

Creating a Requisition

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-10	Issue No: 01	Issue Date: 01.06.19

[Purchasing / Requisitions / Create new](#)

- Select Purchasing and then Requisitions on the drop-down menu that appears. This will bring you to a list of all the previously made requisitions that can be filtered by projects or users who have created them.

Requisitions Quick links Help

Select Project Select User None selected



Code	Project	Created By	Created Date	Status	Orders
0044/Test01	Reagus	John Jones	23.05.2019 13:36	Closed	000198/Test01/JJ 000199/Test01/JJ
0043/Test01	Reagus	John Jones	14.05.2019 15:57	Closed	000197/Test01/JJ
0042/Test01	Reagus	John Jones	14.05.2019 13:43	Closed	000193/Test01/JJ
0041/Test01	Reagus	John Jones	13.05.2019 10:45	Closed	000191/Test01/JJ
0040/Test01	Reagus	John Jones	07.05.2019 13:59	Closed	000189/Test01/JJ
0039/Test01	Reagus	John Jones	23.04.2019 11:03	Closed	000175/Test01/JJ
0038/Test01	Reagus	John Jones	23.04.2019 11:00	Closed	000174/Test01/JJ
0037/Test01	Reagus	John Jones	23.04.2019 10:35	Requested	

- To place a new Requisition, press

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The screenshot shows the 'Add Requisition' interface. At the top, there's a navigation bar with 'SPUD Start Processing Useful Data' and user information 'John Smith'. Below this, the 'Add Requisition' page has a 'Back' button and 'Save' and 'Save and Submit' buttons. The 'Requisition Info' section contains fields for Code (0013.000001), Created Date (06.06.2019 15:27:45), Created By (John Smith), Status (Created), Project (Bedford Shopping Centre), and Suppliers For all (None selected). The 'Requisition Material Items' section has a table with columns: Description, Quantity, Unit, Delivery Date, Second Level Cost Code, Third Level Cost Code, Supplier Suggestion, Suppliers, and Status. Two items are listed: 'Wheelbarrow' and 'Pack of toilet Rolls'. The 'Requisition Plant Hire Items' section has a table with columns: Description, Quantity, Payment Per, Duration, Hire Period, Delivery Date, Second Level Cost Code, Third Level Cost Code, Supplier Suggestion, Suppliers, and Status. One item is listed with a quantity of 0. At the bottom, there are 'Internal Notes' and 'External Notes' text areas, and an 'Upload Documents' button.

- Add the material/plant required, the quantity needed and the desired unit of measurement, desired delivery date, cost codes and supplier.
- Include any necessary notes or comments for the company buyer in 'internal notes' and any notes or comments for the supplier in the 'External notes'
- Include any necessary documentation by clicking 
- Once you are ready to submit the requisition click  or if you are not ready to submit but would like to save all details you have entered, click 'save' and return to finish at a later stage.
- Once the requisition has been submitted, it will be automatically be sent to your supplier.