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Subject: **Create and Approve a Standard PO Automatically From an Approved Requisition**

[Doc ID: Note:308470.1](#)Type: **HOWTO**Last Revision Date: **10-NOV-2006**Status: **PUBLISHED**

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Applies to:

Oracle Purchasing - Version: 11.5.8

Information in this document applies to any platform.

REQAPPRV - Purchasing Requisition Approval Workflow

CREATEPO - Purchasing Create Documents

POAPPRV - Purchasing Purchase Order Approval Workflow

Goal

The goal of this document is to explain how to setup the Oracle Purchasing system to create Standard Purchase Orders automatically from Approved Requisitions that are sourced to Standard Quotations.

Note: This is for non-consolidated items.

Solution

Steps to have an Automatically Approved Purchase Orders Created from Requisitions

1. Identify the Supplier and Supplier Site that is desired to have the PO created automatically for.

2. Create a Quotation (*Set it to Approved Status*) for each item used by the selected Supplier and Supplier Site.
3. Create an ASL for the item and add the Supplier and Supplier Site.
4. Under the ASL Attributes, add the Quotation entered in Step 2
5. Create a Sourcing Rule for the Supplier and Supplier Site
6. Create an Assignment Set for this Organization or Item and list this Sourcing Rule in that Assignment Set
(*One Assignment Set can be used that will include all of the desired Assignments*)
7. Set the Profile - *MRP: Default Sourcing Assignment Set* to the Assignment Set created in Step 6
8. Set the Workflow Item Attributes (*Will require access to the Workflow Builder Client*)
 - Is Automatic Creation Allowed? = Yes (*This is the PO Create Documents workflow*)
 - Is Automatic Approval Allowed? = Yes (*This is the PO Create Documents workflow*)
 - Send PO Autocreation to Background? = No (*This is the Requisition approval workflow*)
9. Create a Requisition and submit it for Approval
10. Once Approved the Create Documents workflow will kick off and create a Standard PO
11. Since *Is Automatic Approval Allowed?* = Yes, the PO will be automatically submitted for Approval
12. If the Buyer defaulted on the PO has the approval authority the PO will be approved.
If not, the PO will be forwarded up the Buyer's Approval Hierarchy that is already setup.
The hierarchy used in the Create Documents Workflow, by which the Buyer is determined is as follows:
(*Will start with the Step 1, and continue until either a Buyer is found, or the hierarchy is exhausted.*)

1. Get Buyer from Requisition Line
2. Get Buyer from Item
3. Get Buyer from Category on Requisition
4. Get Buyer from Source Document (*For this case the Quotation created in Step 2 above*)
5. Get Buyer from Contract (The Contract would need to exist for the Supplier and Supplier site)

Keywords

'[CREATEPO](#)' '[APPROVAL~WORKFLOW](#)' '[PO~CREATE~DOCUMENTS](#)'
'[MRP~DEFAULT~SOURCING~ASSIGNMENT~SET](#)' '[APPROVE~REQUISITION](#)'

['QUOTATION'](#) ['SOURCING~RULE'](#)

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