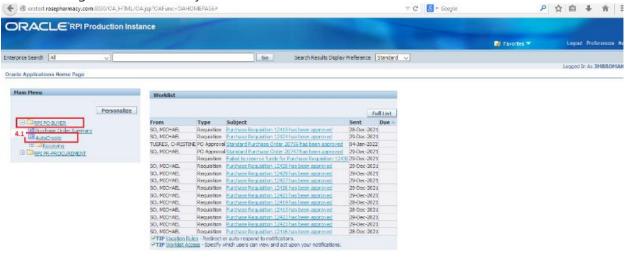
AutoCreate Purchase Order

1. Navigate to RPI PO-Buyer > Auto-Create



Note: Allow the Java to run to open the Requisitions window.

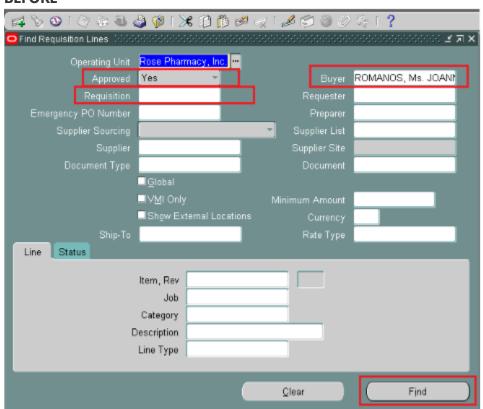




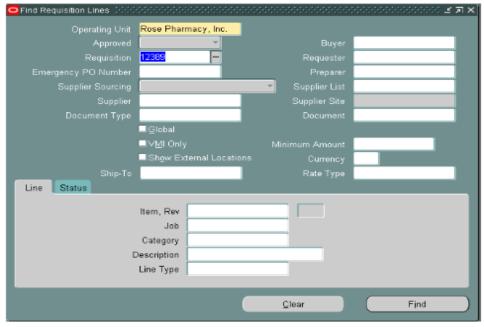


- 2. Requisition [field] write or indicate the approved Purchase request number
 - 2.1. Approved [field] change from YES to BLANK
 - 2.2. Buyer [field] delete the buyer or make it BLANK
 - **2.3** Find **[button]** select FIND button.

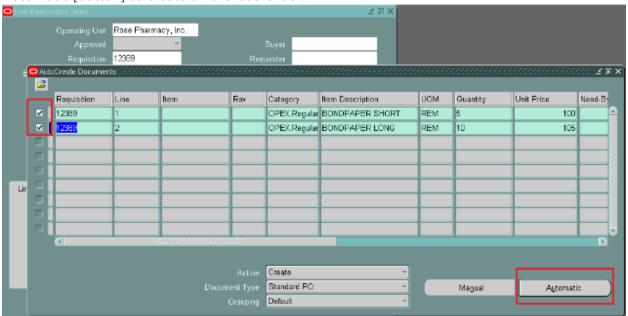
BEFORE

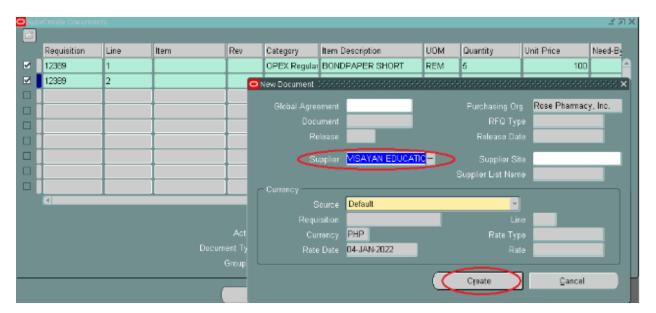


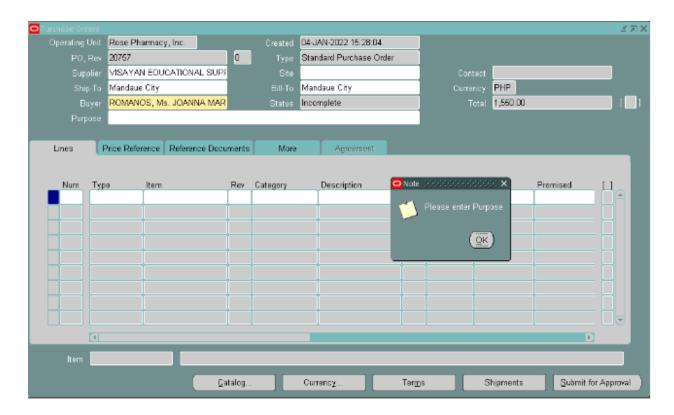
AFTER



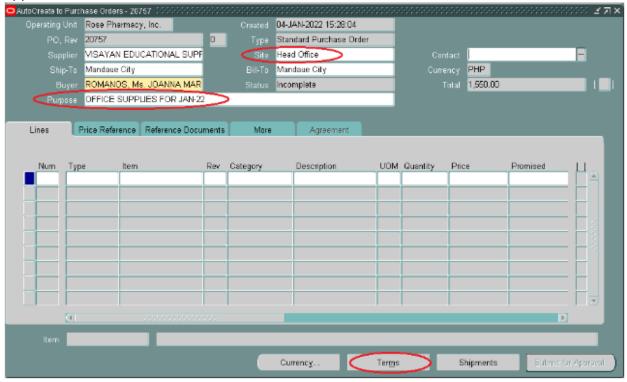
3. Select the Checkbox to highlight the items of the Purchase Request number then select Automatic [button] to create a Purchase Order.







4. Specify purpose, Site and Terms if necessary then click SAVE [icon] to enable the Submit for Approval [button].



5. Select Submit for Approval [button] then click "OK" button to submit Purchase order request for approval.

