

PROCUREMENT

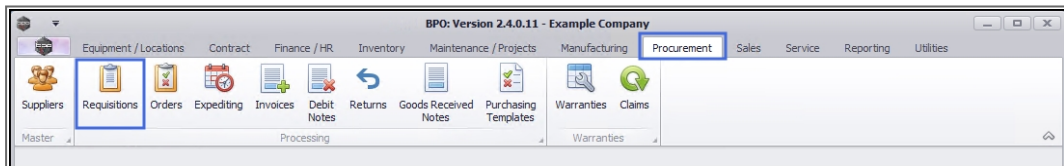
ADD / EDIT / DELETE ITEMS

Once you have created your Purchase Requisition, you may be required to **add** or **remove** items, or **make changes** to these items for example, edit the quantity or price.

A Purchase Requisition can only be edited in the **New** status.

If a requisition has already been **released for approval**, remove it from approval by putting it on **Hold**. It will then be moved from the **Released** status back to the **New** status and can then be edited. The requisition can be released again once the new changes have been saved.

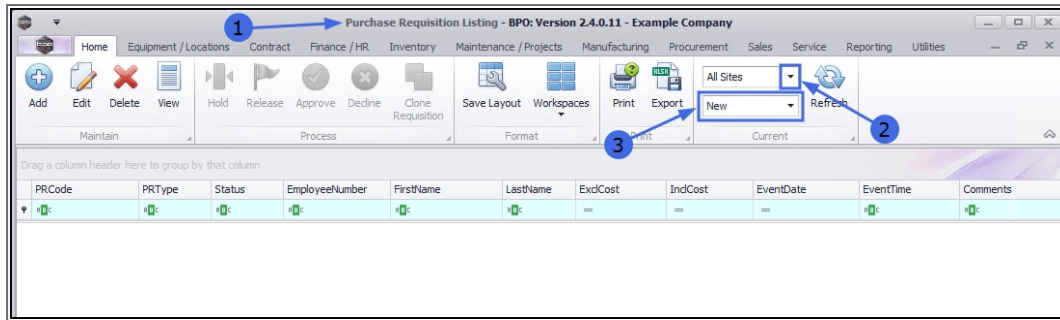
Ribbon Access: *Procurement > Requisitions*



1. The **Purchase Requisition Listing** screen will be displayed.

Select the Site and Status

2. Select the **Site**.
 - This screen will open by default with the Site filter set to **All Sites**. Click on the drop-down arrow and select the site that you wish to work in.
3. Select the **Status**.
 - The **Status** will open by default with the filter set to **New**. Purchase Requisition can only be edited in the **New** status.



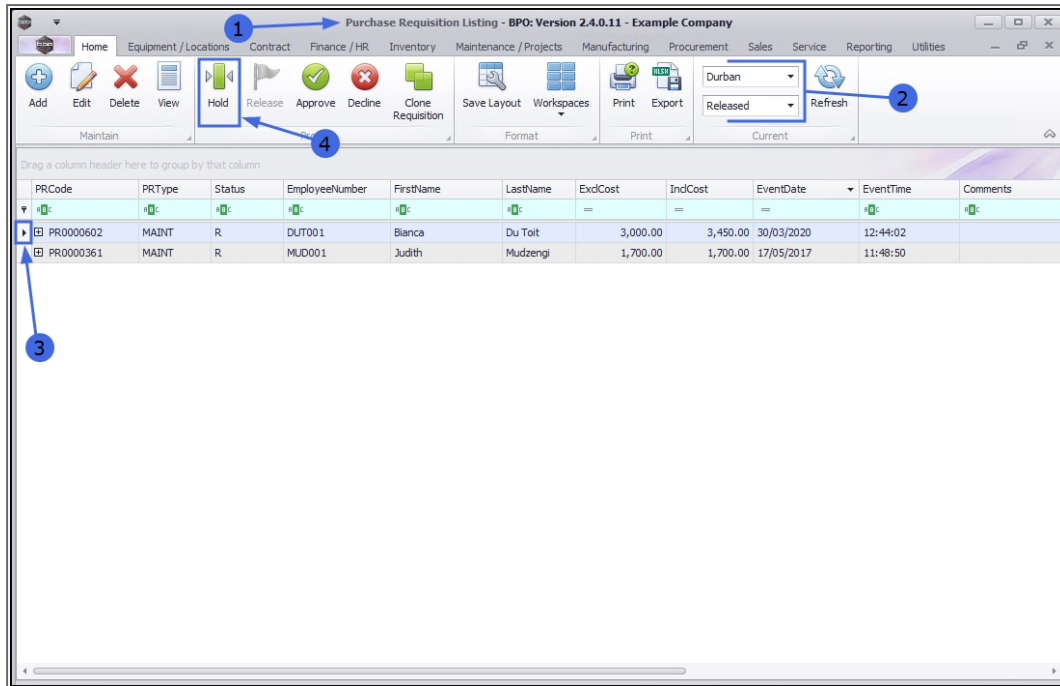
NOTE ON EDITING 'RELEASED' REQUISITIONS

If the requisition that you require cannot be found in the **New** status - it may already have been **Released**, in which case you will need to move it from this status **back** to New.

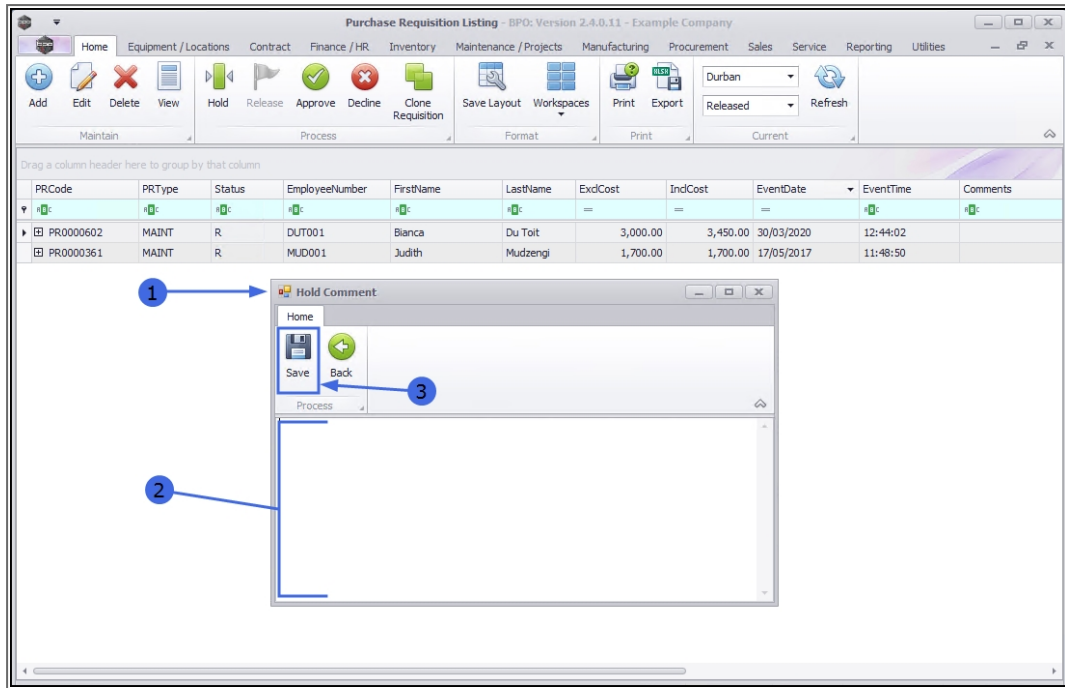
A reasons for editing a requisition that has already been **released for Approval** could be; an item price may have changed. It will then need to be brought back to the **New** status for price editing.

REMOVE REQUISITION FROM RELEASED STATUS TO ENABLE EDITING

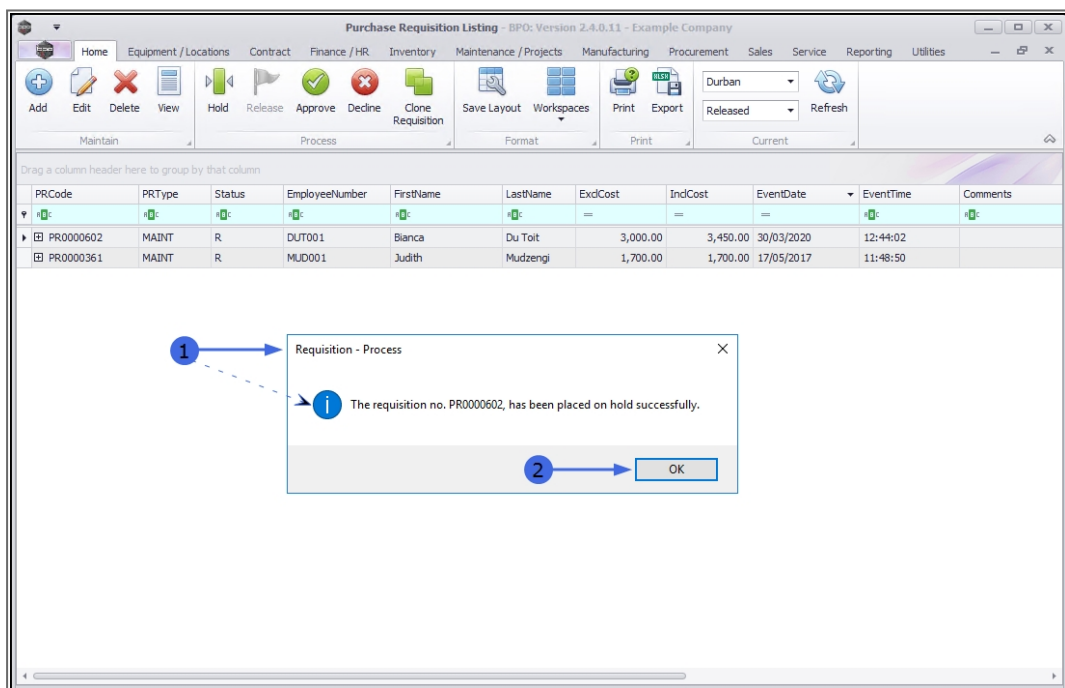
1. In the **Purchase Requisition Listing** screen,
2. Ensure that you have selected the correct **site** and the status is set to **Released**.
3. Select the **row** of the **Purchase Requisition** that you wish to move back into the **New** status, for editing.
4. Click on **Hold**.



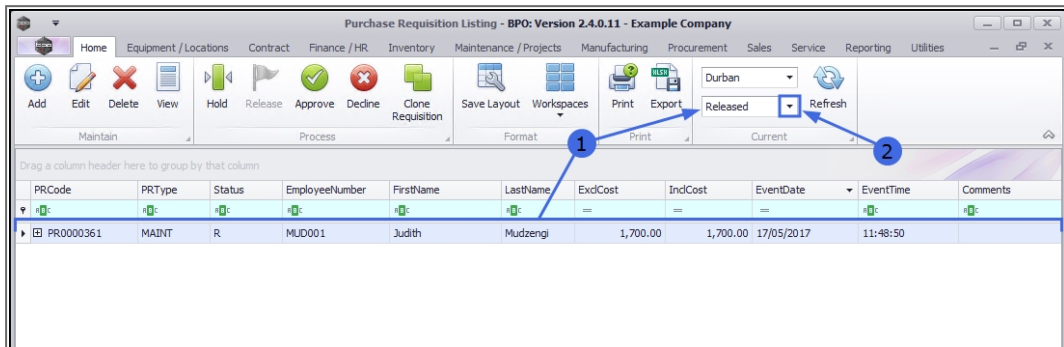
1. A **Hold Comment** message box will pop up.
2. Type in the **reason** for placing the Requisition on Hold. For example you can type in:
 - "Requisition recalled for item price changes."
3. Click on **Save**.



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

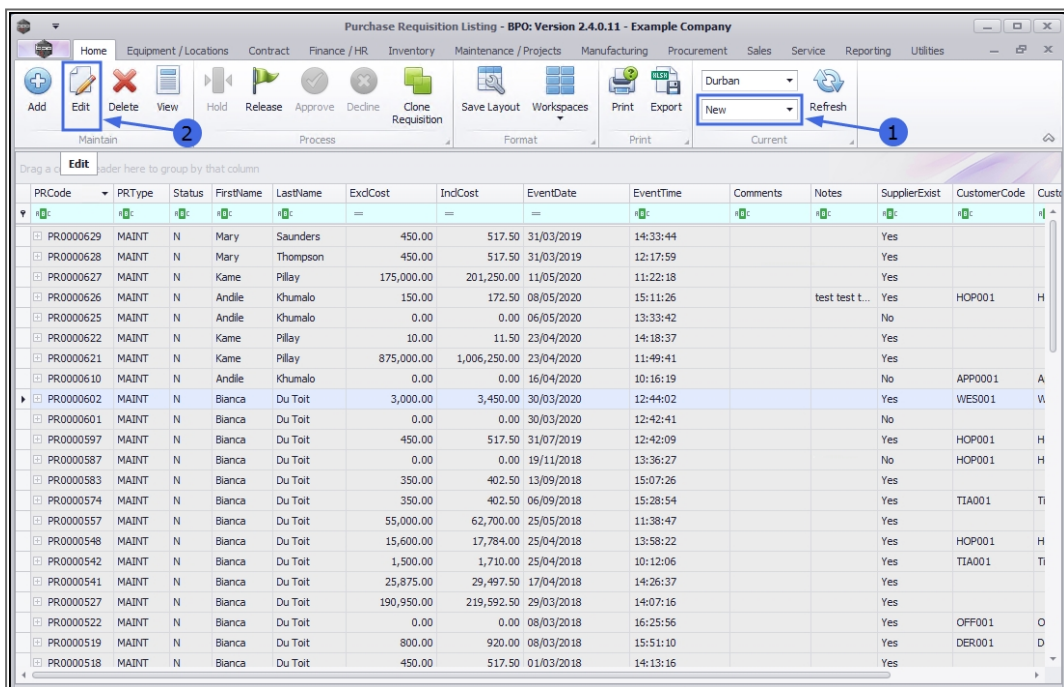


1. The requisition will be **removed** from the listing screen where the status is set to **Released**.
2. Change the screen status to **New**.



EDIT REQUISITION ITEMS

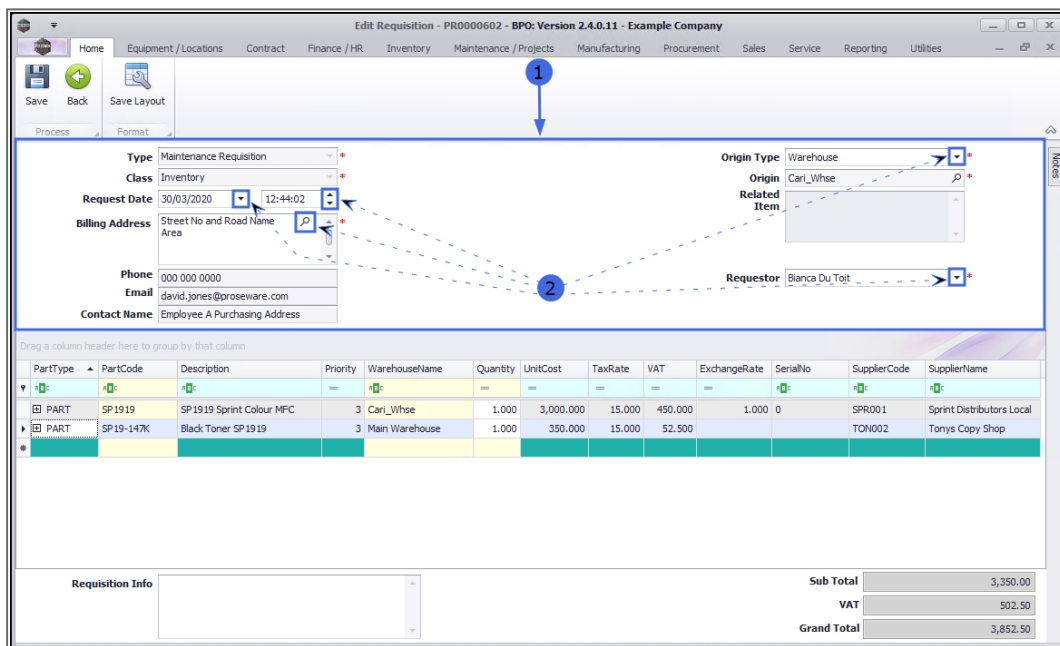
1. The requisition can now be found in the **Purchase Requisition Listing** screen where the status is set to **New**.
 - Now you will be able to **edit** the requisition.
2. Click on **Edit**.



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

EDIT REQUISITION HEADER INFORMATION

- In the **Requisition Header** frame, you have to the ability to edit the following fields:
 - Request Date and Time
 - Billing Address
 - Origin Type and Origin
 - Requestor
- Either use the drop-down **arrow** or the **search** button in the relevant field to open a **list** or a '**Select...**' screen from which you can pick an alternative field entry.



Drag a column header here to group by that column

PartType	PartCode	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
SP	SP 1919	Sprint Colour MFC	3	Carl_Whse	1.000	3,000.000	15.000	450.000	1.000	0	SPR001	Sprint Distributors Local
PART	SP 19-147K	Black Toner SP 1919	3	Main Warehouse	1.000	350.000	15.000	52.500			TON002	Tonys Copy Shop

Requisition Info

Sub Total 3,350.00
VAT 502.50
Grand Total 3,852.50

EDIT REQUISITION ITEMS FRAME

In the Items Frame, you can edit the following:

Add Item

Edit Item

[Edit Item Supplier](#)

Delete Item

...

This Topic page is currently being updated, thank you for your patience.

Please check back soon.



UNDER CONSTRUCTION

We are currently updating our site; thank you
for your patience, please check back soon.



MNU.053.005

