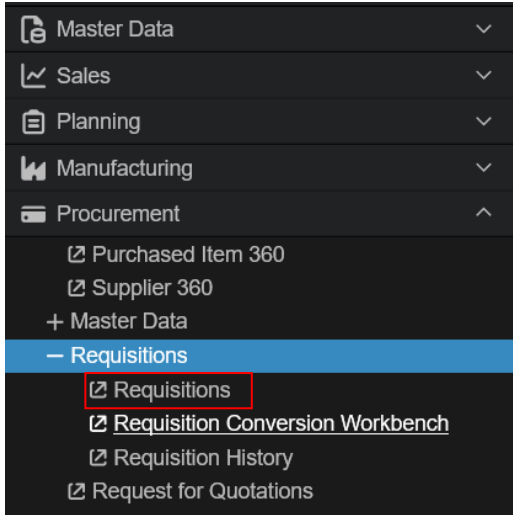


TITLE

PURCHASE REQUISITION CREATION


NO	SESSION/DIAGRAM	INSTRUCTIONS
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1.0



1.0 Maintain Purchase Requisition:
Procurement\ Requisitions\Requisitions

Requisition	Requester	Requestion Date	Reference A	Reference B	Approver	Status
10000600	S7210 NURUL FARHAH BINTI ISMAIL	27/4/2020 14:19	FACE MASK	NW 100-606 M0181	NURULHIDYAH BINTI RF	Processed
10000601	M0488 MOHD FAZOL HASIM	27/4/2020 14:33				Created
10000602	T3311 MUHAMMAD NASIR RAHMAN	18/9/2020 15:20	NAMA CARD	NW 100-606 M0181	NURULHIDYAH BINTI RF	Processed
220001246	MT0137 MUHAMMAD AMINUDDIN ACNAN	21/8/2019 12:45	O-ring/Packing	NW-22-1246 M0181	NURULHIDYAH BINTI RF	Processed
220001252	MT0137 MUHAMMAD AMINUDDIN ACNAN	21/8/2019 14:40		NW-22-1252 M0181	NURULHIDYAH BINTI RF	Processed
220001253	MT0137 MUHAMMAD AMINUDDIN ACNAN	15/10/2019 16:40		NW-22-1253 M0181	NURULHIDYAH BINTI RF	Processed
220001256	MT0137 MUHAMMAD AMINUDDIN ACNAN	3/9/2019 12:57		NW-22-1256 M0181	NURULHIDYAH BINTI RF	Processed
220001257	MT0137 MUHAMMAD AMINUDDIN ACNAN	3/9/2019 14:20	Hand Switch without testo valve	NW-22-1257 M0181	NURULHIDYAH BINTI RF	Processed
220001260	MT0137 MUHAMMAD AMINUDDIN ACNAN	3/9/2019 14:38		NW-22-1260 M0181	NURULHIDYAH BINTI RF	Processed

A. Click this icon  to create new Purchase Requisition.

General

Requester: **A0169** HALIMATUN SAADIAH BINTI MD TAPSIR

Requester Department: **D_IT** PHN IT DEPT

Reference A: ORDERING MAY 2021

Control

Requestion Date: 9/4/2021 15:55

Requested Date: 30/4/2021 08:00

Requisition: 460

Status: Created

Buying

Amount: 0.00

Requisition Lines

Line	Item Description	Item	Order Quantity

B. The requester and requester department will be auto generate. Insert reference in Reference A field.

C. Insert details as below"

- requisition date in the "Requestion Date" field
- requested date for the item to be receive in the "Requested Date" field
- requisition series number in the "Requisition" field.

This series number requires user to insert the first three numbers.

First Free Numbers

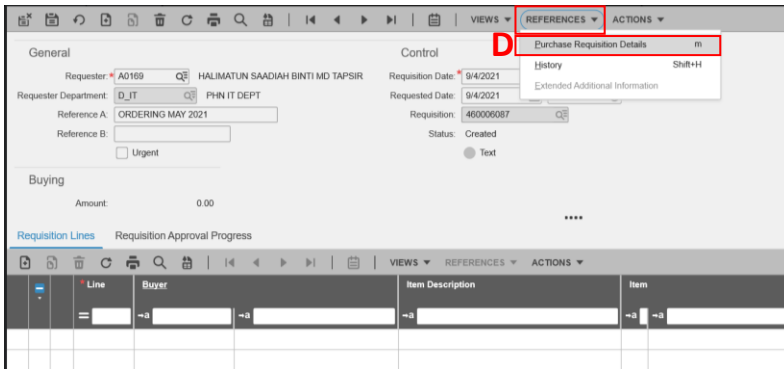
OK CANCEL SEARCH... OPEN NEW PRINT

Number Group: 110 Purchase Requisition-PHN

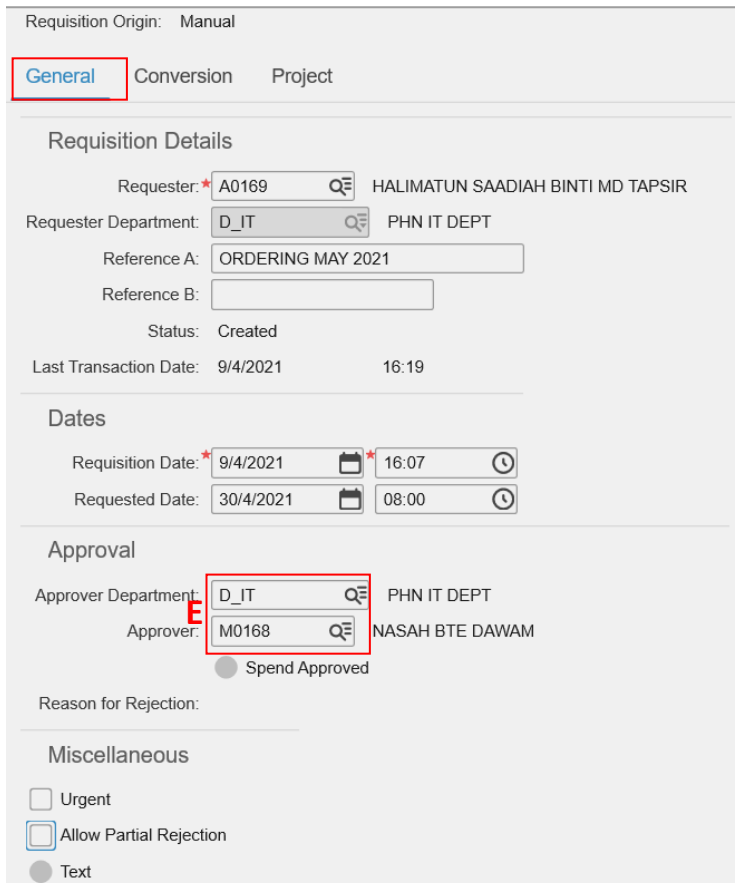
Series Length: 3

Series	First Free Number	Cache Size	Blocked for Input
450 PHN Kelemak	6202	0	<input type="checkbox"/>
460 Information Technology	6088	0	<input type="checkbox"/>
480 SCM B. Beruntung	6215	0	<input type="checkbox"/>
490 PHN B. Beruntung	6356	0	<input type="checkbox"/>
500 BD	6009	0	<input type="checkbox"/>
501 R&D	6005	0	<input type="checkbox"/>
510 PHN Pegoh	6331	0	<input type="checkbox"/>
520 Project Proton	6213	0	<input type="checkbox"/>
530 Project Honda	6075	0	<input type="checkbox"/>
540 PHN Pekan	6005	0	<input type="checkbox"/>
550 Project Perodua	6299	0	<input type="checkbox"/>
560 Project (Others)	6058	0	<input type="checkbox"/>

In order to check the requisition series number, click the zoom in icon and search for the required series number.

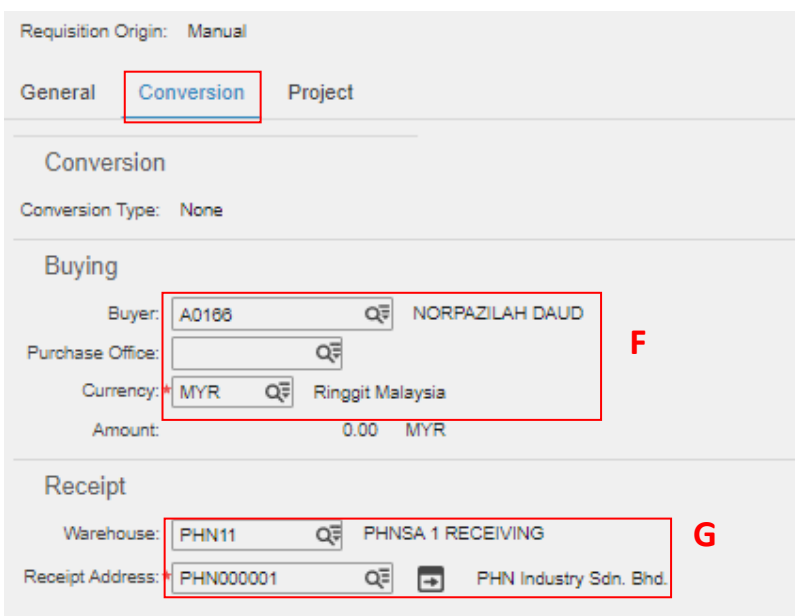


D. Click “Save” and the requisition number will be generated. Next, go to “References” and select “Purchase Requisition Details”.



E. In **General Tab**, insert the approvers’ department in the “Approver Department” field and approvers’ staff ID in the “Approver” field.

You may also zoom at the field for details.



F. In **Conversion Tab**, insert details as below:

- buyer Staff ID in the “Buyer” field (if any)
- Currency in the “Currency” field


G. Insert the delivery warehouse in the “Warehouse” field. The receipt address will be auto generate based on the warehouse.

You may also zoom at the field for details.

General: Requester: A2199 HALIMATUN SAADIAH BINTI MD TAPSR, Requested Date: 30/4/2021 16:07, Requested Department: BUK, Requested By: P/UNIT DEPT, Reference A: ORDERING MAY 2021, Reference B: Urgent, Status: Created, Test.

Buying: Amount: 0.00

Line	Buyer	Item	Item Description	Order Quantity	Price	Buy-from
1	A0249 SUHANA BT SABRI	FA1090	COMPUTERS	3.0000	30000	

H. Then, click this icon  to create new requisition lines.


I. Insert item code in the “Item” field and order quantity in the “Order Quantity” field.

General: Requester: A2199 HALIMATUN SAADIAH BINTI MD TAPSR, Requested Date: 30/4/2021 16:07, Requested Department: BUK, Requested By: P/UNIT DEPT, Reference A: ORDERING MAY 2021, Reference B: Urgent, Status: Created, Test.

Buying: Amount: 0.00

Line	Buyer	Item	Item Description	Order Quantity	Price	Buy-from
1	A0249 SUHANA BT SABRI	FA1090	COMPUTERS	3.0000	0.0000	

Select the requisition line and click this icon

 if need to insert any text/details about the requisition line else.

Text Editor

DELL LATITUDE 3301
 - DELL OPTICAL MOUSE, MS8116 (13")
 - 16G /512GB SSD

WARRANTY : 5 YEARS ON SITE NEXT BUSINESS DAY
 (PARTS AND LABOUR)
 TERM PAYMENT : 30 DAYS

Insert text/details and click “Save and Close”

Requisition: 460006087 Status: Created
 Position: 1

Item Buying Project/Finance

Business Partner
 Buy-from BP: H00000079
 BP Description: HL MULTISYS (M) SDN BHD

Item
 Item Cross Reference: ICS
 Item: FA1090
 Item Description: COMPUTERS
 Serial Number:
 Manufacturer:
 Project:
 Subcontracted

J. Next click at the order line. In **Item tab**, inserts the business partner code in the “Buy-from BP” field if user know the business partner/supplier. Else, keep it empty.

Requisition: 460006087 Status: Created
 Position: 1

Item **Buying** Project/Finance

Buying

Requested Date: 30/4/2021 08:00
 Order Quantity: 3.0000 Uni
 Price: 0.0000 MYR / Uni
 Amount: 0.00 MYR
 Warehouse: PHN12 PHNSA PRODUCTION
 Receipt Address: PHN000001 PHN Industry Sdn. Bhd.
 Buyer: A0249 SUHANA BT SABRI

Rejection
 Rejected
 Reason for Rejection:

K. This is the information displays in the **Buying tab**.

Requisition: 460006087 Status: Created
 Position: 1

Item Buying **Project/Finance**

Project
 Project:

Finance
 Ledger Account: 10021100 PPE IN PROGRESS
 Plant: **L**
 Section:
 Item Group:
 Model(SO Series):
 POC(PO Series)-Project: NON-PROJ NON PROJECT ASSET
 Business Partner:

L. At **Project/Finance** tab, fill in the Ledger Account, Plant and Section field if any.

M. Next, click **Save and Close**.

Menu Home Purchase Requisitions Purchase Requisition

General
 Requester: AD189 HALMATUN SAADIAH BINTI MD TAPSI
 Requester Department: DJT PHN IT DEPT
 Reference A: TESTING
 Reference B:

Control
 Requisition Date: 11/11/2021 09:52
 Requested Date: 30/11/2021 09:52
 Requisition: ITT66032
 Status: Created
 Text

ACTIONS
 Submit Shift-Z
 Cancel
 Prepare Conversion
 Convert... 2
 Delete Shift-V
Requisition - Lines - Synchronization
 Exit
 Export and Import

Line	Item Description	Item	Order Quantity	Price	Buy From B/D	Warehouse	Item Date
1	test	TESTL	1.0000	Pcs		PHN1	PHN SUBANG VE 30/11/21

N. Before submit, go to Actions and click **“Requisition-Lines-Synchronization”**.

This is to ensure the requisition lines will follow warehouse as in the requisition details in step G.

Menu Home Purchase Requisitions Purchase Requisition

General
 Requester: AD189 HALMATUN SAADIAH BINTI MD TAPSI
 Requester Department: DJT PHN IT DEPT
 Reference A: ORDERING MAY 2021
 Reference B:

Control
 Requisition Date: 04/2/2021 16:07
 Requested Date: 30/4/2021 08:00
 Requisition: 460006087
 Status: Created
 Text

ACTIONS
 Submit Shift-Z
 Cancel
 Prepare Conversion
 Convert... 2
 Delete Shift-V
 Requisition - Lines - Synchronization
 Exit
 Export and Import

Line	Buyer	Item	Item Description	Order Quantity	Price
1	A0249	SUHANA BT SABRI	FA1090 COMPUTERS	3.0000	Unit

O. The status of the ePR is now **Created**. Go to **Actions** and click **Submit** to submit the purchase requisition to the approver.

Menu Home Purchase Requisitions Purchase Requisition

General
 Requester: AD189 HALMATUN SAADIAH BINTI MD TAPSI
 Requester Department: DJT PHN IT DEPT
 Reference A: ORDERING MAY 2021
 Reference B:

Control
 Requisition Date: 04/2/2021 16:07
 Requested Date: 30/4/2021 08:00
 Requisition: 460006087
 Status: Pending Approval

ACTIONS

Line	Buyer	Item	Item Description	Order Quantity	Price
1	A0249	SUHANA BT SABRI	FA1090 COMPUTERS	3.0000	Unit

Now the ePR is submitted and pending for approval.

General: Requester: A0169 HALIMATUN SAADIAH BINTI MD TAPSIR, Requester Department: D_IT PHN IT DEPT, Reference A: ORDERING MAY 2021, Reference B:
 Control: Requisition Date: 9/4/2021 16:07, Requested Date: 30/4/2021 08:00, Requisition: 460006087, Status: Rejected

Line	Buyer	Item	Item Description
1	A0249	SUHANA BT SABRI	FA1090 COMPUTERS

BEFORE:
Order quantity is 3

AFTER:
Change Order quantity to the correct order quantity and Save

General: Requester: A0169 HALIMATUN SAADIAH BINTI MD TAPSIR, Requester Department: D_IT PHN IT DEPT, Reference A: ORDERING MAY 2021, Reference B:
 Control: Requisition Date: 9/4/2021 16:07, Requested Date: 30/4/2021 08:00, Requisition: 460006087, Status: Modified

Item	Item Description	Order Quantity
FA1090	COMPUTERS	5.0000 Uni

2.0 Purchase Requisition

Resubmission/Modification:

Procurement\ Requisitions\Requisitions

This step is done when the ePR has been rejected by Approver and user can resubmit again by modify the details.

If there are more than one requisition line, only modify the required line in order to resubmit again.

i) EXAMPLE TO MODIFY QUANTITY:

Make sure the PR is in "Rejected" status in order to modify the quantity.

Modify the quantity to the correct order quantity in the "Order Quantity" and click "Save".


Now the ePR status is Modified. Next proceed to Step S.

General: Requester: A0169 HALIMATUN SAADIAH BINTI MD TAPSIR, Requester Department: D_IT PHN IT DEPT, Reference A: ORDERING MAY 2021, Reference B:
 Control: Requisition Date: 9/4/2021 16:07, Requested Date: 30/4/2021 08:00, Requisition: 460006087, Status: Rejected

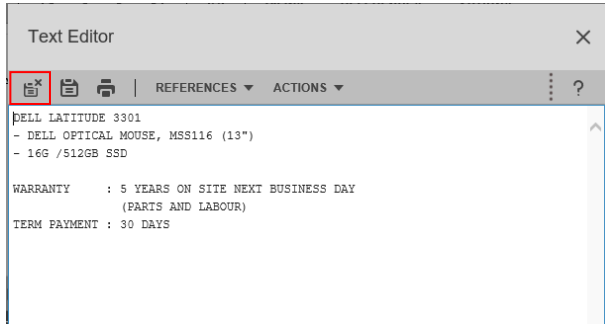
Item	Item Description	Order Quantity	Price
FA1090	COMPUTERS	5.0000 Uni	

ii)EXAMPLE TO EDIT TEXT LINE:

Make sure the PR is in "Rejected" status in order to edit the text line in the required PR line.

P. Highlight the required line and click this icon  .

Q




Q. Edit the text and click “Save and Close”.

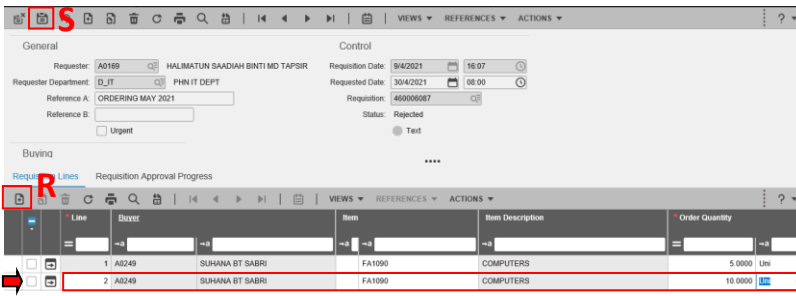
Next proceed to Step S.

iii)EXAMPLE TO INSERT NEW ORDER LINE:

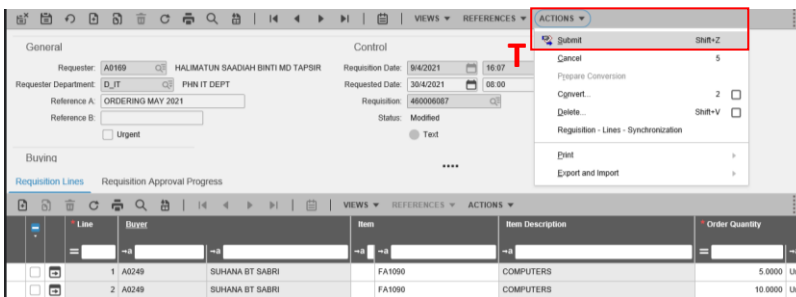
Make sure the PR is in “Rejected” status in order to edit the text line in the required PR line.

R. Click this icon  to insert the new order line and fill in the details as step I to M.

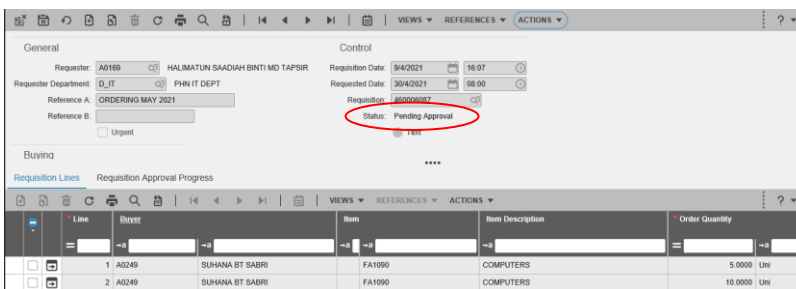
S. Click “Save” once complete.



T. The modified PR status is now “Modified”. Go to Actions and click Submit in order to resubmit the purchase requisition to the approver.



Now the ePR has been submitted again to the pending approver and the status is “Pending Approval”.



This information show the Requisition Approval Progress.

