

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

PROCUREMENT

REQUISITIONS - ADD, EDIT, DELETE ITEM SUPPLIER

Once you have created a purchase requisition, you may be required to **add**, **edit** or **remove** a supplier, or make changes to the items supplied, **e.g.** change the price.

Linking a supplier to the **purchase requisition**, will pull through the supplier's details to the **procurement** documentation. It will also give you the ability to add the **unit cost** and **lead time** specific to the selected supplier.

If the supplier has not previously been linked to the part, then a supplier will need to be added to the p**urchase requisition**.

At least **one** supplier needs to be linked to <u>each</u> requisition item.

You can link **more than one** supplier to a part, with the main supplier as the default. Ensure that **Selected Supplier** is set to '**Yes**' for the supplier you wish to set up as your default supplier.

Before purchasing from a supplier with a currency outside South Africa, ensure that you check the **Exchange Rates** have been set up correctly.

Ribbon Access: Procurement > Requisitions



	٠						BPO: Version 2.1	.0.40 - Example	Compa	ny				÷.	Ø	X
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The **Purchase Requisition Listing** screen will be displayed.

Select the Site and Status

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 21/08/2024



- Select the site.
 - In this image **Durban** has been selected.

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E PR0000356	MAJNT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20	Hope Works	HOP001		Yes
E PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48	Hope Works	HOP001		Yes
PR0000359	MAINT	N	MUD001	Mark		17 May 2017	11:07:59	Hope Works	HOP001	Test 2.1.0.4 Procurement test	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50	Hope Works	H0P001		Yes
E PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Hope Works	H0P001	Please phone with latest pri	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	Hope Works	HOP001		Yes
E PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	Hope Works	HOP001	call procurement v2.1.0.4	Yes
E PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Hope Works	HOP001		Yes
PR0000396	MAINT	N	DUT001	Susan	Du Tolt	19 May 2017	11:31:09	Hope Works	HOP001		Yes
PR0000410	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:47:51	Titan Group	TIA001		Yes
PR0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope Works	HOP001		Yes
PR0000418	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:40:05	Hope Works	HOP001		Yes
PR0000428	MAINT	N	DUT001	Susan	Du Tolt	31 May 2017	10:41:14	Hope Works	H0P001	test	Yes
PR0000430	MAINT	N	DUT001	Susan	Du Toit	01 Jun 2017	13:16:44	Titan Group	TIA001		Yes
PR0000434	MAINT	N	007001	Susan	Du Toit	06 Jun 2017	11:32:32	Hope Works	H0P001		Yes
PR0000439	MAINT	N	DUT001	Susan	Du Toit	08 Jun 2017	14:56:24	ABC Shoe Co	ABCXYZ123	Generated from sales order	Yes
PR0000444	MAINT	N	MU0001	Mark	Mudderveld	15 Jun 2017	12:29:13	Westwood Dynamic	WE5001		Yes
PR0000459	MAINT	N	MIL001	Sarah	Mider	23 Oct 2017	10:47:02	Hope Works	H0P001		Yes
PR0000460	MAINT	N	MEL001	Sarah	Mider	07 Nov 2017	11:00:42	Hope Works	HOP001		Yes
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
PR0000450	MAJNT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11				Yes
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58				Yes
E PR0000364	TILAM	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25			Standalone work order v2.1	Yes
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- Select the status.
 - This should be set to **New**.

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PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	Hope Works	HOP001		Yes
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PR0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope Works	HOP001		Yes
PR0000418	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:40:05	Hope Works	HOP001		Yes
PR0000428	MAINT	N	DUT001	Susan	Du Tolt	31 May 2017	10:41:14	Hope Works	HOP001	test	Yes
PR0000430	MAINT	N	DUT001	Susan	Du Toit	01 Jun 2017	13:16:44	Titan Group	TIA001		Yes
PR0000434	MAINT	N	DUT001	Susan	DuToit	06 Jun 2017	11:32:32	Hope Works	HOP001		Yes
PR0000439	MAINT	N	DUT001	Susan	Du Toit	08 Jun 2017	14:55:24	ABC Shoe Co	ABCXYZ123	Generated from sales order	Yes
PR0000444	MAINT	N	MU0001	Mark	Mudderveid	15 Jun 2017	12:29:13	Westwood Dynamic	WE5001		Yes
PR0000459	MAINT	N	MIL001	Sarah	Mider	23 Oct 2017	10:47:02	Hope Works	HOP001		Yes
PR0000460	MAINT	N	MEL001	Sarah	Mider	07 Nov 2017	11:00:42	Hope Works	HOP001		Yes
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
PR0000450	MAJNT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11				Yes
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58				Yes
E PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25			Standalone work order v2.1	Yes



SELECT REQUISITION

- Select the **row** of the **purchase requisition** where you wish to **add** an item supplier.
- Click on **Edit**.

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 21/08/2024



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E PR	0000450	MAINT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11					Yes
I PR	0000444	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	12:29:13	Westwo	od Dynamic	WE5001		Yes
PR	0000442	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	11:14:32					Yes
PR	0000439	MAINT	N	DUT001	Susan	Du Toit	08 Jun 2017	14:56:24	ABC Sh	oe Co	ABCXYZ123	Generated from sales order	Yes
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II PR	0000430	MAINT	N	DUT001	Susan	Du Toit	01 Jun 2017	13:16:44	Titan G	oup	TIA001		Yes
PR	0000428	MAINT	N	DUT001	Susan	DuTot	31 May 2017	10:41:14	Hope W	lorks	HOP001	test	Yes
PR	0000418	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:40:05	Hope W	lorks	HOP001		Yes
I PR	0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope W	lorks	HOP001		Yes
II PR	0000410	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:47:51	Titan G	oup	TIA001		Yes
E PR	0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42					Yes
E PR	0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14					Yes
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PR	0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11					Yes
PR	0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53					Yes
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ADD ITEM SUPPLIER

- The **Edit Requisition** screen will be displayed.
- In the **Items** data grid, click on the **expand** [+] button next to the **Item (Part Type)** you wish to add an item supplier to.



Process Format Process Format Type Maintenance Reguisition • Class Contract Service • Request Date 23 Oct 2017 10:47:02 AV • Billing Address Street No and Road Name • • Origin 1318-1-1 - Check meth®rk regare • Request Date 23 Oct 2017 10:47:02 AV • Billing Address Street No and Road Name • • Oty • • • • Phone 000 000 0000 • • • • Oty • • • • • • • Phone 000 000 0000 •<	h '				Edit Requ	isition - PR	10000459 - BP	O: Version 2.	1.0.41 -	Example Company	1			÷.	Ø	X
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- The Item Suppliers data grid will be expanded.
- Click on the **Search** icon to prioritise this data grid in the screen and make it easier to work in.



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- The **Item Suppliers** data grid will now be the only data grid displayed in this screen.
- Right click anywhere in a row of this data grid to bring up a Pro-



cess selection box.

• Click on Add Supplier.

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- An Input Validation message box will pop up asking;
 - Are you sure you want to add a supplier to this item
 []?
- Click on Yes.

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- The Select a supplier to add screen will pop up.
- Select the **row** of the **supplier** you wish to **add** to this purchase requisition.
- Click on Ok.

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VIEW ADDED SUPPLIER

• The new supplier will be **added** to the **Item Suppliers** data grid.

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Help v2024.5.0.7/1.0 - Pg 13 - Printed: 21/08/2024



ADD OR EDIT SUPPLIER DETAILS

Most of the details in the new supplier row will be auto populated according to the details set up when the supplier was initially added to BPO. However, listed below are all the fields in the data grid, including notes on the ones which may need adjusting:

- Supplier Code: This will auto populate.
- Supplier Name: This will auto populate.
- **Supplier Item Code:** Type in the part number used by the supplier if required. You can update this if the supplier changes their part number as this will filter through to the Purchase Order
- **Currency:** This will be populated based on the currency set up on the supplier but you can click on the field and select an alternative currency from the menu if required.
- **Tax Rate:** This will be populated based on the tax rate set up on the supplier but you can type in an alternative tax rate or click on the field and use the arrow indicators to adjust the tax rate as required.
- Exchange Rate: This will be populated based on the current exchange rate but you can type in an alternative tax rate or click on the field and use the arrow indicators to adjust the tax rate as required.
- Selected Supplier: Click in the field, then on the arrow that is revealed, and select Yes if this is the primary supplier or No if not. Each item can only have one primary supplier.
- Unit Cost: Type in the cost per unit.
- Lead Time: Type in the lead time in days.
- Qty per UOP: Type in the quantity per unit of purchase. This ties up with unit of purchase you can set up the part to procure 1 each or 10 in a box, etc. Usually the default of 1 is used.



• Unit of Purchase: Type in the unit that ties up with the Qty per UOP, e.g. each or box. Usually the default of 'ea' is used.

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Scroll right if necessary, to display the remaining fields in the data grid;



- **Minimum Order Qty:** This is the minimum the Supplier will supply per order. Usually the default of 1 is used.
- **Contract No:** If you have a contract with the Supplier, type in the contract number. Leave blank if not applicable.
- **Contract Page No:** Type in the contract page number that relates to this part. Leave blank if not applicable.
- **Contract Part No:** Type in the part number agree to on this contract. Leave blank if not applicable.
- Catalog No: Type in the part number as per the supplier's catalogue.
- Blanket PO No: This is the Purchase Order number relating to the contract if a SLA agreement has been signed with the supplier to procure only from them for a specified period. Leave blank if not applicable
- Forward Contract No: Type in the forward contract number if required.
- **Manufacturer Item Code:** Type in the part number used by the manufacturer, if required.

SAVE SUPPLIER DETAILS

• When you have finished adding the new item supplier details, click on **Save**.



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PRINT REQUISITION - NO

- A Report Generation message box will pop up asking;
 - $^{\circ}~$ Do you want to print the requisition []?
- If you click on No...

Help v2024.5.0.7/1.0 - Pg 18 - Printed: 21/08/2024



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- You will return to the **Purchase Requisition** Listing screen.
- A **Requisition Processing** message box will pop up informing you that;



• Requisition No. [] saved successfully.

• Click on OK.

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PRINT REQUISITION - YES

- If, when the **Report Generation** message box pops up asking;
 - Do you want to print the requisition []?
- And you click on Yes...

Help v2024.5.0.7/1.0 - Pg 21 - Printed: 21/08/2024



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Help v2024.5.0.7/1.0 - Pg 22 - Printed: 21/08/2024



REPORT PREVIEW

- The **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Export** or **Email** the requisition.
- **Close** the Report Preview screen when done.

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- You will return to the Purchase Requisition Listing screen.
- A **Requisition Processing** message box will pop up informing you that;
 - Requisition No. [] saved successfully.
- Click on OK.



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E F	R0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09	Hope V	Vorks	HOP00					
																1

EDIT ITEM SUPPLIER

Select the Site and Status

Help v2024.5.0.7/1.0 - Pg 24 - Printed: 21/08/2024



- In the Purchase Requisition Listing screen,
- Select the **site**.

•	In this	image	Durban	has	been	selected.
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po					Purchase Re	equisition List	ting - BPO: Versi	on 2.1.0.41 -	Example	Company			7		Х
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											PTEUMIA		1		
PRC		PRType	Status	EmployeeNumber	FrstName	LastName	EventDate	EventTime	Custom				-		4
PRO	we .	PRIME	Sidius	chpoyeesunide	Proundine	Lasavanie	cvenuvere	Eventime	CUSION						
	R0000461	MAINT	N	MIL001	Sarah	Mider	21 Nov 2017	13:30:35		x		h			
	R0000460	MAINT	N	MIL001	Sarah	Mider	07 Nov 2017	11:00:42	Hope W	orks	HOP001				
	R0000459	MAINT	N	MIL001	Sarah	Mider	23 Oct 2017	10:47:02	Hope W		HOP001				
	R0000450	MAINT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11	ingel ti		1.50 0.01				
	R0000444	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	12:29:13	Westwo	od Dynamic	WE5001				
	R0000442	MAINT	N	MUD001	Mark	Mudderveld		11:14:32		and the second	TIMETER.				
	R0000439	MAINT	N	DUT001	Susan	Du Tolt	08 Jun 2017	14:56:24	ABC Sh	oe Co	ABCXYZ123	Generated fr	om sales ord	ier no. I	OROOO
E P	R0000434	MAINT	N	DUT001	Susan	Du Tolt	06 Jun 2017	11:32:32	Hope W		HOP001				
E P	R0000433	MAINT	N	DUTT001	Susan	DuToit	05 Jun 2017	14:59:35				Call to confir	m order 24 h	oursbe	efore e
P	R0000431	MAINT	N	MUD001	Mark	Mudderveld	01 Jun 2017	14:37:41							
P	R0000430	MAINT	N	DUT001	Susan	DuTot	01 Jun 2017	13:16:44	Titan Gr	oup	TIA001				
= p	R0000428	MAINT	N	DUT001	Susan	Du Tolt	31 May 2017	10:41:14	Hope W	orks	HOP001	test			
E P	R0000418	MAINT	Ň	MUD001	Mark	Mudderveld	24 May 2017	14:40:05	Hope W	oris	HOP001				
E P	R0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope W	lorks	HOP001				
P	R0000410	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:47:51	Titan Gr	oup	TIA001				
P	R0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42							
E p	R0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14							
E P	R0000405	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:56:25				retest			
EP	R0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12							
P	R0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11							
- P	R0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53							
N	R0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09	Hope W	onis	HOP001				

Help v2024.5.0.7/1.0 - Pg 25 - Printed: 21/08/2024



- Select the status.
 - This must be set to **New**.

P		la.ipment	and Location	n Contract Finar			ting - BPO: Versi				ent Sales Seri	ice Reports	ng Utilities	- 6	X
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	PR0000460	MAINT	N	MIL001	Sarah	Mider	07 Nov 2017	11:00:42	Hope W	x					
	PR0000459	MAINT	Ň	MIL001	Sarah	Mider	23 Oct 2017	10:47:02	Hope W	orks	HOP001				
	PR0000450	MAINT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11							
	PR0000444	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	12:29:13	Westwo	od Dynamic	WE5001				
	PR0000442	MAINT	N	MUD001	Mark	Mudderveld		11:14:32							
	PR0000439	MAINT	N	DUT001	Susan	Du Toit	08 Jun 2017	14:55:24	ABC Sho	e Co	ABCXYZ123	Generated	from sales ord	er no. OR	1000
	PR0000434	MAINT	N	DUT001	Susan	Du Tot	06 Jun 2017	11:32:32	Hope W	onks	H09001				
	PR0000433	MAINT	N	DUT001	Susan	Du Toit	05 Jun 2017	14:59:35				Call to conf	rm order 24 h	ours befo	xe e
	PR0000431	MAINT	N	MUD001	Mark	Mudderveld	01 Jun 2017	14:37:41							
	PR0000430	MAINT	N	DUT001	Susan	Du Toit	01 Jun 2017	13:16:44	Titan Gr	oup	TIA001				
	PR0000428	MAINT	N	DUT001	Susan	Du Toit	31 May 2017	10:41:14	Hope W	orks	H0P001	test			
	PR0000418	MAINT	N	ML0001	Mark	Mudderveld	24 May 2017	14:40:05	Hope W	orks	HOP001				
	PR0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope W	lorks	HOP001				
	PR0000410	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:47:51	Titan Gr	oup	TIA001				
	PR0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42							
	PR0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14							
	PR0000405	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:56:25				retest			
	PR0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12							
	PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11							
	PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53							
	PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09	Hope W	orks	HOP001				



SELECT REQUISITION

- Select the **row** of the **purchase requisition** you wish to **edit** the item supplier for.
- Click on **Edit**.

Help v2024.5.0.7/1.0 - Pg 27 - Printed: 21/08/2024

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PR00004		N	MEL001 MEL001	Sarah Sarah	Mider Mider	07 Nov 2017 23 Oct 2017	11:00:42 10:47:02	Hope W		HOP001 HOP001	
PR00004		N	ТІМ	Joseph	Timber	08 Sep 2017	13:38:11	Hope W	ions	HUPUUI	
PR00004		N	MUD001	Mark	Mudderveid	15 Jun 2017	12:29:13	Washie	ood Dynamic	WE5001	
PR00004		N	MUD001	Mark		15 Jun 2017	11:14:32	HOUND	We of the last	HEDDEL	
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PR00004		N	DUT001	Susan	Du Toit	06 Jun 2017	11:32:32	Hope W		HOP001	
PR00004		N	DUT001	Susan	DuTot	05 Jun 2017	14:59:35				Call to confirm order 24 hours before
PR00004		N	MU0001	Mark	Mudderveld	01 Jun 2017	14:37:41				
PR00004		N	DUT001	Susan	Du Toit	01 Jun 2017	13:16:44	Titan G	oup	TIA001	
PR00004	28 MAINT	N	DUT001	Susan	Du Toit	31 May 2017	10:41:14	Hope W	lorks	HOP001	test
PR00004	18 MAINT	Ń	MUD001	Mark	Mudderveld		14:40:05	Hope W		HOP001	
PR00004	16 MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope W	lorks	HOP001	
PR00004	10 MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:47:51	Titan G	oup	T[A001	
PR00004	109 MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42				
PR00004	07 MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14				
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PR00003	TVLIAM BRI	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11				
PR00003	197 MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53				
PR00003	196 MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09	Hope W	lorks	H0P001	

The Edit Requisition screen will be displayed.



EXPAND THE ITEMS DATA GRID

- In the Items data grid;
 - Click on the expand [+] button next to the Item (Part Type) where you wish to edit an item supplier.

Help v2024.5.0.7/1.0 - Pg 29 - Printed: 21/08/2024

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				Edit Requ	isition - Pr	10000459 - BP	O: Version 2.	1.0.41 -	Example Company	6		- 7	0	
Hone	Equipment a	nd Locations	Contract	Finance and HR	Inventory	Maintenanc	e and Project	s Mark	ifacturing Procure	ment Sales	Service R	leporting Util	tes -	8
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	Class	Contract Ser	vice	••						n 1818-1-1-4	Check net/*ri	krequire P		
Re	quest Date	23 Oct 2017	•	10:47:02 AN ‡					Relate	d Kloof		Ľ.		
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	Email			0.Z8					nelacito	a contrast				
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									B. B. Anno 10 also 1	Paul Mile	A	e Supple	diama	
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PartType El SERV El SERV	PartCode DEL 1	Delivery Fee	3		1.00	800.00	14.00	112.00	1.00	Senano	SPR001	Sprint	Distributor	's Loc
PartType El SERV	PartCode DEL 1	Delivery Fee	3		1.00	800.00	14.00	112.00	1.00		SPR.001 YE5001	Sprint	Distributor Electric	
artType B serv B serv	PartCode DEL 1	Delvery Fee Inspection	3		1.00	800.00	14.00	112.00	1.00	Sub T	SPR001 YES001	Sprint	Distributor Electric	
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- The Item Suppliers data grid will be expanded.
- Click on the **Search** icon to prioritise this data grid in the screen and make it easier to work in.



AND (MA)				Edit Requ	visition - PR	0000459 - 1	BPO: Version 2	1.0.41 - E	kample Company	/			3	
Home	Equipment a	ind Locations	Contract	Finance and HR	Inventory	Maintena	nce and Projec	s Manuf	facturing Procur	ement Sak	es Service	Reporting	Utite	- 6
ave Back	Save Lay	out												
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C	ontact Name	Employee A P	urchasing	Address										
e a citien h PartType		propily that o Description	Priority	WarehouseName	e Quantity	UnitCost	fidTaxRate	fiðvat	fdExchangeRate	SerialNo	SupplerC	ode S	upplerN	ате
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EDIT SELECTED SUPPLIER

- The **Item Suppliers** data grid will now be the only data grid displayed in this screen.
- In the row of the **Item Supplier** that you wish to edit the detail of, click in the field below the column header.
 - In this example, the **Selected Supplier** field has been selected to be edited.



• '					Edit Requ	isition - PR	10000459 -	BPO: Version 2.1.	0.41 - Example (Company				7		Х
W Home	Equipment a	nd Locabons	Contract	France	andHR	Inventory	Mainterv	ance and Projects	Manufacturing	Procurem	ent Sales	Service	Reporting	Utilities	-	0
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	Email	employeeat	Øcompany.c	0.Zð												
C	ontact Name	Employee A	Purchasing	Address												
Item Suppliers																
× SupplierCode			SupplerIt	emCode			TaxRate	ExchangeRate	SelectedSupple	and the second second		100	ttyPerUOP	UnitOfP	urchase	Μ
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• Click on the **arrow** that is revealed.



*					Edit Requ	isition - PP	10000459 - 1	BPO: Version 2.1.	0.41 - Examp	ole Company				- D		Х
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											Grand T	latal		10	596.00	į.
											wrang i	otai			110.00	1

- A Change Supplier message box will pop up asking;
 - Do you want to change the selected supplier from
 [] for this item?
- Click on Yes.



•				Edit Requi	isition - PR	0000459 -	BPO: Version 2.1.0	0.41 - Example C	ompany			- 0		X
Home	Equipment an	dlocations	Contract Fin	ance and HR	Inventory	Maintena	ince and Projects	Manufacturing	Procurente	ent Sales	Service Reporting	Utilities -	ð	
8 🔮	2													
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Process 4	Format	1												
	Туре	Maintenance	Requisition	••				Or	gin Type	Work Order	•	•		
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		0.9240												
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Con		and a second second	Purchasing Addre	ess										
Item Suppliers				2.4										1
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YE5001	Young Electr	ĸ		South Afri	ican Rand	14.00	1.00	Yes	600.0	0 4.00	0 1.00	68		l
			Change	e Supplier	want to cha	inge the se	elected supplier fr	rom YES001 for t	his item. No					
Dam	isition Info								_	Sub Tot	bil	140	0.00	
nequ	BIOMI THIS										AT		6.00	
										Grand To			6.00	
										Concession of the			\$10.	

• Yes will now be recorded in the Selected Supplier field for that particular item supplier.



Note: As there can only be <u>one</u> selected supplier, if another supplier was previously the 'selected one', the Selected Supplier field in their row will auto change and populate with '**No**'.

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EDIT SUPPLIER DETAILS

In the row of the item supplier you wish to edit,

- Click in the **Tax Rate** text box and either type in, or use the directional arrows to change the Tax Rate as required.
- Click in the Exchange Rate text box and either type in, or use the directional arrows to change the Exchange Rate as required. (This will only apply if the supplier does <u>not</u> work with the same currency as your company).
- Click in the **Unit Cost** text box and either type in, or use the directional arrows to change the Unit Cost as required.
- Click in the **Lead Time** text box and either type in, or use the directional arrows to change the Lead Time as required.
- Click in the Quantity Per UOP text box and either type in, or use the directional arrows to change the Quantity Per Unit of Purchase as required.



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SAVE CHANGES

• When you have finished editing the item supplier details, click on **Save**.

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Help v2024.5.0.7/1.0 - Pg 39 - Printed: 21/08/2024



PRINT EDITED REQUISITION

- A Report Generation message box will pop up asking;
 - [°] Do you want to print the requisition []?
- Follow the directions as above if you wish to print the requisition.
 - $^\circ~$ In this example, No has been selected.



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- You will return to the Purchase Requisition Listing screen.
- A **Requisition Processing** message box will pop up informing you that;



• Requisition No. [] saved successfully.

• Click on OK.

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P	R0000459	MAINT	N	M0.001	Sarah	Mider	23 Oct 2017	10:47:02	Hope V	Vorks	H0P001	
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	R0000396	MAINT	N	DUT001	Susan	Du Tolt	19 May 2017	11:31:09	Hope V	Inte	H0P001	



DELETE AN ITEM SUPPLIER

- In the **Item Suppliers** data grid, click anywhere in the **row** of the item supplier you wish to delete.
- A **Process** selection box will pop up.
- Click on Remove Supplier.

Help v2024.5.0.7/1.0 - Pg 43 - Printed: 21/08/2024



Process Pormat Type Maintenance Reguisition Class Contract Service Class Contract Service 23 Oct 2017 10:47:02 AV Billing Address Street No and Road Name Origin Temat Oty Item Oty Item Phone 00 000 0000 Email employeea (Company.co.za) Contact Name Employee A Purchasing Address	h .					Edit Requ	isition - Pi	R0000459 -	BPO: Version 2.1.	0.41 - Example C	ompany					1
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CONFIRM DELETION

- A Delete Row message box will pop up asking,
 - $^\circ~$ Are you sure you want to delete this row for item
 - []?
- Click on Yes.

Note: If you have deleted the Selected Supplier, you will need to make <u>another</u> supplier the **Selected Supplier** for this item.



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SAVE DELETION

- The item supplier will now be **removed** from the item suppliers data grid.
- Click on Save.



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PRINT REQUISITION

- A Report Generation message box will pop up asking;
 - $^{\circ}$ Do you want to print the requisition []?
- Follow the directions as above if you wish to click on Yes to print the requisition.
 - $^\circ~$ In this image, No has been selected.



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- You will return to the Purchase Requisition Listing screen.
- A **Requisition Processing** message box will pop up informing you that;



• Requisition No. [] saved successfully.

• Click on OK.

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⊡ P	R0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope W	orks	HOP001		
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P	R0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42					
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⊡ P	R0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11					
P	R0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53					
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