

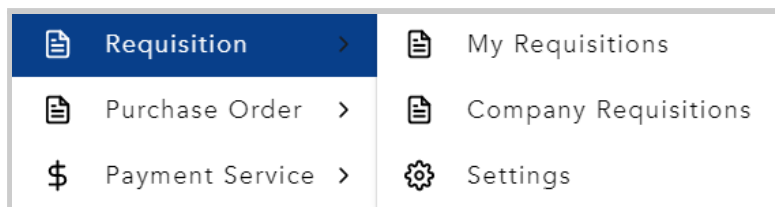
# PURCHASE REQUISITION MODULE

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## Activating the Requisition Module

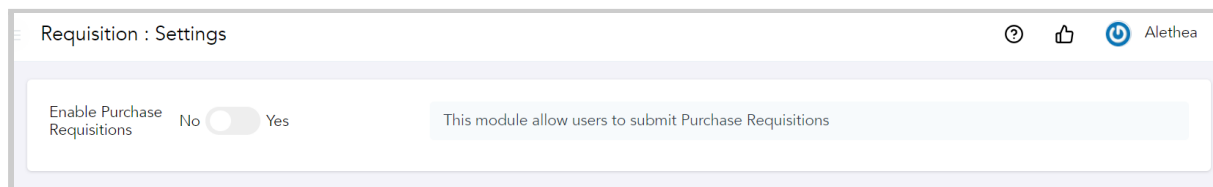
This section will explain how the Administrator will activate the PR module.

**Step 1:** Under Requisition, click on 'Settings'



**Step 2:** Activate Purchase Requisitions

Enable the toggle to activate Purchase Requisitions.

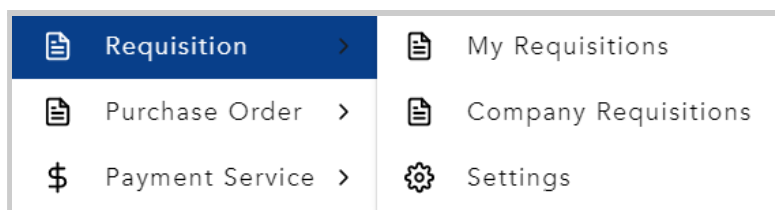


## Setting up Requisition Forms

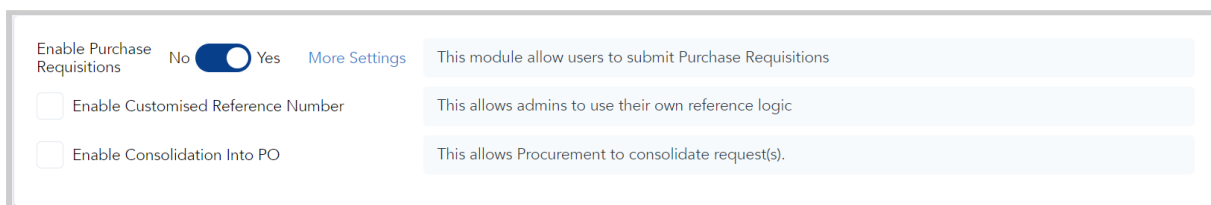
This section will explain how the Administrator can set up the requisition forms and assign it to users.

### Create New Requisition Forms

**Step 1:** Under Requisition, click on Settings



You will be redirected to the purchase requisition general settings page.



To have a customised reference number for your requisition, click on the 'Enable Customized Reference Number' box:

- Enabling this will allow you to customise your own PR reference number

To consolidate your requisitions, click on 'Enable Consolidation into PO'.

- Enabling this will allow you to be able to consolidate different Purchase Requisitions submitted into one PO

## Step 2: Create New Requisition Forms

To create new requisition forms, click on 'More Settings' and you will be redirected to the page below.

Requisition Form List

2  
Total Active Form

Create New

Form Code	Cost Type	Form Name	User(s) Attached		
003-MKT	Opex	Marketing Form	2	Active	View
002-IT	Opex	IT Form	2	Active	View
001-CON	Opex	Consumables Form	2	Inactive	View

Click 'Create New'.

## Step 3: Fill Up Form Details

First, select whether the form is under CAPEX or OPEX.

Fill in your Form Code (if applicable)

Fill in your Form Name.

Cost Type \* Form Code Form Name \*

Opex x 004-FAC Facilities Form

Cancel Create

Once completed, click 'Create' and your form would be created

2  
Total Active Form

Create New

Form Code	Cost Type	Form Name	User(s) Attached		
004-FAC	Opex	Facilities Form	0	Inactive	View
003-MKT	Opex	Marketing Form	2	Active	View
002-IT	Opex	IT Form	2	Active	View
001-CON	Opex	Consumables Form	2	Inactive	View

# Configure Requisition Form Fields

## Step 1: Select a Specific Form

Under Requisition Form List, click 'View' on a specific form

Requisition Form List

3  
Total Active Form

Create New

Form Code	Cost Type	Form Name	User(s) Attached		
004-FAC	Opex	Facilities Form	2	Active	View
003-MKT	Opex	Marketing Form	3	Active	View
002-IT	Opex	IT Form	3	Active	View
001-CON	Opex	Consumables Form	3	Inactive	View

## Step 2: Configure 'Form Fields'

Settings

Form Fields PR PDF

ENABLE REQUESTOR INFORMATION No Yes

#	Requestor Information	Activation	Compulsory	Display in PDF?
1	Requestor Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Requestor Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Requestor Contact Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Delivery Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Billing Entity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ENABLE VENDOR INFORMATION No Yes

ENABLE SUBMISSION LEVEL INFORMATION No Yes

Enable compulsory quotation attachment

#	Submission Information	Activation	Compulsory	Display in PDF?
1	Purchase Order Reference Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Purchase Requisition Reference Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Request Reference Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Submission Remarks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Delivery Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	GI Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Cost Centre	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Project Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Budget Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	Attachments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	Internal Comments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ENABLE ITEM TABLE INFORMATION No Yes

☒ Enable Price

☐ Currency of the form can be changed

**Facilities Form**

Active No Yes

Cost Type +

Opex X

Form Code

004-FAC

Name

Facilities Form

Delete Back Save

Under 'Form Fields', there will be a list of fields that you can action upon. You can either:

- **Activate Field** : When you activate a Activate a specific field , it would be displayed in the Requisition form
- **Make Field Compulsory** : This would make the field in the Requisition form compulsory. Users would not be able to proceed to the next step if the field is not filled in
- **Display Field in PDF**: To display a certain field in the PR pdf, click on the checkbox and this information would be displayed in your PR pdf

Activation	Compulsory	Display in PDF?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Once you have customized the form according to your requirements, click 'Save'


### **Step 3: Configure PR pdf**

This section is to configure on how your PR will look like when it is downloaded.

Form Fields



PR PDF

Company Logo

Click to Attach Document 

Upload your company logo to customise your PDF template

Terms & Conditions

B I U H1 H2 H3  

This terms & condition will be on 1 page with your PDF.

PDF Preview

To add Company Logo, attach an image of your company logo.

Input your Company's Terms & Conditions for PR under the 'Term & Conditions' field

Once completed, click 'Save'.

To have a preview of your PR PDF, click 'PDF Preview'

**PURCHASE REQUISITION PREVIEW**

**VENDOR NAME AND BILLING ADDRESS**

**Vendor A**  
Example Street,  
Example City, 12345678,  
Example State, Malaysia

Community Excel Services  
Dream Centre,  
2 Jalan 13/1, Seksyen 13,  
Petaling Jaya, 46200,  
Selangor, Malaysia

**PR Ref:** #REF-XXXXXXXXXX

**PR Date:** Wednesday, 12:00 04/08/2021

**Delivery Date:** Wednesday, 04/08/2021

**PR Currency:** MYR

**Department:** Department A

**Project Code:**

**Requestor Name:** Requestor A

#	Item	UOM	QTY	Tax	Unit Price	Amount
1	Product A <b>Description :</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin turpis dui, tincidunt eget lorem sit amet, elementum pellentesque velit.	Unit	1.0000	0 %	10.0000	10.00
<b>Subtotal incl. SST</b>						10.00
<b>SST Amount</b>						0.00
<b>Total Amount (MYR)</b>						10.00

## Step 4: Activate Form

To activate the form, enable the activation toggle and click 'Save'.

# Facilities Form

Inactive

No ☒ Yes

Cost Type \*

Opex

Form Code

004-FAC

Name

Facilities Form

Delete

Back

Save

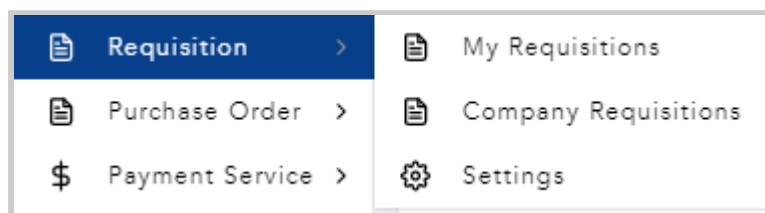
## Assigning Forms to Users

Forms can be assigned to each user via the User Management page. Please refer to the **User Management User Guide** for more details

## Creating Purchase Requisitions

This section explains how users can create purchase requisitions

**Step 1:** Under Requisitions, click 'My Requisitions'

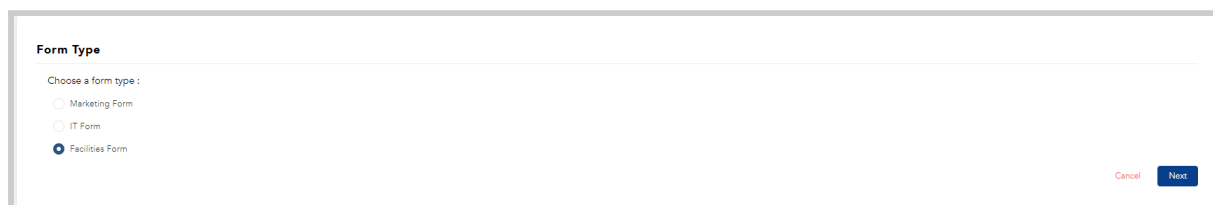


Click 'Create New' to create a new requisition.

## Select Form Type

Select Form Type and click 'Next'.

**Note:** Users can only select forms that they are assigned to.

A screenshot of a form titled 'Form Type'. Below the title, it says 'Choose a form type :'. There are three radio button options: 'Marketing Form', 'IT Form', and 'Facilities Form'. The 'Facilities Form' option is selected, indicated by a blue dot. At the bottom right of the form, there are two buttons: 'Cancel' (in red text) and 'Next' (in blue text).

## Filling Up Form Details

There are three main sections in filling up the form:

1. Main Information
2. Vendor Information (if applicable)
3. Item/Service Information

### Main Information

This section relates to the requestor's details.



**Main Information**

Requestor name: Alethea A. Requestor email: ale@supplycart.my Requestor contact number: +60164495828

Delivery address: Test Address 2  
 Test Address 2  
 Level 2, Building 2  
 No. 2, Street 2  
 Petaling Jaya, 111111  
 Selangor, Malaysia  
 Lift Access: false  
 Requires Permit: false

Billing entry: Regression Test 2 Sdn Bhd  
 Regression Test 2 Sdn Bhd  
 Finance Dept - 0311111111  
 Level 2, Building 2  
 No. 2, Street 2  
 Petaling Jaya, 111111  
 Selangor, Malaysia

Purchase Requisition Reference Number: RT2SB/PR/21/00001  
 Reference number RT2SB/PR/21/00001 is valid

Attach documents: Quotation Others  
 1. attachment.pdf

Internal comments

The requestor name, email & contact number would already be pre-filled.

Select Delivery & Billing Address assigned to you. Attach any quotation, other documents if applicable.

Input any Internal Comments if necessary. These internal comments would be seen by your approvers and the Procurement team.

## Vendor Information

In this section, the requestor is able to select a vendor from the list of vendors maintained.

**Note:**

1. This section would only appear if it is activated during the set up of the requisition form
2. List of vendors are maintained under My Vendors module

**Vendor Information**

Vendor name: XYZ Pte Ltd  
 Vendor address: Street ABC, 10, 123, Singapore, 40100 Singapore  
 Vendor code: 100001  
 Payment terms: 30

Vendor Person In Charge: Jane  
 Vendor contact number: 011 123456789  
 Vendor email: jane@xyz.com

## Item/Service Information

In this section, users would be required to input details pertaining to the item that they would like to request for

**Items/Services Information**

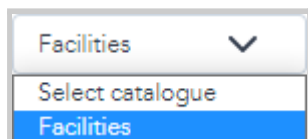
#	Name	UOM	Quantity	Unit price	Amount (MYR)	Dimensions
<p>Add Row OR Select catalogue</p>						
Subtotal 0					0.00	
Tax Amount					0.00	
Total Amount					0.00	

Cancel Back Next

There are two methods where a user can input the item that they would like to request for

### Method 1: Using the Catalogue Feature

**Step 1:** Select the catalogue assigned to you.



A list of items will be populated from the PR catalogue.

#	Name	UOM	Quantity	Unit price	Amount (MYR)	Dimensions
1	Drinking Water Services (Asset) (03112 - 000)	Unit	10.00	0.0000	0.00	Info
2	Audio Visual & Sound Sys (Asset) (03113 - 000)	Unit	10.00	0.0000	0.00	Info
3	Audio Visual & Sound Sys (03112 - 000)	Unit	10.00	0.0000	0.00	Info
4	Swimming Pool-R & M (03311 - 000)	Unit	0.00	0.0000	0.00	Info
5	Drinking Water Services (03310 - 000)	Unit	0.00	0.0000	0.00	Info
6	Furniture & Fixture-R & M (03309 - 000)	Unit	0.00	0.0000	0.00	Info
7	Safety & Fire Alarm-R & M (03307 - 000)	Unit	0.00	0.0000	0.00	Info
8	Plumbing Works & Declog Sys (03306 - 000)	Unit	0.00	0.0000	0.00	Info
9	Sauna & Steam Room - R&M (03305 - 000)	Unit	0.00	0.0000	0.00	Info
10	Fitness Equip R & M-Import (03304 - 000)	Unit	0.00	0.0000	0.00	Info
11	Fitness Equip R & M-Local (03303 - 000)	Unit	0.00	0.0000	0.00	Info
12	Aircon & Refrigerators - R & M (03302 - 000)	Unit	0.00	0.0000	0.00	Info

Subtotal 0 0.00

Tax Amount 0.00

**Total Amount 0.00**

Cancel Back Next

#### Notes:

- Prices will be automatically filled if they have been set up under 'PR catalogue'. The price field will also be locked and is not editable
- If the prices have not been set up under 'PR catalogue', manual price input would be required
- 'Add Row' will be disabled if you have already selected a catalogue.

### Step 2: Fill in Item Details

Fill in the Quantity, Unit Price & Dimensions. Depending on your form set up, there may be additional columns that would appear in the table such as :

- Item Code
- GL Code
- Item Description

**ITEM DIMENSIONS:**

Stock on hand \*

0

Item delivery date

Remarks

Under Item Dimensions, there may be other fields that appear as well. Some of the fields are as follows:

- Stock on Hand
- Category
- Department
- Project Code
- Item Delivery Date

Once completed, click 'Next'.

## Method 2: Add Row

### Step 1: Select Add Row

If the item is not in the catalogue, click 'Add Row'

Items/Services Information

#	Name	UOM	Quantity	Unit price	Amount (MYR)	Dimensions
1			1.00	0.0000	0.00	Info

Add Row
OR
Select catalogue

### Step 2: Fill in Item Details

Input Name, UOM, Quantity, Unit Price & Dimensions.

There may be other columns that would appear in the table such as :

- Item Code
- GL Code
- Item Description

Once completed, click 'Next'.

## Submit Requisition

Review all of the details in your requisition to ensure that it is complete & accurate.

Requisition : Purchase Requisition Form

1 Form Type Pick your form type → 2 Form Fill in all required fields → 3 Summary Review and submit

Summary

**Requestor Information**

<b>Requestor name</b> Alethea A	<b>Requestor email</b> ale@supplycart.my	<b>Requestor contact number</b> +60164495828	<b>Delivery address</b> Level 2, Building 2 No. 2, Street 2 Petaling Jaya, 111111 Selangor, Malaysia
<b>Billing entity</b> Level 2, Building 2 No. 2, Street 2 Petaling Jaya, 111111 Selangor, Malaysia	<b>Purchase Requisition Reference Number</b> RT25B/PR/21/00001 <small>This reference number might be changed once submitted</small>	<b>Attachments</b> N/A	<b>Internal comments</b> N/A

**Item/Service Information**

#	Name	UOM	Quantity	Unit price	Amount (MYR)	Dimensions
1	Drinking Water Services (Asset) (03112 - 000)	Unit	10.00	0.0000	0.00	Info
2	Audio Visual & Sound Sys (Asset) (03113 - 000)	Unit	10.00	0.0000	0.00	Info
3	Audio Visual & Sound Sys (03312 - 000)	Unit	10.00	0.0000	0.00	Info
Subtotal (0)					0.00	
Tax Amount					0.00	
<b>Total Amount</b>					<b>0.00</b>	

Cancel Back Submit

Click 'Submit' to confirm your submission.

Upon submission, you will receive an email confirming that the PR is pending for approval.

## Approving Purchase Requisitions

Requisitions submitted can be approved either via ADAM or via Email.

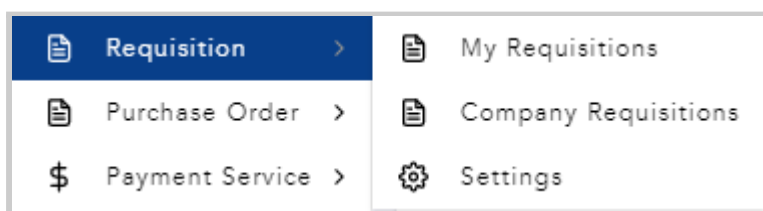
Please refer to the **Approval User Guide** for further details on how Requisitions can be approved.

## Viewing Purchase Requisitions

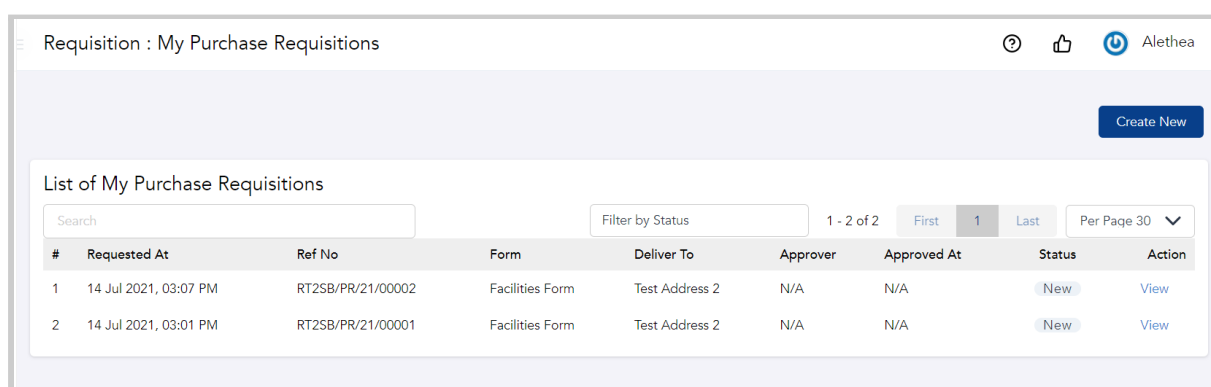
This section allows you to view & download your request

### My Requisitions

**Step 1:** Under Requisition, click on 'My Requisitions'



You will be redirected to a page where it shows a list of requisitions that you have submitted.



Refer to [Requisition Status: Updating Requisition Status](#) section to understand the definition of each status

## Step 2: View Requisition Details

Click 'View' to view further details of your requisition.

Dashboard

eSourcing

Quotation

Requisition

Purchase Order

Procure

Orders

Analytics

Catalogue

Vendors

Contracts

Catalogue

Vendors

Contracts

Catalogue

Vendors

Contracts

Finance

Approval

Settings

Catalogue

Vendors

Contracts

Finance

Approval

Settings

Catalogue

Vendors

Contracts

Finance

Approval

Settings

User Guide

FAQ

ADAM V2.0

Purchase Requisition Details

#ST/PR/21/00002

Approved

Back

Requestor Information

Requestor Name

Requestor Email

Requestor Contact Number

Delivery Address

Admin FFSG

admin@t1-ffsg-test.com

0123456789

01, 01, Spanish Fly Block  
Jalan Spanish Fly  
Subang Jaya, 46000  
Selangor, Malaysia

Billing Entity

01, 02, Super Block  
Jalan Super 1  
Kuantan, 09000  
Pahang, Malaysia

Submission Information

Submitted At

Currency

15 Jul 2021

MYR

Project Code

00002 - Hardware  
Purchases and  
Upgrades

Attachments

No attachments available

INTERNAL COMMENTS

Admin FFSG

15 Jul 2021, 12:44 PM

SF TTDI

Write comments here

Save

Items Information

\*All price displayed in MYR currency

#	Item Name	Uom	Status	Quantity	Unit Price	Tax	Total Amount	Dimensions
1	Nescafe	Bag	Approved	11.0000	23.0000	6% Services	253.00	Info
2	Milo	Bag	Approved	11.0000	33.0000	0% Zero	363.00	Info
Subtotal (Exclude Tax)							616.00	
Tax Amount							15.18	
Total Amount							631.18	

Submission Remarks

No submission remarks available

Approval Status

DELIVERY ADDRESS

PROJECT CODE

FLY CYCLE SDN BHD

Need to be approved by all approvers:

Finance T1-FFSG-Test

15 Jul 2021

Need to be approved by either approvers:

Manager T1-FFSG-Test

15 Jul 2021

Procurement T1-FFSG-Test

N/A

At this page you may:-

### 1. View Internal Comments placed by approvers or Procurement

INTERNAL COMMENTS

Admin FFSG

16 Jul 2021, 15:08 PM

Ok

Write comments here

Save

### 2. Status of the individual items

- This will show if the item has been consolidated at a PR level with other items

Items Information								
*All price displayed in MYR currency								
#	Item Name	Uom	Status	Quantity	Unit Price	Tax	Total Amount	Dimensions
1	AAA	Bottle	Approved	100.0000	4.4000	6% Services	440.00	Info
Subtotal (Exclude Tax)							440.00	
Tax Amount							26.40	
Total Amount							466.40	

### 3. Approval status & log

- This will show the Approver details including the date/time the PR has been approved
- If the PR has been rejected, it would showcase the reason for rejection

Approval Status

DELIVERY ADDRESS

→

DEPARTMENTS

ABC HOLDINGS SDN BHD

✓

Need to be approved by all approvers:

Manager T1-FFSG-Test

manager approve

15 Jul 2021

✓

Finance T1-FFSG-Test

finance approve

15 Jul 2021

#### 4. Download PR pdf

- This will allow the PR to be downloaded in pdf format

#SK/PR/21/00007 Approved

Requestor Information

Requestor Name

User2 FFSG Test

Requestor Email

user2@t1-fig-test.com

Requestor Contact Number

0123456789

Delivery Address

18, 18, Super Fitness Tower  
Jalan Super  
Tapah, 30000  
Perak, Malaysia

Submission Information

Submitted At

15 Jul 2021

Currency

MYR

Project Code

00001 - Office Setup,  
Facilities and Maintenance

Attachments

No attachments available

INTERNAL COMMENTS

Write comments here

Save

Billing Entity

01, 01, Super Tower  
Super Tower Avenue  
Damansara, 40000  
Selangor, Malaysia

Items Information

#	Item Name	Uom	Status	Quantity	Unit Price	Tax	Total Amount	Dimensions
1	AAA	Bottle	Approved	150.0000	23.4000	6% Services	3,510.00	Info
2	BBB	Box	Approved	10.0000	5.6000	6% Services	56.00	Info
Subtotal (Exclude Tax)							3,566.00	
Tax Amount							213.96	
Total Amount							3,779.96	



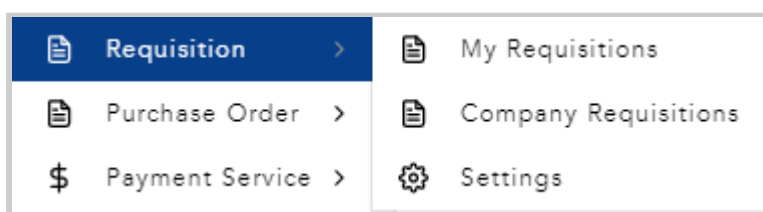
## Company Requisitions:

This section allows you to do the following:

1. View Company Purchase Requisitions
  - a. Filter Purchase Requisitions
  - b. Customise Columns
2. Update Working Statuses
3. Convert Requisitions to Purchase Orders

## View Company Requisitions

Under Requisition, click on 'Company Requisitions'



You will be redirected to a page where all of the company's requisitions are listed

Requisition : Company Purchase Requisition

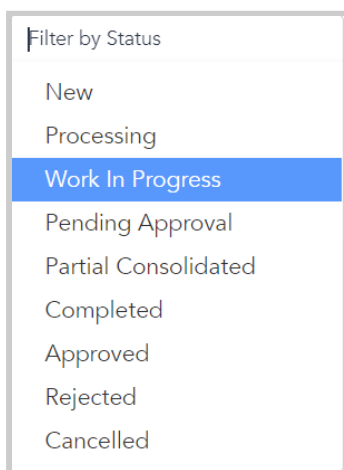
List of Company's Purchase Requisition

Filter by Status: 1 - 23 of 23

#	Requested At	Ref No	Form Type	Deliver To	PKC	PKC Dept	Approver	Approved At	Status	Action
1	15 Jul 2021, 04:55 PM	ST/PR/21/00004	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Approved	View
2	15 Jul 2021, 04:45 PM	SK/PR/21/00010	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Approved	View
3	15 Jul 2021, 04:18 PM	SK/PR/21/00009	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Approved	View
4	15 Jul 2021, 04:02 PM	SK/PR/21/00008	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Approved	View
5	15 Jul 2021, 03:58 PM	ST/PR/21/00003	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Approved	View
6	15 Jul 2021, 03:54 PM	AH/HQ/PR/21/00009	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	View

## Filter Requisitions

To filter the status of your requisitions, click on the 'Filter by Status' tab and a list of statuses will appear.



Click on desired status and it would show the list of requisitions with the selected status.

List of Company's Purchase Requisition

searchable

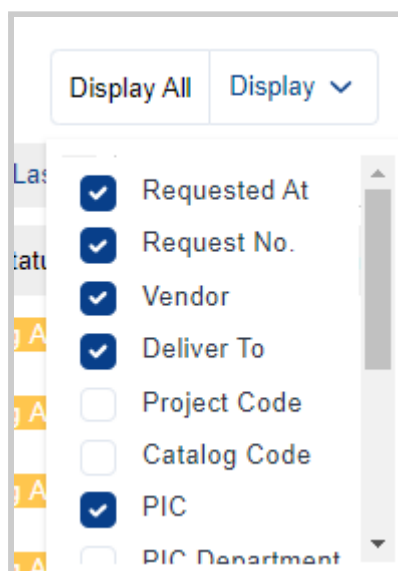
Pending Approval x 1 - 8 of 8 First 1 Last Per Page 30

#	Requested At	Ref No	Form Type	Deliver To	PIC	PIC Dept	Approver	Approved At	Status	Action
1	15 Jul 2021, 03:54 PM	AH-MD/PR/21/00009	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	<a href="#">View</a>
2	15 Jul 2021, 03:42 PM	SK/PR/21/00006	PR From D - Project Code	Super Fitness Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	<a href="#">View</a>
3	15 Jul 2021, 03:03 PM	AH-MD/PR/21/00008	PR Form A	Fly Cycle Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	<a href="#">View</a>
4	15 Jul 2021, 02:59 PM	AH-MD/PR/21/00007	PR Form A	Fly Cycle Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	<a href="#">View</a>
5	15 Jul 2021, 02:55 PM	SK/PR/21/00004	PR From D - Project Code	Super Fitness Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	<a href="#">View</a>
6	15 Jul 2021, 02:37 PM	SK/PR/21/00003	PR Form A	Super Fitness Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	<a href="#">View</a>
7	15 Jul 2021, 02:31 PM	SK/PR/21/00002	PR Form A	Super Fitness Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	<a href="#">View</a>
8	15 Jul 2021, 02:10 PM	SK/PR/21/00001	PR From D - Project Code	Super Fitness Sdn Bhd	N/A	TBA	N/A	N/A	Pending Approval	<a href="#">View</a>

1 - 8 of 8 First 1 Last Per Page 30

## Customize Company Requisition Columns

At this page, you will also be able to customise what columns are to be visible by clicking on the 'Display' dropdown list

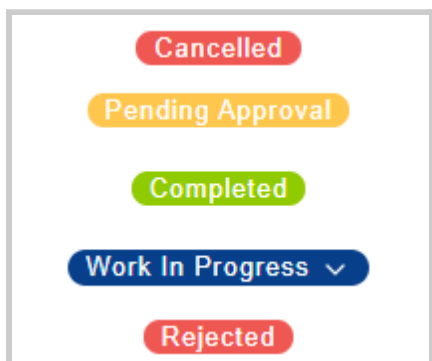


The columns that be selected are as below:-

- Requested At : Date the Requisition was submitted
- Request No. : Reference Number of the Requisition
- Vendor : Vendor Name
- Deliver To : Delivery Address
- Project Code : Project Code
- Catalogue Code : PR Catalogue Code
- PIC : Name of Requestor
- PIC Department : Requestor's Department
- Status : Status of the Requisition
- Amount : Total value of the Requisition
- Approver : Latest Approver
- Approved At : Date of Latest Approval
- Updated By : Last person to amend/approve the Requisition
- Updated At : Date of last amendment/approval of the Requisition

## Update Company Requisition Working Status

For a specific requisition, you may change to your desired status by clicking on the 'Status'.



For further details, refer to [Requisition Status: Updating Requisition Status](#) section.

## Consolidate Requisitions

You can also consolidate multiple requisitions to issue a single PO. For further details, refer to the [Convert Requisitions to PO](#) section

## Company Requisition: Working Statuses

This section will explain the definition of each status, as well as the progression of the requisition statuses. This will depend on the activation of the PO module.

#	Requested At	Ref No	Form Type	Deliver To	PIC	PIC Dept	Approver	Approved At	Status	Action
1	15 Jul 2021, 04:55 PM	ST/PR/21/00004	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Rejected	View
2	15 Jul 2021, 04:45 PM	SK/PR/21/00010	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Approved	View
3	15 Jul 2021, 04:18 PM	SK/PR/21/00009	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Approved	View
4	15 Jul 2021, 04:02 PM	SK/PR/21/00008	PR From D - Project Code	ABC Holdings Sdn Bhd	N/A	TBA	N/A	N/A	Rejected	View

### List of Statuses:

The list of statuses available will be based on the activation of corresponding modules, such as below:

If the PR Approval Module has been activated, the following additional statuses are available:-

**Note:** The system will automatically update the statuses

- **Pending Approval** : The Requisition is awaiting approval by the assigned approvers
- **Approved** : The Requisition has been fully approved by all approvers
- **Rejected** : An Approver has rejected the Requisition
- **Cancelled** : The User has cancelled the Requisition

If the PO Module is NOT activated, the following statuses are available

**Note:** This can be changed at the 'Company Requisitions' page

- **New** :
  - The Requisition is pending further action by Procurement.
  - Status 'New' can be converted to 'Declined' or 'Work in Progress'
- **Work In Progress** :
  - The requisition is being actioned on by Procurement
  - Status 'Work in Progress' can be converted to 'Declined' or 'Complete'
- **Complete** : Procurement has completed all relevant action on the Requisition
- **Declined** : Procurement has declined to further action on the Requisition

If the PO Module is activated, the following additional statuses may be displayed:-

**Note:** The system will automatically update the statuses

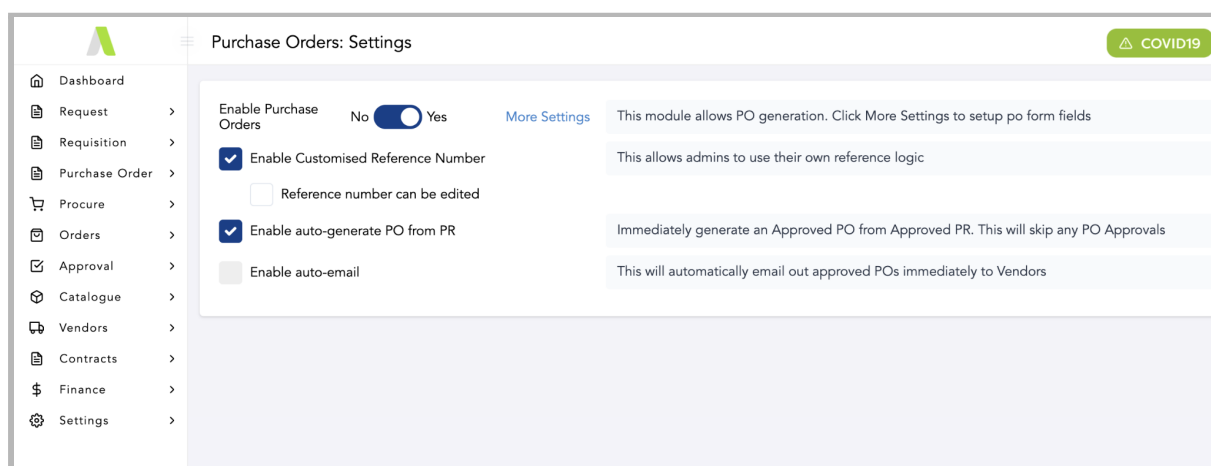
- **New** : The Requisition is pending further action by Procurement
- **Partially Consolidated** : Some items in the Requisition has been converted to a Draft PO (Note: this will only be available if PR Consolidation is enabled)
- **Completed** : The Requisition has been fully converted to a Draft PO

## Convert Approved Requisitions directly into an Approved PO

If your organisation does not require another step in the PO creation process, our platform has the ability to immediately convert an approved PR into a PO.

PO Module will need to be activated.

Under Purchase Order > Settings, ensure that “Enable Auto-Generate PO from PR” is enabled.



If a PR Form has all the required fields for a PO, once approved, it will automatically be converted immediately into an Approved PO.

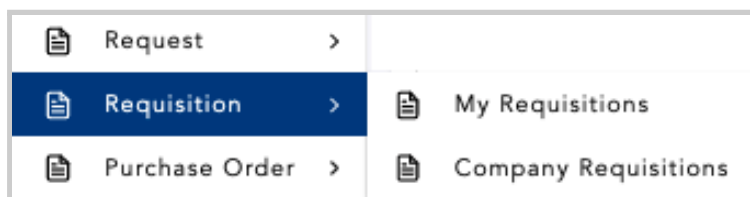
This will appear under My Purchase Orders / Company Purchase Orders.

# Convert Approved Requisitions into a new PO

This section will cover how Administrators can either convert individual Requisitions into a new PO, or consolidate multiple Requisitions into a new PO.

## Converting a single Requisition to a PO

**Step 1:** At Requisitions, click 'Company Requisitions'



You will be redirected to a page where all of the company's Requisitions are listed

**Step 2:** At the Requisition to be converted, click on 'Create PO'

#	Requested At	PR Ref No	Vendor	Form Type	Deliver To	PIC	Amount (MYR)	Approver	Approved At	Status	Action
1	05 Aug 2021, 03:10 PM	ST58/PR/21/00031	IKEA	PR Form (N, NoTax)	Supplycart (PG-068)	Shangrong Soh	39.90	N/A	N/A	Pending Approval	View
2	05 Aug 2021, 03:09 PM	ST58/PR/21/00030	IKEA	PR Form (N, NoTax)	Supplycart (PG-068)	Shangrong Soh	14.80	N/A	N/A	Pending Approval	View
3	05 Aug 2021, 03:08 PM	ST58/PR/21/00029	IKEA	PR Form (N, NoTax)	Supplycart (PG-068)	Shangrong Soh	7.90	Jonathan Oh	05 Aug 2021, 03:14 PM	Approved	Create PO View

This will redirect you to the Purchase Order Generation Form that was mapped to this Requisition Form

**Step 3:** Proceed with creating PO with Requisition Information

Purchase Orders: Purchase Orders Form

**Main Information**

Requestor name: Shangrong Soh | Requestor email: shangrong@supplycart.my | Requestor contact number: 0122222222

Delivery address: Supplycart (PG-068) | Billing entity: Supplycart Technologies Sdn Bhd

Supplier (PG-068): P-0008, Mutiara Oriental Condominium, Jalan BM 1/8, Taman Bukit Mayang Emas, Petaling Jaya, 47301, Selangor, Malaysia. LRT Access: later. Requester Permit: later.

Supplier Technologies Sdn Bhd: P-0002, Mutiara Oriental Condominium, Jalan BM 1/8, Taman Bukit Mayang Emas, Petaling Jaya, 47301, Selangor, Malaysia.

Purchase Order Reference Number: PO-000008 | Submission remarks: | Attach documents: | Internal comments: |

Reference number PO-000008 is valid.

**Vendor Information**

Vendor name: IKEA | Vendor address: 2, Jalan PJU 7/2, Mutiara Damansara, Petaling Jaya, 47800, Selangor, Malaysia.

**Items/Services Information**

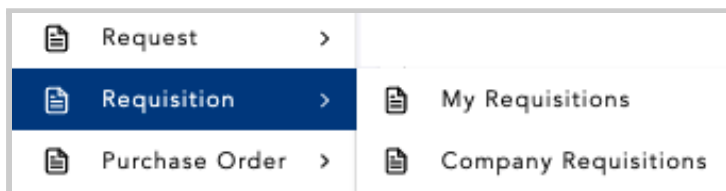
#	Code	Name	UOM	Quantity	Unit price	Amount (MYR)	Dimensions
1	IKSA-Bleeding Tin		1001	1.0000	9.9000	9.90	Info
2	IKSA-365+ Classic 10cm		1001	1.0000	4.9000	4.90	Info

Subtotal (No Tax): 14.80 | Tax Amount: 0.00 | Total Amount: 14.80

Proceed with creating the PO. Please refer to the **Purchase Order Guide** on how PO forms can be set up and created.

## Consolidate multiple Requisitions to a PO

**Step 1:** At Requisition, click 'Company Requisitions'



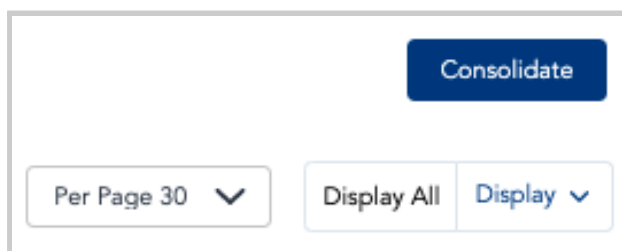
You will be redirected to a page where all of the company's Requisition are listed

**Step 2:** Select Requests to be Consolidated

List of Company's Purchase Requisition			
Search by Requested At, Request No., Form Type, Deliver To, Vendor, PIC, Status, Amount, /			
#	Requested At	PR Ref No	Vendor
<input checked="" type="checkbox"/> 1	05 Aug 2021, 03:34 PM	STSB/PR/21/00032	IKEA
<input checked="" type="checkbox"/> 2	05 Aug 2021, 03:10 PM	STSB/PR/21/00031	IKEA

This will identify which Requisitions are to be consolidated

**Step 3:** Click on 'Consolidate'



This will take you to the 'Consolidate Requisition' page

**Step 4:** Complete the Consolidated PO Form

This Form will have fields that correspond to the PR form that was mapped to this PO form

Complete the required Information & amend the Vendor and product Information (If required) based on the information submitted through the PR form. For more information on the PO form setup, please refer to the **Purchase Order User Guide**.

Requisition: Purchase Requisition Consolidate

Petaling Jaya, 47301  
Selangor, Malaysia  
Lift Access: false  
Requires Permit: false

Jalan BM 1/8, Taman Bukit Mayang Emas  
Petaling Jaya, 47301  
Selangor, Malaysia

Purchase Order Reference Number: PO-000009  
Submission remarks:   
Reference number PO-000009 is valid

Attach documents: [Quotation](#) [Others](#)

Internal comments:

---

**Vendor Information**

Vendor name:

Vendor address:

---

**Items/Services Information**

Once submitted, it will take the submission level vendor for the item. Remove any item that is not from the selected vendor

#	Code	Name	UOM	Quantity	Unit price	Amount (MYR)	Dimensions
<input type="checkbox"/> 1		IKEA Vardagen Teapot, 1.2L	Unit	1.0000	39.9000	39.90	<a href="#">Info</a> <input checked="" type="checkbox"/>
<input type="checkbox"/> 2		IKEA Dinera Mug, 30cl	Unit	1.0000	7.9000	7.90	<a href="#">Info</a> <input checked="" type="checkbox"/>

[Add Row](#)

Subtotal (No Tax): 47.80  
Tax Amount: 0.00  
**Total Amount: 47.80**

[Unmerge](#) [Merge](#)

[Cancel](#) [Submit](#)

At the 'Item/Services' information, select items to Merge. This will combine multiple items from the Requests into a single Combined lined item at the PO.

Once submitted, it will take the submission level vendor for the item. Remove any item that is not from the selected vendor

#	Code	Name	UOM	Quantity	Unit price	Amount (MYR)	Dimensions
<input type="checkbox"/> 1		IKEA Vardagen Teapot, 1.2L	Unit	1.0000	39.9000	39.90	<a href="#">Info</a> <input checked="" type="checkbox"/>
<input type="checkbox"/> 2		IKEA Dinera Mug, 30cl	Unit	1.0000	7.9000	7.90	<a href="#">Info</a> <input checked="" type="checkbox"/>

[Add Row](#)



Subtotal (No Tax): 47.80  
Tax Amount: 0.00  
**Total Amount: 47.80**

[Unmerge](#) [Merge](#)

Click on 'Merge' to combine the items.

**Note:** You may 'Unmerge' by selecting the Combined line item and clicking on the 'Unmerge' button. This will restore the items to the original listing



Quantity	Unit price	Amount (MYR)	Dimensions
1.0000	39.9000	39.90	Info 
1.0000	7.9000	7.90	Info 
Subtotal (No Tax)		47.80	
Tax Amount		0.00	
Total Amount		47.80	

UnmergeMerge

#### Step 5: Submit the Consolidated PO Form

Click on 'Submit' to submit the Consolidated PO for Approval. Consolidated POs can be approved either via ADAM or via Email.

Please refer to the **Approval User Guide** for further details on how POs can be approved.