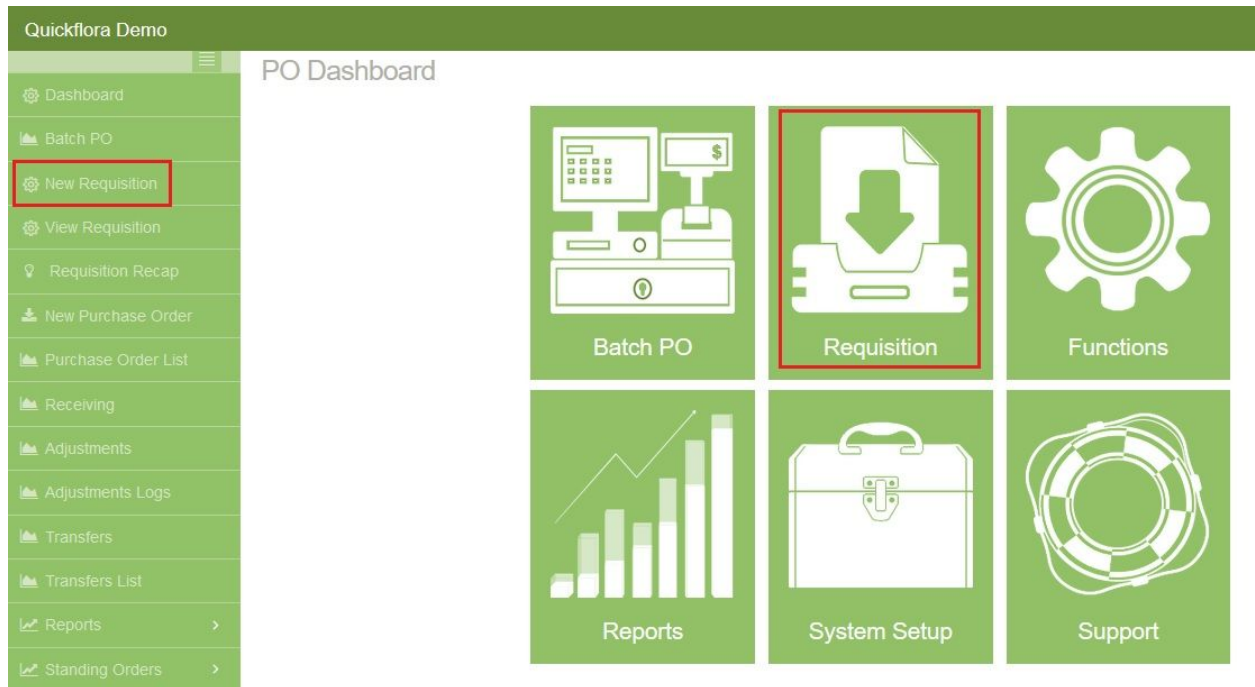# How to Add a New Requisition

Login to your Purchase Order Module.

Go to "New Requisition" on the left hand menu or "Requisition" icon on the dashboard.

Select your location (it will be pre selected if you logged in with your pre configured location URL).

Select the Inventory Origin (it is the location from where inventory will come from).

Select the Ship Method. These ship methods are pre defined in the system by your adminstrator based upon selected location and inventory origin.

Select the Ship Date. You will see available dates based upon the predefined trucking schedule for your selected Location, Inventory Origin and Ship Method.

The Arrival Date will auto populate for your selected ship date.

Select the Requisition Type. This can be any one of the pre configured requisition types.

Enter the Remarks for the requisition IF you wish to inform buyers about this requisition.

Requisition

Requisition Details

Requisition No.	Location	Inventory Origin	Ship Method:
2569	DEFAULT	Miami	Fedex
Ship Date:	Arrive Date:	Type:	Remarks:
09/27/2018	9/27/2018	Flowers	Demo Requisition
Last Change At:	Last Change By:	Order Placed:	Order by:
9/25/2018 1:47:33 PM	Admin		
Recv On:	Recv by:	Total Amount:	Status
		0.00	Entry In Process

Other fields are configured to auto populate based upon future actions on this requisition.

Now you add the products on the requisition. Click "Add New" button in the products Details section. This will add a new blank row in which you can click in the product column and search for any product you wish to add.

Products Details

Add New Delete Load Product List Load Flowers Load Greens Load Hardgoods Load Plants   EXCEL   Save Changes Submit Close

Select	Product	QOH	Dump	Q Req	Pre Sold	Color Variety	Remarks	Q Ord	Pack	Cost	Ext.Cost	Vendor Code
☐	SEARCH Item	0	0	0	0			0	1	0	0	SEARCH VEN

Requisition #2569 saved Successfully

Save Changes Submit Close

After selecting the product you can either use tab key or mouse to move to the next column. You can enter the values in various columns and/or just tab after that.

In this example we are adding 4 products.

After you are done, click on the "Submit" button to save and submit the requisition. This will now show up on the screen of buyer to complete the purchase order.

Once you submit the request it redirects you to list of all requisitions in the system. You can also filter them by available parameters on the screen to list only desired requisitions.

View	Edit	Cancel	Status	Type	Total	Ship Date	Arrive Date	Order Placed Date	Order By	Remarks	Received On Date	Received By	Location	Status	Change History
🔍	2543	🖼	Entry In Process	Flowers	$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 7:19AM	Admin	Related to Event ID2	1/1/1900		FtMyers		Change History
🔍	2547	🖼	Entry In Process	Flowers	$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:00AM	Admin	Related to Event ID2	1/1/1900		FtMyers		Change History
🔍	2548	🖼	Entry In Process	Flowers	$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:07AM	Admin	Related to Event ID2	1/1/1900		FtMyers		Change History
🔍	2549	🖼	Entry In Process	Flowers	$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:19AM	Admin	Related to Event ID2	1/1/1900		FtMyers		Change History
🔍	2550	🖼	Entry In Process	Flowers	$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:23AM	Admin	Related to Event ID2	1/1/1900		FtMyers		Change History
🔍	2551	🖼	Entry In Process	Flowers	$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:24AM	Admin	Related to Event ID2	1/1/1900		FtMyers		Change History
🔍	2552	🖼	Entry In Process	Flowers	$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:25AM	Admin	Related to Event ID2	1/1/1900		FtMyers		Change History
🔍	2553	🖼	Entry In Process	Flowers	$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:31AM	Admin	Related to Event ID2	1/1/1900		FtMyers		Change History
🔍	2569	🖼	Entry Completed	Flowers	$0.00	09/27/2018	9/27/2018	9/25/2018 2:02:07 PM	Admin	Demo Requisition			DEFAULT		Change History
🔍	2567	🖼	Entry Completed	Flowers	$28,020.00	09/26/2018	9/26/2018	9/25/2018 2:05:08 AM	Admin	Test			DEFAULT		Change History
🔍	2568	🖼	Entry Completed	Flowers	$18,444.00	09/26/2018	9/26/2018	9/25/2018 2:09:23 AM	Admin				DEFAULT		Change History
🔍	2566	🖼	Entry	Flowers	$11,400.00	09/15/2018	9/15/2018	9/14/2018	Admin	Test Do not fill			DEFAULT		Change

From the Requisition list screen you can view details of any requisition or edit them if you wish to make adjustments on already submitted request. Note, you will only be able to make changes in only those products which have not already been bought by buyers (meaning the PO was already issued).