

TITLE

MAINTAIN PURCHASE REQUISITION (CONVERT TO PO)

NO	SESSION/DIAGRAM	INSTRUCTIONS
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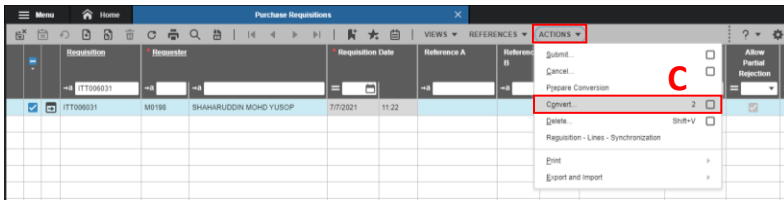
1.0

1.0 Convert Purchase Requisition:
Master Data\Procurement\ Purchase Requisitions\ Purchase Requisitions

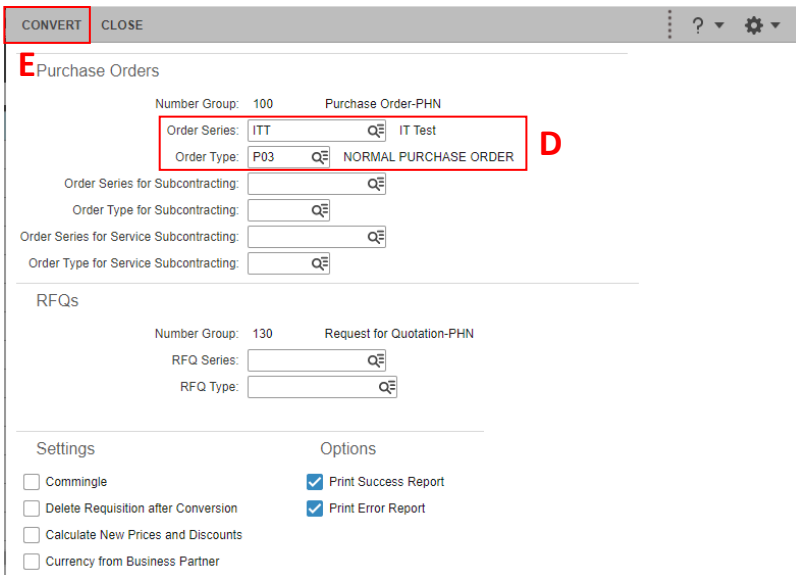


A. Insert the EPR no in the Requisition filter field.

B. The line shows that the PR has been approved by the final approver and can be convert to Purchase Order.

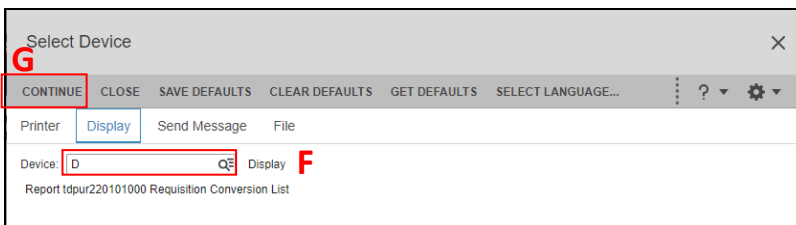


C. Next, go to “Actions” and select “Convert”.



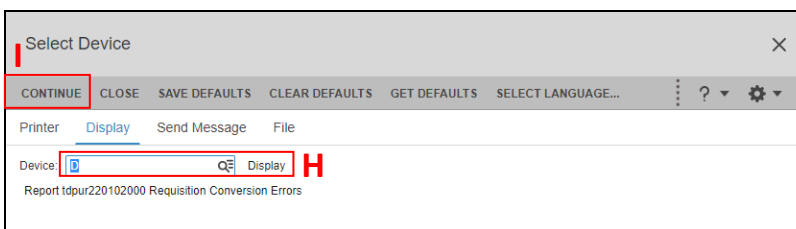
D. Insert the order series for the Purchase Order in “Order Series” field and insert the order type in the “Order Type” field.

E. Next, click “Convert”.



F. Insert “D” in order to display in the “Device” field.

G. Then, click “Continue”.



H. Then, insert “D” in the “Device” field.

I. Next, click “Continue”.

Requisition	Line	Item	Conversion Type	Order / RFQ	Line	Sequence
ITT006031	3	PW935015	Purchase Order	ITT005033	1	1
ITT006031	4	PW932480	Purchase Order	ITT005033	2	1
ITT006031	5	PW935771	Purchase Order	ITT005033	3	1
ITT006031	6	PW863269	Purchase Order	ITT005033	4	1
ITT006031	8	PW532349	Purchase Order	ITT005033	5	1
ITT006031	1	PW935005	Purchase Order	ITT005034	1	1
ITT006031	2	PW935513	Purchase Order	ITT005034	2	1
ITT006031	7	PW863297	Purchase Order	ITT005034	3	1
ITT006031	9	PW935888	Purchase Order	ITT005034	4	1
ITT006031	10	MF445635P	Purchase Order	ITT005034	5	1

The display browser shows that the Purchase Requisition has been converted.

One EPR can be converted into multiple Purchase Order based on Business Partner.

Order	Buy From Business Partner	Purchase Office	Order Date	Order Amount	Status
ITT005919	A0000001 AERO DIGITAL SDN BHD	PHN PUR PHN Purchase Office (TSD)	M.. SHL 31/1/2021 23.43	219.00 MYR	Modified
ITT005920	J0000027 JFE SHOJI STEEL MALAYSIA SDN BHD	PHN PUR PHN Purchase Office (TSD)	1/3/2021 15.19	130.95 MYR	Created
ITT005921	J0000027 JFE SHOJI STEEL MALAYSIA SDN BHD	PHN PUR PHN Purchase Office (TSD)	1/3/2021 15.22	4.95 MYR	Created
ITT005922	J0000027 JFE SHOJI STEEL MALAYSIA SDN BHD	PHN PUR PHN Purchase Office (TSD)	1/3/2021 16.04	455.00 MYR	Created
ITT005923	J0000027 JFE SHOJI STEEL MALAYSIA SDN BHD	PHN PUR PHN Purchase Office (TSD)	2/3/2021 13.00	8801.30 MYR	Created
ITT005924	P0000122 PNE MICRON (KUALA LUMPUR) SDN. BHD.	PHN PUR PHN Purchase Office (TSD)	M.. SHL 19/4/2021 09.53	-14.20 MYR	Created
ITT005925	P0000122 PNE MICRON (KUALA LUMPUR) SDN. BHD.	PHN PUR PHN Purchase Office (TSD)	19/4/2021 10.26	210.00 MYR	Created
ITT005926	P0000122 PNE MICRON (KUALA LUMPUR) SDN. BHD.	PHN PUR PHN Purchase Office (TSD)	19/4/2021 10.32	0.00 MYR	Created
ITT005927	Y0000101 YOUNGHEEM ELECTRONICS (M) SDN. BHD.	PHN PUR PHN Purchase Office (TSD)	27/4/2021 16.34	10200.00 MYR	Created
ITT005928	J0000027 JFE SHOJI STEEL MALAYSIA SDN BHD	PHN PUR PHN Purchase Office (TSD)	M.. SHL 30/4/2021 10.12	2.04 MYR	Created
ITT005929	N0000090 NICCOM STEEL CENTRE (M) SDN BHD	PHN PUR PHN Purchase Office (TSD)	M.. SHL 30/4/2021 10.12	5.75 MYR	Created
ITT005930	P0000116 POSCO-MKPC SDN BHD	PHN PUR PHN Purchase Office (TSD)	M.. SHL 30/4/2021 10.12	100.00 MYR	Created
ITT005931	A0000001 AERO DIGITAL SDN BHD	PHN PUR PHN Purchase Office (TSD)	M.. SHL 11/5/2021 15.16	150.00 MYR	In Proc
ITT005932	P0000116 POSCO-MKPC SDN BHD	PHN PUR PHN Purchase Office (TSD)	M.. SHL 11/5/2021 15.29	100.00 MYR	In Proc
ITT005933	I0000099 INDUSTRIAL QUALITY MANAGEMENT SDN B	PHN PUR PHN Purchase Office (TSD)	7/7/2021 13.27	103577.80 MYR	Created
ITT005934	T0001000 TECHSTAMP ENGINEERING SDN BHD	PHN PUR PHN Purchase Office (TSD)	7/7/2021 13.27	78069.80 MYR	Created

The Purchase Order session shows that the EPR are converted with "Created" status.