

Purchase Requisition

REQUISITION QUEUE

REFRESH LISTPR DEMO CSVUPLOAD PR BY CSVCREATE

10

Search Here

REQUISITION NO	PO NO	CREATED DATE	CREATED BY	SITE	PROCESS	STATUS	ACTIONS	DETAILS
PRQ01639		01/09/2023 5:21 PM	RAKESH SINGH	SHYD01		ERROR:QADSUBMIT		
PRQ01632		21/08/2023 5:31 PM	pavankumar@aliterolutions.com	SAUR01		SUBMITTED		
PRQ01631		21/08/2023 5:28 PM	pavankumar@aliterolutions.com	SAUR01		SUBMITTED		
PRQ01630		21/08/2023 5:20 PM	pavankumar@aliterolutions.com	SAUR01		SUBMITTED		
A0000398		16/08/2023 11:50 AM	DMI855USER	SMUM01		SUBMITTED		
A0000397		16/08/2023 11:46 AM	DMI855USER	SIND01		SUBMITTED		
PRQ01622		03/08/2023 12:08 PM	pavankumar@aliterolutions.com	SAUR01		ERROR:QADSUBMIT		
CCCCCCCC		26/07/2023 11:08 AM	DMI855USER	SGOA01		SUBMITTED		
BBBBBBBB		26/07/2023 10:52 AM	DMI855USER	SGOA01		SUBMITTED		
A0000312		25/07/2023 7:12 PM	DMI855USER	SIND01		SUBMITTED		

<123...7>

1. Click on this button, to create a requisition.

Create PR

REQUISITION MAINTENANCE								SAVE	← BACK
REQ NBR PRQ01640		SUPPLIER: SELECT SUPPLIER		CREDIT TERMS SELECT	CURRENCY CURRENCY CODE				
UNIT CODE SAHM01		BILL-TO SELECT		SHIP-TO: SELECT SHIP TO		PROJECT SELECT			
DOCUMENT ATTACHMENT ATTACH DOCUMENT		Select IncoTerms SELECT IncoTerms		REQSTN DATE 2023-09-06		DUE DATE SELECT DATE			
REMARKS ADDITIONAL REMARKS		HEAD COMMENTS HEAD COMMENTS		SUPPLIER ADDRESS		SHIP TO ADDRESS			
SELECT PLAN ORDER SELECT PLAN ORDER								ADD NEW LINE	

LINE NO	CUST SITE	ITEM CODE	ITEM DESC	ITEM TYPE	QTY	PER UNIT COST	ITEM UNIT DISCOUNT %	TOTAL COST (0)	ACTIONS
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1. Requisition number is auto displayed.
2. Select Supplier. On selecting supplier, Credit Terms, Currency, Unit code and Supplier Address are auto displayed.
3. Select Bill-to.
4. Select Ship-to. Ship to address is auto displayed.
5. Select Project.
6. Attach Document.
7. Select Inco terms.
8. Select Due date.

Add New Line

LINE NO : 1

☐ IS MEMO ITEM

1

ITEM :

SELECT

2

TAXCLASS CODE

TaxClassCode

3

ITEM CUST PART

3

ITEM DESCRIPTION

UOM

4

QTY

QTY

5

UNIT PRICE

PRICE

5

ITEM UNIT DISCOUNT %

ITEM UNIT DISCOUNT

5

TOTAL CUST UNIT PRICE

6

SO NUMBER

SO NUMBER

6

END CUSTOMER

END CUSTOMER

7

LINE COMMENT

LINE COMMENT























CANCEL

SAVE

1. Select Item. On selecting item, Cust part, Description, UOM, Tax class code are auto displayed.
2. Select Need date.
3. Select Due date.
4. Enter Quantity and Unit price.
5. Enter Discount percentage for item unit. Total line item price is auto displayed.
6. Enter SO number and End customer.
7. Click on this button, to save line details.











































PR Saved

- On creating PR, its status is shown as 'Not Submitted'.

REQUISITION QUEUE									
<div> <div>10</div> <div>REFRESH LIST</div> <div>PR DEMO CSV</div> <div>UPLOAD PR BY CSV</div> <div>CREATE</div> </div>									
REQUISITION NO	PO NO	CREATED DATE	CREATED BY	SITE	PROCESS	STATUS	ACTIONS	DETAILS	
PRQ01641		06/09/2023 1:15 PM	pavankumar@aliter solutions.com	SBRD02	NOT SUBMITTED	NOT SUBMITTED	 SUBMIT PR		
PRQ01639		01/09/2023 5:21 PM	RAKESH SINGH	SHYD01		ERROR/DASUBMIT			
PRQ01632		21/08/2023 5:31 PM	pavankumar@aliter solutions.com	SAUR01		SUBMITTED			
PRQ01631		21/08/2023 5:28 PM	pavankumar@aliter solutions.com	SAUR01		SUBMITTED			
PRQ01630		21/08/2023 5:20 PM	pavankumar@aliter solutions.com	SAUR01		SUBMITTED			
A0000398		16/08/2023 11:50 AM	DM1855USER	SMUM01		SUBMITTED			
A0000397		16/08/2023 11:46 AM	DM1855USER	SIND01		SUBMITTED			
PRQ01622		03/08/2023 12:08 PM	pavankumar@aliter solutions.com	SAUR01		ERROR/DASUBMIT			
CCCCCCCC		26/07/2023 11:08 AM	DM1855USER	SGOA01		SUBMITTED			
BBBBBBBB		26/07/2023 10:52 AM	DM1855USER	SGOA01		SUBMITTED			

1. Click 'Submit PR'.

PR Submitted

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BBBBBBBB		26/07/2023 10:52 AM	DMI855USER	SGOA01	  	SUBMITTED				

1. Status becomes 'Submitted'. PR goes for approval. On approving, it is submitted to QAD.