

SALES

SERVICES - PURCHASE REQUISITIONS

A Service Request gets raised for a Purchase Requisition and Purchase Order for a Third Party Sub-Contracting Service. For example where a service that a Customer requires, but needs to be performed by another company.

Ribbon Access: Sales > Services



- 1. The *Service Listing* screen will be displayed.
- 2. Select the *Site* where the service can be located.
 - The example has *Durban* selected.
- 3. Select the *Status* for the service.
 - The example has *Active* selected.
- 4. Click on the *row* of the *service* you wish to list purchase requisitions for.
- 5. Click on the *Requisitions* tab.



‡ ∓	1	Serv	ice Listing -	BPO: Version 2	2.4.0.11 - Exan	nple Con	mpany				_ • ×
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	DEL	Delivery Fee	INT	SER	550.00	ea	VAT	15.00	A		
	DEA	Dealer Service Fee	EXT	SER	350.00	ea	VAT	15.00	A		
5	SET	Settlements	INT	SER	500.00	ea	VAT	15.00	A		
	INSP	Inspection	INT	SER	650.00	ea	VAT	15.00	A		
Processing	▶ TOLL	Toll Fee	EXT	SER	250.00	ea	VAT	0.00	A		
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Requisitions	CLA	Cleaning Fee	INT	SER	500.00	ea	VAT	15.00	A		
	DES	Design consultation	INT	SER	750.00	ea	VAT	15.00	Α		
	PRI	Printing	INT	SER	350.00	ea	VAT	15.00	A		
Purchase Orders	TEST	Test Service	INT	SER	550.00	ea	VAT	15.00	A		
	INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A		
	CALL	Call Out Fee	INT	SER	450.00	ea	VAT	15.00	A		
Requests											
Open Windows 🔻							User : Julanda	aK 26/03/202	Version : 2	2.4.0.11 E	xample Company

- 6. The *Purchase Requisitions for Service [service code]* list screen will be displayed.
- 7. All the services that have been created for the created will display on the screen.
- 8. Ensure that the correct *Site* has been selected, or
 - Change the *Site* if you wish to add a requisition for a service located on another site.

ADD PURCHASE REQUISITION FOR SERVICE

9. Click on **Add**.

Short cut key: *Right click* to display the *Process* menu list. Click on *Add*.



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D PRO	000252	MAINT	I	Bianca	Du Toit	250.00	285.00	17/11/2015	11:16:41			Yes	DER001	Derton / Technologies
D PRO	000257	MAINT	I	Bianca	Du Toit	9,000.00	10,260.00	18/11/2015	10:42:22			Yes	DER001	Derton / Technologies
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4														→
Open Win	dows 🕶									User :	JulandaK	26/03/2021	Version : 2.4.0.11	Example Company

- 10. The *What type of request is this?* message will be displayed.
 - Requisition options available on the screen;
 - **Part requisition** select this option if you are creating a Part Requisition for a service.
 - *Service requisition* select this option if you are creating a Service Requisition.
 - Template select this option if you use a template to base the requisition on a preloaded Requisition Template.
- 11. Click on the radio *button* of the option you require.
 - The example has *Part requisition* selected.
- 12. Click on *Accepted*.



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	PR0000257	M	AINT	I	DUT001		•			\mathbf{i}		10,260.00	18/11/2015	10:42:22	
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0	en Windows 🔻	2									User : Jul	landaK 28	/01/2021 Versio	on : 2.4.0.11 Exam	ple Company

- 13. The *Add new Requisition* screen will be displayed.
- 14. Complete the Part or Service Requisition and then click on *Save*.

For details on completing the *Part Requisition* refer to Requisitions - Add, Edit, Delete Item Supplier

For details on completing the *Service Requisition* refer to Service

Requests - Add Service Request



	Home	Equipment	nt / Locations Contr	act Fi	inance / HR Inve	ntory Mai	intenance / Proje	jects Manuf	facturing	Procurement Sa	les Service	Reporting I	Utilities	- 8
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EDIT PURCHASE REQUISITION

- 1. From the *Purchase Requisitions for Service [service code]* screen,
- 2. Click on the *row* of the Purchase Requisition you wish to edit.
- 3. Click on *Edit*.

Short cut key: *Right click* to display the *Process* menu list. Click on *Edit*.



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D PR	.0000047		MAINT	I	SHA001	Belinda	Sharman	1,250.00	1,425.00	12/05/2014	09:19:03	
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🗄 PR	.0000199		MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:55:46	
E PR	.0000215		MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	27/10/2015	11:16:24	
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🗉 PR	.0000225		MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	05/11/2015	13:24:42	
PR	.0000249		MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	16/11/2015	15:08:00	
• PR	.0000251		MAINT	I	DUT001	Bianca	Du Toit	750.00	855.00	16/11/2015	15:59:12	
🗄 PR	0000263		MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	18/11/2015	15:05:18	
D PR	.0000266		MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	18/11/2015	15:48:23	
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🗉 PR	.0000564		MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	14:49:05	
🗄 PR	.0000565		MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	15:00:25	
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- 4. The *Edit Requisition [requisition number]* screen will be displayed.
- 5. The example has a *Delivery Fee* added to the Requisition.
- 6. After making the relevant changes to the Requisition, click on *Save*.

For details on completing the *Part Requisition* refer to Requisitions - Add, Edit, Delete Item Supplier

For details on completing the *Service Requisition* refer to Service

Requests - Add Service Request



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DELETE A PURCHASE REQUISITION

By deleting a requisition, you are in fact *Closing* the Requisition by changing the Status to *C*.

- 1. From the *Purchase Requisitions for Service PR[requisition number]* screen,
- 2. Click on the *row* of the Purchase Requisition you wish to close.
- 3. Click on *Delete*.

Short cut key: *Right click* to display the *Process* menu list. Click on *Delete*.



•		1		 Purchase Requisit 	tions for Service INS	T - BPO: Version	n 2.4.0.11 - Examp	le Company			
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1 PR000	00195	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:15:06	
B PR000	00199	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:55:46	
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PR000	00249	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	16/11/2015	15:08:00	
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PR000	00263	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	18/11/2015	15:05:18	
PR000	00266	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	18/11/2015	15:48:23	
PR000	00315	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	31/10/2016	14:14:57	
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PR000	00438	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	08/06/2017	14:52:03	
PR000	00439	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	08/06/2017	14:56:24	
PR000	00445	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	15/06/2017	12:30:53	
PR000	00455	MAINT	N	MUD001	Judith	Mudzengi	500.00	570.00	05/07/2017	08:53:46	
PR000	00491	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	07/11/2017	16:08:49	
PR000	00564	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	14:49:05	
PR000	00565	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	15:00:25	
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- 4. When you receive the *Confirm close* message;
 - Are you sure you want to close this purchase requisition (PR)?
- 5. Click on **Yes** if you are certain about your selection.



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🗄 PR	0000564	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	14:49:05	
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6. You will next receive the *Process Validation* message to confirm;

• Are you sure that you want to close requisition [requisition number]?

7. Click on **Yes** if you are certain about your selection.



ф т				Purchase I	Requisitio	ons for Service INS	T - BPO; Version	1 2.4.0.11 - Exampl	le Company			D X
	Home E	quipment / Loo	cations Cont	ract Financ	e / HR	Inventory Mainte	enance / Projects	Manufacturing	Procurement 5	Sales Service	Repor De -	8 ×
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PR	0000046	MAINT	I	SHA001		Belinda	Sharman	500.00	570.00	12/05/2014	09:09:48	
E PR	0000047	MAINT	I	SHA001		Belinda	Sharman	1,250.00	1,425.00	12/05/2014	09:19:03	
E PR	0000184	MAINT	I	DUT001		Bianca	Du Toit	1,250.00	1,425.00	19/02/2015	08:51:00	
E PR	0000195	MAINT	I	DUT001		Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:15:06	
E PR	0000199	MAINT	I	DUT001		Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:55:46	
E PR	0000215	MAINT	I	DUT001		Bianca	Du Toit	1,000.00	1,140.00	27/10/2015	11:16:24	
D PR	0000223	MAINT	I	DUT001		Bianca	Du Toit	1.000.00	1,140.00	05/11/2015	13:06:44	
· PR	0000225	MAINT	I	DUT001	Process	Validation 🚽		6	× 1,140.00	05/11/2015	13:24:42	
• PR	0000249	MAINT	С	DUT001			1.17		570.00	16/11/2015	15:08:00	
D PR	0000251	MAINT	I	DUT001	Are you	usure that you wan	t to close requisi	tion PR0000315?	855.00	16/11/2015	15:59:12	
• PR	0000263	MAINT	I	DUT001					1,140.00	18/11/2015	15:05:18	
• PR	0000266	MAINT	I	DUT001					1,140.00	18/11/2015	15:48:23	
PR	0000315	MAINT	I	DUT001	7		Yes	No	570.00	31/10/2016	14:14:57	
E PR	0000418	MAINT	С	MUD001					2,060.00	24/10/2019	14:40:05	
• PR	0000435	MAINT	I	DUT001		Bianca	Du Toit	500.00	570.00	06/06/2017	11:33:16	
D PR	0000438	MAINT	I	DUT001		Bianca	Du Toit	500.00	570.00	08/06/2017	14:52:03	
• PR	0000439	MAINT	I	DUT001		Bianca	Du Toit	500.00	570.00	08/06/2017	14:56:24	
E PR	0000445	MAINT	I	DUT001		Bianca	Du Toit	500.00	570.00	15/06/2017	12:30:53	
• PR	0000455	MAINT	N	MUD001		Judith	Mudzengi	500.00	570.00	05/07/2017	08:53:46	
D PR	0000491	MAINT	I	DUT001		Bianca	Du Toit	500.00	570.00	07/11/2017	16:08:49	
E PR	0000564	MAINT	I	DUT001		Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	14:49:05	
E PR	0000565	MAINT	I	DUT001		Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	15:00:25	
E PR	0000569	MAINT	I	DUT001		Bianca	Du Toit	1,250.00	1,437.50	11/06/2018	11:41:21	
•								-				÷

- 8. Next, the *Requisition Process* message will inform you that;
 - The requisition no. [requisition number], has been closed successfully.
- 9. Click on *OK*.



ф т				Purchase Requisition	ons for Service INST	- BPO: Version	2.4.0.11 - Examp	le Company			D X
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PRCode		PRType	Status	EmployeeNumber	FirstName	LastName	ExclCost	IndCost	EventDate	EventTime	Com
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E PR0000	046	MAINT	I	SHA001	Belinda	Sharman	500.00	570.00	12/05/2014	09:09:48	
E PR0000	047	MAINT	I	SHA001	Belinda	Sharman	1,250.00	1,425.00	12/05/2014	09:19:03	
PR0000	184	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	19/02/2015	08:51:00	
E PR0000	195	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:15:06	
PR0000	199	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:55:46	
E PR0000	215	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	27/10/2015	11:16:24	
PR00002	223	MAINT	I	DUT	Drocoss d			140.00	05/11/2015	13:06:44	
PR00002	225	MAINT	I	DUT(Plotess	8		140.00	05/11/2015	13:24:42	
PR00000	249	MAINT	C	DUTC	,	1.		570.00	16/11/2015	15:08:00	
PR00000	251	MAINT	I		e requisition no. PRO	00315. has bee	n closed successfu	855.00	16/11/2015	15:59:12	
PR00002	263	MAINT	I	DUTC				140.00	18/11/2015	15:05:18	
PR00002	266	MAINT	I	DUTC				140.00	18/11/2015	15:48:23	
• 🖻 PR0000	315	MAINT	I	DUTC			OK	570.00	31/10/2016	14:14:57	
• PR0000	418	MAINT	С	MUD	9		UK	060.00	24/10/2019	14:40:05	
· PR0000	435	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	06/06/2017	11:33:16	
· PR0000	438	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	08/06/2017	14:52:03	
D PR0000	439	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	08/06/2017	14:56:24	
· PR0000	145	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	15/06/2017	12:30:53	
· PR0000	455	MAINT	N	MUD001	Judith	Mudzengi	500.00	570.00	05/07/2017	08:53:46	
· PR0000	491	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	07/11/2017	16:08:49	
B PR0000	564	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	14:49:05	
E PR0000	565	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	15:00:25	
· PR0000	569	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	11/06/2018	11:41:21	
PR0000	569 s *	MAINT	I	DUT001	Bianca	Du Toit	1,250.00 User : Ju	1,437.50 landaK 01/02/20	11/06/2018	1	1:41:21 Example Cor

- 10. Note the Status has changed to **[C]** to indicate that the Purchase Requisition has been **Closed**.
- 11. Click the *Close* icon to return to the *Service Listing* Screen.



9	Ŧ			Purchase Requisit	tions for Service INST	- BPO: Version	2.4.0.11 - Examp	le Company			
	Home	Equipment / Lo	cations Cont	ract Finance / HR	Inventory Mainter	ance / Projects	Manufacturing	Procurement S	Sales Service	Repor	8 D
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	PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	ExdCost	IndCost	EventDate	EventTime	Co
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	PR0000046	MAINT	I	SHA001	Belinda	Sharman	500.00	570.00	12/05/2014	09:09:48	
		MAINT	I	SHA001	Belinda	Sharman	1,250.00	1,425.00	12/05/2014	09:19:03	
	PR0000184	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	19/02/2015	08:51:00	
	PR0000195	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:15:06	
	PR0000199	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:55:46	
	PR0000215	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	27/10/2015	11:16:24	
	PR0000223	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	05/11/2015	13:06:44	
	PR0000225	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	05/11/2015	13:24:42	
·	PR0000249	MAINT	С	DUT001	Bianca	Du Toit	500.00	570.00	16/11/2015	15:08:00	
	PR0000251	MAINT	I	DUT001	Bianca	Du Toit	750.00	855.00	16/11/2015	15:59:12	
	PR0000263	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	18/11/2015	15:05:18	
	PR0000266	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	18/11/2015	15:48:23	
	PR0000315	MAINT	С	DUT001	Bianca	Du Toit	500.00	570.00	31/10/2016	14:14:57	
	PR0000418	MAINT	С	MUD001	Judith	Mudzengi	1,800.00	2,060.00	24/10/2019	14:40:05	
	PR0000435	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	06/06/2017	11:33:16	
	PR0000438	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	08/06/2017	14:52:03	
	PR0000439	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	08/06/2017	14:56:24	
	PR0000445	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	15/06/2017	12:30:53	
	· PR0000455	MAINT	N	MUD001	Judith	Mudzengi	500.00	570.00	05/07/2017	08:53:46	
	· PR0000491	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	07/11/2017	16:08:49	
	· PR0000564	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	14:49:05	
	PR0000565	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	15:00:25	
	· PR0000569	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	11/06/2018	11:41:21	
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VIEW A PURCHASE REQUISITION

When viewing a purchase requisition, <u>no</u> changes can be made to the requisition information, it is <u>view only</u>.

- 1. From the *Purchase Requisitions for Service [requisition number]* screen,
- 2. Click on the *row* of the Purchase Requisition you wish to view.
- 3. Click on View.



• •	1		Purchase Requisit	ions for Service INS	T - BPO: Version	2.4.0.11 - Examp	e Company		-	
Home	Equipment / Lo	cations Cor	ntract Finance / HR	Inventory Mainte	nance / Projects	Manufacturing	Procurement S	Sales Service	Repor	8)
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PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	ExdCost	IndCost	EventDate	EventTime	Con
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PR0000046	MAINT	I	SHA001	Belinda	Sharman	500.00	570.00	12/05/2014	09:09:48	
	MAINT	I	SHA001	Belinda	Sharman	1,250.00	1,425.00	12/05/2014	09:19:03	
PR0000184	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	19/02/2015	08:51:00	
PR0000195	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:15:06	
PR0000199	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,425.00	26/02/2015	11:55:46	
PR0000215	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	27/10/2015	11:16:24	
PR0000223	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	05/11/2015	13:06:44	
PR0000225	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	05/11/2015	13:24:42	
	MAINT	С	DUT001	Bianca	Du Toit	500.00	570.00	16/11/2015	15:08:00	
PR0000251	MAINT	I	DUT001	Bianca	Du Toit	750.00	855.00	16/11/2015	15:59:12	
PR0000263	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	18/11/2015	15:05:18	
PR0000266	MAINT	I	DUT001	Bianca	Du Toit	1,000.00	1,140.00	18/11/2015	15:48:23	
PR0000315	MAINT	С	DUT001	Bianca	Du Toit	500.00	570.00	31/10/2016	14:14:57	
PR0000418	MAINT	С	MUD001	Judith	Mudzengi	1,800.00	2,060.00	24/10/2019	14:40:05	
PR0000435	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	06/06/2017	11:33:16	
PR0000438	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	08/06/2017	14:52:03	
PR0000439	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	08/06/2017	14:56:24	
PR0000445	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	15/06/2017	12:30:53	
PR0000455	MAINT	N	MUD001	Judith	Mudzengi	500.00	570.00	05/07/2017	08:53:46	
PR0000491	MAINT	I	DUT001	Bianca	Du Toit	500.00	570.00	07/11/2017	16:08:49	
PR0000564	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	14:49:05	
PR0000565	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437.50	29/05/2018	15:00:25	
	MAINT	I	DUT001	Bianca	Du Toit	1,250.00	1,437,50	11/06/2018	11:41:21	

- 4. The *Edit Requisition [requisition number]* screen will display the Requisition information for the requisition you have selected.
- 5. Click on *Back* to return to the *Service Listing* screen.



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	Email	employeea@compa	ny.co.za									
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PLACE REQUISITION ON HOLD

A Purchase Requisition can only be placed on Hold when in the *Released* or *Approved* Status.

- 1. From the *Purchase Requisitions for Service [service code]* screen,
- 2. Click on the *row* of the requisition you wish to release for approval.

Note the Status for the example as R - Released

3. Click on Hold.

Short cut key: *Right click* on the row to display *Process* menu, click on *Hold*



•	Ŧ		1		-> Purchas	e Requisitions for	Service CALL - I	BPO: Version 2.5	.0.4 - Example Compa	any v2.5.0.0				
	Home	Equipm	ent / Loca	tions Con	ntract Finance	ce / HR Inventory	Maintenance	/ Projects Man	ufacturing Procureme	ent Sales S	Service Repo	rting Utilities	- 6	1.5
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A	dd Edit	Delete \	View	Hold Relea	ase Approve	Decline Clone	Save Layout	Workspaces	Print Export		Refresh			
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1	RCode	PRType	Status	FirstName	LastName	ExdCost	IndCost	EventDate	EventTime	Comments	Notes	SupplierExist	CustomerCode	Cu
٩	e C	8 C	RBC	REC	R C	=	=	=	REC	* 0 4	ROC	R O C	R B C	8E
	PR0000259	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	18/11/2015	13:11:27			Yes	SAM001	Sa
	PR0000261	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	14:47:04			Yes	TIA001	Tit
	PR0000264	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	Sa
1	PR0000269	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	Yc
2	PR0000270	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	19/11/2015	09:48:50			Yes	DER001	De
E	PR0000271	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	19/11/2015	10:18:18			Yes	OFF001	Of
E	PR0000276	MAINT	I	Bianca	Du Toit	1,500.00	1,710.00	26/11/2015	14:05:21			Yes	SAM001	Sa
E	PR0000298	MAINT	I	Bianca	Du Toit	100.00	114.00	01/07/2016	13:19:26			Yes	DER001	De
E	PR0000302	MAINT	Τ-	Bianca	Du Toit	150.00	171.00	12/08/2016	18:28:41			Yes	TIA001	Tit
l	PR0000446	MAINT	I	Bianca	Du Toit	150.00	171.00	19/06/2017	15:48:14			Yes		
7	PR0000451	MAINT	I	Judith	Mudzengi	150.00	171.00	04/07/2017	13:57:44			Yes	HOP001	Hc
	PR0000459	MAINT	R	Judith	Mudzengi	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	De
	PROOD PR	0000	459	MAT	νπ ¹	R).00	171.00	13/07/2017	14:39:20			Yes		
	PROOD		135	1-16-141).00	171.00	25/07/2017	12:16:50			Yes	PAN001	Pa
	PR0000501	MAINT	I	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
	PR0000568	MAINT	I	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	Of
	PR0000570	MAINT	I	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	Hc
	PR0000615	MAINT	I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
	PR0000626	MAINT	Ν	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	Hc
	PR0000632	MAINT	N	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
	PR0000645	MAINT	N	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		
						Cantur	a comonchot							•

- 4. When you receive the *Hold Comment* screen,
- 5. Click in the *text area* to type a *comment* or *reason* for placing the requisition on hold.
- 6. Click on *Save*.



Home	Equipm	ent / Locat	tions Con	ntract i	Finance / HR Invent	ory Maintenance	/ Projects Ma	anufacturing Procure	ement Sales Se	rvice Repo	rting Utilities	- 6	P.
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PRCode	PRType	Status	FirstName	LastNam	e ExdCost	IndCost	EventDate	EventTime	Comments	Notes	SupplierExist	CustomerCode	1
REC	RBC	RBC	RBC	R O C	Hold Comment		4			REC	R C	RBC	
PR0000259	MAINT	I	Bianca	Du Toi	Hame	-					Yes	SAM001	
PR0000261	MAINT	I	Bianca	Du Toi	area o						Yes	TIA001	
PR0000264	MAINT	I	Bianca	Du Toit							Yes	SAM001	
PR0000269	MAINT	I	Bianca	Du Toi	Save Back						Yes	YES001	
PR0000270	MAINT	I	Bianca	Du Toit		6					Yes	DER001	
PR0000271	MAINT	I	Bianca	Du Toit	Process "				\sim		Yes	OFF001	
PR0000276	MAINT	I	Bianca	Du Toir	Requisition placed on h	old until further notic	e		+		Yes	SAM001	
PR0000298	MAINT	I	Bianca	Du Toi				5			Yes	DER001	
PR0000302	MAINT	I	Bianca	Du Toi							Yes	TIA001	
PR0000446	MAINT	I	Bianca	Du Toi							Yes		
PR0000451	MAINT	I	Judith	Mudze							Yes	HOP001	
PR0000459	MAINT	R	Judith	Mudze							Yes	DER001	
PR0000460	MAINT	I	Judith	Mudze							Yes		
PR0000464	MAINT	I	Judith	Mudze							Yes	PAN001	
PR0000501	MAINT	I	Bianca	Du Toi							Yes		
PR0000568	MAINT	I	Bianca	Du Toi						test reque	Yes	OFF001	
PR0000570	MAINT	I	Bianca	Du Toi							Yes	HOP001	
PR0000615	MAINT	I	Kame	Pillay							Yes		
PR0000626	MAINT	N	Andile	Khuma					*	test test t	Yes	HOP001	
PR0000632	MAINT	N	Abigail	Milne	150.0	172.50	0 01/04/2021	18:25:37			Yes		
PR0000645	MAINT	N	Abigail	Milne	300.	345.00	0 11/08/2021	17:05:08			Yes		

- 7. When you receive the *Requisition Process* message to confirm;
 - The requisition no. [requisition number], has been placed on hold successfully.
- 8. Click on *OK*.



Home	Equipm	ent / Loca	tions Cor	ntract Finan	ce / HR Inventory	Maintenance /	Projects Manu	facturing Procurement	nt Sales S	Service Repo	rting Utilities	- 6	e x
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E PR0000259	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	18/11/2015	13:11:27			Yes	SAM001	Sa
PR0000261	MAINT	1	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	14:47:04			Yes	TIAU01	In
PR0000264	MAINT	1	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	Sa
PR0000269	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	Yc
E PR0000270	MAINT	1	Bianca	Requisition -	Process 🚽	7		×			Yes	DER001	De
E PR0000271	MAINT	I	Bianca			11					Yes	OFF001	01
PR0000276	MAINT	I	Bianca			L'					Yes	SAM001	Sa
PR0000298	MAINT	I	Bianca		e requisition no. PR	0000459, has bee	h placed on hold	successfully.			Yes	DER001	De
	MAINT	I	Bianca								Yes	TIA001	Tit
B PR0000446	MAINT	I	Bianca								Yes		
PR0000451	MAINT	I	Judith			8		OK			Yes	HOP001	Hc
PR0000459	MAINT	R	Judith								Yes	DER001	De
PR0000460	MAINT	I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:39:20			Yes		
PR0000464	MAINT	I	Judith	Mudzengi	150.00	171.00	25/07/2017	12:16:50			Yes	PAN001	Pa
PR0000501	MAINT	I	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
PR0000568	MAINT	I	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	01
PR0000570	MAINT	I	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	Hc
PR0000615	MAINT	I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
PR0000626	MAINT	N	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	Hc
	MAINT	N	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
PR0000645	MAINT	N	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		

Note the Status for the requisition that you have placed on *Hold* has changed to *N* - *New*.

RELEASE REQUISITION FOR APPROVAL

A Purchase Requisition can <u>only</u> be released for approval when the *total value* is more than R0, the items have a *quantity* greater than 0 and all *parts* have a supplier cost linked.

- 1. From the *Purchase Requisitions for Service [service code]* screen,
- 2. Click on the *row* of the requisition you wish to release for approval.
- 3. Click on *Release*.

Short cut key: *Right click* on the row to display *Process* menu, click on *Release*



Home	Equipm	ent/Loca	tions Cor	ntract Finar	nce / HR Inventory	Maintenance	Projects Manu	afacturing Procurem	ent Sales S	Service Repo	rting Utilities	- 6	2 3
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PR0000259	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	18/11/2015	13:11:27			Yes	SAM001	Si
PR0000261	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	14:47:04			Yes	TIA001	П
PR0000264	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	Sa
2 PR0000269	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	Ye
PR0000270	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	19/11/2015	09:48:50			Yes	DER001	D
E PR0000271	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	19/11/2015	10:18:18			Yes	OFF001	C
B PR0000276	MAINT	I	Bianca	Du Toit	1,500.00	1,710.00	26/11/2015	14:05:21			Yes	SAM001	S
PR0000298	MAINT	I	Bianca	Du Toit	100.00	114.00	01/07/2016	13:19:26			Yes	DER001	D
PR0000302	MAINT	I	Bianca	Du Toit	150.00	171.00	12/08/2016	18:28:41			Yes	TIA001	Т
PR0000446	MAINT	I	Bianca	Du Toit	150.00	171.00	19/06/2017	15:48:14			Yes		
PR0000451	MAINT	I	Judith	Mudzengi	150.00	171.00	04/07/2017	13:57:44			Yes	HOP001	Н
PR0000459	MAINT	N	Judith	Mudzengi	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	D
PR0000460	MAINT	I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:39:20			Yes		
PR0000464	MAINT	I	Judith	Mudzengi	150.00	171.00	25/07/2017	12:16:50			Yes	PAN001	P
PR0000501	MAINT	I	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
PR0000568	MAINT	I	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	0
PR0000570	MAINT	I	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	Н
PR0000615	MAINT	I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
PR0000626	MAINT	Ν	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	Н
B PR0000632	MAINT	N	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
PR0000645	MAINT	N	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		
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- 4. When you receive the *Requisition Process* message to confirm;
 - The requisition no. [requisition number], has been released successfully.
- 5. Click on *OK*.



	Home E	uipment / Lo	cations Cor	ntract Finan	ce / HR Inventory	Maintenance	Projects Manu	facturing Procuren	ent Sales !	Service Repo	rting Utilities	- 6	2 3
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• PR000	0264 MAI	I TN	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	Si
• PR000	0269 MAI	I TN	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	Y
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B PR000	0298 MAI	I TA	Bianca		The requisition no.	PR0000459, has b	been released suc	cessfully.			Yes	DER001	D
	0302 MAI	I TN	Bianca								Yes	TIA001	Т
B PR000	0446 MAI	I TN	Bianca								Yes		
B PR000	0451 MAI	I TN	Judith			5	►	OK			Yes	HOP001	H
PR000	0459 MAI	NT N	Judith								Yes	DER001	0
PR000	0460 MAI	NT I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:39:20			Yes		
• PR000	0464 MAI	I TN	Judith	Mudzengi	150.00	171.00	25/07/2017	12:16:50			Yes	PAN001	P
PR000	0501 MAI	I TN	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
PR000	0568 MAI	I TN	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	C
PR000	0570 MAI	I TN	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	н
B PR000	0615 MAI	NT I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
PR000	0626 MAI	NT N	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	H
E PR000	0632 MAI	NT N	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
B PR000	0645 MAI	NT N	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		
					Cap	ture screenshot.							_

6. The requisition status has changed from *N* - *New* to *R* - *Released*.

• •				Purcha	se Requisitions for	Service CALL - I	3PO: Version 2.5.	0.4 - Example Comp	any v2.5.0.0			_ 0	
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PR000025	9 MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	18/11/2015	13:11:27			Yes	SAM001	S
PR000026	1 MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	14:47:04			Yes	TIA001	T
PR000026	4 MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	S
PR000026	9 MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	١
PR000027	D MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	19/11/2015	09:48:50			Yes	DER001	1
B PR000027	1 MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	19/11/2015	10:18:18			Yes	OFF001	(
E PR000027	5 MAINT	I	Bianca	Du Toit	1,500.00	1,710.00	26/11/2015	14:05:21			Yes	SAM001	5
PR000029	B MAINT	I	Bianca	Du Toit	100.00 100.00	114.00	01/07/2016	13:19:26			Yes	DER001	C
	2 MAINT	I	Bianca	Du Toit	150.00	171.00	12/08/2016	18:28:41			Yes	TIA001	1
B PR000044	5 MAINT	I	Bianca	Du Toit	150.00	171.00	19/06/2017	15:48:14			Yes		
E PR000045	1 MAINT	I	Judith	Mudzengi	150.00	171.00	04/07/2017	13:57:44			Yes	HOP001	ł
PR000045	9 MAINT	R	Judith	Mudzendi	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	0
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· PR000046	4 MAINT	I	Judith	Mudzengi	150.00	171.00	25/07/2017	12:16:50			Yes	PAN001	F
PR000050	1 MAINT	I	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
· PR000056	B MAINT	I	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	C
· PR000057	MAINT	I	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	ł
B PR000061	5 MAINT	I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
B PR000062	5 MAINT	N	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	ł
E PR000063	2 MAINT	N	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
E PR000064	5 MAINT	N	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		
C													Þ



APPROVE REQUISITION

- 1. From the *Purchase Requisitions for Service [service code]* screen,
- 2. Click on the *row* of the requisition you wish to approve.
- 3. Click on *Approve*.

Short cut key: *Right click* on the row to display *Process* menu, click on *Approve*

Home	Equipme	ent / Loca	tions Con	tract Finan	ce / HR Inventory	Maintenance /	Projects Manu	facturing Procuren	nent Sales	Service Repo	rting Utilities	- 6	r 1
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PR0000259	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	18/11/2015	13:11:27			Yes	SAM001	Si
PR0000261	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	14:47:04			Yes	TIA001	Т
PR0000264	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	S
PR0000269	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	Y
PR0000270	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	19/11/2015	09:48:50			Yes	DER001	C
B PR0000271	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	19/11/2015	10:18:18			Yes	OFF001	C
PR0000276	MAINT	I	Bianca	Du Toit	1,500.00	1,710.00	26/11/2015	14:05:21			Yes	SAM001	S
PR0000298	MAINT	I	Bianca	Du Toit	100.00	114.00	01/07/2016	13:19:26			Yes	DER001	D
PR0000302	MAINT	I	Bianca	Du Toit	150.00	171.00	12/08/2016	18:28:41			Yes	TIA001	Т
PR0000446	MAINT	I	Bianca	Du Toit	150.00	171.00	19/06/2017	15:48:14			Yes		
PR0000451	MAINT	I	Judith	Mudzengi	150.00	171.00	04/07/2017	13:57:44			Yes	HOP001	H
PR0000459	MAINT	R	Judith	Mudzengi	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	D
PR0000460	MAINT	I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:39:20			Yes		
PR0000464	MAINT	I	Judith	Mudzengi	150.00	171.00	25/07/2017	12:16:50			Yes	PAN001	P
PR0000501	MAINT	I	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
PR0000568	MAINT	I	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	C
PR0000570	MAINT	I	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	Н
PR0000615	MAINT	I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
PR0000626	MAINT	Ν	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	Н
PR0000632	MAINT	N	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
PR0000645	MAINT	Ν	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		

- 4. When you receive the *Process Validation* message to confirm;
 - Are you sure that you want to authorise requisition PR [requisition number]?
- 5. Click on Yes.

For a detailed handling of the topic refer to **Release for or Remove from** Approval



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PR0000259	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	18/11/2015	13:11:27			Yes	SAM001	Sa
PR0000261	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	14:47:04			Yes	TIA001	Tit
PR0000264	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	Sa
PR0000269	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	Yc
PR0000270	MAINT	I	Bianca	Du Te	ss Validation		0	~ P			Yes	DER001	De
E PR0000271	MAINT	I	Bianca	Du To		1	4	В			Yes	OFF001	Of
PR0000276	MAINT	I	Bianca	Du To		1.1		1			Yes	SAM001	Sa
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PR0000302	MAINT	I	Bianca	Du To				1			Yes	TIA001	Tit
PR0000446	MAINT	I	Bianca	Du To	•		_	4			Yes		
PR0000451	MAINT	I	Judith	Mudz	5	Yes	;	No 4			Yes	HOP001	Ho
PR0000459	MAINT	R	Judith	Mudzengi	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	De
PR0000460	MAINT	I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:39:20			Yes		
PR0000464	MAINT	I	Judith	Mudzengi	150.00	171.00	25/07/2017	12:16:50			Yes	PAN001	Pa
PR0000501	MAINT	I	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
PR0000568	MAINT	I	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	Of
PR0000570	MAINT	I	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	Hc
PR0000615	MAINT	I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
PR0000626	MAINT	N	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	Hc
E PR0000632	MAINT	N	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
B PR0000645	MAINT	N	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		
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DECLINE A PURCHASE REQUISITION

- 1. From the *Purchase Requisitions for Service [service code]* screen,
- 2. Click on the *row* of the requisition you wish to decline.
- 3. Click on *Decline*.

Short cut key: Right click on the row to display Process menu, click on Decline



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■ PR0000259	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	18/11/2015	13:11:27			Yes	SAM001	Sa
PR0000261	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	14:47:04			Yes	TIA001	T
PR0000264	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	Sa
PR0000269	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	Yo
PR0000270	MAINT	I	Bianca	Du Toit	3,000.00	3,420.00	19/11/2015	09:48:50			Yes	DER001	D
☑ PR0000271	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	19/11/2015	10:18:18			Yes	OFF001	0
PR0000276	MAINT	I	Bianca	Du Toit	1,500.00	1,710.00	26/11/2015	14:05:21			Yes	SAM001	Si
PR0000298	MAINT	I	Bianca	Du Toit	100.00	114.00	01/07/2016	13:19:26			Yes	DER001	D
PR0000302	MAINT	I	Bianca	Du Toit	150.00	171.00	12/08/2016	18:28:41			Yes	TIA001	Т
2 PR0000446	MAINT	I	Bianca	Du Toit	150.00	171.00	19/06/2017	15:48:14			Yes		
PR0000451	MAINT	I	Judith	Mudzengi	150.00	171.00	04/07/2017	13:57:44			Yes	HOP001	н
PR0000459	MAINT	I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	D
PR0000460	MAINT	I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:39:20			Yes		
PR0000464	MAINT	I	Judith	Mudzengi	150.00	171.00	25/07/2017	12:16:50			Yes	PAN001	P
PR0000501	MAINT	I	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
PR0000568	MAINT	I	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	0
PR0000570	MAINT	I	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	н
PR0000615	MAINT	I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
PR0000626	MAINT	R	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	н
PR0000632	MAINT	N	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
PR0000645	MAINT	N	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		
C													÷

- 4. When you receive the *Process Validation* message to confirm;
 - Are you sure that you want to decline requisition [requisition number]?
- 5. Click on **Yes**.

For a detailed handling of the topic refer to **Release for or Remove from** Approval



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PR0000259	MAINT	1	Bianca	Du Toit	3,000.00	3,420.00	18/11/2015	13:11:27			res	SAMUU1	58
PR0000261	MAINT	1	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	14:47:04			Yes	TIAUU1	In
PR0000264	MAINT	1	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	15:10:17			Yes	SAM001	Sa
PR0000269	MAINT	I	Bianca	Du Toit	2,000.00	2,280.00	18/11/2015	16:41:56			Yes	YES001	Yc
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E PR0000271	MAINT	I	Bianca	Du Tor		100		18			Yes	OFF001	01
➡ PR0000276	MAINT	I	Bianca	Du Toi		. Eine	DROOODE	21			Yes	SAM001	Sa
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➡ PR0000302	MAINT	I	Bianca	Du Toi				41			Yes	TIA001	Tit
➡ PR0000446	MAINT	I	Bianca	Du Toi	5	- Yes	No	14			Yes		
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	MAINT	I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	De
PR0000460	MAINT	I	Judith	Mudzengi	150.00	171.00	13/07/2017	14:39:20			Yes		
PR0000464	MAINT	I	Judith	Mudzengi	150.00	171.00	25/07/2017	12:16:50			Yes	PAN001	Pa
PR0000501	MAINT	I	Bianca	Du Toit	150.00	171.00	18/12/2017	09:15:51			Yes		
PR0000568	MAINT	I	Bianca	Du Toit	150.00	172.50	30/05/2018	16:27:50		test reque	Yes	OFF001	Of
PR0000570	MAINT	I	Bianca	Du Toit	150.00	172.50	11/06/2018	16:31:22			Yes	HOP001	Hc
PR0000615	MAINT	I	Kame	Pillay	150.00	172.50	21/04/2020	10:34:39			Yes		
PR0000626	MAINT	R	Andile	Khumalo	150.00	172.50	08/05/2020	15:11:26		test test t	Yes	HOP001	Hc
PR0000632	MAINT	Ν	Abigail	Milne	150.00	172.50	01/04/2021	18:25:37			Yes		
PR0000645	MAINT	N	Abigail	Milne	300.00	345.00	11/08/2021	17:05:08			Yes		

CLONE REQUISITION

Only requisitions that originated from the Stock Status screen can be cloned.

Refer to **Parts - Requisitions - Clone Requisition** for information on how to Clone a Requisition.

MNU.065.005