

Purchase request

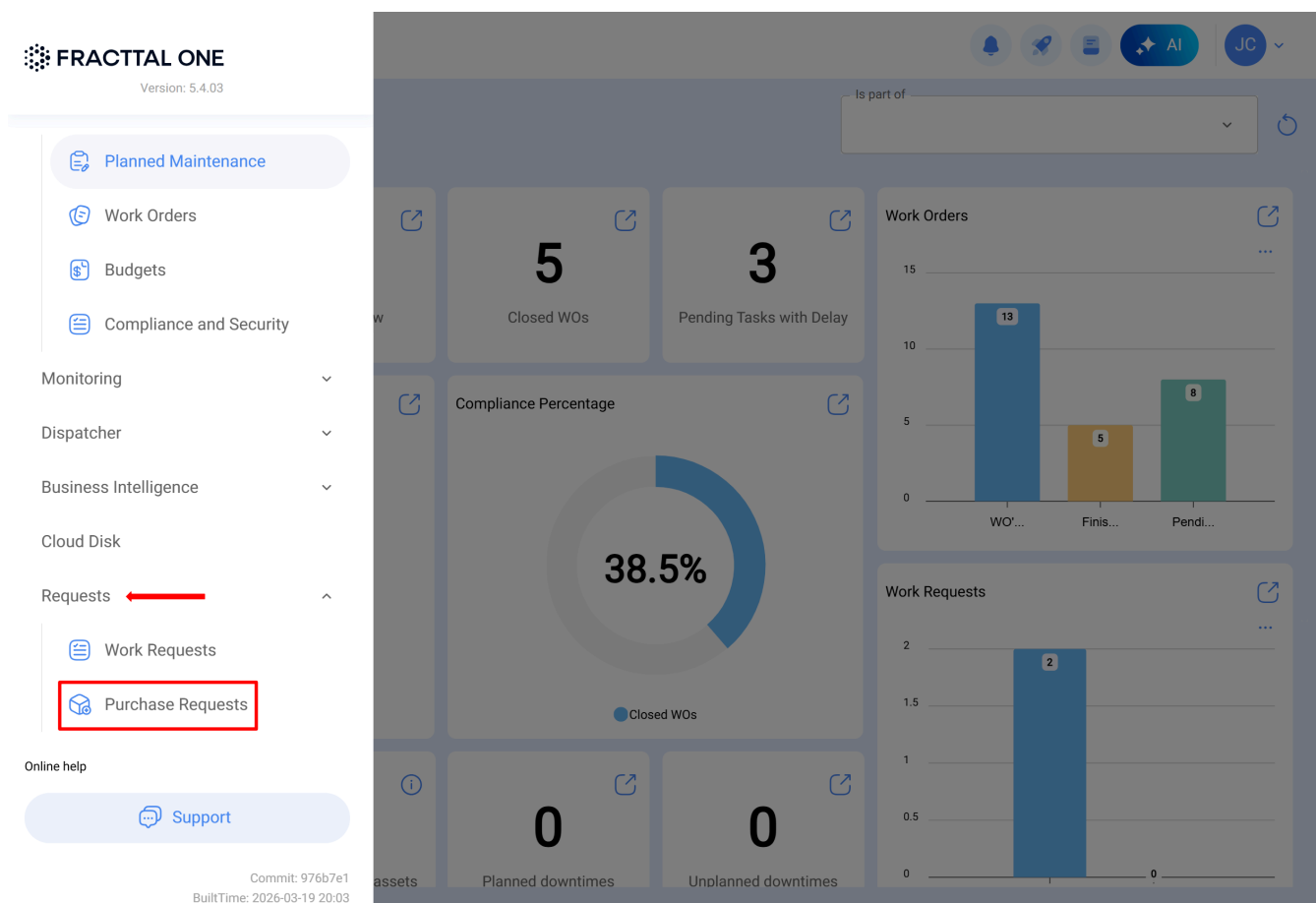
help.fractal.com/hc/en-us/articles/25053119455629-Purchase-request

The purchase requisition functionality in Fractal 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.”



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.

	Id	Status	Warehouse Target	Creation Date	Delivery Date	Reference	Responsible
<input type="checkbox"/>	OC622	Cancelled	Fracttal Almacen	2025-05-07	2025-05-07	Prueba	
<input type="checkbox"/> <input checked="" type="checkbox"/>	OC2320	Not delivered	Abot Armazem	2025-04-29	2025-04-29	OT0001	Adrian Vargas
<input type="checkbox"/> <input checked="" type="checkbox"/>	3	Delivered	PAÑOL DE MECANICA	2025-04-24	2025-05-15	https://okila.net/pro...	Adrian Vargas
<input type="checkbox"/> <input checked="" type="checkbox"/>	2	Not delivered	PAÑOL DE MECANICA	2025-04-24	2025-04-24	REPUESTO SEGUN ...	Alexander Sanchez
<input type="checkbox"/> <input checked="" type="checkbox"/>	OC-8-5.0	In purchase order	ALAMCEN GENERAL FRACT...	2025-03-25	2025-03-25	MATERIALS PARA A...	Abelardo Perez
<input type="checkbox"/> <input checked="" type="checkbox"/>	OC-2-ECV	Delivered	BODEGA EJEMPLO ECV	2025-03-24	2025-03-28	SOLICITUD DE COM...	DANIEL VARGAS
<input type="checkbox"/> <input checked="" type="checkbox"/>	OC-2-RB	In purchase order	BODEGA DE EJEMPLO RIBEI...	2025-03-11	2025-03-12	COMPRA EJEMPLO ...	DANIEL VARGAS
<input type="checkbox"/> <input checked="" type="checkbox"/>	PO-4-PIM	Delivered	ALMECEN GENERAL DE PIM...	2025-03-07	2025-03-23	FL23	Abelardo Perez
<input type="checkbox"/> <input checked="" type="checkbox"/>	OC2-CHI	In purchase order	AGRORENTAL TRACTORES	2025-02-11	2025-02-12	repuestos para man...	ADRIANA GRANADO...
<input type="checkbox"/> <input checked="" type="checkbox"/>	1	In purchase order	Almacén Overseas - PRECIO...	2025-02-06	2025-02-10	PEDIDO-060225-001...	Salvador Almenar
<input type="checkbox"/> <input checked="" type="checkbox"/>	OC-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 Responsible Priority Delivery Date

Reference Note

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.

← New Purchase Request

Warehouse Target: **Fractal Almacen** (dropdown with close icon)

Responsible: **Jonas Campos** (dropdown with close icon)

Priority: (dropdown)

Delivery Date: **2025-05-07**

Reference: **PRUBA-TEST**

Note: (text area)

Items (table header):

Description	Unit	Ordered Qty	Pending Quantity
-------------	------	-------------	------------------

+ Add (button)

← New Purchase Request

Warehouse Target: **Fractal Almacen** (dropdown with close icon)

Responsible: **Jonas Campos** (dropdown with close icon)

Priority: (dropdown)

Reference: **PRUBA-TEST**

Note: (text area)

Items (table header):

Description	Unit	Ordered Qty
-------------	------	-------------

← New Item



Item: **Tornillos M6*100 { Tor-M6x10 }** (dropdown with close icon)

Unit: **UNIDAD**

Qty: **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.

← New Purchase Request Save

Warehouse Target: Fractal Almacen ✕ Responsible: Jonas Campos {} ✕ Priority: ▼ Delivery Date: 2025-05-07

Reference: PRUBA-TEST Note:

Items + Add

	Description	Unit	Ordered Qty	Pending Quantity
	Tornillos M6*100 (Tor-M6x10)	UNIDAD	1	1

Purchase Requests Search... JC

My Requests

	Id	Status	Warehouse Target	Creation Date	Delivery Date	Reference	Responsible
<input type="checkbox"/> ✕	OC722	Not delivered	Fractal Almacen	2025-05-07	2025-05-07	PRUBA-TEST	Jonas Campos
<input type="checkbox"/>	OC622	Cancelled	Fractal Almacen	2025-05-07	2025-05-07	Prueba	
<input type="checkbox"/> ✕	OC2320	Not delivered	Abot Armazem	2025-04-29	2025-04-29	OT0001	Adrian Vargas
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<input type="checkbox"/> ✕	2	Not delivered	PAÑOL DE MECANICA	2025-04-24	2025-04-24	REPUESTO SEGUN ...	Alexander Sanchez
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<input type="checkbox"/> 📅	OC-2-RB	In purchase order	BODEGA DE EJEMPLO RIBEL...	2025-03-11	2025-03-12	COMPRA EJEMPLO ...	DANIEL VARGAS
<input type="checkbox"/> 📅	PO-4-PIM	Delivered	ALMECEN GENERAL DE PIM...	2025-03-07	2025-03-23	FL23	Abelardo Perez
<input type="checkbox"/> 📅	OC2-CHI	In purchase order	AGRORENTAL TRACTORES	2025-02-11	2025-02-12	repuestos para man...	ADRIANA GRANADO...
<input type="checkbox"/> 📅	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.

The screenshot displays the Fractal One dashboard interface. On the left, a sidebar menu lists various modules, with 'Warehouses' highlighted by a red rectangular box. The main dashboard area contains several data visualization components:

- Top Left:** 'Closed WOs' metric card showing a value of 5.
- Top Right:** 'Pending Tasks with Delay' metric card showing a value of 3.
- Middle Left:** 'Compliance Percentage' donut chart showing 38.5% completion for 'Closed WOs'.
- Middle Right:** 'Work Orders' bar chart with three bars: 'WO...' (13), 'Finis...' (5), and 'Pendi...' (8).
- Bottom Left:** 'Planned downtimes' metric card showing 0.
- Bottom Right:** 'Unplanned downtimes' metric card showing 0.
- Bottom Far Right:** 'Work Requests' bar chart with one bar showing a value of 2.

At the top of the dashboard, there is a navigation bar with a search field labeled 'Is part of', a user profile 'JC', and a 'Fractal AI' button. The sidebar also includes 'Start' and 'Fractal AI' buttons, a 'Support' button, and version information: 'Version: 5.4.03', 'Commit: 976b7e1', and 'BuiltTime: 2026-03-19 20:03'.

Enabled

- General
- Stock
- Purchase orders**
- Material requisitions
- Entries
- Outgoings
- Movement History

	Purchase Order ID	Supplier	State	Ref / Purchase Requ...	Terms
<input type="checkbox"/>					
<input type="checkbox"/>	OC522	Fractal	Cancelled	000120	
<input type="checkbox"/>	OC422	AIR JBM COMPRESORES	Delivered	1234	PAGO A 60 DIAS
<input type="checkbox"/>	OC322	Supply Power	Not delivered	OC222	PAGO A 30 DIAS
<input type="checkbox"/>	OC122	MADRILEÑA DE AIRE COMP...	Delivered	REF-001	PAGO A 30 DIAS

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

Delivery Date: 2025-05-07

Supplier: [dropdown]

Ref / Purchase Request: [dropdown] Ref / Purchase Request can't be blank

Cost center: [dropdown]

Priority: [dropdown]

Terms: [dropdown]

Currency: Chilean Peso

Exchange rate: \$ CLP 1

Note: [text area]

Items + Add

Description	Status	Ordered Qty	Pending Quantity	Unit Cost	Tax	Total cost
Please enter at least one item						
Subtotal						\$ CLP 0,00
Total						\$ CLP 0,00

← New Purchase Order

Delivery Date: 2025-05-07

Supplier:

Ref / Purchase Request:

Priority:

Terms:

Currency: Chilean Peso

Note:

Items

Description	Status	Ordered Qty	Pending Qty
Please enter at least one item			
			Subtotal
			Total

← Ref / Purchase Request

PRUBA-TEST

Id: OC722

Creation Date: 2025-05-07

Created by: Jonas Campos

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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 Purchase Order

Save

Delivery Date: 2025-05-07

Supplier:

Ref / Purchase Request: PRUBA-TEST ✕

Cost center:

Priority:

Terms:

Currency: Chilean Peso ✕

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	\$ CLP 300,00	IVA MEXICO 16 %	\$ CLP 348,00
Subtotal						\$ CLP 300,00
IVA MEXICO						16 % \$ CLP 48,00
Total						\$ 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.

	Id	Status	Warehouse Target	Creation Date	Delivery Date	Reference	Responsible
<input type="checkbox"/>	OC722	In purchase order	Fracttal Almacen	2025-05-07	2025-05-07	PRUBA-TEST	Jonas Campos
<input type="checkbox"/>	OC622	Cancelled	Fracttal Almacen	2025-05-07	2025-05-07	Prueba	
<input type="checkbox"/>	OC2320	Not delivered	Abot Armazem	2025-04-29	2025-04-29	OT0001	Adrian Vargas
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<input type="checkbox"/>	2	Not delivered	PAÑOL DE MECANICA	2025-04-24	2025-04-24	REPUESTO SEGUN ...	Alexander Sanchez
<input type="checkbox"/>	OC-8-5.0	In purchase order	ALAMCEN GENERAL FRACT...	2025-03-25	2025-03-25	MATERIALS PARA A...	Abelardo Perez
<input type="checkbox"/>	OC-2-ECV	Delivered	BODEGA EJEMPLO ECV	2025-03-24	2025-03-28	SOLICITUD DE COM...	DANIEL VARGAS
<input type="checkbox"/>	OC-2-RB	In purchase order	BODEGA DE EJEMPLO RIBEL...	2025-03-11	2025-03-12	COMPRA EJEMPLO ...	DANIEL VARGAS
<input type="checkbox"/>	PO-4-PIM	Delivered	ALMECEN GENERAL DE PIM...	2025-03-07	2025-03-23	FL23	Abelardo Perez
<input type="checkbox"/>	OC2-CHI	In purchase order	AGRORENTAL TRACTORES	2025-02-11	2025-02-12	repuestos para man...	ADRIANA GRANADO...
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Note: When a request is updated via integration, the **Status** field will display the description corresponding to the action performed by the external system.

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.



Start



Fractal AI

Catalogs

Warehouses

Work Management

Monitoring

Dispatcher

Events

Fractal Hub

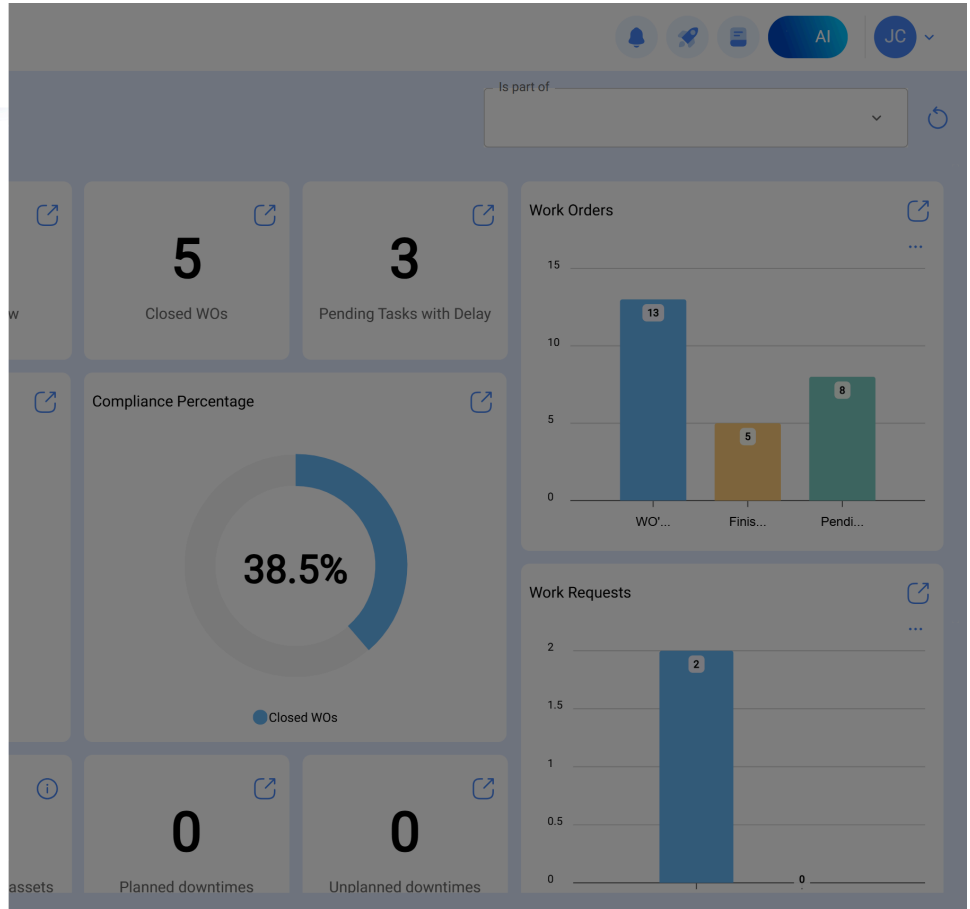
Business Intelligence

Cloud Disk

Requests

Online help

Support



Dispatcher

Search...

<input type="checkbox"/>	Description	Module	Submodule	Event
<input type="checkbox"/>	NOTIFICACION POR RETRASO EN EJECUCION DE OT	Work Management	Pending Tasks	Pending tasks or with delay
<input type="checkbox"/>	NUEVA SOLICITUD DE TRABAJO	Work Requests	My Work Requests	Create new Work Request
<input type="checkbox"/>	ASIGNACION DE OT WAPP	Work Management	Work Orders	New WO

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← Save

Enabled

Required Information

- Description can't be blank

General

- Terms
- Actions

Module Purchase Requests	Submodule My Requests
Event New purchase request	Description <input type="text"/> <small>Description can't be blank</small>