

PROCUREMENT

REQUISITION NOTES AND COMMENTS

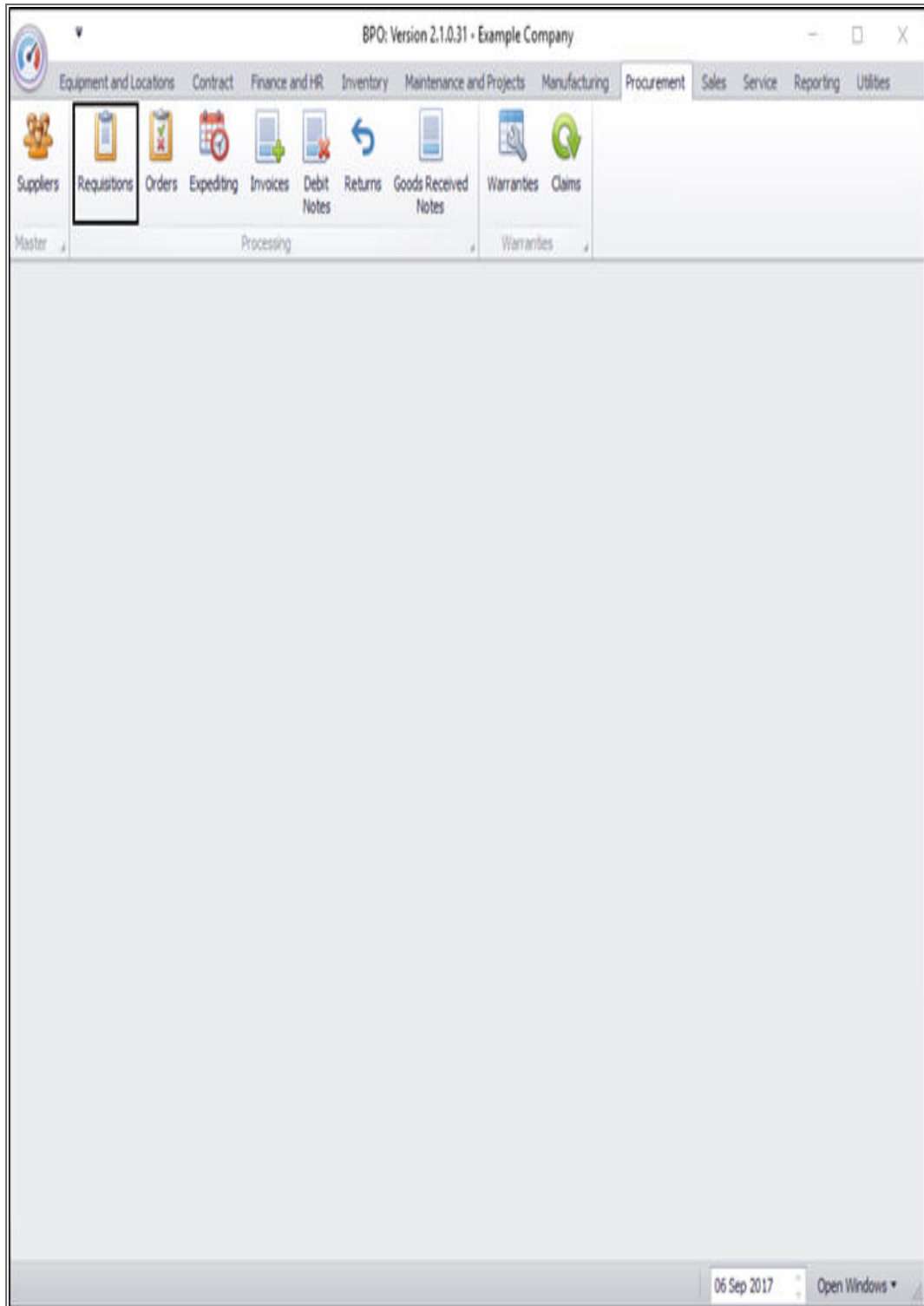
Once you have created your purchase requisition, you may be required to **add** Notes and / or Comments.

- **Comments:** These are internal notes regarding the requisition.
- **Notes:** These are notes concerning orders to this supplier, which will pull through to the **Purchase Order**.

You cannot delete a Note / Comment. Each note or comment saved will be listed in the lower half of the Notes docking panel.

You cannot edit a current Note / Comment, only add to it.

Ribbon Access: *Procurement > Requisitions*



Select the Site and Status

- Select the **Site**.
 - In this image **Durban** has been selected.
- Select the **Status**.
 - In this image the status has been set to **New**.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Hold Release Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
PR0000357	MAINT	N	MUD001	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 Procure...	Test 2.1.0.4 Procure...	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
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
PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde...	Standalone work ord...	Yes
PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone ...	v2.1.0.4 standalone ...	Yes
PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:34:00	OTC procurement v2...	OTC procurement v2...	Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procure...	stock report procure...	Yes
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
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 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	Mudderveld	18 May 2017	14:58:18			Yes
PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
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
PR0000401	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000402	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000403	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000405	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000406	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000408	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000409	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000410	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000411	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000412	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000413	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000414	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000415	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000416	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000417	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000418	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000419	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000420	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000421	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000422	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000423	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000424	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000425	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000426	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000427	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000428	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000429	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000430	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000431	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000432	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000433	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000434	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000435	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000436	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000437	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000438	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000439	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000440	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000441	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000442	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000443	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000444	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000445	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000446	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000447	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000448	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000449	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000450	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000451	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000452	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000453	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000454	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000455	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000456	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000457	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000458	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000459	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000460	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000461	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000462	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000463	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000464	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000465	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000466	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000467	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000468	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000469	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000470	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000471	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000472	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000473	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000474	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000475	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000476	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000477	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000478	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000479	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000480	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000481	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000482	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000483	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000484	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000485	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000486	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000487	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000488	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000489	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000490	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000491	MAINT	N	MUD001							

VIEW REQUISITION NOTES AND COMMENTS

- Select the row of the row of the ***purchase requisition*** where you wish to ***view*** the notes and comments.
- Click on ***View***.

Purchase Requisition Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete **View** Hold Release Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Drag a column header here to group by that column

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExdCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please ph...	1 609.96	No d...	Yes	1 835.35	Warehouse	HOP001
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	Warehouse	HOP001
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1...	1 834.96	Test ...	Yes	2 091.85	Warehouse	HOP001
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procure...	1 834.96	procu...	Yes	2 091.85	Warehouse	HOP001
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalo...	1 334.96	Stan...	Yes	1 451.85	Warehouse	
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock rep...	5 209.26	stock...	Yes	5 938.56	Warehouse	
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 ...	969.92	v2.1...	Yes	1 105.71	Warehouse	
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procu...	809.96	call p...	Yes	923.35	Warehouse	HOP001
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35	Warehouse	
PR0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 ...	5 750.00	v2.1...	Yes	6 555.00	Warehouse	
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Keep prin...	6 490.00	Telep...	Yes	7 398.60	Warehouse	HOP001
PR0000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00		No	0.00	Warehouse	
PR0000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017	2	490.00	2	Yes	490.00	Warehouse	HOP001
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71	Warehouse	
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71	Warehouse	
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00	Warehouse	
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00	Warehouse	
PR0000407	MAINT	N	MIL001	Abigail	Milne	19 May 2017		650.00		Yes	719.00	Warehouse	

Open Windows 06 Jan 2019

The ***Edit Requisition*** screen will be displayed.

1. As you navigated to this screen via the ***View*** button, you will note that there is only a ***Back*** processing button here (and no ***Save*** button) therefore you cannot make or save any changes.
2. Click on the ***Notes*** tab on the right hand side of the screen.

Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Pro... Format

1

2

Notes

Type Maintenance Requisition *

Class Inventory *

Request Date 18 May 2017 11:48:59 AM

Billing Address Street No and Road Name Area *

Phone 000 000 0000

Email employeea@company.co.za

Contact Name Employee A Purchasing Address

Origin Type Warehouse *

Origin Main Warehouse *

Related Item

Requestor Judith Mudzengi *

Drag a column header here to group by that column

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse	1.00	450.00	14.00	63.00	1.00	0	SPR001	Sprint Distrib
2020-147K	PART	Black toner SP2020	3	Main Warehouse	4.00	310.00	14.00	43.40	1.00	0	SUP001	Buy Back Sup
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	4 800.00	14.00	672.00	1.00	0	SPR001	Sprint Distrib

Requisition Info

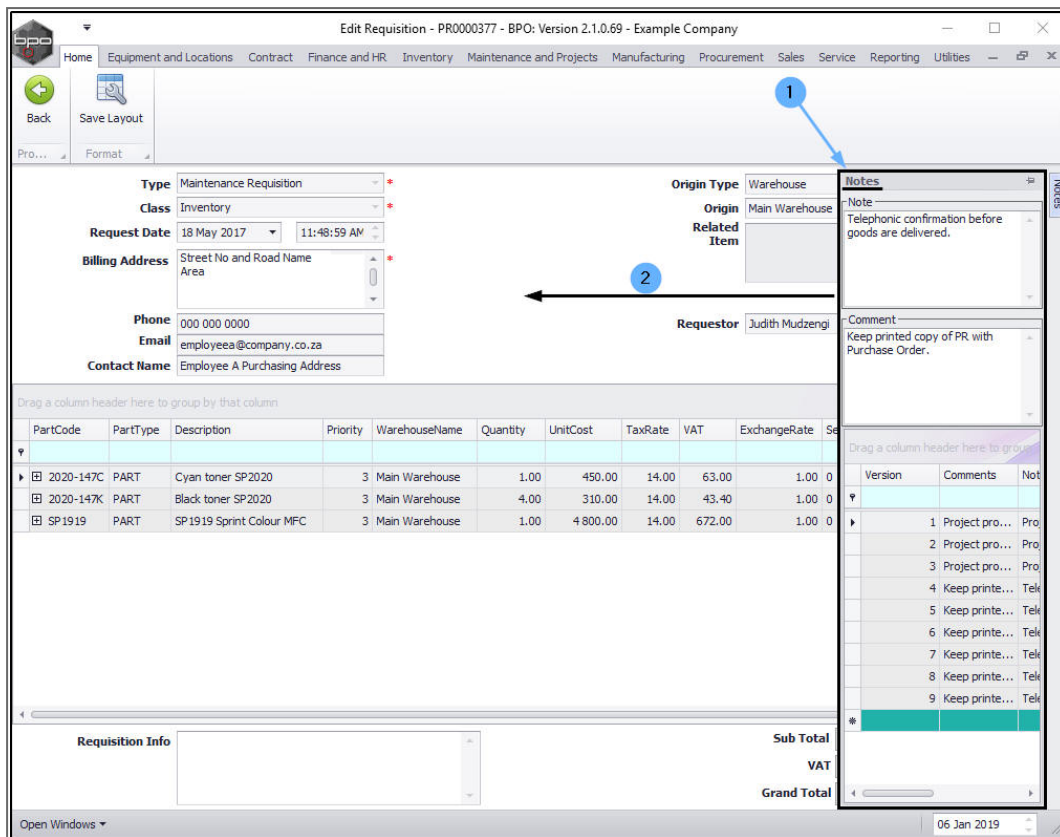
Sub Total 6 490.00

VAT 908.60

Grand Total 7 398.60

Open Windows 06 Jan 2019

1. The **Notes** docking panel will be displayed.
2. **Expand** this panel to make it easier to work in.

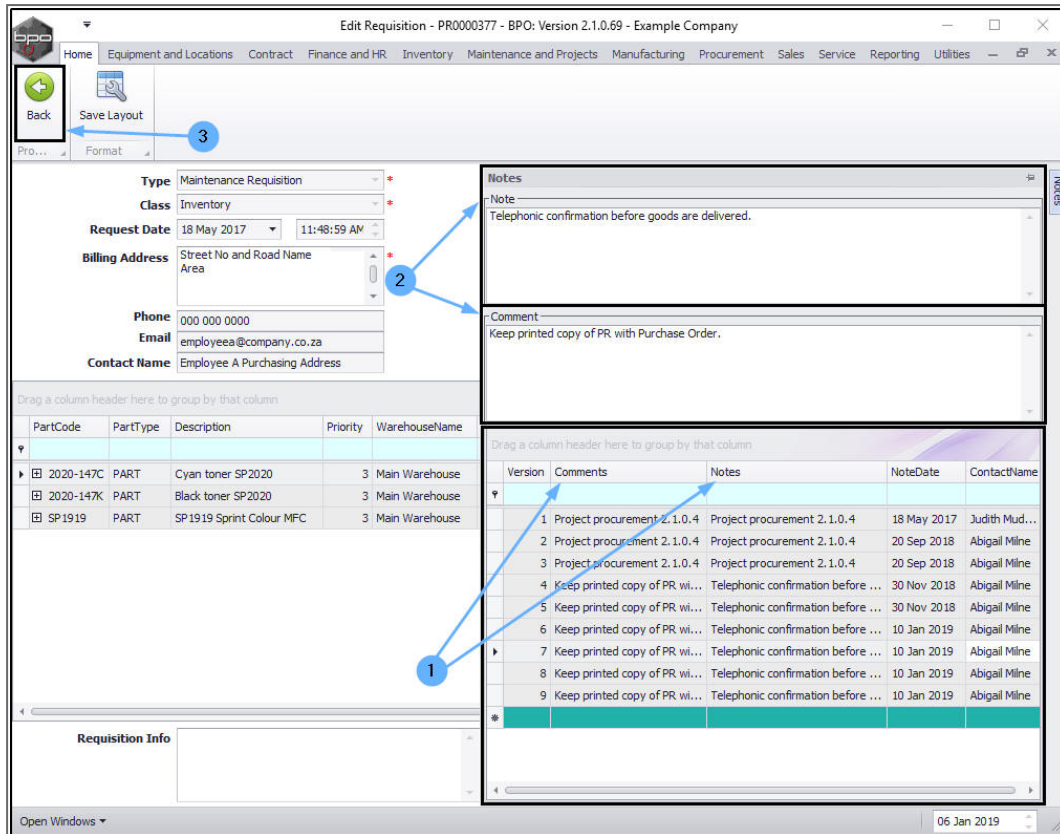


1. In the **Notes** docking panel you can view all the **previous** Notes and Comments

2. In this screen, you can also view the **current** Notes and Comments.

3. When you are finished viewing the details, click on **Back** to return to the **Purchase Requisition Listing** screen.

Note: These past Notes and Comments cannot be deleted or edited, just viewed for information.



Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Format

Type: Maintenance Requisition
Class: Inventory
Request Date: 18 May 2017 11:48:59 AM
Billing Address: Street No and Road Name Area
Phone: 000 000 0000
Email: employeea@company.co.za
Contact Name: Employee A Purchasing Address

Notes

Note
Telephonic confirmation before goods are delivered.

Comment
Keep printed copy of PR with Purchase Order.

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Drag a column header here to group by that column

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Requisition Info

Open Windows 06 Jan 2019

ADD REQUISITION NOTES AND COMMENTS

In the **Purchase Requisition Listing** screen,

- Select the **row** of the **purchase requisition** where you wish **add** Comments and/or Notes.
- Click on **Edit**.

Purchase Requisition Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Hold Release Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Drag a column header here to group by that column

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExdCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please ph...	1 609.96	No d...	Yes	1 835.35	Warehouse	HOP001
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	Warehouse	HOP001
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1...	1 834.96	Test ...	Yes	2 091.85	Warehouse	HOP001
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procure...	1 834.96	procu...	Yes	2 091.85	Warehouse	HOP001
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standal...	1 334.96	Stan...	Yes	1 451.85	Warehouse	
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock rep...	5 209.26	stock...	Yes	5 938.56	Warehouse	
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 ...	969.92	v2.1...	Yes	1 105.71	Warehouse	
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procu...	809.96	call p...	Yes	923.35	Warehouse	HOP001
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35	Warehouse	
PR0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 ...	5 750.00	v2.1...	Yes	6 555.00	Warehouse	
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Keep prin...	6 490.00	Telep...	Yes	7 398.60	Warehouse	HOP001
PR0000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00	No		0.00	Warehouse	
PR0000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017	2	490.00	2	Yes	490.00	Warehouse	HOP001
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71	Warehouse	
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71	Warehouse	
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00	Warehouse	
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00	Warehouse	
PR0000407	MAINT	N	MIL001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00	Warehouse	

Open Windows 06 Jan 2019

The **Edit Requisition** screen will be displayed.

1. As you navigated to this screen via the **Edit** button, you will note that there is now a **Save** processing button here as well as a **Back** button. You can make and save changes in this screen.
2. Click on the **Notes** tab on the right hand side of the screen.

Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

1

2

Notes

Type: Maintenance Requisition *

Class: Inventory *

Request Date: 18 May 2017 11:48:59 AM

Billing Address: Street No and Road Name Area *

Phone: 000 000 0000

Email: employeea@company.co.za

Contact Name: Employee A Purchasing Address

Origin Type: Warehouse *

Origin: Main Warehouse *

Related Item:

Requestor: Judith Mudzengi *

Drag a column header here to group by that column

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse	1.00	450.00	14.00	63.00	1.00	0	SPR001	Sprint Distrib
2020-147K	PART	Black toner SP2020	3	Main Warehouse	4.00	310.00	14.00	43.40	1.00	0	SUP001	Buy Back Sup
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	4 800.00	14.00	672.00	1.00	0	SPR001	Sprint Distrib

Requisition Info

Sub Total: 6 490.00

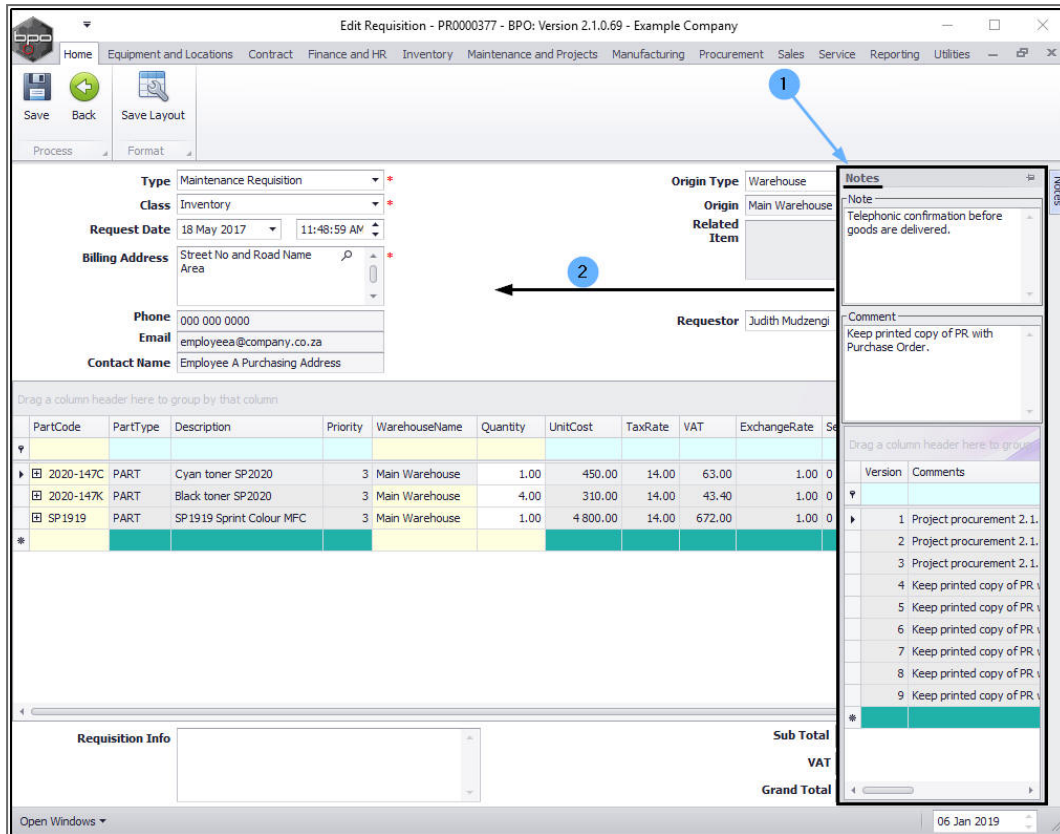
VAT: 908.60

Grand Total: 7 398.60

Open Windows

06 Jan 2019

1. The **Notes** docking panel will be displayed.
2. **Expand** this panel to make it easier to work in.



1

2

Notes

Comment

Version

Comments

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	Se
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse	1.00	450.00	14.00	63.00	1.00	0
2020-147K	PART	Black toner SP2020	3	Main Warehouse	4.00	310.00	14.00	43.40	1.00	0
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	4 800.00	14.00	672.00	1.00	0

Requisition Info

Sub Total

VAT

Grand Total

06 Jan 2019

ADD TO EXISTING NOTES AND/OR COMMENTS

1. In this images you can see that there is already text in the current frames.
2. If you wish to keep these current and **add** to them, place your **cursor** at the end of the existing text in the relevant frame. Either start typing there or press **Enter** on your keyboard to move onto a new line.

Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition *

Class: Inventory *

Request Date: 18 May 2017 11:48:59 AM

Billing Address: Street No and Road Name Area *

Phone: 000 000 0000

Email: employeea@company.co.za

Contact Name: Employee A Purchasing Address

Drag a column header here to group by that column

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Drag a column header here to group by that column

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Requisition Info

Open Windows

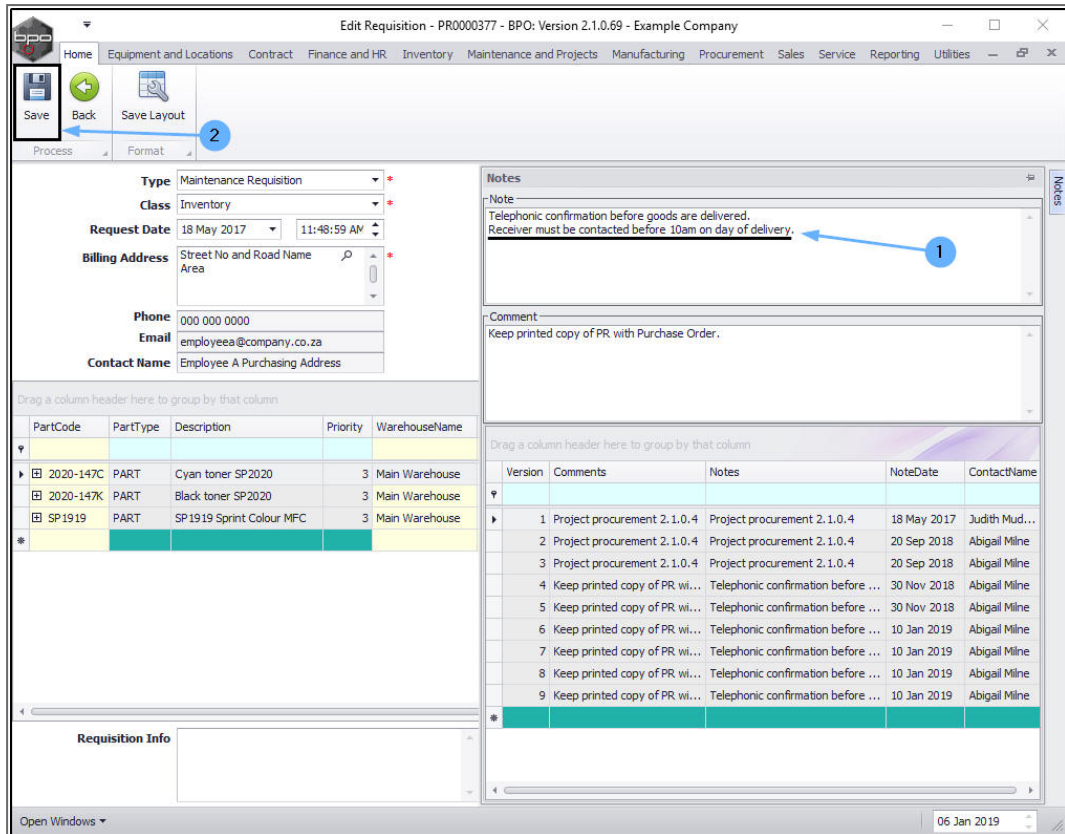
06 Jan 2019

Notes

Note: Telephonic confirmation before goods are delivered.

Comment: Keep printed copy of PR with Purchase Order.

1. In this image the **new** text has been typed on the next line.
2. Click on **Save**.



Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition

Class: Inventory

Request Date: 18 May 2017 11:48:59 AM

Billing Address: Street No and Road Name Area

Phone: 000 000 0000

Email: employeea@company.co.za

Contact Name: Employee A Purchasing Address

Notes

Note: Telephonic confirmation before goods are delivered. Receiver must be contacted before 10am on day of delivery.

Comment: Keep printed copy of PR with Purchase Order.

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Requisition Info

Open Windows

06 Jan 2019

- A **Requisition Processing** message box will pop up informing you that:
 - **Requisition No. [] saved successfully.**
- Click on **OK**.

Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition
 Class: Inventory
 Request Date: 18 May 2017 11:48:59 AM
 Billing Address: Street No and Road Name Area
 Phone: 000 000 0000
 Email: employeea@company.co.za
 Contact Name: Employee A Purchasing Address

Notes
 -Note
 Telephonic confirmation before goods are delivered.
 Receiver must be contacted before 10am on day of delivery.

Requisition Processing
 Requisition No. PR0000377 saved successfully.
 OK

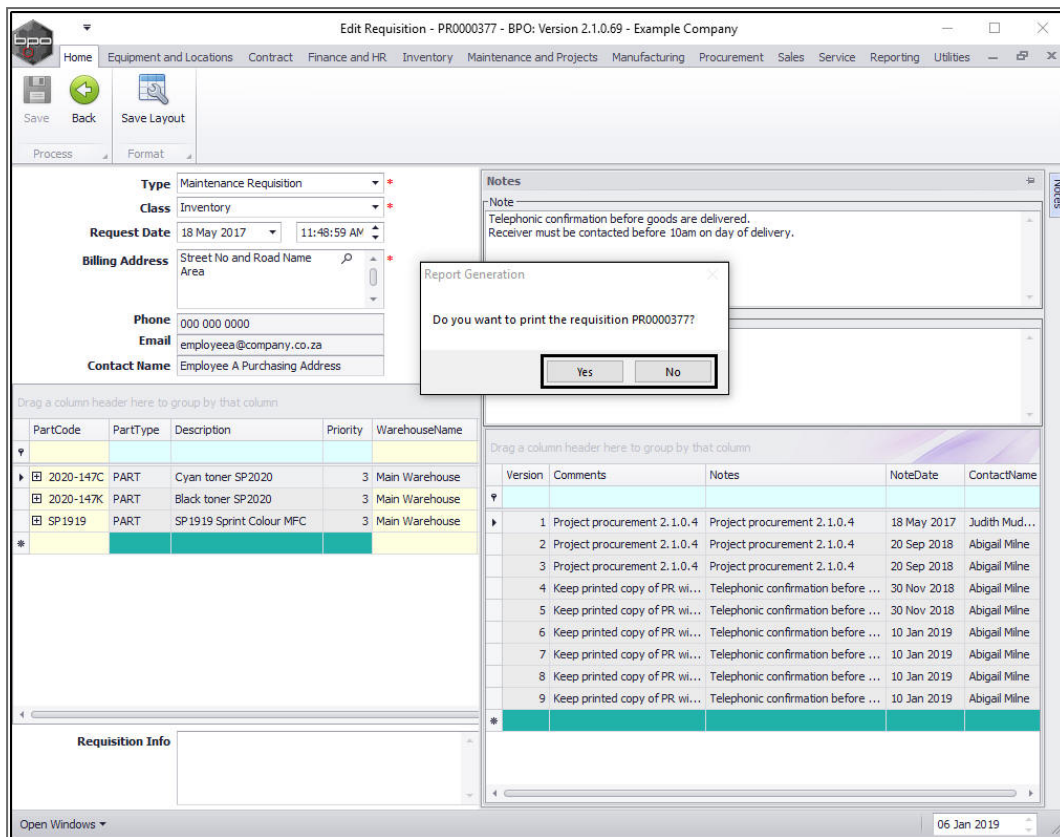
PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Requisition Info

Open Windows 06 Jan 2019

- A **Report Generation** message box will pop up asking;
 - **Do you want to print the requisition []?**
- Click on **Yes** or **No** as required.



Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition
 Class: Inventory
 Request Date: 18 May 2017 11:48:59 AM
 Billing Address: Street No and Road Name Area
 Phone: 000 000 0000
 Email: employeea@company.co.za
 Contact Name: Employee A Purchasing Address

Notes

Note
 Telephonic confirmation before goods are delivered.
 Receiver must be contacted before 10am on day of delivery.

Report Generation

Do you want to print the requisition PR0000377?

Yes No

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Requisition Info

Open Windows

06 Jan 2019

CREATE NEW NOTE AND/OR COMMENT

In the **Purchase Requisition Listing** screen.

- Select the row of the **purchase requisition** where you wish to add a **new** Note and/or Comment.
- Click on **Edit**.

Purchase Requisition Listing - BPQ: Version 2.1.0.31 - Example Company

Home Equipment and Location Contract Finance and H Inventor Maintenance and Project Manufacturin Procurement Sale Service Reporting Utilities

Add Edit Delete Hold Release Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

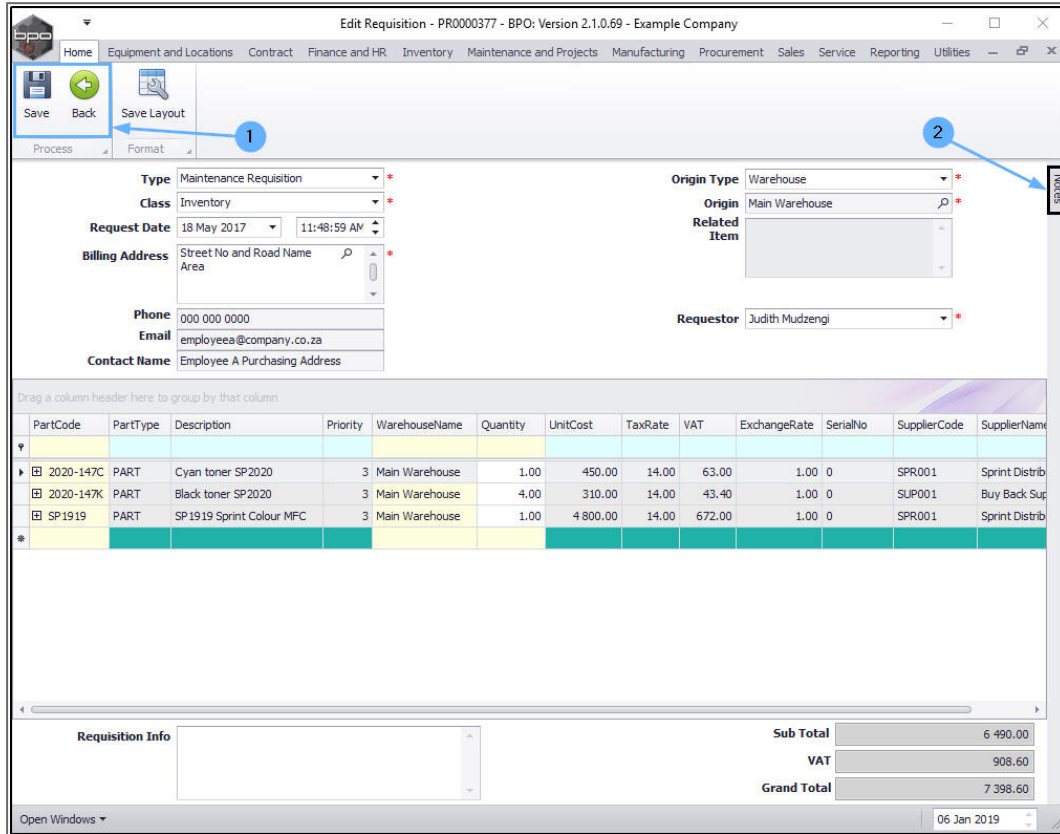
Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExt
PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
PR0000358	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:56:15	Please phone with lat...	Please phone with la...	Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procure...	Test 2.1.0.4 Procure...	Yes
PR0000360	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:33:51			Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
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
PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde...	Standalone work ord...	Yes
PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone ...	v2.1.0.4 standalone ...	Yes
PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:34:00	OTC procurement v2...	OTC procurement v2...	Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procure...	stock report procure...	Yes
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
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 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	Mudderveld	18 May 2017	14:58:18			Yes
PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53			Yes
PR0000399	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:48:11			Yes

06 Sep 2017 Open Windows

The **Edit Requisition** screen will be displayed.

1. As you navigated to this screen via the **Edit** button, you will note that there is now a **Save** processing button here as well as a **Back** button. You can make and save changes in this screen.
2. Click on the **Notes** tab on the right hand side of the screen.



Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save Back Save Layout

Process Format

1

2

Type: Maintenance Requisition
Class: Inventory
Request Date: 18 May 2017 11:48:59 AM
Billing Address: Street No and Road Name Area
Phone: 000 000 0000
Email: employeea@company.co.za
Contact Name: Employee A Purchasing Address

Origin Type: Warehouse
Origin: Main Warehouse
Related Item:
Requestor: Judith Mudzengi

Drag a column header here to group by that column

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse	1.00	450.00	14.00	63.00	1.00	0	SPR001	Sprint Distrib
2020-147K	PART	Black toner SP2020	3	Main Warehouse	4.00	310.00	14.00	43.40	1.00	0	SUP001	Buy Back Sup
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	4 800.00	14.00	672.00	1.00	0	SPR001	Sprint Distrib

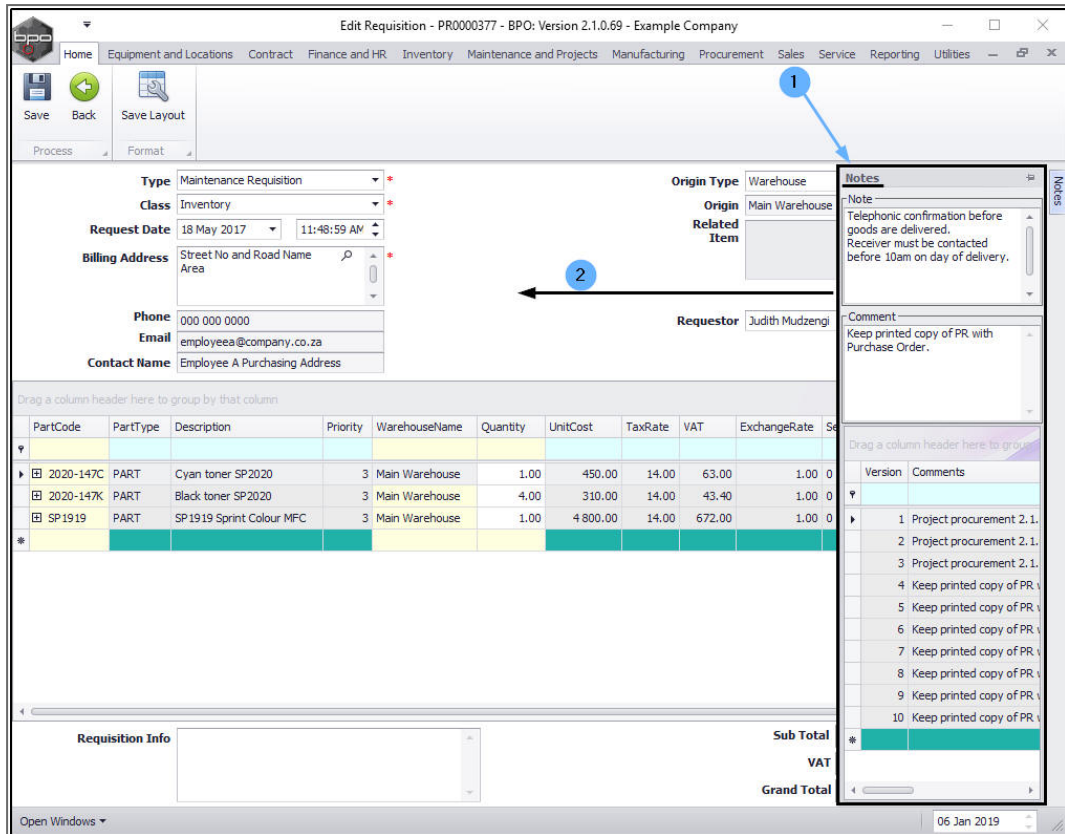
Requisition Info

Sub Total: 6 490.00
VAT: 908.60
Grand Total: 7 398.60

Open Windows

06 Jan 2019

1. The **Notes** docking panel will be displayed.
2. **Expand** this panel to make it easier to work in.

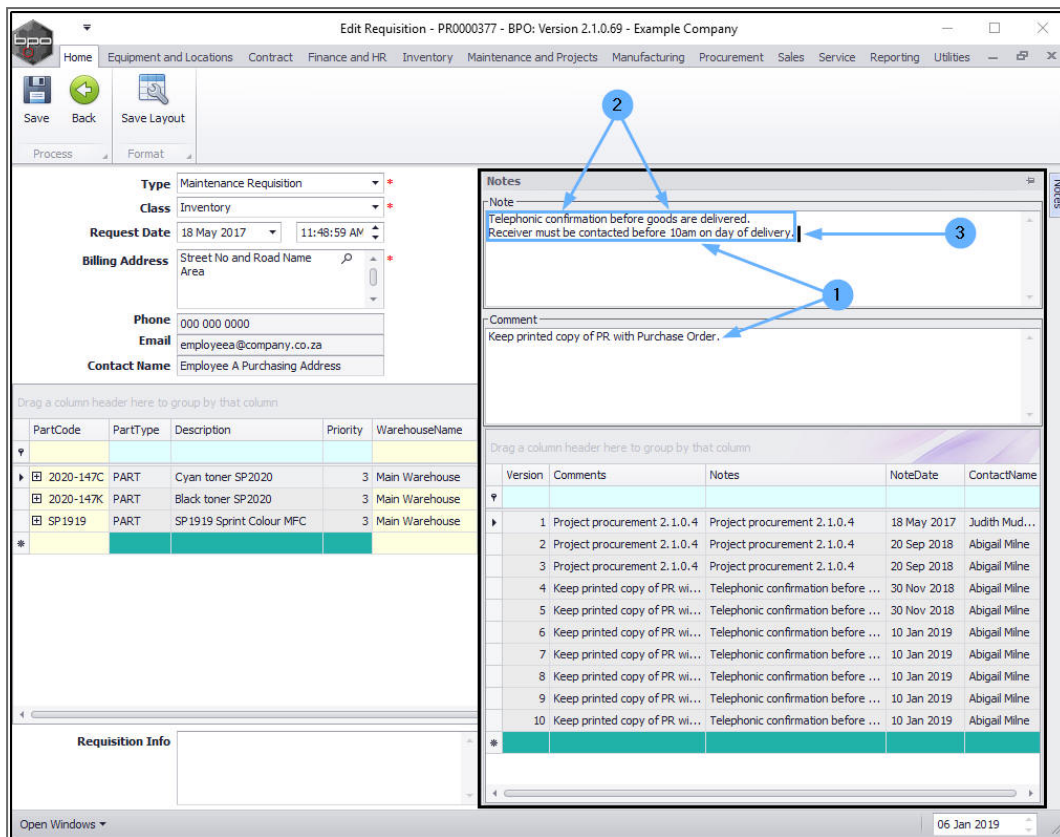


1. In this image you can see that there is already text in the current frames.

To **remove** this text and create a **new** Note or Comment,

Either

2. **highlight** the text and press **Delete** on your keyboard
3. or place your **cursor** at the end of the existing text in the relevant frame and press **Backspace** on your keyboard until you have deleted the required text.



Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition
Class: Inventory
Request Date: 18 May 2017 11:48:59 AM
Billing Address: Street No and Road Name Area
Phone: 000 000 0000
Email: employeea@company.co.za
Contact Name: Employee A Purchasing Address

Drag a column header here to group by that column

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Requisition Info

Notes

Note

Telephonic confirmation before goods are delivered. Receiver must be contacted before 10am on day of delivery.

Comment

Keep printed copy of PR with Purchase Order.

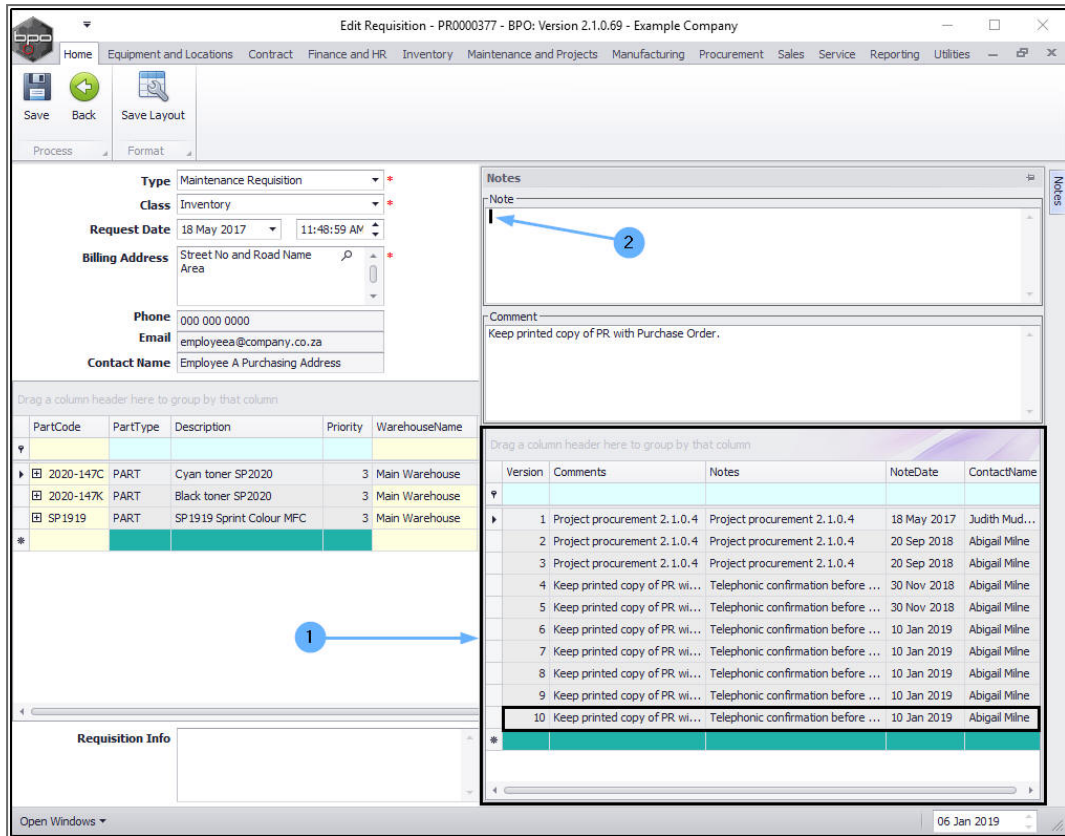
Drag a column header here to group by that column

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
10	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Open Windows

06 Jan 2019

1. The **lower** frame will keep a record of all Notes and Comments.
2. Place your **cursor** in the now empty frame and type in the new Note and/ or Comment.



Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition
Class: Inventory
Request Date: 18 May 2017 11:48:59 AM
Billing Address: Street No and Road Name Area
Phone: 000 000 0000
Email: employeea@company.co.za
Contact Name: Employee A Purchasing Address

Drag a column header here to group by that column

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Requisition Info

Notes

Note

Comment

Keep printed copy of PR with Purchase Order.

Drag a column header here to group by that column

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
10	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Open Windows

06 Jan 2019

SAVE NOTE/COMMENT

1. When you have finished typing in the **new** Note and/or Comment,
2. click on **Save**.

Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition
Class: Inventory
Request Date: 18 May 2017 11:48:59 AM
Billing Address: Street No and Road Name Area
Phone: 000 000 0000
Email: employeea@company.co.za
Contact Name: Employee A Purchasing Address

Notes

Note: Please deliver before 12am on weekdays only.

Comment: Keep printed copy of PR with Purchase Order.

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Drag a column header here to group by that column

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
10	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Drag a column header here to group by that column

Requisition Info

Open Windows

06 Jan 2019

- A **Requisition Processing** message box will pop up informing you that;
 - **Requisition No. [] saved successfully.**
- Click on **OK**.

Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition *

Class: Inventory *

Request Date: 18 May 2017 11:48:59 AM

Billing Address: Street No and Road Name Area *

Phone: 000 000 0000

Email: employeea@company.co.za

Contact Name: Employee A Purchasing Address

Notes

-Note
Please deliver before 12am on weekdays only.

Comment
Keep printed copy of PR with Purchase Order.

Requisition Processing

Requisition No. PR0000377 saved successfully.

OK

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Drag a column header here to group by that column

Version	Comments	ContactName
1	Project procurement 2.1.0.4	Judith Mud...
2	Project procurement 2.1.0.4	20 Sep 2018
3	Project procurement 2.1.0.4	20 Sep 2018
4	Keep printed copy of PR wi...	30 Nov 2018
5	Keep printed copy of PR wi...	30 Nov 2018
6	Keep printed copy of PR wi...	10 Jan 2019
7	Keep printed copy of PR wi...	10 Jan 2019
8	Keep printed copy of PR wi...	10 Jan 2019
9	Keep printed copy of PR wi...	10 Jan 2019
10	Keep printed copy of PR wi...	10 Jan 2019

Requisition Info

Open Windows

06 Jan 2019

PRINT REQUISITION

- A **Report Generation** message box will pop up asking;
- **Do you want to print the requisition[]?**
- Click on **Yes** or **No** according to your requirements.
 - **Yes:** Follow the **Print Purchase Requisition** process.
 - **No:** You will return to the **Purchase Requisition Listing** screen.

Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Type: Maintenance Requisition *

Class: Inventory *

Request Date: 18 May 2017 11:48:59 AM

Billing Address: Street No and Road Name Area *

Phone: 000 000 0000

Email: employeea@company.co.za

Contact Name: Employee A Purchasing Address

Notes

-Note
Please deliver before 12am on weekdays only.

Report Generation

Do you want to print the requisition PR0000377?

Yes No

Drag a column header here to group by that column

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Requisition Info

Drag a column header here to group by that column

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
10	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Open Windows

06 Jan 2019

MNU.053.007

