

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
1	quipment and t	Locations	Contract	Financ	e and HR	Invert	tory Maintenar	nce and Projects	Man	ufacturing	Procurement	Sales	Service	Reporting	Utilities	
22	Ĩ	No.	6			5		2	0							
upplers	Requisitions	1000	Expediting	Invoices	Debit Notes		Goods Received	Warranties								
laster ,		1		Processing			Notes	Warrantie								
pen Wind	lows *													16 Nov	2017	1

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.

_				Purchase R	equisition List	ting - BPO: Vers	ion 2.1.0.40 -	Example Company		÷ D	Х
Hone E	quipment an	d Location	s Contract Finan	ice and HR 1	nventory M	sintenance and P	rojects Man	ufacturing Procurem	ent Sales Ser	vice Reporting Utilities -	8
G 💋	X		k 🌬 (2		2	Durban	• 🔞		
× *	Delete W	ew H	old Release Acc	rove Dedre	1.0	ut Workspace	Print	Export New	• Refres	h	
					12200			Links.			
Maintai	1	A	Process		4 3	omat	, Print	4 0	rrent.	4	
PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	CustomerName	CustomerCode	Notes	Supple
,											
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
				24.4							2.5



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

Hone E	quipment an	dLocation	s Contract Finan	ce and HR 1	nventory Ma	intenance and P	ojects Man	facturing Procureme	nt Sales Sen	rice Reporting Utilities -	8
d D	X Delete W		k 🏴 (nove Dedive	2		2	Durban Export New	• 🕢	1	
Maintai	i	4	Process		i A	irmat i) Print	4 0.	rrent	4	
PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	CustomerName	CustomerCode	Notes	Supple
1											
E PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20	Hope Works	HOP001		Yes
	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48	Hope Works	HOP001		Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Hope Works	HOP001	Test 2.1.0.4 Procurement test	Yes
B 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	HOP001	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	Ň	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	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



po		5 A. (19 A)	1000-100				ing - BPO: Versi					- 0	ð
~	Home E	qupment ar	dilocation	e Contract Finar	ce and HR In	iventory Ma	intenance and Pr	ojects Man	utacturing	Procurem	ent Sales Ser	vice Reporting Utilities -	đ
Ð		XI		k 🏴 (00	2	1	Ľ		Durban	• 🔞		
Add	Edit	Delete Vi	ew H	old Release App	rove Dedne	Save Layo	ut Workspaces	Print	Export	New	• Refres	h	
-	Maintai			Process		-	vmat	Delet			iment		
	(2001140)			PTOCESS			rmøt.	a Print			Arrent	1	
PRCo	de •	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Custom	erName	CustomerCode	Notes	Supple
PR	0000460	MAINT	N	MIL001	Sarah	Mider	07 Nov 2017	11:00:42	Hope W	lorks	HOP001		Yes
E PR	0000459	MAINT	N	MIL001	Sarah	Mider	23 Oct 2017	10:47:02	Hope W	lorks	HOP001		Yes
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
II PR	0000434	MAINT	N	DUT001	Susan	Du Toit	06 Jun 2017	11:32:32	Hope W	lorks	HOP001		Yes
PR	0000433	MAINT	N	DUT001	Susan	Du Toit	05 Jun 2017	14:59:35				Call to confirm order 24 hou	Yes
PR	0000431	MAINT	N	MUD001	Mark	Mudderveld	01 Jun 2017	14:37:41					Yes
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
E PR	0000405	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:56:25				retest	Yes
E PR	0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12					Yes
II PR	0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19					Yes
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
PR	.0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09	Hope W	lorks	HOP001		Yes
	0000386	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	14:58:18					Yes
E PR	0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40					Yes
	******		H.			1.11		10.00.00					1



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
Bet Sire Layout Proces Type Type Maintenance Requisition Class Contract Service Billing Address Sereet Tio and Road Name Dry Sereet Tio and Road Name Phone 000000000000000000000000000000000000	Hone	Equipment a	ndlocations	Contract	Finance and HR	Inventory	Maintenand	e and Project	s Mark	ufacturing Procure	ement Sales	Service	Reporting	Utilities	i i	ð
Type Martinuarce Requisition Origin Type Work Order Origin Type Class Contract Service • Origin Type Billion Address State-11-Oreck net#*k require P Billion Address Street Ho and Road Hame P • • Request Date 20 ort 2017 • • Phone 00000000 Final P • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • <th></th> <th>Save Layo</th> <th>sut</th> <th></th>		Save Layo	sut													
Gass Contract Service • Request Date 210:t1:2017 10:t7:02.4V Billing Address Street Tip and Road Lame • Chy • • Phone 000 00000 • mail employeea Bicompany.co.ta • Contact Name Employeea Bicompany.co.ta • Contact Name Employeea Bicompany.co.ta • PartType PartCode Description Not reduce Name PartType PartCode Description SupplerName B SRV DE Delvery Free 3 1.00 800.00 14.00 112.00 1.00 Seption 1 Spret Distributors Loc B SRV DE Delvery Free 3 1.00 800.00 14.00 112.00 1.00 SPR001 Spret Distributors Loc B SRV DE Delvery Free 3 1.00 800.00 14.00 112.00 1.00 SPR001 Spret Distributors Loc B SRV DE Delvery Free 3 1.00 800.00 14.00 12.00 100 SPR01 <	Prostan	in the second	Maintenance	Requisitor						Origin Typ	Work Orde					
Request Date 23 Oct 2017 10:47:02.24* : Area Billing Address Area Street Ho and Road Tame 0 Chr - - Phone Email 00:000000 - Email Employeea Roompany.co.za - Contact Name - - - PartType PartCode Descripton North WarehouseName - B SRW DE Delwry Free 3 1.00 800.00 14.00 112.00 1.00 SPR011 Spret Distributors Loc B SRW DE Delwry Free 3 1.00 800.00 14.00 112.00 1.00 SPR011 Spret Distributors Loc B SRW DE Delwry Free 3 1.00 800.00 14.00 12.00 1.00 SPR011 Spret Distributors Loc		1. 11. 11	and the second second								1		rk require.	0		
Billing Address Steel 110 and Road Name P Area Chy - Phone 00 00000 - employeea Bicompany.coza Reguestor Sarah Mider Contact Name Employeea Bicompany.coza - PortType PertOde Description Pronty WarehouseHame Advess PertType PertOde Description Pronty WarehouseHame Advess - Billing Address Description Pronty WarehouseHame Advess - - - PertType PertOde Description Pronty WarehouseHame Advess - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - <td>R</td> <td></td> <td>and the second s</td> <td>-</td> <td>10:47:02 AM</td> <td></td> <td></td> <td></td> <td></td> <td>Relate</td> <td>d Kint</td> <td>A</td> <td>10000</td> <td>-</td> <td></td> <td></td>	R		and the second s	-	10:47:02 AM					Relate	d Kint	A	10000	-		
Email employee allcompany.co.za Contact Name Employee allcompany.co.za PartType PartCode Description Pronthy WorehouseHame Quantity UnitCost ft/TaxRate fd/AT MExhangeRate Suppler/Code Suppler/Code <td></td> <td></td> <td>Street No an Area</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Rer</td> <td></td> <td></td> <td></td> <td>-</td> <td></td> <td></td>			Street No an Area							Rer				-		
Email employee allcompany.co.za Contact Name Employee allcompany.co.za PartType PartCode Description Pronthy WorehouseHame Quantity UnitCost ft/TaxRate fd/AT MExhangeRate Suppler/Code Suppler/Code <td></td> <td>Phone</td> <td>000 000 000</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Requesto</td> <td>or Sarah Mid</td> <td>е</td> <td>•</td> <td>•</td> <td></td> <td></td>		Phone	000 000 000	0						Requesto	or Sarah Mid	е	•	•		
PartType PartCode Description Priority WarehouseName Quantity UnitCost fdTaxRate fdVAT fdExchangeRate SerialNo SupplerCode SupplerName Bit SERV DEL Delivery Fee 3 1.00 800.00 14.00 112.00 1.00 SPR001 Sprint Distributors Loc ID SERV DEL Delivery Fee 3 1.00 800.00 14.00 112.00 1.00 SPR001 Sprint Distributors Loc ID SERV INSP Inspection 3 1.00 800.00 14.00 112.00 1.00 SPR001 Sprint Distributors Loc ID SERV INSP Inspection 3 1.00 800.00 14.00 12.00 1.00 SPR001 Sprint Distributors Loc			professional and a second second	The second s	0.28											
Requisition Info Perinty WarehouseName Quantity UnitCost fdTaxRate fdVAT fdExchangeRate SeriaNo SupplerCode SupplerName III SP Delvery Pee 3 1.00 800.00 14.00 112.00 1.00 SPR001 Sprint Distributors Loc III SP Inspection 3 1.00 800.00 14.00 112.00 1.00 SPR001 Sprint Distributors Loc	6	ontact Name	Employee A	Purchasing	Address											
Requisition Info Sub Sub <td></td>																
SERV INSP Inspection 3 1.00 800.00 14.00 112.00 1.00 SPR01 Sprint Distributors Loc Requisition Info	PartType	PartCode	Description	Priority	WarehouseName	Quantity	UnitCost	fldTaxRate	fidvat	fdExchangeRate	SerialNo	SupplerCo	ode 5	iupplerNa	ne	
Requisition Info	E SERV	DEL	Delivery Fee	3	1	1.00	800.00	14.00	112.00	1.00		SPR001	ş	iprint Distr	ibutors L	ocal
VAT 224.00	1 SERV	INSP	Inspection	3		1.00	800.00	14.00	112.00	1.00		SPR001	S	iprint Distr	butors L	ocal
VAT 224.00																
VAT 224.00											Cub	Total			1600	00
	Rec	uisition Info					÷				500	_				
- Grand Total 1824.00											12402					
							*				Grand	Total			1824.	00

- 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.



a an				Edit R	equisition - PR	0000459 - BP(O: Version 2	1.0.41 -	Example Compar	y.			2	D	
Hone	Equipment a	ind Locations C	ontract	Finance and	R Inventory	Maintenance	e and Project	s Marx	ufacturing Procu	ement S	ales Servi	ce Reporting	, Utilitie	8 4	ð
1 6	2														
we Back		e d													
IVE DOLK	Sole ray	M													
Process		1													
	Туре	Maintenance R	equisition		•				Origin Ty	pe Work C	rder	•	٠		
	Class	Contract Service	2		•					Contraction of the local division of the loc	-1 - Check r	netzi*ek require	μ., ρ		
R	lequest Date	23 Oct 2017	•	10:47:02 AN					Relat	ed Kloof					
84	ling Address	Street No and I	load Nan	ne ,0 -	•										
		Area													
	Phone	City 000 000 0000											_		
	Email	and the second second second second	moanu o						Reques	or Sarah	MOR				
6		Employee A Pu	and the second second	1. Sec. 1.											
1		group by that of											1		7
gaciliert	wader here to	group by the cal			lame Quantity	UnitCost	fidTaxRate	fidVAT	fdExchangeRate	SerialNo	Suppl	erCode	Suppliert	Kame	/
g a cilum i PartType	PartCode	group by the cal	UNH:	WarehouseN	lame Quantity	UnitCost 800.00		fidVAT 112.00			Suppl		Supplier Sprint De		Loca
PartType El SERV	PartCode DEL	onsia by that all Description	unieri Priority	WarehouseN			14.00		1.00)1	Sprint De		
PartType El SERV El SERV	PartCode DEL	prop by that of Description Delivery Fee	Priority 3	WarehouseN	1.00	800.00	14.00	112.00	1.00		SPR.00)1	Sprint De	stributors	
PartType El SERV El SERV Item S	PartCode DEL DISP	Description Description Delivery Fee Inspection	Priority 3 3	WarehouseN	1.00	800.00	14.00	112.00 112.00	1.00		SPR.00)1	Sprint Di Sprint Di	stributors	Loca
PartType El SERV El SERV Item S Q Supp + SPRI	PartCode PartCode DEL DESP Supplers SupplerCode Sup	Description Description Delivery Fee Inspection	Priority 3 3 Supp	WarehouseN	1.00	800.00 800.00 TaxRate	14.00 14.00 Exchang	112.00 112.00 eRate	1.0		SPROC)1)1 QuantityPe	Sprint Di Sprint Di	stributors stributors UnitO®u	Loca
PartType BI SERV BI SERV I tem S Q Supp	PartCode PartCode DEL DESP Supplers SupplerCode Sup	Description Description Delivery Fee Inspection	Priority 3 3 Supp	WarehouseN	1.00 1.00 Currency	800.00 800.00 TaxRate	14.00 14.00 Exchang	112.00 112.00 eRate	1.00 1.00 SelectedSuppler	UnitCost	SPROC SPROC)1)1 QuantityPe	Sprint Di Sprint Di tUOP	stributors stributors UnitO®u	Loci
artType BISERV BISERV Item S Rups SPR(PartCode PartCode DEL DESP Supplers SupplerCode Sup	Description Description Delivery Fee Inspection	Priority 3 3 Supp	WarehouseN	1.00 1.00 Currency	800.00 800.00 TaxRate	14.00 14.00 Exchang	112.00 112.00 eRate	1.00 1.00 SelectedSuppler	UnitCost	SPROC SPROC)1)1 QuantityPe	Sprint Di Sprint Di tUOP	stributors stributors UnitO®u	Loc
artType 3 SERV 9 SERV 1tem S • SPR(• SPR(PartCode PartCode DEL DESP Supplers SupplerCode Sup	Description Description Delivery Fee Inspection	Priority 3 3 Supp	WarehouseN	1.00 1.00 Currency	800.00 800.00 TaxRate	14.00 14.00 Exchang	112.00 112.00 eRate	1.00 1.00 SelectedSuppler	UnitCost	SPROC SPROC)1)1 QuantityPe	Sprint Di Sprint Di tUOP	stributors stributors UnitO®u	Loc
artType 3 SERV 3 SERV 1 tem S 4 Supp 4 SPR(4	Andor here to PartCode DEL DISP Supplers OlerCode Sup OlerCode Sup	Description Description Delivery Fee Inspection splierName int Distributors Lo	Priority 3 3 Supp	WarehouseN	1.00 1.00 Currency	800.00 800.00 TaxRate	14.00 14.00 Exchang	112.00 112.00 eRate	1.00 1.00 SelectedSuppler	UnitCost 800.00	SPROC SPROC)1)1 QuantityPe	Sprint Di Sprint Di tUOP	stributors stributors UnitO®u	rchas
PartType El SERV El SERV El SERV Item S R SERV + SERV + SERV + SERV	PartCode PartCode DEL DESP Supplers SupplerCode Sup	Description Description Delivery Fee Inspection splierName int Distributors Lo	Priority 3 3 Supp	WarehouseN	1.00 1.00 Currency	800.00 800.00 TaxRate	14.00 14.00 Exchang	112.00 112.00 eRate	1.00 1.00 SelectedSuppler	UnitCost 800.00	SPROC SPROC)1)1 QuantityPe	Sprint Di Sprint Di tUOP	stributors stributors UnitO®u ea 160	rdsas
PartType BI SERV BI SERV Item S R SPRI 4	Andor here to PartCode DEL DISP Supplers OlerCode Sup OlerCode Sup	Description Description Delivery Fee Inspection splierName int Distributors Lo	Priority 3 3 Supp	WarehouseN	1.00 1.00 Currency	800.00 800.00 TaxRate	14.00 14.00 Exchang	112.00 112.00 eRate	1.00 1.00 SelectedSuppler	UnitCost 800.00	SPROC SPROC LeadTime 0.0)1)1 QuantityPe	Sprint Di Sprint Di tUOP	stributors stributors UnitO®u ea 160	rdhas) 0.00

- 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.

. .				Edit Requisition - PP	R0000459 -	BPO: Version 2.1.0	0.41 • Example Co	mpany				٥	Х
Hone	Equipment ar	nd Locations	Contract Final	nce and HR. Inventory	Maintena	ince and Projects	Manufacturing	Procureme	nt Sales	Service Repr	orting Utili	tes -	0
Save Back	Save Layo	ut											
Process ,	Format	4					0.935		trouble standard and				
		Maintenance					Orig		Work Order		•		
		Contract Serv	100							heck netr*ck re	equire P		
	1.50 0.000	23 Oct 2017		102 AM ‡				Related	Kloaf		8		
Billin	g Address	Street No and Area Oity	I Road Name	р 0									
	Phone	000 000 000)				Re	questor	Sarah Mider				
	Email	enployeea@	company,co.za										
Con	tact Name	Employee A P	Purchasing Addre	55									
Item Supplers							Internet						
SupplerCode SPR001		ane tributors Local	SupplerItemCo	de Currency South African Rand	TaxRate	Louis against	SelectedSuppler Yes	UnitCest 800.0		QuantityPer 00	1.00 ea	OfPurchase	M
			Add Add Sup Remove	/e									
Requ	isition Info				*					TAV		1600 224	
									Grand To	otal		1 824	.00
Open Windows •											28	Nov 2017	1



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

· ·				I	dit Requi	sition - PR	10000459 -	BPO: Version 2.1	0.41 - Example C	ompany				÷.		Х
Home E Home E Save Back	Equipment an		Contract	Finance	and HR.	Inventory	Maintene	ance and Projects	Manufacturing	Procurem	ent Sales	Senice	Reporting	Utilities	-	8
Process 2	Format	Maintenance	Requisition	1					0	iain Type	Work Order					_
		Contract Ser							181	7 - A - A - A - A - A - A - A - A - A -	1818-1-1-0		d reaste.			
Reg		23 Oct 2017		10:47:02	AN *					Related	Kloaf					
		Street No an Area Oty			Alexandre and					Item				*		
	Phone	000 000 000	0		-				R	equestor	Sarah Mider					
	Email	employeea@	company.c	0.78												
Cont	tact Name	Employee A	Purchasing	Address												
Item Suppliers																
SupplerCode +	SupplierNa	me	Suppler!	temCode	Currency		TaxRate	ExchangeRate	SelectedSupple	r UnitCost	LeadTime	Quant	tyPerUOP	UnitOfP	urchase	M
SPR001	Sprint Dist	ributors Local			South Afr	ican Rand	14.00	1.0	0 Yes	800.0	0 0.	.00	1.00	ea (
					Are y	ou sure ye	ou want to	add a supplier to Yes	this item INSP							
				_												+
Requis	sition Info						×.	÷			Sub To	otal			1 600.	, 00
Requis	sition Info						X					otal VAT			1600.	11.1
Requis	sition Info						à. v					VAT				00



- 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.

		Edit F	Requisition - PRO	000459 - BPO: Version	n 2.1.0.41 - Exam	nple Company				ž		1
Home Equipment a Home Equipment a Save Back Save Layo		ect Finance and	HR Diventory	Maintenance and Proj	iects Manufact	uring Procure	nent Sal	es Servio	e Repor	ting Utilities	1	8
Process _ Format	4		7.				00002					_
2.275	Maintenance Requis	ibon	1			Origin Type	Lauvinna			•		
	Contract Service					Related		I - Check ne	the the ted	urep		
Request Date	And a second					Iten				Č.		
Billing Address	Street No and Road Area	Name ,0										
	City											
Phone	000 000 0000		1			Requesto	Sarah M	ider				
Email	employeea@compar	hy.co.za	Select a sup	and as for sold				- 6		1		
Contact Name	Employee A Purchas	ing Address						(m)(b				
em Suppliers			Home									
SupplierCode + SupplierN	ame Suppl	eritemCode Cur	00	2						P UnitOf	Archase	
SPR001 Sprint Dis	tributors Local	Sou	Ok Back	Save Layout						1.00 ea		
			- Designer	2 miles								
			Process	4 Format 4					-			
									1			
			SupplierCode	SupplerName	ContactName	SupplierType	Status	Class VAT	No			
			۲						_^			
			PR10012	Printer World	Maggie Saggie	GEN	A I	77 134	5678			
			PR1005	Printer World 2	Richard Sage	GEN	A I	PT 980	7652			
			PR3007	Printer World Forex	Matthew Sage	SHPA	A I		5944			
			SPR002	Sprint International	George Matt	GEN	A	¹⁵ 456	2587-			1
Requisition Info			TON001	Tonys Copy Shop	Tony	SHPA			4561.		1 600.	.00
			TW1001	Twinkle Office Au		GEN			6543:		224.	00
			• YES001	Young Electric	Grant	GEN	A I	×5 324	5064		1000	
			10		_				,		1824.	.00



VIEW ADDED SUPPLIER

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

•		ervice Report	Work Order	lin Type Origin	Orig	i Mar	ince and Projects	Maintere	1	t Finance and HR	Contract	ut	Save Layo	Back	Save
• 	• krequire P		1818-1-1 - Che	Origin	20100				•	on •••	e Requisitio		Save Layo Formut		
* P *	• krequire P - -		1818-1-1 - Che	Origin	20100				•	on ••	e Requisitio	, Maintenance		88)	Proc
• 	• krequire P -		1818-1-1 - Che	Origin	20100				•	on 🔹	e Requisitio	Maintenance	Tune		
о - -	k require ,P	edi netv¶rk req											type		
			Kloof	Related 1					•		rvice	Contract Se	Class		
*				Item	1					10:47:02 AM 🛟	7 •	23 Oct 2017	quest Date	Re	
									•	ame ,P	nd Road Na	Area	ig Address	Billin	
-			Sarah Mider	augebox 1	Bas						AA .	City 000 000 000	Phone		
	ँ	0	aaran Mader	dacator :	RC					.00.78			Email		
										and the second	and the second	A STREET, STRE	itact Name	Con	
											12 MW			uppliers	Item S
UnitOlPurchase		QuantityPerUC					ExchangeRate	TaxRate		ItemCode Currency	Suppler1		SupplerNan		
				-				_			_		-	-	-
ea	1.00 ea		1.00	0.00		0 N0	1.0	14.00	African Rand	South At		nc	Young Elect	01	YESC
¢ð	PerUOP Un 1.00 ea 1.00 ea		0.00	UnitCost 800.00 0.00		Selv 0 Yes 0 No	1.0	TaxRate 14.00 14.00	ky African Rand African Rand	ItemCode Currency South Af		ve butors Local		upplers Iler + 101	

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.

Image: Back Back Save Layout Proces Save Layout Pornat Proces Promat Type Maintenance Requisition • Origin Type Work Order • • Class Contract Service • • Class Contract Service • • Billing Address Street No and Road Name P • • City • • Phone Contract Nervice • • City • • Phone mologoeool memory too za • Contact Name Employee A Purchasing Address •	(mail and				Edit	lequisition - P	R0000459 -	BPO: Version 2.1.	0.41 - Example C	ompany				3	٥	X
ave Bod Sere Layout Process Tornat Type Maintenance Requisition Class Contract Service Billing Address Steet Ho and Road Name P Request Date 20 Cl 2017 10:47:02.4V⁺ Requester Strah Mider • • Contract Rame Employee A Purchaing Address tem Supplers Requestor Such African Rand 14:00 100 800:00 0:00 0:00	Hone Hone	Equipment ar	nd Locations	Contract	Finance and	HR Inventory	Mainterv	ance and Projects	Manufacturing	Procurent	ent Sales	Service	Reporting	Utites	2	ð
Type Mantemance Regulation Item Origin Type Wok Ordet • Class Context Service 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	H 👌 Save Back		ut													
Class Contract Service • Request Date 23 Oct 2017 • 1047/02 AV * Billing Address Street His and Road Kame • • City • • • Phone 000 0000 • • Email employeea @company.co.za • • Contact Name Employeea @company.co.za • • Supplers SupplerLam SupplerLam • • Supplers SupplerLam SupplerLam • • Young Electric South African Rand 14.00 1.00 • • Young Electric South African Rand 14.00 1.00 • • • Requisition Info Sub Total 1.00 • 1.00 • 1.00 • 1.00 • 1.00 • • • • • • • • • • • • • • • • • • • • • • • • • • •<	Process	11	# Maintenance	Requisition	,				Ori	gin Type	Work Order					
Item Item Billing Address Street His and Road Name P Area Reguestor Sarah Mider • Phone 000 00000 Reguestor Sarah Mider • Email employeea (Company, co. za) Contact Hame Employeea (Company, co. za) Reguestor Sarah Mider • Supplers Supplers Supplers Supplers (Company, co. za) South African Rand 14.00 1.00 No 800.00 0.00 1.00 ea SepterLine SupplerLine/Code Currency Taskate ExchangeRate SelectedSuppler (IntiCost LeadTime Quanth/PerUOP UnitOPurchase M SepterLine SupplerLine South African Rand 14.00 1.00 No 800.00 0.00 1.00 ea YES001 Young Electric South African Rand 14.00 1.00 Yes South African M Keguisition Info Sub Total 1.300.00 1.30.00 1.32.00 1.32.00 1.32.00		1 1 1 1 1 1	and state and the										•rk require.	., p		
Belling Address Street Ho and Road Hame P Area Oty Requestor Surah Mider Email employeeal@company.co.za Requestor Surah Mider Contact Hame Employeeal@company.co.za Image: Second Hame Image: Second Hame Image: Second Hame Supplers Supplers Suppleriten: Suppleriten: Suppleriten: Suppleriten: Image: Second Hame	R	equest Date	23 Oct 2017	•	10:47:02 AM						Kloof	on the contract of	ana a <u>B</u> eau	4		
Email Contact Name Employees@company.co.za tem Supplers suppler/limit Suppler/limit Suppler/limit Suppler/limit Quanth/Per/OP UnitOP/Purchases M SPR001 Spint Distributors Local South African Rand 14.00 1.00 No 800.00 0.00 1.00 ea 125001 Young Electric South African Rand 14.00 1.00 Yes S00.00 4.00 1.00 ea 14.00 1.00 Yes S00.00 4.00 1.00 Yes Yes <td< td=""><td>Bill</td><td>ing Address</td><td>Area</td><td>rd Road Nar</td><td>ne ,0</td><td></td><td></td><td></td><td></td><td>ACI</td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Bill	ing Address	Area	rd Road Nar	ne ,0					ACI						
Email Contact Name Employees@company.co.za tem Supplers suppler/limit Suppler/limit Suppler/limit Suppler/limit Quanth/Per/OP UnitOP/Purchases M SPR001 Spint Distributors Local South African Rand 14.00 1.00 No 800.00 0.00 1.00 ea 125001 Young Electric South African Rand 14.00 1.00 Yes S00.00 4.00 1.00 ea 14.00 1.00 Yes S00.00 4.00 1.00 Yes Yes <td< td=""><td></td><td>Phone</td><td>Value 1</td><td>0</td><td></td><td>1</td><td></td><td></td><td>R</td><td>equestor</td><td>Sarah Mide</td><td>f</td><td>•</td><td></td><td></td><td></td></td<>		Phone	Value 1	0		1			R	equestor	Sarah Mide	f	•			
Supplers Suppler/Limit Suppler/Limit Code Currency TasRate ExchangeRate SelectedSuppler UnitCost LeadTime QuantityPerUOP UnitORPurchase M SPR001 Sprint Distributors Local South African Rand 14.00 1.00 No 8000.00 0.00 1.00 ea 100 Image: Sprint Distributors Local South African Rand 14.00 1.00 Yes 500.00 4.00 1.00 ea Image: Sprint Distributors Local South African Rand 14.00 1.00 Yes 500.00 4.00 1.00 ea Image: Sprint Distributors Local Image: Sprint Distributors Local South African Rand 14.00 1.00 Yes 500.00 4.00 1.00 ea Image: Sprint Distributors Local Image: Sprint Dist			alatine between the balance	which a late hypothesis also	0.28											
Suppler	Co	ontact Name	Employee A	Purchasing	Address											
Sprint Distributors Local South African Rand 14.00 1.00 No 800.00 0.00 1.00 ea YES001 Young Electric South African Rand 14.00 1.00 Yes 500.00 4.00 1.00 ea ea <td>Item Suppliers</td> <td>and the second second</td> <td></td>	Item Suppliers	and the second second														
YES001 Young Electric South African Rand 14.00 1.00 Yes 500.00 4.00 1.00 ea Requisition Info Sub Total 1 300.00 VAT 182.00	10001010			SupplerIt										14112	urchase	M
Requisition Info	SPR001				500	h African Rand	19.00	1.00	NO	800.0	0 0.	00	1.00	61		11
VAT 182.00	and failed a								Yes				1.00			
	and failed a								Yes				1.00			
- Grand Total 1482.00	YE5001	Young Bect							Yes		0 4. Sub T	otal	1.00			
	YE5001	Young Bect							Yes		0 4. Sub T	otal VAT	1.00		182	00

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**.



Home Home Home Home Home Home Home Home	Equipment a	nd Locations Co	ntract Fir		sition - PR000	0459 - BPO: Version	2.1.0.41 - Examp	le Company				2		2
				nance and HR	Inventory M	Naintenance and Proje	ts Manufacturi	ng Procuren	ent Sales	Service	Reporting	Utites	-	ð
		ut												
Process a														
		. A		201					provide the second s				_	_
	1.5	Maintenance Re						Origin Type	and frances			•		
1211		Contract Service	iners and a	•				Origin Related	1818-1-1-	Check netv	rk require.	. <i>P</i>		
	1.00	23 Oct 2017		47:02 AM 💲				Item	Koof			-		
Billin	ng Address	Street No and R Area	pad Name	<i>р</i> . •										
		City												
	Phone	000 000 0000						Requestor	Sarah Mide					
	Email	endra lecentres	and the second second	iki										
Con	ntact Name	Employee A Pure	thasing Add	ress										
tem Suppliers														
uantityPerUOP		rchase Mnimu		ContractNo	ContractPa	geNo ContractPart	No CatalogNo	BlanketPOt	lo Forwar	dContractN	lo Manuf	acturerIte	тCode	
	00 ea		10											
1	00 ea		1.0	00									_	_



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



•				Edit Req	uisition - PR	0000459 - /	BPO: Version 2.1.	0.41 - Example	e Company				÷.	۵	>
Hone B	quipment an	dilocations Co	intract Finan	nce and HR	Inventory	Maintena	ance and Projects	Manufacturie	ig Procuren	ent Sales	Service R	leporting	Utilities	÷ 3	ð
ave Back	Save Layor	ut													
Process	Format	1													
	Туре	Maintenance Re	quisition	•)				Origin Type	Work Orde	•		٠		
	Class	Contract Service	t	•	1						Check net/*ri	k require	P		
Requ	iest Date	23 Oct 2017	• 10:47:	:02 AN 🛟					Related Item	Kloof			*		
Billing	Address	Street No and R Area City	oad Name	۹ (
	Phone	000 000 0000							Requestor	Sarah Mide	, ,				
		employeea@con	npany.co.za	_											
Cont		Employee A Pure		55											
en Supplers															
antityPerUOP	UnitOfPur	chase Mnimu	mOrderQty	Contractiv	o Contract	PageNo	ContractPartNo	CatalogNo	BlanketPON	o Forwa	dContractNo	Manufa	cturerIter	nCode	
	0 68		1.00												
1.00	0 ea		1.00												
					Report Gene	ration									
					Do you war	nt to print	the requisition P	R0000459?							
							Yes	No	1						
									<u>.</u>						
Requis	ition Info									Sub T	otal			1 300.0	0
											VAT			182.0	0
						¥.				Grand	otal			1 482.0	10
en Windows *													28 Nov 1	2017	1

- 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.

Ü	Hone E	quipment a	nd Location	s Contract Finan	ice and HR 1	nventory M	aintenance and P	rojects Mar	ulacturing	Procurem	ent Sale	s Servi	ce Reporting	Utilities	- 1	Ð,
Ad		X		k 🏴 (Dedne	2		2	Export	Durban New	•	(2) Refresh				
1																
	Maintai	1	4	Process		4	ormat	4 Print	4	0	ment	-	4			
P	Code •	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Custom	erName	Custome	rCode	Notes .	-		
	PR0000461	MAINT	N	MIL001	Sarah	Mider	21 Nov 2017	13:30:35								
	PR0000460	MAINT	N	MIL001	Sarah	Mider	07 Nov 2017	11:00:42	Hope W	lorks	HOP001					
	PR0000459	MAINT	N	MIL001	Sarah	Mider	23 Oct 2017	10:47:02	Hope W	lorks	HOP001					
	PR0000450	MAINT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11		16						
	PR0000444	MAINT	N	MUD001	Requisition P	rocessing			X	d Dynamic	WE5001					
	PR0000442	MAINT	N	MUD001	29260 J. (1983)											
	PR.0000439	MAINT	N	DUT001						Co	ABOXYZ	123	Generated fro	n sales ord	er no. O	R000
	PR0000434	MAINT	N	DUT001		equisition No	o. PR0000459 sa	ved success	ully.	tis .	HOP001					
	PR0000433	MAINT	N	DUT001									Call to confirm	order 24 h	ours bef	ore e
	PR0000431	MAINT	Ν	MUD001				-	_							
	PR0000430	MAINT	N	DUT001				0	(φ	TIA001					
	PR0000428	MAINT	N	DUT001						lis	HOP001		test			
	PR0000418	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:40:05	Hope W	lorka	HOP001					
	PR0000415	MAINT	N	MU0001	Mark	Mudderveld	24 May 2017	14:18:21	Hope W	lorks	HOP001					
	PR0000410	MAINT	N	MUD001	Mark	Mudderveid	22 May 2017	12:47:51	Titan Gr	qup	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	Mudderveid	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	lorks	HOP001					



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



		7 0	
Sales Service	vice Reports	ng Utilities -	ð
			_
ork Order	•		
18-1-1 - Check neb	net/*rk requ	ire /?	
of			
rah Mider			
ForwardContract	tractivo Ma	nufacturerItemCo	de
Sub Total VAT Grand Total		4	300.00 182.00 482.00
Gra		to an all	oomole

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.

Dimens File Ver Bolgenet B = B B D B D B T S - O R R 100				Purchase ExampleCompar Street No and Ros Area City South Africa 0000 Reg No.1 000000	dName Poetboo Area City South A D000 Slass4525 Fax No.1	No Haa 000 000 000				- 1
	Requestor : Email :	MILOOI Sarah employeead		VATNo: 00000 Document Ref.: Date : Type : Status : Site : Department :	20 Tel No.1 PR0000459 23 Oct 2017 MAINT N Durban Sales	000 000 000	0			
11 Ka	Tel No. : Suppler Calk (2005) VESOL	Tem Cole 04. 203	Dan Description Solver for Dejection	Correct 248 241		0 F Qty 10 1-00 00 1-01	Cast 840.00			
Papidi									10% (·)	

- 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.



77	Hone E	auoment	and Locatio	ns Contract Finan	ce and HR I	nventory M	intenance and P	roiects M	anufacturiny	Procurem	ent Sal	is Servi	ce Reporting	Utilities	2.3	ð
0		X		k 🕨 (00			2	-	Durban	•	0				
Add	Edit	Delete	Vew	Hold Release App	rove Dedne	Save Layo	ut Workspaces	Print	Export	New	•	Refresh				
	Maintai	'n	-	Process		, h	sreat	Pri	t a	0	rrent					
													-			
							-						links.	1	-	
PKG	iode •	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTim	e Custor	verName	Custom	erCode	Notes			
1.		HART		10 001	Fach	Allder	21.00.0017	13.30.35								
	R0000461	MAINT	N	MIL001 MIL001	Sarah Sarah	Mider	21 Nov 2017 07 Nov 2017	13:30:35	0	1.1.1	HOP00					
	R0000460	MAINT	N	MILOO1	Sarah	Mider Mider	23 Oct 2017	10:47:02	Hope V		HOP00					
	R0000459	MAINT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11	Hope V	iona -	HUP00	· · · ·				
	R0000444	MAINT	N	MUD001	Mark		15 Jun 2017	12:29:13	Weth	ood Dynamic	WESOD	E				
	R0000442	MAINT	N	Requisition Proces		PROVER YOU		× 14:32	HEAR	ova o jositik	Theory	•				
	R0000439	MAINT	N					56:24	ABC S	ice Co	ABCXYZ	123	Generated fro	m sales ord	er no. O	R00
	R0000434	MAINT	N					32:32	Hope V		HOP00				Sector 1	eta)
	R0000433	MAINT	N	Requis	ition No. PRO	00459 saved	successfully.	59:35	- 15				Call to confirm	order 24h	ours befi	ore r
	R0000431	MAINT	N					37:41								
-	R0000430	MAINT	N					16:44	Titan G	roup	TIA001					
1	R0000428	MAINT	N				OK	41:14	Hope V	Vorks	HOP00		test			
=	R0000418	MAINT	N	M00001	Mark	Mudderved	24 May 2011	14:40:05	Hope V	Vorks	HOP00					
	R0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope V	Vorks	HOP00	É.				
-	R0000410	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:47:51	Titan G	roup	TLA001					
	R0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42								
EF	R0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14								
01	R0000405	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:56:25					retest			
0	R0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12								
F	R0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11								
	R0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53								
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.
---	---------	-------	--------	-----	------	-----------

po					Purchase Re	equisition List	ting - BPO: Versi	on 2.1.0.41 -	Example	Company			7		Х
P	Home 5	quipment a	nd Location	s Contract Finan	nce and HR 1	nventory Ma	eintenance and Pr	ojects Mar	nufacturing	Procuren	ent Sales Se	nice Reportin	g Utildes	÷.	Ø
Add	Edt 1	X Delete		isid Release Ap	prove Dedre	Save Layo	ut Workspaces	Pint	Export	Durban ID 0	Al Sites				
	Maintai	1	1	Process		i A	o'mat	Print			Durban Pretoria				
											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
Add		X Delete		k P (D O	Save Layo	1		Export	Durban New	• 🔕	1	d ourse		
	Mainta	h	4	Process		h	cinat.	Print	4	Status	Approved				
										c	Closed				
		PRType		EmployeeNumber	FirstName	LastName	EventDate	EventTime	Custom	D	Decined Issued		-	1	
		1.000 Bes		wiger Jeen wineer.	1 Y AV NOTE	Larg terre	L'IL TOTOPOLI	arenting.	-	N	New				
	PR0000461	MAINT	N	MIL001	Sarah	Mider	21 Nov 2017	13:30:35	-	R	Released				
	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

CO3 Technologies (Pty) Ltd © Company Confidential



0 5			a secondat 1482.	CE BOO PK 1	wentory M	aintenance and P	rojects Man	ufacturing	Procurem	ent Sales Ser	vice Reporting Utilities - dP
0	X		k 🕨 (00	2	4	2		Durban	• 0	
Add Edit	Delete V	Aen H	old Release App	rove Dedne	Save Layo	out Workspaces	Print	Export	New	 Refres 	h
M	intain		Process			ormat	Print	-	0	arent.	
					-			-			1
	heade here la										1
PRCode	 PRType 	Status	EmployeeNumber	FrstName	LastName	EventDate	EventTime	Custom	erName	CustomerCode	Notes
-		2	100 000	Park.	41.1	2111-2017	12.00.00				
PR00004		N	MIL001	Sarah	Mider	21 Nov 2017	13:30:35	(here b)	202	1000001	
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	
PR00004	13 - U.S. 1	N	DUT001	Susan	Du Toit	08 Jun 2017	14:56:24	ABC Sh	oe Co	ABCXYZ123	Generated from sales order no. ORD
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				
PR00004	IOS MAINT	N	MU0001	Mark	Mudderveld	19 May 2017	12:56:25				retest
PR00004	104 MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12				
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

CO3 Technologies (Pty) Ltd © Company Confidential



				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
H 🔇	Save Layo	sut												
Process	Format	1												
	Туре	Maintenance	Requisition	••					Origin Typ	e Work Order	•	•		
	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.		
Billio	ng Address	Street No an Area City	d Road Nan	ne p										
	Phone	000 000 000	0						Requesto	er Sarah Mide				
	Email			0.Z8					nelacito	a contrast				
Cor	ntact Name	Employee A	and the second	Selection										
									B. B. Anno 10 also 1	Paul Mile	A	e Supple	diama	
	PartCode	Description	Priority	WarehouseName	Quantity	UnitCost	fidTaxRate	fidVAT	noexchangekate	senano	SupplerCode		TINGTINE	
PartType	PartCode	Description Delivery Fee	Priority 3		Quantity		fidTaxRate 14.00	fidVAT		seriano	SupplierCook SPR001		Distributor	sLoc
PartType BI SERV	PartCode DEL 1					800.00	14.00	112.00	1.00	Seriario		Sprint		s Loc
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	
PartType B SERV B SERV	PartCode I DEL I DVSP I	Delvery Fee Inspection	3		1.00	800.00	14.00	112.00	1.00	Sub T	SPR.001 YE5001	Sprint	Ostributor Electric	s Loc 00.00

- 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												
Process	# Format								10.00000	>) - performante				
		Maintenance	de familie							e Work Or			٠	
		Contract Serv	ke	•						herson salar	- Check neb	rk require.	. ρ	
R	equest Date	23 Oct 2017	•	10:47:02 AM 🛟					Relate	d Kloof			*	
Bil	ling Address	Street No and Area City	l Road Nan	к р. 										
	Phone	000 000 0000)						Request	ar Sarah Mi	lder.	•		
	Emai	and the second sec	the second second	0.28										
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
PartType	PartCode	Description	Priority							Senañio			Por antico	
PartType	PartCode DEL				r Quantity 1.00	UnitCost 800.0	00 14.00	Rðvat 112.00 84.00	fdExchangeRate 1.00 1.00	SerialNo	SupplerC SPR001 YES001	S	Por antico	tributors Loci
PartType El SERV El SERV	PartCode DEL	Description Delivery Fee	Priority 3		1.00	800.0	00 14.00	112.00	1.00	SerialNo	SPR001	S	print Dis	tributors Loci
PartType El SERV El SERV Item S	PartCode DEL DNSP Aupplers	Description Delivery Fee	Priority 3 3		1.00	800.0	00 14.00 00 14.00	112.00 84.00	1.00		SPR001	S	print Dis loung Ele	tributors Loci
PartType El SERV El SERV Item S	PartCode DEL DNSP Aupplers olerCode Su	Description Delivery Fee Inspection	Priority 3 3 Su	ppierItemCode (1.00	800.0 600.0 ⁹ Tax	00 14.00 00 14.00	112.00 84.00	1.00 1.00		SPR001 YES001 LeadTime	S Y QuantityPe	print Dis loung Ele	tributors Loci ictric UnitOfPurch
PartType El SERV El SERV Item S SUPC	PartCode DEL INSP Aupplers OlerCode Su 001 Sp	Description Delivery Fee Inspection oplierName	Priority 3 3 Su	pplerItemCode (1.00 1.00 Currency	800.0 600.0 ^V Tax Rand	00 14.00 00 14.00 Rate Exchar	112.00 84.00 ngeRate 1.00	1.00 1.00 SelectedSuppler	UnitCost	SPR001 YES001 LeadTime 0.00	S Y QuantityPe	print Dis loung Ele rUOP	tributors Loci citric UnitOlPurch ea
PartType El SERV El SERV Item S SERV • SPRO	PartCode DEL INSP Aupplers OlerCode Su 001 Sp	Description Delivery Fee Inspection oplierName rint Distributors	Priority 3 3 Su	pplerItemCode (1.00 1.00 Durrency	800.0 600.0 ^V Tax Rand	00 14.00 00 14.00 Rate Excha 14.00	112.00 84.00 ngeRate 1.00	1.00 1.00 SelectedSuppler No	UnitCost 800.00	SPR001 YES001 LeadTime 0.00	S Y QuantityPe	print Dis oung Ele rUOP 1.00	tributors Loci citric UnitOlPurch ea
PartType El SERV El SERV Item S SERV + SPRO	PartCode DEL INSP Aupplers OlerCode Su 001 Sp	Description Delivery Fee Inspection oplierName rint Distributors	Priority 3 3 Su	pplerItemCode (1.00 1.00 Durrency	800.0 600.0 ^V Tax Rand	00 14.00 00 14.00 Rate Excha 14.00	112.00 84.00 ngeRate 1.00	1.00 1.00 SelectedSuppler No	UnitCost 800.00	SPR001 YES001 LeadTime 0.00	S Y QuantityPe	print Dis oung Ele rUOP 1.00	tributors Loci citric UnitOlPurch ea
PartType SERV SERV Item S SERV YESC	PartCode DEL INSP Aupplers OlerCode Su 001 Sp	Description Delivery Fee Inspection opterName int Distributors ung Electric	Priority 3 3 Su	pplerItemCode (1.00 1.00 Durrency	800.0 600.0 ^V Tax Rand	00 14.00 00 14.00 Rate Excha 14.00	112.00 84.00 ngeRate 1.00	1.00 1.00 SelectedSuppler No	UnitCost 800.00 600.00	SPR001 YES001 LeadTime 0.00	S Y QuantityPe	print Dis oung Ele rUOP 1.00	tributors Loci citric UnitOlPurch ea
PartType El SERV El SERV Item S SERV YESC +	PartCode DEL INSP oupplers olerCode Su 001 Sp 001 Yo	Description Delivery Fee Inspection opterName int Distributors ung Electric	Priority 3 3 Su	pplerItemCode (1.00 1.00 Durrency	800.0 600.0 ^V Tax Rand	00 14.00 00 14.00 Rate Excha 14.00	112.00 84.00 ngeRate 1.00	1.00 1.00 SelectedSuppler No	UnitCost 800.00 600.00	SPR001 YE5001 LeadTime 0.00 4.00	S Y QuantityPe	print Dis oung Ele rUOP 1.00	tributors Loci ictric UnitOfPurch ea ea
PartType B SERV SERV Item S SPRO YESO 4	PartCode DEL INSP oupplers olerCode Su 001 Sp 001 Yo	Description Delivery Fee Inspection opterName int Distributors ung Electric	Priority 3 3 Su	pplerItemCode (1.00 1.00 Durrency	800.0 600.0 ^V Tax Rand	00 14.00 00 14.00 Rate Excha 14.00	112.00 84.00 ngeRate 1.00	1.00 1.00 SelectedSuppler No	UnitCost 800.00 600.00	SPR001 YES001 LeadTime 0.00 4.00	S Y QuantityPe	print Dis oung Ele rUOP 1.00	tributors Loci cetric UnitOfPurch ea ea 1 400.00



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
80	2															
Save Back	Save Layo	ut														
Process	, Format	a		1	231				57	CURRENT					_	_
		Maintenance	had a standard	1					0	rigin Type	Merris Gree		•	•		
8		Contract Se	110.000							Origin Related		Check net	v*rk require	ρ		
	equest Date			10:47:02	August .					Item	Koof			1		
Bill	ling Address	Street No ar Area	nd Road Nar	ne ,	0											
		City														
	Phone	000 000 000	00		_				F	lequestor	Sarah Mid	r.	•	•		
	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
• SPR001		butors Local				ican Rand	14.00		No	800.0		.00		ea		_
YES001	Young Elect	nc.			South Afr	ican Rand	14.00	1.00	Yes	600.0	0 4	.00	1.00	0 00		
۲ در در ۲۰۰۵ د Rec	usition Info						*				Sub1	otal			1 400	,
AC	ananon mio											VAT			196	
															170	A.A.
							2				Grand	fotal			1 596	00

• Click on the **arrow** that is revealed.



*					Edit Requ	isition - PP	10000459 - 1	BPO: Version 2.1.	0.41 - Examp	ole Company				- D		Х
Hone	Equipment an	d Locations	Contract	Franc	e and HR	Inventory	Maintera	ance and Projecta	Manufactur	ing Procuren	ent Sales	Service Rep	porting	Udites -	đ	È.
80	2															
Save Back	Save Layou	ut														
Process	Format															
Process 4	1	Maintenance	e Repuisitor	_			_			Origin Type	Week Order			-	_	
0.00		Contract Ser			-						Sector Sector	Check netv*rk r	IN IR	0		
		and an			AN -					Related		Weather Int	equient			
	ng Address				0					Item						
Ulim	ly nutress	Area		38 - 18 1	0									*		
		Oty														
		000 000 000	industriant because of the restation of the second							Requestor	Sarah Mide	t 🕴		•		
1213		e-beloca i	the second second second	-												
Con	ntact Name	Employee A	Purchasing	Address												
Item Suppliers	-							antan melaneona	1.000		1000	- Investore				-
SupplerCode			SupplerIte	mCode			TaxRate	ExchangeRate		ppler UnitCost	el nor al la	C. Serringer		InitOlPurcha	52	M
SPR001 YE5001	Sprint Distrib Young Electr					tican Rand	14.00		No Yes	• 800.0 600.0		00 00	1.00 e			
153001	100 y Dera	K.			30001 Au	Kannanu	14/04	1/1/	10	000	N -	w	T/M E	0		
Requ	uisition Info						*				Sub T	otal		p	400.00	
												VAT			196.00	
											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													
Save Back	Save Layor	đ												
Process 4	Format	1												
	Туре	Maintenance	Requisition	••				Or	gin Type	Work Order	•	•		
Request Date 23 Oct 20 Billing Address Street No		Contract Service							100	1818-1-1 - O	heck net/*rk require.	<i>P</i>		
		23 Oct 2017	• 10:47	7:02 AN 🛟					Related	Kloof				
		Street No an Area	d Road Name	P . •										
		0.9240												
	Phone	City 000 000 000	0	-				D	anuactor	Sarah Mider		-		
		produced in the product of the local	lcompany.co.za	_				N	equestor	Saran milaer	1.2			
Con		and a second second	Purchasing Addre	ess										
Item Suppliers				2.4										1
SupplierCode	SupplerNam	e	SupplerItemCo	de Currency		TaxRate	ExchangeRate	SelectedSuppler	UnitCost	LeadTime	QuantityPerUOP	UnitOfPurchase	e N	l
SPR001	Sprint Distrit	outors Local		South Afr		14.00	1.00	No	800.0	0 0.00	0 1.00	ea		
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**'.

H 🚱 Save Back	Save Layou											Service Reporting				
Process ,	Format	, Maintenance	Requisitio	m					Or	oin Type	Work Order			_		
		Contract Ser				8				80, 19 Sta		heck net/*rk require	p			
Re	quest Date	23 Oct 2017	•	10:47:02	₩:					Related	Kloof					
		Street No an Area City		me)	0					Item						
	Phone	000 000 000	0						R	equestor	Sarah Mider	•				
	Email	employeea@	and an a state of the second	interesting in the second											,	
Con	ntact Name	Employee A	Purchasing	Address												
Item Suppliers SupplierCode	SupplerNam		Gaplet	temCode	Current		TaxRate	ExchangeRate	SelectedSuppler	LinitCost	LastTime	QuantityPerUOP	liveof	Purchase	,	
SPR001	Sprint Distrib		Suppress			y frican Rand	14.00	for the state of the	Yes ,	and the second second			0 ea	W U HIN		
YE5001	Young Electr	ic.			South A	frican Rand	14.00		2	600.0		0 1.0	0 ea			
															,	
Requ	isition Info							2			Sub To	tal /AT		1600		



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.



antenance and Projects Manu	Origin Type	Work Order 1818-1-1 - Check	vice Reporting	•	- 0	7
	Origin Related	1818-1-1 - Ched Kloof		• P		
	Origin Related	1818-1-1 - Ched Kloof		• <i>P</i>		
	Origin Related	1818-1-1 - Ched Kloof		• P		
	Origin Related	1818-1-1 - Ched Kloof		• p		
	Origin Related	1818-1-1 - Ched Kloof		• •		
	Related	Kloof	k netir*rk reguire	9		
				2		
	Requestor	Sarah Mider				
	1. Construction	Contraction of the second				
tate ExchangeRate Selec	ctedSuppler UnitCost	LeadTime Q	JuantityPerUOP	UnitOfPurc	hase	M
14.00 1.00 Yes						
14.00 1.00 No	600,	00 4.00	1,00	68		
	14.00 1.00 Yes	ate ExchangeRate SelectedSuppler UnitCost 14.00 1.00 Yes 800.	14.00 1.00 Yes 800.00 0.00	ate ExchangeRate SelectedSuppler UnitCost LeadTime QuantityPerUOP 14.00 1.00 Yes 800.00 0.00 1.00	ate ExchangeRate SelectedSuppler UnitCost LeadTime QuantityPerUOP UnitOlPuri 14.00 1.00 Yes 800.00 0.00 1.00 ea	ate ExchangeRate SelectedSupplier UnitCost LeadTime QuantityPerUOP UnitOlPurchase 14.00 1.00 Yes 800.00 0.00 1.00 ea



SAVE CHANGES

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

Process Format Type Maintenance Requisition Class Contract Service Class Contract Service 23 Oct 2017 10:47:02 AM Billing Address Street No and Road Name Area Item Ohy Item Phone 000 0000 Email employeea @company.co.za Contact Name Employee A Purchasng Address tem Supplers supplerfore SupplerCode Supplerfame Supplerfame Supplerfame SelectedSuppler UnitOres LeadTime QuantityPerUOP UnitOrPurchase M	•					Edit Requi	sition - PF	10000459 - 1	BPO: Version 2.1.0).41 - Example C	ompany				÷.	0)	ζ
But Sive Layout Proces Format Type Minimance Reputation Class Contract Service Billing Address Store To and Road Name Proces Store To and Road Name City Request Date Proces Store To and Road Name City Request Date Proces Store To and Road Name City Requestor Requestor Requestor Response Requestor Supplers Requestor Suppler Code Suppler transcole Suppler transcole Suppler transcole Suppler transcole Suppler transcole Suppler transcole Suppler transcole Suppler transcole	Home	Equipment an	d Locations	Contract	Finance	and HR	Inventory	Maintena	ince and Projects	Manufacturing	Procurem	ent Sales	Service	Reporting	Utilities	2	ð	
Proces Format Type Maintenance Regulation • •	8	2																
Type Maintenance Regulation Origin Type Work Order Origin Type Class Contract Service Intent Service Inten	Save Back	Save Layo	ut															
Type Maintenance Regulation Origin Type Work Order Origin Type Class Contract Service Intent Service Inten	Process	Format																
Class Contract Service • Request Date 23 Oct 2017 10:47702 AV * Billing Address Street Ho and Road Name P Chy • Request Date Chy • Requestor Phone 000 0000 Requestor Image Street Ho and Road Name P Chy • • Phone 000 0000 Requestor Image mployeea (Scompony, co.za) Requestor Contact Name Employeea (Scompony, co.za) Requestor SupplerS Supplertame Supplertame Supplertame SupplerCode Supplertame Supplertame Supplertame Supplertame Supplertame Supplertame Supplertame Requisition Info Suph African Rand 14:00 1:00		1 martine	Maintenance	e Requisition	n					Ori	gin Type	Work Order						
Request Date 23 Oct 2017 10:47:02 AV Item Gold Billing Address Street Ho and Road Name A A A A Chv - Phone 00000000 Requestor Strah Mide • Phone 000000000 Enal Enal Requestor Strah Mide • Enal Employeea Roompany.co.za Contact Name Employeea Roompany.co.za Employeea Roompany.co.za Supplers Suppler Suppler Name SupplerItemCode Currency TaxRate EndangeNate SedectedSuppler UnitOPurchase > Strah Supplers SupplerItemCode South African Rand 14:00 1:00 Yes 900.00 5:00 4:00 e e 125001 Young Elechic South African Rand 14:00 1:00 No 6:00.00 4:00 1:00 re xit Requisition Info Sub Total 1:00.00 No 1:00.00 1:00 re xit 2:28:00										111	10.0	Los United Sectors		rk require.	P			
Billing Address Street Ho and Road Name P Area City Requestor Sarah Mider • Phone 000 00000 employread Biompony.co.za • • Contact Name Employread Biompony.co.za • • • Supplers • • • • Suppler Code SupplerItemCode Currency TasRate EndrangeNate SelectedSuppler UnitCest LeadTime QuantityPerUOP UnitOPurchase > SPR001 Sprint Distributors Local South African Rand 14.00 1.00 Yes 900.00 4.00 a a VES001 Young Biectric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea VES001 Young Biectric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea VES001 Young Biectric South African Rand 14.00 1.00 No 1.00 ea No VES001 Young Biectric South African Rand 14.00 1.00	Ret	quest Date	23 Oct 2017	•	10:47:02	AN :					Related		(9,50,60)		-			
Area Chy Requestor Sarah Mider Email employeea BiCompany, co.za Contact Bame Employeea BiCompany, co.za Ems Suppler S Suppler Name Suppler Code Suppler Name Suppler Code Suppler Item Code Suppler Code Suppler Item Code Synth Distributors Local South African Rand 14.00 1.00 Yessoon 4.00 155001 Young Electric South African Rand 14.00 100 No 600.00 4.00 165001 Young Electric South African Rand 14.00 100 No 600.00 4.00 100 No 600.00 4.00 100 No 100 No<		A. S. S. S. S. S.	Street No an			glaph let					Item							
Phone Email 00 0000 0000 employeea Bicompony, co. za Employee A Purchasing Address tem Supplers SupplerTote SupplerTote SupplerTote SupplerTote SupplerTote UntOPurchase M SPR001 Spritt Distributors Local South African Rand 14.00 1.00 Yes 900.00 5.00 4.00 ea 1 YES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea 1 YES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea 1 YES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1174111	A CENTRON	Area			0												
Requisition Info Requisition Info		2000				•						-		_	_			
Contact Name Employee A Purchasing Address tem Supplers SupplerName SupplerItemCode Currency TaxRate ExchangeRate SelectedSuppler UnitCost LeadTime QuantityPerUOP UnitO/Rurchase M SPR001 Sprint Distributors Local South African Rand 14.00 1.00 Yes 900.00 5.00 4.00 ea Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruits/Peruit				and an operation of the local diversion of th						R	equestor	Sarah Mide	t,	•	٠			
Suppler Code Suppler Tame Suppler Tame <th< td=""><td>Con</td><td></td><td>men en annien</td><td>and the second se</td><td></td><td>_</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Con		men en annien	and the second se		_												
SupplerCode SupplerItemCode Currency TaxRate ExchangeRate SelectedSuppler UnitCost LeadTime QuantityPerUOP UnitOPFurchase M SPR001 Sprint Distributors Local South African Rand 14.00 1.00 Yes 900.00 5.00 4.00 ea 125301 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea 1.00 ea 1.00 ea 1.00 1.00 ea						1												ĺ
Sprint Distributors Local South African Rand 14.00 1.00 Yes 900.00 5.00 4.00 ea YE5001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea YE5001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea Requisition Info Sub Total 1700.00 YAT 238.00 238.00 YAT		Supplementar	4	Supplerit	venCode	Currency		TaxRate	ExchangeRate	SelectedSuppler	UnitCost	LeadTime	Quant	NPWUOP	UnitofP	rchase	M	
Requisition Info	SPR001										-		_		1000	10000		
VAT 238.00		Young Elect	ík.			South Afre	can Rand	14.00	1.00	No	-							
	Requ	isition Info						*				Sub T	otal			1 700	,00	
- Grand Total 1938.00	in the second												_			238	.00	
								¥.				Grand T	otal			1 938.	.00	

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.



A 1					Edit Requ	isition - PR	0000459 -	BPO: Version 2.1.	0.41 - Example Co	ompany				2	0	X
Home	Equipment an	d Locations	Contract	Finance	e and HR	Inventory	Maintera	ince and Projects	Manufacturing	Procureme	ent Sales	Service	Reporting	Utites		ð.
Save Back	Save Layor	ut														
Process ,	2.110.00	Maintenance	Reguistion			1			01	nin Type	Work Order				_	_
		Contract Ser	2010/01/2010										rk require.			
Rec	quest Date	Inclusion and the form		10:47:02	AN :					Related	Kloof					
	ng Address				р]					Item						
	Phone	000 000 000	0		-				Re	questor	Sarah Mide	r.	•	•		
		employeea@	-	0.28												
Con	tact Name	Employee A	Purchasing	Address												
Item Suppliers												un por este		100700		
× SupplerCode	SupplerNam		SupplerIte	mCode			TaxRate		SelectedSuppler		throw the		ityperuop	UNITOPA	rchase	M
 SPR001 YES001 	Sprint Distrib Young Electr					rican Rand	14.00	303	Yes No	900.0		00	4.00	-		
Harry a	In the second				Report	Generatio	1			Ana -				i a		
						où want to	Yes	equisition PR000								
Requi	isition Info						*				Sub T	otal			1700.	00
												VAT			238.	00
							w.				Grand T	otal			1938.	00
Open Windows *														28 Nov	2017	-

- 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.

P	Home B	supment	and Location	ns Contract Finan	ce and HR In	wentory Ma	interiance and P	rojects Man	ufacturing	Procurem	ent Sales Serv	rice Reporting Utilities - 6 ⁹
Add		X		k 🏴 (xove Dedne	Save Layo		2	Export	Durban	• 🔕	
nuu	Lun I	ACIE VE	new /	NO NORDO (1)	ACTE: DESITE	Jave Layo	*	rin .	LAPONE	New	• Norea	
	Maintak	1	- 2	Process		R	inst.	a Print	4	0	irent	*
PRO	ode •	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Custor	ierName	CustomerCode	Notes
P	R0000461	MAINT	N	MEL001	Sarah	Milder	21 Nov 2017	13:30:35				
P	R0000460	MAINT	N	MIL001	Sarah	Mider	07 Nov 2017	11:00:42	Hope V	Vorks	HOP001	
P	R0000459	MAINT	N	M0.001	Sarah	Mider	23 Oct 2017	10:47:02	Hope V	Vorks	H0P001	
EP	R0000450	MAINT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11				
E P	R0000444	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	12:29:13	Westw	ood Dynamic	WE5001	
T P	R0000442	MAINT	N	MUD001	on Processing			X	1			
E P	R0000439	MAINT	N	DUT001	ion Processing				ABC Sh	ioe Co	ABCXYZ123	Generated from sales order no. OR000
P	R0000434	MAINT	N	DUT001					Hope V	Vorks	HOP001	
P	R0000433	MAINT	N	DUTOD1	Requisition	No. PR0000	459 saved succe	essfully.				Call to confirm order 24 hours before e
E P	R0000431	MAINT	N	MUD001								
EP	R0000430	MAINT	N	DUT001			1		Titan G	roup	TIA001	
E P	R0000428	MAINT	N	DUT001				OK	Hope V	Vorks	H0P001	test
P	R0000418	MAINT	N	MUD001			_	(e)). 	Hope V	Vorks	H0P001	
E P	R0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope V	Vorks	HOP001	
P	R0000410	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:47:51	Titan G	roup	TIA001	
E P	R0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42				
P	R0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14				
P	R0000405	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:56:25				retest
B	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				
	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
Beine Beit Siere Linjout Procest Type Mainterance Repuistion Class Contract Service Billing Address Street Hoat Color Billing Address Street Hoat Contact Hame Englose Supplex Supplex Supplex Supplex Supplex Supplex Supplex Requestion Info	Home	Equipment ar	dLocations	Contract	Financi	andHR	Inventory	Mainten	ance and Projects	Manufacturing	Procureme	nt Sales	Service Reporting	Utilites	2	ð.
Type Maintenance Reguistion • Class Contract Service • Billing Address Street The and Road Name • Billing Address Street The and Road Name • Chy • • Phone 000 000 0000 • Contract Name Employee all company. co. za Contract Name Contract Name Suppler Totes Suppler Totes Suppler Cole Suppler Totes Unit Cole Currency Suppler Cole Suppler Totes Suppler Totes Suppler Suppler Totes Suppler Totes Witten Cole Suppler Totes Supler Totes	H 👌		ut													
Class Contract Service Request Date 2001 2017 10:47:02.47 Request Date 2001 2017 10:47:02.47 Related Chy Phone Chy Phone Chy Requestor Sorah Nider Rechard Red	Process ,			e Regulatio	0					04	nin Tuna	Week Dealer			-	
Request Date 23 Oct 2017 10:47:02.24* Image: Constant Name P Billing Address Street His and Road Name P Image: Constant Name P Chy - - Requestor Strick Mide - Phone C00:000:000 - - - - Contact Name Employeea Across Mide - - - - StopplerSol SupplerItam:Code Currency TasRate ExtrangeNate SeletedSuppler Quanth/PerLOP UniOBurdhase 9 SploarCode SupplerItam:Code Supt African Rand 14:00 1:00 Yes 900.00 5:00 1:00 ea Yessol Young Betric South African Rand 14:00 1:00 No 6:00:00 4:00 1:00 ea - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - <		3246	the scheme is a distribution of the	own-leneed						Un	S (1993)					
Billing Address Area Cly Imail employees@Company.co.za Contact Name Employee.APurduarry.Address Requestor Sorth Mider * • • Phone Email employees@Company.co.za Contact Name Suppler Cole Suppler Col	Re				10:47:02	AN :					Related		addines millions	4		
Email employees@company.co.za Contact Name Employee A Purchasing Address SupplerCode SupplerItemCode Currency TasRate ExchangeRate SelectedSuppler UnitCost LeadTime Quanth/PerLOP UnitORurchase N SeptierCode SupplerItemCode Currency TasRate ExchangeRate SelectedSuppler UnitCost LeadTime Quanth/PerLOP UnitORurchase N SPR001 Sprint Distributors Local South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea VES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea VES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea With African Rand 14.00 1.00 No 600.00 4.00 1.00 ea 1.00 ea 1.00 ea 1.00 ea 1.00 Exemple Add 1.00 1.00 Exemple Add 1.00 1.00 Exemore 1.00 1.00 </td <td></td> <td></td> <td>Street No a Area</td> <td>in the second</td> <td>an an a</td> <td>and all states in the</td> <td></td> <td></td> <td></td> <td></td> <td>Item</td> <td></td> <td></td> <td></td> <td></td> <td></td>			Street No a Area	in the second	an a	and all states in the					Item					
Bioportalization pair y rootan Contact Name Epiporte A Purchasing Address Suppler Code Suppler Tame Suppler Tame Suppler Tame Suppler Tame Suppler Tame QuantityPerUOP UnitORurchase N SPR001 Sprint Distributors Local South African Rand 14.00 1.00 Yes 900.00 5.00 1.00 ea 100 No 600.00 4.00 1.00 ea 100 No <		Phone	000 000 000	00						R	equestor	Sarah Mider		•		
Item Supplers Suppler/Lame Suppler/Lame/Code Currency TaxRate ExchangeRate SelectedSuppler UnitCost LeadTime Quantity/PerLOP UnitOR/Furchase N SPR001 Sprint Distributors Local South African Rand 14.00 1.00 Yes 900.00 5.00 1.00 ea VES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea VES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea VES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea VES001 Mod Add Supplier Remove Supplier Remove Supplier VAT 238.00 VAT 238.00 Grand Total 1.938.00 1.938.00 1.938.00			and the second s	entering and the base	In the second second											
SupplerCode SupplerItemCode Currency TaxRate ExchangeRate SelectedSuppler UnitCost LeadTime QuantityPerUOP UnitOR/urchase M SPR001 Sprint Distributors Looal South African Rand 14.00 1.00 Yes 900.00 5.00 1.00 ea VES001 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea WES011 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 ea MAdd Suppler Remove Remove Suppler Remove Suppler Remove Suppler Sub Total 1700.00 VAT 238.00 Grand Total 1938.00		stact Name	Employee A	Purchasing	Address											
YESO01 Young Electric South African Rand 14.00 1.00 No 600.00 4.00 1.00 cal Image: Add Add Suppler Image: Add Suppler <		Suppleman		Suppler1	temCode	Currency		TaxRate	ExchangeRate	SelectedSupplier	UnitCost	LeadTime	QuantityPerUOP	UnitOfP	urchase	N
Requisition Info	SPR001	Sprint Distri	outors Local			South Af	rican Rand	14.00	1.00	Yes	900.0	5.0	0 1.0) ea		
Requisition Info Requisition Info Requisition Info Grand Total 1938.00	YES001	Young Elect	riç			South Afr	rican Rand	14.00	1.00	No	600.0	4.0	0 1.0	0 ea		
VAT 238.00 Grand Total 1938.00			3	Remov	/e]										,
- Grand Total 1938.00	Requ	isition Info														
													_			2023 2023
								3				Grand To	(a)		1938	00



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.



. '					Edit Requ	isition - PF	0000459 -	BPO: Version 2.1.	0.41 - Example Co	ompany			1	0	Х
W Home	Equipment a	nd Locations	Contract	Financi	e and HR	Inventory	Mainters	ance and Projects	Manufacturing	Procurem	ent Sales	Service Repo	rting Ublis	е –	8
Save Bad		ut													
Process	, Format	Maintenano	a Dan (cition				_		04	ain Tuta	Work Order			_	
	1.12	Contract Se	a des ser a ser a						UN	a (00)		hedk netv*rk rec	aire D		
,	lequest Date			10:47:02	AN :					Related	Kloof	ARCALIEUR TATES	A.C /*		
	ling Address				ρ.,]					Item					
	Phone	2.00	0						Re	equestor	Sarah Mider	•			
	Email	employeeal	company.c	0.78											
(ontact Name	Employee A	Purchasing	Address											
Item Suppler × SupplerCod	And and a second se		Contacts	emCada	Currency		TaxRate	EvitannaBata	SelectedSupplier	Halfort	LeadTime	QuantityPerU	00 100	Purchase	M
SPR001		ic butors Local	Suppretty	CINCOLE		ican Rand	14.00	1.0000000000000000000000000000000000000	Yes	900.0		a provinsi se	1.00 ea	ruudse	-
• YES001	Young Elect					ican Rand	14.00		No	600.0			1.00 ea		
			D	elete Ro		i sure you v	vant to de	ete this row for it Yes	em YES0017 No						
Re	quisition Info						*				Sub To	stal		1 700	.00
												VAT		238	.00
											Grand T	otal		1 938	.00
Open Windows													281	lov 2017	1



SAVE DELETION

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



A 1					Edit Req	uisition - Pi	R0000459 -	BPO: Version 2.1.	0.41 - Example C	ompany				3	0	Х
Home	Equipment ar	d Locations	Contract	Finance	and HR	Inventory	Maintera	ince and Projects	Manufacturing	Procureme	ent Sales	Service	Reporting	Ublites	-	Ø:)
80	2															
Save Back	Save Layo	út.														
_																
Process ,		Maintenance	Dan John	_							und order				_	
		Contract Sen	Margan Silan		-	0			Or		Work Order 1818-1-1 - (
B.		and an a second se	100	A. 13.43						Related		uneox netv	•rk require.	<i>P</i>		
	A0000000	23 Oct 2017		0:47:02	-					Item	NQ01					
Billin	ng Address	Street No and Area	d Road Nam	e. ,	0 .											
		City			÷											
	Phone	000 000 000	0						R	equestor	Sarah Mide	r	•			
	Email	employeea@	and inclusion in the local set	.78												
Con	ntact Name	Employee A P	Purchasing A	ddress												
Item Suppliers																
X SupplerCode	SupplierNam	e	SupplerIter	nCode	Currenc	y	TaxRate	ExchangeRate	SelectedSupple	UnitCost	LeadTime	Quantit	NPERUOP	UnitOff	rchase	M
• SPR001	Sprint Distri	butors Local			South A	frican Rand	14.00	1.00	Yes	900.0	0 5,	00	1.00	ea		
+	irition tofa							5			Sub Ti	otal			1.700	•
ł 🤇 Requ	isition Info						*				Sub Ti				1700.	
łRequ	isition Info											VAT			1700. 238. 1938.	00



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.



A '				1	Edit Requ	isition - PR	0000459 -	BPO: Version 2.1.	0.41 - Example C	ompany				×		Х	
W Hone	Equipment an	dilocations	Contract	Finance	and HR	Inventory	Mainten	ance and Projects	Manufacturing	Procurem	ent Sales	5ervice	Reporting	Utilities	2	Ð	X
Save Book	Save Layou	ut															
Process	Format	Maintenance	- Description						0	i-in Tuma	Work Order						-
	194	Contract Se	1000	·	-				U		Constantine of		v*rk require.	0			
Re	quest Date	her of a start of a second	(7)(0)	10:47:02	AN \$					10.50		uneo, neu	- ex require.	- 10			
Billin	ng Address	Street No ar Area Oty	nd Road Na	me 🖇	р., () ,												
	Phone	000 000 000	00						R	equestor	Sarah Mide	t					
		entrol read	THE REPORT OF THE PARTY OF	a a second a													
Cor	ntact Name	Employee A	Purchasing	Address													
Item Suppliers								and the second							10.0		
× SupplerCode	SupplerNam Sprint Distrit		Suppler1t	temCode		/ frican Rand	TaxRate 14.00	ExchangeRate	SelectedSupplie Yes	r UnitCost 900.0	Contract of	Quant 00	tityPerUOP	UnitOfPu	rchase	М	
				Re	eport Gen	neration	1000	sition PR00004591	X		1						
Requ	isition Info						+				Sub T	otal VAT			1 700.		
											Grand T				1938.	1000	
Open Windows *											164-000			28 Nov			

- 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.

P	Home 5	ouioment à	nd Location	s Contract Finan			ing - BPO: Vers				ent Sales S	- D	× 8-::8
0		X		k 🏴 (00	2		2		Durban	• (
Add	Edit	Delete	New t	iold Release App	rove Dedine	Save Layo	ut Workspacer	Print	Export	New	• Refr	sh	
	Maintair	i		Process		R	rnat) Print		0	vieit		
PRC		PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Custom	etiana	CustomerCode	Notes	
enu e	we .	in the	arama	cipoyeevalue	resulding	Lossianc	CAGUMAR	creating	Cupium	ci i valine	COSIDING COM	C NVES	
	R0000461	MAINT	N	MEL001	Sarah	Mider	21 Nov 2017	13:30:35					
	R0000460	MAINT	N	MIL001	Sarah	Mider	07 Nov 2017	11:00:42	Hope W	orie	HOP001		
	R0000459	MAINT	N	MELOO1	Sarah	Mider	23 Oct 2017	10:47:02	Hope W		HOP001		
	R0000450	MAINT	N	TIM	Joseph	Timber	08 Sep 2017	13:38:11	1000				
	R0000444	MAINT	N	MUD001	Mark		15 Jun 2017	12:29:13	Westwo	od Dynamic	WES001		
P	R0000442	MAINT	N		on Processing		MANAGE AND	X	7				
P	R0000439	MAINT	N	DUT001	on moussing				ABC Sho	e Co	ABCXYZ123	Generated from sales order no. C	XR.0001
P	R0000434	MAINT	N	DUTT001					Hope W	orks	HOP001		
. P	R0000433	MAINT	N	DUT001	Requisition	No. PR0000	459 saved succ	essfully.				Call to confirm order 24 hours bet	fore ex
BP	R0000431	MAINT	N	MU0001									
P	R0000430	MAINT	N	DUT001			_		Titan Gr	oup	TIA001		
P	R0000428	MAINT	N	DUT001				OK	Hope W	orks	HOP001	test	
0 P	R0000418	MAINT	Ń	MU0001				- 0.00	Hope W	orks	HOP001		
⊡ P	R0000416	MAINT	N	MUD001	Mark	Mudderveld	24 May 2017	14:18:21	Hope W	orks	HOP001		
BP	R0000410	MAINT	N	MUD001	Mark	Mudderveid	22 May 2017	12:47:51	Titan Gr	quo	TIA001		
P	R0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42					
P	R0000407	MAINT	N	MUD001	Mark	Mudderveid	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	MU0001	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					
- 0	R0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09	Hope W	orks	HOP001		

MNU.053.001