

# PROCUREMENT

## ADD / PRINT / DELETE A REQUISITION

Creating a Purchase Requisition can be done in several ways:

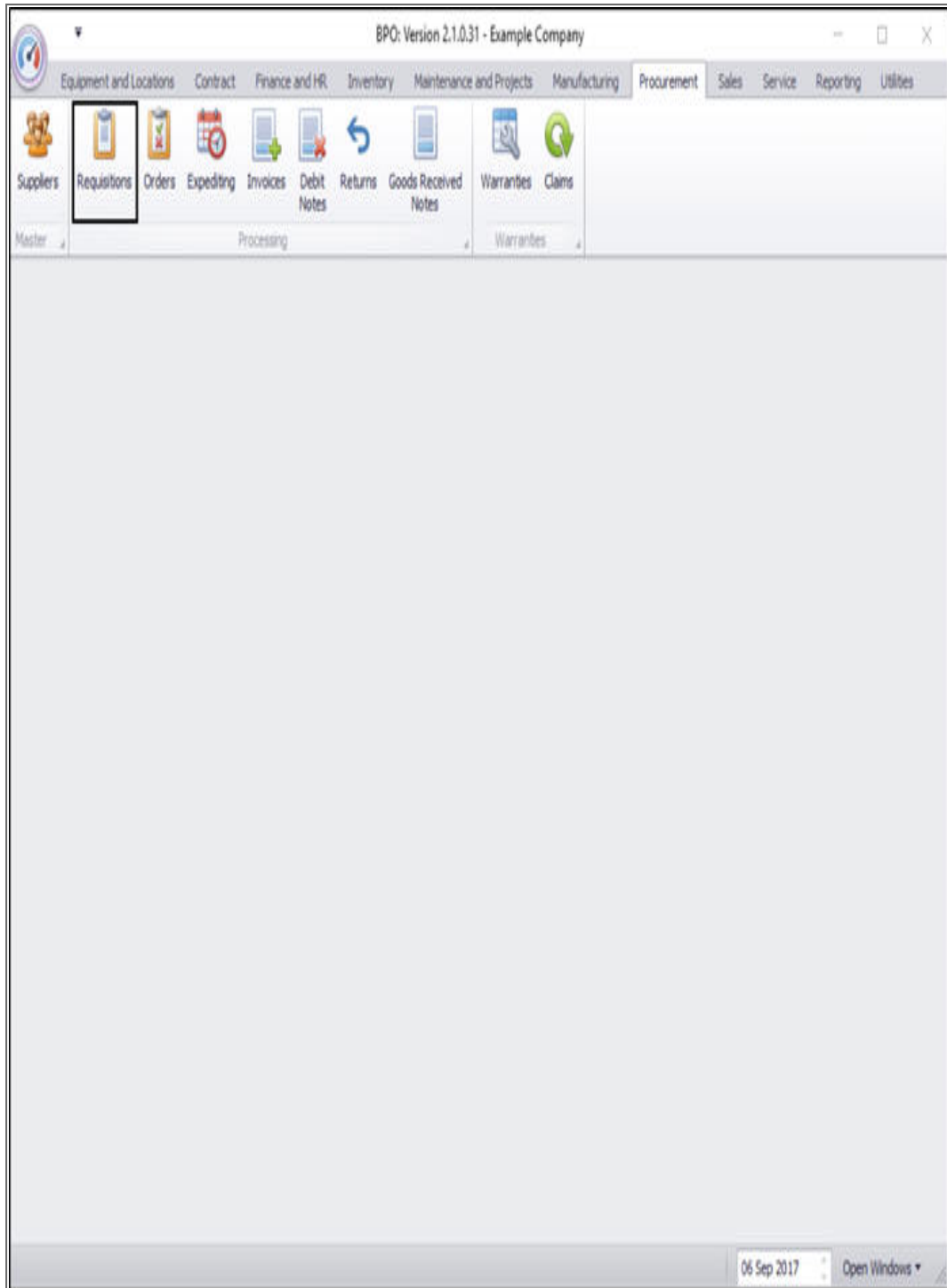
1. From the **Stock** Status screen - to [Replenish Stock Levels](#)
2. From the **Part Request** screen - to [Fulfill a Part Request](#)
3. From the **Service** request screen- to [Fulfill a Service Request](#)
4. From the **Purchase Requisition** screen which we will address here.

Once you have created your Purchase Requisition, you may be required to add /remove items, or make changes to these items. However, there is certain data that you will not be able to change, and if necessary you may need to delete the requisition.

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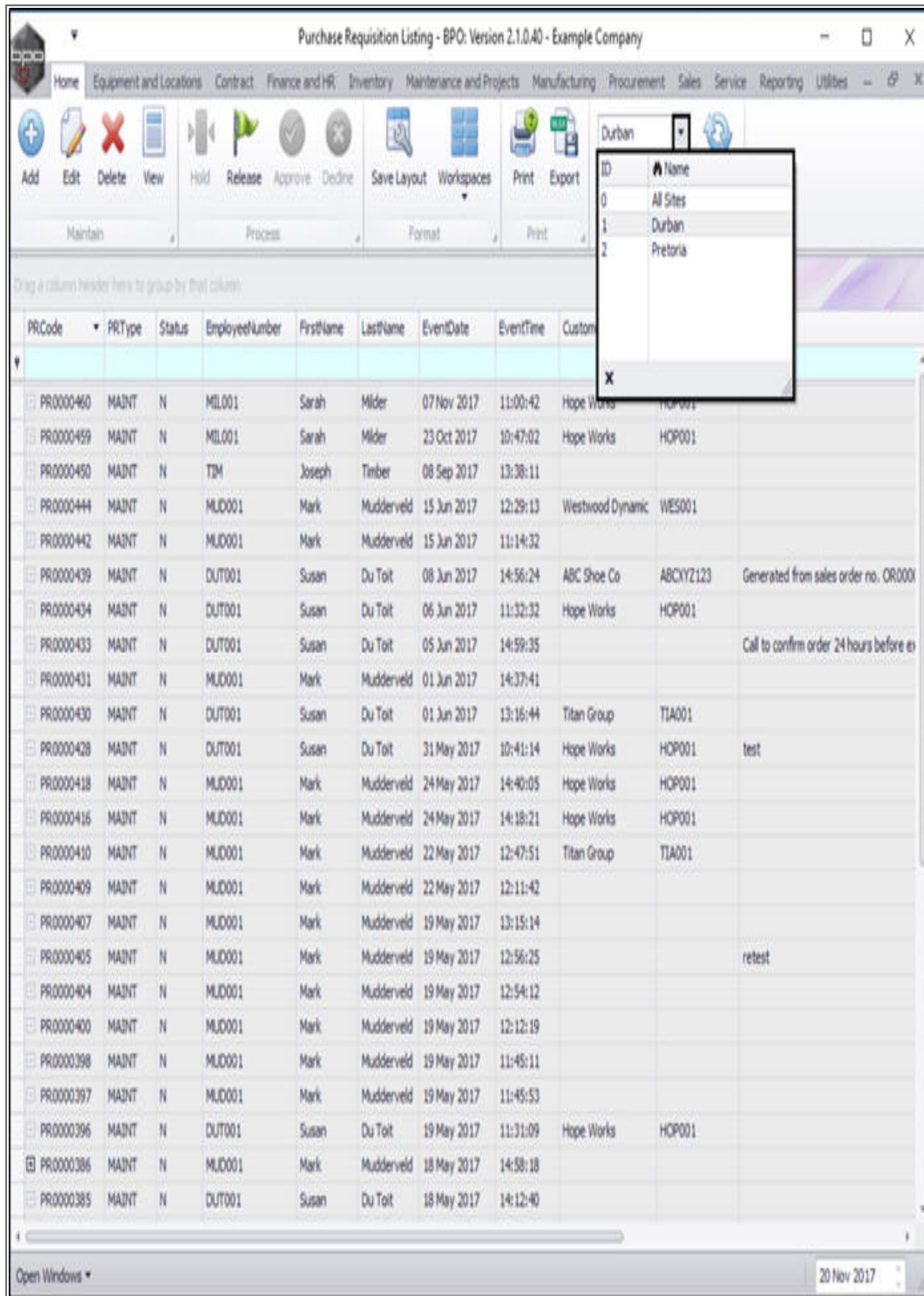
**Ribbon Access:** *Procurement > Requisitions*

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Select the Site and Status

- Select the **Site** .
- In this image **Durban** has been selected.



Purchase Requisition Listing - BPO: Version 2.1.0.40 - 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

Maintain Process Format Print

Drag a column header here to group by that column:

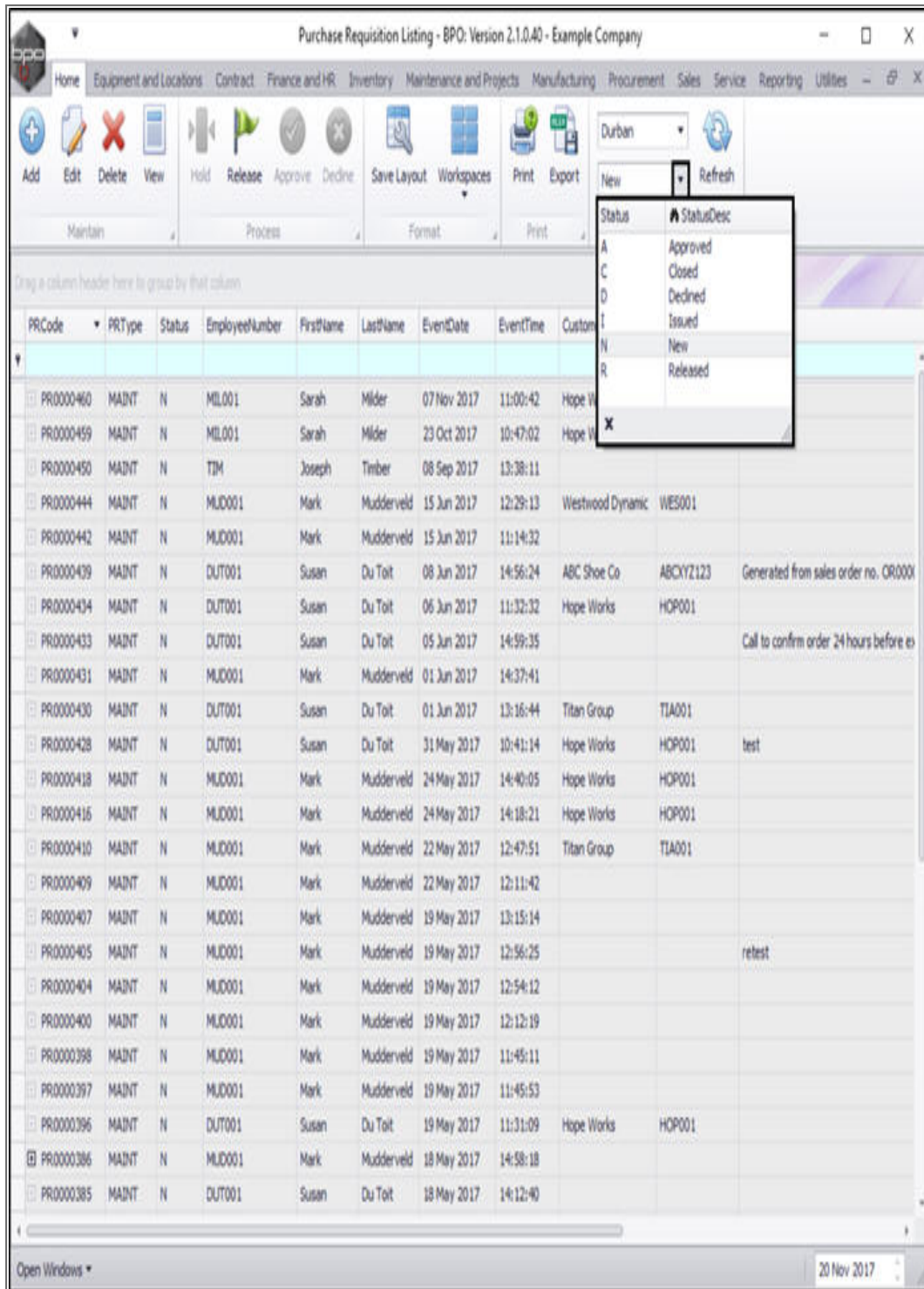
PRCode PRType Status EmployeeNumber FirstName LastName EventDate EventTime Custom

0 All Sites  
1 Durban  
2 Pretoria

| PRCode    | PRType | Status | EmployeeNumber | FirstName | LastName   | EventDate   | EventTime | Custom           |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|------------------|
| PR0000460 | MAINT  | N      | ML001          | Sarah     | Milder     | 07 Nov 2017 | 11:00:42  | Hope Works       |
| PR0000459 | MAINT  | N      | ML001          | Sarah     | Milder     | 23 Oct 2017 | 10:47:02  | Hope Works       |
| PR0000450 | MAINT  | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |                  |
| PR0000444 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 12:29:13  | Westwood Dynamic |
| PR0000442 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 11:14:32  |                  |
| PR0000439 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 08 Jun 2017 | 14:56:24  | ABC Shoe Co      |
| PR0000434 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 06 Jun 2017 | 11:32:32  | Hope Works       |
| PR0000433 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 05 Jun 2017 | 14:59:35  |                  |
| PR0000431 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 01 Jun 2017 | 14:37:41  |                  |
| PR0000430 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 01 Jun 2017 | 13:16:44  | Titan Group      |
| PR0000428 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 31 May 2017 | 10:41:14  | Hope Works       |
| PR0000418 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:40:05  | Hope Works       |
| PR0000416 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:18:21  | Hope Works       |
| PR0000410 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:47:51  | Titan Group      |
| PR0000409 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:11:42  |                  |
| PR0000407 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |                  |
| PR0000405 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:56:25  |                  |
| PR0000404 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |                  |
| PR0000400 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |                  |
| PR0000398 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:11  |                  |
| PR0000397 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:53  |                  |
| PR0000396 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 19 May 2017 | 11:31:09  | Hope Works       |
| PR0000386 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 14:58:18  |                  |
| PR0000385 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 14:12:40  |                  |

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- Select the **Status**.
- This must be set to **New**.



Purchase Requisition Listing - BPO: Version 2.1.0.40 - 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

Status StatusDesc

A Approved

C Closed

D Declined

I Issued

N New

R Released

| PRCode    | PRType | Status | EmployeeNumber | Firstname | Lastname   | EventDate   | EventTime | Custom                                                      |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|-------------------------------------------------------------|
| PR0000460 | MAINT  | N      | MIL001         | Sarah     | Milder     | 07 Nov 2017 | 11:00:42  | Hope Works                                                  |
| PR0000459 | MAINT  | N      | MIL001         | Sarah     | Milder     | 23 Oct 2017 | 10:47:02  | Hope Works                                                  |
| PR0000450 | MAINT  | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |                                                             |
| PR0000444 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 12:29:13  | Westwood Dynamic WES001                                     |
| PR0000442 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 11:14:32  |                                                             |
| PR0000439 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 08 Jun 2017 | 14:56:24  | ABC Shoe Co ABCXYZ123 Generated from sales order no. OR0001 |
| PR0000434 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 06 Jun 2017 | 11:32:32  | Hope Works HOP001                                           |
| PR0000433 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 05 Jun 2017 | 14:59:35  | Call to confirm order 24 hours before es                    |
| PR0000431 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 01 Jun 2017 | 14:37:41  |                                                             |
| PR0000430 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 01 Jun 2017 | 13:16:44  | Titan Group TIA001                                          |
| PR0000428 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 31 May 2017 | 10:41:14  | Hope Works HOP001 test                                      |
| PR0000418 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:40:05  | Hope Works HOP001                                           |
| PR0000416 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:18:21  | Hope Works HOP001                                           |
| PR0000410 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:47:51  | Titan Group TIA001                                          |
| PR0000409 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:11:42  |                                                             |
| PR0000407 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |                                                             |
| PR0000405 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:56:25  | retest                                                      |
| PR0000404 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |                                                             |
| PR0000400 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |                                                             |
| PR0000398 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:11  |                                                             |
| PR0000397 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:53  |                                                             |
| PR0000396 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 19 May 2017 | 11:31:09  | Hope Works HOP001                                           |
| PR0000386 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 14:58:18  |                                                             |
| PR0000385 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 14:12:40  |                                                             |

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## **ADD PURCHASE REQUISITION**

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- Click on **Add**.

Purchase Requisition Listing - BPO: Version 2.1.0.40 - 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

Maintain Process Format Print Current

Drag a column header here to group by that column:

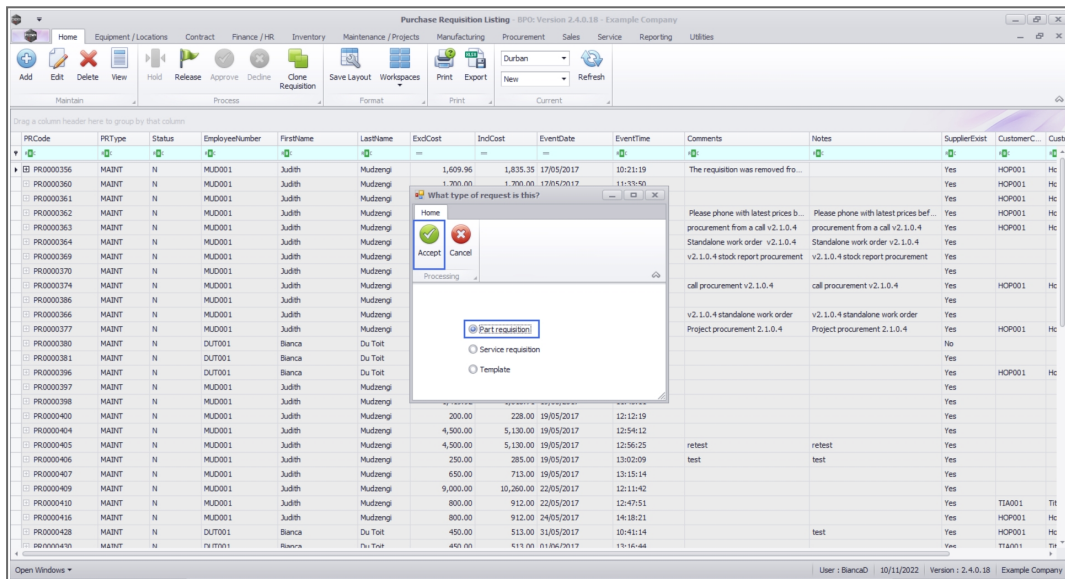
| PRCode    | PRType | Status | EmployeeNumber | FirstName | LastName   | EventDate   | EventTime | CustomerName     | CustomerCode | Notes                                    |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|------------------|--------------|------------------------------------------|
| PR0000460 | MAINT  | N      | MIL001         | Sarah     | Milder     | 07 Nov 2017 | 11:00:42  | Hope Works       | HOP001       |                                          |
| PR0000459 | MAINT  | N      | MIL001         | Sarah     | Milder     | 23 Oct 2017 | 10:47:02  | Hope Works       | HOP001       |                                          |
| PR0000450 | MAINT  | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |                  |              |                                          |
| PR0000444 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 12:29:13  | Westwood Dynamic | WES001       |                                          |
| PR0000442 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 11:14:32  |                  |              |                                          |
| PR0000439 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 08 Jun 2017 | 14:56:24  | ABC Shoe Co      | ABCKYZ123    | Generated from sales order no. OR0001    |
| PR0000434 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 06 Jun 2017 | 11:32:32  | Hope Works       | HOP001       |                                          |
| PR0000433 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 05 Jun 2017 | 14:59:35  |                  |              | Call to confirm order 24 hours before es |
| PR0000431 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 01 Jun 2017 | 14:37:41  |                  |              |                                          |
| PR0000430 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 01 Jun 2017 | 13:16:44  | Titan Group      | TIA001       |                                          |
| PR0000428 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 31 May 2017 | 10:41:14  | Hope Works       | HOP001       | test                                     |
| PR0000418 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:40:05  | Hope Works       | HOP001       |                                          |
| PR0000416 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:18:21  | Hope Works       | HOP001       |                                          |
| PR0000410 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:47:51  | Titan Group      | TIA001       |                                          |
| PR0000409 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:11:42  |                  |              |                                          |
| PR0000407 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |                  |              |                                          |
| PR0000405 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:56:25  |                  |              | retest                                   |
| PR0000404 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |                  |              |                                          |
| PR0000400 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |                  |              |                                          |
| PR0000398 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:11  |                  |              |                                          |
| PR0000397 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:53  |                  |              |                                          |
| PR0000396 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 19 May 2017 | 11:31:09  | Hope Works       | HOP001       |                                          |
| PR0000386 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 14:58:18  |                  |              |                                          |
| PR0000385 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 14:12:40  |                  |              |                                          |

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## REQUISITION TYPE

- A **What type of request is this?** pop up screen will appear with two options;
  - **Part Requisition.**
  - **Service Requisition**
  - **Template**
- Click on the **Part Requisition** radio button.
- Click on **Accept**.



The **Add new Requisition** screen will be displayed.

## REQUISITION HEADER INFORMATION

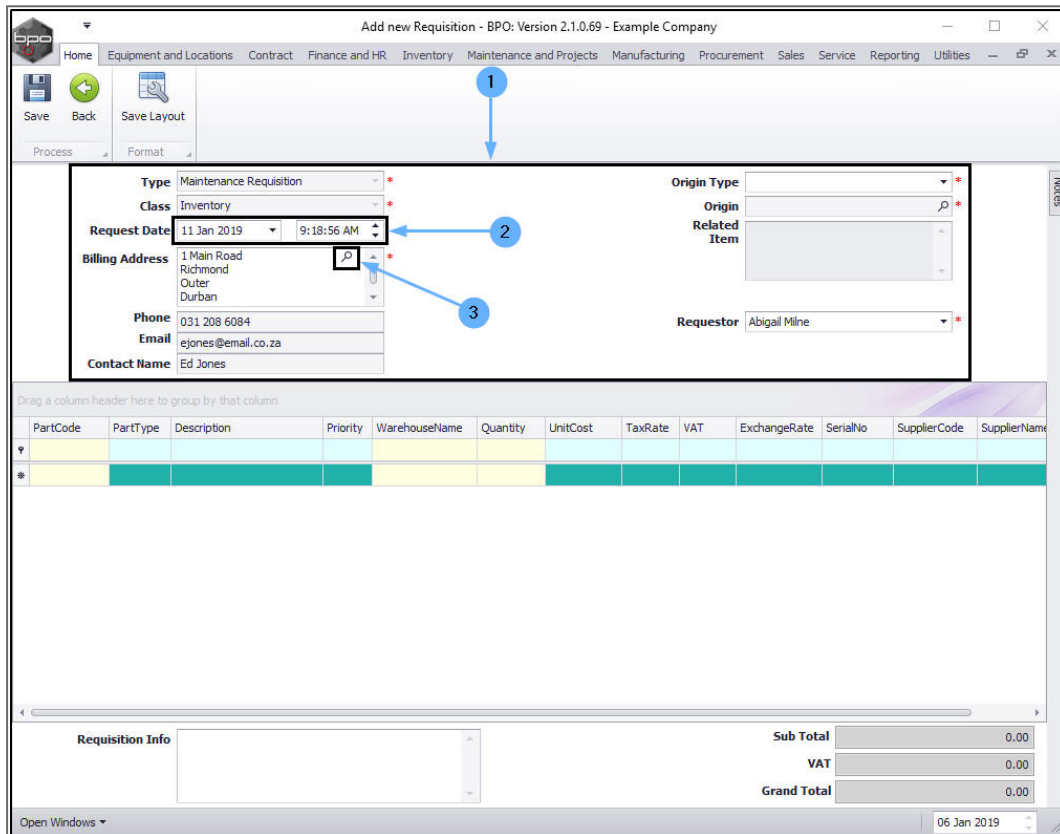
1. The requisition header frame will auto populate with most of the relevant details. Most of these are uneditable fields except the following:
2. **Request Date and Time:** This will auto populate with the current date.
  - **Request Date:** You can either type in or click on the drop-down arrow and use the calendar

function to select an alternative date.

- **Request Time:** You can either type in or use the directional arrows to select an alternative time.

3. **Billing Address:** This will auto populate with the billing address already set up on the system.

- You can click on the search button and select an alternative address, if required, from the **Select an address for this requisition** pop up screen.



The screenshot shows the 'Add new Requisition' form. The form is divided into several sections. The top section contains fields for 'Type' (Maintenance Requisition), 'Class' (Inventory), 'Request Date' (11 Jan 2019), 'Billing Address' (1 Main Road, Richmond, Outer, Durban), 'Phone' (031 208 6084), 'Email' (ejones@email.co.za), 'Contact Name' (Ed Jones), 'Origin Type', 'Origin', 'Related Item', and 'Requestor' (Abigail Milne). A table below the form lists requisition items with columns for PartCode, PartType, Description, Priority, WarehouseName, Quantity, UnitCost, TaxRate, VAT, ExchangeRate, SerialNo, SupplierCode, and SupplierName. The bottom section shows 'Requisition Info' and a summary table with 'Sub Total', 'VAT', and 'Grand Total'.

## ORIGIN TYPE AND ORIGIN

This information is mandatory.

- Click on the drop-down arrow in the **Origin Type** field.



Add new Requisition - 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: 11 Jan 2019 10:03:46 AM

Billing Address: 1 Main Road, Richmond, Outer, Durban \*

Phone: 031 208 6084

Email: ejones@email.co.za

Contact Name: Ed Jones

Origin Type: [Menu] \*

Origin: [Menu] \*

Related Item: [Menu]

Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode | PartType | Description | Priority | WarehouseName | Quantity | UnitCost | TaxRate | VAT | ExchangeRate | SerialNo | SupplierCode | SupplierName |
|----------|----------|-------------|----------|---------------|----------|----------|---------|-----|--------------|----------|--------------|--------------|
|          |          |             |          |               |          |          |         |     |              |          |              |              |
|          |          |             |          |               |          |          |         |     |              |          |              |              |

Requisition Info

Sub Total: 0.00

VAT: 0.00

Grand Total: 0.00

Open Windows

06 Jan 2019

1. The Origin Type **menu** will be displayed.
2. Select from this menu, the origin of this requisition:
  - **Contract**
  - **Warehouse**
  - **Work Order**

In this image, **Warehouse** has been selected.

Add new Requisition - 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: 11 Jan 2019 10:03:46 AM

Billing Address: 1 Main Road, Richmond, Outer, Durban \*

Phone: 031 208 6084

Email: ejones@email.co.za

Contact Name: Ed Jones

Origin Type: **1**

Origin: Type Description

Related: CTCT Contract

Item: WHSE Warehouse **2**

WKOR Work Order

Requestor: x

Drag a column header here to group by that column

| PartCode | PartType | Description | Priority | WarehouseName | Quantity | UnitCost | TaxRate | VAT | ExchangeRate | SerialNo | SupplierCode | SupplierName |
|----------|----------|-------------|----------|---------------|----------|----------|---------|-----|--------------|----------|--------------|--------------|
|          |          |             |          |               |          |          |         |     |              |          |              |              |
|          |          |             |          |               |          |          |         |     |              |          |              |              |

Requisition Info

Sub Total: 0.00

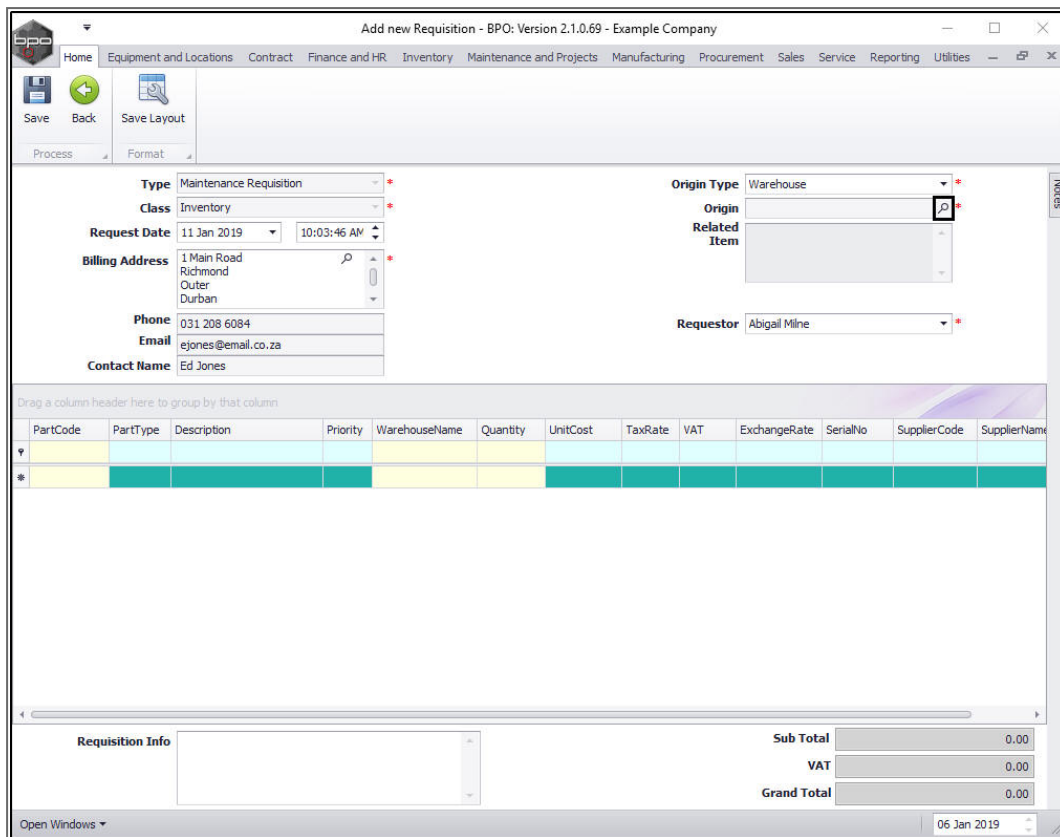
VAT: 0.00

Grand Total: 0.00

Open Windows

06 Jan 2019

- Click on the **search** button in the **Origin** field.

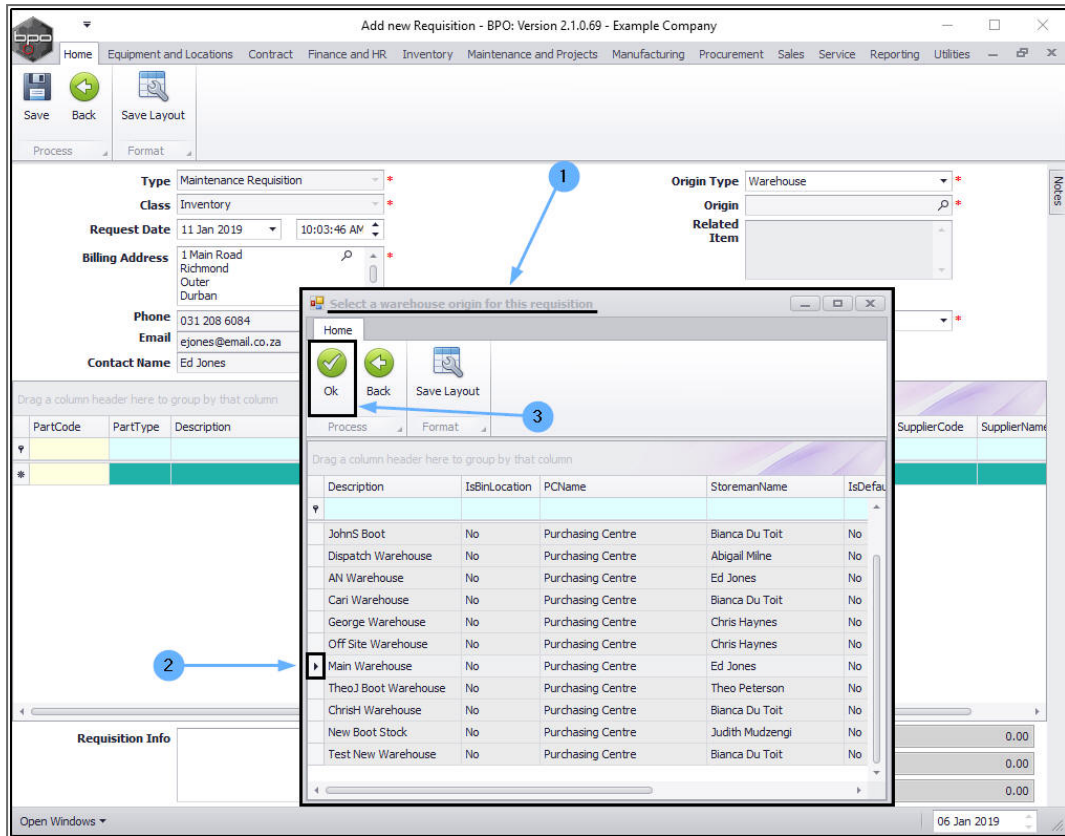


1. The **Select a warehouse origin for this requisition** screen will pop up.

**Note:** The **Select a...** screen that pops up will be linked to the **Origin Type** selected in the previous step. For example:

- i. If **Contract Type** was selected then the Select a contract origin for this requisition screen will pop up.
- ii. If **Work Order Type** was selected then the Select a work order origin for this requisition screen will pop up.
- iii. As **Warehouse Type** was selected then the Select a warehouse origin for this requisition screen has popped up.

2. Select the **row** of the **warehouse** that is the origin of this requisition.
3. Click on **Ok**.



**Add new Requisition - 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:** 11 Jan 2019 | 10:03:46 AM

**Billing Address:** 1 Main Road, Richmond, Outer, Durban \*

**Phone:** 031 208 6084

**Email:** ejones@email.co.za

**Contact Name:** Ed Jones

Drag a column header here to group by that column

| PartCode | PartType | Description |
|----------|----------|-------------|
|          |          |             |

**Origin Type:** Warehouse \*

**Origin Related Item:**

**Notes:**

**SupplierCode** | **SupplierName**

**Requisition Info:**

Open Windows | 06 Jan 2019

**Select a warehouse origin for this requisition**

Home | Ok | Back | Save Layout

Process | Format

Drag a column header here to group by that column

| Description          | IsBinLocation | PCName            | StoremanName    | IsDefault |
|----------------------|---------------|-------------------|-----------------|-----------|
| JohnS Boot           | No            | Purchasing Centre | Bianca Du Toit  | No        |
| Dispatch Warehouse   | No            | Purchasing Centre | Abigail Milne   | No        |
| AN Warehouse         | No            | Purchasing Centre | Ed Jones        | No        |
| Carl Warehouse       | No            | Purchasing Centre | Bianca Du Toit  | No        |
| George Warehouse     | No            | Purchasing Centre | Chris Haynes    | No        |
| Off Site Warehouse   | No            | Purchasing Centre | Chris Haynes    | No        |
| Main Warehouse       | No            | Purchasing Centre | Ed Jones        | No        |
| TheoJ Boot Warehouse | No            | Purchasing Centre | Theo Peterson   | No        |
| ChrisH Warehouse     | No            | Purchasing Centre | Bianca Du Toit  | No        |
| New Boot Stock       | No            | Purchasing Centre | Judith Mudzengi | No        |
| Test New Warehouse   | No            | Purchasing Centre | Bianca Du Toit  | No        |

0.00  
0.00  
0.00

## RELATED ITEMS

1. **Related Item:** This field is uneditable.

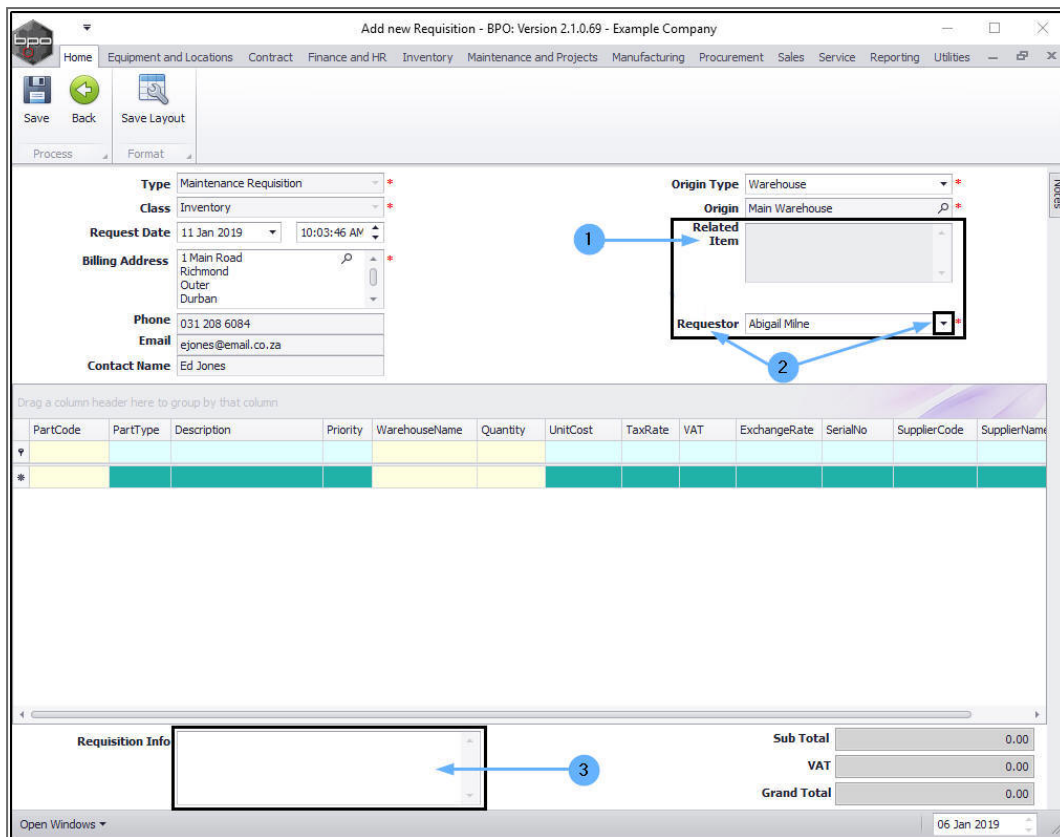
## REQUESTOR

This field is mandatory.

2. **Requestor:** This will populate with the person currently logged on to the system. You can click on the drop-down arrow and select from the menu an alternative person if required.

## REQUISITION INFO

3. **Requisition Info:** Type in any extra information in this text box, if required. This will pull through to the Procurement Report



You can now move down to the **Parts** data grid.

## REQUISITION ITEMS DATA GRID

### ITEM

- Click in the **Part Code** text box.

Add new Requisition - 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: 11 Jan 2019 10:03:46 AM

Billing Address: 1 Main Road, Richmond Outer, Durban \*

Phone: 031 208 6084

Email: ejones@email.co.za

Contact Name: Ed Jones

Origin Type: Warehouse \*

Origin: Main Warehouse \*

Related Item:

Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode | PartType | Description | Priority | WarehouseName | Quantity | UnitCost | TaxRate | VAT | ExchangeRate | SerialNo | SupplierCode | SupplierName |
|----------|----------|-------------|----------|---------------|----------|----------|---------|-----|--------------|----------|--------------|--------------|
| 1        |          |             |          |               |          |          |         |     |              |          |              |              |

Requisition Info

Sub Total: 0.00

VAT: 0.00

Grand Total: 0.00

Open Windows

06 Jan 2019

1. An *ellipsis* button will be revealed.
2. The following fields will auto populate:
  - **Part Type:** This will auto populate with **PART**.
  - **Priority:** This will auto populate with **3**.
  - **Warehouse Name:** This will only auto populate if the Origin Type selected is **Warehouse**. Then it will populate with the same Origin (Warehouse Name).
  - **Quantity:** This will auto populate with **1** but can be edited as explained further in the manual.
  - **Unit Cost:** This will auto initially populate with **0.00** but can be edited as explained further in the manual.



Add new Requisition - 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: 11 Jan 2019 10:03:46 AM  
 Billing Address: 1 Main Road, Richmond Outer, Durban \*  
 Phone: 031 208 6084  
 Email: ejones@email.co.za  
 Contact Name: Ed Jones

Origin Type: Warehouse \*  
 Origin: Main Warehouse \*  
 Related Item:  
 Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode | PartType | Description | Priority | WarehouseName  | Quantity | UnitCost | TaxRate | VAT | ExchangeRate | SerialNo | SupplierCode | SupplierName |
|----------|----------|-------------|----------|----------------|----------|----------|---------|-----|--------------|----------|--------------|--------------|
| 1        | ...      | PART        | 3        | Main Warehouse | 1.00     | 0.00     |         |     |              |          |              |              |

1

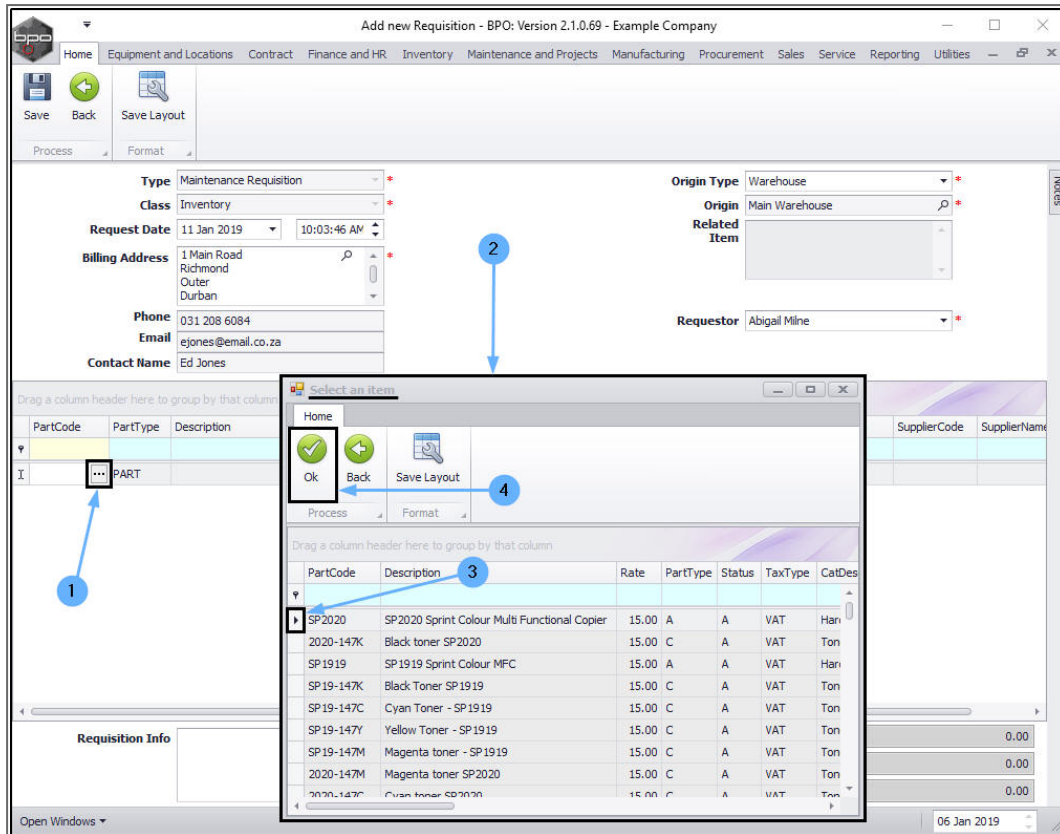
2

Requisition Info

Sub Total: 0.00  
 VAT: 0.00  
 Grand Total: 0.00

Open Windows 06 Jan 2019

1. Click on the ***ellipsis*** button.
2. A ***Select an item*** pop up screen will appear.
3. Select the ***row*** of the item you wish to add.
4. Click on ***Ok***.



## ITEM DETAILS

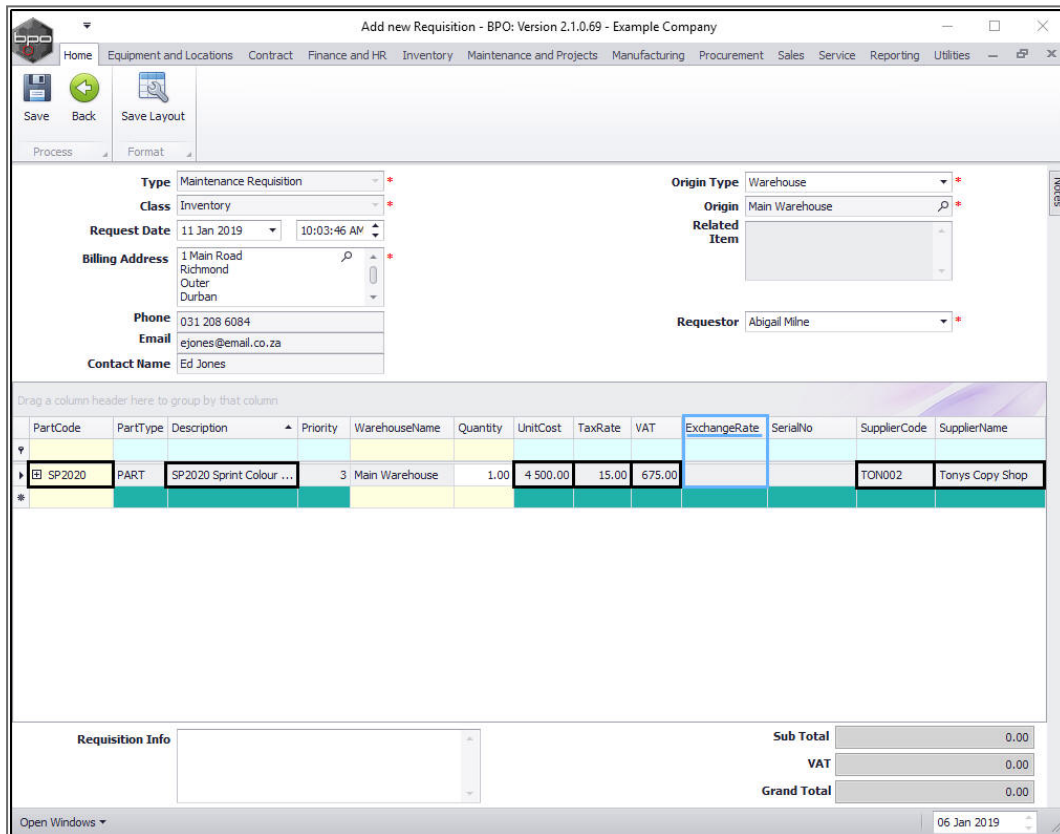
The following fields will now populate:

- **Part Code:** This will populate with the *code* of the part selected in the previous step.
- **Description:** This will populate with the *description* of the part selected in the previous step.
- **Unit Cost:** If there is a **Primary Supplier** set up on this part then this field will populate with the *unit cost* of the of the part as set by that supplier.
- **Tax Rate:** This field will populate with the current **VAT rate**.
- **VAT:** If there is a **Primary Supplier** set up on this part then this field will populate with the **VAT amount** of the total part cost.

- **Supplier Code:** If there is a **Primary Supplier** set up on this part then this field will populate with the **code** of that primary supplier.
- **Supplier Name:** If there is a **Primary Supplier** set up on this part then this field will populate with the **name** of that selected supplier.

**Note about Exchange Rate:** This field will only populate if:

- The currency of the Primary Supplier set up is **different** to your company currency as set up in BPO2.
- If you manually select a supplier for this part and the currency of that supplier is **different** to your company currency as set up in BPO2.



Add new Requisition - 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: 11 Jan 2019 10:03:46 AM

Billing Address: 1 Main Road, Richmond, Outer, Durban \*

Phone: 031 208 6084

Email: ejones@email.co.za

Contact Name: Ed Jones

Origin Type: Warehouse \*

Origin: Main Warehouse \*

Related Item:

Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode | PartType | Description              | Priority | WarehouseName  | Quantity | UnitCost | TaxRate | VAT    | ExchangeRate | SerialNo | SupplierCode | SupplierName    |
|----------|----------|--------------------------|----------|----------------|----------|----------|---------|--------|--------------|----------|--------------|-----------------|
| SP2020   | PART     | SP2020 Sprint Colour ... | 3        | Main Warehouse | 1.00     | 4 500.00 | 15.00   | 675.00 |              |          | TON002       | Tonys Copy Shop |

Requisition Info

Sub Total: 0.00

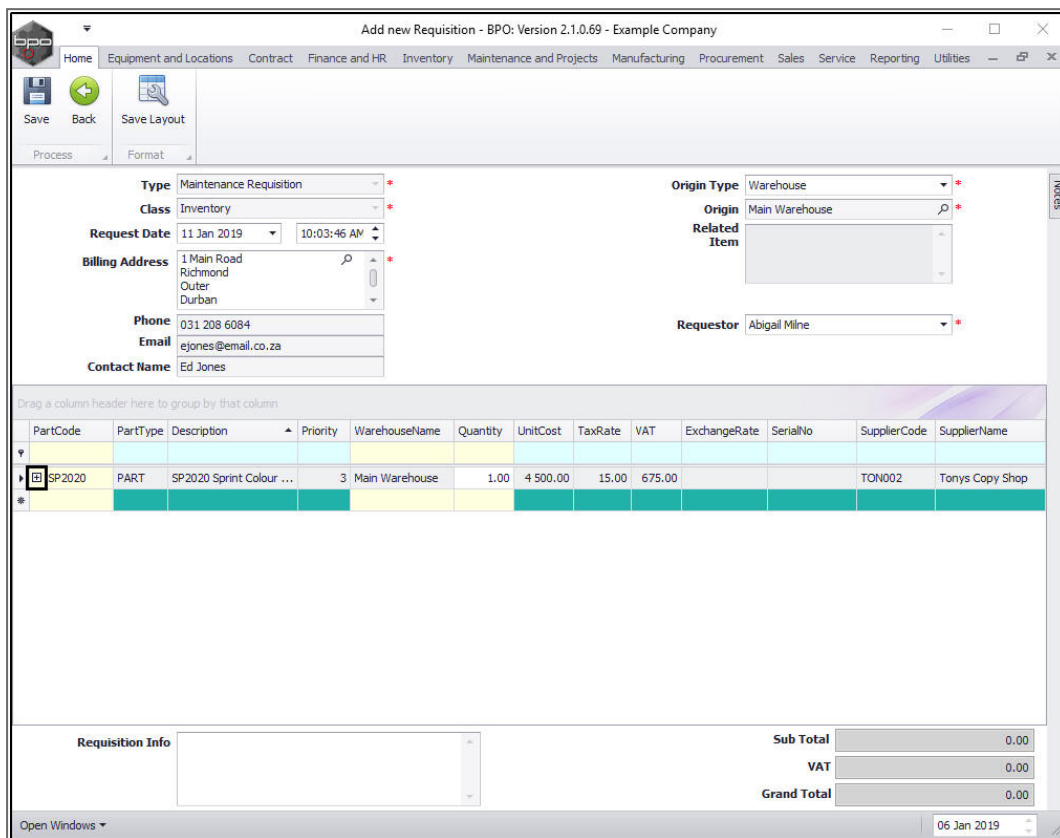
VAT: 0.00

Grand Total: 0.00

Open Windows 06 Jan 2019

## ITEM SUPPLIERS

- Click on the **expand** button in the **Part Code** field.



**Add new Requisition - 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:** 11 Jan 2019 | 10:03:46 AM  
**Billing Address:** 1 Main Road, Richmond Outer, Durban \*  
**Phone:** 031 208 6084  
**Email:** ejones@email.co.za  
**Contact Name:** Ed Jones

**Origin Type:** Warehouse \*  
**Origin:** Main Warehouse \*  
**Related Item:** [Empty]  
**Requestor:** Abigail Milne \*

Drag a column header here to group by that column

| PartCode | PartType | Description              | Priority | WarehouseName  | Quantity | UnitCost | TaxRate | VAT    | ExchangeRate | SerialNo | SupplierCode | SupplierName    |
|----------|----------|--------------------------|----------|----------------|----------|----------|---------|--------|--------------|----------|--------------|-----------------|
| SP2020   | PART     | SP2020 Sprint Colour ... | 3        | Main Warehouse | 1.00     | 4 500.00 | 15.00   | 675.00 |              |          | TON002       | Tonys Copy Shop |

**Requisition Info**

**Sub Total:** 0.00  
**VAT:** 0.00  
**Grand Total:** 0.00

Open Windows | 06 Jan 2019

- The **Item Suppliers** frame will be expanded. Follow the process to **add / edit an item supplier** for this item as required.
- Collapse** the **Item Suppliers** frame when you are done.

Add new Requisition - 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: 11 Jan 2019 10:03:46 AM  
 Billing Address: 1 Main Road, Richmond Outer, Durban \*  
 Phone: 031 208 6084  
 Email: ejones@email.co.za  
 Contact Name: Ed Jones

Origin Type: Warehouse \*  
 Origin: Main Warehouse \*  
 Related Item:  
 Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode | PartType | Description              | Priority | WarehouseName  | Quantity | UnitCost | TaxRate | VAT    | ExchangeRate | SerialNo | SupplierCode | SupplierName    |
|----------|----------|--------------------------|----------|----------------|----------|----------|---------|--------|--------------|----------|--------------|-----------------|
| SP2020   | PART     | SP2020 Sprint Colour ... | 3        | Main Warehouse | 1.00     | 4 500.00 | 15.00   | 675.00 |              |          | TON002       | Tonys Copy Shop |

Item Suppliers

| SupplierCode | SupplierName              | SelectedSupplier | UnitCost | Currency           | TaxRate | ExchangeRate | LeadTime | QuantityPerUOP | UnitOfPurchase | MinimumOrderQ |
|--------------|---------------------------|------------------|----------|--------------------|---------|--------------|----------|----------------|----------------|---------------|
| TON002       | Tonys Copy Shop           | Yes              | 4 500.00 | South African Rand | 15.00   | 1.00         | 3.00     | 1.00           | ea             | 1             |
| YES001       | Young Electric            | No               | 6 500.00 | South African Rand | 15.00   | 1.00         | 0.00     | 1.00           | ea             | 1             |
| SPR001       | Sprint Distributors Local | No               | 3 500.00 | South African Rand | 0.00    | 1.00         | 2.00     | 2.00           | box            | 1             |
| 998877       | Stone Rowe & Co.          | No               | 275.00   | British Pound      | 15.00   | 16.92        | 5.00     | 1.00           | ea             | 1             |

Select currency...

Requisition Info

Sub Total: 0.00  
 VAT: 0.00  
 Grand Total: 0.00

Open Windows 06 Jan 2019

## LINK ADDITIONAL ITEMS

- The **Item Suppliers** frame will be *hidden* again.
- Click in the **Part Code** field of the new row, to display the *ellipsis* button and continue to [add A, B or C-Class items](#) in this way until you have finished adding items to the requisition.

Add new Requisition - 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: 11 Jan 2019 10:03:46 AM  
 Billing Address: 1 Main Road, Richmond, Outer, Durban \*  
 Phone: 031 208 6084  
 Email: ejones@email.co.za  
 Contact Name: Ed Jones

Origin Type: Warehouse \*  
 Origin: Main Warehouse \*  
 Related Item:  
 Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode | PartType | Description              | Priority | WarehouseName  | Quantity | UnitCost | TaxRate | VAT    | ExchangeRate | SerialNo | SupplierCode | SupplierName    |
|----------|----------|--------------------------|----------|----------------|----------|----------|---------|--------|--------------|----------|--------------|-----------------|
| SP2020   | PART     | SP2020 Sprint Colour ... | 3        | Main Warehouse | 1.00     | 4 500.00 | 15.00   | 675.00 |              |          | TON002       | Tonys Copy Shop |

Requisition Info

Sub Total: 4 500.00  
 VAT: 675.00  
 Grand Total: 5 175.00

Open Windows 06 Jan 2019

- In this image a **Black toner SP2020** has also been added to the Parts data grid.

## SAVE REQUISITION

- When you have finished adding items, click on **Save**.

Add new Requisition - 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: 11 Jan 2019 10:03:46 AM

Billing Address: 1 Main Road, Richmond, Outer, Durban \*

Phone: 031 208 6084

Email: ejones@email.co.za

Contact Name: Ed Jones

Origin Type: Warehouse \*

Origin: Main Warehouse \*

Related Item:

Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode  | PartType | Description              | Priority | WarehouseName  | Quantity | UnitCost | TaxRate | VAT    | ExchangeRate | SerialNo | SupplierCode | SupplierName          |
|-----------|----------|--------------------------|----------|----------------|----------|----------|---------|--------|--------------|----------|--------------|-----------------------|
| SP2020    | PART     | SP2020 Sprint Colour ... | 3        | Main Warehouse | 1.00     | 4 500.00 | 15.00   | 675.00 |              |          | TON002       | Tonys Copy Shop       |
| 2020-147K | PART     | Black toner SP2020       | 3        | Main Warehouse | 2.00     | 500.00   | 0.00    | 0.00   |              |          | SPR001       | Sprint Distributor... |

Requisition Info

Sub Total: 5 500.00

VAT: 675.00

Grand Total: 6 175.00

Open Windows

06 Jan 2019

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



Add new Requisition - 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: 11 Jan 2019 10:03:46 AM

Billing Address: 1 Main Road, Richmond, Outer, Durban \*

Phone: 031 208 6084

Email: ejones@email.co.za

Contact Name: Ed Jones

Origin Type: Warehouse \*

Origin: Main Warehouse \*

Related Item:

Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode  | PartType | Description              | Priority | WarehouseName  | Quantity | UnitCost | TaxRate | VAT    | ExchangeRate | SerialNo | SupplierCode | SupplierName          |
|-----------|----------|--------------------------|----------|----------------|----------|----------|---------|--------|--------------|----------|--------------|-----------------------|
| SP2020    | PART     | SP2020 Sprint Colour ... | 3        | Main Warehouse | 1.00     | 4 500.00 | 15.00   | 675.00 |              |          | TON002       | Tonys Copy Shop       |
| 2020-147K | PART     | Black toner SP2020       | 3        | Main Warehouse | 2.00     | 500.00   | 0.00    | 0.00   |              |          | SPR001       | Sprint Distributor... |

Requisition Processing

Requisition No. PR0000568 saved successfully.

OK

Requisition Info:

Sub Total: 5 500.00

VAT: 675.00

Grand Total: 6 175.00

Open Windows

06 Jan 2019

## PRINT REQUISITION

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

Add new Requisition - 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: 11 Jan 2019 10:03:46 AM

Billing Address: 1 Main Road, Richmond Outer, Durban \*

Phone: 031 208 6084

Email: ejones@email.co.za

Contact Name: Ed Jones

Origin Type: Warehouse \*

Origin: Main Warehouse \*

Related Item:

Requestor: Abigail Milne \*

Drag a column header here to group by that column

| PartCode  | PartType | Description              | Priority | WarehouseName  | Quantity | UnitCost | TaxRate | VAT    | ExchangeRate | SerialNo | SupplierCode | SupplierName          |
|-----------|----------|--------------------------|----------|----------------|----------|----------|---------|--------|--------------|----------|--------------|-----------------------|
| SP2020    | PART     | SP2020 Sprint Colour ... | 3        | Main Warehouse | 1.00     | 4 500.00 | 15.00   | 675.00 |              |          | TON002       | Tonys Copy Shop       |
| 2020-147K | PART     | Black toner SP2020       | 3        | Main Warehouse | 2.00     | 500.00   | 0.00    | 0.00   |              |          | SPR001       | Sprint Distributor... |

Report Generation

Do you want to print the requisition PR0000568?

Yes No

Requisition Info

Sub Total: 5 500.00

VAT: 675.00

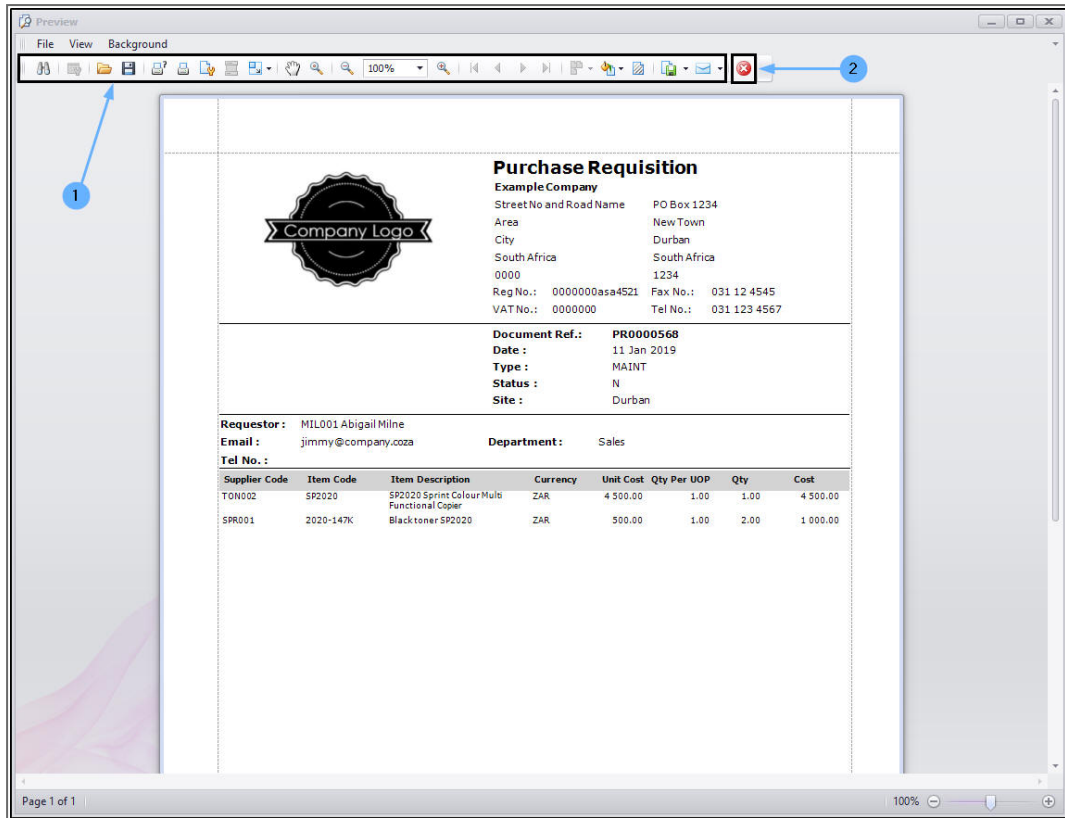
Grand Total: 6 175.00

Open Windows 06 Jan 2019

## REPORT PREVIEW

The **Report Preview** screen will be displayed.

1. From here you can **View**, **Print**, **Export** or **Email** the requisition.
2. **Close** the preview screen when you are done.



You will return to the **Purchase Requisition** Listing screen.

## VIEW REQUISITION

- Here you can view the **new requisition** has been added to the list.
- **Close** the preview scree when you are done.

**Note:** The requisition will need to be **released and approved**.

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

Maintain Process Format Print Current

Drag a column header here to group by that column

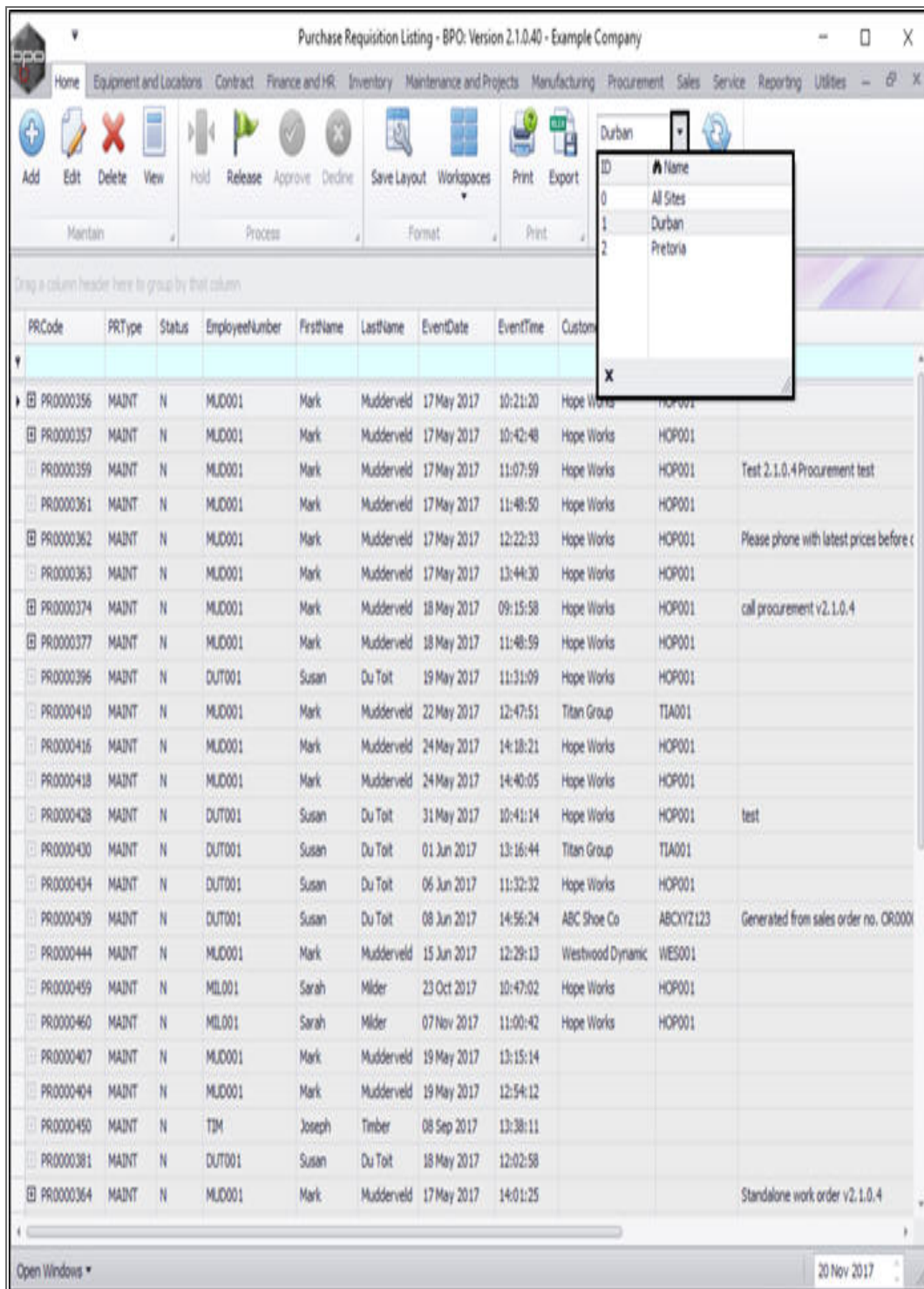
| PRCode    | PRType | Status | EmployeeNumber | FirstName | LastName | EventDate   | Comments | ExdCost    | Notes | SupplierExist | IndCost    | SourceTypeDesc | CustomerCode |
|-----------|--------|--------|----------------|-----------|----------|-------------|----------|------------|-------|---------------|------------|----------------|--------------|
| PR0000416 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 24 May 2017 |          | 800.00     |       | Yes           | 912.00     | Work Order     | HOP001       |
| PR0000418 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 24 May 2017 |          | 1 000.00   |       | Yes           | 1 140.00   | Work Order     | HOP001       |
| PR0000421 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 24 May 2017 |          | 800.00     |       | Yes           | 912.00     | Work Order     | HOP001       |
| PR0000428 | MAINT  | N      | DUT001         | Bianca    | Du Toit  | 31 May 2017 |          | 450.00     | test  | Yes           | 513.00     | Work Order     | HOP001       |
| PR0000429 | MAINT  | N      | DUT001         | Bianca    | Du Toit  | 31 May 2017 |          | 450.00     | test  | Yes           | 513.00     | Work Order     | HOP001       |
| PR0000430 | MAINT  | N      | DUT001         | Bianca    | Du Toit  | 01 Jun 2017 |          | 450.00     |       | Yes           | 513.00     | Work Order     | TIA001       |
| PR0000431 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 01 Jun 2017 |          | 980.00     |       | Yes           | 980.00     | Warehouse      |              |
| PR0000433 | MAINT  | N      | DUT001         | Bianca    | Du Toit  | 05 Jun 2017 |          | 1 500.00   |       | Yes           | 1 710.00   | Warehouse      |              |
| PR0000434 | MAINT  | N      | DUT001         | Bianca    | Du Toit  | 06 Jun 2017 |          | 800.00     |       | Yes           | 912.00     | Work Order     | HOP001       |
| PR0000442 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 15 Jun 2017 |          | 4 500.00   |       | Yes           | 5 130.00   | Warehouse      |              |
| PR0000444 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 15 Jun 2017 |          | 0.00       |       | Yes           | 0.00       | Work Order     | WES001       |
| PR0000452 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 04 Jul 2017 |          | 1 500.00   |       | Yes           | 1 710.00   | Work Order     | BIG0001      |
| PR0000454 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 05 Jul 2017 |          | 800.00     |       | Yes           | 912.00     | Work Order     | HOP001       |
| PR0000455 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 05 Jul 2017 |          | 500.00     |       | Yes           | 570.00     | Work Order     | DER001       |
| PR0000456 | MAINT  | N      | MUD001         | Judith    | Mudzengi | 05 Jul 2017 |          | 900.00     |       | Yes           | 1 026.00   | Work Order     |              |
| PR0000459 | MAINT  | N      | MIL01          | Sarah     | Milder   | 13 Jul 2017 |          | 145.00     |       | Yes           | 166.75     | Work Order     | DER001       |
| PR0000466 | MAINT  | N      | DUT001         | Bianca    | Du Toit  | 25 Jul 2017 |          | 15.00      |       | Yes           | 17.10      | Warehouse      | HOP001       |
| PR0000485 | MAINT  | N      | DUT001         | Bianca    | Du Toit  | 26 Oct 2017 |          | 350.00     |       | Yes           | 399.00     | Warehouse      | TIA001       |
| PR0000486 | MAINT  | N      | DUT001         | Bianca    | Du Toit  | 26 Oct 2017 |          | 6 250.00   |       | Yes           | 7 125.00   | Warehouse      | TIA001       |
| PR0000523 | MAINT  | N      | MIL001         | Abigail   | Milne    | 26 Apr 2018 |          | 4 500.00   |       | Yes           | 5 130.00   | Warehouse      | HOP001       |
| PR0000533 | MAINT  | N      | MIL001         | Abigail   | Milne    | 28 Aug 2018 |          | 109 200.00 |       | Yes           | 125 580.00 | Warehouse      |              |
| PR0000536 | MAINT  | N      | MIL001         | Abigail   | Milne    | 07 Sep 2018 |          | 3 250.00   |       | Yes           | 3 662.50   | Warehouse      |              |
| PR0000563 | MAINT  | N      | MIL001         | Abigail   | Milne    | 23 Nov 2018 |          | 4 500.00   |       | Yes           | 5 175.00   | Contract       |              |
| PR0000567 | MAINT  | N      | MIL001         | Abigail   | Milne    | 14 Jan 2019 |          | 1 200.00   |       | Yes           | 1 440.00   | Warehouse      |              |
| PR0000568 | MAINT  | N      | MIL001         | Abigail   | Milne    | 11 Jan 2019 |          | 5 500.00   |       | Yes           | 6 175.00   | Warehouse      |              |

Open Windows 06 Jan 2019

## DELETE A REQUISITION

Select the Site and Status

- Select the **Site**.
- In this image **Durban** has been selected.



Purchase Requisition Listing - BPO: Version 2.1.0.40 - 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

Maintain Process Format Print

Drag a column header here to group by that column

| PRCode    | PRTYPE | Status | EmployeeNumber | Firstname | Lastname   | EventDate   | EventTime | Custom           |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|------------------|
| PR0000356 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 10:21:20  | Hope Works       |
| PR0000357 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 10:42:48  | Hope Works       |
| PR0000359 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 11:07:59  | Hope Works       |
| PR0000361 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 11:48:50  | Hope Works       |
| PR0000362 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 12:22:33  | Hope Works       |
| PR0000363 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 13:44:30  | Hope Works       |
| PR0000374 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 09:15:58  | Hope Works       |
| PR0000377 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 11:48:59  | Hope Works       |
| PR0000396 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 19 May 2017 | 11:31:09  | Hope Works       |
| PR0000410 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:47:51  | Titan Group      |
| PR0000416 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:18:21  | Hope Works       |
| PR0000418 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:40:05  | Hope Works       |
| PR0000428 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 31 May 2017 | 10:41:14  | Hope Works       |
| PR0000430 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 01 Jun 2017 | 13:16:44  | Titan Group      |
| PR0000434 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 06 Jun 2017 | 11:32:32  | Hope Works       |
| PR0000439 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 08 Jun 2017 | 14:56:24  | ABC Shoe Co      |
| PR0000444 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 12:29:13  | Westwood Dynamic |
| PR0000459 | MAINT  | N      | MIL001         | Sarah     | Milder     | 23 Oct 2017 | 10:47:02  | Hope Works       |
| PR0000460 | MAINT  | N      | MIL001         | Sarah     | Milder     | 07 Nov 2017 | 11:00:42  | Hope Works       |
| PR0000407 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |                  |
| PR0000404 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |                  |
| PR0000450 | MAINT  | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |                  |
| PR0000381 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 12:02:58  |                  |
| PR0000364 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 14:01:25  |                  |

Open Windows 20 Nov 2017

- Select the **status**.
- This must be set to **New**.



Purchase Requisition Listing - BPO: Version 2.1.0.40 - 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

Status StatusDesc

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

| PRCode    | PRType | Status | EmployeeNumber | FirstName | LastName   | EventDate   | EventTime | Custom                                                      |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|-------------------------------------------------------------|
| PR0000460 | MAINT  | N      | MIL001         | Sarah     | Milder     | 07 Nov 2017 | 11:00:42  | Hope V                                                      |
| PR0000459 | MAINT  | N      | MIL001         | Sarah     | Milder     | 23 Oct 2017 | 10:47:02  | Hope V                                                      |
| PR0000450 | MAINT  | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |                                                             |
| PR0000444 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 12:29:13  | Westwood Dynamic WES001                                     |
| PR0000442 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 11:14:32  |                                                             |
| PR0000439 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 08 Jun 2017 | 14:56:24  | ABC Shoe Co ABCXYZ123 Generated from sales order no. OR0001 |
| PR0000434 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 06 Jun 2017 | 11:32:32  | Hope Works HOP001                                           |
| PR0000433 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 05 Jun 2017 | 14:59:35  | Call to confirm order 24 hours before es                    |
| PR0000431 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 01 Jun 2017 | 14:37:41  |                                                             |
| PR0000430 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 01 Jun 2017 | 13:16:44  | Titan Group TIA001                                          |
| PR0000428 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 31 May 2017 | 10:41:14  | Hope Works HOP001 test                                      |
| PR0000418 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:40:05  | Hope Works HOP001                                           |
| PR0000416 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 24 May 2017 | 14:18:21  | Hope Works HOP001                                           |
| PR0000410 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:47:51  | Titan Group TIA001                                          |
| PR0000409 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:11:42  |                                                             |
| PR0000407 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |                                                             |
| PR0000405 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:56:25  | retest                                                      |
| PR0000404 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |                                                             |
| PR0000400 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |                                                             |
| PR0000398 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:11  |                                                             |
| PR0000397 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:53  |                                                             |
| PR0000396 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 19 May 2017 | 11:31:09  | Hope Works HOP001                                           |
| PR0000386 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 14:58:18  |                                                             |
| PR0000385 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 14:12:40  |                                                             |

Open Windows 20 Nov 2017

Select Requisition

- Select the **row** of the **purchase requisition** you wish to **delete**.
- Click on **Delete**.

Purchase Requisition Listing - BPO: Version 2.1.0.40 - 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

Maintain Process Format Print Current

Drag a column header here to group by that column

| PRCode    | PRType | Status | EmployeeNumber | FirstName | LastName   | EventDate   | EventTime | CustomerName | CustomerCode | Notes                                    |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|--------------|--------------|------------------------------------------|
| PR0000407 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |              |              |                                          |
| PR0000404 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |              |              |                                          |
| PR0000450 | MAINT  | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |              |              |                                          |
| PR0000381 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 12:02:58  |              |              |                                          |
| PR0000364 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 14:01:25  |              |              | Standalone work order v2.1.0.4           |
| PR0000461 | MAINT  | N      | ML001          | Sarah     | Milder     | 21 Nov 2017 | 13:30:35  |              |              |                                          |
| PR0000398 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:11  |              |              |                                          |
| PR0000405 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:56:25  |              |              | retest                                   |
| PR0000370 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 16:42:55  |              |              |                                          |
| PR0000442 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 11:14:32  |              |              |                                          |
| PR0000433 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 05 Jun 2017 | 14:59:35  |              |              | Call to confirm order 24 hours before es |
| PR0000368 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 16:30:38  |              |              | stock report procurement                 |
| PR0000385 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 14:12:40  |              |              |                                          |
| PR0000397 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:53  |              |              |                                          |
| PR0000431 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 01 Jun 2017 | 14:37:41  |              |              |                                          |
| PR0000400 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |              |              |                                          |
| PR0000380 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 12:00:43  |              |              |                                          |
| PR0000409 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:11:42  |              |              |                                          |
| PR0000366 | CAP    | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 15:10:09  |              |              | v2.1.0.4 standalone work order           |
| PR0000369 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 16:38:47  |              |              | v2.1.0.4 stock report procurement        |
| PR0000386 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 14:58:18  |              |              |                                          |

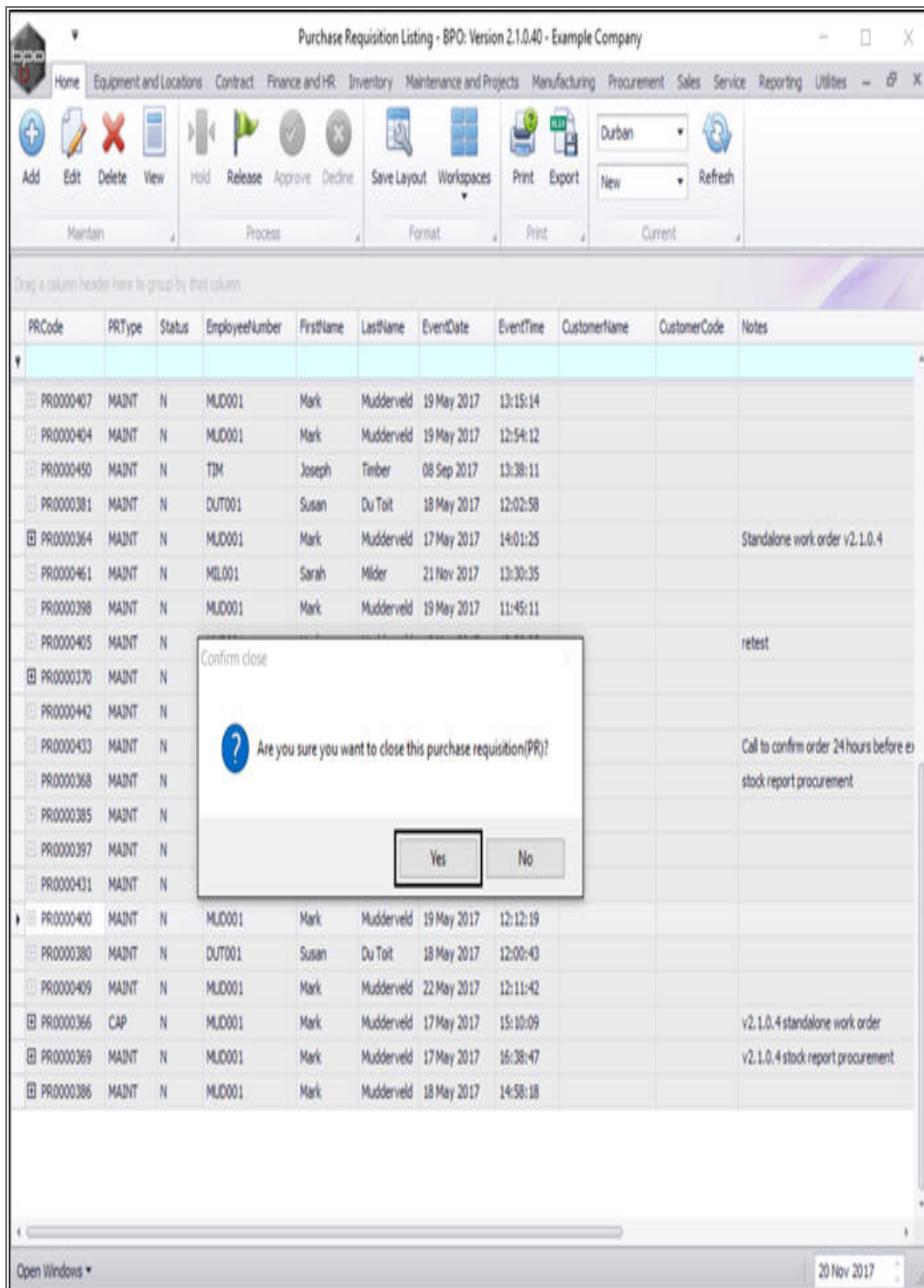
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## CONFIRM DELETION

---

- A **Confirm Close** message box will pop up asking;
  - *Are you sure you want to close this purchase requisition ( )?*
- Click on **Yes**.



Purchase Requisition Listing - BPO: Version 2.1.0.40 - 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    | PRTYPE | Status | EmployeeNumber | FirstName | LastName   | EventDate   | EventTime | CustomerName | CustomerCode | Notes                                    |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|--------------|--------------|------------------------------------------|
| PR0000407 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |              |              |                                          |
| PR0000404 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |              |              |                                          |
| PR0000450 | MAINT  | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |              |              |                                          |
| PR0000381 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 12:02:58  |              |              |                                          |
| PR0000364 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 14:01:25  |              |              | Standalone work order v2.1.0.4           |
| PR0000461 | MAINT  | N      | MIL001         | Sarah     | Milder     | 21 Nov 2017 | 13:30:35  |              |              |                                          |
| PR0000398 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:11  |              |              |                                          |
| PR0000405 | MAINT  | N      |                |           |            |             |           |              |              | retest                                   |
| PR0000370 | MAINT  | N      |                |           |            |             |           |              |              |                                          |
| PR0000442 | MAINT  | N      |                |           |            |             |           |              |              |                                          |
| PR0000433 | MAINT  | N      |                |           |            |             |           |              |              | Call to confirm order 24 hours before es |
| PR0000368 | MAINT  | N      |                |           |            |             |           |              |              | stock report procurement                 |
| PR0000385 | MAINT  | N      |                |           |            |             |           |              |              |                                          |
| PR0000397 | MAINT  | N      |                |           |            |             |           |              |              |                                          |
| PR0000431 | MAINT  | N      |                |           |            |             |           |              |              |                                          |
| PR0000400 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |              |              |                                          |
| PR0000380 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 12:00:43  |              |              |                                          |
| PR0000409 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 22 May 2017 | 12:11:42  |              |              |                                          |
| PR0000366 | CAP    | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 15:10:09  |              |              | v2.1.0.4 standalone work order           |
| PR0000369 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 16:38:47  |              |              | v2.1.0.4 stock report procurement        |
| PR0000386 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 14:58:18  |              |              |                                          |

Confirm close

Are you sure you want to close this purchase requisition(PR)?

Yes No

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- A **Process Validation** message box will pop up asking;
  - **Are you sure that you want to close requisition [ ]?**

- Click on **Yes**.

Purchase Requisition Listing - BPD: Version 2.1.0.40 - 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

Maintain Process Format Print Current

Drag a column header here to group by that column

| PRCode    | PRTYPE | Status | EmployeeNumber | FirstName | LastName   | EventDate   | EventTime | CustomerName | CustomerCode | Notes                                    |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|--------------|--------------|------------------------------------------|
| PR0000407 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |              |              |                                          |
| PR0000404 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |              |              |                                          |
| PR0000450 | MAINT  | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |              |              |                                          |
| PR0000381 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 12:02:58  |              |              |                                          |
| PR0000364 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 14:01:25  |              |              | Standalone work order v2.1.0.4           |
| PR0000461 | MAINT  | N      | MIL001         | Sarah     | Milder     | 21 Nov 2017 | 13:30:35  |              |              |                                          |
| PR0000398 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:11  |              |              |                                          |
| PR0000405 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:56:25  |              |              | retest                                   |
| PR0000370 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 16:42:55  |              |              |                                          |
| PR0000442 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 11:14:32  |              |              |                                          |
| PR0000433 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 05 Jun 2017 | 14:59:35  |              |              | Call to confirm order 24 hours before es |
| PR0000368 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 16:30:38  |              |              | stock report procurement                 |
| PR0000385 | MAINT  | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 14:12:40  |              |              |                                          |
| PR0000397 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:53  |              |              |                                          |
| PR0000431 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 01 Jun 2017 | 14:37:41  |              |              |                                          |
| PR0000400 | MAINT  | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |              |              |                                          |
| PR0000380 |        |        |                |           |            | May 2017    | 12:00:43  |              |              |                                          |
| PR0000409 |        |        |                |           |            | May 2017    | 12:11:42  |              |              |                                          |
| PR0000366 |        |        |                |           |            | May 2017    | 15:10:09  |              |              | v2.1.0.4 standalone work order           |
| PR0000369 |        |        |                |           |            | May 2017    | 16:38:47  |              |              | v2.1.0.4 stock report procurement        |
| PR0000386 |        |        |                |           |            | May 2017    | 14:58:18  |              |              |                                          |

Process Validation

Are you sure that you want to close requisition PR0000400?

Yes No

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- A **Requisition Process** message box will pop up informing you that;
  - *The requisition no. [ ] has been closed successfully.*
- Click on **OK**.

Purchase Requisition Listing - BPO: Version 2.1.0.40 - Example Company

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














Maintain Process Format Print Current

Durban  
 New Refresh

Drag a column header here to group by that column

| PRCode    | PRTtype | Status | EmployeeNumber | FirstName | LastName   | EventDate   | EventTime | CustomerName | CustomerCode | Notes                                    |
|-----------|---------|--------|----------------|-----------|------------|-------------|-----------|--------------|--------------|------------------------------------------|
| PR0000407 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 13:15:14  |              |              |                                          |
| PR0000404 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:54:12  |              |              |                                          |
| PR0000450 | MAINT   | N      | TIM            | Joseph    | Timber     | 08 Sep 2017 | 13:38:11  |              |              |                                          |
| PR0000381 | MAINT   | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 12:02:58  |              |              |                                          |
| PR0000364 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 14:01:25  |              |              | Standalone work order v2.1.0.4           |
| PR0000461 | MAINT   | N      | MIL001         | Sarah     | Milder     | 21 Nov 2017 | 13:30:35  |              |              |                                          |
| PR0000398 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:11  |              |              |                                          |
| PR0000405 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:56:25  |              |              | retest                                   |
| PR0000370 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 16:42:55  |              |              |                                          |
| PR0000442 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 15 Jun 2017 | 11:14:32  |              |              |                                          |
| PR0000433 | MAINT   | N      | DUT001         | Susan     | Du Toit    | 05 Jun 2017 | 14:59:35  |              |              | Call to confirm order 24 hours before es |
| PR0000368 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 17 May 2017 | 16:30:38  |              |              | stock report procurement                 |
| PR0000385 | MAINT   | N      | DUT001         | Susan     | Du Toit    | 18 May 2017 | 14:12:40  |              |              |                                          |
| PR0000397 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 11:45:53  |              |              |                                          |
| PR0000431 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 01 Jun 2017 | 14:37:41  |              |              |                                          |
| PR0000400 | MAINT   | N      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |              |              |                                          |
| PR0000380 |         |        |                |           |            |             | 12:00:43  |              |              |                                          |
| PR0000409 |         |        |                |           |            |             | 12:11:42  |              |              |                                          |
| PR0000366 |         |        |                |           |            |             | 15:10:09  |              |              | v2.1.0.4 standalone work order           |
| PR0000369 |         |        |                |           |            |             | 16:38:47  |              |              | v2.1.0.4 stock report procurement        |
| PR0000386 |         |        |                |           |            |             | 14:58:18  |              |              |                                          |

Requisition - Process

The requisition no. PR0000400, has been closed successfully.

OK

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## VIEW DELETED (CLOSED) REQUISITION

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- The deleted requisition can now be viewed in the *Purchase Requisition Listing* screen where the *status* is set to *Closed*.



Purchase Requisition Listing - BPO: Version 2.1.0.40 - 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 Closed Refresh

Status StatusDesc

A Approved

C Closed

D Declined

I Issued

N New

R Released

| PRCode    | PRType | Status | EmployeeNumber | FirstName | LastName   | EventDate   | EventTime | Custom                 |
|-----------|--------|--------|----------------|-----------|------------|-------------|-----------|------------------------|
| PR0000238 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 10 Nov 2015 | 16:04:50  | Hope V                 |
| PR0000282 | CAP    | C      | DUT001         | Susan     | Du Toit    | 15 Jun 2016 | 14:39:07  |                        |
| PR0000285 | CAP    | C      | DUT001         | Susan     | Du Toit    | 22 Jun 2016 | 12:02:20  |                        |
| PR0000290 | CAP    | C      | DUT001         | Susan     | Du Toit    | 23 Jun 2016 | 13:22:58  |                        |
| PR0000321 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 07 Mar 2017 | 14:10:07  | Hope Works HOP001      |
| PR0000323 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 07 Mar 2017 | 14:18:34  |                        |
| PR0000324 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 07 Mar 2017 | 14:19:35  | Hope Works HOP001      |
| PR0000325 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 07 Mar 2017 | 14:35:46  | Hope Works HOP001      |
| PR0000326 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 07 Mar 2017 | 16:50:05  |                        |
| PR0000329 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 15 Mar 2017 | 14:32:34  |                        |
| PR0000331 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 15 Mar 2017 | 16:18:03  | Hope Works HOP001      |
| PR0000338 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 11 Apr 2017 | 09:39:59  | Hope Works HOP001      |
| PR0000338 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 11 Apr 2017 | 09:39:59  | Samanthas Diner SAM001 |
| PR0000344 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 18 Apr 2017 | 08:42:29  |                        |
| PR0000345 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 19 Apr 2017 | 16:08:30  | Hope Works HOP001      |
| PR0000346 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 24 Apr 2017 | 14:41:35  |                        |
| PR0000351 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 04 May 2017 | 12:02:26  |                        |
| PR0000371 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 09:00:06  |                        |
| PR0000330 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 15 Mar 2017 | 14:55:50  |                        |
| PR0000378 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 18 May 2017 | 11:55:57  | Hope Works HOP001      |
| PR0000400 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:12:19  |                        |
| PR0000401 | MAINT  | C      | MUD001         | Mark      | Mudderveld | 19 May 2017 | 12:14:35  |                        |
| PR0000352 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 04 May 2017 | 13:28:55  |                        |
| PR0000353 | MAINT  | C      | DUT001         | Susan     | Du Toit    | 04 May 2017 | 14:19:30  |                        |

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MNU.053.009



