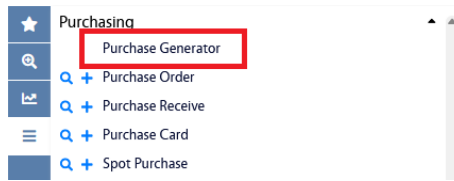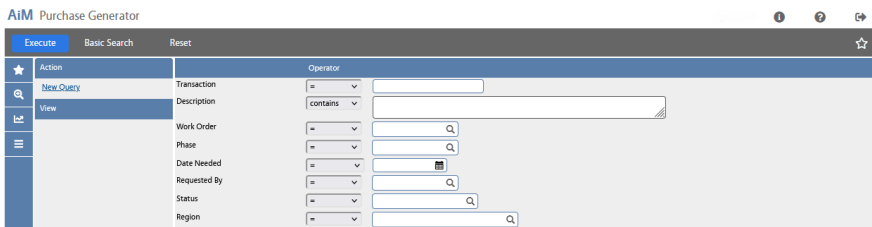# Purchase Generator

Purchase Orders are used to purchase materials from Contractors (vendors). The Purchase Generator allows you to gather items from multiple Purchase Requests onto one Purchase Order. The Generator will show you what Contractors have unfulfilled items and let you select the one you want to put on the Purchase Order and then generate the Purchase Order for processing.

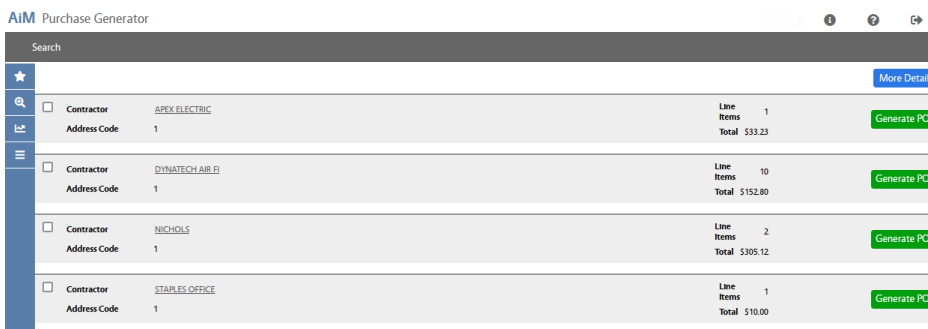1. From the menu, under **Purchasing – Purchase Generator**

2. Click Purchase Generator hyperlink.

3. Enter the criteria needed to get the Purchase Requests you need. (Purchase Request statuses must be of the Finalized type. Purchase Requests that are still in an Open state are not ready for purchase.)

4. Click [Execute]

5. You will get a list of Contractors with outstanding items requested from them. On the right side you can see the number of items (not the quanities) and the total cost of the items.

6. To see more details about the items to be ordered, click **More Detail**

7. To create a Purchase Order you need to select one or more of the lines for a Contractor. Clicking the checkbox next to the Contractor's name will select all items.

8.   Once you have made the selection(s) for a Contractor click **Generate PO**

9. You will be taken to the Purchase Order screen so that you can process the Purchase Order.

10. As part of the processing of the Purchase Order, do not forget to set the Disbursement Defaults on the Line Item. This can slow down the PO Issuance later.

11. To generate other Purchase Orders, SAVE the Purchase Order and click BACK to return to the Purchase Generator.