Screen 1:Create Requisition

1. Create New Requisition with mandatory details.
2. With existing details can view/modify non-finalized requisition.

Screen 2: Item Selection

1. Select Sub catalogue and Add Item in Sub-Catalogue (optional)………… Free item for particular requisition only.
2. Select Sub catalogue or All .
3. Enter quantity for item and comments (optional).
4. Save or Preview Finalize

Screen 3: Requisition Item Preview

1. Select Delivery Port, Delivery Date and Reason for Request.
2. Assign Worklist Jobs.
3. Entered Purchase Questionnaire.
4. Add Attachment
5. Delete Requisition
6. Close without finalize
7. Save and Finalize Requisition