

# PROCUREMENT

## PURCHASE REQUISITIONS - CLONE REQUISITION

Purchase requisitions that originated from the <u>Stock Status</u> screen can now be cloned. This will enable you to effectively generate or copy purchase requisitions primarily for bulk stock replenishment orders.

#### Version Compatibility

° BPO2 v2.4.0.10 or later.

#### Ribbon Select Procurement > Requisitions



The *Purchase Requisition Listing* screen will be displayed.

*Select the Site*Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected. Another site can be selected, if required, and if you have the security rights to access the site. If *All Sites* displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the *New* status.

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



### Purchase Requisitions - Clone Requisition

					Pur	chase Requisitio	n Listing - BPO	Version 2.4.0.18 -	Example Company				14	
Home	Equipment / I	ocations Co	ntract Finance / H	I Inventor	y Maintenance / Project	s Manufacturi	ng Procurem	ent Sales Se	rvice Reporting	Utilities			-	e.
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				Requisition										
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PRCode	· PRType	Status	EmployeeNumber	Festilane	LastName	ExclCost	IndCast	EventDate	EventTime	Comments	Notes	SupplerExist	CustomerC	
•	•	•	•	•	•	-	-	-	•	•	•	•	•	
PR0000603	MAINT	N	DUT001	Bianca	Du Toit	986,961.36	1,086,360.56	31/07/2022	15:16:26			No		
PR0000587	MAINT	N	DUT001	Banca	Du Teit	0.00	0.00	19/11/2018	13:36:27			No	HOP001	
PR0000548	MAINT	N	DUT001	Banca	Du Teit	15,600.00	17,784.00	25/04/2018	13:58:22			Yes	HOP001	
E PR0000542	MAINT	N	DUT001	Banca	Du Teit	1,500.00	1,710.00	25/04/2018	10:12:06	test placing purchase requisition b.		Tes	T1A001	
PR0000541	MAINT	N	DU/7001	Banca	Du Toit	25,875.00	29,497.50	17/04/2018	14:26:37			Tes		
PR0000527	MAINT	N	DU7001	Banca	Du Teit	190,950.00	219, 592.50	29/03/2018	14:07:16			Yes		
PR0000522	MAINT	N	DU/7001	Banca	Du Teit	0.00	0.00	08/03/2018	16:25:56			Tes	OFF001	
PR0000519	MAINT	N	DU7001	Banca	Du Teit	800.00	920.00	08/03/2018	15:51:10			Tes	DER001	
PR0000518	MAINT	N	DU/T001	Banca	Du Teit	450.00	517.50	01/03/2018	14:13:16			Yes		
PR0000517	MAINT	N	DU7001	Banca	Du Toit	0.00	0.00	01/03/2018	13:49:16			Tes		
PR0000516	MAINT	N	DUT001	Banca	Du Teit	450.00	517.50	01/03/2018	13:46:13			Yes		
PR0000508	MAINT	N	DUT001	Banca	Du Teit	0.00	0.00	13/02/2018	16:24:04			No	HOP001	
PR0000487	MAINT	N	DU7001	Banca	Du Teit	6,250.00	7,125.00	26/10/2017	16:33:50			Tes	T1A001	
PR0000486	MAINT	N	DU7001	Banca	Du Teit	6,250.00	7,125.00	26/10/2017	14:35:25			Tes	TIA001	
PR0000485	MAINT	N	DU7001	Banca	Du Teit	350.00	399.00	26/10/2017	14:29:48			Tes	T1A001	
PR0000484	MAINT	N	DU7001	Banca	Du Teit	350.00	399.00	26/10/2017	14:23:00			Tes	TIA001	
PR0000466	MAINT	N	DU/7001	Banca	Du Teit	15.00	17.10	25/07/2017	17:10:08			Tes	HOP001	
PR0000459	MAINT	N	MJD001	Judith	Mudzengi	150.00	171.00	13/07/2017	14:08:51			Tes	DER001	
PR0000456	MAINT	N	MJD001	Judth	Mudzengi	900.00	1,026-00	05/07/2017	08:55:22			Yes		
PR0000455	MAINT	N	MJD001	Judith	Mudzengi	500.00	\$70.00	05/07/2017	08:53:46			Tes	DER001	
PR0000454	MAINT	N	MUD001	Judth	Mudzengi	800.00	912.00	05/07/2017	08:26:19			Yes	HOP001	
PR0000452	MAINT	N	MJD001	Judith	Mudzengi	1,500.00	1,710.00	04/07/2017	15:40:38			Tes	8050001	
PR0000444	MAINT	N	MJD001	Judth	Mudzengi	0.00	0.00	15/06/2017	12:29:13			Tes	WE5001	
PR0000442	MAINT	N	MJD001	Judith	Mudzengi	4,500.00	5,130.00	15/06/2017	11:14:32			Tes		
PR0000434	MAINT	N	DU7001	Banca	Du Teit	800.00	912.00	06/06/2017	11:32:32			Yes	HOP001	
PR0000431	MAINT	N	MJD001	Judith	Mudzengi	980.00	980.00	01/06/2017	14:37:41			Tes		
001111-010	MATHT		Pa (770) 1	Ranna	Du Tel?	450.00	513.00	0186/3017	17-16-66			Test	TTa001	
en Windows *											User : BancaD 08/11/2022			

## **CLONE REQUISITION**

• Click on the *Clone Requisition* button.

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Home	Equipment / L	ocations C	Contract Finance / H	R Inventor	Maintenance / Proj	ects Manufactu	ring Procurem	ent Sales Ser	vice Reportin	g Utilities			- 4	8
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Maintain			Process	4	Format	J Print		Current .						
PRCode	· PRType	Status	EmployeeNumber	FirstName	LastName	ExclCost	IndCost	EventDate	EventTime	Comments	Notes	SupplierExist	CustomerC	0
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B PR0000603	MAINT	N	DUT001	Bianca	Du Toit	986,961.36	1,086,360.56	31/07/2022	15:16:26			No		
PR0000587	MAINT	N	DUT001	Bianca	Du Toit	0.00	0.00	19/11/2018	13:36:27			No	HOP001	н
PR0000548	MAINT	N	DUT001	Bianca	Du Toit	15,600.00	17,784.00	25/04/2018	13:58:22			Yes	HOP001	H
	MAINT	N	DUT001	Bianca	Du Toit	1,500.00	1,710.00	25/04/2018	10:12:06	test placing purchase requisition b		Yes	TIA001	Т
PR0000541	MAINT	N	DUT001	Bianca	Du Toit	25,875.00	29,497.50	17/04/2018	14:26:37			Yes		
PR0000527	MAINT	N	DUT001	Bianca	Du Toit	190,950.00	219,592.50	29/03/2018	14:07:16			Yes		
PR0000522	MAINT	N	DUT001	Bianca	Du Toit	0.00	0.00	08/03/2018	16:25:56			Yes	OFF001	(
PR0000519	MAINT	N	DUT001	Bianca	Du Toit	800.00	920.00	08/03/2018	15:51:10			Yes	DER001	0
PR0000518	MAINT	N	DUT001	Bianca	Du Toit	450.00	517.50	01/03/2018	14:13:16			Yes		
PR0000517	MAINT	N	DUT001	Bianca	Du Toit	0.00	0.00	01/03/2018	13:49:16			Yes		
PR0000516	MAINT	N	DUT001	Bianca	Du Toit	450.00	517.50	01/03/2018	13:46:13			Yes		
PR0000508	MAINT	N	DUT001	Bianca	Du Toit	0.00	0.00	13/02/2018	16:24:04			No	HOP001	H
PR0000487	MAINT	N	DUT001	Bianca	Du Toit	6,250.00	7,125.00	26/10/2017	16:33:50			Yes	TIA001	T
PR0000486	MAINT	N	DUT001	Bianca	Du Toit	6,250.00	7,125.00	26/10/2017	14:35:25			Yes	TIA001	1
PR0000485	MAINT	N	DUT001	Bianca	Du Toit	350.00	399.00	26/10/2017	14:29:48			Yes	TIA001	1
PR0000484	MAINT	N	DUT001	Bianca	Du Toit	350.00	399.00	26/10/2017	14:23:00			Yes	TIA001	T
PR0000466	MAINT	N	DUT001	Bianca	Du Toit	15.00	17.10	25/07/2017	17:10:08			Yes	HOP001	ł
PR0000459	MAINT	N	MUD001	Judith	Mudzengi	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	D
PR0000456	MAINT	N	MUD001	Judith	Mudzengi	900.00	1,026.00	05/07/2017	08:55:22			Yes		
PR0000455	MAINT	N	MUD001	Judith	Mudzengi	500.00	570.00	05/07/2017	08:53:46			Yes	DER001	D
PR0000454	MAINT	N	MUD001	Judith	Mudzengi	800.00	912.00	05/07/2017	08:26:19			Yes	HOP001	H
PR0000452	MAINT	N	MUD001	Judith	Mudzengi	1,500.00	1,710.00	04/07/2017	15:40:38			Yes	BIG0001	B
PR0000444	MAINT	N	MUD001	Judith	Mudzengi	0.00	0.00	15/06/2017	12:29:13			Yes	WES001	٧
PR0000442	MAINT	N	MUD001	Judith	Mudzengi	4,500.00	5,130.00	15/06/2017	11:14:32			Yes		
PR0000434	MAINT	N	DUT001	Bianca	Du Toit	800.00	912.00	06/06/2017	11:32:32			Yes	HOP001	H
PR0000431	MAINT	N	MUD001	Judith	Mudzengi	980.00	980.00	01/06/2017	14:37:41			Yes		
PR0000430	MAINT	N	DL 0001	Rianca	Du Toit	450.00	513.00	01/06/2017	13:16:44			Ves	TT4001	т

A new Purchase Requisition maintain form will open with all of the same details as the PR you selected.



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We Back	Save Layou	et												
Process	∡ Format	4												
	Type	Maintenance Requisition									Origin Type	Warehouse	<b>*</b> *	
	Class	Inventory ~ •									Origin 1	Main Warehouse	• م	
R	equest Date	08/11/2022 - 16:22:15 🗘									Related			
Bill	ing Address	Street No and Road Name 🖉 🔺 •									Item			
DIII	my rodress	Area												
		City *												
	Phone	000 000 0000									Requestor	Bianca Du Toit	<b>*</b> *	
	Email	bianca.dutoit@co3.co.za												
Co	ontact Name	Employee A Purchasing Address												
														/
			Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName		
PartType	PartCode	Description							-					
0:	۲ <b>۵</b> ۲	0	-	<ul> <li>(D)</li> </ul>	-	-	-	-	-	۰ <b>۵</b> ۰	10:	( <b>D</b> ):		
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D PART PART	CHA001 20-753	Chair SP2020 Fuser Unit	=	3     Main Warehouse       3     Main Warehouse	= 6.000 2.000	= 1,250.000 0.000	= 15.000 0.000	187.500	- 1.000	• <b>0</b> : 0	BITO01	Bits and Bobs		
PART PART PART	CHA001 20-753 X821932-002	Chair Chair SP2020 Fuser Unit Microsoft Mouse	-	Image: State	= 6.000 2.000 2.000	= 1,250.000 0.000 150.000	= 15.000 0.000 15.000	= 187.500 22.500	= 1.000 0.000 1.000	• <b>0</b> × 0 0	BITOD1 SPR001	Bits and Bobs Sprint Distributors Local		
PART PART PART PART PART	CHA001 20-753 X821932-002 500-147K	Chair Chair SP2020 Fuser Unit Microsoft Mouse SP500 Black Toner	=	Gr     Main Warehouse     Main Warehouse     Main Warehouse     Main Warehouse     Main Warehouse		1,250.000 0.000 150.000 450.000	= 15.000 0.000 15.000 15.000	= 187.500 22.500 67.500	- 1.000 0.000 1.000 1.000	• <b>0</b> 0 0 0 0	BITO01	Bits and Bobs		
D PART PART PART PART PART PART	CHA001 20-753 X821932-002 500-147K MOU001	IC Chair SP2020 Fuser Unit Microsoft Mouse SP300 Black Toner Mouse	-	Alin Warehouse     Main Warehouse     Main Warehouse     Main Warehouse     Main Warehouse     Main Warehouse     Main Warehouse		1,250.000 0.000 150.000 450.000 0.000	= 15.000 0.000 15.000 15.000 0.000	= 187.500 22.500 67.500		• <b>0</b> : 0 0 0 0	BITOD1 SPR001	Bits and Bobs Sprint Distributors Local		
PART PART PART PART PART PART	CHA001 20-753 X821932-002 500-147K MOU001 ACR-01	10: Char SP200 Fuser Unit Morosoft Mouse SP500 Black Toner Mouse Accr optior outer shell	-		= 6.000 2.000 2.000 11.000 10.000 136.000	= 1,250.000 0.000 150.000 450.000 0.000 0.000	= 15.000 0.000 15.000 15.000 0.000 0.000	187.500 22.500 67.500	1.000 0.000 1.000 1.000 0.000 0.000	• <b>0</b> : 0 0 0 0 0 0	BITOD1 SPR001	Bits and Bobs Sprint Distributors Local		
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PART PART PART PART PART PART PART PART	Image: CHA001           20-753           X821932-002           500-147K           MOU001           ACR-01           ACR-02           DR111111	10 Char S2020 Fuser Linit Microsoft Mouse S1900 Black Thorer Mouse Acer coper outer shell Acer coper outer shell Acer rolers Drum		Ain Warehouse     Main Warehouse	<ul> <li>6.000</li> <li>2.000</li> <li>2.000</li> <li>11.000</li> <li>10.000</li> <li>136.000</li> <li>145.000</li> <li>2.000</li> </ul>		= 15.000 0.000 15.000 0.000 0.000 0.000 0.000	22.500 67.500	= 1.000 0.000 1.000 0.000 0.000 0.000 0.000	•D: 0 0 0 0 0 0 0 0 0 0 0 0	BITOD1 SPR001	Bits and Bobs Sprint Distributors Local		
PART PART PART PART PART PART PART PART	Image: CHA001           20-753           X821932-002           500-147K           MOU001           ACR-01           ACR-02           DR111111           16-856	10- Chair SP3200 Nuter Unit Microsoft Nouse SP300 Bick: Toner Mouse Acer coper outer shell Acer colers Drum Drum for 57 16 16		Alin Warehouse     Main Warehouse	= 6.000 2.000 11.000 10.000 136.000 145.000 2.000 3.000		= 15.000 0.000 15.000 0.000 0.000 0.000 0.000 0.000	22.500 67.500	= 1.000 0.000 1.000 0.000 0.000 0.000 0.000 0.000	•D: 0 0 0 0 0 0 0 0 0 0 0 0 0 0	BITOD1 SPR001	Bits and Bobs Sprint Distributors Local		
0: 9 PART 9 PART 9 PART 9 PART 9 PART 9 PART 9 PART 9 PART 9 PART	CHA001 20-753 20-753 20253 20253 20253 202132-002 20213 20213 20212 20212 20212 20212 20212 20212 20212 20212 20212 2021	Obs     Test     Pot      Test		Alan Warehouse     Main Warehouse	= 6.000 2.000 11.000 136.000 145.000 2.000 3.000 1.000			= 187,500 22,500 67,500	= 1.000 0.000 1.000 0.000 0.000 0.000 0.000 0.000 0.000	•D: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	C SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local		
PART	CHA001 20-753 20-753 20-753 20-753 20-753 20-747 MOU001 ACR-01 ACR-02 DR11111 16-856 TEST123 SP220	Oral     Oral		All Warehouse     Main Warehouse	=			= 187.500 22.500 67.500 750.000		•D: 0 0 0 0 0 0 0 0 0 0 0 0 0	d: BIT001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local		
PART	CHA001 20-753 20-753 20-753 20-753 20-753 20-753 20-753 20-753 20-753 ACR-01 ACR-01 ACR-01 ACR-01 ACR-01 DR11111 16-856 TEST 123 SP220 SP2020	Orar     Orar     Orar     Orar     Orar     Stoconf Mouse     Stoconf Mouse     Stoconf Mouse     Acer copier outer shell     Acer copier outer shell     Acer copier outer shell     Drum     Drum     Drum     Drum     Stoconf Multi Functione     Stocon Fulli Functione		O:     Man Warehouse	<ul> <li>6.000</li> <li>2.000</li> <li>2.000</li> <li>11.000</li> <li>136.000</li> <li>145.000</li> <li>3.000</li> <li>1.000</li> <li>2.000</li> <li>2.000</li> <li>2.000</li> </ul>			22.500 67.500 750.000 67.500		•D: 0 0 0 0 0 0 0 0 0 0 0 0 0	C SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local		
PART	CHA001 20-753 X821932-002 500-147K MCU001 ACR-01 ACR-02 DR11111 16-856 TEST123 SP220 SP220 SP200 2020-147K	Onar     Onar		G:     Ann Warhouse     Main Warhouse	<ul> <li>6.000</li> <li>2.000</li> <li>2.000</li> <li>11.000</li> <li>10.000</li> <li>136.000</li> <li>145.000</li> <li>2.000</li> <li>3.000</li> <li>1.000</li> <li>2.000</li> <li>2.000</li> <li>3.000</li> <li>2.000</li> <li>3.000</li> <li>3.000</li></ul>					• <b>D</b> : 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	-0: BIT001 SPR001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local		
PART       PART	•①:           CHA001           20-753           X821932-002           500-147X           MOUDO1           ACR-01           ACR-02           DR111111           16-856           TEST123           SP220           SP220           S2020-147K           SP1919	Date     Date     Date     Date     Date     Se200 Fuses Unit     Microoft Moute     Se300 Black Toner     Moute     Acer roper outer shell     Acer roper outer shell     Acer roper     Dum for SP 16 1     Test Part     Se220 Machine     Se200 Machine     Se200 Machine     Se200 Sprit Colour Hull Functional     Black timer SP2020     Se310 Sprit Colour Hull     Sent Colour Hull		O:     Man Warehouse	<ul> <li>6.000</li> <li>2.000</li> <li>2.000</li> <li>11.000</li> <li>136.000</li> <li>145.000</li> <li>3.000</li> <li>1.000</li> <li>2.000</li> <li>2.000</li> <li>2.000</li> </ul>					• <b>D</b> : 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	d: BIT001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local		
PART	•①:           CHA001           20-753           X821932-002           500-147X           MOUDO1           ACR-01           ACR-02           DR111111           16-856           TEST123           SP220           SP220           S2020-147K           SP1919	Onar     Onar		G:     Ann Warhouse     Main Warhouse	<ul> <li>6.000</li> <li>2.000</li> <li>2.000</li> <li>11.000</li> <li>10.000</li> <li>136.000</li> <li>145.000</li> <li>2.000</li> <li>3.000</li> <li>1.000</li> <li>2.000</li> <li>2.000</li> <li>3.000</li> <li>2.000</li> <li>3.000</li> <li>3.000</li></ul>					• <b>D</b> : 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	-0: BIT001 SPR001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local	9	86,961.30
PART       PART	•①:           CHA001           20-753           X821932-002           500-147X           MOUDO1           ACR-01           ACR-02           DR111111           16-856           TEST123           SP220           SP220           S2020-147K           SP1919	Date     Date     Date     Date     Date     Se200 Fuses Unit     Microoft Moute     Se300 Black Toner     Moute     Acer roper outer shell     Acer roper outer shell     Acer roper     Dum for SP 16 1     Test Part     Se220 Machine     Se200 Machine     Se200 Machine     Se200 Sprit Colour Hull Functional     Black timer SP2020     Se310 Sprit Colour Hull     Sent Colour Hull		G:     Ann Warhouse     Main Warhouse	<ul> <li>6.000</li> <li>2.000</li> <li>2.000</li> <li>11.000</li> <li>10.000</li> <li>136.000</li> <li>145.000</li> <li>2.000</li> <li>3.000</li> <li>1.000</li> <li>2.000</li> <li>2.000</li> <li>3.000</li> <li>2.000</li> <li>3.000</li> <li>3.000</li></ul>					• <b>D</b> : 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	-0: BIT001 SPR001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local		86,961.36

You can amend the details as required, refer to "Requisition Items Data Grid" on page 13 for more information relating to adding and amending requisition line items and item suppliers.

• Click on the *Save* button when done.

Ŧ				Add n	ew Requisition -	BPO: Version	<b>2.4.0.18</b> - Exam	ple Company					_ 8
н	ome Equipment / Location	ns Contract Finance / HR Inver	ntory Maint	enance / Projects	Manufacturing	Procurement	Sales Serv	vice Reporting	Utilities				_ 8
Back	k Save Layout												
	Type Maintenance	Requisition +									Origin Type	Warehouse	• •
	Class Inventory	* •									Origin	Main Warehouse	• م
	Request Date 08/11/2022	• 16:22:15									Related		
	illing Address Street No an Area City	· · ·									Item		
c	Phone 000 000 000 Email bianca.dutoit	t@co3.co.za									Requestor	Bianca Du Toit	*
													///
rtType	PartCode	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName	
k	<ul> <li>(0)</li> </ul>	(D)	-	4 <b>0</b> 4	-	-	-	-	-	4 <b>0</b> 4	* <b>0</b> :	(D)	
	(D: CHA001	10: Chair		III: Main Warehouse	6.000	1,250.000					BIT001	Bits and Bobs	
PART	CHA001 20-753	Chair SP2020 Fuser Unit	3	Main Warehouse Main Warehouse			15.000	187.500	0 1.000	0	BIT001	Bits and Bobs	
PART	CHA001	Chair	3	Main Warehouse	6.000	1,250.000	15.000	187.500	0 1.000	0			
PART PART PART	CHA001 20-753	Chair SP2020 Fuser Unit	3	Main Warehouse Main Warehouse	6.000 2.000	1,250.000	15.000 0.000 15.000	22.500	0 1.000 0.000 0 1.000	0	BIT001	Bits and Bobs	
PART PART PART PART	CHA001 20-753 X821932-002	Chair SP2020 Fuser Unit Microsoft Mouse	3 3 3 3	Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 2.000	1,250.000 0.000 150.000	15.000 0.000 15.000 15.000	187.500 22.500 67.500	0 1.000 0.000 0 1.000		BIT001 SPR001	Bits and Bobs Sprint Distributors Local	
PART PART PART PART PART	CHA001 20-753 X821932-002 500-147K	Chair SP2020 Fuser Unit Microsoft Mouse SP500 Black Toner	3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 2.000 11.000	1,250.000 0.000 150.000 450.000	15.000 0.000 15.000 15.000 0.000	187.500 22.500 67.500	0 1.000 0.000 0 1.000 0 1.000		BIT001 SPR001	Bits and Bobs Sprint Distributors Local	
PART PART PART PART PART PART	CHA001 20-753 X821932-002 500-147K MOU001	Chair SP2020 Fuser Unit Microsoft Mouse SP500 Black Toner Mouse	3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 2.000 11.000 10.000	1,250.000 0.000 150.000 450.000 0.000	15.000 0.000 15.000 15.000 0.000 0.000	187.500 22.500 67.500	0 1.000 0.000 0 1.000 0 1.000 0 0.000		BIT001 SPR001	Bits and Bobs Sprint Distributors Local	
PART PART PART PART PART PART PART	CH4001 20-753 X821932-002 500-147K MOU001 ACR-01 ACR-01 ACR-01 DR11111	Char \$92020 Fuser Unit Microsoft Mouse \$9500 Black Toner Mouse Acer copier outer shell Acer rollers Drum	3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 2.000 11.000 10.000 136.000	1,250.000 0.000 150.000 450.000 0.000 0.000	15.000 0.000 15.000 0.000 0.000 0.000 0.000	187.500 22.500 67.500	0 1.000 0.000 0 1.000 0 0.000 0.000 0.000 0.000		BIT001 SPR001	Bits and Bobs Sprint Distributors Local	
PART PART PART PART PART PART PART PART	CHA001 20-753 X821932-002 500-147K MOU001 ACR-01 ACR-01 ACR-02	Char SP2020 Fuser Unit Microsoft Mouse SP500 Black Toner Mouse Acer copier outer shell Acer rollers	3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 2.000 11.000 10.000 136.000 145.000	1,250.000 0.000 150.000 450.000 0.000 0.000 0.000	15.000 0.000 15.000 0.000 0.000 0.000 0.000	187.500 22.500 67.500	0 1.000 0.000 0 1.000 0 0.000 0.000 0.000		BIT001 SPR001	Bits and Bobs Sprint Distributors Local	
PART PART PART PART PART PART PART PART	CH4001 20-753 X821932-002 500-147K MOU001 ACR-01 ACR-01 ACR-01 DR11111	Char \$92020 Fuser Unit Microsoft Mouse \$9500 Black Toner Mouse Acer copier outer shell Acer rollers Drum	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 2.000 11.000 10.000 136.000 145.000 2.000	1,250.000 0.000 150.000 450.000 0.000 0.000 0.000 0.000	15.000 0.000 15.000 0.000 0.000 0.000 0.000 0.000 0.000	187.500 22.500 67.500	0 1.000 0.000 0 1.000 0 0.000 0.000 0.000 0.000		BIT001 SPR001	Bits and Bobs Sprint Distributors Local	
PART PART PART PART PART PART PART PART	CH4001 20-753 X821932-002 500-147K MOU001 ACR-01 ACR-01 ACR-02 DR111111 16-856	Char SP200 Vuer Unit Microsoft Nouse SP500 Black Toner Mouse Acer copier outer shell Acer copier outer shell Acer copier outer shell Drum for SP1616	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 11.000 10.000 136.000 145.000 2.000 3.000	1,250.000 0.000 150.000 450.000 0.000 0.000 0.000 0.000 0.000	15.000 0.000 15.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	187.500 22.500 67.500	0 1.000 0.000 0 1.000 0.000 0.000 0.000 0.000 0.000 0.000		BIT001 SPR001	Bits and Bobs Sprint Distributors Local	
PART PART PART PART PART PART PART PART	CH4001 20-753 X821932-002 500-147K MOU001 ACR-01 ACR-01 ACR-02 DR 111111 16-856 TEST123	Chair SP2020 Fuere Unit Morosoft Mouse SP500 Black. Toner Mouse Accor copier outer shell Accor rollers Drum Dum for SP16 IS Test Part	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 2.000 11.000 10.000 136.000 145.000 2.000 3.000 1.000	1,250.000 0.000 150.000 450.000 0.000 0.000 0.000 0.000 0.000	15.000 0.000 15.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	187.500 22.500 67.500 750.000	9 1.000 0.000 0 1.000 0 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.000000		BIT001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local	
PART PART PART PART PART PART PART PART	CH4001 20-753 X82192-002 500-147W MOU001 ACR-01 ACR-02 DR111111 16-856 TEST123 SP220	Chair \$P2020 Puer Unit Microsoft Mouse \$P500 Bisk-Toner Mouse Acer copier outer shell Acer copier outer shell Acer copier outer shell Drum Drum Drum Drum SP201 Martine	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 11.000 136.000 145.000 2.000 3.000 1.000 2.000	1,250.000 0.000 150.000 450.000 0.000 0.000 0.000 0.000 0.000 5,000.000	15.000 0.000 15.000 0.0000 0.0000 0.0000 0.0000 0.000000	187.500 22.500 67.500 750.000 67.500	9 1.000 0.000 0 1.000 0 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.000000		BIT001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local	
PART PART PART PART PART PART PART PART	CH4001 20-753 X321932-002 500-147K MOU001 ACR-01 DR111111 16-856 TEST123 SP220 SP220 SP220 SP220 SP220 SP220 SP294 SP195	Chair SP2020 Fuser Unit Microsoft Mouse SP300 Bash Timer Mouse Aner collers Dum for SP30 S Dum for SP30 S Test Part SP2020 Spirit Colour Multi Functional Back timer SP3020 Spirit Colour Multi Functional Back timer SP3020	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000 2.000 11.000 136.000 145.000 2.000 3.000 1.000 2.000 2.000	1,250.000 0.000 450.000 0.000 0.000 0.000 0.000 0.000 5,000.000 450.000	15.000 0.000 15.000 0.000 0.000 0.000 0.000 0.000 15.000 15.000	187.500 22.500 67.500 750.000 67.500	9 1.000 0.000 0 1.000 0 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.000000		BIT001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local	
PART PART PART PART PART PART PART PART	CH4001 20-753 X821932-002 S00-147K MOU001 ACR-01 DR11111 16-855 FEST123 FEST123 FEST123 FEST123 FEST20 SP220 S220-147K	Chair SP2020 Fuser Unit Microsoft Mouse SP300 Bash Timer Mouse Aner collers Dum for SP30 S Dum for SP30 S Test Part SP2020 Spirit Colour Multi Functional Back timer SP3020 Spirit Colour Multi Functional Back timer SP3020	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000           2.000           11.000           10.000           136.000           145.000           2.000           3.000           1.000           2.000           3.000           2.000           3.000           3.000           3.000           3.000           3.000           3.000	1,250.000 0.000 450.000 0.000 0.000 0.000 0.000 0.000 5,000.000 450.000	15.000 0.000 15.000 0.000 0.000 0.000 0.000 0.000 15.000 15.000	187.500 22.500 67.500 750.000 67.500	9 1.000 0.000 0 1.000 0 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.000000		BIT001 SPR001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local	996,961.36
PART PART PART PART PART PART PART PART	CH4001 20-753 X321932-002 500-147K MOU001 ACR-01 DR111111 16-856 TEST123 SP220 SP220 SP220 SP220 SP220 SP220 SP294 SP195	Chair SP2020 Fuser Unit Microsoft Mouse SP300 Bash Timer Mouse Aner collers Dum for SP30 S Dum for SP30 S Test Part SP2020 Spirit Colour Multi Functional Back timer SP3020 Spirit Colour Multi Functional Back timer SP3020	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Nain Warehouse Main Warehouse Main Warehouse Main Warehouse	6.000           2.000           11.000           10.000           136.000           145.000           2.000           3.000           1.000           2.000           3.000           2.000           3.000           3.000           3.000           3.000           3.000           3.000	1,250.000 0.000 450.000 0.000 0.000 0.000 0.000 0.000 5,000.000 450.000	15.000 0.000 15.000 0.000 0.000 0.000 0.000 0.000 15.000 15.000	187.500 22.500 67.500 750.000 67.500	9 1.000 0.000 0 1.000 0 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.000000		BIT001 SPR001 SPR001 SPR001 SPR001	Bits and Bobs Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local	986,961.36 99,399.20

A message box will come up, notifying you that *Requisition No. [purchase requisition number] saved successfully.* 



• Click on the *Ok* button.

					Add	new Requisition -	BPO: Version 2	.4.0.18 - Examp	le Compan	iy					-	8
BC Ho	lome Equipm	ent / Locations Contrac	t Finance / HR Inv	entory Maint	tenance / Projects	Manufacturing	Procurement	Sales Servio	ce Repo	rting	Utilities				-	8
ave Back		ıt														
		Maintenance Requisition	~ •										Origin Type	Warehouse	• •	
	Class	Inventory	· ·										Origin	Main Warehouse	• م	
R	Request Date	08/11/2022 - 16:	22:15										Related Item			
Bil		Street No and Road Name Area City	۰ •										Item			
		000 000 0000											Requestor	Bianca Du Toit	<b>*</b> *	
	Email	bianca.dutoit@co3.co.za														
6	Contact Name	Employee A Purchasing Add	ress													
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DART	CHA001	Chair			Main Warehouse	Requisi	tion No. PR0000	604 saved succes	stully.	7.500	1.000		BIT001	Bits and Bobs		
	20-753				Main Warehouse						0.000					
PART		SP2020 Fu				-										
D PART	X821932-002	2 Microsoft I	louse	3	Main Warehouse				Or	2.500	1.000	0	SPR001	Sprint Distributors Local		
PART     PART     PART	X821932-002 500-147K	2 Microsoft I SP500 Blan	louse	3	Main Warehouse Main Warehouse				OK	2.500 7.500	1.000	0	SPR001 SPR001	Sprint Distributors Local Sprint Distributors Local		
PART PART PART PART	X821932-003 500-147K MOU001	2 Microsoft 1 SP500 Blar Mouse	fouse & Toner	3	Main Warehouse Main Warehouse Main Warehouse	10.000	0.000	0.000	OK		1.000 1.000 0.000	0				
PART PART PART PART PART	X821932-002 500-147K MOU001 ACR-01	2 Microsoft 1 SP500 Blai Mouse Acer copie	fouse & Toner r outer shell	3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000	0.000	0.000	ОК		1.000 1.000 0.000 0.000	0				
PART PART PART PART PART PART	X821932-002 500-147K MOU001 ACR-01 ACR-02	2 Microsoft 1 SP500 Blar Mouse Acer copie Acer roller	fouse & Toner r outer shell	3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000 145.000	0.000	0.000 0.000 0.000	ОК		1.000 1.000 0.000 0.000 0.000	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
PART PART PART PART PART PART PART PART	X821932-002 500-147K MOU001 ACR-01 ACR-02 DR111111	2 Microsoft 1 SPS00 Blas Mouse Acer copie Acer roller Drum	Youse k Toner r outer shell s	3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000 145.000 2.000	0.000 0.000 0.000	0.000 0.000 0.000 0.000	OK		1.000 1.000 0.000 0.000 0.000 0.000	0 0 0 0 0				
PART PART PART PART PART PART PART PART	X821932-003 500-147K MOU001 ACR-01 ACR-02 DR111111 16-856	2 Microsoft 1 SP500 Blas Mouse Acer copie Acer roller Drum Drum for S	Youse k Toner r outer shell s	3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000 145.000 2.000 3.000	0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000	OK		1.000 1.000 0.000 0.000 0.000 0.000 0.000	0 0 0 0 0 0 0				
PART PART PART PART PART PART PART PART	x821932-003 500-147K MOU001 ACR-01 ACR-02 DR111111 16-856 TEST123	2 Microsoft 1 SP500 Blar Mouse Acer copie Acer roller Drum Drum for S Test Part	Aouse & Toner r outer shell s P 16 16	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000 145.000 2.000 3.000 1.000	0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000		7.500	1.000 1.000 0.000 0.000 0.000 0.000 0.000	0 0 0 0 0 0 0 0	SPR001	Sprint Distributors Local		
PART PART PART PART PART PART PART PART	x821932-003 500-147K MOU001 ACR-01 ACR-02 DR111111 16-856 TEST123 SP220	2 Microsoft 1 SP500 Blai Mouse Acer copie Acer opie Drum Drum for 5 Drum for 5 SP220 Mai	Nouse k Toner r outer shell s P 16 16 hine	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000 145.000 2.000 3.000 1.000 2.000	0.000 0.000 0.000 0.000 0.000 5,000.000	0.000 0.000 0.000 0.000 0.000 0.000 15.000	75	2.500	1.000 1.000 0.000 0.000 0.000 0.000 0.000 1.000	0 0 0 0 0 0 0 0 0	SPR001 SPR001	Sprint Distributors Local		
PART PART PART PART PART PART PART PART	X821932-002 500-147X MOU001 ACR-01 ACR-02 DR111111 16-856 TEST123 SP220 SP2020	2 Microsoft 1 SP500 Blai Mouse Acer roller Drum for Test Part SP220 Mai	Nouse k Toner r outer shell s P 1515 hine rint Colour Multi Functional	3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse	136.000 145.000 2.000 3.000 1.000 2.000 22.000	0.000 0.000 0.000 0.000 0.000 5,000.000 450.000	0.000 0.000 0.000 0.000 0.000 15.000 15.000	75	7.500	1.000 1.000 0.000 0.000 0.000 0.000 0.000 1.000 1.000	0 0 0 0 0 0 0 0 0 0 0	SPR001	Sprint Distributors Local		
PART     PART	X821932-002 S00-147X MOU001 ACR-01 ACR-02 DR111111 16-856 TEST123 SP220 SP2020 2020-147X	2 Microsoft 1 SP500 Blain Mouse Acer copie Acer roller Drum Drum for S Test Part SP2020 S SP2020 S Black tone	Nouse k Toner r outer shell s P 16 16 hine rint Colour Multi Functional r SP2020	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000 145.000 2.000 3.000 1.000 2.000 22.000 358.500	0.000 0.000 0.000 0.000 0.000 5,000.000 450.000 0.000	0.000 0.000 0.000 0.000 0.000 15.000 15.000 0.000	75	7.500 50.000 57.500	1.000 1.000 0.000 0.000 0.000 0.000 0.000 1.000 1.000		SPR001 SPR001 SPR001	Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local		
PART     PART	X821932-002 S00-147K MOU001 ACR-01 ACR-02 DR111111 16-856 TEST123 SP220 SP2020 2020-147K SP1919	2 Microsoft 1 SP500 Bia Mouse Acer copie Drum Drum for 5 Test Part SP220 Mai SP220 Mai SP220 Mai SP220 Mai SP230 SP30 Mai SP230 Mai SP300 Mai	Aouse k Toner router shell s P 1616 hine rnit Colour Multi Functional rsP 2020 rnit Colour MPC	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse	136.000 145.000 2.000 3.000 1.000 2.000 22.000	0.000 0.000 0.000 0.000 0.000 5,000.000 450.000	0.000 0.000 0.000 0.000 0.000 15.000 15.000	75	2.500	1.000 1.000 0.000 0.000 0.000 0.000 0.000 1.000 1.000		SPR001 SPR001	Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local	996 9	161 36
PART     PART	X821932-002 S00-147K MOU001 ACR-01 ACR-02 DR111111 16-856 TEST123 SP220 SP2020 2020-147K SP1919	2 Microsoft 1 SP500 Blain Mouse Acer copie Acer roller Drum Drum for S Test Part SP2020 S SP2020 S Black tone	Aouse k Toner router shell s P 1616 hine rnit Colour Multi Functional rsP 2020 rnit Colour MPC	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000 145.000 2.000 3.000 1.000 2.000 22.000 358.500	0.000 0.000 0.000 0.000 0.000 5,000.000 450.000 0.000	0.000 0.000 0.000 0.000 0.000 15.000 15.000 0.000	75	7.500 50.000 57.500	1.000 1.000 0.000 0.000 0.000 0.000 0.000 1.000 1.000		SPR001 SPR001 SPR001	Sprint Distributors Local Sprint Distributor	986,9	
PART     PART	X821932-002 S00-147K MOU001 ACR-01 ACR-02 DR111111 16-856 TEST123 SP220 SP2020 2020-147K SP1919	2 Microsoft 1 SP500 Bia Mouse Acer copie Drum Drum for 5 Test Part SP220 Mai SP220 Mai SP220 Mai SP220 Mai SP230 SP30 Mai SP230 Mai SP300 Mai	Aouse k Toner router shell s P 1616 hine rnit Colour Multi Functional rsP 2020 rnit Colour MPC	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	136.000 145.000 2.000 3.000 1.000 2.000 22.000 358.500	0.000 0.000 0.000 0.000 0.000 5,000.000 450.000 0.000	0.000 0.000 0.000 0.000 0.000 15.000 15.000 0.000	75	7.500 50.000 57.500	1.000 1.000 0.000 0.000 0.000 0.000 0.000 1.000 1.000		SPR001 SPR001 SPR001	Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local Sprint Distributors Local		199.20

A message box will come up, asking *Do you want to print the requisition [purchase requisition number]*?

• Click on the **Yes** button to print, or **No** to return to the Purchase Requisition listing screen.

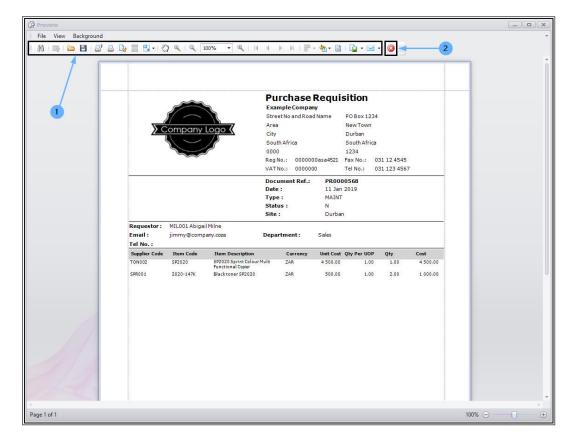
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÷	Home Equipm	ent / Locations Contract Finance / HR Inve	entory Maint	tenance / Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities				- 6	5
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	Туре	Maintenance Requisition 🗸 •									Origin Type	Warehouse	- •	
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В		Street No and Road Name Area												
	Phone	000 000 0000									Requestor	Bianca Du Toit	• •	
	Email	bianca.dutoit@co3.co.za												
	Contact Name	Employee A Purchasing Address												
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PartType	PartCode	Description	Priority	WarehouseName	Report Genera	ition			ExchangeRate	SerialNo	SupplierCode	SupplierName		
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D PART	CHA001	Chair		8 Main Warehouse	Do you want f	o print the requi	sition PR0000604?	187.500			BIT001	Bits and Bobs		
PART	20-753	SP2020 Fuser Unit		8 Main Warehouse	_				0.000					
D PART	X821932-002			3 Main Warehouse	_	Yes	No	22.500			SPR001	Sprint Distributors Local		
E PART	500-147K	SP500 Black Toner	3	8 Main Warehouse	L			67.500	1.000	0	SPR001	Sprint Distributors Local		
PART	MOU001	Mouse		8 Main Warehouse	10.000	0.000	0.000		0.000					
PART	ACR-01	Acer copier outer shell	3	8 Main Warehouse	136.000	0.000	0.000		0.000	0				
PART	ACR-02	Acer rollers	3	8 Main Warehouse	145.000	0.000	0.000		0.000	0				
PART	DR111111	Drum	3	8 Main Warehouse	2.000	0.000	0.000		0.000	0				
PART	16-856	Drum for SP1616	3	8 Main Warehouse	3.000	0.000	0.000		0.000	0				
	TEST 123	Test Part	3	8 Main Warehouse	1.000	0.000	0.000		0.000	0				
B PART		SP220 Machine	3	8 Main Warehouse	2.000	5,000.000	15.000	750.000	1.000	0	SPR001	Sprint Distributors Local		
<ul> <li>PART</li> <li>PART</li> </ul>	SP220			8 Main Warehouse	22.000	450.000	15.000	67.500	1.000	0	SPR001	Sprint Distributors Local		
	SP220 SP2020	SP2020 Sprint Colour Multi Functional .			358.500	0.000	0.000		0.000	0				
D PART		SP2020 Sprint Colour Multi Functional . Black toner SP2020	3	8 Main Warehouse	0001000									
D PART	SP2020			Main Warehouse	33.000	3,000.000	15.000	450.000	1.000	0	SPR001	Sprint Distributors Local		
D PART	SP2020 2020-147K SP1919	Black toner SP2020				3,000.000	15.000	450.000	1.000	0	SPR001	Sprint Distributors Local Sub Total	986,961.3	1
D PART	SP2020 2020-147K SP1919	Black toner SP2020 SP1919 Sprint Colour MFC				3,000.000	15.000	450.000	1.000	0	SPR001		986,961.3	
<ul> <li>➡ PART</li> <li>➡ PART</li> <li>➡ PART</li> <li>➡ PART</li> </ul>	SP2020 2020-147K SP1919	Black toner SP2020 SP1919 Sprint Colour MFC				3,000.000	15.000	450.000	1.000	0	SPR001	Sub Total		2



#### **REPORT PREVIEW**

The *Report Preview* screen will be displayed.

- 1. From here you can *View*, *Print*, *Export* or *Email* the requisition.
- 2. *Close* the preview screen when you are done.



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

#### **VIEW REQUISITION**

- Here you can view the *new requisition* has been added to the list.
- *Close* the preview scree when you are done.

**Note:** The requisition will need to be **released and approved**.



	Home I	Equipment	and Locatio	ons Contract Fi	nance and H	R Inventor	y Maintenance	and Projects	Manufacturin	ig Proc	urement Sale	s Service	Reporting Utilitie	s — 🗗
Add	Edit	Delete	View	Hold Release	Approve D	edine Sav	e Layout Worl	kspaces P	rint Export	New	-	Refresh		
								•		- Con				
	Mainta	ain	×	Proces	is	4	Format	4	Print "		Current	*		
PRCo	de 4	<ul> <li>PRType</li> </ul>	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExdCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode
🗄 PF	20000416	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		800.00		Yes	912.00	Work Order	HOP001
🗉 PR	20000418	MAINT	Ν	MUD001	Judith	Mudzengi	24 May 2017		1 000.00		Yes	1 140.00	Work Order	HOP001
🗉 PR	20000421	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		800.00		Yes	912.00	Work Order	
🖻 PR	20000428	MAINT	N	DUT001	Bianca	Du Toit	31 May 2017		450.00	test	Yes	513.00	Work Order	HOP001
🗉 PR	20000429	MAINT	N	DUT001	Bianca	Du Toit	31 May 2017		450.00	test	Yes	513.00	Work Order	HOP001
🗄 PF	R0000430	MAINT	N	DUT001	Bianca	Du Toit	01 Jun 2017		450.00		Yes	513.00	Work Order	TIA001
🗄 PR	20000431	MAINT	N	MUD001	Judith	Mudzengi	01 Jun 2017		980.00		Yes	980.00	Warehouse	
🗄 PR	20000433	MAINT	N	DUT001	Bianca	Du Toit	05 Jun 2017		1 500.00		Yes	1 710.00	Warehouse	
🗄 PF	20000434	MAINT	N	DUT001	Bianca	Du Toit	06 Jun 2017		800.00		Yes	912.00	Work Order	HOP001
🗄 PR	20000442	MAINT	Ν	MUD001	Judith	Mudzengi	15 Jun 2017		4 500.00		Yes	5 130.00	Warehouse	
🗄 PR	20000444	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		0.00		Yes	0.00	Work Order	WES001
D PF	R0000452	MAINT	N	MUD001	Judith	Mudzengi	04 Jul 2017		1 500.00		Yes	1 710.00	Work Order	BIG0001
🖽 PR	20000454	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		800.00		Yes	912.00	Work Order	HOP001
🕀 PF	0000455	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		500.00		Yes	570.00	Work Order	DER001
🗄 PR	10000456	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		900.00		Yes	1 026.00	Work Order	
E PR	20000459	MAINT	N	MIL01	Sarah	Milder	13 Jul 2017		145.00		Yes	166.75	Work Order	DER001
🗄 PF	10000466	MAINT	N	DUT001	Bianca	Du Toit	25 Jul 2017		15.00		Yes	17.10	Warehouse	HOP001
🕀 PR	10000485	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		350.00		Yes	399.00	Warehouse	TIA001
D PR	10000486	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse	TIA001
🗉 PR	R0000523	MAINT	N	MIL001	Abigail	Milne	26 Apr 2018		4 500.00		Yes	5 130.00	Warehouse	HOP001
🗉 PR	0000533	MAINT	N	MIL001	Abigail	Milne	28 Aug 2018		109 200.00		Yes	125 580.00	Warehouse	
🗄 PR	10000536	MAINT	N	MIL001	Abigail	Milne	07 Sep 2018		3 250.00		Yes	3 662.50	Warehouse	
🗄 PR	10000563	MAINT	N	MIL001	Abigail	Milne	23 Nov 2018		4 500.00		Yes	5 175.00	Contract	
E PF	0000567	MAINT	N	MIL001	Abigail	Milne	14 Jan 2019		1 200.00		Yes	1 440.00	Warehouse	
E PR	10000568	MAINT	N	MIL001	Abigail	Milne	11 Jan 2019		5 500.00		Yes	6 175.00	Warehouse	

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