PROCUREMENT

INTRODUCTION TO PURCHASE REQUISITIONS

The first step in the procurement process is to create a **Purchase Requisition**.

You can create a Purchase Requisition to:

 Replenish Stock Levels

 Fulfill a Part Request

Min/Max Levels

To speed up the procurement process, it is helpful to set up Min/Max Levels and link Suppliers to your parts. This means that when a purchase requisition is created:

- The order quantity will be determined by the system, calculating what needs to be in stock to fill the bin, including outstanding part requests. This can be edited.
- Your supplier(s) is added to the purchase requisition, with unit cost and lead time. This can also be edited.

All editing should be done at this stage. You cannot edit a requisition that has been released for Approval. If a released requisition needs to be amended, first remove the requisition from the Released status.

Once the requisition is approved, it becomes a Purchase Order. A purchase order cannot be edited, however goods can be received at a new price, and you can receive fewer goods that the quantity indicated on the requisition,

but no other changes can be made. The purchase order will need to be cancelled and a new requisition raised if any other changes need to be made..

Ribbon Access: *Procurement > Requisitions*
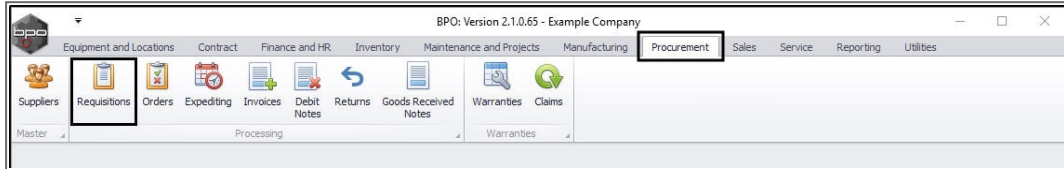
PURCHASE REQUISITION LISTING SCREEN

The *Purchase Requisition Listing* screen will open.

SITE FILTER

- It is good practice to select the *site* (branch) that you wish to work in.
  - In this image, *Durban* has been selected.

REQUISITION STATUS SELECTION MENU

- Click on the drop-down arrow in the **Status** field to display the *status* selection menu.
  - This will enable you to find purchase requisitions in the following status:
    - *New*, *Released*, *Approved* , *Issued*, *Closed* and *Declined*

REQUISITION STATUS – NEW

1. When you first open this listing screen, the status will default to *New*.

2. In the New status you can use the Maintain action buttons: *Add*, *Edit*, *Delete*, *View*, as well as the Print and Action buttons: *Print* and *Export*, *Release*.

   Note: You can <u>only</u> release a requisition in the *New* status.
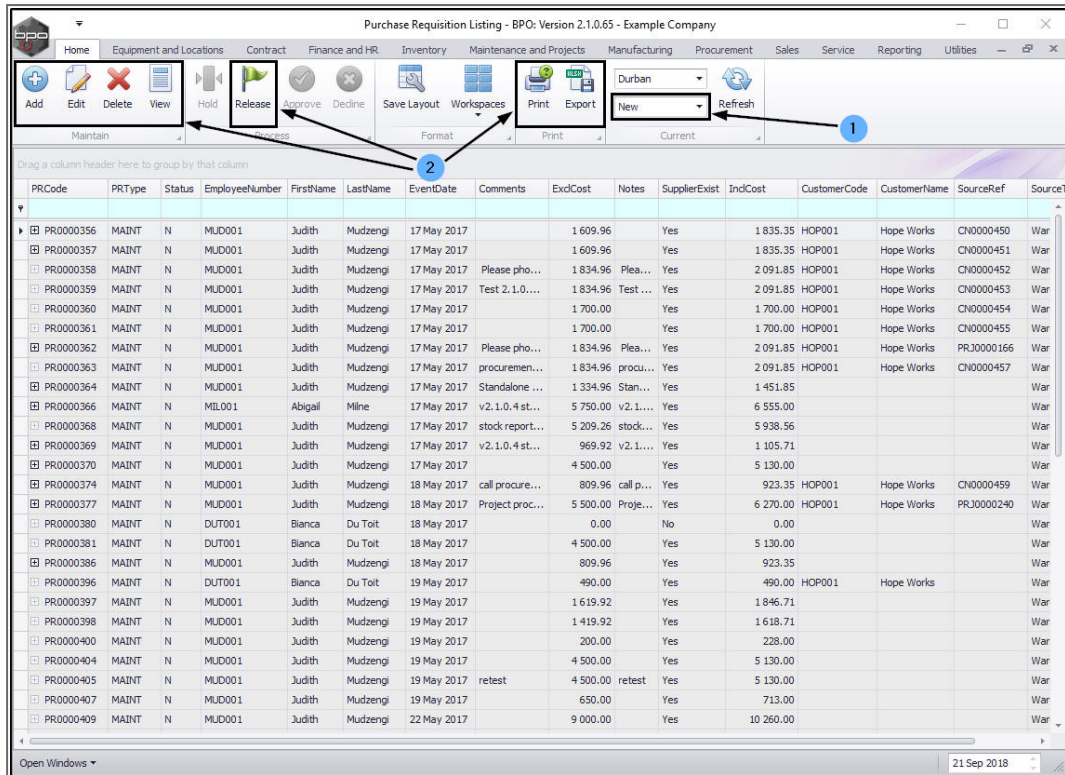
REQUISITION STATUS – RELEASED

- If the status is set to *Released* you can use the Maintain and Print and Action buttons;
  - *Hold*, *Approve* or *Decline* a requisition.
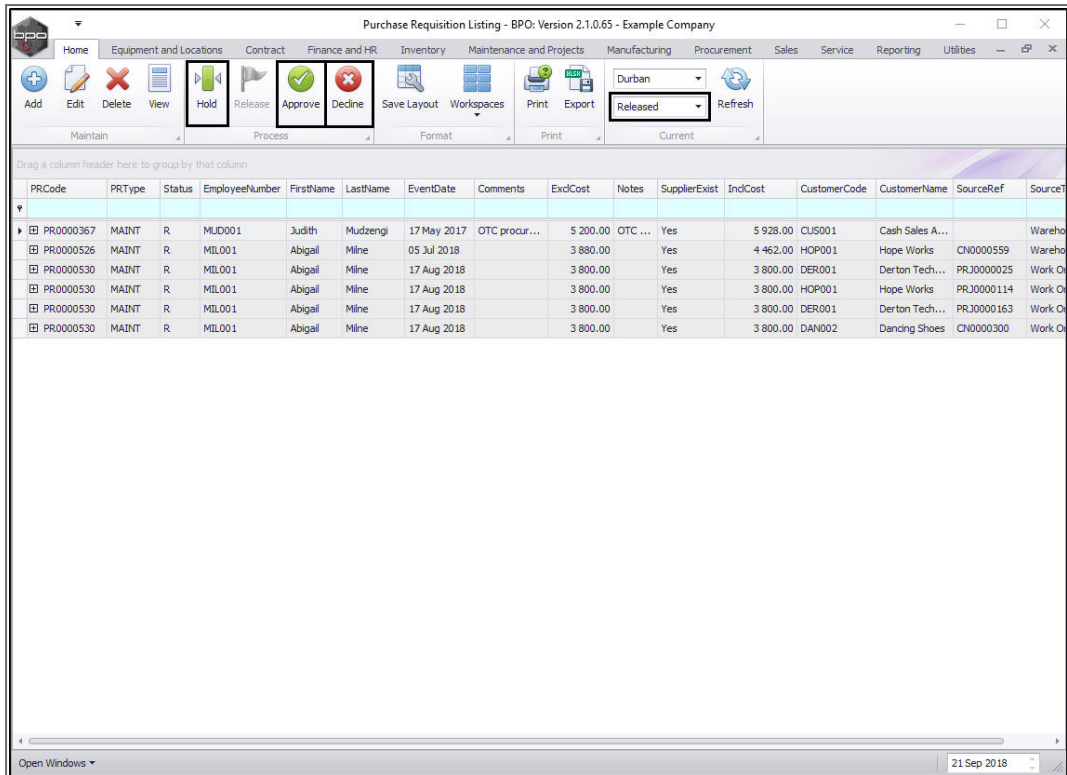
VIEW

VIEW REQUISITION HEADER DETAILS AND PARTS FRAME

- Select the row of the *purchase requisition* where you wish to view more *details*.
- Click on *View*.

The **Edit Requisition - [ ]** screen will be displayed.

Here you can view:

1. The requisition header details
2. The requisition Parts (Items) frame which contains details of the parts (items) or services requested.

VIEW ITEM SUPPLIERS

- Each one of these Parts (items) needs to have an *Item Supplier*.
- Click on the *expand* button in the row of the part (item) type that you wish to view the suppliers of.

1. The *Items Suppliers* frame will be expanded to display the supplier(s) details.

2. Each requisition item <u>must</u> have one selected supplier, before the requisition can be released for approval.

VIEW NOTES & COMMENTS

- Click on the *Notes* tab on the right hand side of the screen.
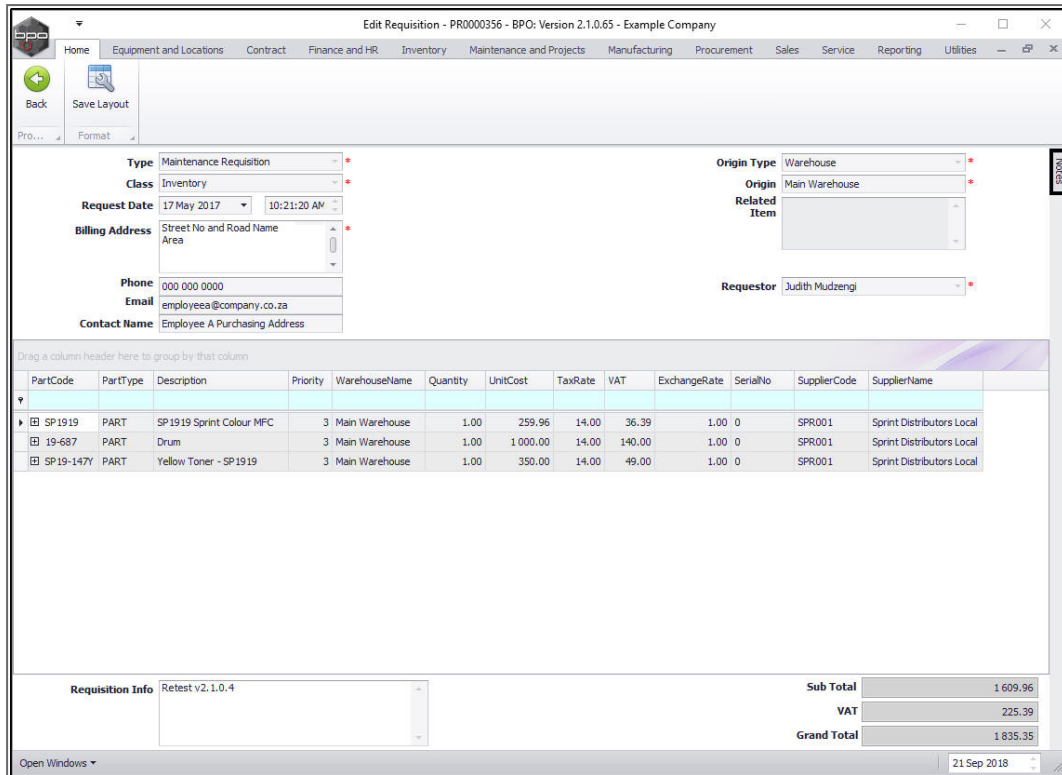
The *Notes* docking panel will be expanded.

Here you can:

1. Type in any *Note* or *Comment* relevant to this purchase requisition in the top half of this panel.
2. You can also view *past* Notes and Comments in the lower half of this panel.

Click outside of this panel to *close* it.

3. Click on *Back* to return to the *Purchase Requisition Listing* screen.
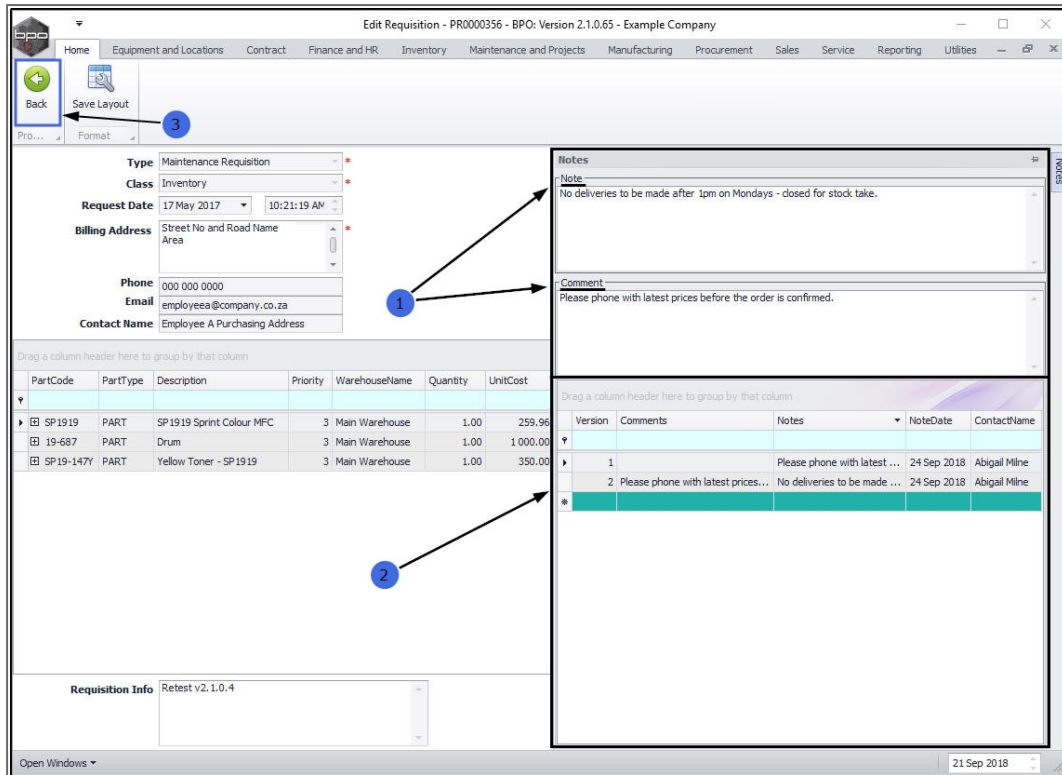
VIEW REQUISITION APPROVAL MATRIX

- In the Purchase Requisition Listing screen, click on the *expand* icon in the *row* of the purchase requisition that you wish to view the *Approval Status* of.

- The *Approval Matrix* frame will be expanded to display the Approval Status details and the authority responsible for the approval.

Important Note on the *Approval Matrix*

The Approval Matrix (or framework) facilitates the second step in the Procurement process where the procurement / finance team (e.g. Purchasing Manager, General Manager) review the purchase requisition and either Approve or Decline it. Approved requests become Purchase Orders and declined requests are sent back to the requestor with a reason for rejection.

Incorporating / Setting up the Approval Matrix ensures that all requisitions are automatically sent to the appropriate reviewer to be authorised, ensuring a more efficient and more accurate process.

For further information refer to Purchase Centre Requisition Approval.

VIEW REQUISITION SOURCE

1. If a purchase requisition is linked to a *Call* (*CN*.....) or a *Project* (*PR*.....) the reference number can be found in the *Source Ref* column.
2. The *Customer Code* and *Customer Name* columns will display the linked customer details.

Related Topics

- [Requisition Items - Add / Edit / Delete](#)
- [Item Suppliers - Link / Edit / Remove - incl. Unit Cost](#)
- [Requisition Notes - Add / Amend](#)
- [Print Purchase Requisition](#)
- [Requisition Approval](#)

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