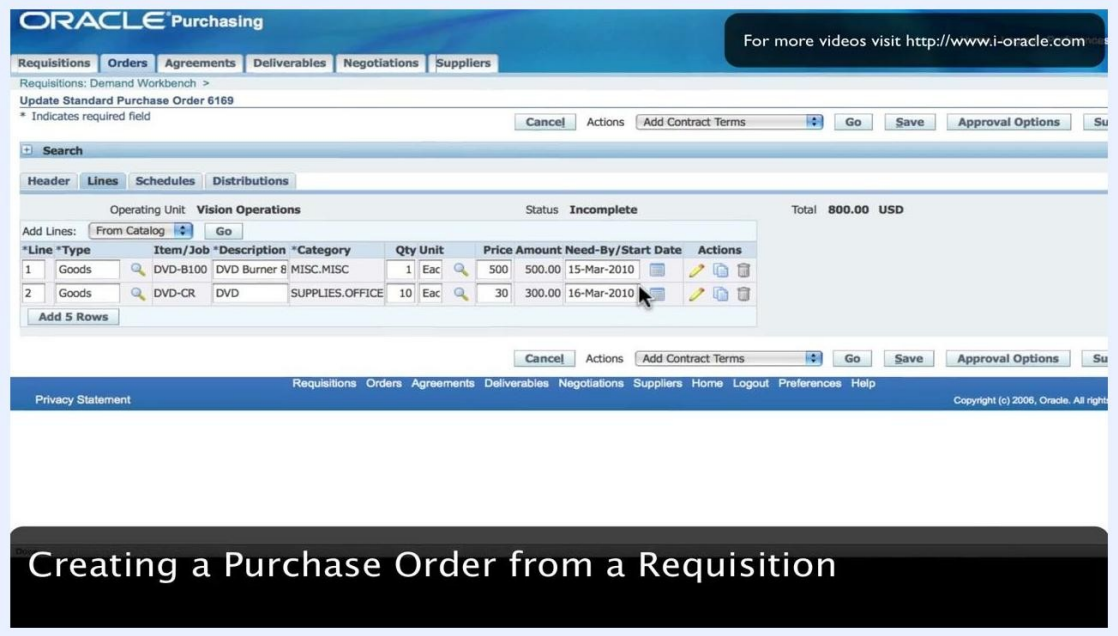
1. Check the total amount. It should now include all added items (in this example, **800.00 USD**).
2. Note the **Purchase Order Number** shown on the screen (in this example, **6169**).

3. Click **Submit** to send the purchase order for approval.



Purchase order lines completed with the total updated to 800.00 USD and the Submit button visible

A confirmation message appears: **Standard Purchase Order 6169 has been submitted for approval**. You are then redirected to the **Demand Workbench** or a similar summary or search screen.

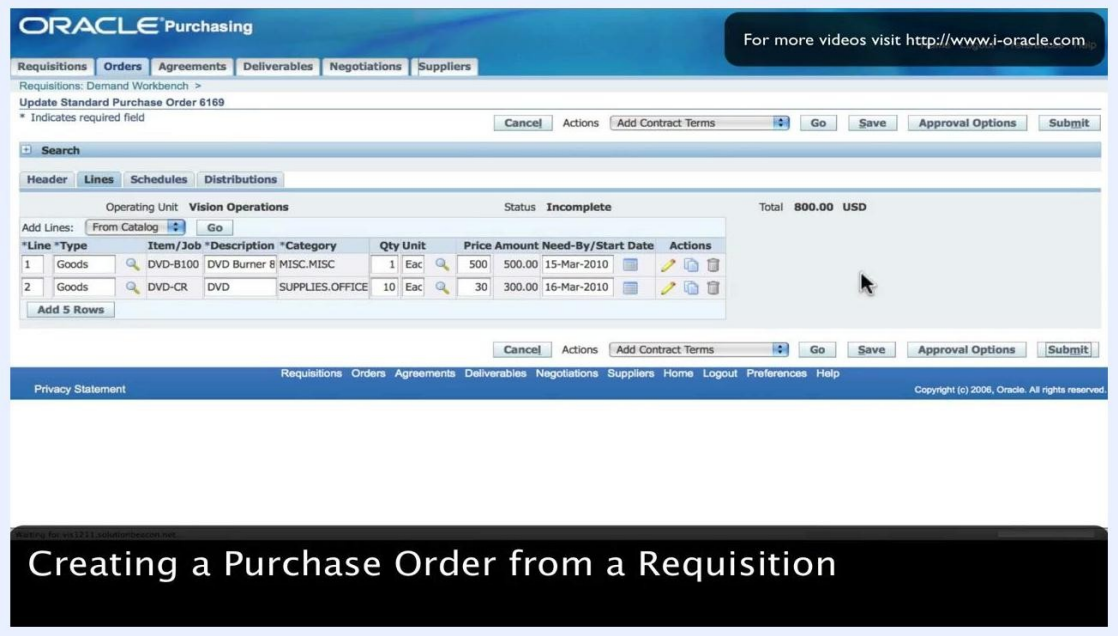


Confirmation message that Standard Purchase Order 6169 has been submitted for approval, shown above the Demand Workbench search screen

Step 15: Open your orders

1. Click the **Orders** tab or the **My Orders** button.
2. In the **View** dropdown, select **My Incomplete Orders** to see orders that aren't approved yet, or **My Open Orders** to see approved and active orders.

3. Click **Go** to refresh the list.

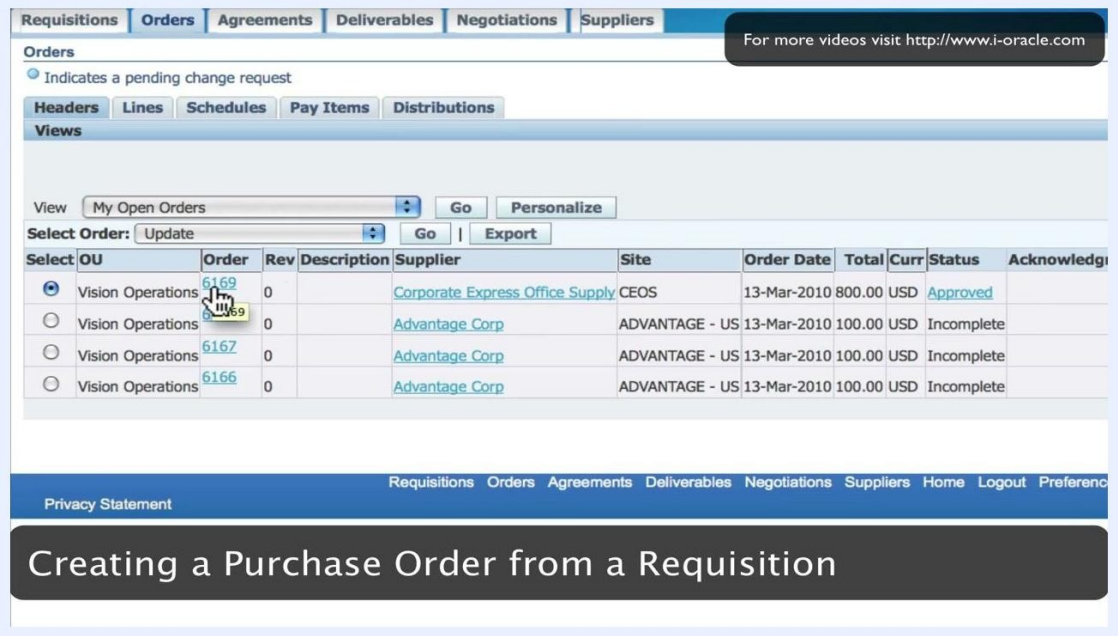


Orders screen with My Incomplete Orders selected in the View dropdown

Step 16: Find the purchase order and check its status

1. Find your purchase order in the list (in this example, **Order 6169**).
2. Confirm that the **Status** is **Approved** and the **Total** matches the amount you expect (in this example, **800.00 USD**).

3. Click the order number to open the order details.



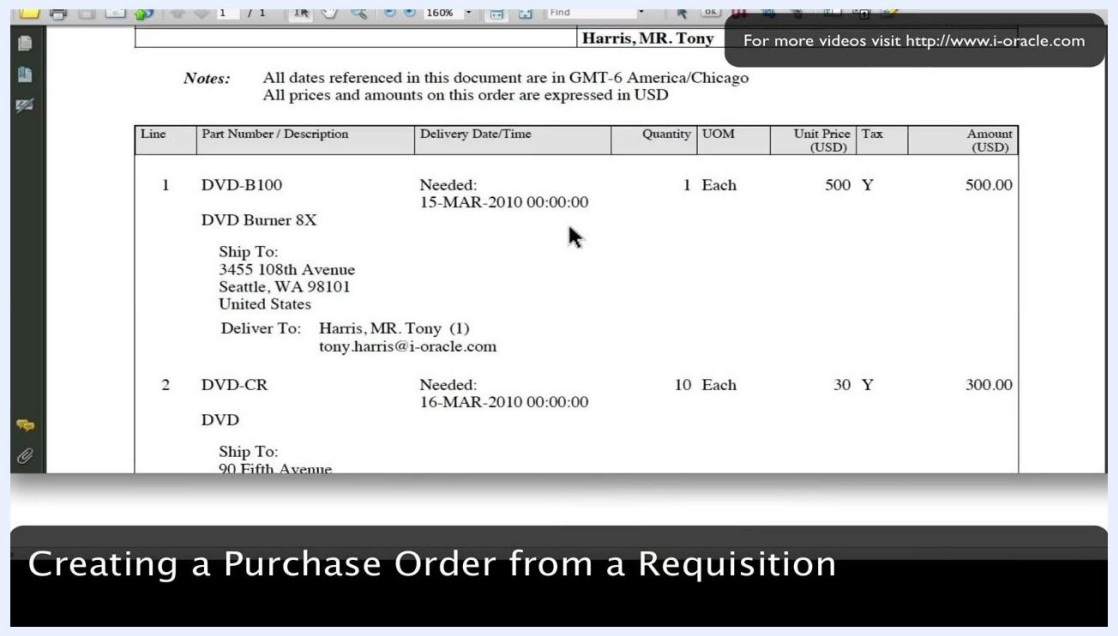
Orders list showing Order 6169 with status Approved, supplier Corporate Express Office Supply, and total 800.00 USD

Step 17: View the order details and generate a PDF

On the order details screen, review the line items, quantities, prices, and delivery dates. The **Actions** dropdown gives you these options:

- **View Acknowledgments**
- **View Acquisition Cost**
- **View Action History**
- **View Change History**
- **View Invoices**
- **View PDF**

Select **View PDF** from the **Actions** dropdown, then click **Go** to generate a PDF version of the purchase order.



Actions dropdown expanded with View PDF selected, ready to generate a PDF of the purchase order

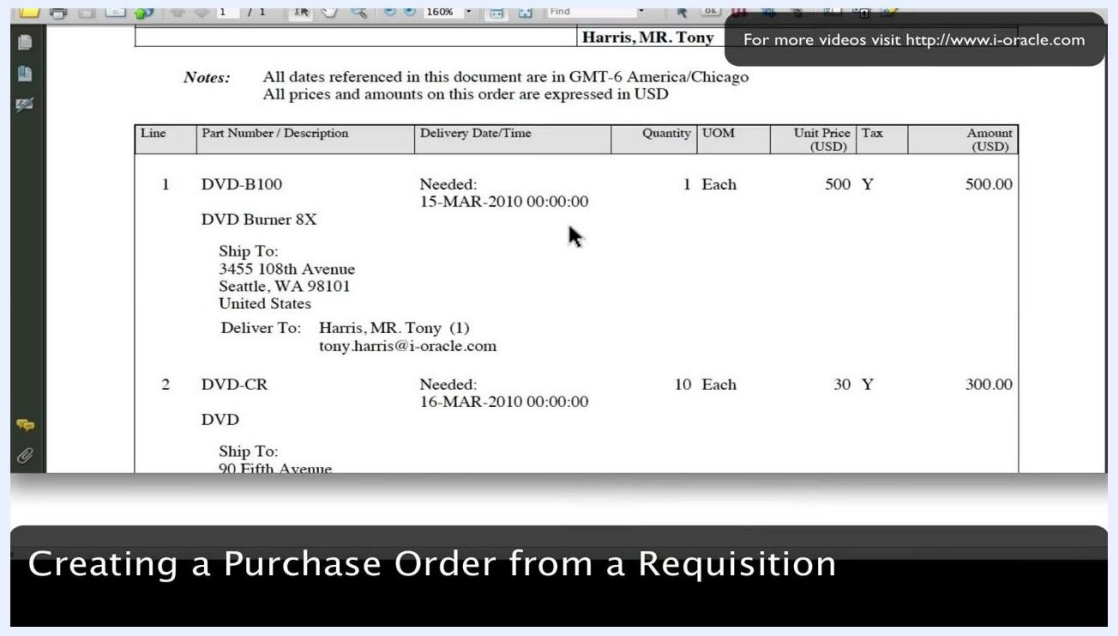
When prompted, choose the PDF viewer you want to use (for example, **Adobe Acrobat Pro**) and click **OK** to open the document.

Step 18: Review the purchase order PDF

Check the PDF for these details:

- Line items (for example, **DVD-B100** and **DVD-CR**)
- Descriptions (for example, **DVD Burner 8X** and **DVD**)
- Delivery dates (for example, **15-MAR-2010** and **16-MAR-2010**)
- Quantities and unit prices (for example, **1 Each at $500** and **10 Each at $30**)
- Shipping and delivery addresses
- Buyer information (for example, **Harris, MR. Tony**)

Confirm that all information is correct before you take further action.



PDF preview of the purchase order showing line items, delivery dates, quantities, prices, and addresses

Step 19: Verify the PDF header, supplier, and order information

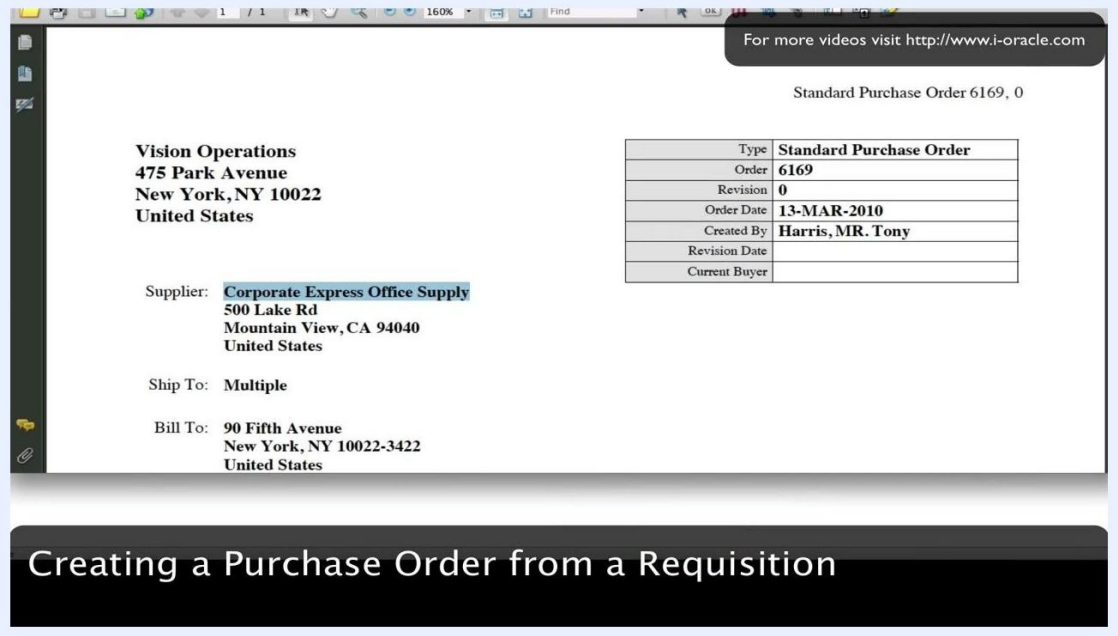
Check the top section of the PDF:

- **Company name and address:** Vision Operations, 475 Park Avenue, New York, NY 10022, United States
- **Supplier information:** Corporate Express Office Supply, 500 Lake Rd, Mountain View, CA 94040, United States
- **Ship To:** Multiple (if you specified multiple delivery locations)
- **Bill To:** 90 Fifth Avenue, New York, NY 10022-3422, United States

Then check the summary table:

- **Type:** Standard Purchase Order
- **Order Number:** 6169
- **Revision:** 0
- **Order Date:** 13-MAR-2010
- **Created By:** Harris, MR. Tony
- **Revision Date:** blank if the order hasn't been revised
- **Current Buyer:** blank if not specified

Make sure the order number and date match your records.



PDF showing the company address, supplier details, order summary information, and billing and shipping details

Step 20: Save or print the PDF and finish

1. Save the PDF to your local drive or a secure network location for record-keeping.
2. If required, print a copy for physical filing or to send to the supplier.
3. Close the PDF viewer when you finish.

Summary

You now know how to create a PO from a requisition in Oracle EBS. You found requisition 14409, added it to the Document Builder, selected the supplier, and created the purchase order. You then added a second line, submitted the order for approval, confirmed its Approved status, and reviewed a PDF copy.

What's next

Return to Oracle E-Business Suite or your procurement system to continue with additional tasks, such as tracking order fulfillment or managing invoices.