MATERIAL REQUISITION WORKFLOW

Category ▽ (Function)

Export To Concern (Function)

Transmittal Letter (Function)

Create RFQ (Function)

Create RFP (Function)

PDF & Email

RECEIVER

Login to IEAGDIGITAL

Material Requisition Respond

Respond with Comments

SUBMITTER

Login to IEAGDIGITAL

Material Requisition Form

Import Excel

Export Excel

Draft

Submit

IEAG SERVER

IEAGDIGITAL DATABASE

Server Folder

Engineering Submission Log

Material Submission Log

Procurement Register

Vendor Register

SWI

MR No. (Auto)

Descritpion

Category ▽

Title

Prepared By (Auto)

Date Created

Assigned To ▽

Delivery Date

Links (Multiple) ▽

CC

Description (Multiple)

Quantity (Multiple)

UOM (Multiple) ▽

Price / Unit (Multiple)

Currency (Multiple) ▽

Comments (Multiple)

Attachments (Multiple)

MR Data backup will be provided upon Client request

JPEG/PDF/WORD/EXCEL

E-mail notification send to Submitter & Receiver after MR submission & response