Create Requisitions (POR)

Login to AS400

STEP 1 - From the Master Menu (Angola System):

```
Vetco Gray Angola         Master Menu -  Angola         Date: 12 JAN 14
Screen: AHANNAH                                          Time: 08:36:10

    1 -  PCS Nigeria System            18 -
    2 -  Projects System              19 -  Cost of Sales
    3 -  Montrose System              20 -  QA Inquiry
    4 -  Denmark System               21 -  PC File Transfer
    5 -  Cabinda System               22 -  QA System
    6 -  Egypt System                 23 -  Time Recording
    7 -  Angola System                24 -
    8 -  Other Environments           25 -  IRR System
    9 -  Nigeria System               26 -
   10 -  Additional Mapics Options    27 -  Consolidated Inventory
   11 -  Fastpath Inq.                28 -
   12 -  MAPICS XA                    29 -  Change Default OUTQ
   13 -  North Africa System          30 -  Display Messages
   14 -  VG Eastern System            31 -  Display Submitted Jobs
   15 -  O.E.I.                       32 -  Display Job Queues
   16 -  Purchasing                   33 -  Display Output Queues
   17 -  M.R.P.                       90 -  Sign Off

   Enter Option Required  __

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```

STEP 2 - Select 16 - Purchasing

```
12/01/14 Vetco Gray Angola        Angola                   AHANNAH
08:36:59 Purchasing - Main Menu                            DP410CSA

    1 - Inquiries                     18 - Master File Maintenance
    2 -                               19 -
    3 - Reports Menu 1                20 - Inspection Criteria Menu
    4 - Reports Menu 2                21 - Goods In Customs Update
    5 - Requisition Maintenance       22 - SSP5 Menu
    6 - Create Req.s for Sub-Con P.O.s 23 -
    7 - Purchase Order Maintenance    24 - Fast Path Inquiry
    8 - P.O. Receipts                 25 -
    9 - Inspection Receipts           26 - Work with Inspection Receipts
   10 - Inspection Activities         27 -
   11 - Authorise Purchase Orders     28 -
   12 - Authorise Invoices            29 - Change/Start Output Queues
   13 - Approval of Non AVL Suppliers 30 - Display Messages
   14 - Frame Agmt Override Signoff   31 - Display Submitted Jobs
   15 - Create Requisitions from MRP  32 - Display Job Queues
   16 - Proprietary Serialisation     33 - Display Output Queues
   17 - Authorisation Workflow        90 - Previous Menu

   Enter Option Required       __
   F4=Prompt
```

STEP 3 - Select 5 – Requisition Maintenance

STEP 5 - Press Enter

STEP 6 - Function Key: F6=Create

TYPE 1 (INVENTORY) POR

NOTE: The following are Mandatory Fields:

Type *
Due Date
Part Number *
Requisition Qty
Currency * - (defaults to 01 - £GB Sterling)
Sales Order/Line Item *

INFO - For the Fields with * …….the Function F4 Prompt / Look up is available as per the example below.

STEP 7 – Populate the Required *Fields (see NOTE below)*

NOTE:

1) The Buyer, Vendor, Base Unit price fields are optional, if you have all of the details then populate the fields, if not then leave blank & sourcing will populate at PO generation in Oracle.

2) As per NOTE 1) enter the VGI number or vendor quote reference (if known) in the Buyers Comment field, this will allow transition into Oracle.

3) Always enter the appropriate Sales Order & SO line, sourcing will be instructed to reject the POR's if not the case.

STEP 8 - Press Enter, the commodity code should auto populate from the part master files,.

STEP 9 - Press Enter, the Description will populate from the part master but can be modified if required and VSG Specification can be selected from the F4 prompt as per requirement.

```
VP071R      AHANNAH          Modify Requisition Detail Description      13/01/14
AHANNAH     Angola                                                      14:01:42

Requisition Number . . . . . : R000006        Due Date. . : 2014/04/20
Part Number. . . . . . . . . : 111053-1       Req Type. . : 1 Inventory
VGS Specification. . . . . * _____     Revision Ltr:


            Description
            GASKET, VX-2, 18.750, STAINLESS STEEL, 15 KSI MWP,
            F1.MASK INNER SURFACE OF GASKET.DIAMETER 18.860
              DIMENSION.(DO NOT MASK 15 DEGREE CHAMFER AT
              TOP AND BOTTOM OF ID)
            COAT GASKET WITH MOLYKOTE 106 PER
              VGS6.3.15. AFTER COATING BURNISH THE 2 OFF 15
              DEGREE CHAMFERS ON THE ID TO FEATHER THE
              JUNCTION BETWEEN COATED AND UNCOATED SURFACES.
            E1: STRESSLESS STAMP - 111053-1(REV)
                              - SERIAL NUMBER
                              - PATENT NO 6 722 426B2
                              - GE OIL AND GAS                      +

     F3=Exit  F4(*)=Prompt  F5=Refresh  F6=Insert  F9=Delete  F12=Cancel
```

STEP 10 - Press Enter

```
VP031R      AHANNAH          Work with Requisitions                  13/01/14
AHANNAH     Angola                                                    7:51:19

                                    Position To. . . _____
Select options and press ENTER.
 1=Attach to P/O   2=Modify     3=Copy     4=Delete     5=Display     6=Print
 16=Buyer Worksheet

Opt Requin *Sts Part Number    WH  Description       *Dept Com.Cde Raised By
 __  R000006 15  111053-1       1 GASKET, VX-2, 18.750      17     AHANNAH


         F3=Exit  F4=Prompt  F6=Create  F10=Reselect Requisitions  F12=Cancel
```

Requisition: R000006 is Created, completes the process for a type 1 (Inventory) POR, this will interface & transition into Oracle, for Sourcing action.

TYPE 3 (SUBCON) POR

NOTE: The same Mandatory Fields apply, * F4 Prompts available :

Type *
Due Date
Part Number *
Requisition Qty
Currency * - (defaults to 01 - £GB Sterling)
MO number *

STEP 1 thru 6 (inc) – Follow exactly as per Type 1 POR above.

STEP 7 – Populate the Required Fields (see NOTE below)

NOTE:

1)   Again the Buyer, Vendor, Base Unit price fields are optional, if you have all of the details then populate the fields, if not then leave blank & sourcing will populate at PO generation in Oracle.

2)   As per NOTE 1) enter the VGI number (if known) in the Buyers Comment field.

3)   There has to be an open & valid Manucturing order (MO) to capture the sub-con activity.

STEP 8 – Press Enter, you will have to use the F4 Prompt & select the relative Commodity Code (sub con) from the list.

STEP 9 – Press Enter the Description will populate from the part master, however you will need to amend this to enter the actual scope of work / service that you are asking for from the Vendor for that particular product.

Requisition: R000006 is Created, completes the process for a type 3 (SubCon) POR, this will interface & transition into Oracle, for Sourcing action.

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DO's, DON'T's & ERRORS

1 - No more using Department Codes & Exp Acc'ts.
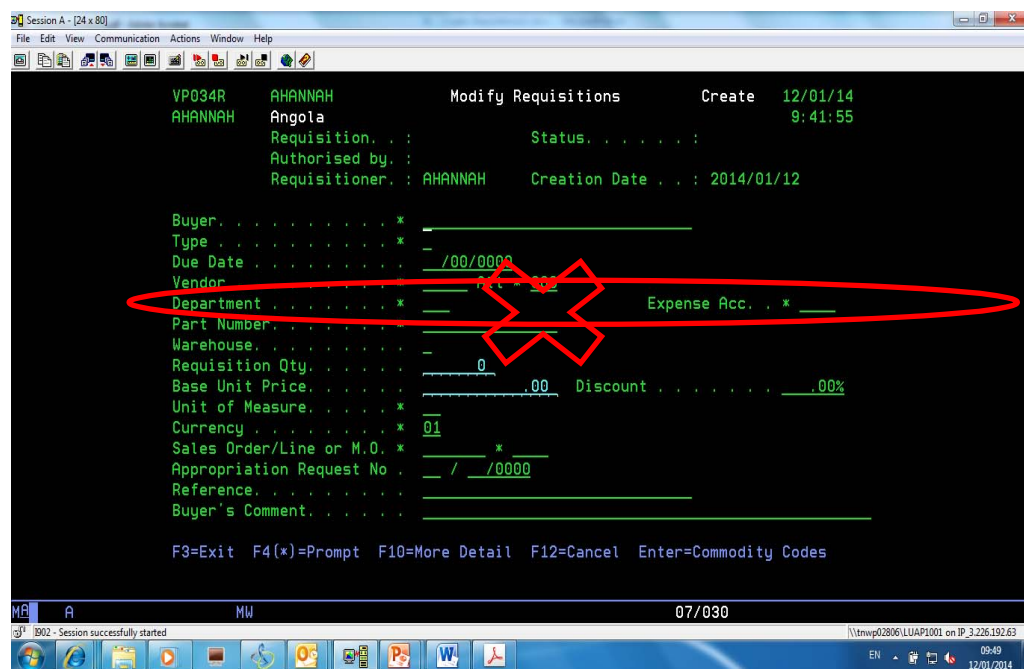
2 - If You do know & select the buyer, Vendor, price, if the currency is different from the default & does not align to the supplier then an error message will appear, as per the below.

Use the F4 prompt & select the correct currency code for that supplier (consult Sourcing if unsure)

#3 – For Spares orders primarily, the using of N/A in the Part number field on Sales Orders will be no more, the PN has to exist in PIMS, & be available within the Angola environment, if not in PIMS then we need to engage Engineering support for creation & if not in Angola system then we have the capability of bringing these across on the system.

So in Summary;

- Always have a Sales Order in place for Type 1 (Inventory) requests.
- Always have a MO in place for a Type 3 (Subcon) request.
- OTR will have to use the Manufacturing date module.