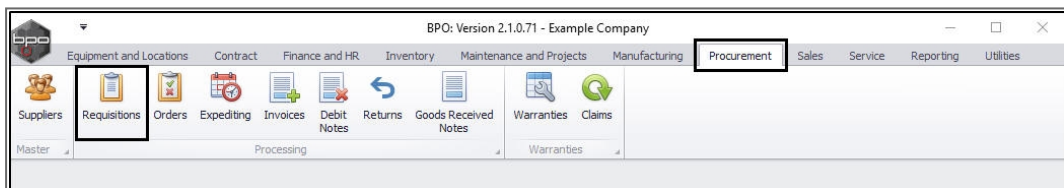


PROCUREMENT

REQUISITIONS – SERVICE REQUISITION FOR SHIPPING COSTS (QUARANTINE)

After goods have been received into the Quarantine Warehouse, a non-stock Service Request must be raised, released and approved for the Shipping Costs to be added to these goods. The subsequent Purchase Order for these Shipping Costs must be printed before the goods can be revalued and released from Quarantine.

Ribbon Access: *Procurement > Requisitions*



1. The *Purchase Requisition Listing* screen will be displayed.

Select the Site

2. Select the *site* - in this example, *Durban* is selected.
3. Click on *Add*.

1 → Purchase Requisition Listing - BPO: Version 2.1.0.71 - 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

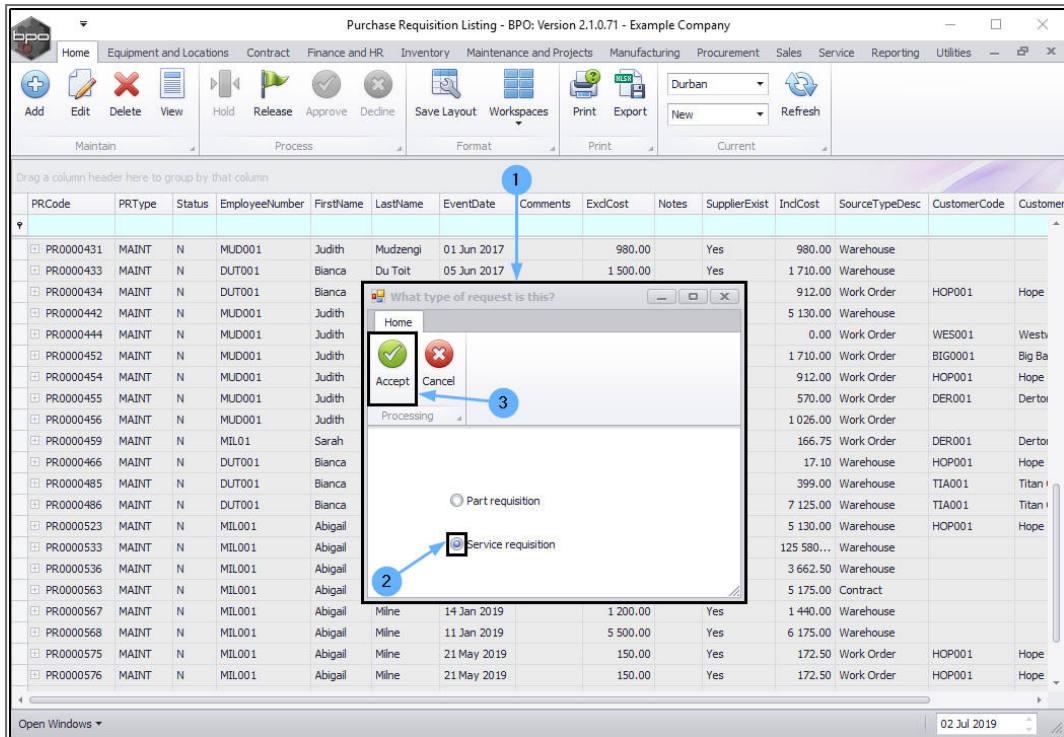
Durban New

Drag a column header here to group by that column

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExclCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode	Customer
PR0000356	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017	Please ph...	1 609.96	No d...	Yes	1 835.35	Warehouse	HOP001	Hope
PR0000357	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	Warehouse	HOP001	Hope
PR0000358	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001	Hope
PR0000359	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017	Test 2.1...	1 834.96	Test ...	Yes	2 091.85	Warehouse	HOP001	Hope
PR0000360	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001	Hope
PR0000361	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001	Hope
PR0000362	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017	Please p...	1 734.96	Plea...	Yes	1 986.85	Warehouse	HOP001	Hope
PR0000363	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017	procurem...	1 834.96	procu...	Yes	2 091.85	Warehouse	HOP001	Hope
PR0000364	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017	Standalo...	1 334.96	Stan...	Yes	1 451.85	Warehouse		
PR0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 ...	5 750.00	v2.1...	Yes	6 555.00	Warehouse		
PR0000368	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017	stock rep...	5 209.26	stock...	Yes	5 938.56	Warehouse		
PR0000369	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 ...	969.92	v2.1...	Yes	1 105.71	Warehouse		
PR0000370	MAINT	N	MJD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00	Warehouse		
PR0000374	MAINT	N	MJD001	Judith	Mudzengi	18 May 2017	call procu...	809.96	call p...	Yes	923.35	Warehouse	HOP001	Hope
PR0000377	MAINT	N	MJD001	Judith	Mudzengi	18 May 2017	Keep prin...	6 490.00	Pleas...	Yes	7 398.60	Warehouse	HOP001	Hope
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		
PR0000386	MAINT	N	MJD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35	Warehouse		
PR0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017	2	490.00	2	Yes	490.00	Warehouse	HOP001	Hope
PR0000397	MAINT	N	MJD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71	Warehouse		
PR0000398	MAINT	N	MJD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71	Warehouse		

Open Windows 02 Jul 2019

1. A **What type of request is this?** screen will pop up.
2. Click on the **Service requisition** radio button.
3. Click on **Accept**.

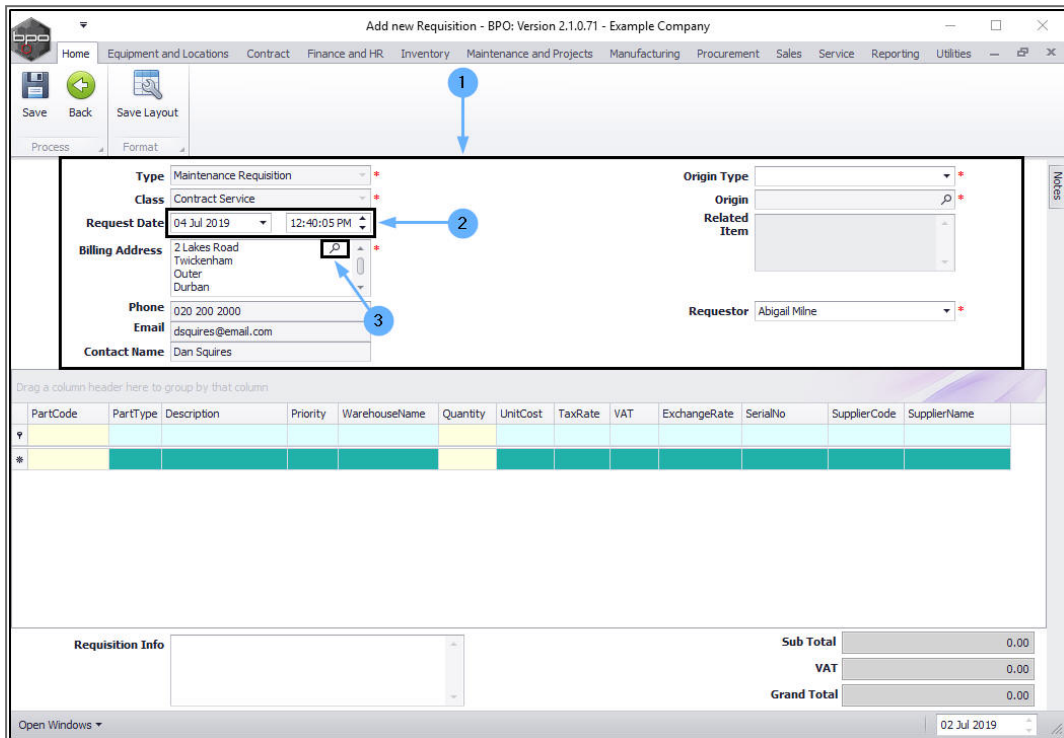


The *Add new Requisition* screen will be displayed.

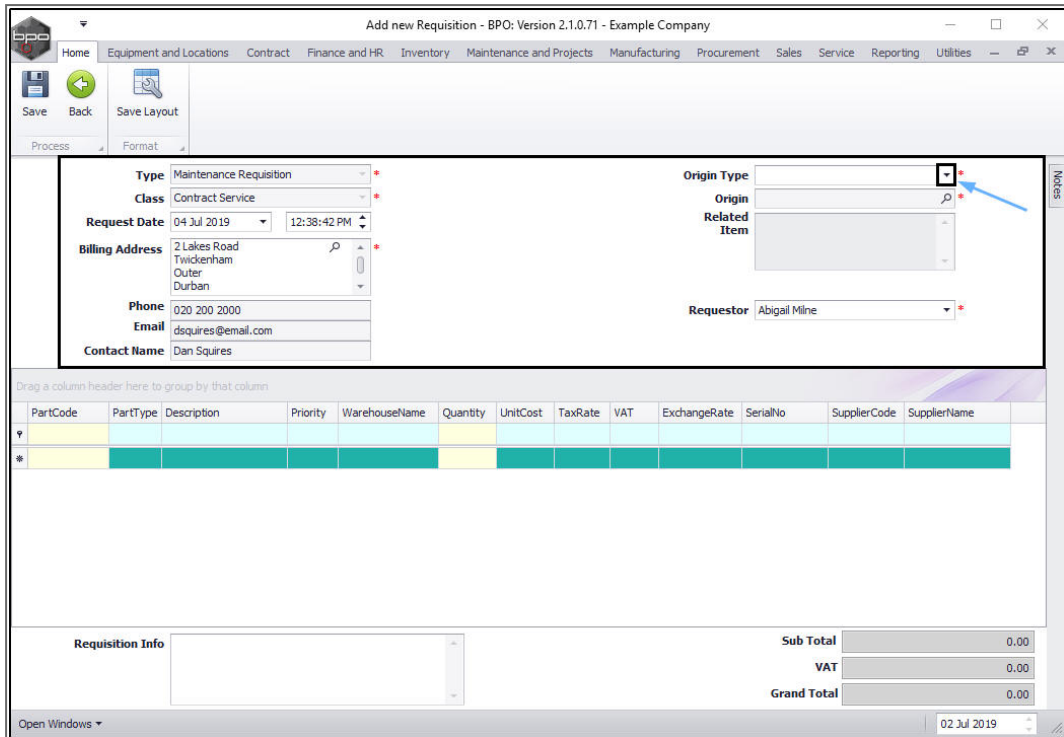
REQUISITION HEADER INFORMATION

- The requisition header frame will auto populate with most of the relevant details. Most of these are uneditable fields, except the following:
- Request Date and Time:** This will auto populate with the current date and time.
 - Request Date:** You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date.
 - Request Time:** You can either type in or use the directional arrows to select an alternative time
- Billing Address:** This will auto populate with the billing address already set up on the system.

- You can click on the search button and select an alternative address, if required, from the **Select an address for this requisition** pop up screen.



- Click on the drop-down arrow in the **Origin Type** field.



1. The **Origin Type** menu will be displayed.
2. Select from this menu, the **origin** of this requisition:
 - **Contract**
 - **Warehouse**
 - **Work Order**

In this example, **Warehouse** has been selected.

Type: Maintenance Requisition
Class: Contract Service
Request Date: 04 Jul 2019 1:24:33 PM
Billing Address: 2 Lakes Road, Twickenham, Outer, Durban
Phone: 020 200 2000
Email: dsquires@email.com
Contact Name: Dan Squires

Origin Type: Warehouse
Origin: [Search Icon] [X]
Related Item: WKOR Work Order
Requestor: [X]

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName

Sub Total: 0.00
VAT: 0.00
Grand Total: 0.00

- Click on the **search** button in the **Origin** field.

Type: Maintenance Requisition
Class: Contract Service
Request Date: 04 Jul 2019 1:24:33 PM
Billing Address: 2 Lakes Road, Twickenham, Outer, Durban
Phone: 020 200 2000
Email: dsquires@email.com
Contact Name: Dan Squires

Origin Type: Warehouse
Origin: [Search Icon] [X]
Related Item:
Requestor: Abigail Milne

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName

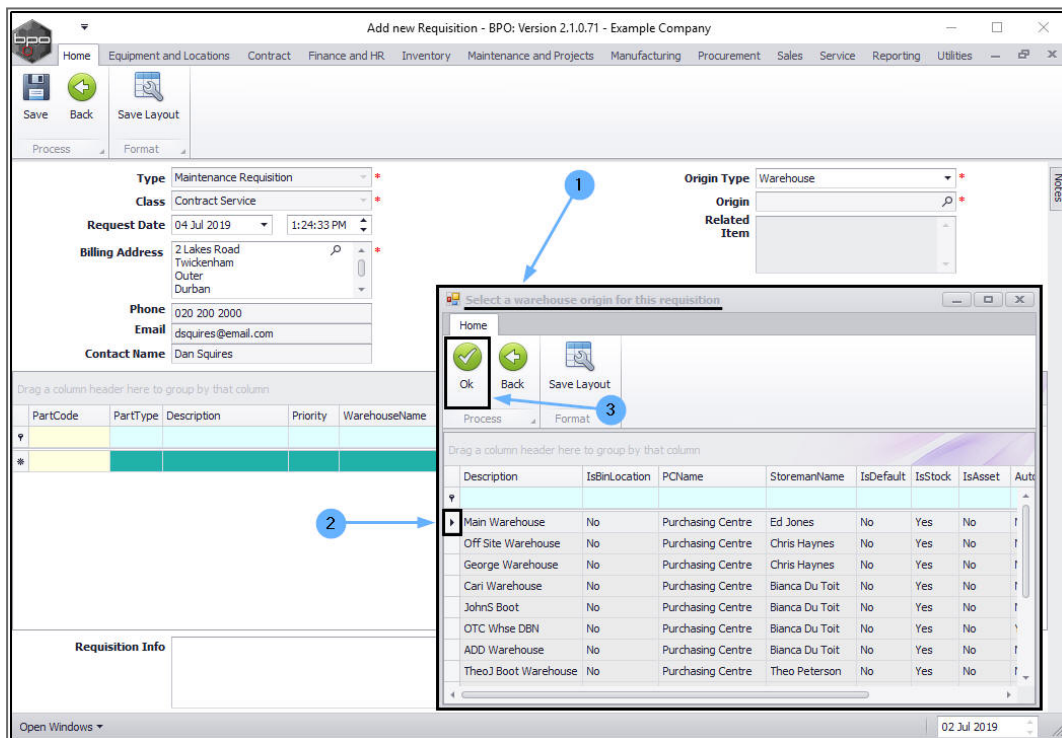
Sub Total: 0.00
VAT: 0.00
Grand Total: 0.00

1. The **Select a warehouse origin for this requisition** screen will pop up.

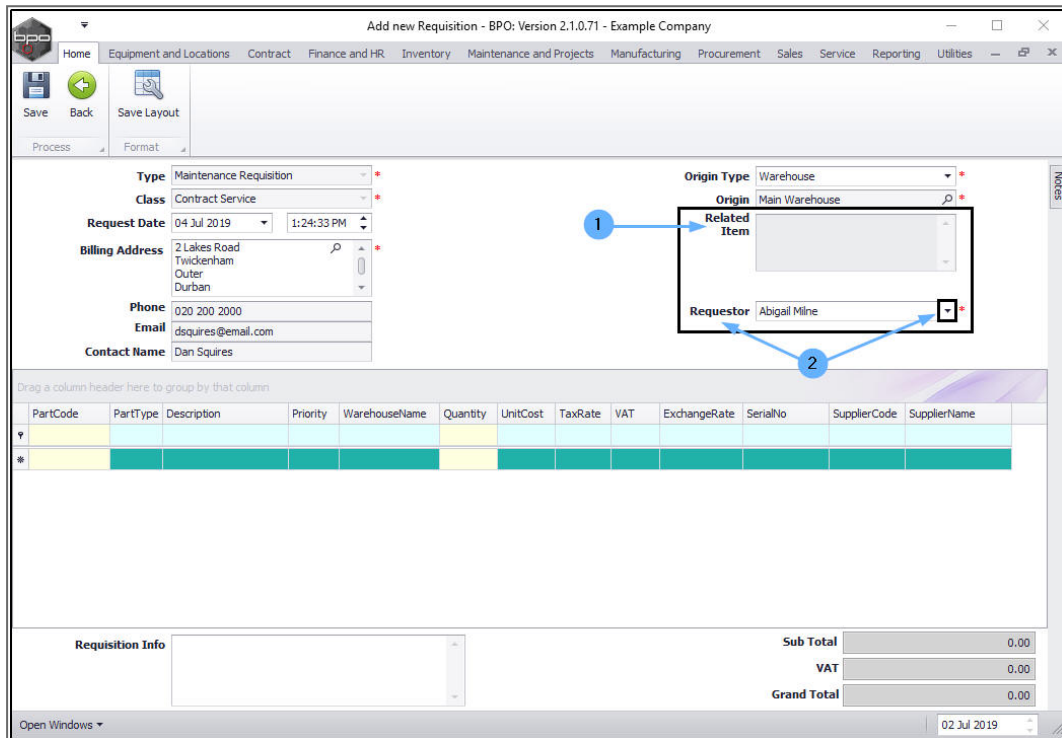
Note: The **Select a...** screen that pops up will be linked to the **Origin Type** selected in the previous step

For example:

- If **Contract Type** was selected then the Select a contract origin for this requisition screen will pop up.
 - If **Work Order Type** was selected then the Select a work order origin for this requisition screen will pop up.
 - As **Warehouse Type** was selected then the Select a warehouse origin for this requisition screen has popped up.
2. Click on the **row selector** in front of the **warehouse** that is the origin of this requisition.
 3. Click on **Ok**.



1. **Related Item:** This field is un-editable.
2. **Requestor:** This will populate with the person currently logged on to the system. You can click on the drop-down arrow and select from the menu an alternative person if required.
3. **Requisition Info:** Type in any extra information in this text box, if required. This will pull through to the Procurement Report



You can now move down to the **Parts** data grid.

REQUISITION PARTS DATA GRID

- Click in the **Part Code** text box.

Add new Requisition - BPO: Version 2.1.0.71 - 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: Contract Service *
 Request Date: 04 Jul 2019 | 1:24:33 PM
 Billing Address: 2 Lakes Road, Twickenham, Outer, Durban *
 Phone: 020 200 2000
 Email: dsquires@email.com
 Contact Name: Dan Squires

Origin Type: Warehouse *
 Origin: Main Warehouse *
 Related Item: [Empty]
 Requestor: Abigail Milne *

Drag a column header here to group by that column

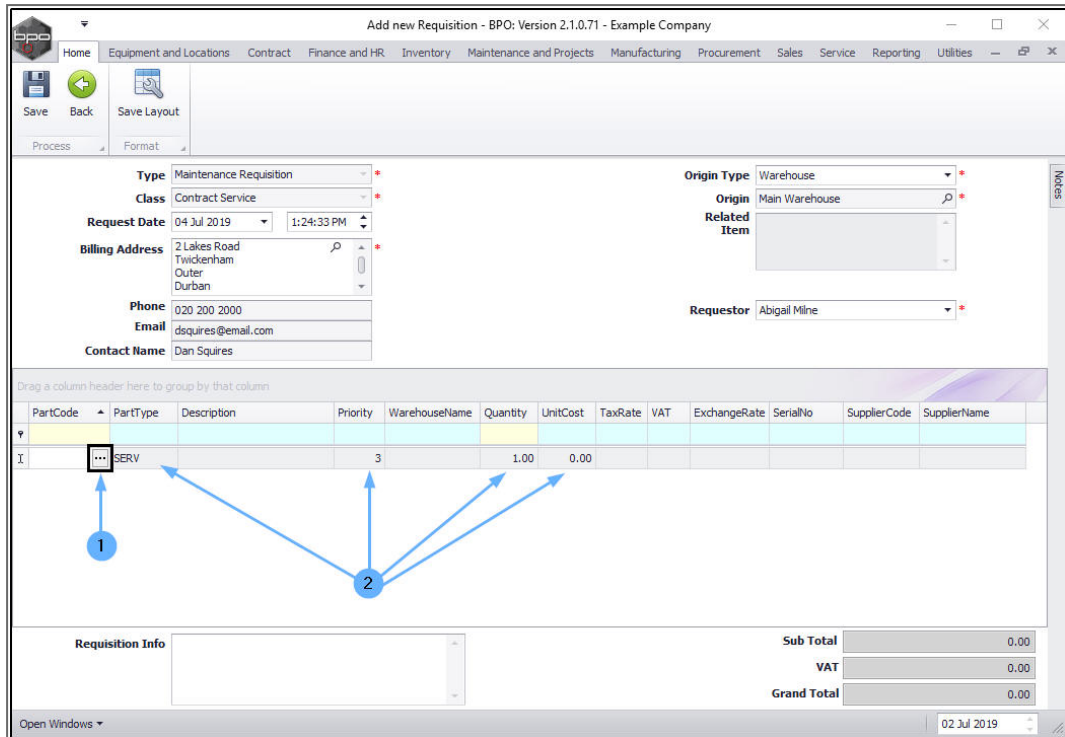
PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName

Requisition Info: [Empty]

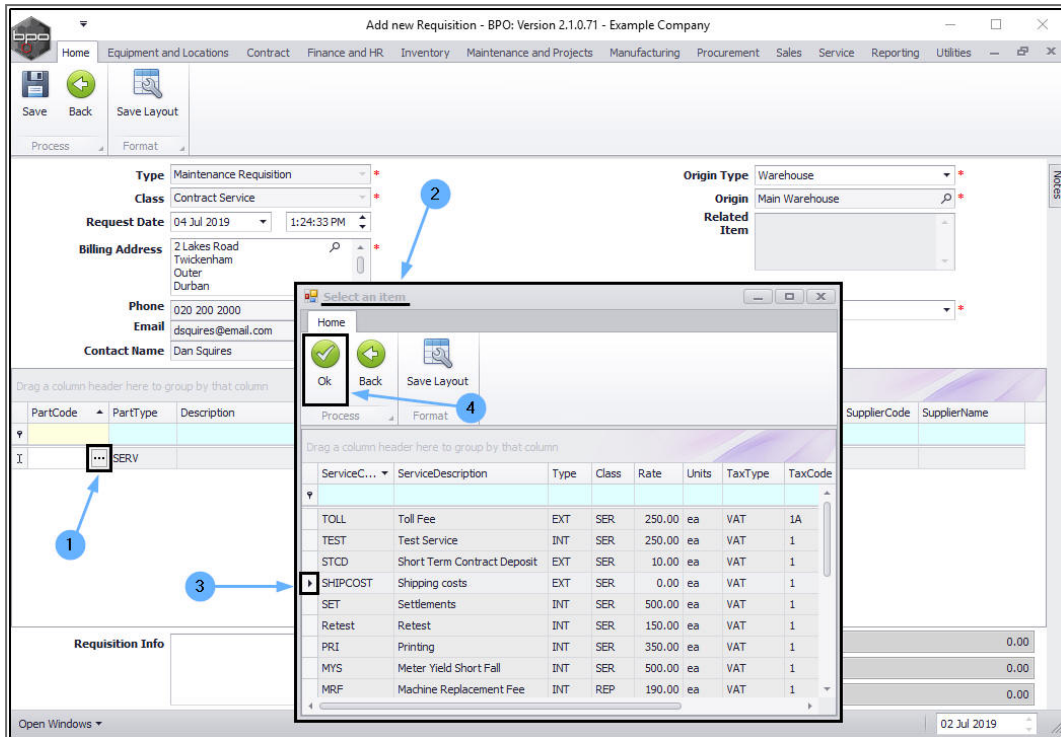
Sub Total: 0.00
 VAT: 0.00
 Grand Total: 0.00

Open Windows | 02 Jul 2019

1. An *ellipsis* button will be revealed.
2. The following fields will auto populate:
 - **Part Type:** This will auto populate with **SERV**.
 - **Priority:** This will auto populate with **3**.
 - **Quantity:** This will auto populate with **1** but can be edited.
 - **Unit Cost:** This will auto initially populate with **0.00** but can be edited.



1. Click on the *ellipsis* button.
2. A *Select an item* pop up screen will appear.
3. Click on the *row selector* in front of the item you wish to add.
 - In this example, you are going to be selecting *Shipping Costs*.
4. Click on *Ok*.

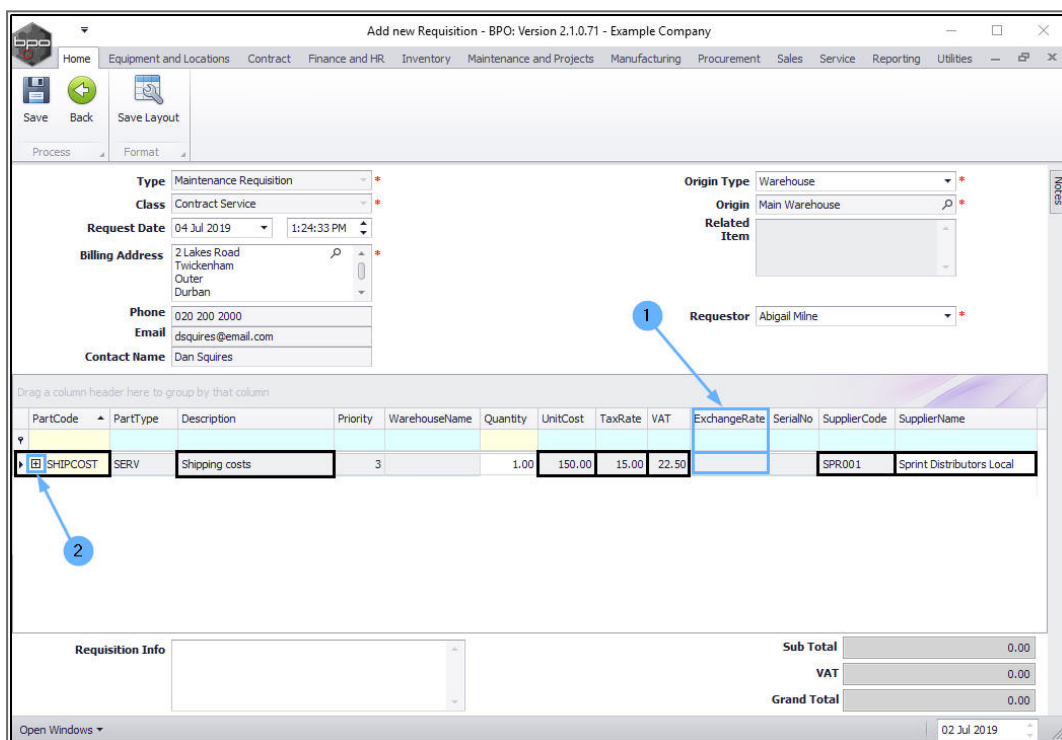


The following fields will now populate:

- **Part Code:** This will populate with the *code* of the part selected in the previous step.
- **Description:** This will populate with the *description* of the part selected in the previous step.
- **Unit Cost:** If there is a **Primary Supplier** set up on this part then this field will populate with the *unit cost* of the of the part as set by that supplier.
- **Tax Rate:** This field will populate with the current **VAT rate**.
- **VAT:** If there is a **Primary Supplier** set up on this part then this field will populate with the **VAT amount** of the total part cost.
- **Supplier Code:** If there is a **Primary Supplier** set up on this part then this field will populate with the *code* of that primary supplier.

- **Supplier Name:** If there is a **Primary Supplier** set up on this part then this field will populate with the **name** of that selected supplier.

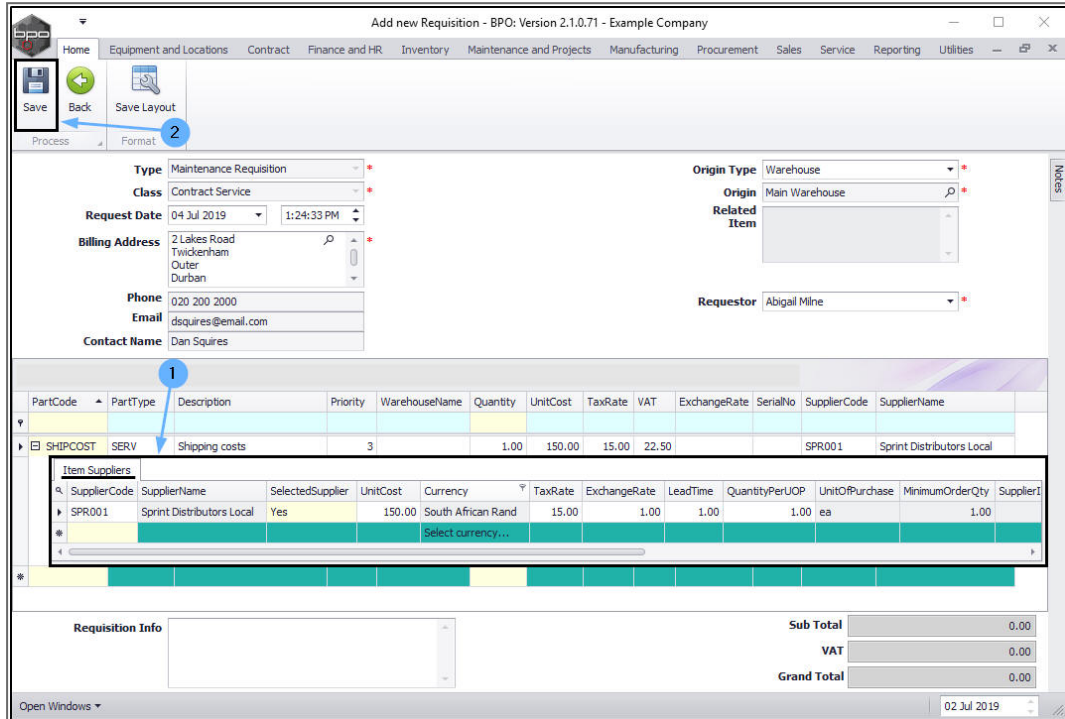
1. **Note about Exchange Rate:** This field will only populate if:
 - i. The currency of the Primary Supplier set up is **different** to your company currency as set up in BPO2.
 - ii. If you manually select a supplier for this part and the currency of that supplier is **different** to your company currency as set up in BPO2.
2. Click on the **ellipsis** button.



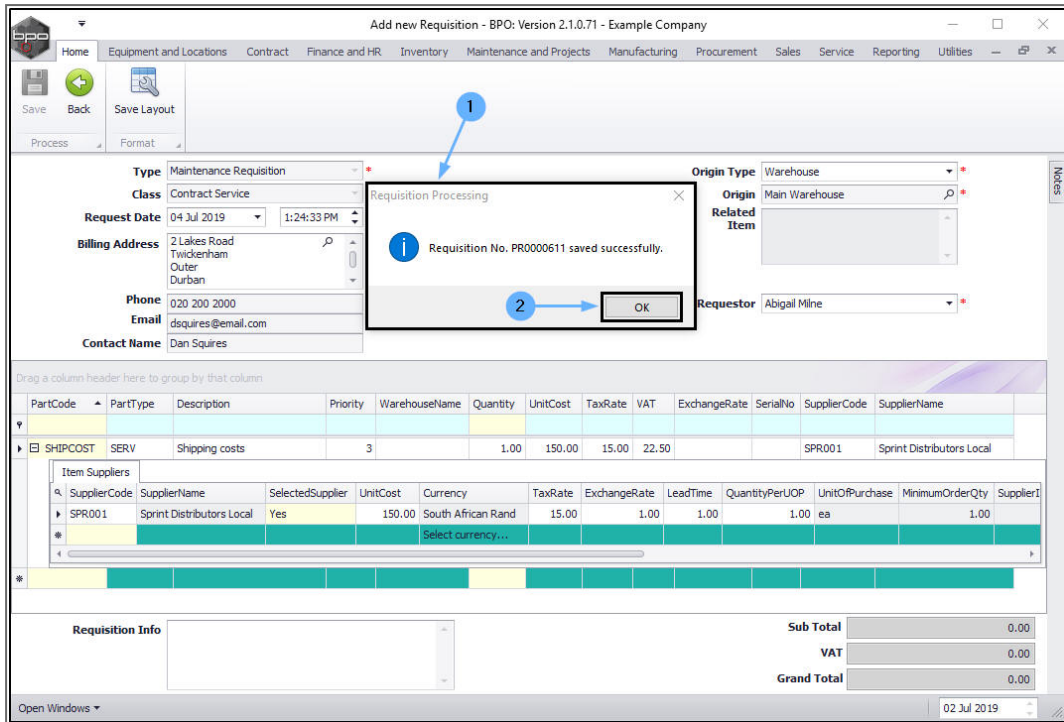
1. The **Item Suppliers** data grid will be expanded.
 - **Note:** You can follow the process to [add and/or edit Items](#) [Supplier details](#) in this data grid, if required.

SAVE SERVICE REQUISITION

- When you are finished adding and/or editing the details in this screen, click on **Save**.



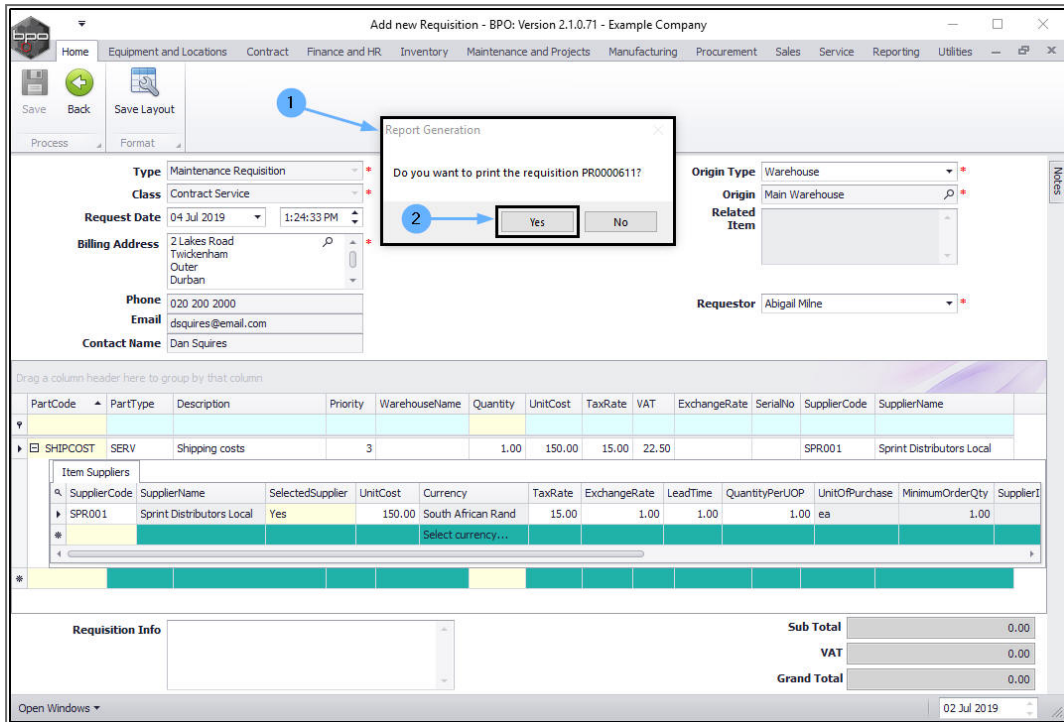
- A **Requisition Processing** message box will pop up informing you that;
 - Requisition No. [] saved successfully.**
- Click on **OK**.



PRINT SERVICE REQUISITION

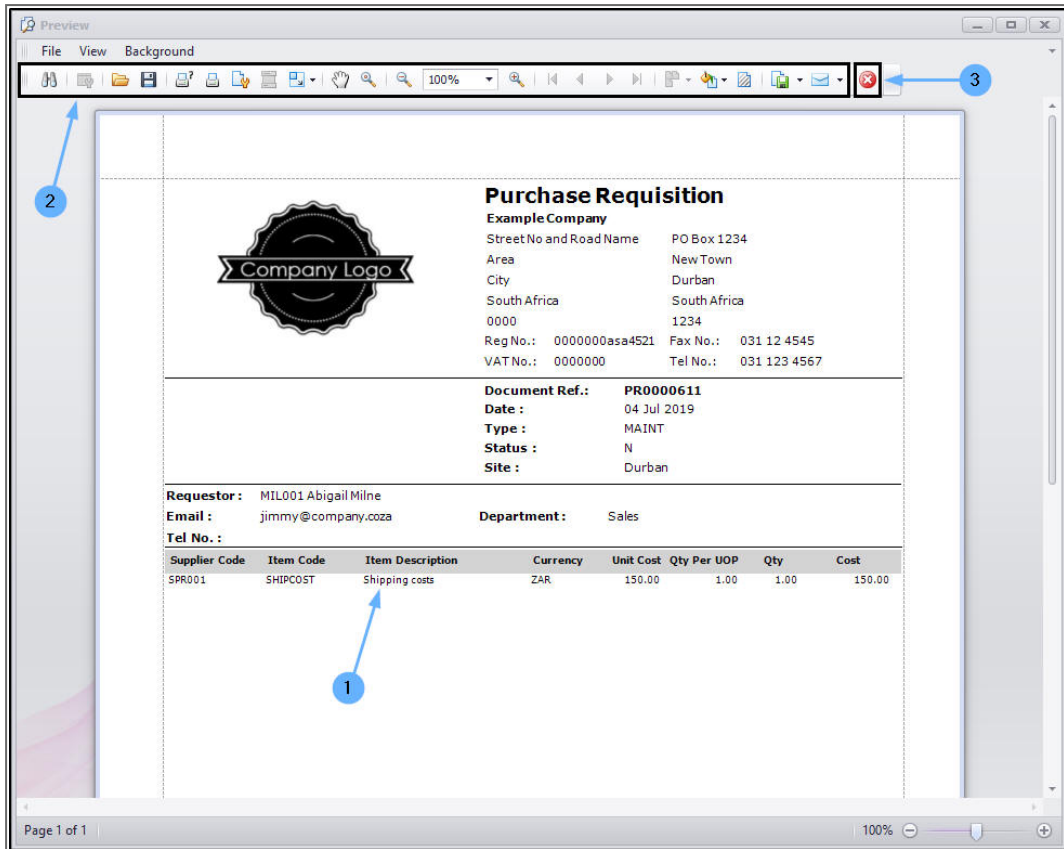
(not required)

1. A **Report Generation** message box will pop up asking;
 - **Do you want to print the requisition [].**
2. For the purpose of this manual we have selected **Yes**.



The **Report Preview** screen will be displayed.

1. Here you can see that **Shipping Costs** is in the Item Description
2. From this screen you can **View, Print, Export** or **Email** this requisition.
3. **Close** the preview screen when you are done.



1. You will return to the Purchase Requisition Listing screen.

RELEASE SERVICE REQUISITION

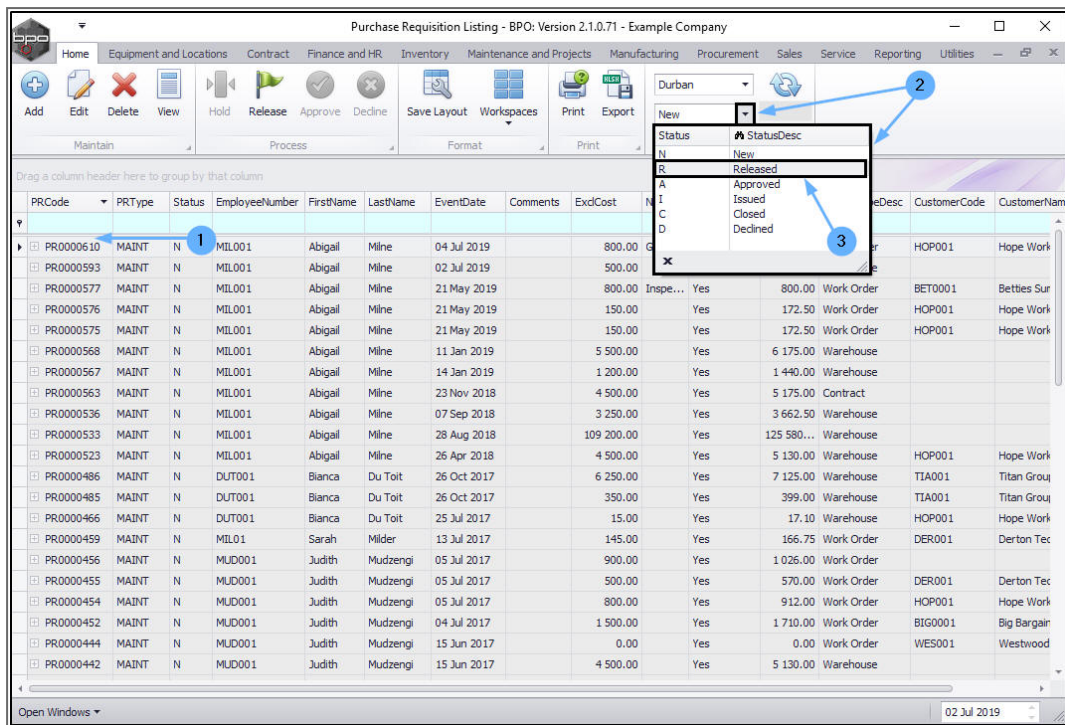
2. Select the newly raised requisition.
3. Click on **Release**.

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExclCost	Notes	SupplierExist	InclCost	SourceTypeDesc	CustomerCode	CustomerName
PR0000611	MAINT	N	MIL001	Abigail	Milne	04 Jul 2019		150.00		Yes	172.50	Warehouse		
PR0000610	MAINT	N	MIL001	Abigail	Milne	04 Jul 2019		800.00	Gene...	Yes	920.00	Work Order	HOP001	Hope Work
PR0000593	MAINT	N	MIL001	Abigail	Milne	02 Jul 2019		500.00		Yes	575.00	Warehouse		
PR0000577	MAINT	N	MIL001	Abigail	Milne	21 May 2019		800.00	Inspe...	Yes	800.00	Work Order	BET0001	Betties Sur
PR0000576	MAINT	N	MIL001	Abigail	Milne	21 May 2019		150.00		Yes	172.50	Work Order	HOP001	Hope Work
PR0000575	MAINT	N	MIL001	Abigail	Milne	21 May 2019		150.00		Yes	172.50	Work Order	HOP001	Hope Work
PR0000568	MAINT	N	MIL001	Abigail	Milne	11 Jan 2019		5 500.00		Yes	6 175.00	Warehouse		
PR0000567	MAINT	N	MIL001	Abigail	Milne	14 Jan 2019		1 200.00		Yes	1 440.00	Warehouse		
PR0000563	MAINT	N	MIL001	Abigail	Milne	23 Nov 2018		4 500.00		Yes	5 175.00	Contract		
PR0000536	MAINT	N	MIL001	Abigail	Milne	07 Sep 2018		3 250.00		Yes	3 662.50	Warehouse		
PR0000533	MAINT	N	MIL001	Abigail	Milne	28 Aug 2018		109 200.00		Yes	125 580.00	Warehouse		
PR0000523	MAINT	N	MIL001	Abigail	Milne	26 Apr 2018		4 500.00		Yes	5 130.00	Warehouse	HOP001	Hope Work
PR0000486	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse	TIA001	Titan Grou
PR0000485	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		350.00		Yes	399.00	Warehouse	TIA001	Titan Grou
PR0000466	MAINT	N	DUT001	Bianca	Du Toit	25 Jul 2017		15.00		Yes	17.10	Warehouse	HOP001	Hope Work
PR0000459	MAINT	N	MIL01	Sarah	Milder	13 Jul 2017		145.00		Yes	166.75	Work Order	DER001	Derton Tec
PR0000456	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		900.00		Yes	1 026.00	Work Order		
PR0000455	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		500.00		Yes	570.00	Work Order	DER001	Derton Tec
PR0000454	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		800.00		Yes	912.00	Work Order	HOP001	Hope Work
PR0000452	MAINT	N	MUD001	Judith	Mudzengi	04 Jul 2017		1 500.00		Yes	1 710.00	Work Order	BTG0001	Big Bargair
PR0000444	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		0.00		Yes	0.00	Work Order	WES001	Westwood

1. A **Requisition - Process** message box will pop up informing you that;
 - **The requisition no. [] has been released successfully.**
2. Click on **OK**.

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExclCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode	CustomerName
PR0000611	MAINT	N	MIL001	Abigail	Milne	04 Jul 2019		150.00		Yes	172.50	Warehouse		
PR0000610	MAINT	N						800.00	Gene...	Yes	920.00	Work Order	HOP001	Hope Work
PR0000593	MAINT	N						500.00		Yes	575.00	Warehouse		
PR0000577	MAINT	N						800.00	Inspe...	Yes	800.00	Work Order	BET0001	Bettes Sur
PR0000576	MAINT	N						150.00		Yes	172.50	Work Order	HOP001	Hope Work
PR0000575	MAINT	N						150.00		Yes	172.50	Work Order	HOP001	Hope Work
PR0000568	MAINT	N						5 500.00		Yes	6 175.00	Warehouse		
PR0000567	MAINT	N						1 200.00		Yes	1 440.00	Warehouse		
PR0000563	MAINT	N	MIL001	Abigail	Milne	23 Nov 2018		4 500.00		Yes	5 175.00	Contract		
PR0000536	MAINT	N	MIL001	Abigail	Milne	07 Sep 2018		3 250.00		Yes	3 662.50	Warehouse		
PR0000533	MAINT	N	MIL001	Abigail	Milne	28 Aug 2018		109 200.00		Yes	125 580...	Warehouse		
PR0000523	MAINT	N	MIL001	Abigail	Milne	26 Apr 2018		4 500.00		Yes	5 130.00	Warehouse	HOP001	Hope Work
PR0000486	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse	TIA001	Titan Grou
PR0000485	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		350.00		Yes	399.00	Warehouse	TIA001	Titan Grou
PR0000466	MAINT	N	DUT001	Bianca	Du Toit	25 Jul 2017		15.00		Yes	17.10	Warehouse	HOP001	Hope Work
PR0000459	MAINT	N	MIL01	Sarah	Milder	13 Jul 2017		145.00		Yes	166.75	Work Order	DER001	Derton Tec
PR0000456	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		900.00		Yes	1 026.00	Work Order		
PR0000455	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		500.00		Yes	570.00	Work Order	DER001	Derton Tec
PR0000454	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		800.00		Yes	912.00	Work Order	HOP001	Hope Work
PR0000452	MAINT	N	MUD001	Judith	Mudzengi	04 Jul 2017		1 500.00		Yes	1 710.00	Work Order	BIG0001	Big Bargair
PR0000444	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		0.00		Yes	0.00	Work Order	WES001	Westwood

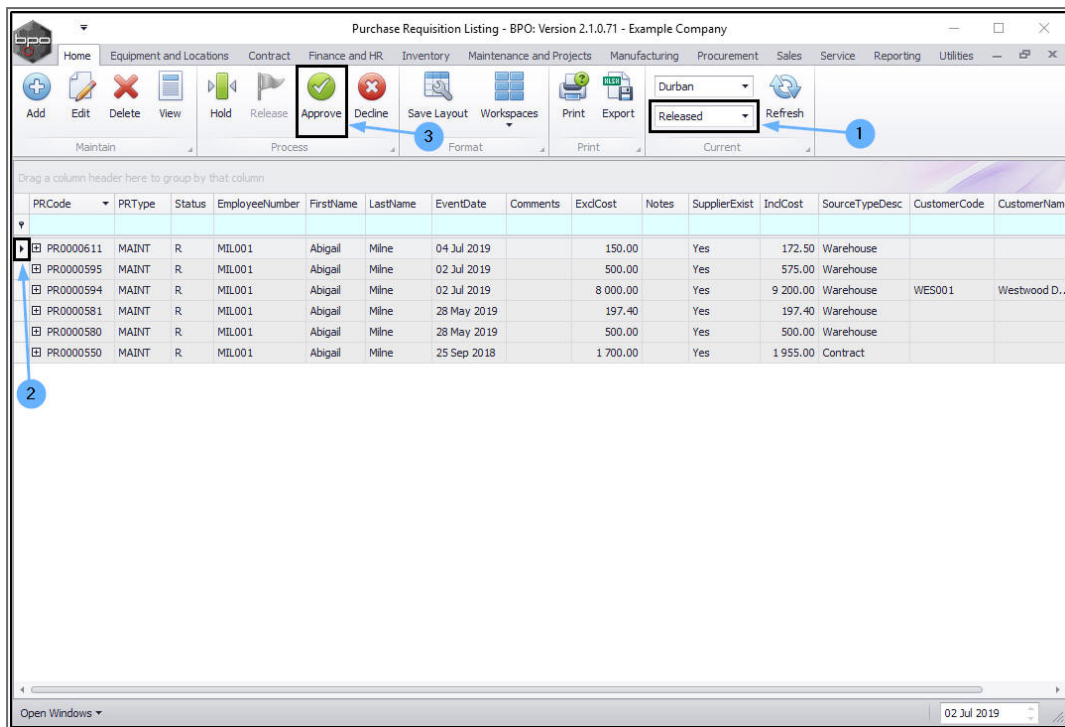
1. The selected requisition will be **removed** from this screen where the status is set to **New**.
2. Click on the **drop-down arrow** in the status field to bring up the **Status Description** list.
3. Select **Released**.



1. The Listing screen will now display all the requisitions in the **Released** status.

APPROVE SERVICE REQUISITION

2. Select the requisition created for shipping costs.
3. Click on **Approve**.



1. A **Process Validation** message box will pop up asking;
 - Are you sure that you want to authorise requisition []?
2. Click on **Yes**.

Purchase Requisition Listing - BPO: Version 2.1.0.71 - Example Company

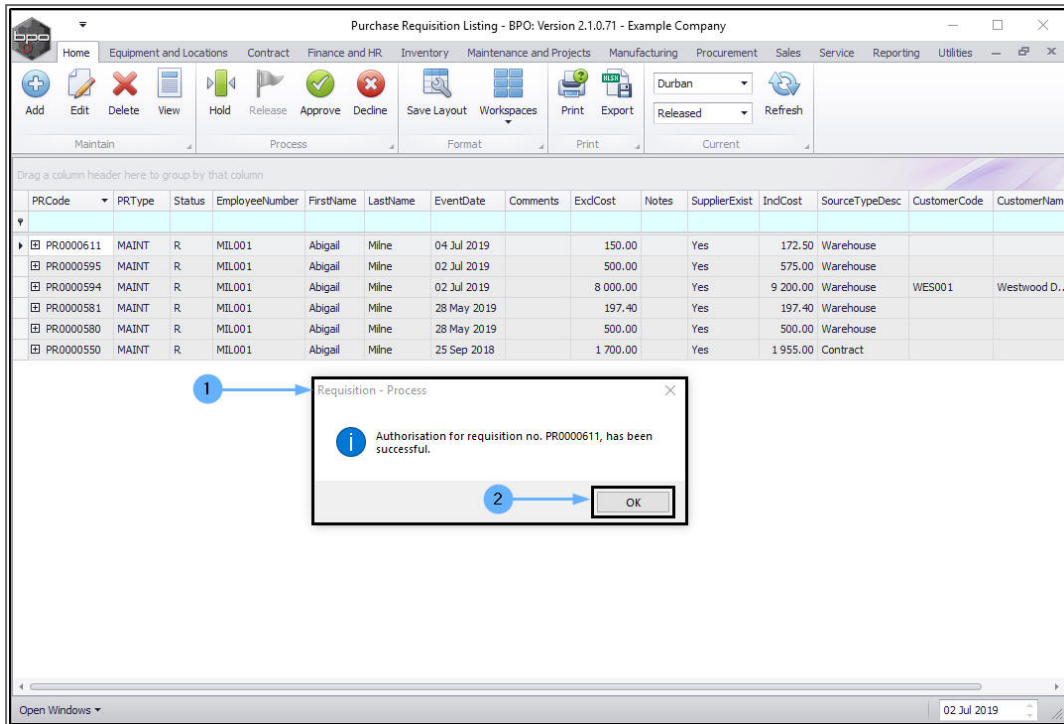
PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExclCost	Notes	SupplierExist	InclCost	SourceTypeDesc	CustomerCode	CustomerName
PR0000611	MAINT	R	MIL001	Abigail	Milne	04 Jul 2019		150.00		Yes	172.50	Warehouse		
PR0000595	MAINT	R	MIL001	Abigail	Milne	02 Jul 2019		500.00		Yes	575.00	Warehouse		
PR0000594	MAINT	R	MIL001	Abigail	Milne	02 Jul 2019		8 000.00		Yes	9 200.00	Warehouse	WES001	Westwood D...
PR0000581	MAINT	R	MIL001	Abigail	Milne	28 May 2019		197.40		Yes	197.40	Warehouse		
PR0000580	MAINT	R	MIL001	Abigail	Milne	28 May 2019		500.00		Yes	500.00	Warehouse		
PR0000550	MAINT	R	MIL001	Abigail	Milne	25 Sep 2018		1 700.00		Yes	1 955.00	Contract		

Process Validation

Are you sure that you want to authorise requisition PR0000611?

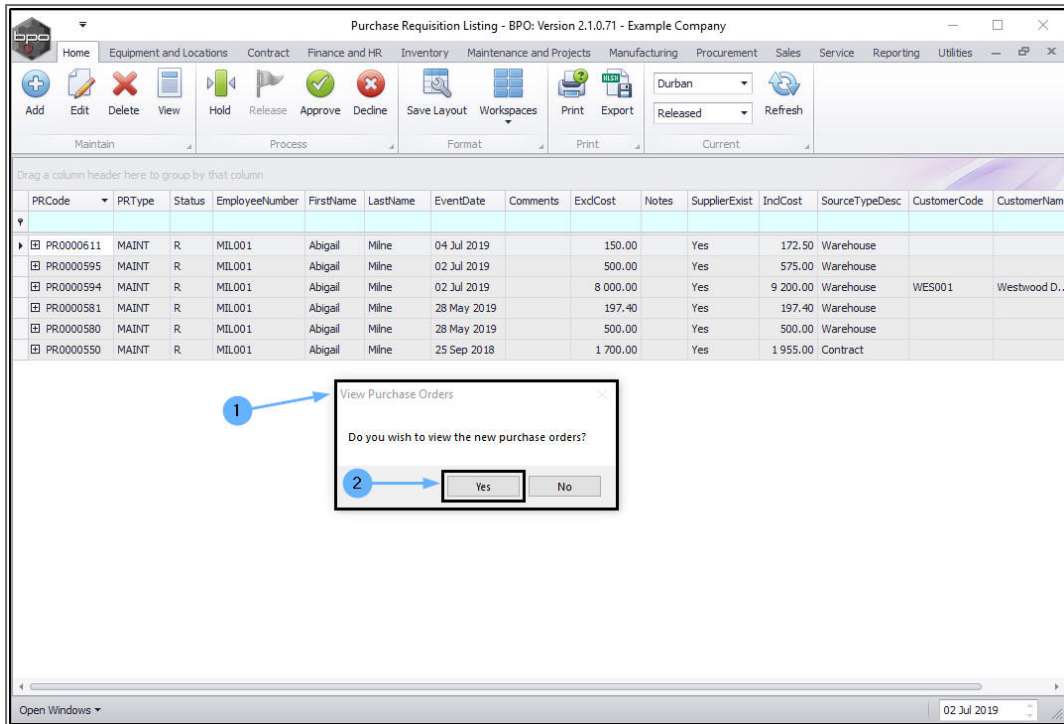
Yes No

1. A **Requisition - Process** message box will pop up informing you that;
 - Authorisation for requisition no. [] has been successful.
2. Click on **OK**.



VIEW GENERATED SERVICE PURCHASE ORDER

1. A **View Purchase Orders** message box will pop up asking;
 - Do you wish to view the new purchase orders?
2. Click on **Yes**.

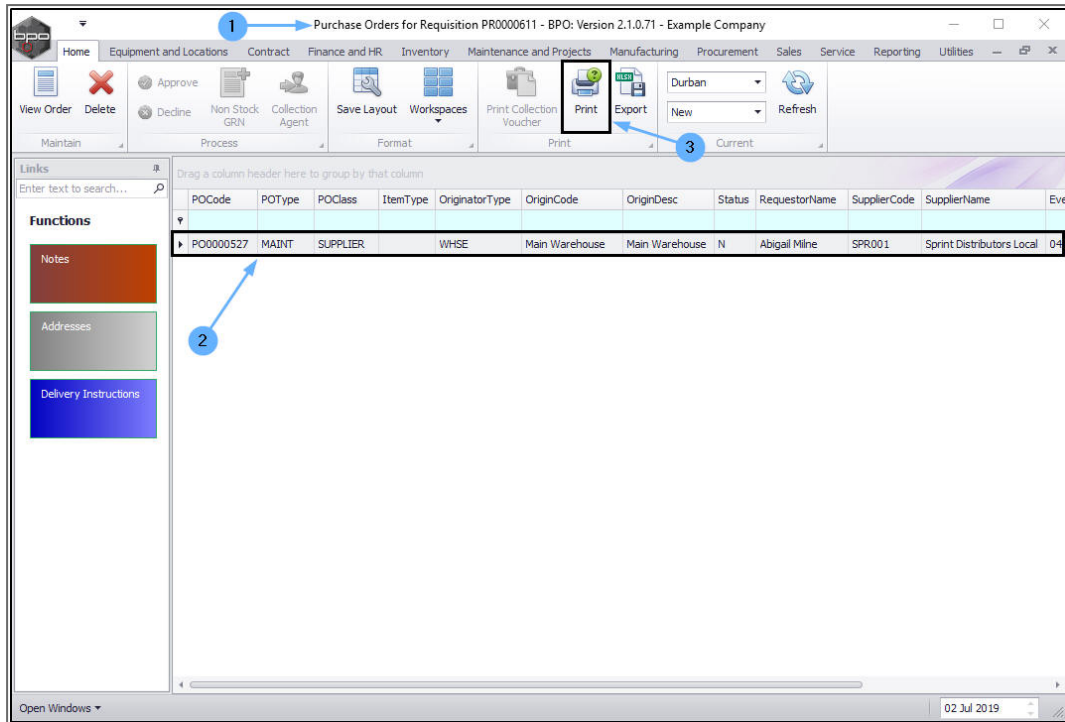


1. The **Purchase Orders for Requisition []** screen will be displayed.
2. Here you can view the newly created Purchase Order for the Shipping Costs.

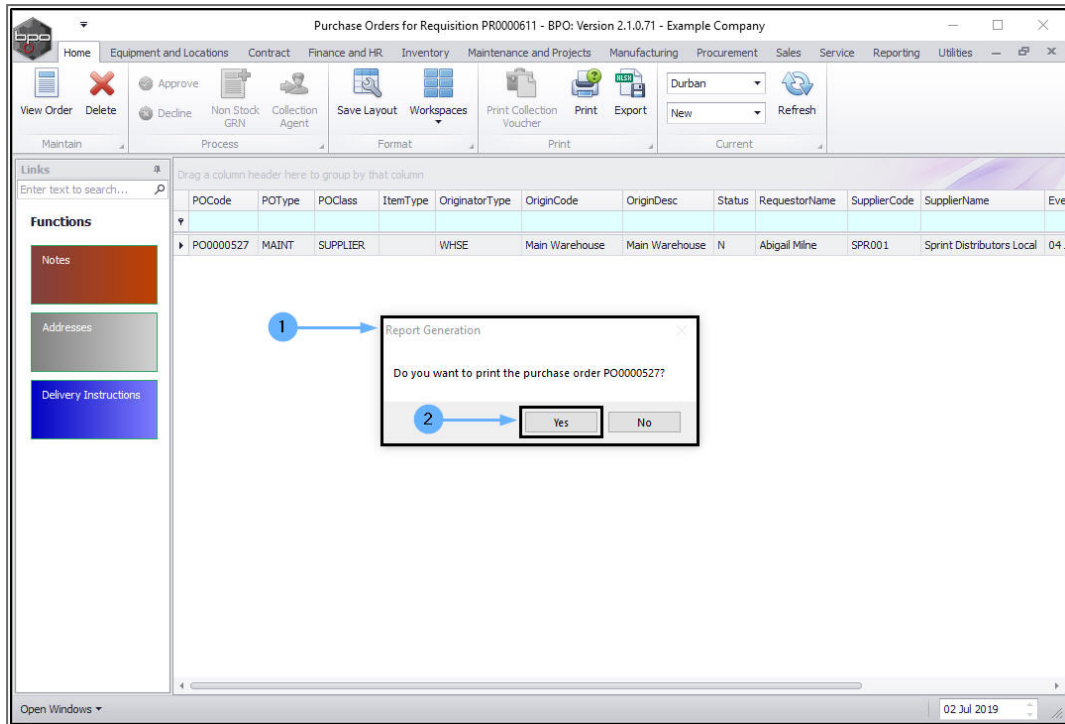
PRINT SERVICE PURCHASE ORDER

(required)

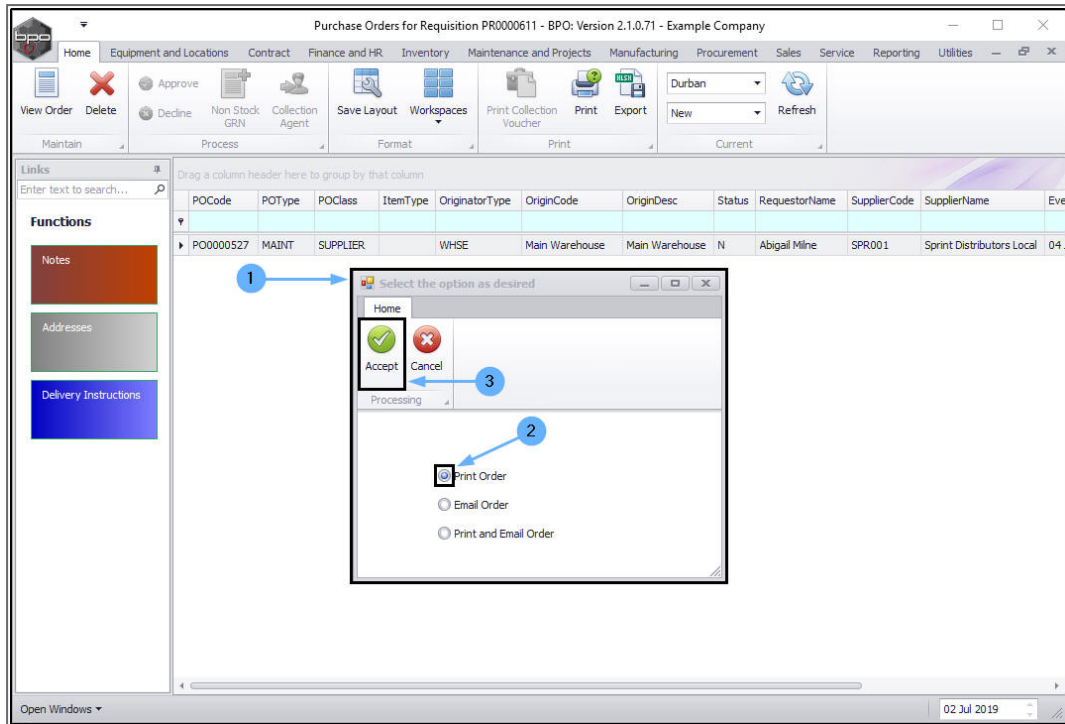
3. This must be **printed** to activate goods receiving against this purchase order. (In this case you are receiving Services - Shipping Costs.)



1. A **Report Generation** message box will pop up asking;
 - Do you want to print the purchase order []?
2. Click on **Yes**.

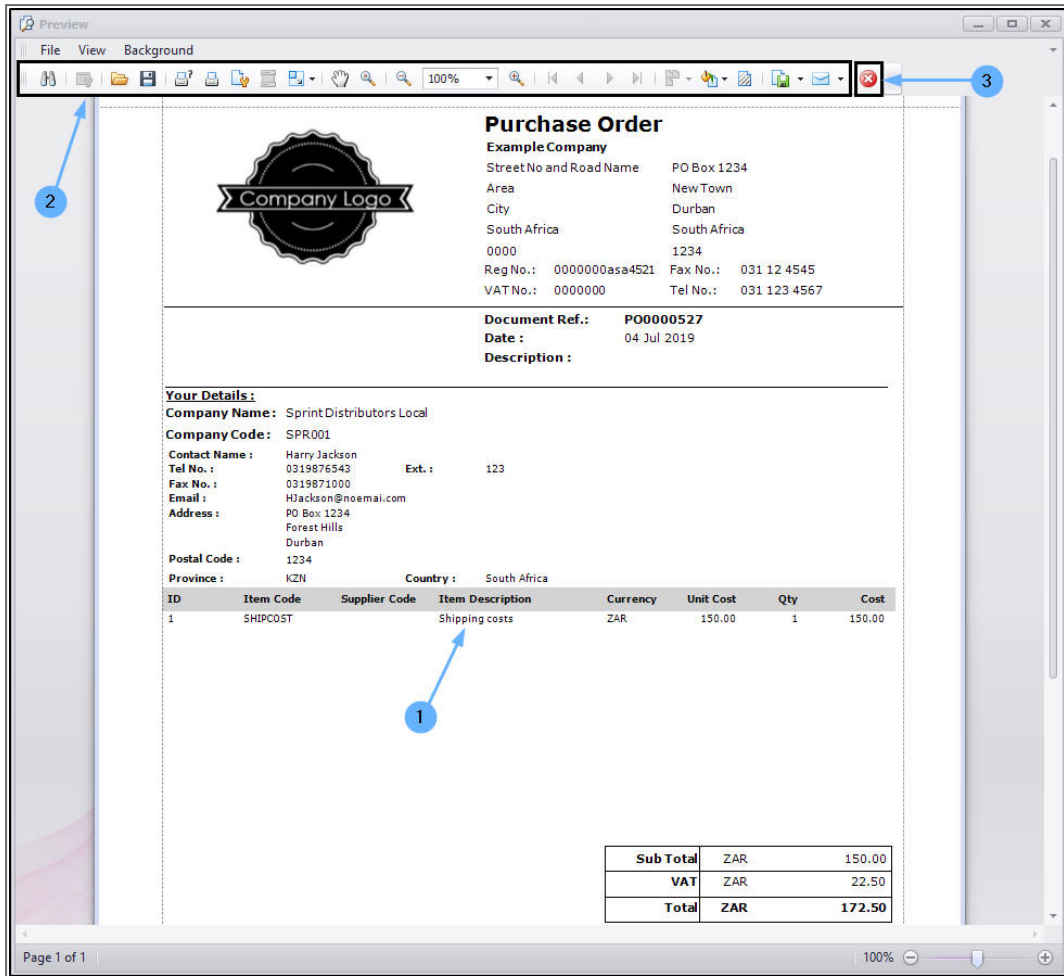


1. A ***select the option as desired*** screen will pop up.
2. Select ***Print Order***.
3. Click on ***Accept***.



The **Report Preview** screen will be displayed

1. Here you can see that 'Shipping Costs' has pulled through on the Item Code and Description.
2. From here you can; **ViewPrintEmail** and **Export** the purchase order.
3. **Close** the Preview screen when you are done.



- Complete the Quarantine process by [Revaluing and Releasing the goods from Quarantine](#) into the receiving warehouse.

Related Topics

- [Receive Goods into Quarantine Warehouse](#)
- [Revalue and Release Goods into Store from Quarantine](#)
- [Return Goods to Supplier from Quarantine Warehouse](#)

MNU.030.005

