

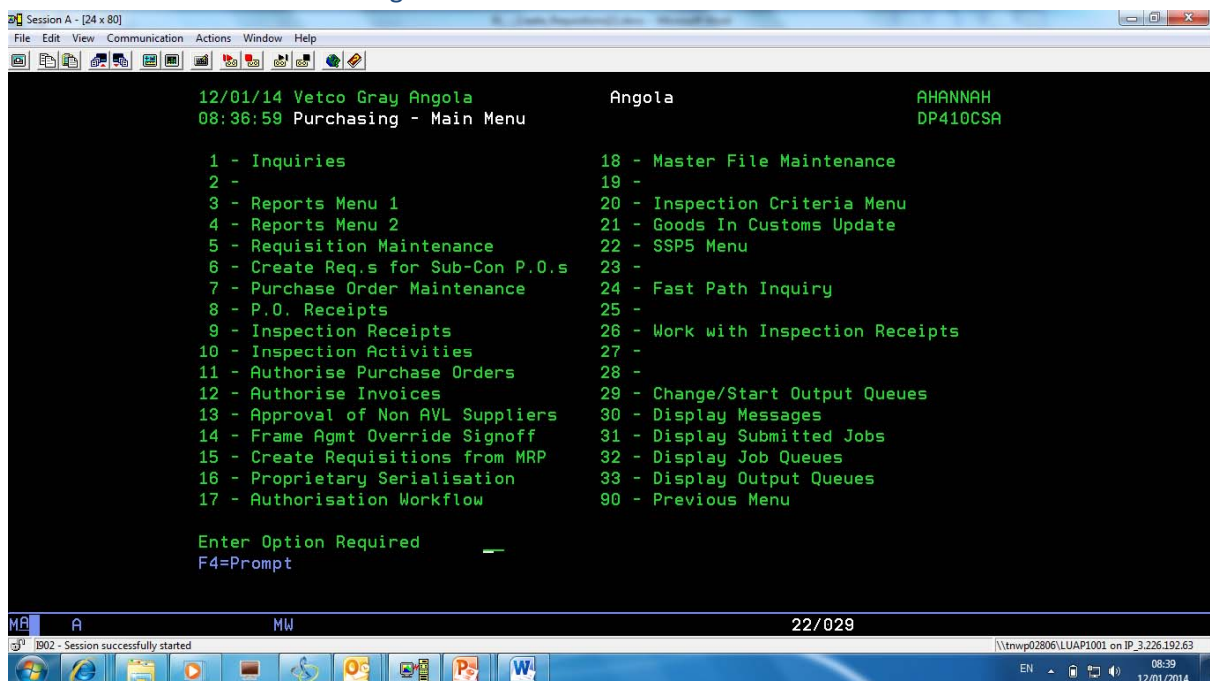
# Create Requisitions (POR)

Login to AS400

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



# STEP 2 - Select 16 - Purchasing



## # STEP 3 - Select 5 – Requisition Maintenance

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP022R AHANNAH Angola Requisition Range Select 12/01/14 8:39:15

1 Requisition No . . . \*

2 Requisition Status \*

3 Raised Date . . . . 0/00/0000 0/00/0000 (DDMMYYYY)

4 Due Date . . . . . 0/00/0000 0/00/0000 (DDMMYYYY)

5 Sales Orders . . . .

6

7

8 Requisition Type . \*

9 Raised by . . . . \*

10 Buyer . . . . . \*

11 Commodity Code . \*

12 Department . . . . \*

13 Available to attach

14 to Purchase Orders . N (Y/N)

15

16 F3=Exit F4(\*)=Prompt F12=Cancel

17

Enter Option Required 5

F4=Prompt

MA A MW 05/033

\\tnwp02806\LUAP1001 on IP 3.226.192.63

EN 08:42 12/01/2014

## # STEP 5 - Press Enter

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP031R AHANNAH Work with Requisitions 12/01/14 8:40:31

AHANNAH Angola

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
—	R000002	15	N/A		Duas Garrafas de Org	410	11	JPEMBA
—	R000003	15	H272581-1	1	SSWE, BELOW HOUSING	410	19	JPEMBA
—	R000004	15	A300168-4	1		410	19	JPEMBA

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

MA A MW 04/065

\\tnwp02806\LUAP1001 on IP 3.226.192.63

EN 08:43 12/01/2014

## # STEP 6 - Function Key: F6=Create

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP034R AHANNAH Modify Requisitions Create 12/01/14  
AHANNAH Angola 8:41:31

Requisition. . . : Status. . . . . :  
Authorised by. . :  
Requisitioner. . : AHANNAH Creation Date . . : 2014/01/12

Buyer. . . . . \*  
Type . . . . . \*  
Due Date . . . . . /00/0000  
Vendor . . . . . \* Alt \* 000  
Department . . . . . \* Expense Acc. . \*  
Part Number. . . . . \*  
Warehouse. . . . . \*  
Requisition Qty. . . . . 0  
Base Unit Price. . . . . .00 Discount . . . . . .00%  
Unit of Measure. . . . . \*  
Currency . . . . . \* 01  
Sales Order/Line or M.O. \*  
Appropriation Request No . . . . . / /0000  
Reference. . . . .  
Buyer's Comment. . . . .

F3=Exit F4(\*)=Prompt F10=More Detail F12=Cancel Enter=Commodity Codes

MA A MW 07/030

902 - Session successfully started \\tnwp02806\LUAP1001 on IP\_3.226.192.63

EN 08:44 12/01/2014

## 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.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP034R AHANNAH Modify Requisitions Create 12/01/14  
AHANNAH Angola 8:41:31

Requisition. . . : Status. . . . . :  
Authorised by. . :  
Requisitioner. . : AHANNAH Creation Date . . : 2014/01/12

Buyer. . . . . \*  
Type . . . . . \*  
Due Date . . . . . /00/0000  
Vendor . . . . . \* Alt \* 000  
Department . . . . . \* Expense Acc. . \*  
Part Number. . . . . \*  
Warehouse. . . . . \*  
Requisition Qty. . . . . 0  
Base Unit Price. . . . . .00 Discount . . . . . .00%  
Unit of Measure. . . . . \*  
Currency . . . . . \* 01  
Sales Order/Line or M.O. \*  
Appropriation Request No . . . . . / /0000  
Reference. . . . .  
Buyer's Comment. . . . .

F3=Exit F4(\*)=Prompt F10=More Detail F12=Cancel Enter=Commodity Codes

MA A MW 19/068

902 - Session successfully started \\tnwp02806\LUAP1001 on IP\_3.226.192.63

EN 09:02 12/01/2014

Purchase Type Window  
Select option & press ENTER.  
1= Select  
Position to. . .  
Opt Type Description  
1 Inventory  
2 Non-Inventory  
3 Sub Contract  
F3=Exit.F12=Cancel.....

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

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP034R AHANNAH Modify Requisitions Create 13/01/14  
 AHANNAH Angola 7:51:22

Requisition. . . : Status. . . . . :  
 Authorised by. . :  
 Requisitioner. . : AHANNAH Creation Date . . : 2014/01/13

Buyer. . . . . \*  
 Type . . . . . \* 1  
 Due Date . . . . . 20/04/2014  
 Vendor . . . . . \* Alt \* 000  
 Department . . . . . \* Expense Acc. . \*  
 Part Number. . . . . \* 111053-1 GASKET, VX-2, 18.750, STAINLES  
 Warehouse. . . . . 1  
 Requisition Qty. . . . . 30  
 Base Unit Price. . . . . .00 Discount . . . . . .00%  
 Unit of Measure. . . . . EA EACH  
 Currency . . . . . \* 01  
 Sales Order/Line or M.O. \* CA01247 \* 0010  
 Appropriation Request No . / /0000  
 Reference. . . . .  
 Buyer's Comment. . . . . VGI1234567

F3=Exit F4(\*)=Prompt F10=More Detail F12=Cancel Enter=Commodity Codes

MA A MW 17/030

IB02 - Session successfully started \\tnwp02806\LUAP1001 on IP\_3.226.192.63 08:34 13/01/2014

### 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,.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP034R AHANNAH Requisition Commodity Codes Create 13/01/14  
 AHANNAH Angola 13:54:05

Requisition. . . : Status. . . . . :  
 Authorised by. . :  
 Requisitioner. . : AHANNAH Creation Date . . : 2014/01/13

Part Number. . . : 111053-1 GASKET, VX-2, 18.750, STAINLES  
 Warehouse. . . : 1  
 Requisition Type 1

Commodity Code . . . . . \* 17 Gaskets  
 Commodity Sub Code . . . . . \*

Note: Commodity Code for requisition type "1" - Inventory, will update the Item Master file.

F3=Exit F4(\*)=Prompt F10=More Detail F12=Cancel Enter=Description

MA A MW 13/043

IB02 - Session successfully started \\tnwp02806\LUAP1001 on IP\_3.226.192.63 13:56 13/01/2014



# 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.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

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

MA A MW 06/033

IB02 - Session successfully started \\tnwp02806\LUAP1001 on IP\_3.226.192.63 14:04 13/01/2014

# STEP 10 - Press Enter

Session A - [24 x 80]

File Edit View Communication Actions Window Help

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

MA A MW 04/065

IB02 - Session successfully started \\tnwp02806\LUAP1001 on IP\_3.226.192.63 14:06 13/01/2014

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)

The screenshot shows the Oracle Procurement Requisition Entry screen for a Type 3 (Subcon) POR. The window title is "Session A - [24 x 80]". The menu bar includes File, Edit, View, Communication, Actions, Window, and Help. The toolbar contains various icons for file operations and navigation. The main screen displays the following information:

- Header: VP034R AHANNAH, Modify Requisitions, Create 13/01/14 16:30:28
- Details: AHANNAH Angola, Requisition. . . : Status. . . . . : , Authorised by. . : , Requisitioner. . : AHANNAH, Creation Date . . : 2014/01/13
- Fields: Buyer. . . . . \* , Type . . . . . \* 3, Due Date . . . . . 30/03/2014, Vendor . . . . . \* Alt \* 000, Department . . . . . \* , Expense Acc. . \* , Part Number. . . . . \* H56570-1 WEAR BUSHING PART,MS-700, 18.7, Warehouse. . . . . 2, Requisition Qty. . . . . 1, Base Unit Price. . . . . .00 Discount . . . . . .00%, Unit of Measure. . . . . EA EACH, Currency . . . . . 01, Sales Order/Line or M.O. \* M261780 \* , Appropriation Request No . / /0000, Reference. . . . . , Buyer's Comment. . . . .
- Footer: F3=Exit F4(\*)=Prompt F10=More Detail F12=Cancel Enter=Commodity Codes

The taskbar at the bottom shows the Windows 7 interface with the Start button, taskbar, and system tray. The system tray displays the date and time as 16:33 13/01/2014.

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 Manufacturing 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.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP034R AHANNAH Requisition Commodity Codes Create 13/01/14  
AHANNAH Angola 16:39:13

Requisition. . . : Status. . . . . :  
Authorised by. . : Authorised Date . . :  
Requisitioner. . : AHANNAH Creation Date . . . : 2014/01/13

Part Number. . . : H56570-1 SSWE-TOOL,PADPRT  
Warehouse. . . . : 1  
Requisition Type 3

Commodity Code . . . . . \* 46 Sub-Con: Services  
Commodity Sub Code . . . . . \*

Note: Commodity Code for requisition type "1" - Inventory, will update the Item Master file.

F3=Exit F4(\*)=Prompt F10=More Detail F12=Cancel Enter=Description

MA A 13/043

IB02 - Session successfully started \\tnwip02806\LUAP1001 on IP\_3.226.192.63 16:42 13/01/2014

# 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.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP071R AHANNAH Modify Requisition Detail Description 13/01/14  
AHANNAH Angola 16:42:07

Requisition Number . . . . . : R000008 Due Date. . . : 2014/03/30  
Part Number. . . . . : H56570-1 Req Type. . . : 3 Sub Contract  
VGS Specification. . . . . \* Revision Ltr:

Description  
REFURBISH TOOL I.A.W QUOTATION XXXXXXXX  
SCOPE OF WORK AS DETAILED IN 123456  
VGS XYZ REFERS  
etc etc etc etc

Information & Scope of  
work to be entered

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

MA A 13/027

IB02 - Session successfully started \\tnwip02806\LUAP1001 on IP\_3.226.192.63 16:53 13/01/2014

## # STEP 10 – Press Enter

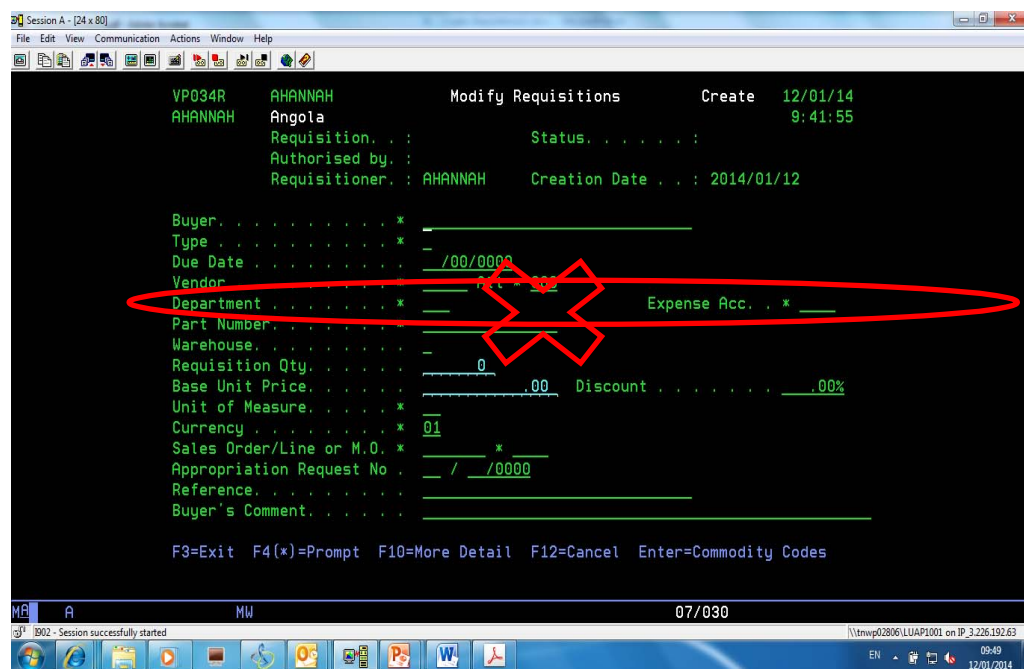


Requisition: R000006 is Created, completes the process for a type 3 (SubCon) POR, this will interface & transition into Oracle, for Sourcing action.

\*\*\*\*\*

## 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)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VP034R AHANNAH Modify Requisitions Create 13/01/14  
 AHANNAH Angola 7:51:22

Requisition. . . : Status. . . . . :  
 Authorised by. :  
 Requisitioner. : AHANNAH Creation Date . . : 2014/01/13

Buyer. . . . . \* Zeferino Benguela  
 Type . . . . . \* 1  
 Due Date . . . . . 20/04/2014  
 Vendor . . . . . \* GE141 Alt \* 000 GE INTERNATIONAL INC  
 Department . . . . . \* Expense Acc. . \*  
 Part Number. . . . . \* 111053-1 GASKET, VX-2, 18.750, STAINLES  
 Warehouse. . . . . 1  
 Requisition Qty. . . . . 30  
 Base Unit Price. . . . . 300.00 Discount . . . . . .00%  
 Unit of Measure. . . . . EA EACH  
 Currency . . . . . 01  
 Sales Order/Line or M.O. \* CA01247 \* 0010  
 Appropriation Request No. / /0000  
 Reference. . . . . VGI1234567  
 Buyer's Comment. . . . .

F3=Exit F1(=) Prompt F10=More Detail F12=Cancel Enter=Commodity Codes  
 Currency Code 01 Invalid for Vendor

17/030

1302 - Session successfully started \\tnw02806\LUAP1001 on IP\_3.226.192.63 09:06 13/01/2014

#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.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

VB167R AHANNAH Order Detail Inquiry 13/01/14  
 AHANNAH 17:30:47

Order CA01203

Position to . . . Sect . . . Item . . .

Select options and press ENTER.  
 5=Display Item Detail

Opt	Sect	Item	Part No.	Whse	Cust. PO Line	PMS	Ord Qty	B/O Qty	Shp Qty
-	0010	0005	H301081-167	1		9S51	1	1	0
-	0010	0020	N/A	1		9S51	120	120	0
-	0010	0030	N/A	1		9S51	12000	12000	0
-	0010	0040	N/A	1		9S51	184	184	0
-	0010	0050	N/A	1		9S51	1000	1000	0
-	0010	0060	N/A	1		9S51	100	100	0
-	0010	0070	N/A	1		9S51	100	100	0
-	0010	0080	N/A	1		9S51	40	40	0
-	0010	0090	N/A	1		9S51	40	40	0
-	0010	0100	N/A	1		9S51	40	40	0
-	0010	0110	N/A	1		9S51	20	20	0
-	0010	0120	N/A	1		9S51	1	1	0 +

F3=Exit F11=Display Description F12=Cancel

04/055

1302 - Session successfully started \\tnw02806\LUAP1001 on IP\_3.226.192.63 17:33 13/01/2014

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.