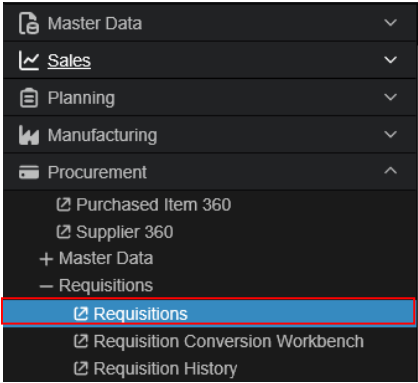


TITLE

PURCHASE REQUISITION APPROVAL

NO	SESSION/DIAGRAM	INSTRUCTIONS
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1.0



1.0 Purchase Requisition Approval: Procurement\Requisitions\Requisitions

There are 2 method on how to view the ePR for approval/rejection.

i) APPROVAL BY EPR NO

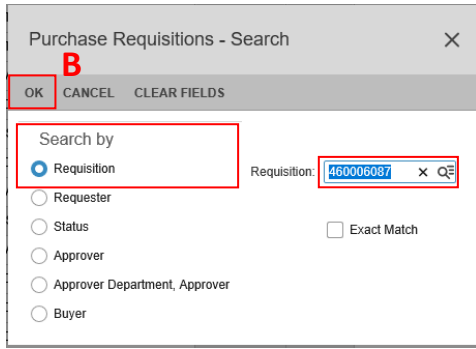
A. Open the Purchase Requisition session

and click this icon  in order to search for the **Purchase Requisition number**.

Requisition	Warehouse	Requester	Requisition Date	Reference A	Reference B	Approver	Status
460006072	PHN12	M0294	18/12/2020	MH166 19 Statistical Cl	BW 480-607	M0181	Processed
460006073	PHN12	M0573	8/1/2021	LAFTOP WPA-25 UNIT	NW 480-607	M0181	Processed
460006074	PHN12	M0294	21/1/2021	RENTAL LAPTOP	NW 480-607	M0181	Processed
460006075	PHN12	M0573	26/1/2021	EPSON LG PRINTER	A0249	SUHANA BT SABRI	Pending Approval
460006076	PHN12	M0573	26/1/2021	HP LASERJET RENTA	NW 480-607	M0181	Processed
460006077	PHN12	M0278	27/1/2021	PATCH IN UAT	NW 480-607	M0181	Processed
460006078	PHN12	M0294	19/2/2021	Cloud DR-PHN12 & Te	BW 480-607	M0181	Processed
460006080	PHN12	A0169	19/2/2021	MARCH 2021	NW 480-606	M0181	Processed
460006081	PHN12	A0169	19/2/2021	R&M BARCODE PRINT	M0168	NASAH BTE DAWAM	Pending Approval
460006082	PHN12	A0169	11/3/2021	R&M BARCODE PRINT	A0249	SUHANA BT SABRI	Pending Approval
460006083	PHN12	M0573	11/3/2021	RENTAL PRINTER	NW 480-606	M0181	Processed
460006084	PHN12	M0487	19/3/2021	SALES RPT CUSTOM	NW 480-606	M0181	Processed
460006085	PHN12	A0169	18/3/2021	BLANK LABEL	NW 480-606	M0181	Processed
460006086	PHN12	M0294	24/3/2021	Fiber cable PHNBB	M0168	NASAH BTE DAWAM	Pending Approval
460006087	PHN12	A0169	9/4/2021	ORDERING MAY 2021	M0168	NASAH BTE DAWAM	Pending Approval

Approver may double click at the required ePR to view the details. Approver may also

click at this icon  to view text in the required ePR.



B. Select search by “Requisition”, insert “PR No” and click “OK”.

Requisition	Warehouse	Requester	Requisition Date	Reference A	Reference B	Approver	Status	
460006087	PHN12	A0169	9/4/2021	16/07		NASAH BTE DAWAM	Pending Approval	
460006088	PHN12	A0169	14/6/2021	14/00		NASAH BTE DAWAM	Pending Approval	
460007074	PHN23	M0428	10/6/2019	09/55		Created	Created	
460008084	M0148	SAZALI DERANI	18/10/2019	10/18		Created	Created	
460008038	PHN22	T1899	5/1/2019	10/41	AUG '19 LORRIES (AK)	CI 480-830	M0181	Processed
460008038	PHN22	M0140	15/10/2019	10/40	TOWING BAR SETS P	BW 480-838	M0181	Processed
460008040	PHN23	M0428	7/8/2019	11/22	SEP '19 MHE	CI 480-840	M0181	Processed
460008041	PHN22	T1899	23/9/2019	15/21	SEPT '19 LORRIES (AR)	CI 480-841	M0181	Processed
460008043	PHN23	M0428	27/8/2019	11/50	AUG '19 MHE (NSHD)	NW 480-842	M0181	Processed
460008048	PHN22	M0140	16/10/2019	15/13	FIFO STICKER SEPT 1	NW 480-846	M0181	Processed
460008049	PHN22	M0140	15/10/2019	16/40	WHEEL FOR SPARE P	BW 480-846	M0181	Processed
460008050	PHN22	M0140	10/9/2019	15/07	STOPPER FOR SPARE P	CI 480-850	M0181	Processed
460008053	PHN23	M0428	10/9/2019	18/39	OCT '19 MHE	CI 480-853	M0181	Processed
460008054	PHN22	T1899	13/9/2019	11/44	OCT '19 LORRIES (AR)	CI 480-854	M0181	Processed
460008055	PHN22	T1899	13/9/2019	11/50	OCT '19 LORRIES	NW 480-855	M0181	Processed

C. Click at the requisition line and go to Reference menu and select “Approval Progress”.

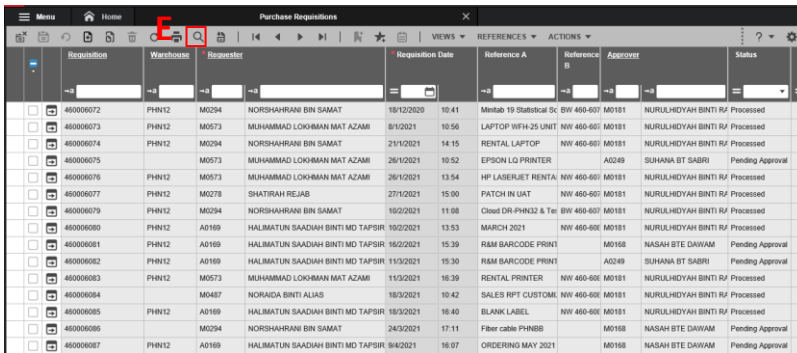
Approver Department	Address	Status	Reason for Rejection	Process Date	Test
1 D_IT	PHN IT DEPT	M0168	NASAH BTE DAWAM	Rejected	
2 D_IT	PHN IT DEPT	M0168	NASAH BTE DAWAM	Rejected	25/5/2021 18:26
3 D_IT	PHN IT DEPT	M0168	NASAH BTE DAWAM	Pending Approval	
4 PHNPUR	PHN Purchase Office	A0249	SUHANA BT SABRI	Pending Approval	25/5/2021 19:34
5 PHNPUR	PHN Purchase Office	M0181	NURULHIDYAH BINTI RAH	Pending Approval	

D. Click at the approval line status “Pending Approval” named approver and go to “Actions”.

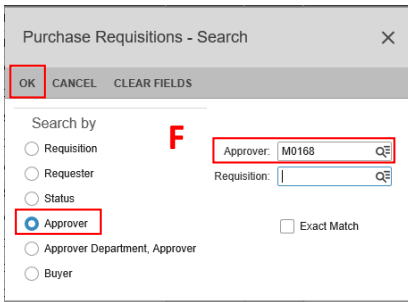
An approver can confirm or reject the purchase requisition and this can be done by clicking Approve or Reject.

ii) **APPROVAL BY APPROVER**

E. Open the Purchase Requisition session and click this icon .



Requisition	Warehouse	Requester	Requestion Date	Reference A	Reference B	Approver	Status
46000672	PHN12	M0294	NORSHAHRIANI BIN SAMAT	18/12/2020	10.41	Mentab 19 Statistical S...	Processed
46000673	PHN12	M0573	MUHAMMAD LOKHMAN MAT AZAMI	8/1/2021	10.56	LAPTOP WITH 25 UNIT	Processed
46000674	PHN12	M0294	NORSHAHRIANI BIN SAMAT	21/1/2021	14.15	RENTAL LAPTOP	Processed
46000675	PHN12	M0573	MUHAMMAD LOKHMAN MAT AZAMI	26/1/2021	10.52	EPSON LG PRINTER	Pending Approval
46000676	PHN12	M0573	MUHAMMAD LOKHMAN MAT AZAMI	26/1/2021	13.54	HP LASERJET RENTAL	Processed
46000677	PHN12	M0278	SHATRIRAH REJAB	27/1/2021	15.00	PATCH IN UAT	Processed
46000679	PHN12	M0294	NORSHAHRIANI BIN SAMAT	19/2/2021	11.08	Cloud DR PHN12 & Te...	Processed
46000680	PHN12	A0169	HALMATUN SAADIAH BINTI MD TAFSIR	19/2/2021	13.53	MARCH 2021	Processed
46000681	PHN12	A0169	HALMATUN SAADIAH BINTI MD TAFSIR	19/2/2021	15.39	RAM BARCODE PRINT	Pending Approval
46000682	PHN12	A0169	HALMATUN SAADIAH BINTI MD TAFSIR	11/3/2021	15.30	RAM BARCODE PRINT	Pending Approval
46000683	PHN12	M0573	MUHAMMAD LOKHMAN MAT AZAMI	11/3/2021	16.39	RENTAL PRINTER	Processed
46000684	PHN12	M0487	NORIDA BINTI ALIAS	18/3/2021	10.42	SALES RPT CUSTOMI...	Processed
46000685	PHN12	A0169	HALMATUN SAADIAH BINTI MD TAFSIR	18/3/2021	16.40	BLANK LABEL	Processed
46000686	PHN12	M0294	NORSHAHRIANI BIN SAMAT	24/3/2021	17.11	Fiber cable PHNBB	Pending Approval
46000687	PHN12	A0169	HALMATUN SAADIAH BINTI MD TAFSIR	9/4/2021	16.97	ORDERING MAY 2021	Pending Approval



Purchase Requisitions - Search

OK CANCEL CLEAR FIELDS

Search by

Requisition

Requester

Status

Approver

Approver Department, Approver

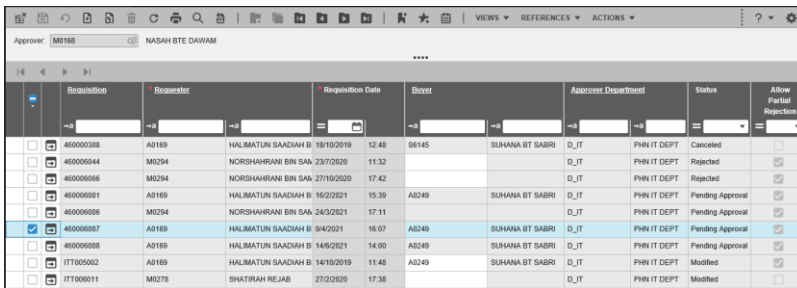
Buyer

Approver: M0168

Requisition:


Exact Match

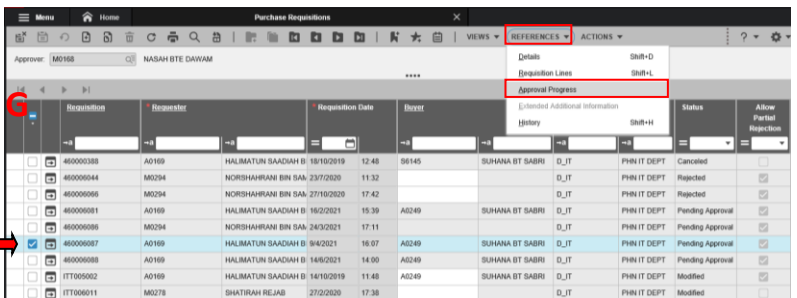
F. Select search by “Approver” and insert the staff no in Approver field. Empty the Requisition field and click “OK”.



Requisition	Requester	Requestion Date	Buyer	Approver Department	Status	Allow Partial Rejection				
46000388	A0169	HALMATUN SAADIAH B	18/10/2019	12.48	S6145	SUHANA BT SABRI	DJT	PHN IT DEPT	Cancelled	<input type="checkbox"/>
46000644	M0294	NORSHAHRIANI BIN SAA	23/7/2020	11.32			DJT	PHN IT DEPT	Rejected	<input checked="" type="checkbox"/>
46000666	M0294	NORSHAHRIANI BIN SAA	27/10/2020	17.42			DJT	PHN IT DEPT	Rejected	<input checked="" type="checkbox"/>
46000681	A0169	HALMATUN SAADIAH B	16/2/2021	15.39	A0249	SUHANA BT SABRI	DJT	PHN IT DEPT	Pending Approval	<input checked="" type="checkbox"/>
46000686	M0294	NORSHAHRIANI BIN SAA	24/3/2021	17.11			DJT	PHN IT DEPT	Pending Approval	<input checked="" type="checkbox"/>
46000687	A0169	HALMATUN SAADIAH B	9/4/2021	16.07	A0249	SUHANA BT SABRI	DJT	PHN IT DEPT	Pending Approval	<input checked="" type="checkbox"/>
46000688	A0169	HALMATUN SAADIAH B	14/5/2021	14.00	A0249	SUHANA BT SABRI	DJT	PHN IT DEPT	Pending Approval	<input checked="" type="checkbox"/>
IT700502	A0169	HALMATUN SAADIAH B	14/10/2019	11.48	A0249	SUHANA BT SABRI	DJT	PHN IT DEPT	Modified	<input checked="" type="checkbox"/>
IT700611	M0278	SHATRIRAH REJAB	27/2/2020	17.38			DJT	PHN IT DEPT	Modified	<input checked="" type="checkbox"/>

The session show the list of ePR that listed under the Approver include details such Requisition no, Requester, and Approver Department.

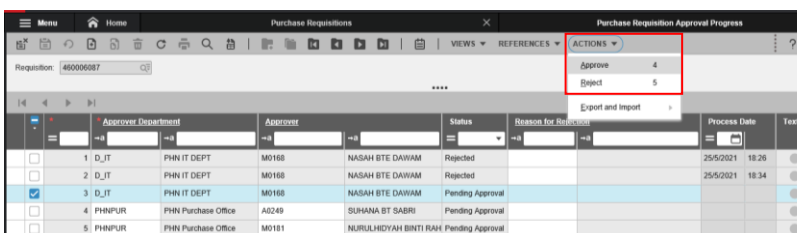
Approver may double click at the required ePR to view the details. Approver may also click at this icon  to view text in the required ePR.



REFERENCES ACTIONS

- Details
- Requisition Lines
- Approval Progress
- Export Additional Information
- History

G. Select the requisition line and go to References menu and select “Approval Progress”.



Purchase Requisition Approval Progress

Requestion: 46000687

Approve 4

Reject 5

Approver Department	Approver	Status	Reason for Rejection	Process Date	Text
1 DJT	PHN IT DEPT	M0168	NASAH BTE DAWAM	Rejected	25/5/2021 18:28
2 DJT	PHN IT DEPT	M0168	NASAH BTE DAWAM	Rejected	25/5/2021 18:34
3 DJT	PHN IT DEPT	M0168	NASAH BTE DAWAM	Pending Approval	
4 PHNPUR	PHN Purchase Office	A0249	SUHANA BT SABRI	Pending Approval	
5 PHNPUR	PHN Purchase Office	M0181	NURULHIDYAH BINTI RAH	Pending Approval	

H. Click at the approval line status “Pending Approval” named approver and go to “Actions”.

An approver can confirm or reject the purchase requisition and this can be done by clicking Approve or Reject.