

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

## SERVICE

### SERVICE REQUESTS – SERVICE REQUISITION

A Service Request needs to be raised when a supplier is providing a service for a work order.

From the Service Request, you can start a **Non-Stock Procurement** cycle, i.e. Raise a Purchase Order to the Supplier or Dealer, Non-Stock Goods Received Note and Supplier Invoice.

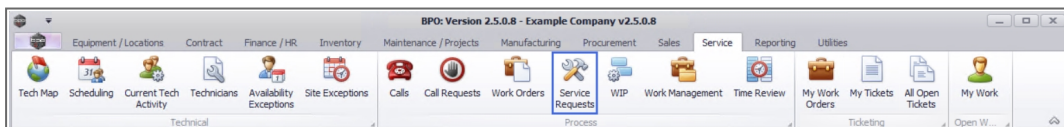
The list of services you can select and request are set up in [Services](#).

A Service Request must first be raised in order to create the [Service Requisition](#).

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#### Ribbon Access: Service > Service Requests

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1. The **Service Requests** screen will be displayed.
2. Select the **Site** where the service request(s) have been issued.
  - The example has **Durban** selected.
3. Select the **row(s)** of the service request(s) you wish to raise a requisition for.



Select multiple service requests to be allocated to a single purchase requisition.

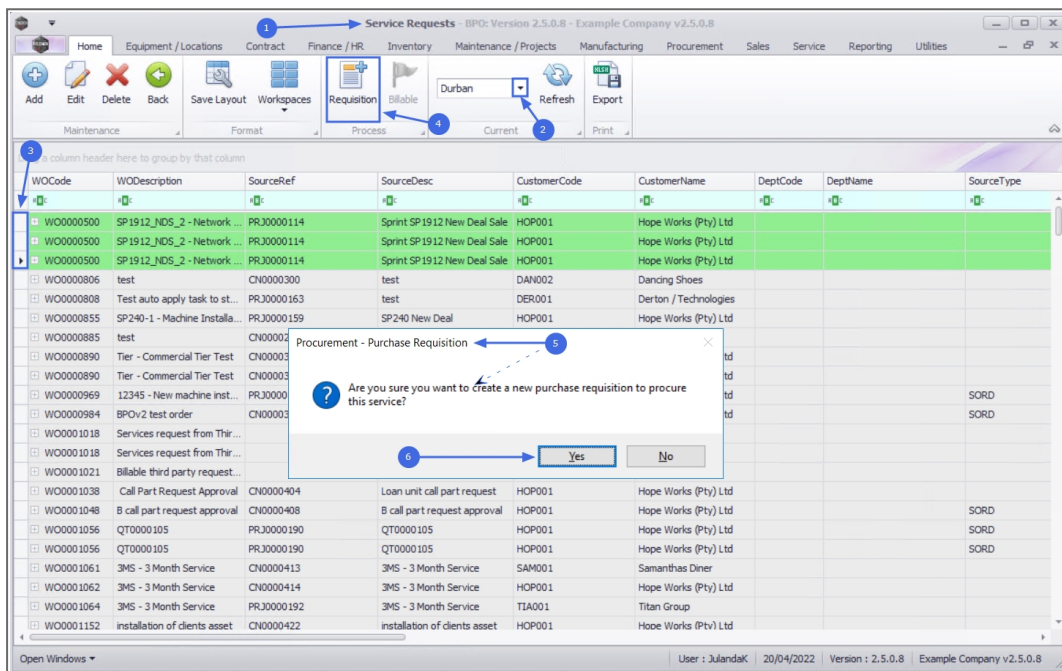
4. Click on **Requisition**.

**Short cut key: Right click to display the **Process** menu list. Click on **Requisition**.**

5. When you receive the Procurement - Purchase Requisition message to confirm;

- **Are you sure you want to create a new purchase requisition to procure this service?**

6. Click on **Yes**.

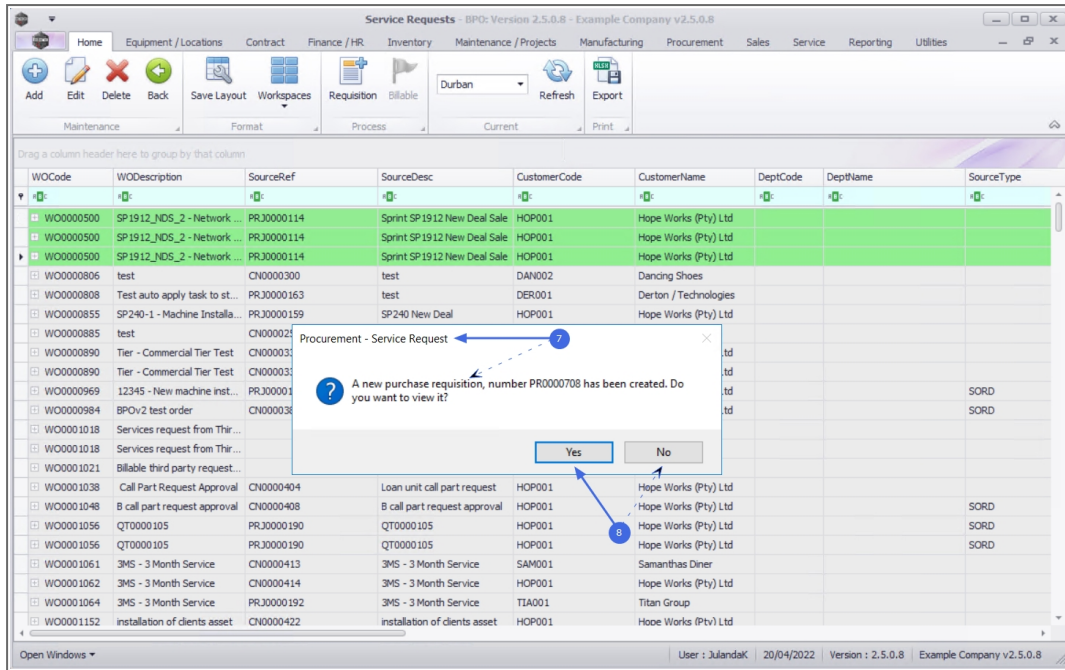


7. Next the **Procurement - Service Request** message will display to inform you that;

- **A new purchase requisition, number [purchase no] has been created. Do you want to view it?**

8. Click on **Yes** to view the requisition, or

- Click on **No** if you wish to remain in the Service Requisition screen



9. The **Purchase Requisition Listing** screen will display.

- The purchase requisition will be appended to the bottom of the list and will be selected.



For a detailed handling of this topic refer to [Introduction to Purchase Requisitions](#)

10. Click on **Edit**.

PRCode	PRType	Status	FirstName	LastName	ExdCost	IndCost	EventDate	EventTime	Comments	Notes	SupplierExist	CustomerCode	CustomerName
PR0000677	MAINT	N	Abigail	Milne	350.00	402.50	25/10/2021	19:59:56			Yes	TIA001	Titan Group
PR0000679	MAINT	N	Julanda	Kessler	350.00	402.50	03/11/2021	14:34:01			Yes		
PR0000681	MAINT	N	Julanda	Kessler	450.00	517.50	04/11/2021	13:18:34			Yes		
PR0000682	MAINT	N	Julanda	Kessler	800.00	920.00	04/11/2021	13:26:43			Yes		
PR0000683	MAINT	N	Julanda	Kessler	150.00	172.50	04/11/2021	13:38:01			Yes		
PR0000684	MAINT	N	Abigail	Milne	0.00	0.00	08/11/2021	10:38:23			No	OFF001	Office Supplies
PR0000685	MAINT	N	Abigail	Milne	0.00	0.00	08/11/2021	14:04:24			No	BIG0001	Big Bargains
PR0000686	MAINT	N	Abigail	Milne	0.00	0.00	08/11/2021	14:22:50			No		
PR0000687	MAINT	N	Abigail	Milne	459.26	528.15	10/11/2021	09:13:26			Yes	HOP001	Hope Works (P1
PR0000688	MAINT	N	Abigail	Milne	459.26	528.15	10/11/2021	09:37:31			Yes	HOP001	Hope Works (P1
PR0000689	MAINT	N	Abigail	Milne	459.26	528.15	10/11/2021	09:47:40			Yes	HOP001	Hope Works (P1
PR0000690	MAINT	N	Abigail	Milne	530.00	609.50	22/11/2021	12:10:22			Yes	HOP001	Hope Works (P1
PR0000690	MAINT	N	Abigail	Milne	530.00	609.50	22/11/2021	12:10:22			Yes	BEA001	Bearing and Sh
PR0000690	MAINT	N	Abigail	Milne	530.00	609.50	22/11/2021	12:10:22			Yes	HOP001	Hope Works (P1
PR0000691	MAINT	N	Abigail	Milne	600.00	690.00	22/11/2021	12:18:23			Yes	TIA001	Titan Group
PR0000691	MAINT	N	Abigail	Milne	600.00	690.00	22/11/2021	12:18:23			Yes	WES001	Westwood Dyn
PR0000692	MAINT	N	Abigail	Milne	459.96	498.95	22/11/2021	12:23:21			Yes	HOP001	Hope Works (P1
PR0000704	MAINT	N	Julanda	Kessler	0.00	0.00	28/01/2022	10:44:31			No	BIG0001	Big Bargains
PR0000705	MAINT	N	Julanda	Kessler	350.00	402.50	01/03/2022	15:26:47			Yes		
PR0000706	MAINT	N	Julanda	Kessler	350.00	402.50	01/03/2022	15:38:02			Yes		
PR0000708	MAINT	N	Julanda	Kessler	1,000.00	1,150.00	20/04/2022	10:05:19			No	HOP001	Hope Works (P1

11. The **Edit Requisition** [requisition number] screen will be displayed.
12. Click on the **expand** button in the **Parts** data grid to confirm or link the **Supplier and Cost** details and then **Approve** the requisition to complete the process.



Note that the Purchase Requisitions must go through an approval process before a purchase order is created. On approving a requisition, the system will generate a purchase order.

13. Click on **Save**.

## Related Topics

- [Print Purchase Requisition](#)

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