

Create an MRQ

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Create an MRQ

An MRQ is a material requisition record for entering a request into the procurement chain.

Use this page when you need to raise a new request or find one that is already saved.

If you need to...	Go to
Prepare the request and confirm access	Before you start
Open a new request or find a saved one	Find an MRQ
Identify the fields and commands	Understand the MRQ screen
Enter the request and save it	Enter and save the MRQ
Choose the internal route or a saved-record command	Handle MRQ variations
Correct a message that stops saving	When saving goes wrong
Continue with products or history after saving	Continue with the saved MRQ
See the procurement chain around the MRQ	Purchase job procurement chain

Before you start

An MRQ starts procurement work that can continue through a request for quotation, a purchase quotation, and a purchase order.

Prerequisites

Have or know	Why it matters
The request title and required receiving date	Complete both fields before saving.
The request's products and quantities	The save checks that at least one requested product exists and that its quantity is valid.

Have or know	Why it matters
Access to the MRQ feature and permission to edit	Save and Save and Close appear only when editing is allowed and the feature is included.
A saved MRQ with no unsaved changes	RFQ and Direct PO are available only from a saved record when purchase permission is available and there are no unsaved changes.

Find an MRQ

The MRQ list is where you locate existing requests; the new route is where you begin a request that does not yet exist.

Open a new MRQ

Prerequisites

- Have the request information listed in [Before you start](#).

Steps

1. Open `/procurement/material-requisition/new` .
2. Look for **MRQ title**, **Required Receiving Date**, and **Save** on the form.

Result: The new MRQ form is open.

Find a saved MRQ

Prerequisites

- Know that the request has already been saved.

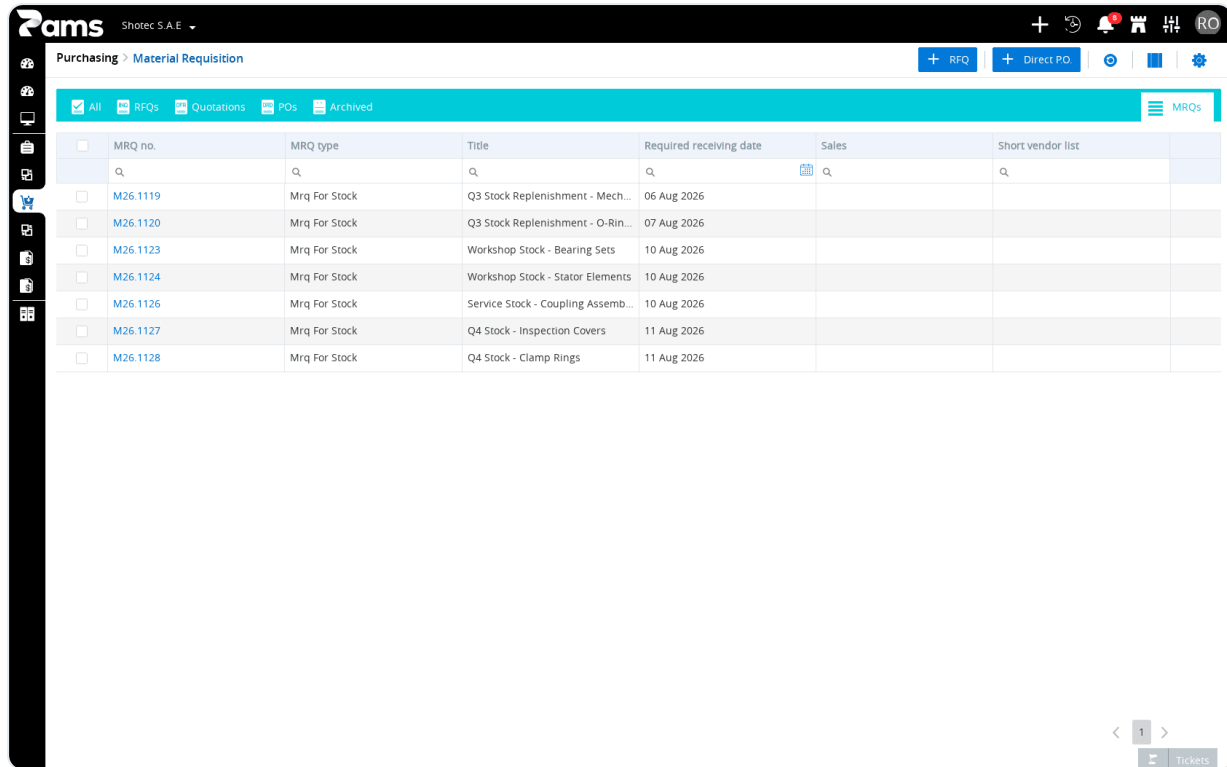
Steps

1. Open `/procurement/material-requisition/list/view` .
2. Select the tab that matches the work you need to locate.

If you need to...	Select
See every listed MRQ	All
Work with requests for quotation	RFQs
Work with quotations	Quotations
Work with purchase orders	POs
Find archived requests	Archived

If you need to...	Select
Find products that need ordering	Products To Order

3. Select the saved request from the list.



Result: The selected MRQ opens for review or follow-up.

Understand the MRQ screen

The MRQ screen has a request header for identification and receiving timing, followed by supplier and shipping choices.

Area	What you use it for	Rule or availability
Branch	View the branch associated with the request	Read-only
MRQ title	Enter the request title	Required
Required Receiving Date	Enter the date by which you need the material	Required
Drop shipping	Mark an internal request for drop shipping	Available on the internal-new route

Area	What you use it for	Rule or availability
Short Vendors List	Select one or more suppliers	Available
Limit to short vendors list	Restrict handling to the selected supplier list	Disabled when no recommended suppliers exist

The request also provides **Products** and **Additional Requirements** when the MRQ type is stock, project, or needs. These commands are available on the main request rather than when the request is displayed as a child.

The list headers shown in [Find an MRQ](#) are `MRQ no.` , `MRQ type` , `Title` , `Required receiving date` , `Sales` , and `Short vendor list` . The list shows the headers provided by its selected layout. Use **Refresh**, **Table Layout**, and **Settings** when those controls are available.

Enter and save the MRQ

Enter the request's identifying information and receiving date before committing the MRQ.

Prerequisites

- Open a new MRQ as described in [Find an MRQ](#).
- Have at least one requested product and its quantity ready.

Steps

1. In **MRQ title**, enter the title for the request.
2. In **Required Receiving Date**, enter the date you need the material, on or after the date the MRQ was created.
3. Add the request details that apply to the MRQ type.

If the MRQ type is...	Do this
Stock, project, or needs	Select Products , then enter a quantity of at least <code>0.01</code> for each requested product.
Stock, project, or needs and extra requirements are needed	Select Additional Requirements , then enter a quantity of at least <code>0.01</code> for each additional requirement.

4. Select **Save** to keep the MRQ open.
5. Select **Save and Close** to save the MRQ and leave the page.

After a successful new save, the application navigates to `/procurement/material-requisition/edit/<ID>` and displays `Saved Successfully`.

Result: The MRQ is saved, and the saved-record route is available for follow-up.

Handle MRQ variations

The internal route adds a shipping choice, while saved-record commands appear only after the request has an identifier and no unsaved changes.

Prerequisites

- For the internal variation, open `/procurement/material-requisition/for-internal/new`.
- For saved-record commands, open a saved MRQ with no unsaved changes.

Steps

1. Choose the route or command that matches your work.

If you need to...	Use
Create an internal request with drop shipping	Select Drop shipping on <code>/procurement/material-requisition/for-internal/new</code> .
Continue to a request for quotation from a saved MRQ	Select RFQ .
Continue to a direct purchase order from a saved MRQ	Select Direct PO .
Begin a direct-order action from the MRQ list	If Direct P.O. is available, select Direct P.O. .

Result: The selected procurement route opens when its permission and record conditions are met.

After you select **+ RFQ**, a new **Purchasing** MRQ-context entry opens instead of an `Add New RFQ` dialog.

When saving goes wrong

Use the message on screen to correct the specific part of the request that stopped the operation.

Message	What to do
Check mandatory field(s)	Complete MRQ title and Required Receiving Date , then select Save again.
You cannot save without adding at least one product	Add a requested product through Products , then save again.
One of products has no quantity	Enter a quantity of at least 0.01 for every requested product.
Package must have at least one item	Keep at least one request item before trying the operation again.
An error occurred while processing your request	Retry the operation after checking the request data.
Saving Error	Retry the new-record save after checking the required fields and products.
Updating Error	Retry the saved-record update after checking the request data.
Loading error	Reload the MRQ and try again.
Required Receiving After	This field is not active on this form.
Updated Successfully	The saved-record update completed.
Deleted Successfully	The product deletion completed.

Continue with the saved MRQ

A saved MRQ is the starting point for maintaining its requested products, additional requirements, and recorded changes.

Steps

1. Open the saved MRQ at `/procurement/material-requisition/edit/<ID>` .
2. Continue product and additional-requirement work in [Complete an MRQ record](#).
3. Review **Last Modifications** on the saved MRQ when you need its recorded changes.

Result: The saved MRQ is ready for follow-up procurement work.

Out of scope

The message `Cannot be deleted. Product is in purchasing` belongs to product maintenance on a saved MRQ, not to creating the MRQ. Continue with [Complete an MRQ record](#) for saved-record product work.

Related

- [Purchase job procurement chain.](#)
- [Complete an MRQ record.](#)
- [Create a direct purchase order.](#)