

PROCUREMENT

RELEASE FOR OR REMOVE FROM APPROVAL

A Purchase Requisition can only be **Released for Approval** if the total value is more than R0, if all items have a quantity greater than 0 and if all parts have a supplier cost linked.

Purchase Requisitions must go through an approval process before a Purchase Order is created. (This can be linked to an <u>Approval Matrix</u> which is set up in the <u>Purchasing Centre</u>)

On approving a Purchase Requisition, the system will generate a Purchase Order.

Requisition Approval and Authorisation Levels are covered in **procurement** configuration.

Ribbon Access: *Procurement > Requisitions*



1				BPO:	Version 2.1.0.31 •	Example Co	mpany				-		Х
🥑 Equipmen	nt and Locations	Contract	Finance and t	strampton strategy	Maintenance an	d Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	ľ.
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The *Purchase Requisition Listing* screen will be displayed.



Select the Site and Status

- Select the *Site*.
 - In this image *Durban* has been selected.
- Select the *Status*.
 - The status will need to be set to *New* as a purchase requisition can <u>only</u> be released in the *New* status.



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E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
R0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procurem	Test 2.1.0.4 Procure	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
E PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with lat	Please phone with la	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c	procurement from a	Yes
E PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
E PR0000366	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
E PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:34:00	OTC procurement v2	OTC procurement v2	Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	16:30:38	stock report procurem	stock report procure	Yes
E PR0000369	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report	v2.1.0.4 stock repor	Yes
	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	16:42:55			Yes
E PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	call procurement v2.1	call procurement v2	Yes
E PR0000377	MAINT	N	MU0001	Mark	Mudderveld	18 May 2017	11:48:59	Project procurement 2	Project procurement	Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
B PR0000381	MAINT	N	DUT001	Susan	Du Tolt	18 May 2017	12:02:58			Yes
PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40			Yes
E PR0000386	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	14:58:18			Yes
E PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
B PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11			Yes
PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
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RELEASE REQUISITION FOR APPROVAL

• Select the *row* of the purchase requisition that you wish to *release*.

Either

• Go to the *Process Action Button Toolbar* and select *Release*,



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E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MU0001	Mark	Mudderveid	17 May 2017	10:42:48			Yes
B PR0000359	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	11:07:59	Test 2.1.0.4 Procurem	Test 2.1.0.4 Procure	Yes
B PR0000361	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	11:48:50			Yes
E PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with lat	Please phone with la	Yes
B PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c	procurement from a	Yes
B PR0000364	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
■ PR0000366	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
E PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	Yes
PR0000368	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procurem	stock report procure	Yes
■ PR0000369	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report	v2.1.0.4 stock repor	Yes
E PR0000370	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	16:42:55			Yes
B PR0000374	MAINT	N	MUD001	Mark	Mudderveid	18 May 2017	09:15:58	call procurement v2.1	call procurement v2	Yes
■ PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Project procurement 2	Project procurement	Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40			Yes
PR0000386	MAINT	N	MUD001	Mark	Mudderveid	18 May 2017	14:58:18			Yes
E PR0000395	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
PR0000397	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	11:45:53			Yes
B PR0000398	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	11:45:11			Yes
PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
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or



- *Right click* anywhere in the *row* of the selected requisition.
- A *Process* menu will pop up.
 - In this menu, you will have a list of the following options depending on where the requisition is in the process:
 - Hold Remove from Approval
 - Release Release to Approval
 - Approve Approve the Requisition
 - **Decline** Decline the Requisition
 - As this Purchase Requisition is in the *New* status, the only option available in this image, is the *Release to Approval* choice.
- Click on the *Release to Approval* option.



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E PR00003	56 MAJ	NT N		MUD001	M	vk	Mudderveid	17 M	ay 2017	10:21	:20						Yes	
E PR00003	57 MAJ	NT N		MUD001	M	ark	Mudderveld	17 M	ay 2017	10:42	148						Yes	
PR00003	59 MAJ	NT N		MUD001	M	<u>e</u> k	Mudderveld	17 M	ay 2017	11:07	1.59	Test 2.1.0	4 Procurem	Test	2.1.0.4 Proc	are	Yes	
E PR00003	51 MAI	NT N		MU0001	М	wk.	Mudderveid	17 M	ay 2017	11:48	:50						Yes	
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E PR00003	54 MAI	NT N		MU0001	М	srk	Mudderveld	17 M	ay 2017	14:01	:25	Standalone	work orde.	. Stan	dalone work	ord	Yes	
፼ PR00003	56 MAJ	NT N		MUD001	М	ark.	Mudderveld	17 M	ay 2017	15:10	:09	v2.1.0.4 st	andalone	v2.1	.0.4 standal	one	Yes	
PR00003	57 MA3	NT N		MU0001	М	rk	Mudderveld	17 M	ay 2017	15:34	k00	OTC procu	ement v2	. otc	procuremen	tv2	Yes	
E PR00003	58 MAI	NT N	1	Process			Audderveid	17 M	ay 2017	16:30	:38	stock repor	t procurem.	stod	report proc	ure	Yes	
E PR00003	59 MAI	NT N		Hold			Audderveid	17 M	ay 2017	16:38	:47	v2.1.0.4st	ock report .	v2.1	.0.4 stock re	por	Yes	
☑ PR00003	70 MAI	NT N	-	Renove	From App	ova	Audderveld	17 M	ay 2017	16:42	:55						Yes	
E PR00003	74 MAJ	NT N		Release			Audderveld	18 M	ay 2017	09:15	1:58	call procure	ment v2.1.	call p	rocurement	v2	Yes	
	77 MAI	NT N	-		to Approv		Audderveld	18 M	ay 2017	11:48	:59	Project pro	curement 2	Proje	ect procurem	ent	Yes	
E PR00003	SÓ MAI	NT N		Approv Approve	e the Requi	note	Du Toit	18 M	ay 2017	12:00	:43						No	
PR00003	B1 MAJ	NT N					Du Toit	18 M	ay 2017	12:02	:58						Yes	
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☑ PR00003	6 MAI	NT N		M00001	M	YK.	Mudderveld	18 M	ay 2017	14:58	18						Yes	
E PR00003	96 MAJ	NT N		DUT001	9	san	Du Toit	19 M	ay 2017	11:31	:09						Yes	
B PR00003	97 MAI	NT N		MUD001	M	sik	Mudderveld	19 M	ay 2017	11:45	:53						Yes	
E PR00003	98 MAJ	NT N		MUD001	M	ark.	Mudderveld	19 M	ay 2017	11:45	it11						Yes	
PR00004		NT N		MUD001	M	r k	Mudderveid	19 M	ay 2017	12:12	: 19						Yes	
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• A *Requisition Process* message box will pop up informing you that;



• The Requisition no. [] has been released successfully.

• Click on OK.

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E PR0000357		AINT	N	MUD001	Mark	Mudderveld		lay 2017	10:42						Yes	
PR0000359		AINT	N	MLD001	Mark	Mudderveld		lay 2017	11:07		Test 2.1.0.4	Procisem	Test 2.1.0.4 Proc		Yes	
PR0000361	-	AINT	N	MUD001	Mark	Mudderveld		lay 2017	11:48		THE BUILD	C S WARE AND	The sector (198		Yes	
E PR0000362		AINT	N	MUD001	Mark	Mudderveld		tay 2017	12:22		Please phor	e with lat.	. Please phone wit	hla	Yes	
PR0000363	M	AINT	N	MUD001	Mark	Mudderveld		tay 2017	13:44	:30	- Andrewski - A		procurement from			
E PR0000364	R	equisitio	on - Proce	is			20240	X	14:01	:25	Standalone	nork orde.	. Standalone work	ord	Yes	
E PR0000366									15:10	:09	v2.1.0.4 stz	ndalone	v2.1.0.4 standal	one	Yes	
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PR0000368		U	The req	uisition no. PR0000	367, has b	een released succ	essful	y,	16:30	:38	stock report	procurem.	stock report proc	ure	Yes	
E PR0000369									16:38	:47	v2.1.0.4 std	ck report .	v2.1.0.4 stock re	por	Yes	
E PR0000370							3218	-	16:42	:55					Yes	
E PR0000374							OK		09:15	:58	call procures	nent v2.1.	cal procurement	v2	Yes	
E PR0000377	M	AUNT	N	MU0001	Mark	Mudderveid	18 1	16y 2017	11:48	:59	Project proc	urement 2.	Project procurem	ent	Yes	
E PR0000380	M	AINT	N	DUT001	Susan	Du Toit	18 M	tay 2017	12:00	:43					No	
E PR0000381	M	WT.	N	DUT001	Susan	Du Toit	18 M	lay 2017	12:02	:58					Yes	
PR0000385	M	AINT	N	DUT001	Susan	Du Toit	18 N	tay 2017	14:12	:40					Yes	
E PR0000386	M	NINT	N	MUD001	Mark	Mudderveid	18 M	tay 2017	14:58	18					Yes	
E PR0000396	Μ	ADNT	N	DUT001	Susan	Du Toit	19 M	lay 2017	11:31	:09					Yes	
B PR0000397	M	AINT	N	MUD001	Mark	Mudderveld	19 M	lay 2017	11:45	:53					Yes	
PR0000398	M	AINT	N	MUD001	Mark	Mudderveld	19 M	tay 2017	11:45	:11					Yes	
E PR0000400	M	ANT	N	MUD001	Mark	Mudderveid	19 M	lay 2017	12:12	19					Yes	
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• The requisition will be removed from the *Purchase Requisition Listing* screen where the status is set to *New*.

VIEW RELEASED REQUISITION

• Find the requisition by changing the status to *Released*.



A '			Pu	rchase Requ	isition Listing -	BPO: Version 2.1.	0.31 - Exa	mple Company	-	D X
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E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:2	12.11		Yes
	MAINT	r N	MUD001	Mark	Mudderveld	17 May 2017	10:42:4	x	li.	Yes
B PR0000359	MAINT	r N	MUD001	Mark	Mudderveid	17 May 2017	11:07:5	59 Test 2.1.0.4 Procurem	Test 2.1.0.4 Procure	Yes
B PR0000361	MAINT	N.	MUD001	Mark	Mudderveld	17 May 2017	11:48:	50		Yes
E PR0000362	MAINT	r N	MUD001	Mark	Mudderveld	17 May 2017	12:22:3	33 Please phone with lat	Please phone with la	Yes
III PR0000363	MAINT	r N	MUD001	Mark	Mudderveld	17 May 2017	13:44:3	30 procurement from a c	procurement from a	Yes
E PR0000364	MAINT	r N	MUD001	Mark	Mudderveld	17 May 2017	14:01:2	25 Standalone work orde	Standalone work ord	Yes
	MAINT	r N	MUD001	Mark	Mudderveld	17 May 2017	15:10:0	09 v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
PR0000368	MAINT	r: N	MUD001	Mark	Mudderveld	17 May 2017	16:30:3	38 stock report procurem	stock report procure	Yes
	MAINT	N.	MUD001	Mark	Mudderveld	17 May 2017	16:38:4	47 v2.1.0.4 stock report	v2.1.0.4 stock repor	Yes
E PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:	55		Yes
	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:5	58 call procurement v2.1	cal procurement v2	Yes
	MAINT	r N	MUD001	Mark	Mudderveld	18 May 2017	11:48:	59 Project procurement 2	Project procurement	Yes
E PR0000380	MAINT	r N	DUT001	Susan	Du Toit	18 May 2017	12:00:4	43		No
PR0000381	MAINT	r N	DUT001	Susan	Du Toit	18 May 2017	12:02:5			Yes
PR0000385	MAINT	-	DUTO01	Susan	Du Toit	18 May 2017	14:12:4			Yes
E PR0000386	MAINT		MUD001	Mark	Mudderveid	18 May 2017	14:58:1			Yes
PR0000396	MAINT	r N	DUT001	Susan	Du Toit	19 May 2017	11:31:0			Yes
E PR0000397	MAINT		MUD001	Mark	Mudderveld	19 May 2017	11:45:5			Yes
E PR0000398	MAINT		MUD001	Mark	Mudderveld	19 May 2017	11:45:1			Yes
PR0000400	MAINT		MUD001	Mark	Mudderveld	19 May 2017	12:12:1			Yes
PR0000404	MAIN		MUD001	Mark	Mudderveld	19 May 2017	12:54:1			Yes
E PR0000405	MAINT		MUD001	Mark	Mudderveld	19 May 2017	12:56:3		retest	Yes
E PR0000407	MAINT		MUD001	Mark	Mudderveld	19 May 2017	13:15:			Yes
E PR0000409	MAINT	r N	MUD001	Mark	Mudderveld	22 May 2017	12:11:4	42		Yes

• The *Purchase Requisition Listing* screen will now only display the requisitions in the *Released* status awaiting *Approval*.



Note: In this screen, the requisition can also be **Declined** or put on **Hold**.

REMOVE REQUISITION FROM APPROVAL (PLACE ON HOLD)

- Select the row of the requisition you wish to *Remove from Approval*.
- Either click on the relevant button in the Action Button Toolbar or right click anywhere in the row of that requisition to display the pop up *Process* menu.
- Click on the *Hold Remove from Approval* option.



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• A *Requisition - Process* message box will appear informing you that;



• The requisition no. [] has been placed on hold successfully.

• Click on OK.

			Put	rchase Requ	isition Listing -	BPO: Version 2.1,	0.31 - Example	Company	1.77	
9 Home Eq.	ipment and	Locations	Contract Finance a	nd HR Invi	entory Mainten	ance and Projects	Manufacturing	Procurement Sales Se	rvice Reporting Utility	es - 6
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PRCode ·	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
E PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
B PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
B PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	Yes
E PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes
Requisition - Pi		no. PROO	00367, has been plac	ced on hold	successfully.	×				
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_		no. PROO	00367, has been pla	ced on hold						



VIEW REQUISITION IN NEW STATUS

- You can no longer view the selected requisition in this *Purchase Requisition Listing* screen as the requisition has reverted back to the *New* status.
- To view the requisition, change the *Purchase Requisition Listing* screen status back to *New*.



	٧					Pu	rchase Requ	isition Listing -	BPO: Version 2.1.	0.31 - Example	Company	3	- 🗆 X
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-	R0000360		MAINT	R	MUDOO	1	Mark	Mudderveld	17 May 2017	11:33:50			Yes
🗄 Pi	R0000422		MAINT	R	MUDOO	1	Mark	Mudderveld	24 May 2017	16:35:06			Yes
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APPROVE REQUISITION

- Find the Requisition in the *Purchase Requisition Listing* screen where the status is set to *Released*.
- Select the row of the requisition you wish to *Approve*.
- Click on Approve.



More Expendent and Locations Contract. Finance and Hit. Inventory Maintenace and Projects. Main/facturing: Proceeders. Sales Service. Reporting: Utilities — # Maintain Process Process Port Port Port Port	91	٠				Pu	chase Requ	isition Listing - B	PO: Version 2.1.0	0.31 - Example	Company		
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	E P	R0000360		MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
E PR0000422 MAINT R ML0001 Mark Mudderveld 24May 2017 15:35:06 Yes	Ð P	R0000367		MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	Yes
	E P	R0000422		MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes
06 Sep 2017 Open Windows •													



- A *Process Validation* message box will appear asking;
 - Are you sure that you want to authorise requisition []?
- Click on Yes.

Note on Requisition Approval Matrix and corresponding Purchasing Centre Requisition Configuration

Note: If a <u>second</u> approval is required, the requisition will remain here until approval is complete. This requisition Approval Matrix is set up in the Purchasing Centre Requisition configuration.



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		icess	Validatio	0	MUD001	1.1440	_	24 M	ay 2017	10:30					Yes
E 10	Pro	icess	Validatio	0	l na sen	1.1440	X.	2415	at 2011	10:33					

• A *Requisition - Process* message box will appear informing you that;



- Authorisation for requisition no. [] has been successful.
- Click on OK.



A '			Put	rchase Requ	isition Listing	BPO: Vers	sion 2.1.0).31 • Ex	ample	Company) (D X
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PRCode	 PRType 	Status	EmployeeNumber	FirstName	LastName	EventDa	ate	Event	Time	Comments		Notes	SupplerExist
E PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May	2017	09:21	:02	Needed un	gently	Needed urgently	Yes
E PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May	2017	11:33	:50				Yes
E PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May	2017	15:33	:59	OTC procu	rement v2	OTC procurement v2	Yes
E PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May	2017	16:35	:06				Yes
					OK								
												06 Seo 2017 00	en Windows *



VIEW SYSTEM GENERATED PURCHASE ORDER

- A View Purchase Orders message box will appear asking;
 - Do you wish to view the new purchase orders?
- Click on the **Yes**, if you want a quick link to the purchase order that has just be raised in order to view or print the order.
- Click on *No*, if you want to remain in the *Purchase Requisition Listing* screen.

To view the newly created Purchase Order later - go to

Ribbon Access: *Procurement > Purchase Orders*



a .			Pur	rchase Requ	isition Listing -	BPO: Version 2.	1.0.31 - Exan	nple Company	-	a x
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☑ PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	من والمار أن المحمد المرار ا	Needed urgently	Yes
E PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50		070	Yes
E PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59		OTC procurement v2	
☑ PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:0			Yes
			Yes	No						



- To view the approved requisition, change the status in the Purchase Requisition Listing screen to *Issued*.
- The approved requisition is now displayed in this listing screen.

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Į	PRCode +	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist	
1	PR0000328	MAINT	I	DUT001	Susan	Du Toit	15 Mar 2017	13:51:47			Yes	
Ì	PR0000334	MAINT	1	DUT001	Susan	Du Toit	16 Mar 2017	13:55:10			Yes	
1	PR.0000336	CAP	1	MUD001	Mark	Mudderveld	03 Apr 2017	16:26:31			Yes	
1	PR0000337	MAINT	1	DUT001	Susan	Du Toit	10 Apr 2017	15:18:49			Yes	
1	PR0000339	MAINT	1	DUT001	Susan	Du Toit	11 Apr 2017	11:21:52			Yes	
	PR0000341	MAINT	1	DUT001	Susan	Du Toit	13 Apr 2017	11:12:32			Yes	
1	PR0000342	MAINT	I	DUT001	Susan	Du Toit	13 Apr 2017	11:16:02			Yes	
1	PR0000343	MAINT	1	DUT001	Susan	Du Toit	13 Apr 2017	11:18:04			Yes	
1	PR0000347	MAINT	1	MUD001	Mark	Mudderveld	24 Apr 2017	14:54:55			Yes	
1	PR0000348	CAP	I	DUT001	Susan	Du Toit	02 May 2017	15:54:44			Yes	
	PR0000349	CAP	1	DUT001	Susan	Du Toit	02 May 2017	15:59:17			Yes	
1	PR.0000350	CAP	1	DUT001	Susan	Du Toit	04 May 2017	09:13:33			Yes	
1	PR.0000354	MAINT	1	DUT001	Susan	Du Toit	04 May 2017	15:41:17			Yes	
	PR0000365	MAINT	1	MUD001	Mark	Mudderveld	17 May 2017	14:27:16			Yes	
	PR0000367	MAINT	I	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	Yes	
	PR.0000372	MAINT	1	MUD001	Mark	Mudderveld	18 May 2017	09:05:55			Yes	
	PR.0000373	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	09:08:15			Yes	
	PR0000376	MAINT	1	MUD001	Mark	Mudderveld	18 May 2017	09:34:31			Yes	
	PR.0000379	MAINT	1	MUD001	Mark	Mudderveld	18 May 2017	11:57:21			Yes	
1	PR.0000382	MAINT	1	DUT001	Susan	Du Toit	18 May 2017	12:07:56			Yes	
	PR0000383	MAINT	I	MUD001	Mark	Mudderveid	18 May 2017	12:46:28			Yes	
	PR0000384	MAINT	1	DUT001	Susan	Du Toit	18 May 2017	13:05:45	notes	test	Yes	
	000000197	MAINT	1	M (0001	Mark	Moderald	19 May 2017	16-19-69			Yer.	



DECLINE A REQUISITION

- Open the *Purchase Requisition Listing* screen and set the status to *Released*.
- Select the row of the requisition you wish to *decline*.
- Click on *Decline*.



•			Put	rchase Requ	isition Listing -	BPO: Version 2.1.	0.31 - Example	Company		- 🗆 X
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PRCode +	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
☑ PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes

• A *Process Validation* message box will appear, asking;

• Are you sure that you want to decline requisition []?



• Click on Yes.

a '					isition Listing • BP						- 0
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	MAIN		MUD001	Mark		17 May 2017	09:21:02	Needed urgen	itly	Needed urgently	Yes
PR0000360	MAIN		MUD001	Mark	Mudderveld	17 May 2017	11:33:50				Yes
E PR0000422	MAIN	R		A A COL	and shared at the	BARRING STATE	40.00.00				1000
	ocess Va Are you :	lidation	MUD001	Mark	0003557	24 May 2017	16:35:06				Yes
		lidation			X	24 May 2017	16:35:06				Yes



DECLINE / REJECTION COMMENTS

• A *Rejection Comments* message box will appear.

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- Type in any *Rejection Comments* concerning this requisition.
- Click on *Save*.

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	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
 PR0000360 PR0000422 	MAINT	R	MUD001 MUD001	Mark Mark	Mudderveld Mudderveld	17 May 2017 24 May 2017	11:33:50 16:35:06			Yes
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		s	80	ired.						
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- A *Requisition Process* message box will appear informing you that;
 - Requisition no. [] has been declined.
- Click on OK.



Nantain Process Format Print Current g a column header here to group by that column PRCode PRType Status EmployeeNumber PristName LastName EventDate EventTime Comments Notes SupplerExist B PR0000355 MAINT R MuD001 Mark Mudderveld 17 May 2017 09:21:02 Needed urgently Needed urgently Yes	🔂 🎾	X Delete	H	A P	V	in the	Layout Workspe	Noes Print	Export Rele			
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El PR0000355 MAINT R MLDOO1 Mark Mudderveld 17 May 2017 09:21:02 Needed urgently Needed urgently Yes El PR0000360 MAINT R MLDOO1 Mark Mudderveld 17 May 2017 11:33:50 Yes El PR0000422 MAINT R MLDOO1 Mark Mudderveld 24 May 2017 16:35:06 Yes Requisition - Process X						Eastland	Lastilana	EventPate	fund Texa	Commande	Mahar	Conduction .
El PR0000360 MAINT R ML0001 Mark Mudderveld 17 May 2017 11:33:50 Yes El PR0000422 MAINT R ML0001 Mark Mudderveld 24 May 2017 16:35:06 Yes	PKLODE	- 17	Type	Status	Employeenumber	restvane	Lastvame	Eventuate	Eventime	Comments	notes	Supplerexist
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Requisition - Process × Requisition no. PR0000355, has been declined.	E PR0000360	М	INT	R	MUD001	Mark	Mudderveid	17 May 2017	11:33:50			Yes
Requisition no. PR0000355, has been declined.	8 00000422	М	INT									
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	,		isition	Process		s been decl	×	24 May 2017	16:35:06			Yes



VIEW DECLINED REQUISITION STATUS

- The requisition will be *removed* from this *Purchase Requisition Listing* screen.
- To view the declined requisition, change the *status* in this listing screen to *Declined*.
- The declined requisition is now displayed in this *Declined* status.



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	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
E PR0000007	MAINT	D	SHA001	Beinda	Sharman	07 Apr 2014	15:35:29			Yes
E PR0000311	MAINT	0	DUT001	Susan		07 Oct 2016	13:52:51			Yes
E PR0000332	MAINT	0	DUT001	Susan	Du Toit	15 Mar 2017	16:20:33			Yes
E PR0000333	MAINT	0	DUT001	Susan	Du Toit	16 Mar 2017	08:59:16	test	test	Yes
	MAINT	D	DUT001	Susan	Du Toit	11 Apr 2017	11:43:48			Yes
PR0000355	MAINT	D	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
	MAINT	D	MUD001	Mark	Mudderveld	17 May 2017	10:56:15	Please phone with lat	Please phone with la	Yes
	MAINT	0	MUD001	Mark	Mudderveld	18 May 2017	09:22:33			Yes
E PR0000402	MAINT	0	MUD001	Mark	Mudderveld	19 May 2017	12:17:09			Yes
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VIEW DECLINED REQUISITION REASON

You can view the reason for the refusal of any requisition.



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• Click on the expand icon in front of a selected requisition.

- 1. The Approval Matrix frame will expand.
- 2. Here you can view the authority responsible and the reason for declining the requisition.



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