

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

# PROCUREMENT

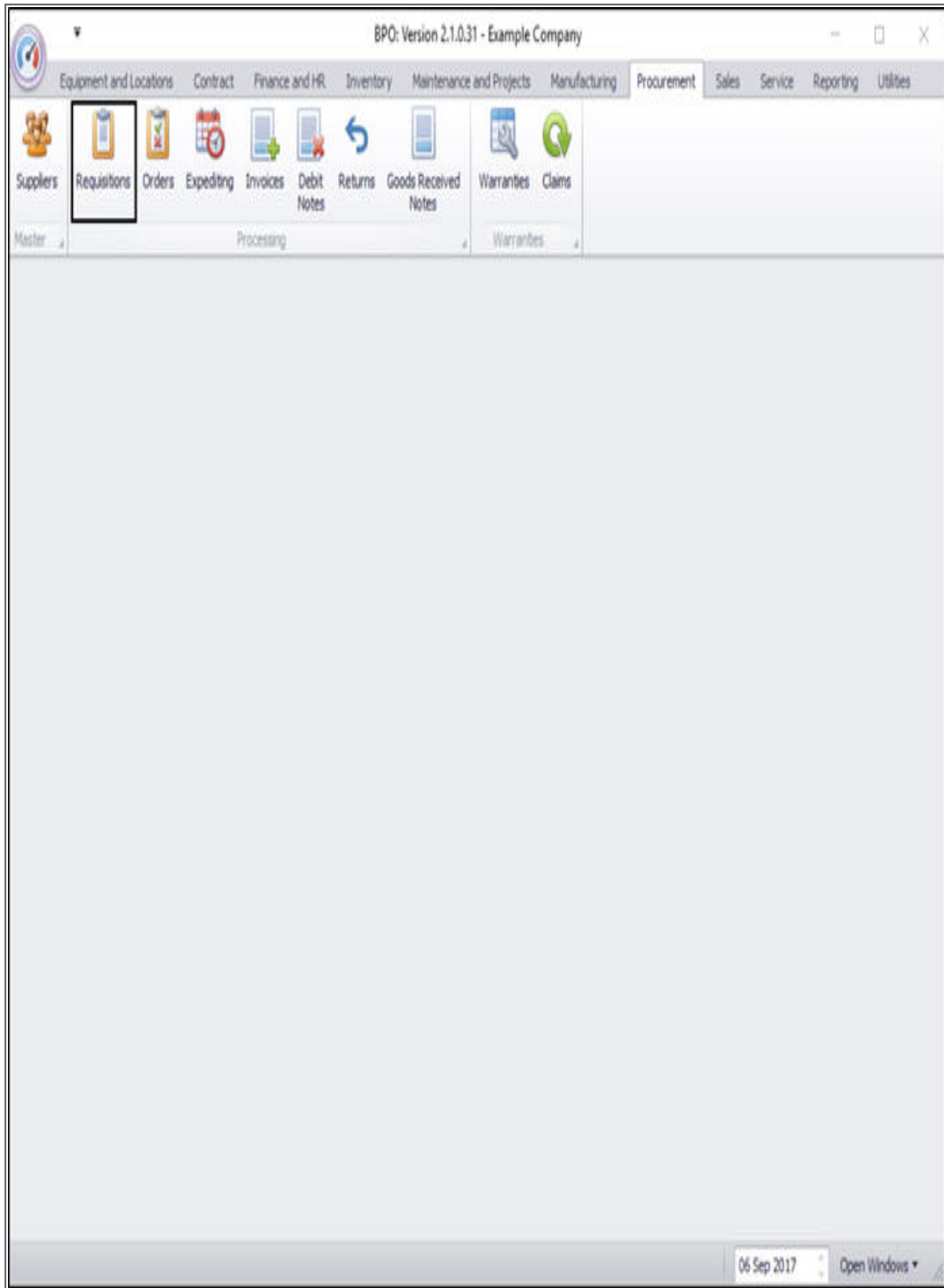
## PRINT A REQUISITION

You can print a purchase requisition directly from the **Purchase Requisition Listing** screen.

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**Ribbon Access:** Procurement > Requisitions

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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**.
  - In this image **New** has been selected.

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
PR0000430	MAINT	N	DUT001	Susan	Du Toit	01 Jun 2017	13:16:44			Yes
PR0000431	MAINT	N	MUD001	Mark	Mudderveld	01 Jun 2017	14:37:41			Yes
PR0000433	MAINT	N	DUT001	Susan	Du Toit	05 Jun 2017	14:59:35		Call to confirm order ...	Yes
PR0000434	MAINT	N	DUT001	Susan	Du Toit	06 Jun 2017	11:32:32			Yes
PR0000439	MAINT	N	DUT001	Susan	Du Toit	08 Jun 2017	14:56:24		Generated from sale...	Yes
PR0000444	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	12:29:13			Yes
PR0000442	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	11:14:32			Yes
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 late...	Please phone with lat...	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c...		Yes
PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde...	Standalone work ord...	Yes
PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55			Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procure...	stock report procure...	Yes
PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone ...	v2.1.0.4 standalone ...	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
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	Keep printed copy of ...		Yes
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
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	13:00:21			Yes

06 Sep 2017 Open Windows

## Select Requisition

- Select the row of the **Purchase Requisition** you wish to print.

## PRINT REQUISITION

- Click on **Print**.

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
PR0000442	MAINT	N	MUD001	Mark	Mudderveld	15 Jun 2017	11:14:32			Yes
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 late...	Please phone with lat...	Yes
PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c...		Yes
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PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55			Yes
PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procurem...	stock report procure...	Yes
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PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40			Yes
PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43			No
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
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
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11			Yes
PR0000406	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:55:36	repart	repart	Yes

06 Sep 2017 Open Windows

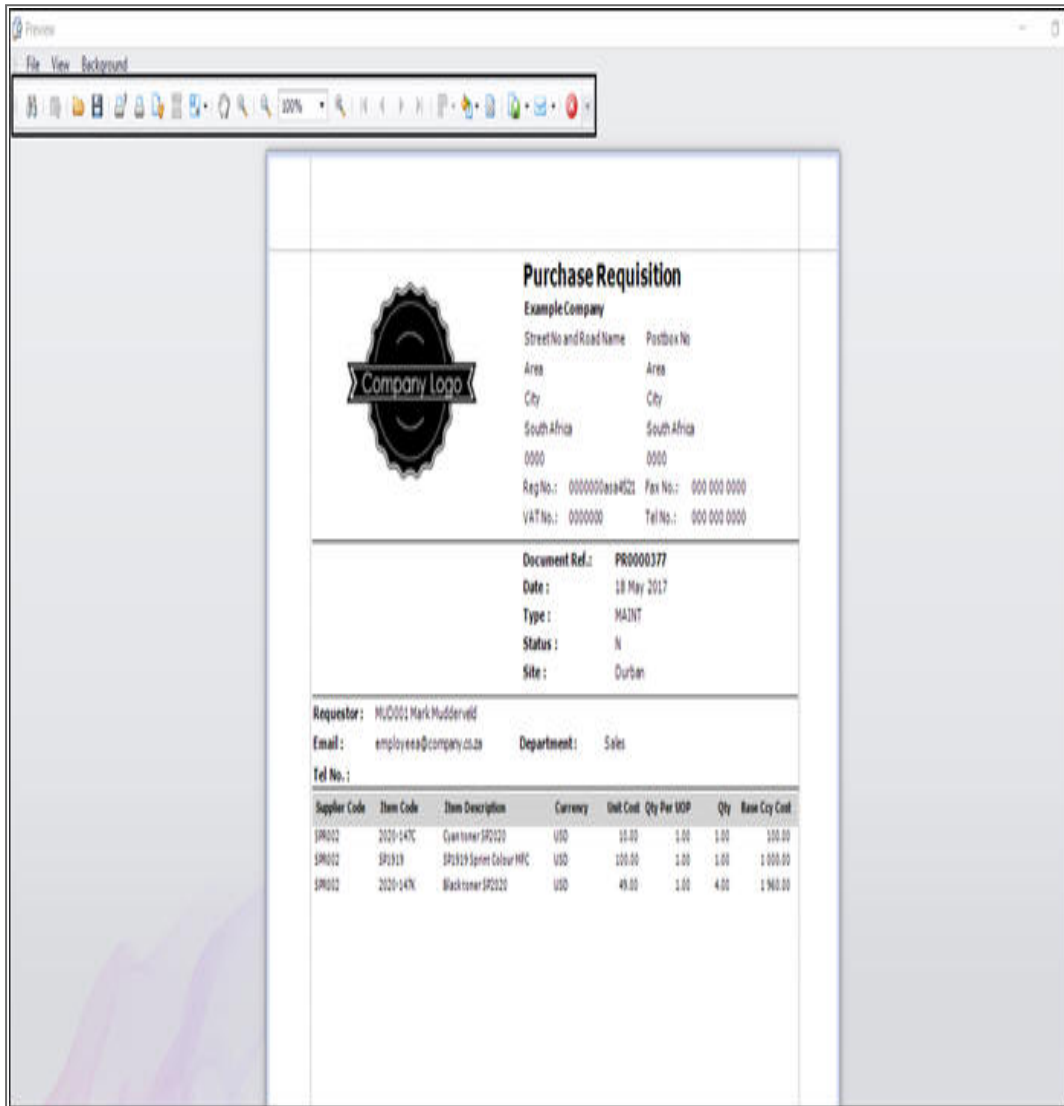


- A **Report Generation** message box will appear asking;
  - **Do you want to print the Requisition []?**
- Click on **Yes**.

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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
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PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55			Yes
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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
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PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:59	Keep printed copy of ...		Yes
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
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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
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
PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11			Yes
PR0000408	MAINT	N	MUD001	Mark	Mudderveld	10 Mar 2017	17:54:36	retest	retest	Yes

## REPORT PREVIEW

- The Purchase Requisition **Report Preview** screen will be displayed.
- Use the Print Preview Toolbar to **View / Print / Export / Email** the Purchase Requisition.




- **Close** the **Report Preview** screen when done.

Preview

File View Background

100%



### Purchase Requisition

**Example Company**

Street No and Road Name    Postbox No  
 Area    Area  
 City    City  
 South Africa    South Africa  
 0000    0000

Reg No.: 00000000004521    Fax No.: 000 000 0000  
 VAT No.: 0000000    Tel No.: 000 000 0000

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**Document Ref.:** PR0000177  
**Date:** 18 May 2017  
**Type:** MAINT  
**Status:** N  
**Site:** Durban

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**Requestor:** MUC001 Mark Mudderveld  
**Email:** employee@company.co.za    **Department:** Sales  
**Tel No.:**

Supplier Code	Item Code	Item Description	Currency	Unit Cost	Qty Per USP	Qty	Base Qty Cost
SPR001	2020-147C	Cyan toner SP2020	USD	10.00	1.00	1.00	100.00
SPR002	SP2019	SP2019 Sprint Colour HPC	USD	100.00	1.00	1.00	1 000.00
SPR003	2020-147N	Black toner SP2020	USD	49.00	1.00	4.00	1 960.00

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