QUICK TIPS

Release from a Contract – Requisition to Purchase Order

Step	Process	Comments
1	Enter the item ID on form page	
2	Enter the quantity	
3	Click on the hyperlink for line details	
4	If the vendor you want is on the vendor line, leave it, if this is not your vendor then delete the information.	
5	Refresh the page	
6	Go back to the line on form page	
7	You should be able to select the UOM that you want by using the looking glass icon.	
8	Go back to the hyperlink for line details.	
9	Enter the contract number	
10	Enter the contract line number	
11	Refresh the page	
12	Go back to form page.	See processing tip B for more information
13	Save	
14	Pending approval, Budget check, approval amounts	
15	Navigate to Requisition Selection and select the requisition	Navigation: Purchasing, Purchase Orders, Build Source PO's, Requisition Selection
16	Run PO Calculation	
17	Run PO Creation	
18	Go to Sourcing Workbench to get the purchase order number.	Click on the PO hyperlink to go straight to the PO.

Processing Tips

A. In order for information to process correctly the copy features should not be used. (**DO NOT USE** the copy from hyperlink located on the PO form page or the copy req to PO on the menu.)
B. If contract does not bring in correct contract price, if you desire, you can change the price to the correct amount. **However, you must go to line details and uncheck the calculate price flag.**
C. During Requisition Selection, PO Calculation and PO Creation go to Sourcing Workbench to monitor the progress of the requisition to PO.
D. Header defaults can be entered prior to entering line information.
E. Verify PO information such as contract price, PO Type, origin, etc.
F. If you receive a UOM error or invalid contract error contact the HELP desk for resolution.

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**If a discrepancy is found in the above information, email
Laura.Lovell@core.state.ok.us with the details.**

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