

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 <u>Min/Max Levels</u> and <u>link Suppliers to your parts</u>. 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 <u>Purchase Order</u>. A purchase order <u>cannot</u> be edited, however <u>goods can be received</u> at a new price, and



you can receive <u>fewer goods</u> that the quantity indicated on the requisition, but no other changes can be made. The purchase order will need to be cancelled and a new requisition raised if any other changes need to be made.

#### Ribbon Access: Procurement > Requisitions

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## **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.



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	357 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96	5	Yes	1 835.35	HOP001	Hope Works	CN0000451	War
III PR0000	358 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho	1 834.96	i Plea	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
B PR0000	359 M	AINT	Ν	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0	1 834.96	i Test	Yes	2 091.85	HOP001	Hope Works	CN0000453	War
PR0000	360 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00	)	Yes	1 700.00	HOP001	Hope Works	CN0000454	War
E PR0000	361 M	AINT	Ň	MUD001	Judith	Mudzengi	17 May 2017		1 700.00	)	Yes	1 700.00	HOP001	Hope Works	CN0000455	War
	362 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho	1 834.96	Plea	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	War
D PR0000	363 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen	1 834.96	procu	Yes	2 091.85	HOP001	Hope Works	CN0000457	War
	364 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone	1 334.96	Stan	Yes	1 451.85				War
	366 M	AINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 st	5 750.00	v2.1	Yes	6 555.00				War
E PR0000	368 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report	5 209.26	stock	Yes	5 938.56				War
E PR0000	369 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4st	969.92	v2.1	Yes	1 105.71				War
	370 M	AINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00	)	Yes	5 130.00				War
E PR0000	374 M	AINT	Ň	MUD001	Judith	Mudzengi	18 May 2017	call procure	809.96	call p	Yes	923.35	HOP001	Hope Works	CN0000459	War
	377 M	AINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc	5 500.00	Proje	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	War
B PR0000	380 M	AINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00	)	No	0.00				War
B PR0000	381 M	AINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00	,	Yes	5 130.00				War
	386 M	AINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35				War
D PR0000		AINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.00		Yes		HOP001	Hope Works		War
PR0000		AINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 6 19.92		Yes	1 846.71				War
PR0000		AINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71				War
PR0000		AINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00				War
PR0000		AINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00				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

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	0000356	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017		1 609.96			becaned		001	Hope Works	CN0000450	Wa
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D PRO	0000358	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017	Please pho	1 834.96	6 Plea	Yes		2 091.85	HOP001	Hope Works	CN0000452	War
E PRO	0000359	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017	Test 2.1.0	1 834.96	Test	Yes	3	2 091.85	HOP001	Hope Works	CN0000453	War
D PRO	0000360	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017		1 700.00	)	Yes		1 700.00	HOP001	Hope Works	CN0000454	War
D PRO	0000361	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017		1 700.00	0	Yes		1 700.00	HOP001	Hope Works	CN0000455	War
	0000362	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017	Please pho	1 834.96	Plea	Yes		2 091.85	HOP001	Hope Works	PRJ0000166	Wa
E PRO	0000363	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017	procuremen	1 834.96	procu	Yes		2 091.85	HOP001	Hope Works	CN0000457	Wa
	0000364	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017	Standalone	1 334.96	5 Stan	Yes	3	1 451.85				Wa
	0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 st	5 750.00	v2.1	Yes	(	5 555.00				War
E PRO	0000368	MAINT	N	MUD001	Judith	Mudzeng	i 17 May 2017	stock report	5 209.26	stock	Yes		5 938.56				War
	0000369	MAINT	N	MUD001	Judith	Mudzeng	i 17 May 2017	v2.1.0.4 st	969.92	2 v2.1	Yes		1 105.71				War
	0000370	MAINT	N	MUD001	Judith	Mudzeng	17 May 2017		4 500.00	)	Yes		5 130.00				War
	0000374	MAINT	N	MUD001	Judith	Mudzeng	i 18 May 2017	call procure	809.96	call p	Yes		923.35	HOP001	Hope Works	CN0000459	War
	0000377	MAINT	N	MUD001	Judith	Mudzeng	i 18 May 2017	Project proc	5 500.00	Proje	Yes	(	5 270.00	HOP001	Hope Works	PR30000240	War
E PRO	0000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00	5	No		0.00				War
I PRO	0000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00	)	Yes	1	5 130.00				Wa
	0000386	MAINT	N	MUD001	Judith	Mudzeng	18 May 2017		809.96	5	Yes		923.35				Wa
	0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.00	)	Yes		490.00	HOP001	Hope Works		War
E PRO	0000397	MAINT	N	MUD001	Judith	Mudzeng	19 May 2017		1 6 19.92	2	Yes	1	1846.71				Wa
E PRO	0000398	MAINT	N	MUD001	Judith	Mudzeng	i 19 May 2017		1 419.92	2	Yes		1618.71				War
	0000400	MAINT	N	MUD001	Judith	Mudzeng	19 May 2017		200.00	)	Yes		228.00				Wa
B PRO	0000404	MAINT	N	MUD001	Judith	Mudzeng	i 19 May 2017		4 500.00	)	Yes		5 130.00				Wa
E PRO	0000405	MAINT	N	MUD001	Judith	Mudzeng	19 May 2017	retest	4 500.00	retest	Yes		5 130.00				Wat
	0000407	MAINT	N	MUD001	Judith	Mudzeng	i 19 May 2017		650.00	)	Yes		713.00				War
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#### **REQUISITION STATUS - NEW**

- 1. When you first open this listing screen, the status will default to **New**.
- In the New status you can use the Maintain action buttons: Add, Edit, Delete, View, as well as the Print and Action buttons: Print and Export, Release.

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



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	000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000450	War
	000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	HOP001	Hope Works	CN0000451	War
D PRO	000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho	1 834.96	Plea	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
E PRO	000359	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
E PRO	000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000454	Wa
E PRO	000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	HOP001	Hope Works	CN0000455	Wa
	000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho	1 834.96	Plea	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	Wa
D PRO	000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen	1 834.96	procu	Yes	2 091.85	HOP001	Hope Works	CN0000457	Wa
	000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone	1 334.96	Stan	Yes	1 451.85				Wa
	000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4st	5 750.00	v2.1	Yes	6 555.00				War
PRO	000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report	5 209.26	stock	Yes	5 938.56				War
E PRO	000369	MAINT	N	MUD001	Judith	Mudzenai	17 May 2017	v2.1.0.4 st	969.92	v2.1	Yes	1 105.71				War
E PRO	000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00				Wa
		MAINT	N	MUD001	Judith	Mudzengi		call procure	809.96	call p			HOP001	Hope Works	CN0000459	Wa
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	000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00				Wa
E PRO		MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35				Wa
	000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.00		Yes		HOP001	Hope Works		Wa
	000390	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71	HOPUUI	Hope works		Wa
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	000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71				Wa
	000400	MAINT		MUD001		Mudzengi	19 May 2017		200.00		Yes					
	000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00				Wa
	000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00		Yes	5 130.00				Wa
	000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00				Wa
E PRO	000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00				Wa
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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.



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	0000367	MAINT	R	MUD001	Judith	Mudzengi	17 May 2017	OTC procur	5 200.00	отс	Yes	5 928.00	CUS001	Cash Sales A		Wareh
	0000526	MAINT	R	MIL001	Abigail	Milne	05 Jul 2018		3 880.00		Yes	4 462.00	HOP001	Hope Works	CN0000559	Wareh
	0000530	MAINT	R	MIL001	Abigail	Milne	17 Aug 2018		3 800.00		Yes	3 800.00	DER001	Derton Tech	PRJ0000025	Work C
	0000530	MAINT	R	MILO01	Abigail	Milne	17 Aug 2018		3 800.00		Yes	3 800.00	HOP001	Hope Works	PRJ0000114	Work C
	0000530	MAINT	R	MIL001	Abigail	Milne	17 Aug 2018		3 800.00		Yes	3 800.00	DER001	Derton Tech	PRJ0000163	Work C
	0000530	MAINT	R	MIL001	Abigail	Milne	17 Aug 2018		3 800.00		Yes	3 800.00	DAN002	Dancing Shoes	CN0000300	Work C

#### 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.



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E PR0000	0356	MAINT	Ν	MUD001	Judith	Mudzengi	17 May 2017		1 609.90	5	Yes	1 835.35	HOP001	Hope Works	CN0000450	Wa
	0357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96	5	Yes	1 835.35	HOP001	Hope Works	CN0000451	Wa
III PR0000	0358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho	1 834.96	5 Plea	Yes	2 091.85	HOP001	Hope Works	CN0000452	Wa
B PR0000	0359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1.0	1 834.96	5 Test	Yes	2 091.85	HOP001	Hope Works	CN0000453	Wa
B PR0000	0360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00	)	Yes	1 700.00	HOP001	Hope Works	CN0000454	Wa
E PR0000	0361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00	5	Yes	1 700.00	HOP001	Hope Works	CN0000455	Wa
	0362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho	1 834.96	5 Plea	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	Wa
D PR0000	0363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen	1 834.96	5 procu	Yes	2 091.85	HOP001	Hope Works	CN0000457	Wa
	0364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone	1 334.96	5 Stan	Yes	1 451.85				Wa
	0366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 st	5 750.00	v2.1	Yes	6 555.00				Wa
E PR000	0368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report	5 209.26	5 stock	Yes	5 938.56				Wa
E PR0000	0369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 st	969.93	2 v2.1	Yes	1 105.71				Wa
E PR0000	0370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00	)	Yes	5 130.00				Wa
E PR0000	0374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procure	809.96	5 call p	Yes	923.35	HOP001	Hope Works	CN0000459	Wa
E PR0000	0377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc	5 500.00	Proje	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	Wa
B PR0000	0380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00	)	No	0.00				Wa
B PR000	0381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00	5	Yes	5 130.00				Wa
E PR0000	0386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96	5	Yes	923.35				Wa
D PR0000	0396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.00	5	Yes	490.00	HOP001	Hope Works		Wa
B PR000	0397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 6 19.93	2	Yes	1 846.71				Wa
	0398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.93	2	Yes	1 618.71				Wa
E PR0000	0400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00	5	Yes	228.00				Wa
B PR0000	0404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00	)	Yes	5 130.00				Wa
E PR0000	0405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	) retest	Yes	5 130.00				Wa
B PR000	0407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00	)	Yes	713.00				Wa
B PR0000		MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00				Wa
						1										

#### 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.



	Ŧ				Edit Requis	ition - PR0000	0356 - BPO: Ve	rsion 2.1.0.	65 - Examj	ole Company						×
0	Home	Equipmen	t and Locations Contrac	t Finar	nce and HR Inv	entory Ma	intenance and l	Projects	Manufact	uring Procure	ement	Sales Service	Reporting	Utilities	-	Ð
C) Back		ayout					1									
Pro 4	Form	nat "														
Г		Туре	Maintenance Requisition		* *					01	igin Type	Warehouse		+ +		
		Class	Inventory		* *		1				Origin	Main Warehouse		•		
	Rec	quest Date	17 May 2017 • 10:	21:20 AM	A T		•				Related Item					
	Billin	ig Address	Street No and Road Name Area		<b>.</b>									Ψ.		
		Phone	000 000 0000							R	equestor	Judith Mudzengi		~ •		
		Email	employeea@company.co.z	a												
	Con	itact Name	Employee A Purchasing Add	fress												
Drag a col	lumn hea	ader here to g	group by that column											1	1	
PartCo	de	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName			
2																
E SP1 <sup>4</sup>			SP1919 Sprint Colour MFC		Main Warehouse Main Warehouse	1.00				1.00		SPR001 SPR001	Sprint Distribu			
± 19-6			Drum Yellow Toner - SP 19 19		Main Warehouse	1.00						SPR001 SPR001	Sprint Distribu Sprint Distribu			
E SP1	3-14/1	PART	1610W 10161 - 3P 1919	2	Main warehouse	1.00	330.00	14.00	19.00	1.00	U	SPROUT	aprint bisulbu	LOFS LOCAL		
							1									
	Requ	isition Info	Retest v2.1.0.4			-						Sub Total			1 609	_
							I					VAT			225	-
							2					Grand Total			1 835	.35
	ndows -													21 Sep	2018	

#### **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 Requisi	ition - PR0000	0356 - BPO: Ve	rsion 2.1.0.	65 - Examp	ole Company						>	<
Home	Equipment	t and Locations Contrac	t Finar	nce and HR Inve	entory Ma	intenance and P	Projects	Manufactu	uring Procure	ment	Sales Service	Reporting	Utilities	-	8	2
Back Save L	Layout															
Tom a Tom		Maintenance Reguisition							Or	iain Type	Warehouse					The second se
		Inventory									Main Warehouse					
Reg			21:20 AM	Â.						Related						
Billing	g Address	Street No and Road Name Area		<b>Î</b>									~			
	Phone	000 000 0000							R	equestor	Judith Mudzengi					
		employeea@company.co.z	а							18						
Con		Employee A Purchasing Add														
													/	/		
PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierNam	e			
E SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	259.96	14.00	36.39	1.00	0	SPR001	Sprint Distrib	utors Local			
⊞ 19-687	PART	Drum	3	Main Warehouse	1.00	1 000.00	14.00	140.00	1.00	0	SPR001	Sprint Distrib	utors Local			
E SP19-147Y	PART	Yellow Toner - SP1919	3	Main Warehouse	1.00	350.00	14.00	49.00	1.00	0	SPR001	Sprint Distrib	utors Local			
Requi	sition Info	Retest v2.1.0.4									Sub Total VAT			1 609		
				-							Grand Total			1 835	5.35	

- 1. The **Items Suppliers** frame will be expanded to display the supplier(s) details.
- 2. Each requisition item <u>must</u> have one selected supplier, before the requisition can be released for approval.



3ack Save Layou	ut Type Class t Date	and Locations Maintenance Requ Inventory 17 May 2017		Financ	e and HR	Inve	entory Ma	intenance	and P	rojects	Manufactu	uring Procure	ment Si	ales	Service	Report	ing Utilities	- 1	8
Back Save Layou	Type Class t Date	Inventory																	
Back Save Layou	Type Class t Date	Inventory																	
o Format	Type Class t Date	Inventory																	
Request	Class t Date	Inventory																	
70	Class t Date	Inventory																	
70	t Date				1							Ori	gin Type	Wareho	use		* *		
70		17 May 2017											Origin	Main W	arehouse		•		
Billing Ad	dress		10:21	20 AM	6 6								Related Item						
		Street No and Roa Area	d Name	Ĵ															
	Phone	000 000 0000										R	questor	Judith N	Audzengi				
	Email	employeea@compa	any.co.za																
Contact	Name	Employee A Purcha	asing Addre	SS															
PartCode Part	Type [	Description	F	Priority	Warehous	eName	Quantity	UnitCos	t I	TaxRate	VAT	ExchangeRate	SerialNo	Supp	blierCode	Supplier	Name		
		SP 19 19 Sprint Colou	ur MFC		Main Ware		1.00		59.96	14.00	36.39	1.00		SPRO			istributors Local		
		Drum Yellow Toner - SP 19	10	-	Main Ware Main Ware		1.00		50.00	14.00 14.00	140.00 49.00	1.00		SPR			istributors Local		
		reliow roner - 3P 19	15	2	Mairi Waie	nouse	1.00	2	30.00	14.00	49.00	1.00	0	SPRO	/01	sprint b	ISUIDUIOIS LOCAI		
Item Suppliers     SupplierCode	<b>.</b>	iarNama	SelectedS	upplier 1	loitCost	Currency		FavDate	Evcha	anneD ate	LeadTime	QuantityPart IOP	Linit Of Pur	chase	MinimumOr	derOby	SupplierItemCode	Blank	ator
<ul> <li>SPR001</li> </ul>		Distributors Local	Yes	applier e			rican Rand	14.00	EXCIL	1.00	2.00	1.00		cribbe	Paramonio	1.00	Supplierrenieoue	Diditika	
TON002		Copy Shop	No	X			rican Rand	14.00		1.00	2.00						19-147Y		
4	1.0000			1															÷

#### **VIEW NOTES & COMMENTS**

• Click on the **Notes** tab on the right hand side of the screen.



						0356 - BPO: Ve						577 S		>
Home	Equipment	t and Locations Contract	t Finai	nce and HR Inve	ntory Ma	intenance and l	Projects	Manufact	uring Procure	ment !	Sales Service	Reporting Utilities	-	8
Back Save	Layout													
Form		-									1			
	Sec. 1	Maintenance Requisition		* *					Or		Warehouse	÷.*		
		Inventory		* *							Main Warehouse			
Rec	quest Date	17 May 2017 🔻 10:3	21:20 AM	a T						Related Item				
Billin	ng Address	Street No and Road Name Area		• •								Ψ.		
	Phone	000 000 0000							R	equestor	Judith Mudzengi			
	Email	employeea@company.co.za	a											
Con	ntact Name	Employee A Purchasing Add	dress											
rag a column hea	ader here to g	proup by that column Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName	/	
	PART	SP 19 19 Sprint Colour MFC	3	Main Warehouse	1.00	259.96	14.00	36.39	1.00	0	SPR001	Sprint Distributors Local		
	PART	Drum	3	Main Warehouse	1.00	1 000.00	14.00	140.00	1.00	0	SPR001	Sprint Distributors Local		
E SP19-147Y	PART	Yellow Toner - SP 19 19	3	Main Warehouse	1.00	350.00	14.00	49.00	1.00	0	SPR001	Sprint Distributors Local		
					1						Sub Total		1 609.	96
Requ	isition Info	Retest v2. 1.0.4									VAT		225.	_
Requ	isition Info	Retest v2.1.0.4									VAT Grand Total		225. 1 835.	39

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.



	Ŧ				Edit Requis	ition - PR0000	)356 - BPO: Ve	rsion 2.1	.0.65	- Example Company					-		>	ć
0	Home	Equipmen	t and Locations Contrac	t Fina	nce and HR Inv	entory Ma	intenance and P	Projects	M	anufacturing Proc.	urement	Sales	Service I	Reporting	Utilitie	s —	8	×
Back Pro	Save L	ayout	-3															
		Type	Maintenance Requisition					Notes									÷	z
		1.1.1.1	Inventory		* *			Note -										Notes
	Reg			21:19 AM	÷		/	No deliv	veries	to be made after 1pm	on Monday	s - dosed	for stock take.				÷.	
	Billin	Address	Street No and Road Name Area		<b>0</b>	/												
		Phone	000 000 0000			/		Comme									_	
		Email	emplo feed @company reore		1			Please	phone	e with latest prices befo	ore the ord	er is confi	med.				÷.	
	Cont	act Name	Employee A Purchasing Add	ress														
Drag a coli																		
PartCo	de	PartType	Description	Priority	WarehouseName	Quantity	UnitCost								12	-	/	
9																1		
▶   SP19			SP1919 Sprint Colour MFC		Main Warehouse	1.00	a		sion	Comments		Notes		▼ No	teDate	ContactN	ame	
⊞ 19-6			Drum		Main Warehouse	1.00		۴										
E SP1	9-147Y	PART	Yellow Toner - SP 19 19	3	Main Warehouse	1.00	350.00	•	1	Please phone with late			phone with late					
i i							*	*	2	Please phone with late	est prices	No della	eries to de mac	ie 24	Sep 2018	ADIGƏLI MIL	ne	
		sition Info	Retest v2: 1.0.4		2													
Open Win	dows 🕶														21 5	ep 2018		

#### **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.



	Home	Equipme	nt and Loo	cations Contra	act Financ	e and HR	Inventory	Maintenance an	d Projects	Manufactu	ring Procu	rement Sale	s Service	Reporting L	Itilities —	8
2	n'	$\checkmark$		De De		~	2		2 100	Durban	•	422				
Y		~										0.0				
Add	Edit	Delete	View	Hold Release	Approve [	Decline S	ave Layout Wor	kspaces Prin	nt Export	New	•	Refresh				
	Mainta	in		Proc	ess		Format	4	Print 4		Current	24				
PRCode		PRType	Status	EmployeeNumb	er FirstName	LastName	e EventDate	Comments	ExclCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	Sou
	000356	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017		1 609.9	5	Yes	1 835.35	HOP001	Hope Works	CN0000450	War
E PRO	000357	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017		1 609.9	5	Yes	1 835.35	HOP001	Hope Works	CN0000451	War
PRO	000358	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017	Please pho	1 834.9	5 Plea	Yes	2 091.85	HOP001	Hope Works	CN0000452	War
D PRO	000359	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017	Test 2.1.0	1 834.9	5 Test	Yes	2 091.85	HOP001	Hope Works	CN0000453	War
E PRO	000360	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017		1 700.0	D	Yes	1 700.00	HOP001	Hope Works	CN0000454	War
D PRO	000361	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017		1 700.0	0	Yes	1 700.00	HOP001	Hope Works	CN0000455	Wa
	000362	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017	Please pho	1 834.9	5 Plea	Yes	2 091.85	HOP001	Hope Works	PR.30000166	Wa
D PRO	000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen	1 834.9	5 procu	Yes	2 091.85	HOP001	Hope Works	CN0000457	Wa
	000364	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017	Standalone	1 334.9	5 Stan	Yes	1 451.85				War
	000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 st	5 750.0	v2.1	Yes	6 555.00				War
E PRO	000368	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017	stock report	. 5 209.2	5 stock	Yes	5 938.56				War
	000369	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017	v2.1.0.4 st	969.9	2 v2.1	Yes	1 105.71				War
	000370	MAINT	N	MUD001	Judith	Mudzengi	i 17 May 2017		4 500.0	D	Yes	5 130.00				War
	000374	MAINT	N	MUD001	Judith	Mudzengi	i 18 May 2017	call procure	809.9	5 call p	Yes	923.35	HOP001	Hope Works	CN0000459	Wa
	000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc	5 500.0	Proje	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	Wa
B PRO	000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.0	D	No	0.00				War
D PRO	000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.0	0	Yes	5 130.00				Wa
	000386	MAINT	N	MUD001	Judith	Mudzengi	i 18 May 2017		809.9	5	Yes	923.35				Wa
D PRO	000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.0	c	Yes	490.00	HOP001	Hope Works		Wa
E PRO	000397	MAINT	N	MUD001	Judith	Mudzengi	i 19 May 2017		1 6 19.9	2	Yes	1 846.71				Wa
D PRO	000398	MAINT	N	MUD001	Judith	Mudzengi	i 19 May 2017		1 419.9	2	Yes	1 618.71				Wa
E PRO	000400	MAINT	N	MUD001	Judith	Mudzengi	i 19 May 2017		200.0	D	Yes	228.00				Wa
B PRO	000404	MAINT	N	MUD001	Judith	Mudzengi	i 19 May 2017		4 500.0	D	Yes	5 130.00				Wa
D PRO	000405	MAINT	N	MUD001	Judith	Mudzengi	i 19 May 2017	retest	4 500.0	0 retest	Yes	5 130.00				Wa
PRO	000407	MAINT	N	MUD001	Judith	Mudzengi	i 19 May 2017		650.0	D	Yes	713.00				Wa
		MAINT	N	MUD001	Judith	Mudzengi	i 22 May 2017		9 000.0		Yes	10 260.00				Wa

• 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.

	Home	Equipme	ent and Loo	ations Contrac	t Financ	e and HR	Inventory I	Maintenance and	Projects I	Manufactu	iring Procu	rement Sales	Service	Reporting L	Itilities —	8
4		X		Þ 🖣 🕨		8	2			Durban	•	2				
Add	Edit	Delete	View	Hold Release	Approve D	edine Sa	ve Layout Worl	kspaces Prin		New	+ F	Refresh				
	Mainta	tin .		Proces			Format	•	rint		Current					
			.4		5		ronnac		100 a [		current	4				
																1
PRCod	de	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExclCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	Sou
E PRO	0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please phon	1 609.96	i No d	Yes	1 835.35	HOP001	Hope Works	CN0000450	War
FI PR	PROC	- Para	eneral Man N		No	Mudzenni	17 May 2017		1.609.96		Yes	1 835.35	HOP001	Hope Works	CN0000451	Wa
	0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35		Hope Works	CN0000451	
	0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho		Plea		2 091.85		Hope Works	CN0000452	Wa
	0000359	MAINT	N	MUD001	Judith	Mudzengi		Test 2.1.0		Test		2 091.85		Hope Works	CN0000453	War
	0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00		Hope Works	CN0000454	War
	0000361	MAINT	N	MUD001 MUD001	Judith	Mudzengi	17 May 2017	et an	1 700.00		Yes	1 700.00		Hope Works	CN0000455	War
	0000362	MAINT	N	MUD001 MUD001	Judith	Mudzengi Mudzengi	17 May 2017 17 May 2017	Please pho procuremen		procu		2 091.85		Hope Works	PRJ0000166 CN0000457	War
	0000363	MAINT	N	MUD001 MUD001	Judith	Mudzengi Mudzengi		Standalone		Stan		1 451.85	HUPUUI	hope works	CN0000457	War
	0000366	MAINT	N	MIL001	Abigail	Milne		v2.1.0.4 st		v2.1		6 555.00				War
	0000368	MAINT	N	MUD001	Judith	Mudzengi	- Contraction of the second	stock report		stock		5 938,56				War
	0000369	MAINT	N	MUD001	Judith	Mudzengi		v2.1.0.4 st		v2.1		1 105.71				War
	0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00	)	Yes	5 130.00				War
	0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procure	809.96	call p	Yes	923.35	HOP001	Hope Works	CN0000459	War
	0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc	5 500.00	Proje	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	War
D PR	0000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00	)	No	0.00				War
E PR	0000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00	)	Yes	5 130.00				War
	0000386	MAINT	Ν	MUD001	Judith	Mudzengi	18 May 2017		809.96	5	Yes	923.35				War
E PR	0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.00	)	Yes	490.00	HOP001	Hope Works		War
	0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 6 19.92	2	Yes	1 846.71				War
D PR	0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71				War
	0000350								200.00		Yes	228.00				

#### **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.



### Introduction to Purchase Requisitions

6	Home		nt and Loc	ations Contrac		e and HR				Manufactu Durban	•	rement Sales	s Service	Reporting U	Utilities —	
-		•• •	_							Durban		GV	2			
Add	Edit	Delete	/iew	Hold Release	Approve D	edine Sa	ave Layout Work	spaces Prin	t Export	New	- F	Refresh	Ī	1		
	Mainta	in "		Proces	55		Format	4	Print _		Current			\		
													1	7		
PRCode		PRType	Status		FiretName	LactName	EventDate	Comments	ExclCost	Notes	SupplierExist	IndCost	CustomerCode	CustomerName	SourceRef	Sour
PRODUC	-	PRType	Status	employeervamber	Tirsuvanie	casuvanie	Eventbate	Comments	Exclose	INDICO	Supplierexise	andeose	CustomerCode	Customenvame	Sourcener	Jour
E PRO	000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please phon	1 609.96	No.d	Yes	1 835.35	HOP001	Hope Works	CN0000450	War
E PRO		MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Theose phonin	1 609.96		Yes	1 835.35	101000000	Hope Works	CN0000451	War
	000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho	1 834.96		Yes	2 091.85		Hope Works	CN0000452	War
E PRO		MAINT	N	MUD001	Judith	Mudzengi		Test 2.1.0		Test		2 091.85		Hope Works	CN0000453	War
E PRO		MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00		Hope Works	CN0000454	War
PR0		MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	NAMES OF A	Hope Works	CN0000455	War
E PRO	000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please pho	1 834.96	Plea	Yes	2 091.85	HOP001	Hope Works	PRJ0000166	War
D PRO	000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procuremen	1 834.96	procu	Yes	2 091.85	HOP001	Hope Works	CN0000457	War
	000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalone	1 334.96	Stan	Yes	1 451.85				War
	000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4st	5 750.00	v2.1	Yes	6 555.00			T	War
E PRO	000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock report	5 209.26	stock	Yes	5 938.56				War
	000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4st	969.92	v2.1	Yes	1 105.71				War
	000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00				War
	000374	MAINT	Ň	MUD001	Judith	Mudzengi	18 May 2017	call procure	809.96	call p	Yes	923.35	HOP001	Hope Works	CN0000459	War
	000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Project proc	5 500.00	Proje	Yes	6 270.00	HOP001	Hope Works	PRJ0000240	War
	000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00		No	0.00				War
E PRO	000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00				War
	000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35				War
E PRO	000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017		490.00		Yes	490.00	HOP001	Hope Works		War
E PRO	000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71				War
D PRO	000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71				War
E PRO	000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00				War
B PRO	000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00				War
E PRO	000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00				War
E PRO	000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00				War
E PRO	000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00				War

#### **Related Topics**

- Requisition Items Add / Edit / Delete
- Item Suppliers Link / Edit / Remove incl. Unit Cost
- <u>Requisition Notes Add / Amend</u>
- Print Purchase Requisition
- <u>Requisition Approval</u>

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