

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
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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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1										
B PR0000356	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procurem	Test 2.1.0.4 Procure	Yes
E 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
E 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
E PR0000368	MAINT	N	MUD001	Mark	Mudderveld	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	MUD001	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	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Project procurement 2	Project procurement	Yes
E PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
E 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
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
B PR0000398	MAINT	Ν	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
■ PR0000357	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	10:42:48	l			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	MU0001	Mark	Mudderveld	17 May 2017	11:48:50				Yes
	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phon	e with lat	Please phone with la	Yes
E PR0000363	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	13:44:30	procurement	from a c	procurement from a	Yes
B PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	i Standalone v	vork orde	Standalone work ord	Yes
⊞ PR0000366	MAINT	Ν	MU0001	Mark	Mudderveid	17 May 2017	15:10:09	v2.1.0.4 sta	ndalone	v2.1.0.4 standalone	Yes
E PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procure	ment v2	OTC procurement v2.,	Yes
E PR0000368	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	16:30:38	stock report	procurem	stock report procure	Yes
	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 sto	ck report	v2.1.0.4 stock repor	Yes
E PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55	()			Yes
■ PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	call procuren	ent v2.1	call procurement v2	Yes
	MAINT	Ν	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Project proc	rement 2	Project procurement	Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43	k l			No
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58	li i			Yes
E 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	6			Yes
B PR0000395	MAINT	N	DUT001	Susan	Du Tolt	19 May 2017	11:31:09	6			Yes
PR0000397	MAINT	N	MU0001	Mark	Mudderveld	19 May 2017	11:45:53	li -			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11	U.			Yes
PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19	6			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 PR000038	6 MAD	πN	MUO		Mark	Mudderveld	18 M	ny 2017	14:58	18						Yes	
E PR000039	5 MAJ	IT N	DUTO	01	Susan	Du Toit	19 Ma	ny 2017	11:31	:09						Yes	
PR000039	7 MAD	IT N	MUD	01	Mark	Mudderveld	19 M	y 2017	11:45	53						Yes	
PR000039	8 MAD	πN	MUDO	01	Mark	Mudderveld	19 M	y 2017	11:45	11						Yes	
E PR000040	MAD	IT N	MUD	01	Mark	Mudderveid	19 Ma	ny 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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■ PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:2	1:20				Yes
	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:4	2:48				Yes
B PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:0	7:59	Test 2.1.0.4	Procurem	. Test 2.1.0.4 Procure	Yes
B PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:4	8:50				Yes
⊞ PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:2	2:33	Please phon	e with lat	Please phone with la	Yes
E PR0000363	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	13:4	4:30	procurement	from a c	procurement from a	Yes
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B PR0000368		Inches	analogin the r conver	241, 1103 44	entereases says	Con any .	16:3	0:38	stock report	procurem	stock report procure	Yes
E PR0000369							16:3	8:47	v2.1.0.4 sto	ck report	v2.1.0.4 stock repor	Yes
E PR0000370						OK	16:4	2:55				Yes
E PR0000374						<u>9</u>	09:1	5:58	call procuren	nent v2.1	. cal procurement v2	Yes
E PR0000377	MAINT	N	MUD001	Mark	Mudderveid	18 May 2017	11:4	8:59	Project proc	urement 2	. Project procurement	Yes
E PR0000380	MAINT	N	DUT001	Susan	Du Tot	18 May 2017	12:00):43				No
E PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017						Yes
PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017						Yes
☑ PR0000386	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017		-				Yes
E PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:3	1:09				Yes
PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:4					Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	11:4	5:11				Yes
E PR0000400	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	12:1					Yes
Donnnana	MAINT	N	M 0001	Mark	Moldarcald	10 May 2017	15-6	4-17				Var



• 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	r 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
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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-	10000360		MAINT	R	MUD001	Mark	Mudderveld	17 May 2		11:33:						Yes		
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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.

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PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
E PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50	incluse a densit	income a general	Yes
E PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	
E PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes
					OK					
						_				



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*.



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PR0000355	MAINT	R	ML0001	Mark	Mudderveid	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
E PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes



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.



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Ð P	R0000355		MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
E P	R0000360		MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			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



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



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



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E PR0000360	MAINT	R	ML0001	Mark	Mudderveld	17 May 2017	11:3	3:50				Yes
E PR0000367	MAINT	R	MUD001	Mark	Mudderveid	17 May 2017	19:33	3:59	OTC procur	ement v2	OTC procurement v2	Yes
E PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:3	5:06				Yes
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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*



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	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
E 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
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- 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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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 Tot	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	
1	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	
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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*.



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	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.

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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
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- A *Requisition Process* message box will appear informing you that;
 - Requisition no. [] has been declined.
- Click on OK.



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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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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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