

Loading Replenishment Requisitions

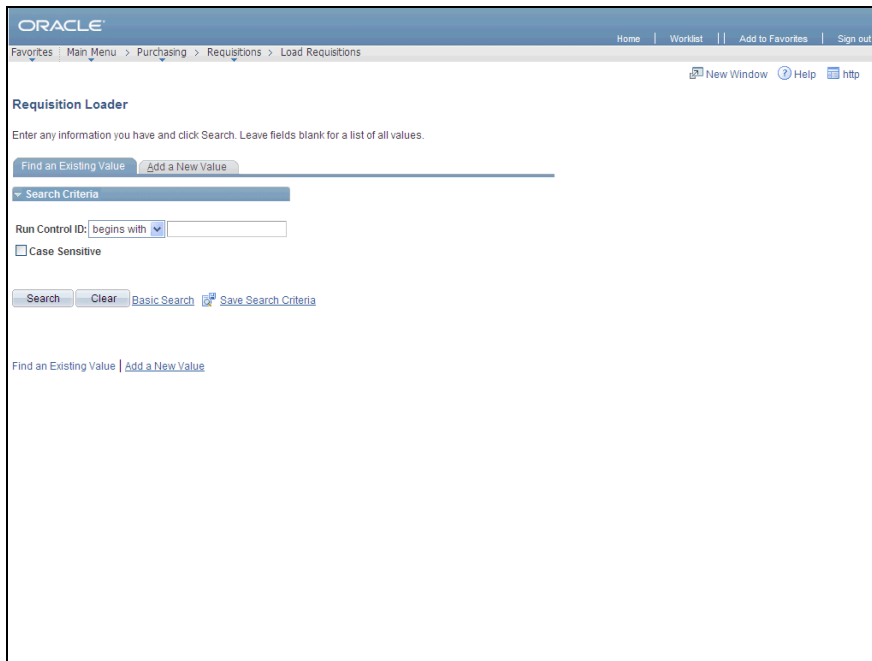


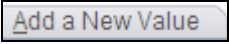
The **Requisition Loader** process creates eProcurement requisitions from the replenishment requests generated in the Create Replenishment Requests process. The requisitions created are held in an Open status until the inventory manager reviews and submits them for sourcing.

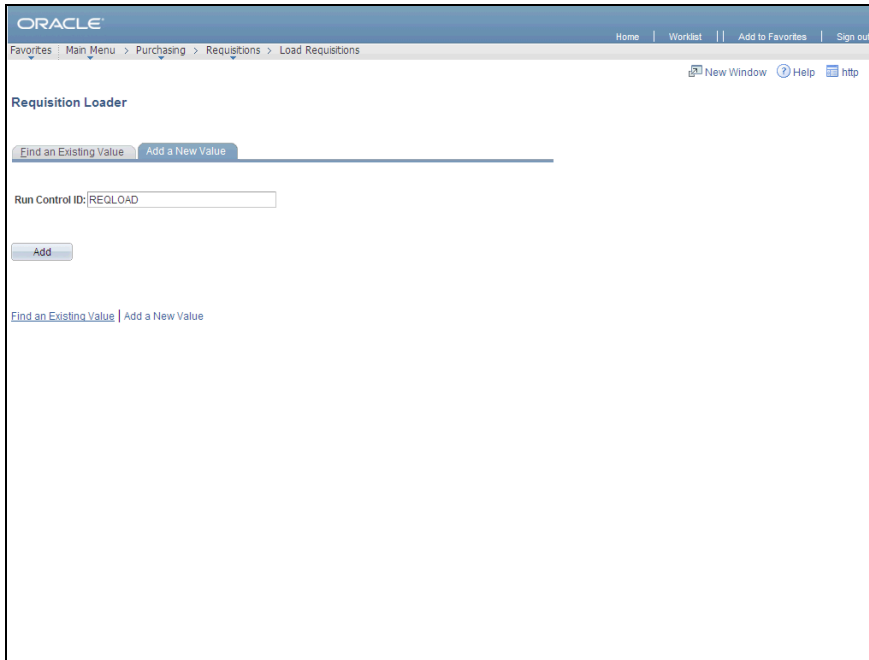
The **Requisition Loader** process is normally run manually after the inventory manager has reviewed and edited the requests created.

Procedure

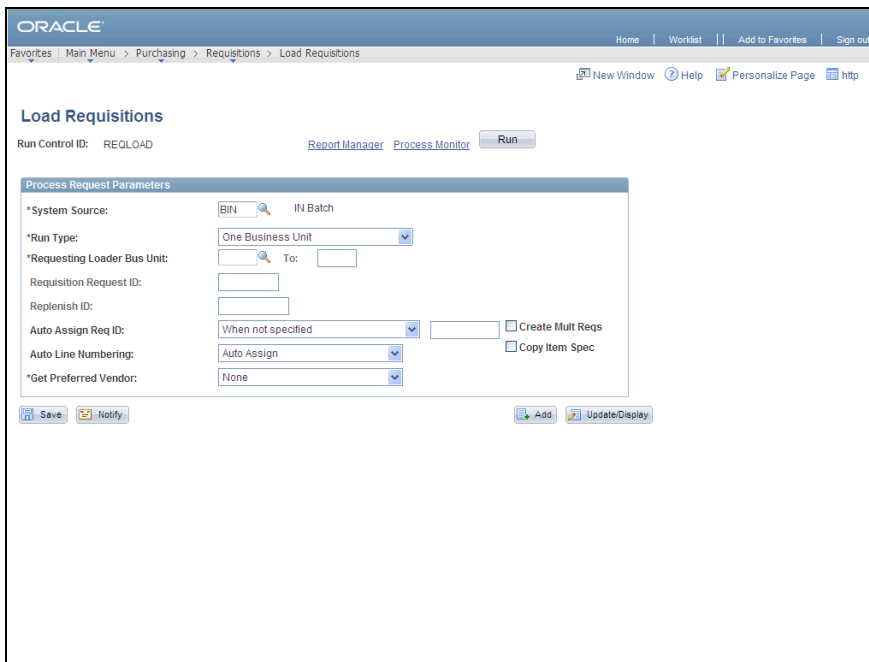
Navigation: Purchasing > Requisitions > Load Requisitions




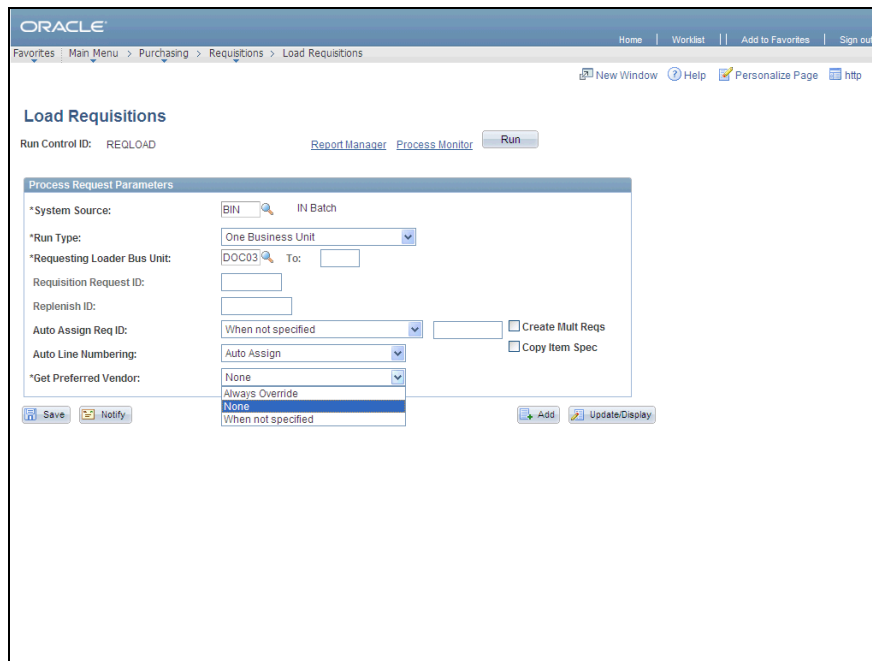
Step	Action
1.	Click the Add a New Value tab. 
2.	Requisition Loader is run manually using a Run Control ID . Enter REQLOAD into the Run Control ID field.



Step	Action
3.	Click the Add button. <div data-bbox="344 968 485 1010" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Add</div>



Step	Action
4.	<p>Confirm the System Source is set to BIN and Run Type is set to One Business Unit to ensure the Run Control ID only loads the appropriate inventory replenishment messages.</p> <p>Enter DOC03 into the Requesting Loader Bus Unit field.</p>
5.	<p>Click the Get Preferred Vendor list.</p> 



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Requisitions > Load Requisitions

New Window | Help | Personalize Page | http

Load Requisitions

Run Control ID: RELOAD [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*System Source: BIN IN Batch

*Run Type: One Business Unit

*Requesting Loader Bus Unit: DOC03 To:

Requisition Request ID:

Replenish ID:

Auto Assign Req ID: When not specified Create Mult Reqs

Auto Line Numbering: Auto Assign Copy Item Spec

*Get Preferred Vendor: None

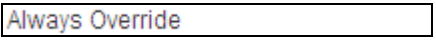
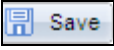
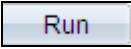
None

Always Override

None

When not specified

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
6.	<p>Click the Always Override list item.</p> 
7.	<p>Click the Save button.</p> 
8.	<p>Click the Run button.</p> 

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Favorites | Main Menu > Purchasing > Requisitions > Load Requisitions

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Process Scheduler Request

User ID: COREShankmanArthur Run Control ID: REQLOAD

Server Name: Run Date: 01/10/2013

Recurrence: Run Time: 3:07:11PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Purchasing Requisition loader	PO_REQLOAD	Application Engine	Web	TXT	Distribution

Step	Action
9.	Click the OK button.

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Favorites | Main Menu > Purchasing > Requisitions > Load Requisitions

New Window | Help | Personalize Page |

Load Requisitions

Run Control ID: REQLOAD [Report Manager](#) [Process Monitor](#)

Process Instance 6797343

Process Request Parameters

*System Source: BIN IN Batch

*Run Type: One Business Unit

*Requesting Loader Bus Unit: DOC03 To:

Requisition Request ID:

Replenish ID:

Auto Assign Req ID: When not specified Create Mult Reqs

Auto Line Numbering: Auto Assign Copy Item Spec

*Get Preferred Vendor: Always Override

Step	Action
10.	Click the Process Monitor link. Process Monitor

The screenshot shows the Oracle Process Monitor interface. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below that, there are tabs for 'Process List' and 'Server List'. The 'Process List' tab is active, showing a search area with fields for User ID (COREShankm), Type, Last, Days, and a Refresh button. Below the search area, there are fields for Server, Name, Instance, and Run Status, along with a 'Save On Refresh' checkbox. The main area contains a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6797343		Application Engine	PO_REQLOAD	COREShankmanArthur	01/10/2013 3:07:11PM EST	Queued	N/A	Details
<input type="checkbox"/>	6797340		PSJob	REPLN_AE	COREShankmanArthur	01/10/2013 2:34:56PM EST	Success	Posted	Details
<input type="checkbox"/>	6797304		Application Engine	PO_POCREATE	COREShankmanArthur	01/09/2013 7:20:46PM EST	Success	Posted	Details
<input type="checkbox"/>	6797303		Application Engine	PO_POCALC	COREShankmanArthur	01/09/2013 7:19:56PM EST	Success	Posted	Details
<input type="checkbox"/>	6797302		Application Engine	PV_AUTO_SRC	COREShankmanArthur	01/09/2013 7:00:14PM EST	Success	Posted	Details
<input type="checkbox"/>	6797301		Application Engine	PV_AUTO_SRC	COREShankmanArthur	01/09/2013 6:56:12PM EST	Success	Posted	Details

At the bottom of the interface, there are buttons for 'Save' and 'Notify', and a link to 'Go back to Requisition Loader'.

Step	Action
11.	Click the Refresh button until the Process Instance displays Success and Posted . Refresh
12.	The replenishment requests have generated the requisitions for review and editing. These are created in an Open status and will not process to POs until the Inventory Manager submits them for sourcing.

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Requisitions > Load Requisitions

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Process List | Server List

Actions

User ID: COREShankm | Type: | Last: | Days: 1 | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6797343		Application Engine	PO_REQLOAD	COREShankmanArthur	01/10/2013 3:07:11PM EST	Success	Posted	Details
<input type="checkbox"/>	6797340		PSJob	REPLN_AE	COREShankmanArthur	01/10/2013 2:34:56PM EST	Success	Posted	Details
<input type="checkbox"/>	6797304		Application Engine	PO_POCREATE	COREShankmanArthur	01/09/2013 7:20:46PM EST	Success	Posted	Details
<input type="checkbox"/>	6797303		Application Engine	PO_POCALC	COREShankmanArthur	01/09/2013 7:19:56PM EST	Success	Posted	Details
<input type="checkbox"/>	6797302		Application Engine	PV_AUTO_SRC	COREShankmanArthur	01/09/2013 7:00:14PM EST	Success	Posted	Details
<input type="checkbox"/>	6797301		Application Engine	PV_AUTO_SRC	COREShankmanArthur	01/09/2013 6:58:12PM EST	Success	Posted	Details

[Go back to Requisition Loader](#)

Process List | [Server List](#)

Step	Action
13.	End of Procedure.