

## POs – Creation

- **Expedite requisitions to the same Supplier one at a time:**  
Only expedite one requisition at a time. Although the system allows you to do multiple, you DO NOT want to exercise that option. If you have multiple reqs with the same supplier, they will all be sourced into one PO, which will create a problem for Accounts Payable as they only want one invoice per email. Even if all of your reqs have different suppliers, it's best to just be in the habit of expediting one req at a time. [UPK – Expedite a Requisition to a PO](#)