

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

PROCUREMENT

RELEASE FOR OR REMOVE FROM APPROVAL

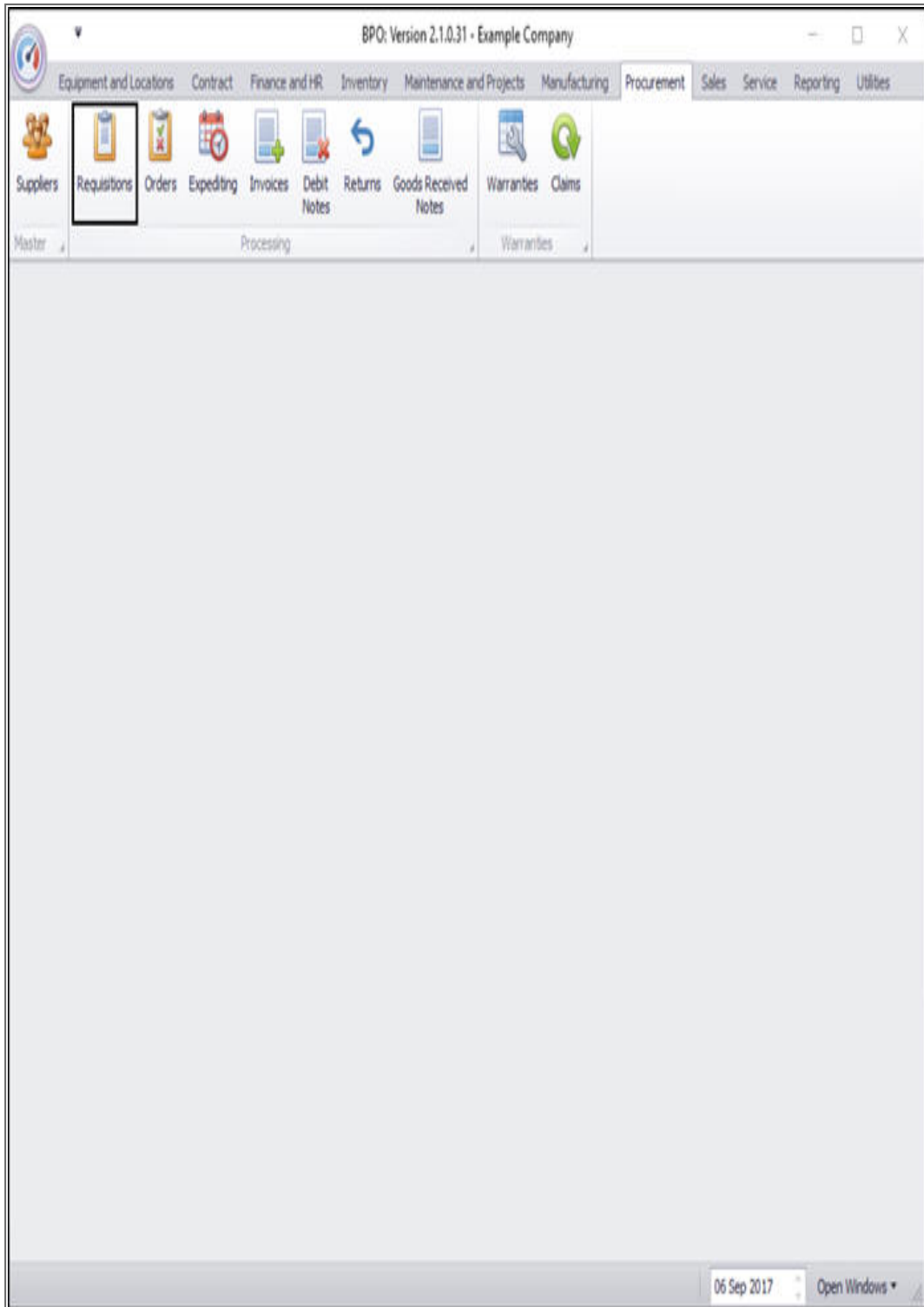
A Purchase Requisition can only be **Released for Approval** if the total value is more than R0, if all items have a quantity greater than 0 and if all parts have a supplier cost linked.

Purchase Requisitions must go through an approval process before a Purchase Order is created. (This can be linked to an [Approval Matrix](#) which is set up in the [Purchasing Centre](#))

On approving a Purchase Requisition, the system will generate a Purchase Order.

Requisition Approval and Authorisation Levels are covered in [procurement configuration](#).

Ribbon Access: Procurement > Requisitions



The **Purchase Requisition Listing** screen will be displayed.

Select the Site and Status

- Select the **Site**.
 - In this image **Durban** has been selected.
- Select the **Status**.
 - The status will need to be set to **New** as a purchase requisition can only be released in the **New** status.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procure...	Test 2.1.0.4 Procure...	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with lat...	Please phone with la...	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c...	procurement from a ...	Yes
PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde...	Standalone work ord...	Yes
PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone ...	v2.1.0.4 standalone ...	Yes
PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:34:00	OTC procurement v2...	OTC procurement v2...	Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procure...	stock report procure...	Yes
PR0000369	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report ...	v2.1.0.4 stock repor...	Yes
PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55			Yes
PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:19:58	call procurement v2.1...	call procurement v2...	Yes
PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Project procurement 2...	Project procurement ...	Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40			Yes
PR0000386	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	14:58:18			Yes
PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11			Yes
PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:48:17			Yes

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RELEASE REQUISITION FOR APPROVAL

- Select the **row** of the purchase requisition that you wish to **release** .

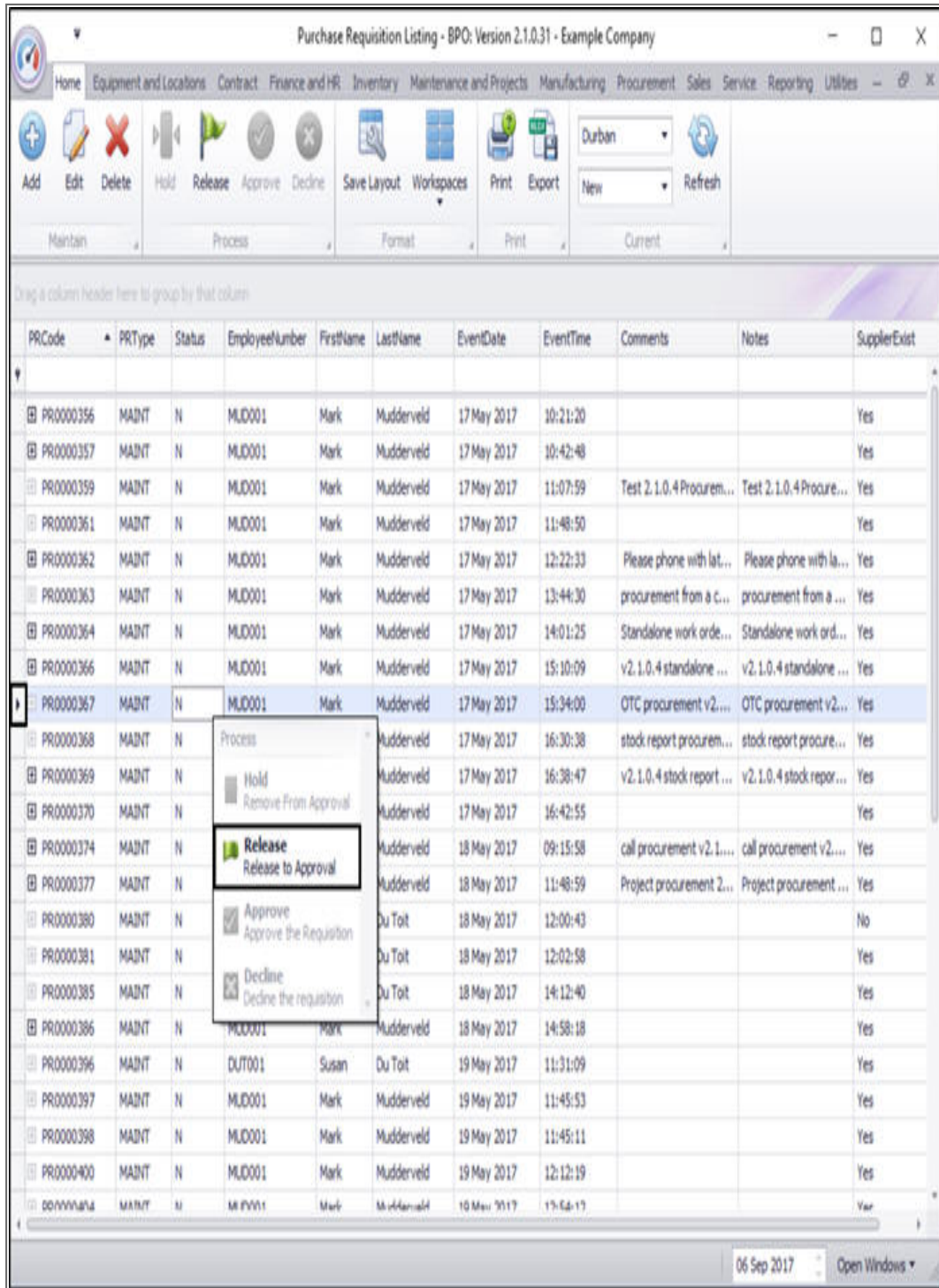
Either

- Go to the **Process Action Button Toolbar** and select **Release**,

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procure...	Test 2.1.0.4 Procure...	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with lat...	Please phone with la...	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c...	procurement from a ...	Yes
PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde...	Standalone work ord...	Yes
PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone ...	v2.1.0.4 standalone ...	Yes
PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2...	OTC procurement v2...	Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procurem...	stock report procure...	Yes
PR0000369	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report ...	v2.1.0.4 stock repor...	Yes
PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55			Yes
PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	call procurement v2.1...	call procurement v2...	Yes
PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Project procurement 2...	Project procurement ...	Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40			Yes
PR0000386	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	14:58:18			Yes
PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11			Yes
PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000401	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:48:13			Yes

or

- **Right click** anywhere in the **row** of the selected requisition.
- A **Process** menu will pop up.
 - In this menu, you will have a list of the following options depending on where the requisition is in the process:
 - **Hold** Remove from Approval
 - **Release** Release to Approval
 - **Approve** Approve the Requisition
 - **Decline** Decline the Requisition
 - As this Purchase Requisition is in the **New** status, the only option available in this image, is the **Release to Approval** choice.
- Click on the **Release to Approval** option.



- A **Requisition Process** message box will pop up informing you that;

- The Requisition no. [] has been released successfully.
- Click on **OK**.

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procure...	Test 2.1.0.4 Procure...	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with lat...	Please phone with la...	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c...	procurement from a ...	Yes
PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde...	Standalone work ord...	Yes
PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone ...	v2.1.0.4 standalone ...	Yes
PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2...	OTC procurement v2...	Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procure...	stock report procure...	Yes
PR0000369	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report ...	v2.1.0.4 stock repor...	Yes
PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55			Yes
PR0000374	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	09:15:58	call procurement v2.1...	call procurement v2...	Yes
PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Project procurement 2...	Project procurement ...	Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40			Yes
PR0000386	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	14:58:18			Yes
PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11			Yes
PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
PR0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:44:13			Yes

- The requisition will be removed from the **Purchase Requisition Listing** screen where the status is set to **New**.

VIEW RELEASED REQUISITION

- Find the requisition by changing the status to **Released**.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Status StatusDesc

- A Approved
- C Closed
- D Declined
- I Issued
- N New
- R Released

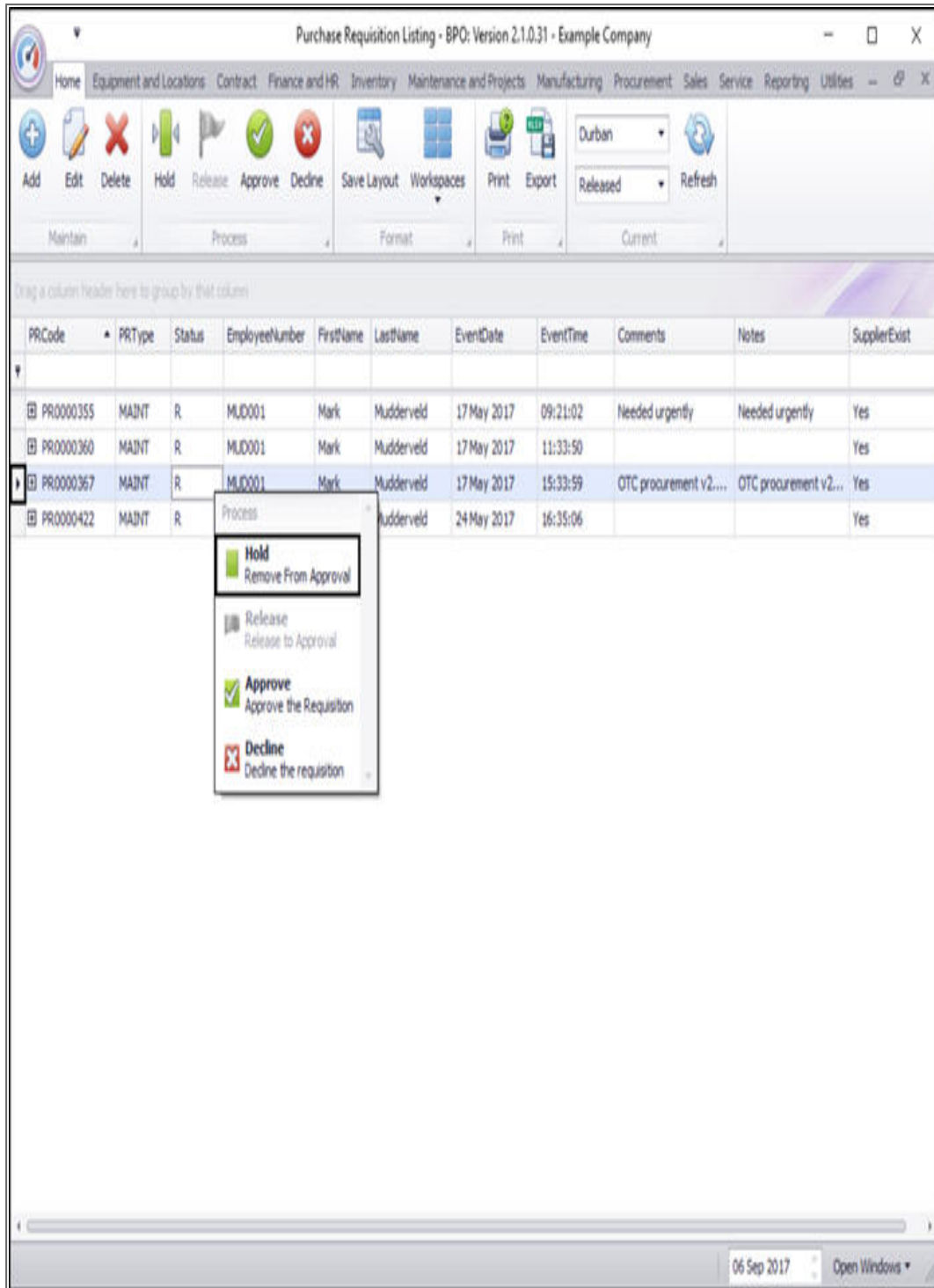
PRCode	PRType	Status	EmployeeNumber	Firstname	Lastname	EventDate	EventTime	SupplierExist
PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:2	Yes
PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:4	Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procurem... Test 2.1.0.4 Procure...
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:30	
PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with lat... Please phone with la...
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c... procurement from a ...
PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde... Standalone work ord...
PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone ... v2.1.0.4 standalone ...
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procurem... stock report procure...
PR0000369	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report ... v2.1.0.4 stock repor...
PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55	
PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	call procurement v2.1... call procurement v2...
PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Project procurement 2... Project procurement ...
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43	
PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58	
PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40	
PR0000386	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	14:58:18	
PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09	
PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53	
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11	
PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19	
PR0000404	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:54:12	
PR0000405	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:56:25	retest retest
PR0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14	
PR0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42	

- The **Purchase Requisition Listing** screen will now only display the requisitions in the **Released** status awaiting **Approval**.

Note: In this screen, the requisition can also be **Declined** or put on **Hold**.

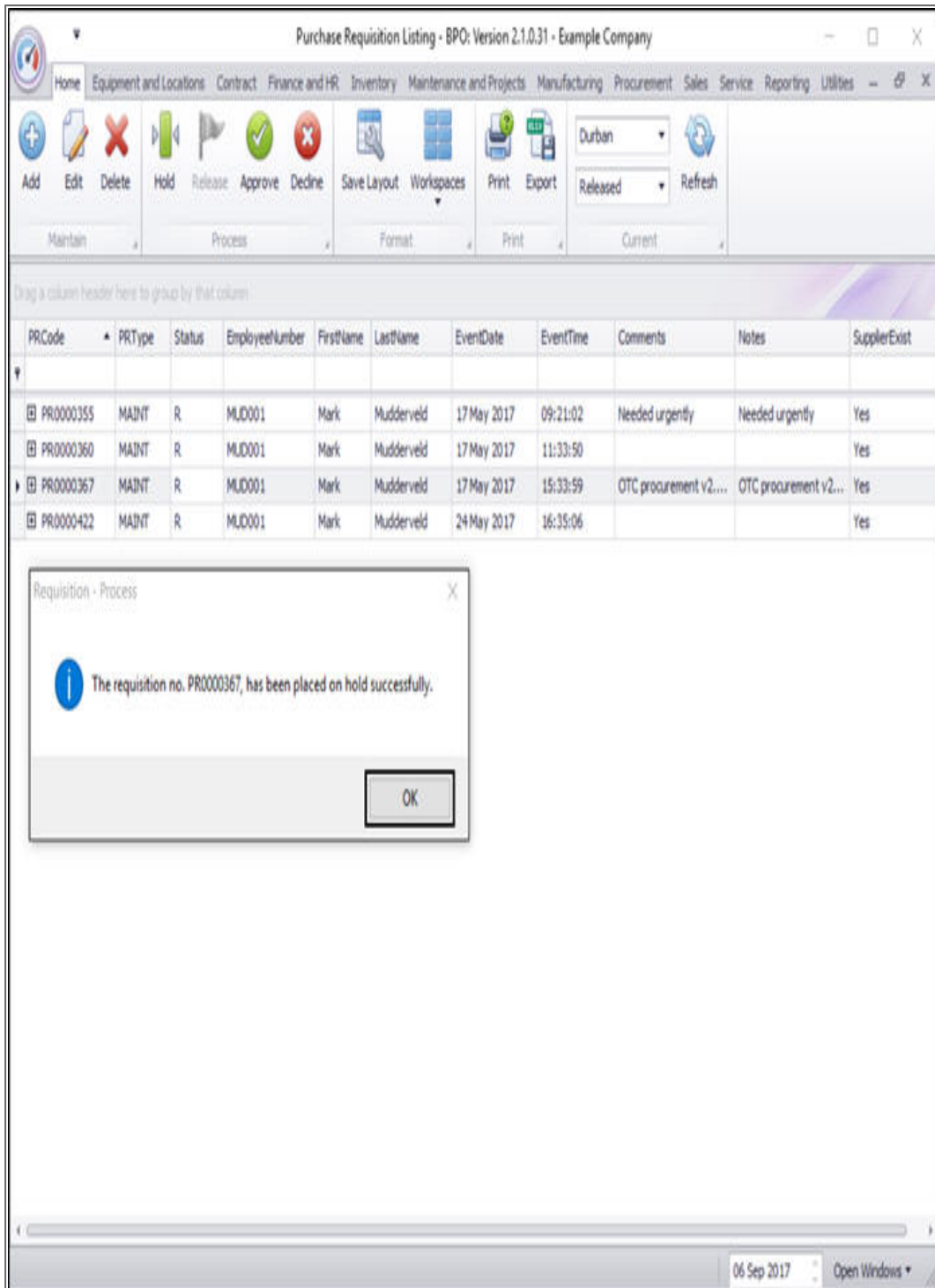
REMOVE REQUISITION FROM APPROVAL (PLACE ON HOLD)

- Select the row of the requisition you wish to **Remove from Approval**.
- Either click on the relevant button in the Action Button Toolbar or right click anywhere in the row of that requisition to display the pop up **Process** menu.
- Click on the **Hold** - Remove from Approval option.



- A **Requisition - Process** message box will appear informing you that;

- The requisition no. [] has been placed on hold successfully.
- Click on **OK**.



VIEW REQUISITION IN NEW STATUS

- You can no longer view the selected requisition in this **Purchase Requisition Listing** screen as the requisition has reverted back to the **New** status.
- To view the requisition, change the **Purchase Requisition Listing** screen status back to **New**.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release Approve Dedine Save Layout Workspaces Print Export Durban Released Refresh

Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes

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APPROVE REQUISITION

- Find the Requisition in the **Purchase Requisition Listing** screen where the status is set to **Released**.
- Select the row of the requisition you wish to **Approve**.
- Click on **Approve**.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release **Approve** Decline Save Layout Workspaces Print Export

Maintain Process Format Print Current

Drag a column header here to group by that column

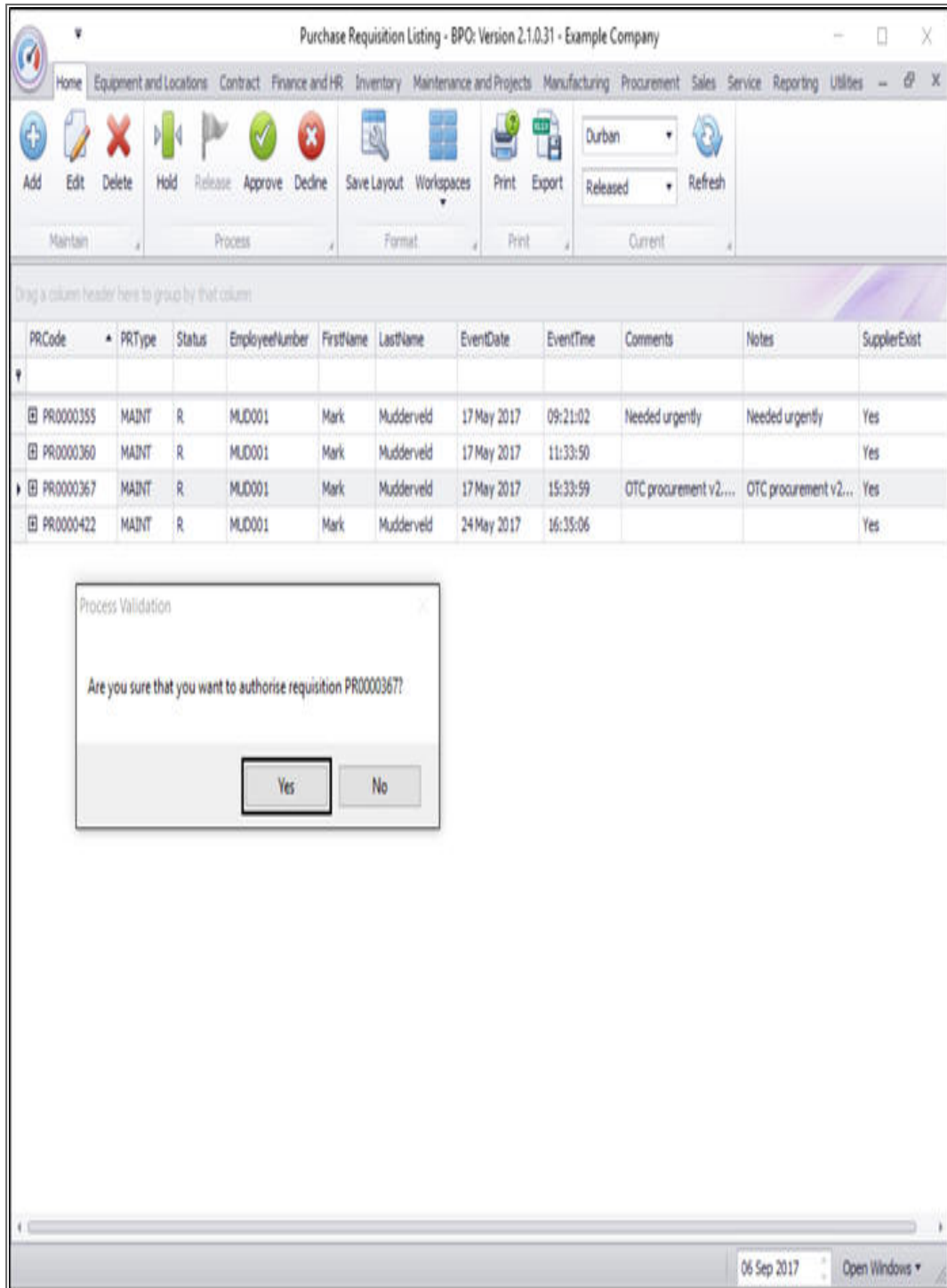
PRCode	PRTtype	Status	EmployeeNumber	Firstname	Lastname	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2....	OTC procurement v2...	Yes
PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes

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- A **Process Validation** message box will appear asking;
 - **Are you sure that you want to authorise requisition []?**
- Click on **Yes**.

Note on Requisition Approval Matrix and corresponding Purchasing Centre Requisition Configuration

Note: If a second approval is required, the requisition will remain here until approval is complete. This requisition **Approval Matrix** is set up in the **Purchasing Centre Requisition configuration**.



- A **Requisition - Process** message box will appear informing you that;

- **Authorisation for requisition no. [] has been successful.**
- Click on **OK**.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release Approve Dedine Save Layout Workspaces Print Export Durban Released Refresh

Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2...	OTC procurement v2...	Yes
PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes

Requisition - Process

Authorisation for requisition no. PR0000367, has been successful.

OK

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VIEW SYSTEM GENERATED PURCHASE ORDER

- A **View Purchase Orders** message box will appear asking;
 - **Do you wish to view the new purchase orders?**
- Click on the **Yes**, if you want a quick link to the purchase order that has just be raised in order to view or print the order.
- Click on **No**, if you want to remain in the **Purchase Requisition Listing** screen.

To view the newly created Purchase Order later - go to

Ribbon Access: Procurement > Purchase Orders

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release Approve Decline Save Layout Workspaces Print Export

Durban Released Refresh

Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2...	OTC procurement v2...	Yes
PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes

View Purchase Orders

Do you wish to view the new purchase orders?

Yes No

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- To view the approved requisition, change the status in the Purchase Requisition Listing screen to **Issued**.
- The approved requisition is now displayed in this listing screen.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release Approve Decline Save Layout Workspaces Print Export Durban Refresh

Maintain Process Format Print Current

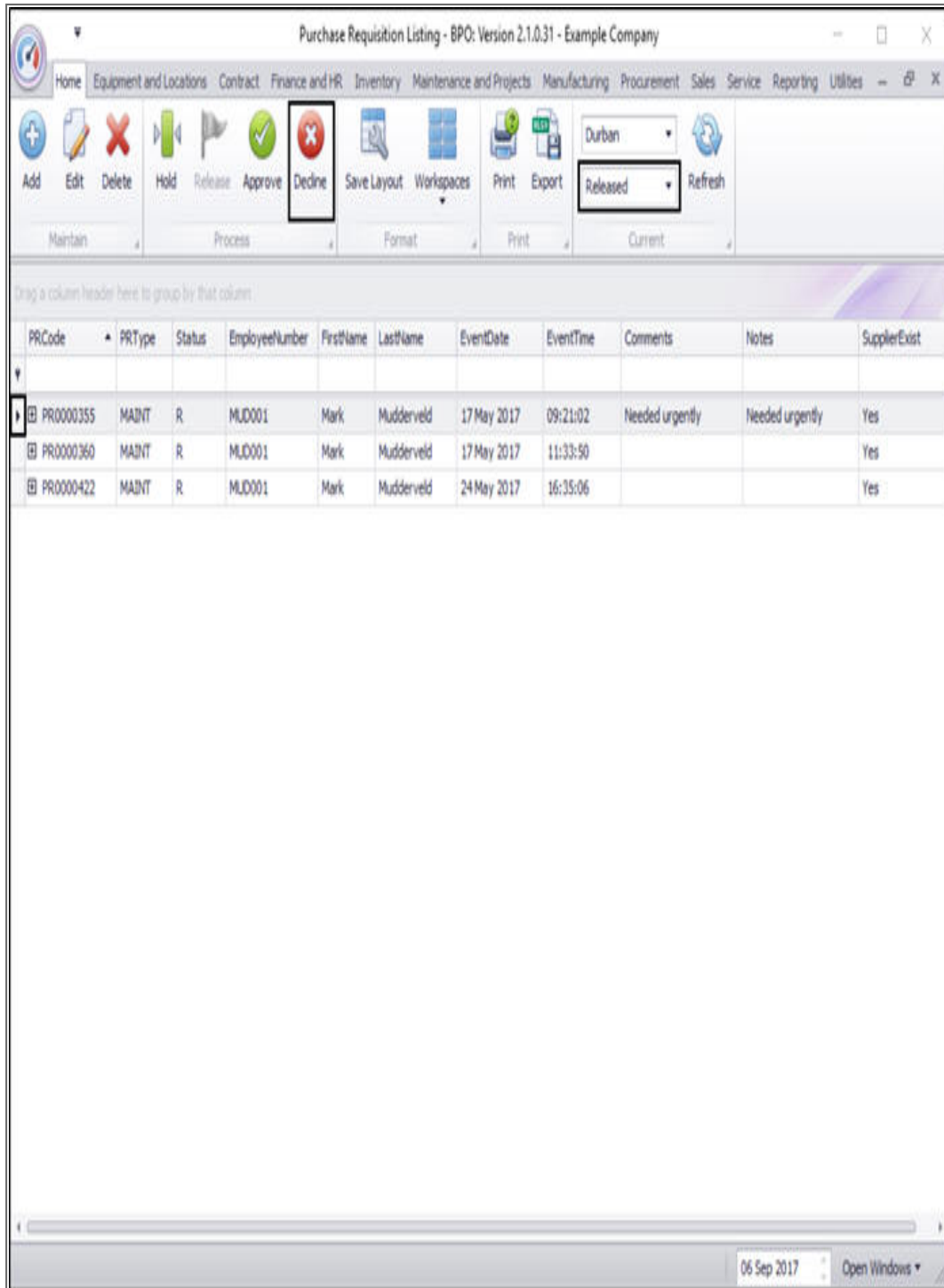
Drag a column header here to group by that column

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000328	MAINT	I	DUT001	Susan	Du Toit	15 Mar 2017	13:51:47			Yes
PR0000334	MAINT	I	DUT001	Susan	Du Toit	16 Mar 2017	13:55:10			Yes
PR0000336	CAP	I	MUD001	Mark	Mudderveld	03 Apr 2017	16:26:31			Yes
PR0000337	MAINT	I	DUT001	Susan	Du Toit	10 Apr 2017	15:18:49			Yes
PR0000339	MAINT	I	DUT001	Susan	Du Toit	11 Apr 2017	11:21:52			Yes
PR0000341	MAINT	I	DUT001	Susan	Du Toit	13 Apr 2017	11:12:32			Yes
PR0000342	MAINT	I	DUT001	Susan	Du Toit	13 Apr 2017	11:16:02			Yes
PR0000343	MAINT	I	DUT001	Susan	Du Toit	13 Apr 2017	11:18:04			Yes
PR0000347	MAINT	I	MUD001	Mark	Mudderveld	24 Apr 2017	14:54:55			Yes
PR0000348	CAP	I	DUT001	Susan	Du Toit	02 May 2017	15:54:44			Yes
PR0000349	CAP	I	DUT001	Susan	Du Toit	02 May 2017	15:59:17			Yes
PR0000350	CAP	I	DUT001	Susan	Du Toit	04 May 2017	09:13:33			Yes
PR0000354	MAINT	I	DUT001	Susan	Du Toit	04 May 2017	15:41:17			Yes
PR0000365	MAINT	I	MUD001	Mark	Mudderveld	17 May 2017	14:27:16			Yes
PR0000367	MAINT	I	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2...	OTC procurement v2...	Yes
PR0000372	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	09:05:55			Yes
PR0000373	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	09:08:15			Yes
PR0000376	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	09:34:31			Yes
PR0000379	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	11:57:21			Yes
PR0000382	MAINT	I	DUT001	Susan	Du Toit	18 May 2017	12:07:56			Yes
PR0000383	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	12:46:28			Yes
PR0000384	MAINT	I	DUT001	Susan	Du Toit	18 May 2017	13:05:45	notes	test	Yes
PR0000387	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	13:11:53			Yes

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DECLINE A REQUISITION

- Open the **Purchase Requisition Listing** screen and set the status to **Released**.
- Select the row of the requisition you wish to **decline**.
- Click on **Decline**.



- A **Process Validation** message box will appear, asking;
 - **Are you sure that you want to decline requisition []?**

- Click on **Yes**.

The screenshot shows a software application window titled "Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities. Below the menu bar is a toolbar with icons for Add, Edit, Delete, Hold, Release, Approve, Decline, Save Layout, Workspaces, Print, Export, and Refresh. The main area displays a table of purchase requisitions with columns: PRCode, PRTYPE, Status, EmployeeNumber, FirstName, LastName, EventDate, EventTime, Comments, Notes, and SupplierExist. The table contains three rows of data. A "Process Validation" dialog box is open, asking "Are you sure that you want to decline requisition PRO000355?". The dialog box has "Yes" and "No" buttons. The "Yes" button is highlighted with a red box.

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PRO000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PRO000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
PRO000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes

Process Validation

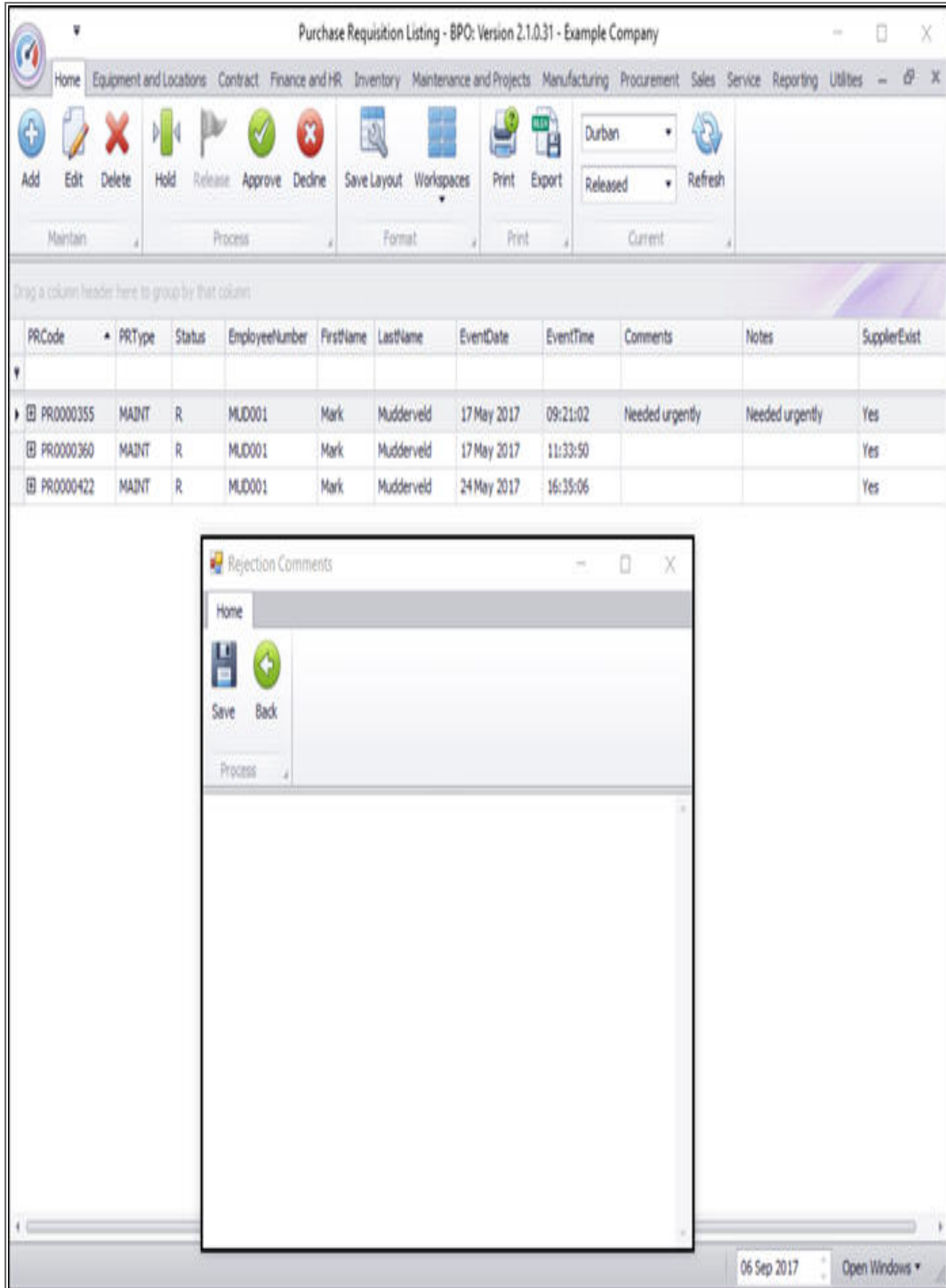
Are you sure that you want to decline requisition PRO000355?

Yes No

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DECLINE / REJECTION COMMENTS

- A **Rejection Comments** message box will appear.



- Type in any **Rejection Comments** concerning this requisition.
- Click on **Save**.

The screenshot displays the 'Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company' window. The interface includes a ribbon menu with tabs for Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The ribbon contains various action buttons such as Add, Edit, Delete, Hold, Release, Approve, Dedine, Save Layout, Workspaces, Print, Export, and Refresh. A table lists purchase requisitions with columns for PRCode, PRTYPE, Status, EmployeeNumber, FirstName, LastName, EventDate, EventTime, Comments, Notes, and SupplierExist. Three requisitions are listed, all with a status of 'R' (Rejected) and a comment of 'Needed urgently'. A 'Rejection Comments' dialog box is open in the foreground, showing a 'Save' button and a text area containing the comment 'Stock not currently required.' The dialog box also has a 'Back' button and a 'Process' dropdown menu.

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000355	MAINT	R	MJD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PR0000360	MAINT	R	MJD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
PR0000422	MAINT	R	MJD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes

- A **Requisition Process** message box will appear informing you that;
 - **Requisition no. [] has been declined.**
- Click on **OK**.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release Approve Decline Save Layout Workspaces Print Export

Durban Released Refresh

Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	Firstname	Lastname	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes

Requisition - Process

Requisition no. PR0000355, has been declined.

OK

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VIEW DECLINED REQUISITION STATUS

- The requisition will be **removed** from this **Purchase Requisition Listing** screen.
- To view the declined requisition, change the **status** in this listing screen to **Declined**.
- The declined requisition is now displayed in this **Declined** status.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Hold Release Approve Decline Save Layout Workspaces Print Export Durban Declined Refresh

Drag a column header here to group by that column

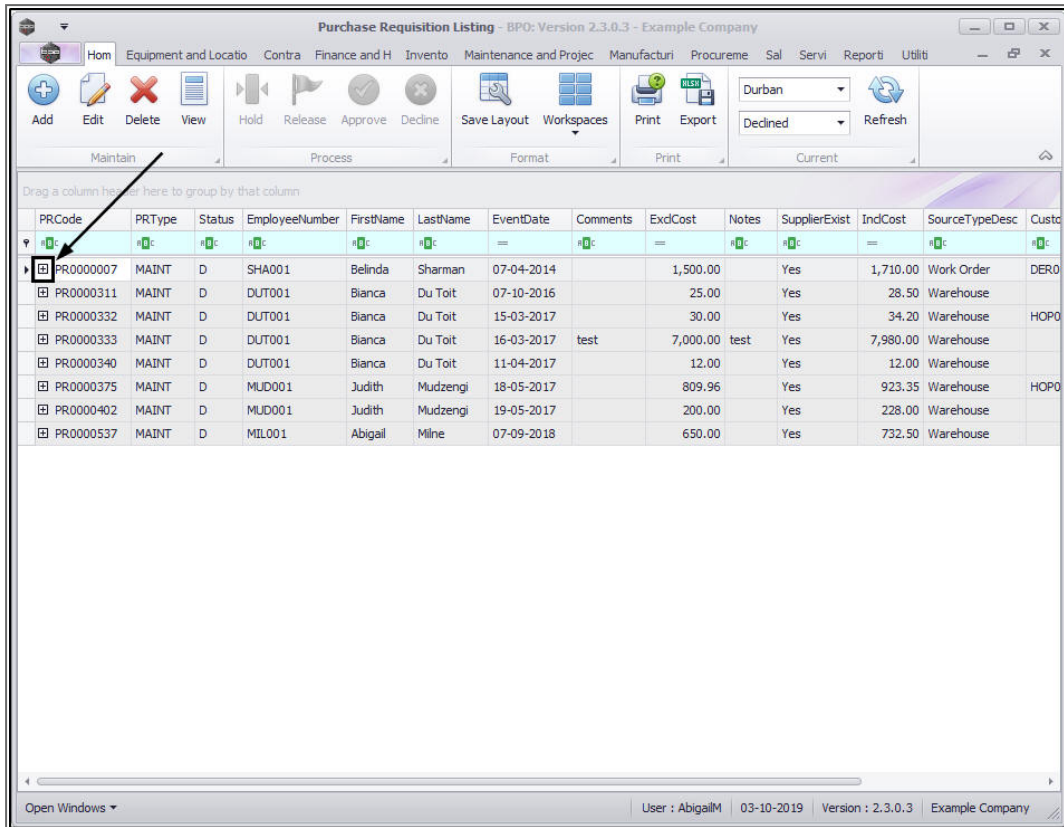
PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
PR0000007	MAINT	D	SHA001	Belinda	Sharman	07 Apr 2014	15:35:29			Yes
PR0000311	MAINT	D	DUT001	Susan	Du Toit	07 Oct 2016	13:52:51			Yes
PR0000332	MAINT	D	DUT001	Susan	Du Toit	15 Mar 2017	16:20:33			Yes
PR0000333	MAINT	D	DUT001	Susan	Du Toit	16 Mar 2017	08:59:16	test	test	Yes
PR0000340	MAINT	D	DUT001	Susan	Du Toit	11 Apr 2017	11:43:48			Yes
PR0000355	MAINT	D	MJD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
PR0000358	MAINT	D	MJD001	Mark	Mudderveld	17 May 2017	10:56:15	Please phone with lat...	Please phone with la...	Yes
PR0000375	MAINT	D	MJD001	Mark	Mudderveld	18 May 2017	09:22:33			Yes
PR0000402	MAINT	D	MJD001	Mark	Mudderveld	19 May 2017	12:17:09			Yes

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VIEW DECLINED REQUISITION REASON

You can view the reason for the refusal of any requisition.

- Click on the expand icon in front of a selected requisition.



1. The Approval Matrix frame will expand.
2. Here you can view the authority responsible and the reason for declining the requisition.

Purchase Requisition Listing - BPO: Version 2.3.0.3 - Example Company

Home Equipment and Locatio Contra Finance and H Invento Maintenance and Projec Manufacturi Procureme Sal Servi Reporti Utiliti

Add Edit Delete View Hold Release Approve Decline Save Layout Workspaces Print Export

Durban Declined Refresh

Drag a column header here to group by that column

PRCode	PRTType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExclCost	Notes	SupplierExist	InclCost	SourceTypeDesc	Custc
PR0000007	MAINT	D	SHA001	Belinda	Sharman	07-04-2014		1,500.00		Yes	1,710.00	Work Order	DER0

Approval Matrix

AccessType	CodeDescription	ApprovalCode	Approved	Comment
PROC	General Manager	GMMN	No	cancelled in error

PR0000311	MAINT	D	DUT001	Bianca	Du Toit	07-10-2016		25.00		Yes	28.50	Warehouse	
PR0000332	MAINT	D	DUT001	Bianca	Du Toit	15-03-2017		30.00		Yes	34.20	Warehouse	HOP0
PR0000333	MAINT	D	DUT001	Bianca	Du Toit	16-03-2017	test	7,000.00	test	Yes	7,980.00	Warehouse	
PR0000340	MAINT	D	DUT001	Bianca	Du Toit	11-04-2017		12.00		Yes	12.00	Warehouse	
PR0000375	MAINT	D	MUD001	Judith	Mudzengi	18-05-2017		809.96		Yes	923.35	Warehouse	HOP0
PR0000402	MAINT	D	MUD001	Judith	Mudzengi	19-05-2017		200.00		Yes	228.00	Warehouse	
PR0000537	MAINT	D	MIL001	Abigail	Milne	07-09-2018		650.00		Yes	732.50	Warehouse	

Open Windows User : AbigailM 03-10-2019 Version : 2.3.0.3 Example Company

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