Purchase request

help.fracttal.com/hc/en-us/articles/25053119455629-Purchase-request

The purchase requisition functionality in Fracttal One is an essential feature to optimize your inventory management. It allows you to generate material requisitions that are then used in the creation of purchase orders, improving operational efficiency and accuracy. It is important to note that this feature is available exclusively to users who have purchased advanced warehouses.

How does this work?



To make a purchase request, simply access the main menu on the left side of the interface.

Go to the "Requests" module and then select "Purchase Requests."

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Warehouses		C	C	S	Work Orders	S
Work Management	~		51	22	120	
Monitoring	~	view	Closed WOs	Pending Tasks with Delay	100 108	
Dispatcher	~	C	Compliance Percentage	U	60	51 57
Business Intelligence	~				20	
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Requests	^		47.	2%		
Work Requests					Work Requests	<u></u>
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By clicking on the add symbol, you can create new materials requests where you can include in your purchase everything that is missing in the warehouse.

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Ο	Id	Status	Warehouse Target	Creation Date	Delivery Date	Reference	Responsible N
Ο	OC622	Cancelled	Fracttal Almacen	2025-05-07	2025-05-07	Prueba	
\bigcirc \otimes	OC2320	Not delivered	Abot Armazem	2025-04-29	2025-04-29	OT0001	Adrian Vargas
) Ē	3	Delivered	PAÑOL DE MECANICA	2025-04-24	2025-05-15	https://okila.net/pro	Adrian Vargas
\bigcirc \otimes	2	Not delivered	PAÑOL DE MECANICA	2025-04-24	2025-04-24	REPUESTO SEGUN	Alexander Sanchez
- Ē	OC-8-5.0	In purchase order	ALAMCEN GENERAL FRACT.	. 2025-03-25	2025-03-25	MATERIALS PARA A	Abelardo Perez
- Ē	OC-2-ECV	Delivered	BODEGA EJEMPLO ECV	2025-03-24	2025-03-28	SOLICITUD DE COM	DANIEL VARGAS
) Ē	OC-2-RB	In purchase order	BODEGA DE EJEMPLO RIBEI.	. 2025-03-11	2025-03-12	COMPRA EJEMPLO	DANIEL VARGAS
) Ē	PO-4-PIM	Delivered	ALMECEN GENERAL DE PIM.	2025-03-07	2025-03-23	FL23	Abelardo Perez
) Ē	OC2-CHI	In purchase order	AGRORENTAL TRACTORES	2025-02-11	2025-02-12	repuestos para man	ADRIANA GRANADO I
) Ē	1	In purchase order	Almacén Overseas - PRECIO	. 2025-02-06	2025-02-10	PEDIDO-060225-001	Salvador Almenar
) Ē	0C-2	In purchase order	ALMACEN EJEMPLO G2 CIE.	. 2025-02-05	2025-02-06	COMPRA EJEMPLO	DANIEL VARGAS
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When creating a new request, it will be necessary to complete the required fields, such as the material reference, destination warehouse, priority, and delivery date.

← New Purchase Request

Warehouse Target Reference	*sponsible	Priority	Delivery Date2025-05-07
Items			
Description	Unit	Ordered Qty	Pending Quantity

Then, specific items can be added, indicating the requested and pending quantities, which will allow proper tracking of material needs within the system.

Warehouse Target	X Responsible Jonas Campos {}	~ X	~	Delivery Date 2025-05-07
Reference PRUBA-TEST		Note -		
Items				(+) Add
Description		Unit	Ordered Qty	Pending Quant

← New Purchase Request		← New Item	6
Warehouse Target Responsible Fracttal Almacen ✓ Reference PRUBA-TEST	 × × Priority Note 	Unit UNIDAD	~ X
Items Description Unit	Ordere	1	

After saving the request, it will appear in the list of all material requests, and we will be able to link it to a purchase order within that warehouse.

Reference			
PRUBA-TEST			
Items			(+) Add
Description	Unit	Ordered Qty	Pending Quantity
Tornillos M6*100 { Tor-M6x10 }	UNIDAD	1	1

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0	Id	Status	Warehouse Target	Creation Date	Delivery Date	Reference	Responsible N
\bigcirc \otimes	0C722	Not delivered	Fracttal Almacen	2025-05-07	2025-05-07	PRUBA-TEST	Jonas Campos
0	OC622	Cancelled	Fracttal Almacen	2025-05-07	2025-05-07	Prueba	
\bigcirc \otimes	OC2320	Not delivered	Abot Armazem	2025-04-29	2025-04-29	OT0001	Adrian Vargas
0 🖨	3	Delivered	PAÑOL DE MECANICA	2025-04-24	2025-05-15	https://okila.net/pro	Adrian Vargas I
\bigcirc \otimes	2	Not delivered	PAÑOL DE MECANICA	2025-04-24	2025-04-24	REPUESTO SEGUN	Alexander Sanchez
0 🖨	OC-8-5.0	In purchase order	ALAMCEN GENERAL FRACT	. 2025-03-25	2025-03-25	MATERIALS PARA A	Abelardo Perez
0 🖨	OC-2-ECV	Delivered	BODEGA EJEMPLO ECV	2025-03-24	2025-03-28	SOLICITUD DE COM	DANIEL VARGAS
0 🖨	OC-2-RB	In purchase order	BODEGA DE EJEMPLO RIBEI	. 2025-03-11	2025-03-12	COMPRA EJEMPLO	DANIEL VARGAS
0 🖨	PO-4-PIM	Delivered	ALMECEN GENERAL DE PIM	2025-03-07	2025-03-23	FL23	Abelardo Perez
0 🖨	OC2-CHI	In purchase order	AGRORENTAL TRACTORES	2025-02-11	2025-02-12	repuestos para man	ADRIANA GRANADO I
- Ē	1	In purchase order	Almacén Overseas - PRECIO	. 2025-02-06	2025-02-10	PEDIDO-060225-001	Salvador Almenar
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Then go to the Warehouses module. Go to Purchase Orders and click on the add symbol at the lower right to create a new purchase order.

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Version: 5.0.47				5
Start	Description	Movement ID	Purchase Order ID	Stock control
Catalogs ~	Fracttal Almacen	MOV822	0C822	No
Warehouses				
Work Management v				
Monitoring ~				
Dispatcher v				
Business Intelligence 🗸 🗸				
Cloud Disk				
Kequests Ý				
Online help				
Commit: 58e3179 BuiltTime: 2025-04-28 16:04				+

Fracttal Almacen						Save
Enabled					0 =	= 🌣 :
	0	Purchase Order ID	Supplier	State	Ref / Purchase Requ	. Terms
🕥 General	00	OC522	Fracttal	Cancelled	000120	4
Stock	00	0C422	AIR JBM COMPRESORES	Delivered	1234	PAGO A 60 DIA
Purchase orders	0001	OC322	Supply Power	Not delivered	0C222	PAGO A 30 DIA
😪 Material requisitions	00	0C122	MADRILEÑA DE AIRE COMP	. Delivered	REf-001	PAGO A 30 DIA
🕁 Entries						
1 Outgoings						
S Movement History						
	Showing 4 of 4					+

In the "Reference/Purchase Request" field, select the purchase request.

← New Purchase Order						Save
Delivery Date	Supplier -	~ [Ref / Purchase Request	Cost cente	ſ	~
Priority	✓ Terms	•	Currency	✓ XExchange n\$ CLP 1	ate	
Note						
Items						(+) Add
Description	Status	Ordered Qty	Pending Quantity	Unit Cost	Тах	Total cost
	Please ente	er at least one item				
		Subtotal				\$ CLP 0,00
		Total				\$ CLP 0,00

← New Purchase Order			← Ref / Pu	rchase Request	Q
Delivery Date	Supplier	Ref / Purchase Request —			÷ -0-
Priority	Terms	Ref / Purchase Request can't be bl Currency Chilean Peso	PRUBA-TEST Id: Creation Date: Created by:	0C722 2025-05-07 Jonas Campos	
Note					
Items		_			
Description Status	Ordered Qty	Pending Quant			
	Please enter at least one item				
		Subtotal	Showing 1 of 1		
		Total			

All of the products added in the request will appear and then fill in the additional information such as Supplier, Conditions, etc. You can also add to or modify the selected products.

← New Purcha	se Order						Save
Delivery Date 2025-05-07	Suppli	ier	~	- Ref / Purchase Request	~ X	Cost center	~
Priority	~ Terms	3	•	Currency Chilean Peso	~ X	Exchange rate\$ CLP 1	
Note							
Items							Total: 1
	Description	Status	Ordered Qty	Pending Quantity	Unit Cost	Tax	Total cost
∧ ⊕	Tornillos M6*100 { Tor-M6x10 }	Created	1	1	A OL B 200 00		0.01.0.040.00
		0.00100	1	I	\$ CLP 300,00	TVA MEXICO TO %	\$ CLP 348,00
				Subtotal	\$ CLP 300,00		\$ CLP 348,00
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UE			1	Subtotal IVA MEXICO Total	5 CLP 300,00	16 %	\$ CLP 348,00 \$ CLP 300,00 \$ CLP 48,00 \$ CLP 348,00

States:

In Purchase Order: We have a status for the management of Material Requisitions. This status is generated in the Material Request when a Purchase Order created from this request is created in a Warehouse.

Not Delivered: The "Not Delivered" status in Fracttal One indicates that the materials requested in a Material Requisition have not yet been delivered or processed. This stage indicates that the requested products or supplies are pending to be made available at the corresponding warehouse. This status provides visibility on materials that are still in process and allows management teams to take the necessary actions to ensure timely delivery.

Total Delivery: The "Total Delivery" status in Fracttal One indicates that all materials requested in a Material Requisition have been successfully delivered and processed at the designated warehouse. This stage confirms that all required items have been delivered and are available for use in the corresponding operations. The "Total Delivery" status simplifies inventory management and ensures that all required materials are available for the planned work.

Cancelled: When a Material Request is in "Cancelled" status in Fracttal One, it means that the request has been cancelled and is no longer under consideration for processing. This status applies when the original requisition is no longer relevant due to changes in operational plans or changing requirements. Marking a request as "Cancelled" allows you to maintain a clear and organized management of material requests and ensures that only relevant requests move forward in the process.

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0	Id	Status	Warehouse Target	Creation Date	Delivery Date	Reference	Responsible N
O É) 0C722	In purchase order	Fracttal Almacen	2025-05-07	2025-05-07	PRUBA-TEST	Jonas Campos
0	OC622	Cancelled	Fracttal Almacen	2025-05-07	2025-05-07	Prueba	
\bigcirc \bigotimes) 0C2320	Not delivered	Abot Armazem	2025-04-29	2025-04-29	OT0001	Adrian Vargas
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0 8	2	Not delivered	PAÑOL DE MECANICA	2025-04-24	2025-04-24	REPUESTO SEGUN	Alexander Sanchez
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) É) 1	In purchase order	Almacén Overseas - PRECIO	2025-02-06	2025-02-10	PEDIDO-060225-001.	. Salvador Almenar
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Material requisition dispatcher

From Fracttal one, we have two automation rules to simplify material requisitions and requests.

Notify users of new material requisitions to improve visibility and decision making.

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Star	t		Module .	Submodule	Lvent
Catalogs	~	RASO EN EJECUCION DE OT	Work Management	Pending Tasks	Pending tasks or with delay
Warehouses		ABAJO	Work Requests	My Work Requests	Create new Work Request
Work Management	~	٢	work management	work orders	New WU
Monitoring	~				
Dispatcher 🔶	^				
▷ Events					
🖧 Fracttal Hub					
Business Intelligence	~				
Cloud Disk					
Requests	^				
😑 Work Reques	its				+
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Dispatcher				Q Search	• 0 = 8 •
Dispatcher				Q Search	• • • • • •
Dispatcher	Description		Module	Submodule	● ● ● ● ■ □0 ~
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Dispatcher	Description NOTIFICACION POR RETFI NUEVA SOLICITUD DE TR	ے RASO EN EJECUCION DE OT RABAJO	Module . Work Management Work Requests	Submodule Pending Tasks My Work Requests	Create new Work Request
Dispatcher	Description NOTIFICACION POR RETF NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	RASO EN EJECUCION DE OT RABAJO	Module Work Management Work Requests Work Management	Submodule Pending Tasks My Work Requests Work Orders	
Dispatcher	Description NOTIFICACION POR RETF NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	RASO EN EJECUCION DE OT RABAJO 2P	Module Work Management Work Requests Work Management	Submodule Pending Tasks My Work Requests Work Orders	 S T T
Dispatcher	Description NOTIFICACION POR RETF NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	RASO EN EJECUCION DE OT RABAJO PP	Module . Work Management . Work Requests . Work Management .	Submodule Pending Tasks My Work Requests Work Orders	 S T T
Dispatcher	Description NOTIFICACION POR RETH NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	RASO EN EJECUCION DE OT RABAJO 2P	Module Work Management Work Requests Work Management	Submodule Pending Tasks My Work Requests Work Orders	Event Pending tasks or with delay Create new Work Request New WO
Dispatcher	Description NOTIFICACION POR RET NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	RASO EN EJECUCION DE OT RABAJO	Module Work Management Work Requests Work Management	Submodule Pending Tasks My Work Requests Work Orders	Event Create new Work Request New WO
Dispatcher	Description NOTIFICACION POR RET NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	RASO EN EJECUCION DE OT RABAJO 2P	Module . Work Management . Work Requests . Work Management .	Submodule Pending Tasks My Work Requests Work Orders	Create new Work Request New WO
Dispatcher	Description NOTIFICACION POR RETH NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	AASO EN EJECUCION DE OT RABAJO PP	Module Work Management Work Requests Work Management	Search Submodule Pending Tasks My Work Requests Work Orders	Event Pending tasks or with delay Create new Work Request New WO
Dispatcher	Description NOTIFICACION POR RETF NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	RASO EN EJECUCION DE OT RABAJO ?P	Module Work Management Work Management	Submodule Pending Tasks My Work Requests Work Orders	Event Pending tasks or with delay Create new Work Request New WO
Dispatcher	Description NOTIFICACION POR RETF NUEVA SOLICITUD DE TR ASIGNACION DE OT WAP	RASO EN EJECUCION DE OT RABAJO ?P	Module Work Management Work Management	Search Submodule Pending Tasks My Work Requests Work Orders	Event Pending tasks or with delay Create new Work Request New WO

Dispatcher			🔹 🦃 🗶 🛢 🕛 ~
\leftarrow			Save
Enabled	Module Purchase Requests	~ Submodule My Requests	~
Required Information Description can't be blank	Event	~ Description	
G General		Description can't be blank	
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