

Purchase Requisition

Purchase Requisition

Step 1: Understand Purchase Requisition

1. A Purchase Requisition (PR) is a document created by an employee to request the purchase of products when stock levels are low.
2. While creating a purchase requisition, only products with quantities **below the alert level** will be displayed.
3. Note: At least one purchase entry must exist for a product to appear in the Purchase Requisition list.



Step 2: Enable Purchase Requisition

1. Go to **Settings**.
2. Select **Business Settings**.
3. Open the **Purchase** section.
4. Enable the **Purchase Requisition** checkbox.
5. Save the settings.
6. The **Purchase Requisition** tab will appear in the sidebar.



Step 3: Create a Purchase Requisition

1. Click the **Purchase Requisition** tab.
2. Click **Add**.



3. Enter the required details.



4. Save the purchase requisition.

Step 4: Convert Purchase Requisition to Purchase Order

1. After the purchase requisition is created, it can be converted into a purchase order.
2. Go to **Purchase → Purchase Order → Add**.



3. Select the supplier.



4. The related **Purchase Requisition ID** will appear.



5. Select the required PR ID to load the requisition details.

Step 5: Partial Purchase Handling

1. If the ordered quantity is reduced while converting the requisition into a purchase order:
 - The requisition status will automatically change from **Ordered** to **Partial**.

Revision #1

Created 2026-01-31 04:23:35 UTC by Shanil Verma

Updated 2026-01-31 04:23:35 UTC by Shanil Verma