

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

PROCUREMENT

REQUISITION NOTES AND COMMENTS

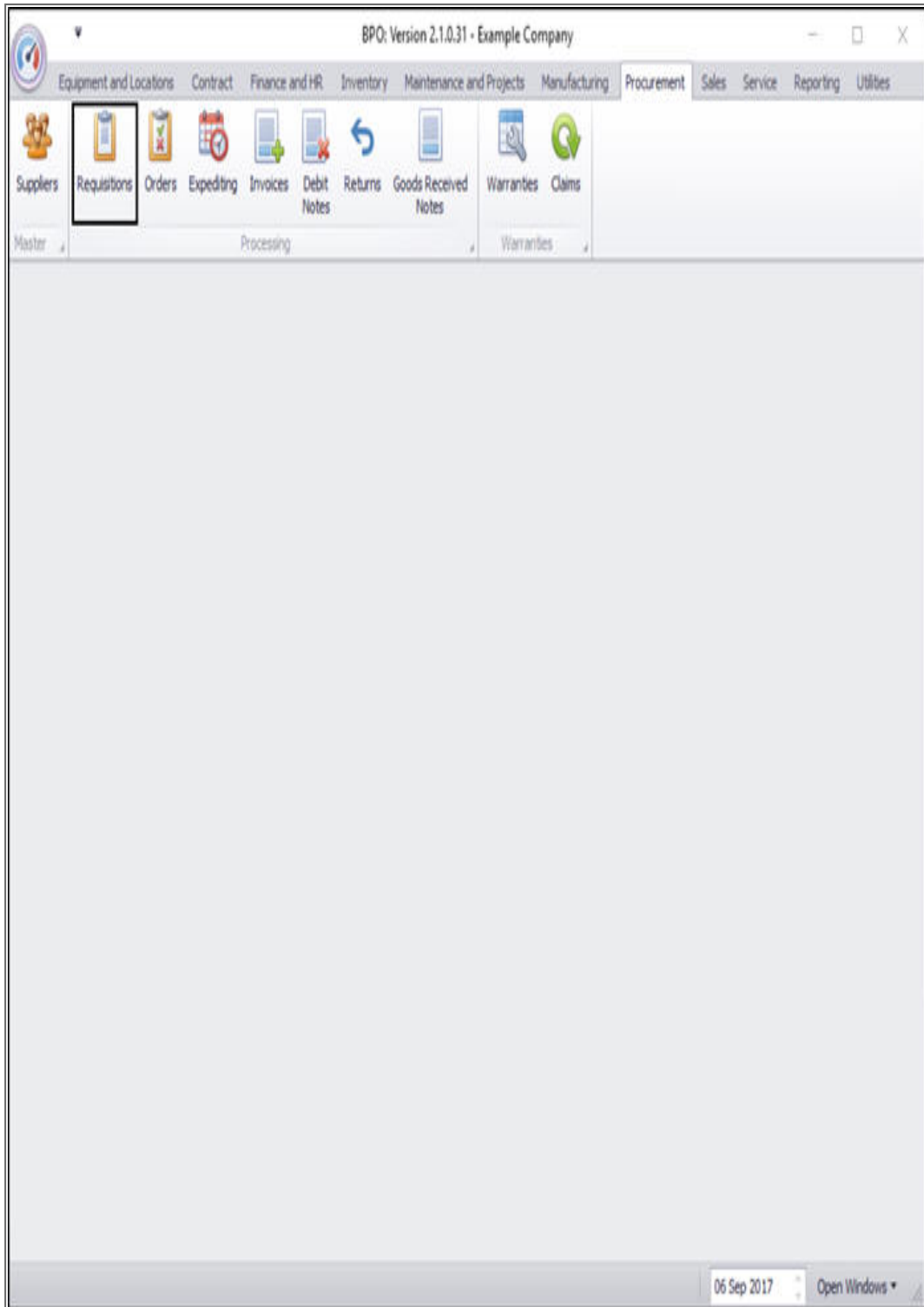
Once you have created your purchase requisition, you may be required to **add** Notes and / or Comments.

- **Comments:** These are internal notes regarding the requisition.
- **Notes:** These are notes concerning orders to this supplier, which will pull through to the **Purchase Order**.

You cannot delete a Note / Comment. Each note or comment saved will be listed in the lower half of the Notes docking panel.

You cannot edit a current Note / Comment, only add to it.

Ribbon Access: Procurement > Requisitions



Select the Site and Status

- Select the **Site**.
 - In this image **Durban** has been selected.
- Select the **Status**.
 - In this image the status has been set 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 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	13:44:17			Yes

06 Sep 2017 Open Windows

VIEW REQUISITION NOTES AND COMMENTS

- Select the row of the row of the **purchase requisition** where you wish to **view** the notes and comments.
- Click on **View**.

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExdCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please ph...	1 609.96	No d...	Yes	1 835.35	Warehouse	HOP001
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	Warehouse	HOP001
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1...	1 834.96	Test ...	Yes	2 091.85	Warehouse	HOP001
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procurem...	1 834.96	procu...	Yes	2 091.85	Warehouse	HOP001
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalo...	1 334.96	Stan...	Yes	1 451.85	Warehouse	HOP001
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock rep...	5 209.26	stock...	Yes	5 938.56	Warehouse	HOP001
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4 ...	969.92	v2.1...	Yes	1 105.71	Warehouse	HOP001
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00	Warehouse	HOP001
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procu...	809.96	call p...	Yes	923.35	Warehouse	HOP001
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35	Warehouse	HOP001
PR0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4 ...	5 750.00	v2.1...	Yes	6 555.00	Warehouse	HOP001
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Keep prin...	6 490.00	Telep...	Yes	7 398.60	Warehouse	HOP001
PR0000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00		No	0.00	Warehouse	HOP001
PR0000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00	Warehouse	HOP001
PR0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017	2	490.00	2	Yes	490.00	Warehouse	HOP001
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71	Warehouse	HOP001
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71	Warehouse	HOP001
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00	Warehouse	HOP001
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00	Warehouse	HOP001
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00	Warehouse	HOP001
PR0000417	MAINT	N	MIL001	Abigail	Milne	19 May 2017		4 500.00		Yes	7 130.00	Warehouse	HOP001

The **Edit Requisition** screen will be displayed.

1. As you navigated to this screen via the **View** button, you will note that there is only a **Back** processing button here (and no **Save** button) therefore you cannot make or save any changes.
2. Click on the **Notes** tab on the right hand side of the screen.

1. The **Notes** docking panel will be displayed.

2. **Expand** this panel to make it easier to work in.

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse	1.00	450.00	14.00	63.00	1.00	0	SPR001	Sprint Distrib
2020-147K	PART	Black toner SP2020	3	Main Warehouse	4.00	310.00	14.00	43.40	1.00	0	SUP001	Buy Back Sup
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	4 800.00	14.00	672.00	1.00	0	SPR001	Sprint Distrib

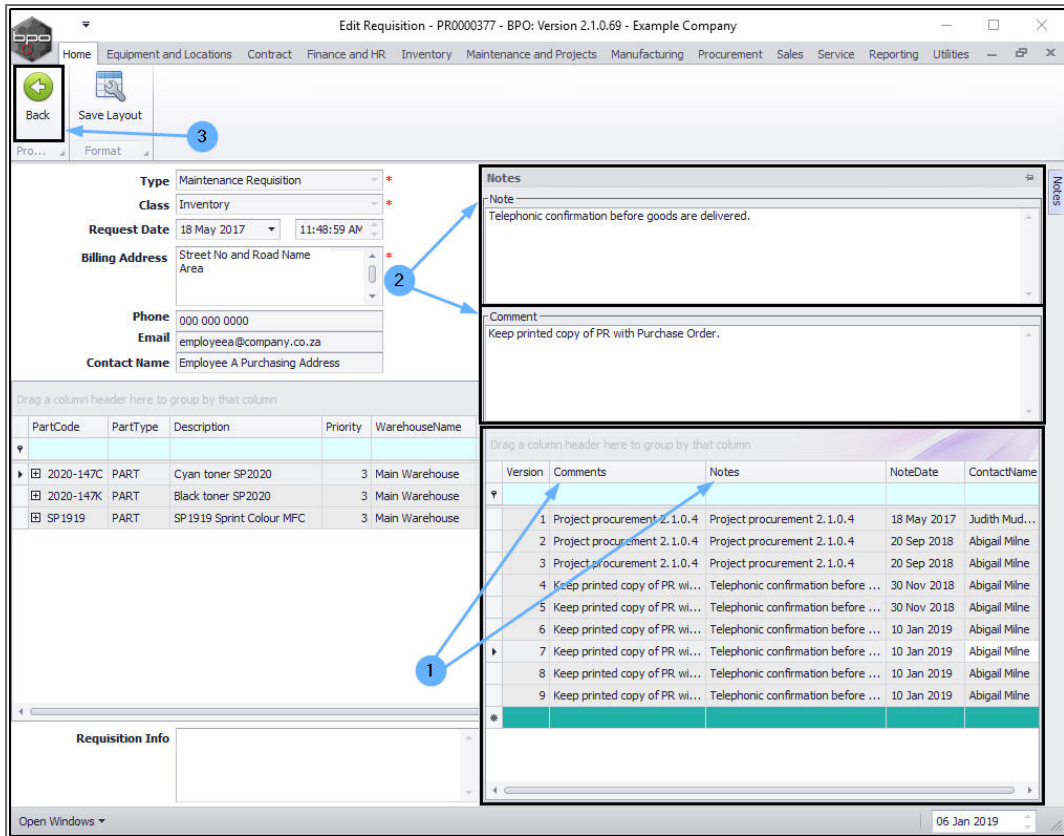
Sub Total	6 490.00
VAT	908.60
Grand Total	7 398.60

1. The **Notes** docking panel will be displayed.
2. **Expand** this panel to make it easier to work in.

1. In the **Notes** docking panel you can view all the **previous** Notes and Comments

Note: These past Notes and Comments cannot be deleted or edited, just viewed for information.

2. In this screen, you can also view the **current** Notes and Comments.
3. When you are finished viewing the details, click on **Back** to return to the **Purchase Requisition Listing** screen.



ADD REQUISITION NOTES AND COMMENTS

In the **Purchase Requisition Listing** screen,

- Select the **row** of the **purchase requisition** where you wish **add** Comments and/or Notes.
- Click on **Edit**.

Purchase Requisition Listing - BPO: Version 2.1.0.69 - Example Company

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

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

Drag a column header here to group by that column

PRCode	PRTType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExdCost	Notes	SupplierExist	IncCost	SourceTypeDesc	CustomerCode
PR0000356	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please ph...	1 609.96	No d...	Yes	1 835.35	Warehouse	HOP001
PR0000357	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 609.96		Yes	1 835.35	Warehouse	HOP001
PR0000358	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001
PR0000359	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Test 2.1...	1 834.96	Test ...	Yes	2 091.85	Warehouse	HOP001
PR0000360	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001
PR0000361	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		1 700.00		Yes	1 700.00	Warehouse	HOP001
PR0000362	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Please p...	1 834.96	Plea...	Yes	2 091.85	Warehouse	HOP001
PR0000363	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	procurem...	1 834.96	procu...	Yes	2 091.85	Warehouse	HOP001
PR0000364	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	Standalo...	1 334.96	Stan...	Yes	1 451.85	Warehouse	
PR0000368	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	stock rep...	5 209.26	stock...	Yes	5 938.56	Warehouse	
PR0000369	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017	v2.1.0.4...	969.92	v2.1...	Yes	1 105.71	Warehouse	
PR0000370	MAINT	N	MUD001	Judith	Mudzengi	17 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000374	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	call procu...	809.96	call p...	Yes	923.35	Warehouse	HOP001
PR0000386	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017		809.96		Yes	923.35	Warehouse	
PR0000366	MAINT	N	MIL001	Abigail	Milne	17 May 2017	v2.1.0.4...	5 750.00	v2.1...	Yes	6 555.00	Warehouse	
PR0000377	MAINT	N	MUD001	Judith	Mudzengi	18 May 2017	Keep prin...	6 490.00	Telep...	Yes	7 398.60	Warehouse	HOP001
PR0000380	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		0.00		No	0.00	Warehouse	
PR0000381	MAINT	N	DUT001	Bianca	Du Toit	18 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000396	MAINT	N	DUT001	Bianca	Du Toit	19 May 2017	2	490.00	2	Yes	490.00	Warehouse	HOP001
PR0000397	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 619.92		Yes	1 846.71	Warehouse	
PR0000398	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		1 419.92		Yes	1 618.71	Warehouse	
PR0000400	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		200.00		Yes	228.00	Warehouse	
PR0000404	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00	Warehouse	
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00	Warehouse	
PR0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		4 500.00		Yes	5 130.00	Warehouse	

Open Windows 06 Jan 2019

The **Edit Requisition** screen will be displayed.

1. As you navigated to this screen via the **Edit** button, you will note that there is now a **Save** processing button here as well as a **Back** button. You can make and save changes in this screen.
2. Click on the **Notes** tab on the right hand side of the screen.

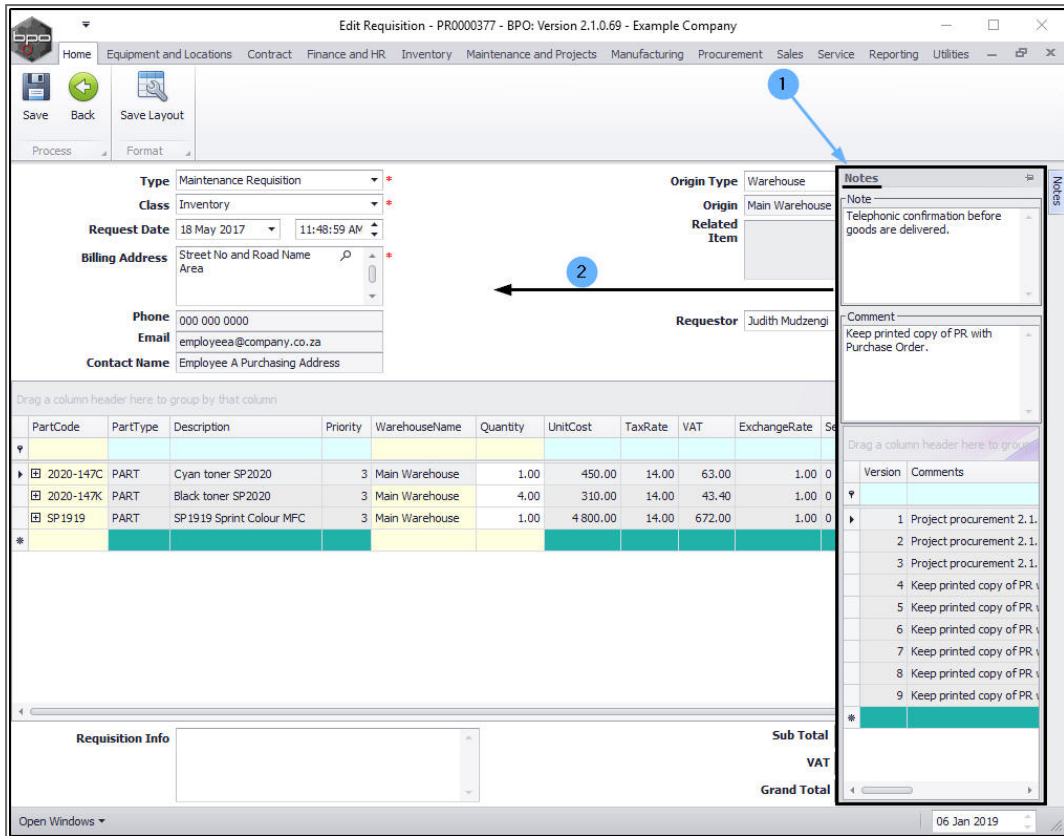
1

2

PartCode	PartType	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse	1.00	450.00	14.00	63.00	1.00	0	SPR001	Sprint Distrib
2020-147K	PART	Black toner SP2020	3	Main Warehouse	4.00	310.00	14.00	43.40	1.00	0	SUP001	Buy Back Sup
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse	1.00	4 800.00	14.00	672.00	1.00	0	SPR001	Sprint Distrib

Sub Total	6 490.00
VAT	908.60
Grand Total	7 398.60

1. The **Notes** docking panel will be displayed.
2. **Expand** this panel to make it easier to work in.



ADD TO EXISTING NOTES AND/OR COMMENTS

1. In this images you can see that there is already text in the current frames.
2. If you wish to keep these current and **add** to them, place your **cursor** at the end of the existing text in the relevant frame. Either start typing there or press **Enter** on your keyboard to move onto a new line.

The screenshot shows the 'Edit Requisition' window for PR0000377. The interface includes a menu bar, a toolbar with 'Save', 'Back', and 'Save Layout' buttons, and a main form area. The form contains fields for 'Type' (Maintenance Requisition), 'Class' (Inventory), 'Request Date' (18 May 2017), 'Billing Address', 'Phone', 'Email', and 'Contact Name'. Below the form is a table of requisition items with columns for PartCode, PartType, Description, Priority, and WarehouseName. To the right of the form is a 'Notes' and 'Comment' section. A red callout '1' points to a new line of text in the 'Notes' field: 'Telephonic confirmation before goods are delivered.' A second red callout '2' points to the 'Save' button in the toolbar.

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

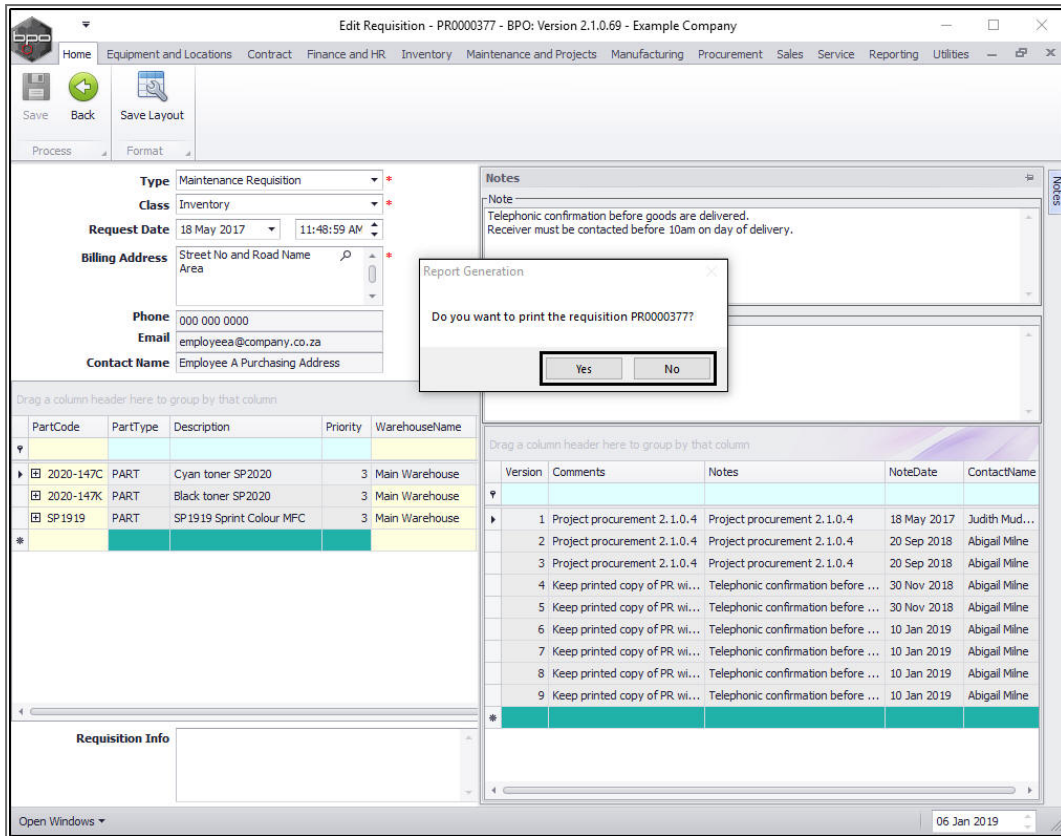
Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

1. In this image the **new** text has been typed on the next line.
2. Click on **Save**.

- A **Requisition Processing** message box will pop up informing you that:
 - **Requisition No. [] saved successfully.**
- Click on **OK**.

The screenshot shows the 'Edit Requisition' window for requisition PR0000377. The interface includes a menu bar, a toolbar with 'Save', 'Back', and 'Save Layout' buttons, and a main form area. The form contains fields for 'Type' (Maintenance Requisition), 'Class' (Inventory), 'Request Date' (18 May 2017), 'Billing Address', 'Phone', 'Email', and 'Contact Name'. A 'Notes' field contains the text: 'Telephonic confirmation before goods are delivered. Receiver must be contacted before 10am on day of delivery.' A 'Requisition Processing' dialog box is open in the center, displaying the message: 'Requisition No. PR0000377 saved successfully.' with an 'OK' button. Below the form is a table with columns: PartCode, PartType, Description, Priority, WarehouseName, Version, Comments, Notes, NoteDate, and ContactName. The table lists three items: 2020-147C (Cyan toner SP2020), 2020-147K (Black toner SP2020), and SP1919 (SP1919 Sprint Colour MFC). The bottom of the window shows 'Open Windows' and the date '06 Jan 2019'.

- A **Report Generation** message box will pop up asking;
 - **Do you want to print the requisition []?**
- Click on **Yes** or **No** as required.



CREATE NEW NOTE AND/OR COMMENT

In the **Purchase Requisition Listing** screen.

- Select the row of the **purchase requisition** where you wish to add a **new** Note and/or Comment.
- Click on **Edit**.

Purchase Requisition Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Location Contract Finance and H Inventor Maintenance and Project Manufacturing Procurement Sale Service Reporting Utilities

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

Durban New Refresh

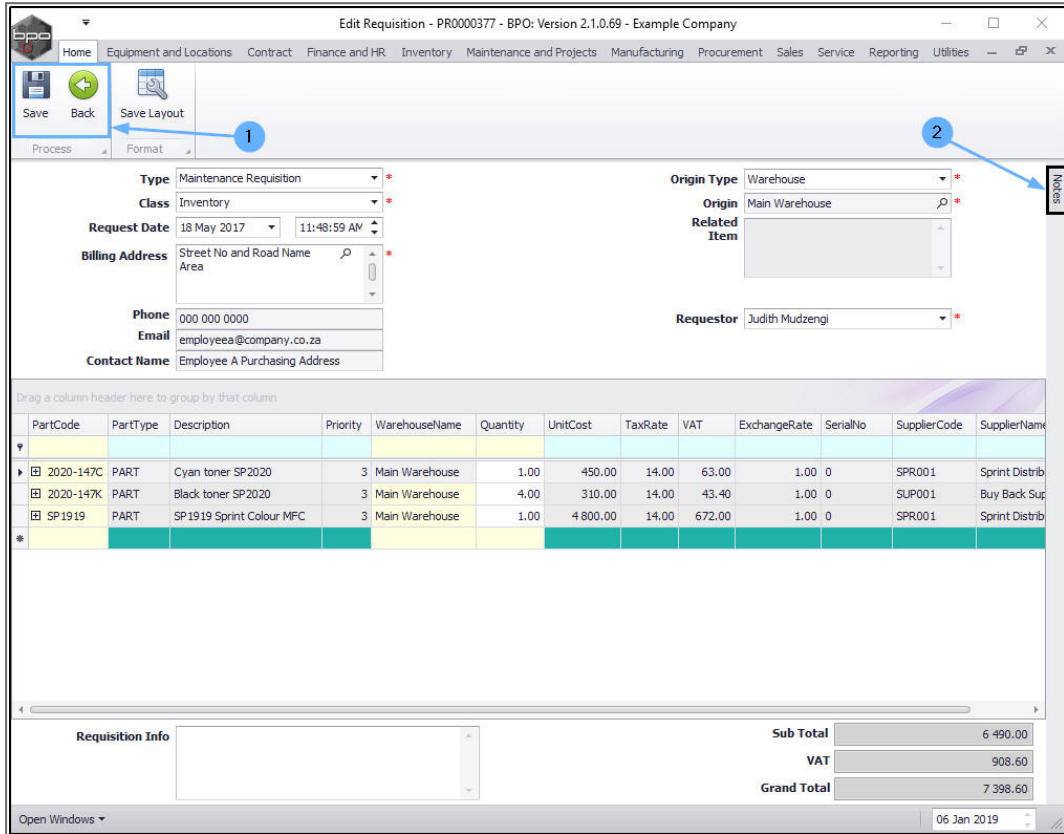
Drag a column header here to group by that column

PRCode	PRTYPE	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExt
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
PR0000358	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:56:15	Please phone with lat...	Please phone with la...	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
PR0000360	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:33:51			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	09:15:58	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
PR0000399	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:46:11			Yes

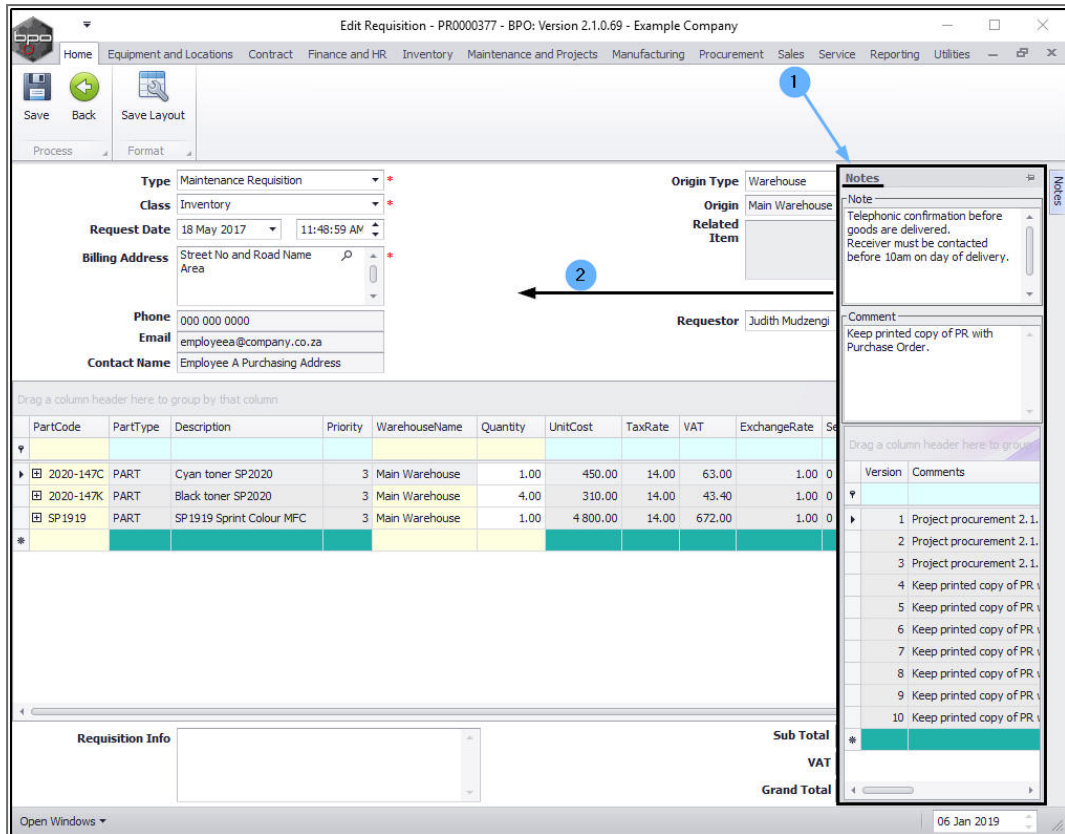
06 Sep 2017 Open Windows

The **Edit Requisition** screen will be displayed.

1. As you navigated to this screen via the **Edit** button, you will note that there is now a **Save** processing button here as well as a **Back** button. You can make and save changes in this screen.
2. Click on the **Notes** tab on the right hand side of the screen.



1. The **Notes** docking panel will be displayed.
2. **Expand** this panel to make it easier to work in.



1. In this image you can see that there is already text in the current frames.

To **remove** this text and create a **new** Note or Comment,

Either

2. **highlight** the text and press **Delete** on your keyboard
3. or place your **cursor** at the end of the existing text in the relevant frame and press **Backspace** on your keyboard until you have deleted the required text.

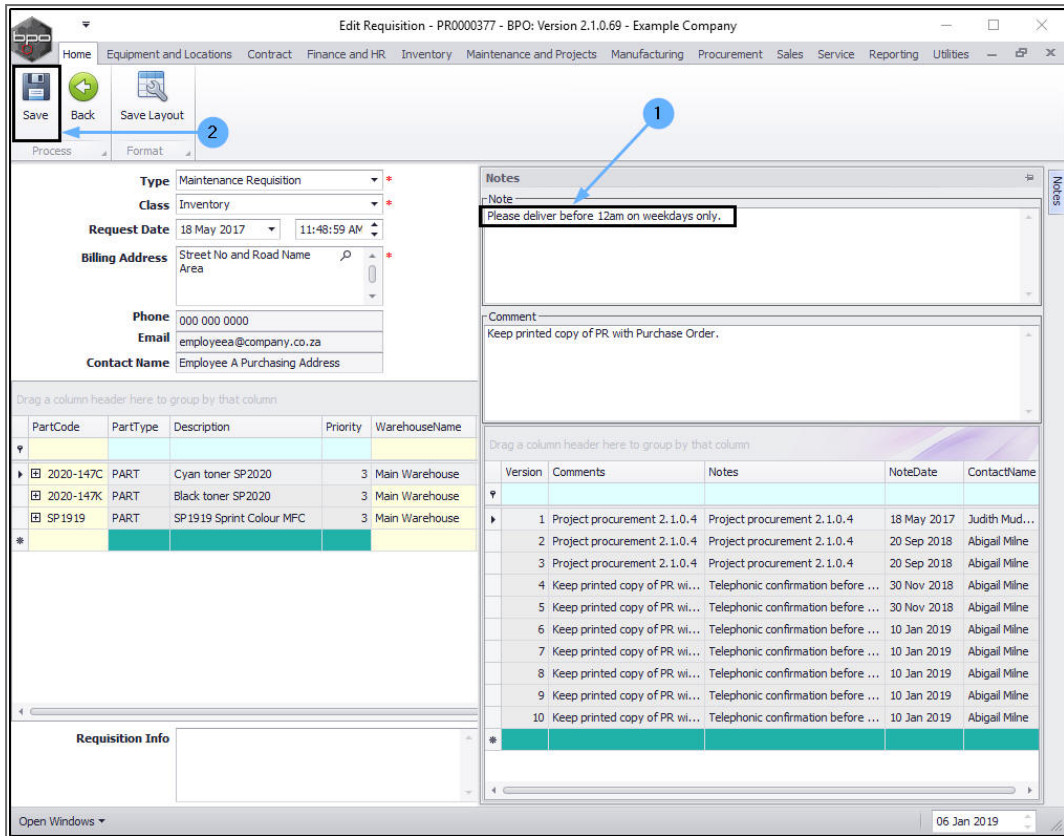
The screenshot shows the 'Edit Requisition' window for PR0000377. The interface includes a menu bar, a toolbar with 'Save', 'Back', and 'Save Layout', and a main form area. The form contains fields for 'Type' (Maintenance Requisition), 'Class' (Inventory), 'Request Date' (18 May 2017), 'Billing Address', 'Phone', 'Email', and 'Contact Name'. Below the form is a table with columns: PartCode, PartType, Description, Priority, and WarehouseName. The table lists three items: 2020-147C (Cyan toner SP200), 2020-147K (Black toner SP200), and SP1919 (SP1919 Sprint Colour MFC). At the bottom, there is a 'Requisition Info' section. On the right side, there is a 'Notes' panel with a 'Note' field containing the text 'Telephonic confirmation before goods are delivered. Receiver must be contacted before 10am on day of delivery.' and a 'Comment' field containing 'Keep printed copy of PR with Purchase Order.'. A table below the 'Notes' panel shows a list of requisitions with columns: Version, Comments, Notes, NoteDate, and ContactName. Annotations 1, 2, and 3 point to the 'Notes' and 'Comment' fields and the 'Notes' table respectively.

1. The **lower** frame will keep a record of all Notes and Comments.
2. Place your **cursor** in the now empty frame and type in the new Note and/ or Comment.

The screenshot shows the 'Edit Requisition' window for PR0000377. The form includes fields for Type (Maintenance Requisition), Class (Inventory), Request Date (18 May 2017), Billing Address, Phone, Email, and Contact Name. Below the form is a table with columns: PartCode, PartType, Description, Priority, WarehouseName, Version, Comments, Notes, NoteDate, and ContactName. The table contains 10 rows of data, with the last row highlighted in red. A blue arrow labeled '1' points to the 'Notes' column header, and another blue arrow labeled '2' points to the 'Note' input field in the form.

SAVE NOTE/COMMENT

1. When you have finished typing in the **new** Note and/or Comment,
2. click on **Save**.



- A **Requisition Processing** message box will pop up informing you that;
 - **Requisition No. [] saved successfully.**
- Click on **OK**.

PRINT REQUISITION

- A **Report Generation** message box will pop up asking;
- **Do you want to print the requisition[]?**
- Click on **Yes** or **No** according to your requirements.
 - **Yes:** Follow the **Print Purchase Requisition** process.
 - **No:** You will return to the **Purchase Requisition Listing** screen.

Edit Requisition - PR0000377 - BPO: Version 2.1.0.69 - Example Company

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

Save | Back | Save Layout

Process | Format

Type: Maintenance Requisition
Class: Inventory
Request Date: 18 May 2017 11:48:59 AM
Billing Address: Street No and Road Name Area
Phone: 000 000 0000
Email: employeea@company.co.za
Contact Name: Employee A Purchasing Address

Notes:
 -Note
 Please deliver before 12am on weekdays only.

Report Generation
 Do you want to print the requisition PR0000377?
 Yes No

PartCode	PartType	Description	Priority	WarehouseName
2020-147C	PART	Cyan toner SP2020	3	Main Warehouse
2020-147K	PART	Black toner SP2020	3	Main Warehouse
SP1919	PART	SP1919 Sprint Colour MFC	3	Main Warehouse

Version	Comments	Notes	NoteDate	ContactName
1	Project procurement 2.1.0.4	Project procurement 2.1.0.4	18 May 2017	Judith Mud...
2	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
3	Project procurement 2.1.0.4	Project procurement 2.1.0.4	20 Sep 2018	Abigail Milne
4	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
5	Keep printed copy of PR wi...	Telephonic confirmation before ...	30 Nov 2018	Abigail Milne
6	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
7	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
8	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
9	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne
10	Keep printed copy of PR wi...	Telephonic confirmation before ...	10 Jan 2019	Abigail Milne

Requisition Info

Open Windows | 06 Jan 2019

MNU.053.007

