

PROCUREMENT

PRINT A REQUISITION

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

Ribbon Access: *Procurement > Requisitions*

Help v2.5.0.14 - Pg 1 - Printed: 25/06/2024

CO3 Technologies (Pty) Ltd © Company Confidential



Print a Requisition

						B	PO: Version 2.1	.0.31 - Example	Company						
9	Equipment and Loca	ations	Contract	Finance	andHR	Invento	ry Maintena	nce and Projects	Manuf	scturing	Procurement	Sales	Service	Reporting	Utilities
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The *Purchase Requisition Listing* screen will be displayed.

Select the Site and Status



- Select the *Site*.
 - In this image *Durban* has been selected.
- Select the *Status*.
 - In this image *New* has been selected.



Print a Requisition

9 Home Eq.	ipment and l	locations	Contract Finance a	nd HR Invi	entory Mainterv	ance and Projects	Manufacturing	Procurement Sales Se	rvice Reporting Utility	s – Ø
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PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate •	EventTime	Comments	Notes	SupplerExist
4408000										
PR0000430	MAINT	N	DUT001	Susan	Du Toit	01 Jun 2017	13:16:44			Yes
PR0000431	MAINT	N	MUD001	Mark	Mudderveld	01 Jun 2017	14:37:41			Yes
PR0000433	MAINT	N	DUT001	Susan	Du Toit	05 Jun 2017	14:59:35		Call to confirm order	Yes
B PR0000434	MAINT	N	DUT001	Susan	Du Toit	06 Jun 2017	11:32:32			Yes
PR0000439	MAINT	N	DUT001	Susan	Du Toit	08 Jun 2017	14:56:24		Generated from sale	Yes
PR0000444	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	12:29:13			Yes
PR0000442	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	11:14:32			Yes
E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procurem	Test 2.1.0.4 Procure	Yes
B PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
E PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with late	Please phone with lat	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c		Yes
E PR0000364	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
E PR0000370	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	16:42:55			Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	16:30:38	stock report procurem	stock report procure	Yes
E PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
E PR0000369	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report	v2.1.0.4 stock repor	Yes
PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	cal procurement v2.1	cal procurement v2	Yes
E PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Keep printed copy of		Yes
B PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40			Yes
000001190	MABAT	N	DI (1001	Giran	DuTot	19 May 2017	12-00-43			Na

Select Requisition

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



PRINT REQUISITION

• Click on *Print*.

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B PR0000442	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	11:14:32			Yes
E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
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PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
E PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with late	Please phone with lat	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c		Yes
E PR0000364	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
E PR0000370	MAINT	Ν.	MUD001	Mark	Mudderveid	17 May 2017	16:42:55			Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procurem	stock report procure	Yes
E PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
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PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	call procurement v2.1	call procurement v2	Yes
■ PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Keep printed copy of		Yes
E PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	Ņ.	DUTOD1	Susan	Du Toit	18 May 2017	14:12:40			Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
E PR0000385	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	14:58:18			Yes
E PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
B PR0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14			Yes
PR0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	11:45:11			Yes
Donnnant	MAINT	N	MI (000)	Mark	Muddeniald	10 May 2017	17-56-75	ratart	ratart	Var



• A *Report Generation* message box will appear asking;

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

9	Home Ed	puipment and	Locations	Contract Finance a	ndHR Inv	entory Maintena	nce and Projects	Manufacturing	Procurement Sales Se	rvice Reporting Utilitie	es - 6 ⁰
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	0000356	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	10:21:20			Yes
-	0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
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	0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
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E PRO	0000366			Yes	No	adderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
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E PRO	0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	call procurement v2.1	call procurement v2	Yes
PRO	0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Keep printed copy of		Yes
E PRO	0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
E PRO	0000385	MAINT	N	DUT001	Susan	Du Tolt	18 May 2017	14:12:40			Yes
E PRO	0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
E PRO	0000386	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	14:58:18			Yes
E PRO	0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
E PRO	0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14			Yes
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REPORT PREVIEW

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

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	Requestor:	Company		Purchase Example Comp StreetNo and Ro Area City South Africa 0000 RegNo.: 0000 VATNo.: 0000 Document Ref. Date : Type : Status : Site :	ery od Name Po Ar Ci Sc 00 000014521 Fa 000 Te	istbex Ne Re Nuth Africa 100 x No.: 00 I No.: 00 77					
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• Close the Report Preview screen when done.



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NO	Suppler Code 50602 50602 50602 50602	Teen Code 2020-147C 393915 2020-147K	Item Description Gyan toner (32):220 372:123 Sprint Calbur HO Black toner (32):220	Currency UID IC UID UID	Unit Cost Q 30.00 100.00 45.00	ly Per UOP 100 100 100	QN 1.00 1.00 4.00	Rase Cry Cast 100.00 1 000.00 1 940.00	

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