

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 <u>Approval Matrix</u> which is set up in the <u>Purchasing Centre</u>)

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



	¥					BPO:	Version 2.1.0.31	Example Co	mpany				-	٥	Х
9	Equipment and Lo	cations	Contract	Finance a	ndHR	Inventory	Maintenance a	nd Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
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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.
 - The status will need to be set to **New** as a purchase requisition can <u>only</u> be released in the **New** status.



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E PR0000356	MAINT	N	MLD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
PR0000359	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	11:07:59	Test 2.1.0.4 Procurem	Test 2.1.0.4 Procure	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
E 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
E PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
E PR0000366	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
E PR0000367	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:34:00	OTC procurement v2	OTC procurement v2	Yes
B PR0000368	MAINT	N	MUD001	Mark	Mudderveid	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
E PR0000370	MAINT	N	MU0001	Mark	Mudderveld	17 May 2017	16:42:55			Yes
E PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	call procurement v2.1	cal procurement v2	Yes
PR0000377	MAINT	N	MU0001	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
B 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
PR0000385	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
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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,

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à.'				Pu	rchase Requ	isition Listing -	BPO: Version 2.1.	0.31 - Example	Company	-	
Home	Equipment	t and Loca	tions Con	tract Finance	nd HR Invi	entory Mainter	vance and Projects	Manufacturing	Procurement Sales Se	rvice Reporting Utilitie	s - 8
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E PR00003	56 MAD	NT N		L0001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR00003	57 MAI	NT N		L0001	Mark	Mudderveid	17 May 2017	10:42:48			Yes
PR00003	59 MAI	NT N	N	UD001	Mark	Mudderveid	17 May 2017	11:07:59	Test 2.1.0.4 Procurem	Test 2.1.0.4 Procure	Yes
PR00003	61 MAJ	NT N	N	U0001	Mark	Mudderveid	17 May 2017	11:48:50			Yes
E PR00003	62 MAI	NT N	Ņ	UD001	Mark	Mudderveld	17 May 2017	12:22:33	Please phone with lat	Please phone with la	Yes
E PR00003	63 MAJ	NT N	N	U0001	Mark	Mudderveld	17 May 2017	13:44:30	procurement from a c	procurement from a	Yes
E PR00003	64 MAJ	NT N	M	10001	Mark	Mudderveid	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
E PR00003	66 MAJ	NT N	y	UD001	Mark	Mudderveid	17 May 2017	15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
E PR00003	67 MAJ	NT N	N	UD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	Yes
E PR00003	68 MAJ	NT N	N	UD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procurem	stock report procure	Yes
E PR00003	69 MAD	NT N	M	UD001	Mark	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report	v2.1.0.4 stock repor	Yes
E PR00003	70 MAJ	NT N	M	10001	Mark	Mudderveid	17 May 2017	16:42:55			Yes
E PR00003	74 MAJ	NT N	N	UD001	Mark	Mudderveid	18 May 2017	09:15:58	call procurement v2.1	cal procurement v2	Yes
E PR00003	77 MAJ	NT N	N	UD001	Mark	Mudderveld	18 May 2017	11:48:59	Project procurement 2	Project procurement	Yes
PR00003	80 MA3	NT N	0	UT001	Susan	Du Toit	18 May 2017	12:00:43			No
PR00003	81 MA3	NT N	0	UT001	Susan	Du Toit	18 May 2017	12:02:58			Yes
E PR00003	85 MAI	NT N	D	UT001	Susan	Du Toit	18 May 2017	14:12:40			Yes
E PR00003	86 MAJ	NT N	M	UD001	Mark	Mudderveid	18 May 2017	14:58:18			Yes
E PR00003	95 MAI	NT N	D	UT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
PR00003	97 MAI	NT N	N	U0001	Mark	Mudderveid	19 May 2017	11:45:53			Yes
PR00003	98 MAJ	NT N	Ņ	UD001	Mark	Mudderveid	19 May 2017	11:45:11			Yes
PR00004	00 MA3	NT N	M	UD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
000000	-	NT N		1001	Mark	Muldaniabl	10 May 3017	13-64-13			Var

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.



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	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	10:42:48			ře
PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procurem.	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	Tes
PR0000363	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	13:44:30	procurement from a c	procurement from a	res
EI PR0000364	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	14:01:25	Standalone work orde	Standalone work ord	Yes
	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
E PR0000368	MAINT	N	Process		Audderveld	17 May 2017	16:30:38	stock report procurem	stock report procure	Yes
E PR0000369	MAINT	N	Hold	and a	Mudderveld	17 May 2017	16:38:47	v2.1.0.4 stock report	v2.1.0.4 stock repor	Yes
☑ PR0000370	MAINT	N		spria	Mudderveld	17 May 2017	16:42:55			Yes
PR0000374	MAINT	N	Release to App	roval	Mudderveld	18 May 2017	09:15:58	call procurement v2.1	call procurement v2	Yes
■ PR0000377	MAINT	N	mt Annenue		Mudderveld	18 May 2017	11:48:59	Project procurement 2	Project procurement	Yes
E PR0000380	MAINT	N	Approve the R	noželupa	Du Toit	18 May 2017	12:00:43			No
PR0000381	MAINT	N	pg Decline		Du Toit	18 May 2017	12:02:58			Yes
PR0000385	MAINT	N	Decine the req	uisibon ,	Du Toit	18 May 2017	14:12:40			Yes
☑ PR0000386	MAINT	N	MODOI	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
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• A **Requisition Process** message box will pop up informing you that;



• The Requisition no. [] has been released successfully.

• Click on OK.

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Home Eq	upment and	Locations	Contract Finance a	nd HR Invi	entory Mainter	vance and Projects	Manufacturi	ng Procurement Sales Se	rvice Reporting Utilitie	5 - 0'
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PRCode	 PRType 	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
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PR0000356	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:21:20			Yes
E PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:42:48			Yes
B PR0000359	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:07:59	Test 2.1.0.4 Procurem	Test 2.1.0.4 Procure	Yes
PR0000361	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
E 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	Mudderveid	17 May 2017	13:44:30	procurement from a c	procurement from a	Yes
PR0000364	Requisit	on - Proce	ŝŝ			X	14:01:25	Standalone work orde	Standalone work ord	Yes
PR0000366							15:10:09	v2.1.0.4 standalone	v2.1.0.4 standalone	Yes
PR0000367	6	The rea	uicitian no. 000000	167 has bee	an released rus	reefully	15:33:59	OTC procurement v2	OTC procurement v2	Yes
E PR0000368	U	ineres	ualoon ne. Phoose	oor, nas per	en reiensen soci	cessi unyi	16:30:38	stock report procurem	stock report procure	Yes
⊞ PR0000369							16:38:47	v2.1.0.4 stock report	v2.1.0.4 stock repor	Yes
E PR0000370							16:42:55			Yes
■ PR0000374						OK	09:15:58	call procurement v2.1	cal procurement v2	Yes
E PR0000377	MAINT	N	M00001	Mark	Mudderveid	18 May 2017	11:48:59	Project procurement 2	Project procurement	Yes
E PR0000380	MAINT	N	DUT001	Susan	Du Tot	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	Mudderveid	18 May 2017	14:58:18			Yes
E PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:09			Yes
B PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53			Yes
PR0000398	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	11:45:11			Yes
PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19			Yes
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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**.

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a '			Pu	rchase Requ	isition Listing -	BPO: Version 2.1.	0.31 - Exan	nple Company	-	D X
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								C Closed		
PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTi	I Issued		SupplerExist
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E PR0000356	MAINT	N	MLD001	Mark	Mudderveld	17 May 2017	10:21:2	K Keleased	-	Yes
E PR0000357	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	10:47:4	x	1	Yes
E PR0000359	MAINT	N	MLD001	Mark	Mudderveid	17 May 2017	11:07:55	Test 2.1.0.4 Procurem Test	2.1.0.4Procure	Yes
PR0000361	MAINT	N	MLD001	Mark	Mudderveld	17 May 2017	11:48:50			Yes
E PR0000362	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	12:22:33	3 Please phone with lat Please	se phone with la	Yes
E PR0000363	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	13:44:30	0 procurement from a c proc.	rement from a	Yes
E PR0000364	MAINT	N	MUD001	Mark	Mudderveid	17 May 2017	14:01:25	5 Standalone work orde Starv	dalone work ord	Yes
E PR0000366	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	15:10:09	9 v2.1.0.4 standalone v2.1.	.0.4 standalone	Yes
E PR0000368	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:30:38	stock report procurem stock	report procure	Yes
E PR0000369	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:38:47	7 v2.1.0.4 stock report v2.1.	.0.4 stock repor	Yes
E PR0000370	MAINT	N	MUD001	Mark	Mudderveld	17 May 2017	16:42:55	5		Yes
PR0000374	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	09:15:58	6 call procurement v2.1 call p	rocurement v2	Yes
E PR0000377	MAINT	N	MUD001	Mark	Mudderveld	18 May 2017	11:48:55	9 Project procurement 2 Proje	ct procurement	Yes
B PR0000380	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:00:43	3	Colore and Contractory	No
B PR0000381	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	12:02:58	8	1	Yes
E PR0000385	MAINT	N	DUT001	Susan	Du Toit	18 May 2017	14:12:40	0		Yes
E PR0000386	MAINT	N	MUD001	Mark	Mudderveid	18 May 2017	14:58:18	8	1	Yes
PR0000396	MAINT	N	DUT001	Susan	Du Toit	19 May 2017	11:31:05	9		Yes
PR0000397	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:53	3		Yes
E PR0000398	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	11:45:11	1		Yes
B PR0000400	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	12:12:19	9		Yes
B PR0000404	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	12:54:12	2		Yes
B PR0000405	MAINT	N	MUD001	Mark	Mudderveid	19 May 2017	12:56:25	5 retest retes	t	Yes
PR0000407	MAINT	N	MUD001	Mark	Mudderveld	19 May 2017	13:15:14	4		Yes
E PR0000409	MAINT	N	MUD001	Mark	Mudderveld	22 May 2017	12:11:42	2		Yes

• 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.



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Home E	quipment a	nd Locations	Contract Finance a	nd HR Inv	entory Maintena	ance and Projects	Manufacturing	Procurement Sales Se	rvice Reporting Utilitie	s - 8 1
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■ PR0000355	MAIN	r R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
■ PR0000360	MAIN	r R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50	and the second second	anning, Swift	Yes
PR0000367	MAIN	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2,	OTC procurement v2	Yes
PR0000422	MAIN	R	Process		udderveld	24 May 2017	16:35:06			Yes
			Approve Approve the R Decline Decline the rec	equisition	~					
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• A **Requisition - Process** message box will appear informing you that;



• The requisition no. [] has been placed on hold successfully.

• Click on **OK**.

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dd ER Decket Note Notes Mantam Process Format Prot Current y a claimer Moder Vers to grade by flat colume Format Prot Darit Redeed Refresh RR0000357 Mailtin Rubover Munde FirstName LastName EventDate EventTime Corrent B R0000357 Mailtin R Mu0001 Mark Mudderveld 17May 2017 15:35:59 OTC procurement v2 B R0000357 Mailtin R Mu0001 Mark Mudderveld 17May 2017 15:35:59 OTC procurement v2 OTC procurement v2 B R0000357 Mailtin R Mu0001 Mark Mudderveld 17May 2017 15:35:59 OTC procurement v2 B R0000367 Mailtin R Mu0001 Mark Mudderveld 17May 2017 16:35:56 B R0000367 Mailtin R Mu0001 Mark Mudderveld 17May 2017 16:35:56 B Roboxolight No No Muderveld 17May 2017 16:35:56 0	
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PRC0001 header here te grade by flat column PRC006 • PRType Status Exployee/humber Fristhame LastName EventDate EventTime Commenta Notes El PR0000305 MAINT R ML0001 Mark Mudderveld 17 May 2017 11:32:50 El PR0000307 MAINT R ML0001 Mark Mudderveld 17 May 2017 15:33:59 OTC procurement v2 El PR0000307 MAINT R ML0001 Mark Mudderveld 17 May 2017 15:33:59 OTC procurement v2 El PR0000307 MAINT R ML0001 Mark Mudderveld 17 May 2017 15:33:59 OTC procurement v2 Propulation - Process V CV	
PRCode PRT/ype Status Employee/sumber Firsthame Lasthame EventDiate EventTime Comments Notes B PR00000355 MAINT R MU0001 Mark Mudderveld 17 Mary 2017 09:21:02 Needed urgently Needed urgently B PR00000567 MAINT R MU0001 Mark Mudderveld 17 Mary 2017 15:33:59 OTC procurement v2 OTC	
Interest Project and so Delay for our of the last of the	G role/Evist
Image: Process state MAINT R ML0001 Mark Mudderveld 17 May 2017 09:21:02 Needed urgently Needed urgently IP R0000367 MAINT R ML0001 Mark Mudderveld 17 May 2017 11:33:50 OTC procurement v2 OTC pro	approxim
B PR0000360 MAINT R MUD001 Mark Mudderveid 17 May 2017 11:33:50 OTC procurement v2 OTC procurement v2 B PR0000422 MAINT R MUD001 Mark Mudderveid 24 May 2017 16:35:66 OTC procurement v2 OTC procurement v2 B Requisition - Process X Image: State of the st	Yes
B RR0000367 MAINT R ML0001 Mark Mudderveld 17 May 2017 15:33:59 OTC proorement v2 OTC proorement v2 B RR0000367 MAINT R ML0001 Mark Mudderveld 24 May 2017 16:35:06 OTC proorement v2 OTC proorement v2 Requisition - Process X OK	Yes
B RR0000422 MABNT R MLD001 Mark Mudderveld 24 May 2017 16:35:06	Yes
Requisition - Process X	Yes
)



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**.

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U					Pu	rchase Requ	isition Listing -	BPO: Version 2.1.	0.31 - Example	Company	3	- 🗆 X
-	Home	Equipment	t and Locat	tons C	Contract Finance a	ndHR Inv	entory Mainten	ance and Projects	Manufacturing	Procurement Sales S	Service Reporting U	tiltes - & x
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Disga	column he	ader here	In Groch p	y that c	olen	-					1000	
PRC	ode	 PRT 	ype St	1015	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
) 🖽 (R0000355	MAJ	NT R		MUD001	Mark	Mudderveid	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
•	R0000360	MAJ	NT R		MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
Ð	R0000422	MAJ	NT 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**.



<u>a </u>			Pur	chase Requ	isition Listing - I	BPO: Version 2.1.0).31 - Example (Company		D X
Home Eq	upment and	Locations	Contract Finance a	nd HR Inve	entory Maintena	ance and Projects	Manufacturing	Procurement Sales Se	rvice Reporting Utilitie	s = 6 ⁰)
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PRCode	 PRType 	Status	Enployee/\umber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
	- Showing									
PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes
E PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	Yes
H PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes



- 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 <u>second</u> 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.



Home Eq.	ipment and	Locations	Pu Contract Finance a	rchase Requ	uisition Listing - BPC): Version 2.1.0 and Protects	31 - Example Manufacturing	Company Proturement Sales Se		0 X
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Maintain	4		Yocess	4	Format	a Print		Current 4		
og a cilum head	PRType	Status	crium EnoloveeNumber	FrstName	LastName Ev	/entDate	EventTime	Comments	Notes	SupplerExist
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☑ PR0000355	MAINT	R	MUD001	Mark	Mudderveld 17	7 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
E PR0000360	MAINT	R	MUD001	Mark	Mudderveld 17	7 May 2017	11:33:50			Yes
E PR0000367	MAINT	R	MUD001	Mark	Mudderveld 17	7 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	Yes
PR0000422	MAINT	R	MUD001	Mark	Mudderveld 24	4 May 2017	16:35:06			Yes
			Yes		No					

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



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



à '			Pu	rchase Requ	uisition Listing -	BPO: Version 2.1.	0.31 • Exa	imple Con	mpany		-	D X
Home Eq	upment and L	ocations	Contract Finance a	ndHR Inv	entory Mainten	ance and Projects	Manufa	cturing Pr	rocurement	Sales S	ervice Reporting Utility	ei - 8)
a 🂋	XI	1	/ 🕜 🔞		2	2		Durban		0		
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				6759 di Via	•							
Mantan			rocess	5	romat	a) Print	<u>8</u>	_	corrent	-		
PRCode	 PRType 	Status	EmployeeNumber	FirstName	LastName	EventDate	EventT	ime (Comments		Notes	SupplerExist
			Theory								Wine the states	
E PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:	02 1	Needed urg	endy	Needed urgently	Yes
E PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:	50	070		070	Tes
E PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	15:33	29 (Né	UTC procure	ment vZ	OTC procurement v2	Tes
B PR0000422	MADNI	ĸ	MOOVI	Mark	Muggerveid	241999 2017	10:35	00				163
Requisition	- Process Authorisatio	n for requ	isition no. PR00003	67, has beer) n successful.	1						
Requisition	- Process Authorisatio	n for requ	isition no. PR00003	67, has beer) n successful. OK							

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VIEW SYSTEM GENERATED PURCHASE ORDER

- A View Purchase Orders message box will appear asking;
 - $^{\circ}$ 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



<u>()</u>			Pu	rchase Requ	visition Listing -	BPO: \	/ersion 2.1.	0.31 - Ex	ample (Company			D X
Hone Et	pupment and Delete H	Locations 4 P old Relea	Contract Finance a	ndHR Inv	entory Mainten Layout Workspu	arce ar Aces	Print	Manufe Manufe Export	Durba Relea	Procureme n sed sed	nt Sales S Refresh	ervice Reporting Utility	8 - 8
Maintain	-	P	rocess		Format		Print			Current			
PRCode	 PRType 	Status	EmployeeNumber	FirstName	LastName	Ever	tDate	Event	nne	Comment	1	Notes	SupplerExist
-													
	MAINT	R	MUD001	Mark	Mudderveld	17 M	lay 2017	09:21	02	Needed u	rgently	Needed urgently	Yes
E PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 M	tay 2017	11:33	50				Yes
E PR0000367	MAINT	R	MUD001	Mark	Mudderveld	17M	lay 2017	15:33	59	OTC proc	urement v2	OTC procurement v2	Yes
111 PR0000422	MAINT	R	MUD001	Mark	Mudderveid	2414	lay 2017	10:35	:00				Yes
			10										



- 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.

) —			Pu	rchase Kequ	isition Listing -	BPO: Version 2.1	.0.31 - Example	Company		L)
Home E	iquipment and	Locations	Contract Finance a	nd HR Inv	entory Mainter	vance and Projects	Manufacturing	Procurement Sales Se	rvice Reporting Utilitie	8 - 8
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d Edit	Delete F	old Rele	ese Approve Decl	ne Save	Layout Worksp	vaces Print	Export Issue	d • Refresh		
					•					
Maintain	4		Process	4	Fornat	# Print	4	Current 4		-
RCode	+ PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
R0000328	MAINT	I	DUT001	Susan	Du Toit	15 Mar 2017	13:51:47			Yes
R0000334	MAINT	1	DUT001	Susan	Du Toit	16 Mar 2017	13:55:10			Yes
R0000336	CAP	1	MUD001	Mark	Mudderveld	03 Apr 2017	16:26:31			Yes
R0000337	MAINT	I	DUT001	Susan	Du Toit	10 Apr 2017	15:18:49			Yes
R0000339	MAINT	1	DUT001	Susan	Du Toit	11 Apr 2017	11:21:52			Yes
R0000341	MAINT	I	DUT001	Susan	Du Toit	13 Apr 2017	11:12:32			Yes
R0000342	MAINT	I	DUT001	Susan	Du Toit	13 Apr 2017	11:16:02			Yes
R0000343	MAINT	1	DUT001	Susan	Du Toit	13 Apr 2017	11:18:04			Yes
R0000347	MAINT	1	MUD001	Mark	Mudderveld	24 Apr 2017	14:54:55			Yes
R0000348	CAP	I	DUT001	Susan	Du Toit	02 May 2017	15:54:44			Yes
R0000349	CAP	I	DUT001	Susan	Du Toit	02 May 2017	15:59:17			Yes
R0000350	CAP	1	DUT001	Susan	Du Toit	04 May 2017	09:13:33			Yes
R0000354	MAINT	1	DUT001	Susan	Du Toit	04 May 2017	15:41:17			Yes
R0000365	MAINT	1	MUD001	Mark	Mudderveld	17 May 2017	14:27:16			Yes
R0000367	MAINT	I	MUD001	Mark	Mudderveld	17 May 2017	15:33:59	OTC procurement v2	OTC procurement v2	Yes
R0000372	MAINT	1	MUD001	Mark	Mudderveld	18 May 2017	09:05:55			Yes
R0000373	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	09:08:15			Yes
R0000376	MAINT	1	MUD001	Mark	Mudderveld	18 May 2017	09:34:31			Yes
R0000379	MAINT	I	MUD001	Mark	Mudderveld	18 May 2017	11:57:21			Yes
R0000382	MAINT	1	DUT001	Susan	Du Toit	18 May 2017	12:07:56			Yes
R0000383	MAINT	I	MUD001	Mark	Mudderveid	18 May 2017	12:46:28			Yes
R0000384	MAINT	1	DUT001	Susan	Du Toit	18 May 2017	13:05:45	notes	test	Yes
00000197	MAINT	1	M (2001	Marb	Muhlanuahl	19 May 2017	16-13-69			Yer.



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**.



à .			Pu	rchase Requ	uisition Listing	BPO: Version 2.1	.0.31 - Example	Company		- D X
Home Equ	pment and	Locations	Contract Finance a	ndHR Inv	entory Mainter	nance and Projects	Manufacturing	Procurement Sales	Service Reporting UI	lites - d ^a)
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Marstain	4	_	Process	3	Format	a Privit	4	Current	8	
PRCode •	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
■ PR0000350	MAINT	R	MUD001	Mark	Mudderveid	17 May 2017	11:33:50			Yes
E PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes
()
									06 Sep 2017	Open Windows *

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



• Click on Yes.

Home			Pur	ichase Requ	isition Listing - BP	O: Version 2.1.0).31 - Example	Company		- 0
and the second second	quipment a	nd Locations	Contract Finance a	nd HR Invi	entory Maintenans	ce and Projects	Manufacturing	Procurement Sales S	ervice Reporting L	llites - d ^a
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e a reken her	der Seini fü		Lookara -	sed.				899994H		11
PRCode	· PRTyp	e Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
	100	\$ 6,20,00								
E PR0000355	MAINT	R	MJ0001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
J PR0000360	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50	of the second second		Yes
PR0000422	MAINT	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes
			-							
Į			Yes		NO					
	_		Yes		No					
			Yes		No					
	_		Yes		NO					
	_	_	Yes		NO					
			Yes		NO					
ļ			Yes		NO					
ļ			Yes		NO					
			Yes		NO					



DECLINE / REJECTION COMMENTS

• A Rejection Comments message box will appear.

	¥				PL	irchase Regi	uisition Listing -	BPO: Version 2.1.	0.31 - Example	Company			Х
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Main	stain	4		-	rocess	1	Format		4	Current ,	1		
PRCode	1	· PRTyp	×	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExis	st
🗄 PR000	00355	MAIN	r	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes	
E PROD	00360	MAIN	T.	R	MUD001	Mark	Mudderveld	17 May 2017	11:33:50			Yes	
E PR000	00422	MAIN	Ĩ.	R	MUD001	Mark	Mudderveld	24 May 2017	16:35:06			Yes	
					Process 4					1			
(-			_			_		06 Sep 2017	Open Windo	WS



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

<u>a '</u>			Put	rchase Requ	iisition Listing - B	PO: Version 2.1.	0.31 - Example	Company		o x
Home Equ Home Equ Add Edit De Mantan	ipment and L K P elete Ho	A P kd Relea	Contract Finance a Contract Fina	nd HR Inv	entory Maintenar Layout Workspace Format	nce and Projects	Manufacturing Durbi Export Relea	Procurement Sales an • sed • Refresh Current	Service Reporting Ut	lites — d ^a)
PRCode •	PRType	status	column EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
 PR0000355 PR0000360 PR0000422 	MAINT MAINT MAINT	R R R	MUD001 MUD001 MUD001	Mark Mark Mark	Mudderveld Mudderveld Mudderveld	17 May 2017 17 May 2017 24 May 2017	09:21:02 11:33:50 16:35:06	Needed urgently	Needed urgently	Yes Yes Yes
		Sto	ave Back Process	ired.						
(_	_		06 Sep 2017	Open Windows •



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



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idd Edit I	Delete H	sid Relei	ne Approve Ded	ine Save	Layout Worksp	vaces Print E	Export Relev	esed • Refresh		
Maintain	4	1	rocess	4	Format	a Print		Current		
PRCode	 PRType 	Status	EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplierExist
E PR0000355	MAINT	R	MUD001	Mark	Mudderveld	17 May 2017	09:21:02	Needed urgently	Needed urgently	Yes
B PR0000360	MAINT	R	M 0001	Mark	the date and	17 May 2017	11:33:50		1111111111	Yes
			CONTRACTOR &	1788 15	WICOG AGO	PL 1403 PAY				
g PR0000422	Requisition	R - Process Requisition	MUD001	Mark s been decl	Mudderveld X	24May 2017	16:35:06			Yes
J PR0000422	Requisition	R - Process Requisition	MLD001	Mark s been decl	Mudderveld	24May 2017	16:35:06			Yes
PR0000422	MAINT Requisition	R - Process Requisition	MLD001	Mark s been decl	Mudderveld	24May 2017	16:35:06			Yes
PR0000422	MAINT	R - Process Requisition	MUD001	Mark s been decl	Mudderveld	24May 2017	16:35:06			Yes
PR0000422	MAINT Requisition	R - Process Requisition	MUD001	Mark s been decl	Mudderveld	24May 2017	16:35:06			Yes
PR0000422	MAINT	R - Process Requisition	MUD001	Mark s been decl	Mudderveld	24May 2017	16:35:06			Yes
PR0000422	MAINT	R - Process Requisition	MUD001	Mark s been decl	Mudderveld	24May 2017	16:35:06			Yes

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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.



ra column herod RCode	 PRType 	Status	column EmployeeNumber	FirstName	LastName	EventDate	EventTime	Comments	Notes	SupplerExist
PR0000007	MAINT	D	SHA001	Beinda	Sharman	07 Apr 2014	15:35:29			Yes
PR0000311	TREAM	0	DUT001	Susan	Du Toit	07 Oct 2016	13:52:51			Yes
] PR0000332	MAINT	0	DUT001	Susan	Du Tolt	15 Mar 2017	16:20:33			Yes
J PR0000333	TREAM	D	DUT001	Susan	Du Tolt	16 Mar 2017	08:59:16	test	test	Yes
3 PR0000340	MAINT	0 0	DUT001	Susan	Du Toit	11 Apr 2017	11:43:48	No. of A case of a	Nandad, secold.	Yes
000000355	MAINT	0	MUD001	Mark	Mudderveld	17 May 2017	10-56-15	Diasce choos with lat	Needed urgenby	Tes
0 00000330	MAINT	0	MI0001	Mark	Muddervald	17 May 2017	10:30:13	Prease priorie walliot	Please priorie with lass	Ver
1 000000402	MAINT	0	M(D001	Mark	Muddenald	19 May 2017	12:17:09			Vec

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.



ф т			Purc	hase Requ	isition List	ing - BPO: Vers	ion 2.3.0.3 -	Example Con	npany				x
Hom	Equipment	and Locat	io Contra Finan	ce and H I	nvento M	aintenance and P	Projec Manu	facturi Procu	reme S	Sal Servi Ri	eporti Util	t _ 2	×
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Mainta	in	4	Proces	is	4	Format	4	Print	4	Current	4		\sim
PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExdCost	Notes	SupplierExist	IndCost	SourceTypeDesc	Custo
9 ADC	REC	RBC	REC	ROC	RBC	=	RBC	=	RBC	REC	=	8 8 C	REC
E PR0000007	MAINT	D	SHA001	Belinda	Sharman	07-04-2014		1,500.00		Yes	1.710.00	Work Order	DERO
									4				
AccessType	CodeDes	cription	ApprovalCode	Approve	d Comm	ent							
PROC	General N	1anager	GNMN	No	cancel	led in error	+	-4					
E PR0000311	MAINT	D	DL/T001	Bianca	Du Toit	07-10-2016		25.00		Yes	28.50	Warehouse	
	MAINT	D	DUT001	Bianca	Du Toit	15-03-2017		30.00		Yes	34.20	Warehouse	НОРО
	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	
	MAINT	D	MUD001	Judith	Mudzengi	18-05-2017		809.96		Yes	923.35	Warehouse	HOPO
	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	0-2019 Versio	⊃ n : 2.3.0.3	Example Compar	+ זע או

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