



Infor LN Procurement User Guide for Purchase Requisitions

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About this Guide

This document provides an introduction to purchase requisitions. The steps, statuses, approval process, conversion process, and functions in the purchase requisition procedure are also detailed.

Assumed knowledge

Although you need no detailed knowledge of the LN software to read this guide, general knowledge of the LN functionality will help you understand this guide.

References

Use this guide as the primary reference for purchase requisitions. Use the current editions of these related references to research information that is not covered in this guide:

- *User Guide for Purchase Master Data*
- *User Guide for Product Catalogs*
- *User Guide for Additional Information Fields*
- *User Guide for Project Pegging*
- *User Guide for Subcontracting*
- *User Guide for Budget Control*
- *User Guide for Requests for Quotation (RFQs)*
- *User Guide for Purchase Orders*

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Chapter 1: Introduction and overall procedure

Purchase requisitions

The *purchase requisition* procedure is designed for the nonpurchasing user who may not know the standard procedures in purchasing. For example, engineers can order material or services without understanding the entire purchasing process. Purchase requisitions are used to specify nonsystem planned requirements for various types of items, including inventory items, *cost items*, and *service items*. You cannot use *generic items*, and *list items* (except for kit items) on requisitions.

Purchase requisitions are created in the same way as all other buy and sell documents, such as purchase orders and sales orders. However, there is one significant difference: on a requisition, the item code and buy-from business partner codes can be blank. Therefore, the requester can make a request for a new item or make a request from a new buy-from business partner.

- 1 Select the Requisitions check box in the **Procurement Parameters (tdpur0100m000)** session.
- 2 Specify the purchase requisition parameters in the Purchase Requisition Parameters (tdpur0100m200) session.
- 3 Maintain a list of approvers who are authorized to approve purchase requisitions in the Approvers (tdpur2105m000) session.
- 4 Specify a default Approver and Approver Department in the **Procurement User Profiles (tdpur0143m000)** session.
- 5 In the **Purchase Requisition (tdpur2600m000)** session:
 - a Specify a purchase requisition header with requester data and delivery data.
 - b Specify a purchase requisition line with the required item or item description, the ordered quantity, and optionally, the project.
- 6 Use the Submit Purchase Requisitions (tdpur2203m000) session to submit the purchase requisition for approval.
- 7 Use the Purchase Requisition Approval Progress (tdpur2506m000) session to:
 - View the approval progress for a purchase requisition
 - Approve the purchase requisition
 - Reject the purchase requisitionSee Purchase requisition approval process.
- 8 Optionally, use the Purchase Requisition - Prepare Conversion (tdpur2600m100) session to prepare the lines of an **Approved** purchase requisition for conversion in the **Convert Purchase Requisitions (tdpur2201m000)** session.
- 9 Use the Convert Purchase Requisitions (tdpur2201m000) session to convert the lines of an **Approved** purchase requisition to a *purchase order* or a *request for quotation (RFQ)*.

Chapter 2: Statuses

Purchase requisition statuses

The purchase requisition status determines if you can submit, approve, delete, modify, cancel, or copy a purchase requisition.

Submitting purchase requisitions

A requester can submit a requisition for approval if the **Approval Status** is *Created* or *Modified*, and lines are present.

Purchase requisitions can be submitted for approval in these sessions:

- Submit Purchase Requisitions (tdpur2203m000)
- Purchase Requisitions (tdpur2501m000)
- Purchase Requisition (tdpur2600m000)

Note: If the Submit Generated Requisitions Automatically check box is selected in the **Purchase Requisition Parameters (tdpur0100m200)** session, automatically generated purchase requisitions are automatically submitted for approval.

Approving purchase requisitions

An approver can approve a *requisition* only if the **Status** is *Pending Approval*.

Approvers can either approve the requisition or reject the requisition. If the requisition is *Rejected*, it can be *Modified* and resubmitted for approval.

Purchase requisitions can be approved in the Purchase Requisition Approval Progress (tdpur2506m000) session.

Converting purchase requisitions

Buyers can convert the requisition lines of an **Approved** requisition to a request-for-quotation (RFQ) or a purchase order.

If some, but not all lines of the requisition are converted, the **Status** is set to **In Process**. Once all requisition lines are converted, the status is set to *Processed*.

Purchase requisition lines can be converted in the Convert Purchase Requisitions (tdpur2201m000) session.

Deleting purchase requisitions

You can delete *purchase requisitions* if the **Status** is *Processed* or *Canceled*.

Purchase requisitions can be deleted in the Archive/Delete Purchase Requisitions (tdpur2202m000) session.

Modifying purchase requisitions

The value of the **Status** controls the changes that can be made to requisitions.

Modifying requisitions is allowed, but is subject to the following:

- Prior to submission
Allowed without constraints.
- After submission
Only if it is rejected first by an approver or approving department.

Note: Changing and saving a header updates the requisition history and recalculates the requisition amount.

Canceling purchase requisitions

Canceling a requisition can only occur if the **Status** is *Created*, *Modified*, or *Rejected*.

Purchase requisitions can be canceled in these sessions:

- Cancel Purchase Requisitions (tdpur2206m000)
- Purchase Requisitions (tdpur2501m000)
- Purchase Requisition (tdpur2600m000)

Copying purchase requisitions

Copying a requisition can occur for any **Status**. You can also copy a requisition directly from history.

Purchase requisitions can be copied in the Copy Purchase Requisitions (tdpur2204s000) session.

Chapter 3: Approval process

Purchase requisition approval process

Before a *purchase requisition* can be converted to a *purchase order* or a *request for quotation (RFQ)*, it must be approved by an approver or a list of approvers. An approver is a valid employee or department authorized to approve submitted *requisitions*. Approvers can approve or reject requisitions.

Specifying the approver list

In the Approvers (tdpur2105m000) session, you can maintain a list of valid requisition approvers (individuals or departments) and define a hierarchy in the approval structure.

Before adding to the approver list:

- 1 Define employees and departments in the Employees - General (tccom0101m000) and Departments (tcmcs0565m000) sessions.
- 2 Because an individual approver can belong to only one department, define an employee's department defaults in the **Employees - General (tccom0101m000)** session.
- 3 The approver's effective date and expiry date must be valid and must be verified in the **Employees - General (tccom0101m000)** session. Also, the **Approver**, as specified in the **Approvers (tdpur2105m000)** session, must have a valid **Effective Date** and **Expiry Date**.

Note:

- The **Department** field in the **Approvers (tdpur2105m000)** session is a mandatory field. If an approver is selected in the **Approver** field of the **Approvers (tdpur2105m000)** session, the approver must belong to the selected approver department.
- Only approver departments that are *purchase offices* and individual approvers from the purchase office, are allowed to perform final approval on a purchase requisition.

Use the **Print Approvers (tdpur2405m000)** session to print the approver list.

Approving or rejecting purchase requisitions

When a purchase requisition is submitted for approval, based on the linked approver list from the Approvers (tdpur2105m000) session, approval records are inserted in the Purchase Requisition Approval Progress (tdpur2506m000) session.

Usually, the following steps are carried out in the approval process:

- 1 The first approval record is filled with the **Approver** and **Approver Department** from the requisition header. If the approver has a parent approver in the approver list, a next approval record is inserted with this parent approver. The complete approver tree is inserted based on the parent approvers in the approver list. These approval records have the *pending approval* status.

- 2 When the first approver approves or rejects the requisition, the status of the approval record changes from **Pending Approval** to **Approved** or **Rejected**. When the requisition is approved by the first approver, the **Approver** and **Approver Department** fields on the requisition header are updated with the approver and approver department of the next approval record/next approver.
- 3 When the requisition is approved by all approvers on the approver list, the requisition status is changed from **Pending Approval** to *approved*. If an approval record with the **Pending Approval** is still available in the **Purchase Requisition Approval Progress (tdpur2506m000)** session, which means a next approver must still judge the requisition, the requisition status remains **Pending Approval**.

Chapter 4: Conversion process

Purchase requisition conversion process

When the status of a *purchase requisition* is *approved*, a buyer can convert the requisition lines to a *purchase order* or a *request for quotation (RFQ)*.

Preparing conversion

To prepare the conversion, a buyer can use the Purchase Requisition - Prepare Conversion (tdpur2600m100) session to specify the data that is required on the requisition header and lines for conversion in the **Convert Purchase Requisitions (tdpur2201m000)** session. However, if all conversion data is already specified in the **Purchase Requisitions (tdpur2501m000)** and **Purchase Requisition Lines (tdpur2502m000)** sessions, the **Purchase Requisition - Prepare Conversion (tdpur2600m100)** session can be skipped.

For each requisition line, you can specify its Conversion Type, which can be **RFQ** or **Purchase Order**. If all lines must have the same conversion type, you can specify a conversion type on the requisition header, which is defaulted to the lines.

Note:

- If the conversion type is **Purchase Order**, the line must contain an item code and a buy-from business partner; each of these fields is validated. If the requisition line does not include these values, you cannot set the conversion type to **Purchase Order**.
- If the conversion type is **RFQ**, the item and business partner codes can remain blank on the requisition line.
- You can replace an item on a requisition line with an item from a *product catalog*. For more information, refer to Using catalogs in purchase requisitions.

Converting purchase requisitions

Purchase requisition lines can be converted to a purchase order or an RFQ in the Convert Purchase Requisitions (tdpur2201m000) session.

Requisition lines are included in the conversion process if:

- The Conversion Type field in the **Purchase Requisition Lines (tdpur2502m000)** session is **RFQ** or **Purchase Order**.
- Valid number groups, series, and order type are specified for RFQs and purchase orders in the **Convert Purchase Requisitions (tdpur2201m000)** session.

Note:

- If, in the **Purchase Requisitions (tdpur2501m000)** session, the Allow Partial Rejection check box is selected, only the lines with the Rejected check box cleared can be converted to a request for quotation (RFQ) or a purchase order.
- If the buy-from business partner is blank and the item code is specified, the conversion is based on an *approved source list (ASL)*, if one exists. If no business partners are approved for the item, the specified business partner description is transferred to the RFQ process.
- If the item code is blank and the buy-from business partner is specified, the RFQ is generated for the specified business partner.
- If the item code and the business partner code are both blank, the RFQ is created using only the item description and business partner description.

Any errors encountered during processing can be reported along with a list of successfully converted requisitions. The reports include details about the new RFQ/PO such as original requisition number, position number, and error remarks.

Chapter 5: Additional processes

Purchase requisitions - additional processes

A number of processes do not always occur in the RFQ procedure, but can be used depending on specific situations.

Canceling purchase requisitions

You can *cancel* purchase requisitions in the Cancel Purchase Requisitions (tdpur2206m000) session.

Copying purchase requisitions

You can copy an existing purchase requisition to a new one in the Copy Purchase Requisitions (tdpur2204s000) session.

Deleting purchase requisitions

You can *delete* purchase requisitions in the Archive/Delete Purchase Requisitions (tdpur2202m000) session.

Peg distribution for a requisition line

If the item on the requisition requires a *peg*, a peg distribution is linked to the **Requisition Line** in the Purchase Peg Distribution (tdpur5100m000) session. In a peg distribution, the required quantity of the parent business object is distributed across distribution lines for combinations of project/budget, project element and/or project activity.

Printing purchase requisitions

You can print purchase requisitions in the Print Purchase Requisitions (tdpur2401m000) session.

Purchase requisition history

Based on the Log Requisition History field in the **Purchase Requisition Parameters (tdpur0100m200)** session, purchase requisitions can be written to the history. You can view the logged requisition history in the Purchase Requisition History (tdpur2504m000) session.

Using catalogs in purchase requisitions

You can insert items from a *product catalog* into purchase requisitions in the **Purchase Requisition (tdpur2600m000)** session.

Using subcontracted items on requisitions

In case of *operation subcontracting*, requisitions can include *subcontracted service* items, or **Purchased**, **Manufactured**, or **Product** items with linked material supply information. These requisitions can be generated from a *routing operation* or a *production order*. Subcontracted services can also be manually specified on a requisition.

In case of *service subcontracting*, requisitions can include **Cost** or **Service** items, or **Purchased**, **Manufactured**, or **Product** items with linked material supply information. These requisitions can be generated from a work order activity in case of depot repair, or from a service order activity in case of field service.

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