

We are currently updating our site; thank you for your patience.

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:

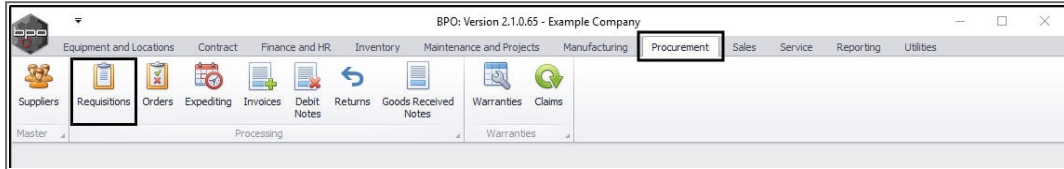
- The order quantity will be determined by the system, calculating what needs to be in stock to fill the bin, including outstanding part requests. This can be edited.
- Your supplier(s) is added to the purchase requisition, with unit cost and lead time. This can also be edited.

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 than 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.

Purchase Requisition Listing - BPO: Version 2.1.0.65 - 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 | Refresh

Drag a column header here to group by that column

PRCode	PRTType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExcCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	Source
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000450	War
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000451	War
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0....	1 834.96	Test ...	Yes	2 091.85	HOP001	Hope Works	CN0000453	War
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000454	War
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000455	War
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	War
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen...	1 834.96	procu...	Yes	2 091.85	HOP001	Hope Works	CN0000457	War
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone ...	1 334.96	Stan...	Yes	1 451.85				War
PR0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 st...	5 750.00	v2.1....	Yes	6 555.00				War
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report...	5 209.26	stock...	Yes	5 938.56				War
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 st...	969.92	v2.1....	Yes	1 105.71				War
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00				War
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procure...	809.96	call p...	Yes	923.35	HOP001	Hope Works	CN0000459	War
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc...	5 500.00	Proje...	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	War
PR0000380	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		0.00		No	0.00				War
PR0000381	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00				War
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35				War
PR0000396	MAINT	N	DUT001	Blanca	Du Toit	19 May 2017		490.00		Yes	490.00	HOP001	Hope Works		War
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71				War
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71				War
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00				War
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00				War
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00				War
PR0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00				War
PR0000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00				War

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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**

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExcdCost	CustomerCode	CustomerName	SourceRef	SourceT	
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96	001	Hope Works	CN0000450	War	
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96	001	Hope Works	CN0000451	War	
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	2 091.85	HOP001	Hope Works	CN0000452	War
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0....	1 834.96	2 091.85	HOP001	Hope Works	CN0000453	War
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00	1 700.00	HOP001	Hope Works	CN0000454	War
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00	1 700.00	HOP001	Hope Works	CN0000455	War
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	2 091.85	HOP001	Hope Works	PRJ0000166	War
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen...	1 834.96	2 091.85	HOP001	Hope Works	CN0000457	War
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone ...	1 334.96	1 451.85				War
PR0000366	MAINT	N	MIL001	Abigail	Mine	17 May 2017	v2.1.0.4 st...	5 750.00	6 555.00				War
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report...	5 209.26	5 938.56				War
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 st...	969.92	1 105.71				War
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00	5 130.00				War
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procure...	809.96	923.35	HOP001	Hope Works	CN0000459	War
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc...	5 500.00	6 270.00	HOP001	Hope Works	PRJ0000240	War
PR0000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00	0.00				War
PR0000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00	5 130.00				War
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96	923.35				War
PR0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.00	490.00	HOP001	Hope Works		War
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92	1 846.71				War
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92	1 618.71				War
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00	228.00				War
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00	5 130.00				War
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	5 130.00				War
PR0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00	713.00				War
PR0000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00	10 260.00				War

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 only release a requisition in the **New** status.

Purchase Requisition Listing - BPO: Version 2.1.0.65 - 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 New Refresh

Maintain Process Format Print Current

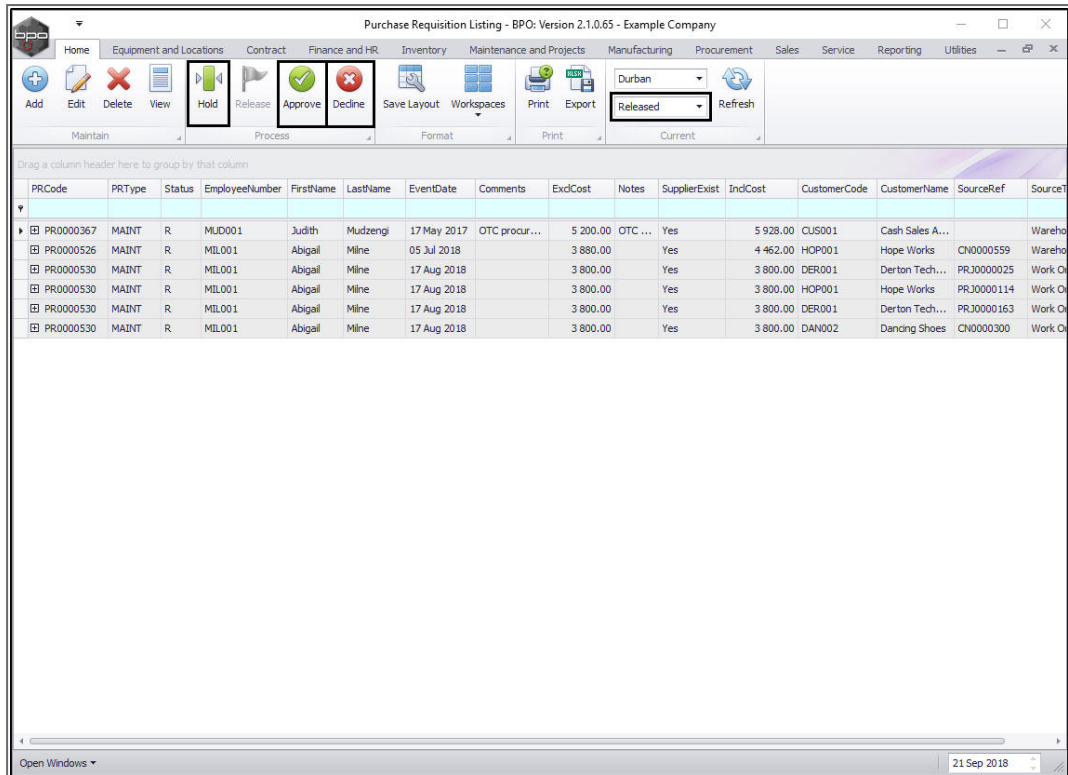
Drag a column header here to group by that column

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExcCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	SourceT
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PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0....	1 834.96	Test ...	Yes	2 091.85	HOP001	Hope Works	CN0000453	War
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000454	War
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000455	War
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	War
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen...	1 834.96	procu...	Yes	2 091.85	HOP001	Hope Works	CN0000457	War
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone ...	1 334.96	Stan...	Yes	1 451.85				War
PR0000366	MAINT	N	MIL001	Abigail	Mine	17 May 2017	v2.1.0.4 st...	5 750.00	v2.1....	Yes	6 555.00				War
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report...	5 209.26	stock...	Yes	5 938.56				War
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 st...	969.92	v2.1....	Yes	1 105.71				War
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00				War
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procure...	809.96	call p...	Yes	923.35	HOP001	Hope Works	CN0000459	War
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc...	5 500.00	Proje...	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	War
PR0000380	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		0.00		No	0.00				War
PR0000381	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00				War
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35				War
PR0000396	MAINT	N	DUT001	Blanca	Du Toit	19 May 2017		490.00		Yes	490.00	HOP001	Hope Works		War
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71				War
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71				War
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00				War
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00				War
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00				War
PR0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00				War
PR0000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00				War

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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**.

Purchase Requisition Listing - BPO: Version 2.1.0.65 - 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 | Refresh

Drag a column header here to group by that column

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExcdCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	SourceT
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000450	War
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000451	War
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0....	1 834.96	Test ...	Yes	2 091.85	HOP001	Hope Works	CN0000453	War
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000454	War
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000455	War
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	War
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen...	1 834.96	procu...	Yes	2 091.85	HOP001	Hope Works	CN0000457	War
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone ...	1 334.96	Stan...	Yes	1 451.85				War
PR0000366	MAINT	N	MIL001	Abigail	Mine	17 May 2017	v2.1.0.4 st...	5 750.00	v2.1....	Yes	6 555.00				War
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report...	5 209.26	stock...	Yes	5 938.56				War
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 st...	969.92	v2.1....	Yes	1 105.71				War
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00				War
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procure...	809.96	call p...	Yes	923.35	HOP001	Hope Works	CN0000459	War
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc...	5 500.00	Proje...	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	War
PR0000380	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		0.00		No	0.00				War
PR0000381	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00				War
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35				War
PR0000396	MAINT	N	DUT001	Blanca	Du Toit	19 May 2017		490.00		Yes	490.00	HOP001	Hope Works		War
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71				War
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71				War
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00				War
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00				War
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00				War
PR0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00				War
PR0000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00				War

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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.

Edit Requisition - PR0000356 - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Back | Save Layout

Type: Maintenance Requisition
 Class: Inventory
 Request Date: 17 May 2017 10:21:20 AM
 Billing Address: Street No and Road Name, Area
 Phone: 000 000 0000
 Email: employeea@company.co.za
 Contact Name: Employee A Purchasing Address

Origin Type: Warehouse
 Origin: Main Warehouse
 Related Item:
 Requestor: Judith Mudzengi

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	259.96	14.00	36.39	1.00	0	SPR001	Sprint Distributors Local
19-687	PART	Drum	3	Main Warehouse	1.00	1 000.00	14.00	140.00	1.00	0	SPR001	Sprint Distributors Local
SP19-147Y	PART	Yellow Toner - SP1919	3	Main Warehouse	1.00	350.00	14.00	49.00	1.00	0	SPR001	Sprint Distributors Local

Requisition Info: Retest v2.1.0.4

Sub Total: 1 609.96
 VAT: 225.39
 Grand Total: 1 835.35

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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.

Edit Requisition - PR0000356 - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Back | Save Layout

Pro... | Format

Type: Maintenance Requisition *

Class: Inventory *

Request Date: 17 May 2017 | 10:21:20 AM

Billing Address: Street No and Road Name
Area

Phone: 000 000 0000

Email: employeea@company.co.za

Contact Name: Employee A Purchasing Address

Origin Type: Warehouse *

Origin: Main Warehouse *

Related Item:

Requestor: Judith Mudzengi *

Drag a column header here to group by that column

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	259.96	14.00	36.39	1.00	0	SPR001	Sprint Distributors Local
19-687	PART	Drum	3	Main Warehouse	1.00	1,000.00	14.00	140.00	1.00	0	SPR001	Sprint Distributors Local
SP19-147Y	PART	Yellow Toner - SP1919	3	Main Warehouse	1.00	350.00	14.00	49.00	1.00	0	SPR001	Sprint Distributors Local

Requisition Info: Retest v2.1.0.4

Sub Total: 1 609.96

VAT: 225.39

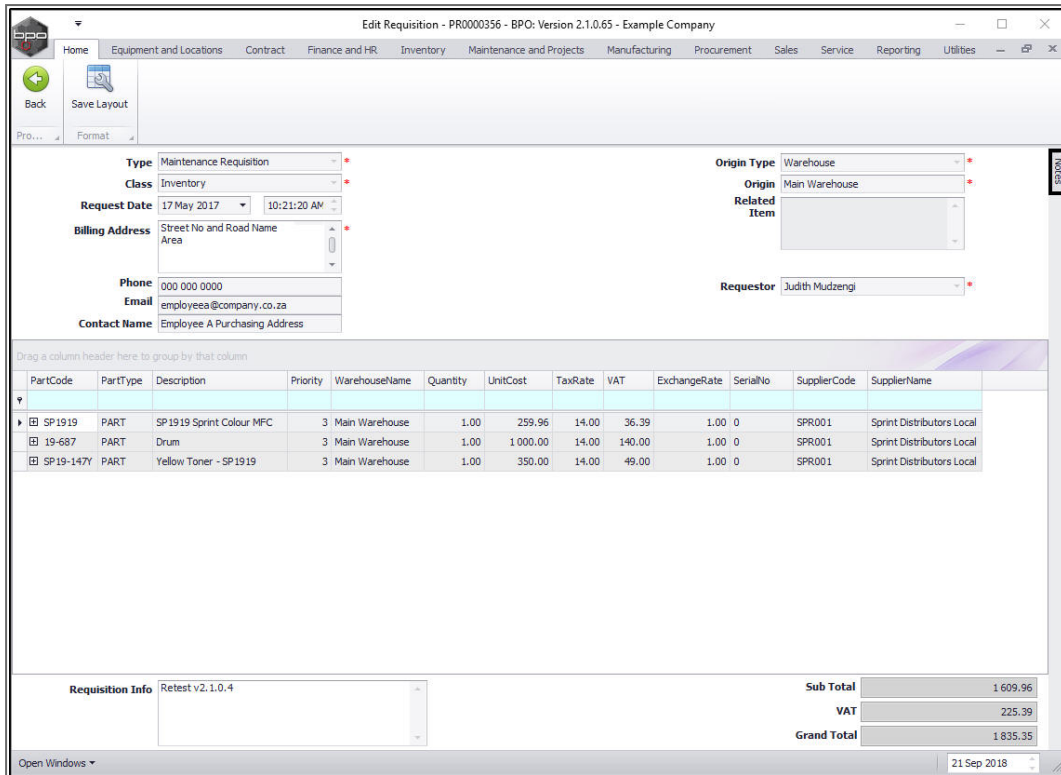
Grand Total: 1 835.35

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1. The **Items Suppliers** frame will be expanded to display the supplier(s) details.
2. Each requisition item must 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.



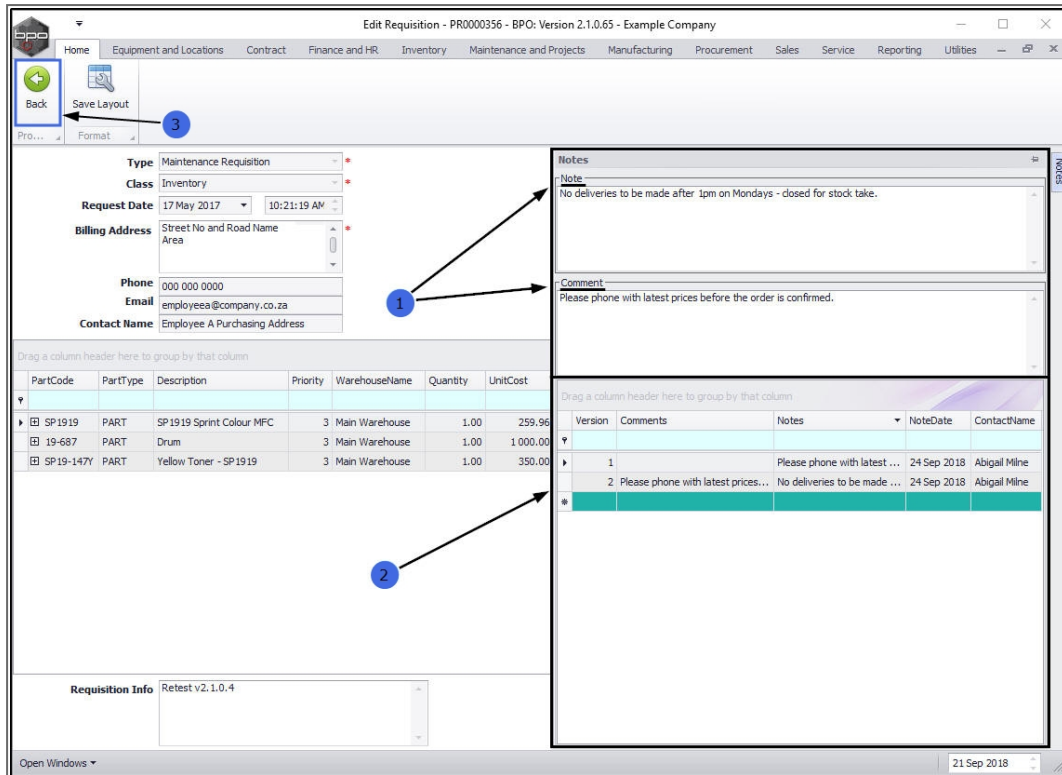
The **Notes** docking panel will be expanded.

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.

Purchase Requisition Listing - BPO: Version 2.1.0.65 - 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 | Refresh

Drag a column header here to group by that column

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExcCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	SourceT
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000450	War
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000451	War
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0....	1 834.96	Test ...	Yes	2 091.85	HOP001	Hope Works	CN0000453	War
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000454	War
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000455	War
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	War
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen...	1 834.96	procu...	Yes	2 091.85	HOP001	Hope Works	CN0000457	War
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone ...	1 334.96	Stan...	Yes	1 451.85				War
PR0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 st...	5 750.00	v2.1....	Yes	6 555.00				War
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report...	5 209.26	stock...	Yes	5 938.56				War
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 st...	969.92	v2.1....	Yes	1 105.71				War
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00				War
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procure...	809.96	call p...	Yes	923.35	HOP001	Hope Works	CN0000459	War
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc...	5 500.00	Proje...	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	War
PR0000380	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		0.00		No	0.00				War
PR0000381	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00				War
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35				War
PR0000396	MAINT	N	DUT001	Blanca	Du Toit	19 May 2017		490.00		Yes	490.00	HOP001	Hope Works		War
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71				War
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71				War
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00				War
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00				War
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00				War
PR0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00				War
PR0000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00				War

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- 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](#).

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExcdCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	Source
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please phon...	1 609.96	No d...	Yes	1 835.35	HOP001	Hope Works	CN0000450	War
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96	Yes		1 835.35	HOP001	Hope Works	CN0000451	War
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0...	1 834.96	Test ...	Yes	2 091.85	HOP001	Hope Works	CN0000453	War
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00	Yes		1 700.00	HOP001	Hope Works	CN0000454	War
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00	Yes		1 700.00	HOP001	Hope Works	CN0000455	War
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	War
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen...	1 834.96	procu...	Yes	2 091.85	HOP001	Hope Works	CN0000457	War
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone ...	1 334.96	Stan...	Yes	1 451.85				War
PR0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 st...	5 750.00	v2.1...	Yes	6 555.00				War
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report...	5 209.26	stock...	Yes	5 938.56				War
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 st...	969.92	v2.1...	Yes	1 105.71				War
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00	Yes		5 130.00				War
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procure...	809.96	call p...	Yes	923.35	HOP001	Hope Works	CN0000459	War
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc...	5 500.00	Proje...	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	War
PR0000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00	No		0.00				War
PR0000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00	Yes		5 130.00				War
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96	Yes		923.35				War
PR0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.00	Yes		490.00	HOP001	Hope Works		War
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92	Yes		1 846.71				War
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92	Yes		1 618.71				War
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00	Yes		228.00				War

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.

Purchase Requisition Listing - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Durban | New | Refresh

Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExcdCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	SourceT
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please phon...	1 609.96	No d...	Yes	1 835.35	HOP001	Hope Works	CN0000450	War
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000451	War
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0....	1 834.96	Test ...	Yes	2 091.85	HOP001	Hope Works	CN0000453	War
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000454	War
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000455	War
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho...	1 834.96	Plea...	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	War
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen...	1 834.96	procu...	Yes	2 091.85	HOP001	Hope Works	CN0000457	War
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PR0000380	MAINT	N	DUT001	Blanca	Du Toit	18 May 2017		0.00		No	0.00				War
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Related Topics

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

BPO.MNU.053

