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.

- To place a new Requisition, press   **+ Add Requisition**

- 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   [⬆ Upload Documents]

- Once you are ready to submit the requisition click   [Save and Submit]   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.