

PROCUREMENT

PRINT A REQUISITION

You can print a purchase requisition directly from the **Purchase Requisition Listing** screen.

Ribbon Access: *Procurement > Requisitions*

Help v2.5.1.4 - Pg 1 - Printed: 27/06/2024

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Print a Requisition

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Supplers Master	Requisitions	Orders	Expediting	Invoices	Debit Notes	S Returns	Goods Received Notes	Warranties	Claims						
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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*.
 - In this image *New* has been selected.



Print a Requisition

Home Eq	ipment and	ocations	Contract Finance a	nd HR Invi	entory Mainten	ance and Projects	Manufacturing	Procurement Sales Se	rvice Reporting Utilitie	s - 8
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PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate •	EventTime	Comments	Notes	SupplerExist
PR0000430	MAINT	N	DUTT001	Susan	Du Toit	01 Jun 2017	13:16:44			Yes
PR0000431	MAINT	N	MLD001	Mark	Mudderveld	01 Jun 2017	14:37:41			Yes
PR0000433	MAINT	N	DUT001	Susan	DuTot	05 Jun 2017	14:59:35		Call to confirm order	Yes
B PR0000434	MAINT	N	DUT001	Susan	Du Toit	06 Jun 2017	11:32:32			Yes
PR0000439	MAINT	N	DUT001	Susan	Du Toit	08 Jun 2017	14:56:24		Generated from sale	Yes
PR0000444	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	12:29:13			Yes
PR0000442	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	11:14:32			Yes
E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
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
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 late	Please phone with lat	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c		Yes
E PR0000364	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
E PR0000370	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	16:42:55			Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	16:30:38	stock report procurem	stock report procure	Yes
E PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	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
E PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	cal procurement v2.1	call procurement v2	Yes
E PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Keep printed copy of		Yes
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
000000	MAINT	N	DI 1000 1	Girse	DuTait	19 Mau 2017	12-01-41			Ne

Select Requisition

• Select the row of the *Purchase Requisition* you wish to print.



PRINT REQUISITION

• Click on *Print*.

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PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate +	EventTime	Comments	Notes	SupplerExist
B PR0000442	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	11:14:32			Yes
E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E 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 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 late	Please phone with lat	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c		Yes
E PR0000364	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
E PR0000370	MAINT	Ν.	MUD001	Mark	Mudderveid	17 May 2017	16:42:55			Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	16:30:38	stock report procurem	stock report procure	ĭes 🛛
E PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	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
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	Keep printed copy of		Yes
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	Ŋ	DUTOD1	Susan	Du Toit	18 May 2017	14:12:40			Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
E PR0000385	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
B PR0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14			Yes
PR0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	11:45:11			Yes
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• A *Report Generation* message box will appear asking;

- Do you want to print the Requisition []?
- Click on Yes.

à .			Pu	rchase Requ	isition Listing -	BPO: Version 2.1.0	.31 - Example	Company	7	
Home E	quipment and	Locations	Contract Finance a	nd HR Inv	entory Maintena	ance and Projects	Manufacturing	Procurement Sales Ser	vice Reporting Utilitie	s - 6
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PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate +	EventTime	Comments	Notes	SupplerExist
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B PR0000442	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	11:14:32			Yes
E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E 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 Procurem	Test 2.1.0.4 Procure	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
E PR0000362	Report Gen	eration			udderveid	17 May 2017	12:22:33	Please phone with late	Please phone with lat	Yes
B PR0000363					udderveid	17 May 2017	13:44:30	procurement from a c		Yes
E PR0000364	Devenue	at to print	the manifician DDN	003772	udderveld	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
E PR0000370	Do you w	int to print	the requisition Pro	WW0771	udderveld	17 May 2017	16:42:55			Yes
PR0000368					udderveld	17 May 2017	16:30:38	stock report procurem	stock report procure	Yes
E PR0000366			Yes	No	adderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
E PR0000369				12	idderveld	17 May 2017	16:38:47	v2.1.0.4 stock report	v2.1.0.4 stock repor	Yes
B 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	Keep printed copy of		Yes
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	N	DUT001	Susan	Du Tolt	18 May 2017	14:12:40			Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
E PR0000385	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
B PR0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14			Yes
PR0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11			Yes
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REPORT PREVIEW

- The Purchase Requisition *Report Preview* screen will be displayed.
- Use the Print Preview Toolbar to View / Print / Export / Email the Purchase Requisition.

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• Close the Report Preview screen when done.



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