

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

## PROCUREMENT

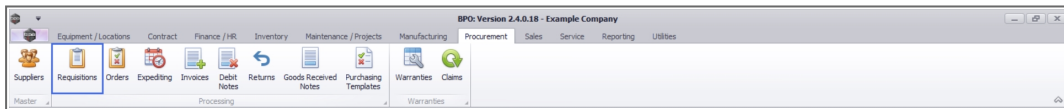
### PURCHASE REQUISITIONS – CLONE REQUISITION

Purchase requisitions that originated from the [Stock Status](#) screen can now be cloned. This will enable you to effectively generate or copy purchase requisitions primarily for bulk stock replenishment orders.

#### Version Compatibility

- BPO2 v2.4.0.10 or later.

#### Ribbon Select **Procurement > Requisitions**



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

#### Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **New** status.

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

The screenshot shows the 'Purchase Requisition Listing' window. The top toolbar contains several icons, with the 'Clone Requisition' icon (a document with a plus sign) highlighted. Below the toolbar is a table with columns: PRCode, PRType, Status, EmployeeNumber, Firstname, Lastname, ExcCost, IndCost, EventDate, EventTime, Comments, Notes, SupplierEst, CustomerC, and CusID. The first row is selected, and its details are visible in the table below.

PRCode	PRType	Status	EmployeeNumber	Firstname	Lastname	ExcCost	IndCost	EventDate	EventTime	Comments	Notes	SupplierEst	CustomerC	CusID
PR0000603	MAINT	N	DUT001	Bianca	Du Tot	986,961.36	1,086,360.56	31/07/2022	15:16:26			No		
PR0000587	MAINT	N	DUT001	Bianca	Du Tot	0.00	0.00	19/11/2018	13:36:27			No	HOP001	Hc
PR0000548	MAINT	N	DUT001	Bianca	Du Tot	15,600.00	17,784.00	25/04/2018	13:58:22			Yes	HOP001	Hc
PR0000542	MAINT	N	DUT001	Bianca	Du Tot	1,500.00	1,710.00	25/04/2018	10:12:06	test placing purchase requisition b...		Yes	TLA001	Tr
PR0000541	MAINT	N	DUT001	Bianca	Du Tot	25,875.00	29,497.50	17/04/2018	14:26:37			Yes		
PR0000527	MAINT	N	DUT001	Bianca	Du Tot	190,950.00	219,562.50	29/03/2018	14:07:16			Yes		
PR0000522	MAINT	N	DUT001	Bianca	Du Tot	0.00	0.00	08/03/2018	16:25:56			Yes	OFF001	Of
PR0000519	MAINT	N	DUT001	Bianca	Du Tot	800.00	920.00	08/03/2018	15:51:10			Yes	DER001	De
PR0000518	MAINT	N	DUT001	Bianca	Du Tot	450.00	517.50	01/03/2018	14:13:16			Yes		
PR0000517	MAINT	N	DUT001	Bianca	Du Tot	0.00	0.00	01/03/2018	13:49:16			Yes		
PR0000516	MAINT	N	DUT001	Bianca	Du Tot	450.00	517.50	01/03/2018	13:46:13			Yes		
PR0000508	MAINT	N	DUT001	Bianca	Du Tot	0.00	0.00	13/02/2018	16:24:04			No	HOP001	Hc
PR0000487	MAINT	N	DUT001	Bianca	Du Tot	6,250.00	7,125.00	26/10/2017	16:33:50			Yes	TLA001	Tr
PR0000486	MAINT	N	DUT001	Bianca	Du Tot	6,250.00	7,125.00	26/10/2017	14:35:25			Yes	TLA001	Tr
PR0000485	MAINT	N	DUT001	Bianca	Du Tot	350.00	399.00	26/10/2017	14:29:48			Yes	TLA001	Tr
PR0000484	MAINT	N	DUT001	Bianca	Du Tot	350.00	399.00	26/10/2017	14:23:00			Yes	TLA001	Tr
PR0000469	MAINT	N	MUD001	Judith	Mudzeng	150.00	171.00	13/07/2017	14:08:51			Yes	DER001	De
PR0000456	MAINT	N	MUD001	Judith	Mudzeng	900.00	1,026.00	05/07/2017	08:55:22			Yes		
PR0000455	MAINT	N	MUD001	Judith	Mudzeng	500.00	570.00	05/07/2017	08:53:46			Yes	DER001	De
PR0000454	MAINT	N	MUD001	Judith	Mudzeng	800.00	912.00	05/07/2017	08:26:19			Yes	HOP001	Hc
PR0000452	MAINT	N	MUD001	Judith	Mudzeng	1,500.00	1,710.00	04/07/2017	15:40:38			Yes	BSG001	Bg
PR0000444	MAINT	N	MUD001	Judith	Mudzeng	0.00	0.00	15/06/2017	12:29:13			Yes	WES001	Wl
PR0000442	MAINT	N	MUD001	Judith	Mudzeng	4,500.00	5,130.00	15/06/2017	11:14:32			Yes		
PR0000434	MAINT	N	DUT001	Bianca	Du Tot	800.00	912.00	06/06/2017	11:32:32			Yes	HOP001	Hc
PR0000431	MAINT	N	MUD001	Judith	Mudzeng	980.00	980.00	01/06/2017	14:37:41			Yes		
PR0000420	MAINT	N	DUT001	Bianca	Du Tot	401.00	471.00	01/06/2017	17:16:44			Yes	TLA001	Tr

## CLONE REQUISITION

- Click on the **Clone Requisition** button.

This screenshot is identical to the one above, showing the 'Purchase Requisition Listing' window. The 'Clone Requisition' icon in the top toolbar is highlighted with a red box, indicating the action to be taken.

A new Purchase Requisition maintain form will open with all of the same details as the PR you selected.

**Add new Requisition - BPD: Version 2.4.0.18 - Example Company**

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

Save | Back | Save Layout

Type: Maintenance Requisition  
 Class: Inventory  
 Request Date: 08/11/2022 16:22:15  
 Billing Address: Street No and Road Name, Area, City  
 Phone: 000 000 0000  
 Email: bianca.du.tot@co3.co.za  
 Contact Name: Employee A Purchasing Address

Origin Type: Warehouse  
 Origin: Main Warehouse  
 Related Item:  
 Requestor: Bianca Du Tot

PartType	PartCode	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
PART	CH4001	Chair	3	Main Warehouse	6,000	1,250,000	15,000	187,500	1,000	0	BTT001	Bits and Bobs
PART	20-753	SP2020 Fuser Unit	3	Main Warehouse	2,000	0,000	0,000	0,000	0,000	0		
PART	X821932-002	Microsoft Mouse	3	Main Warehouse	2,000	150,000	15,000	22,500	1,000	0	SPR001	Sprint Distributors Local
PART	500-147K	SP500 Black Toner	3	Main Warehouse	11,000	450,000	15,000	67,500	1,000	0	SPR001	Sprint Distributors Local
PART	MCL0001	Mouse	3	Main Warehouse	10,000	0,000	0,000	0,000	0,000	0		
PART	ACR-01	Acer copier outer shell	3	Main Warehouse	136,000	0,000	0,000	0,000	0,000	0		
PART	ACR-02	Acer rollers	3	Main Warehouse	145,000	0,000	0,000	0,000	0,000	0		
PART	DR111111	Drum	3	Main Warehouse	2,000	0,000	0,000	0,000	0,000	0		
PART	16-856	Drum for SP 1616	3	Main Warehouse	3,000	0,000	0,000	0,000	0,000	0		
PART	TEST123	Test Part	3	Main Warehouse	1,000	0,000	0,000	0,000	0,000	0		
PART	SP220	SP220 Machine	3	Main Warehouse	2,000	5,000,000	15,000	750,000	1,000	0	SPR001	Sprint Distributors Local
PART	SP2020	SP2020 Sprint Colour Multi Functional ...	3	Main Warehouse	22,000	450,000	15,000	67,500	1,000	0	SPR001	Sprint Distributors Local
PART	2020-147K	Black toner SP2020	3	Main Warehouse	358,500	0,000	0,000	0,000	0,000	0		
PART	SP1919	SP1919 Sprint Colour MFC	3	Main Warehouse	33,000	3,000,000	15,000	450,000	1,000	0	SPR001	Sprint Distributors Local

Requisition Info: Bulk Order - stock replenishment

Sub Total: 986,961.36  
 VAT: 99,399.20  
 Grand Total: 1,086,360.56

User: BiancaD | 08/11/2022 | Version: 2.4.0.18 | Example Company

You can amend the details as required, refer to "Requisition Items Data Grid" on page 13 for more information relating to adding and amending requisition line items and item suppliers.

- Click on the **Save** button when done.

**Add new Requisition - BPD: Version 2.4.0.18 - Example Company**

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

Save | Back | Save Layout

Type: Maintenance Requisition  
 Class: Inventory  
 Request Date: 08/11/2022 16:22:15  
 Billing Address: Street No and Road Name, Area, City  
 Phone: 000 000 0000  
 Email: bianca.du.tot@co3.co.za  
 Contact Name: Employee A Purchasing Address

Origin Type: Warehouse  
 Origin: Main Warehouse  
 Related Item:  
 Requestor: Bianca Du Tot

PartType	PartCode	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
PART	CH4001	Chair	3	Main Warehouse	6,000	1,250,000	15,000	187,500	1,000	0	BTT001	Bits and Bobs
PART	20-753	SP2020 Fuser Unit	3	Main Warehouse	2,000	0,000	0,000	0,000	0,000	0		
PART	X821932-002	Microsoft Mouse	3	Main Warehouse	2,000	150,000	15,000	22,500	1,000	0	SPR001	Sprint Distributors Local
PART	500-147K	SP500 Black Toner	3	Main Warehouse	11,000	450,000	15,000	67,500	1,000	0	SPR001	Sprint Distributors Local
PART	MCL0001	Mouse	3	Main Warehouse	10,000	0,000	0,000	0,000	0,000	0		
PART	ACR-01	Acer copier outer shell	3	Main Warehouse	136,000	0,000	0,000	0,000	0,000	0		
PART	ACR-02	Acer rollers	3	Main Warehouse	145,000	0,000	0,000	0,000	0,000	0		
PART	DR111111	Drum	3	Main Warehouse	2,000	0,000	0,000	0,000	0,000	0		
PART	16-856	Drum for SP 1616	3	Main Warehouse	3,000	0,000	0,000	0,000	0,000	0		
PART	TEST123	Test Part	3	Main Warehouse	1,000	0,000	0,000	0,000	0,000	0		
PART	SP220	SP220 Machine	3	Main Warehouse	2,000	5,000,000	15,000	750,000	1,000	0	SPR001	Sprint Distributors Local
PART	SP2020	SP2020 Sprint Colour Multi Functional ...	3	Main Warehouse	22,000	450,000	15,000	67,500	1,000	0	SPR001	Sprint Distributors Local
PART	2020-147K	Black toner SP2020	3	Main Warehouse	358,500	0,000	0,000	0,000	0,000	0		
PART	SP1919	SP1919 Sprint Colour MFC	3	Main Warehouse	33,000	3,000,000	15,000	450,000	1,000	0	SPR001	Sprint Distributors Local

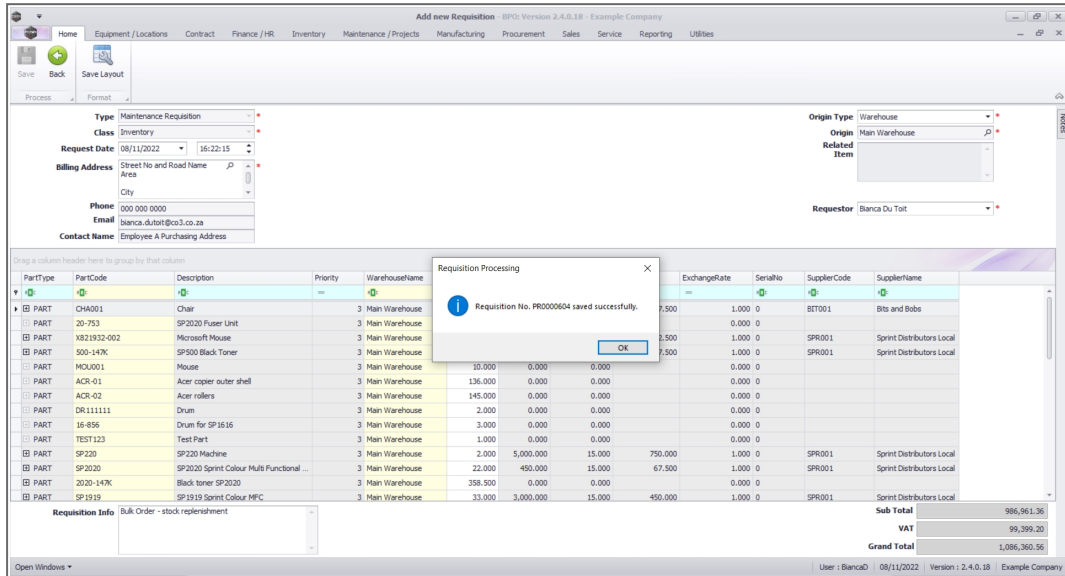
Requisition Info: Bulk Order - stock replenishment

Sub Total: 986,961.36  
 VAT: 99,399.20  
 Grand Total: 1,086,360.56

User: BiancaD | 08/11/2022 | Version: 2.4.0.18 | Example Company

A message box will come up, notifying you that **Requisition No. [purchase requisition number]** saved successfully.

- Click on the **Ok** button.



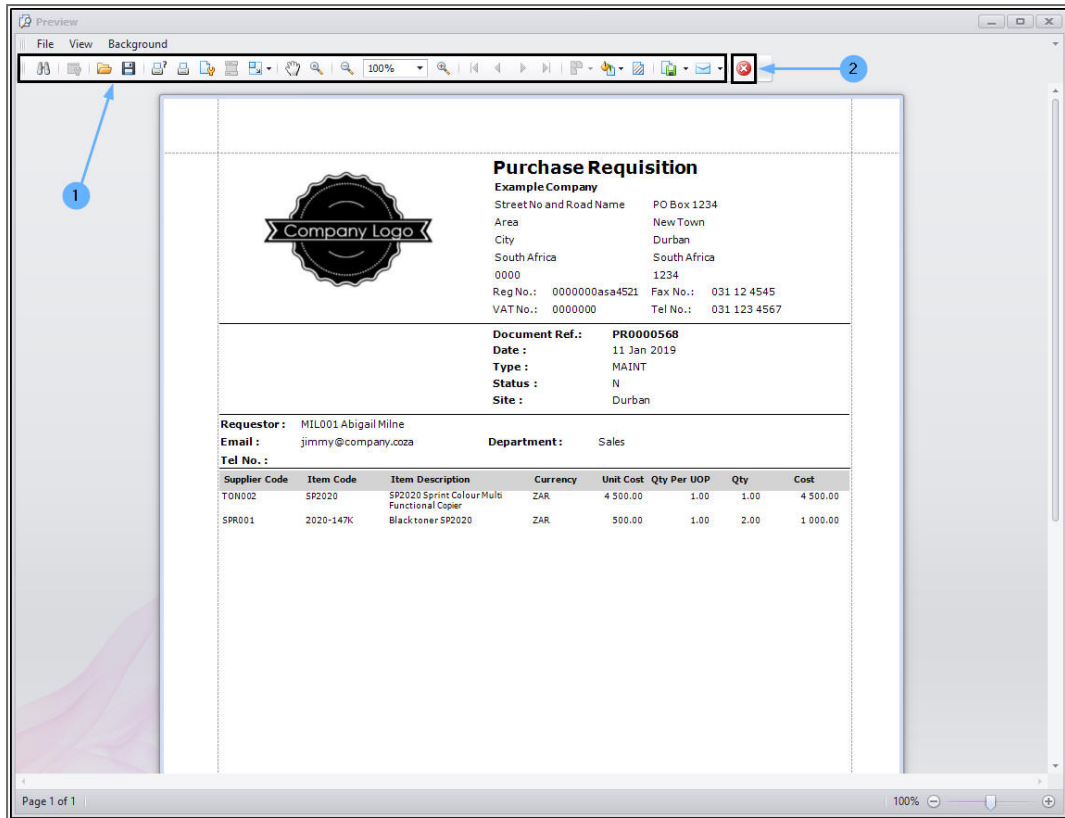
A message box will come up, asking **Do you want to print the requisition [purchase requisition number]?**

- Click on the **Yes** button to print, or **No** to return to the Purchase Requisition listing screen.

## 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 screen 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

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	

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