South African Weather Service

Requisition

Training Manual

Document Review and Distribution

Revision history

Version	Author	Date	Revision	Email address
1.0	Kgothatso Miya	19/07/2019	Draft	Kgothatso.Lehobye@eoh.com
1.1	Kgothatso Miya	15/10/2019	Draft	Kgothatso.Lehobye@eoh.com
1.2				
1.3				

Document distribution

This training manual will be distributed to the course attendance

Table of Contents

1   INTRODUCTION

Welcome to the world of NetSuite.

In this course, you will learn how process requisition within the SAWS environment. You will become familiar with the layouts and menu paths of NetSuite. The NetSuite application run within a browser window i.e. Internet Explorer e.c.t. When you log into NetSuite, you will see a set of tabbed pages. NetSuite calls these tabbed pages a "center". The role that will be assigned to you will determine which "center" you will be able to see.

Upon completion of this module, you will be able to:

- Log-in and navigate NetSuite successfully

- Enter a requisition

- Make changes to existing requisition

- Approve or reject a requisition

- Enquire on a requisition

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2   REQUISITION

The requisition record is used to initiate the purchase process for goods and services needed within your company.

After you have entered requisitions, you can view and process these transactions as part of your purchasing workflow.

Once you have entered requisitions, you can view a list of existing requisitions to check the status or further process them.

A requisition can have one of the following statuses:

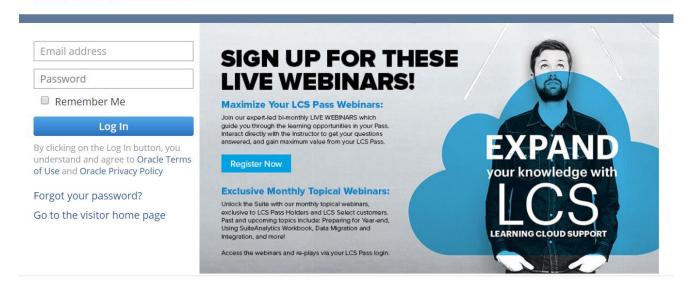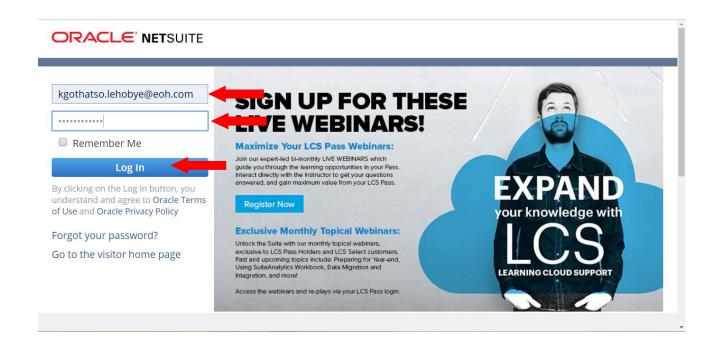| Requisition Status	Status Detail
Pending Approval	Approval is required. No purchase orders have been created
Rejected	The requisition has been rejected.
Pending Order	Transaction is approved. No purchase orders have been created
Partially Ordered	Some purchase orders have been created from the requisition.
Fully Ordered	All purchase orders have been created for the requisition.
Closed	Transaction will not show in queues even if some lines remain open.

2.1 Enter Requisition

2.1.1 Step 1 – Navigation

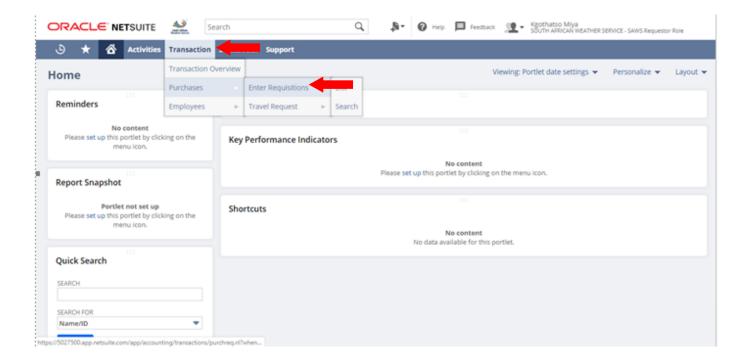➢ To login, please enter your email and password

Log in as SAWS Requestor Role

➢ On the Menu, click on Transaction, purchases and then enter requisition

2.1.2   Step 2 – Enter Requisition
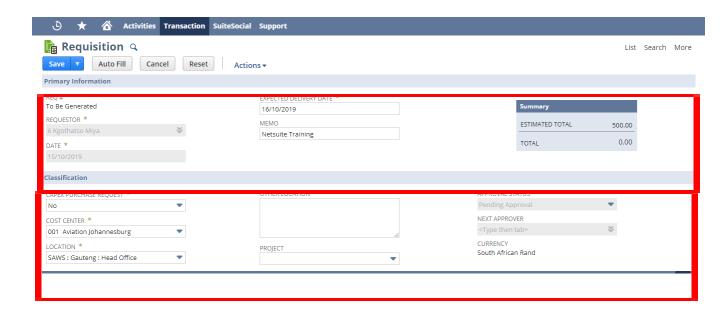
The following fields need to be completed

 Primary information

➢ **Expected delivery Date** – In this field please select the date you're expecting delivery.

➢ **Date** – This field will display the date that the requisition was placed.

➢ **Memo** – In this field please type in a short explanation/description for requisition

Classification

- ➢ **Cost center** – In this field enter the cost center. (This field is Mandatory *)

- ➢ **Capex Purchase request** – In this field select yes if this requisition is for a capex or no if it's not for a capex. (This field is Mandatory *)

- ➢ **Location** – In this field, please select the location where the goods will be delivered or where the service is rendered.

- ➢ **Other location** – In this field type in delivery address if the address is not one of the SAWS location.

- ➢ **Projects** – In this field please select the project linked to this requisition.

- ➢ **Currency** – The currency field will default to South Africa

- ➢ **Approval Status** – this field will default to pending approval

- ➢ **Next approver** – this field will be blank until the requisition has been submitted for approval.
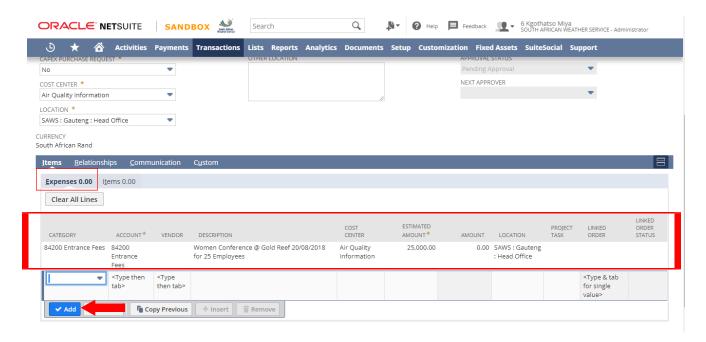
Item Subtab

Items vs Expense

Item Subtab	Explanation
Expense	Expense are used when purchasing a service, expense doesn't have the quantity field.
Items	Items are used used when purchasing goods , quantity field is available to enter quanity of goods/product required.

Expenses Tab

- ➢ **Category** - Select Expense General Ledger account from the dropdown list
- ➢ **Account** - The account will default from the category selected
- ➢ **Description Field** - Type in the description of what needs to be procured
- ➢ **Cost Center** - Enter the cost center. (This field is Mandatory *)
- ➢ **Estimated Amount field** -Type in the estimate price of what is being procured.
- ➢ **Location** - In this field, please select the location where the goods will be delivered or where the service is rendered.
- ➢ **Project Task Field** - if applicable enter the project linked to this requisition
- ➢ Click on **Add**
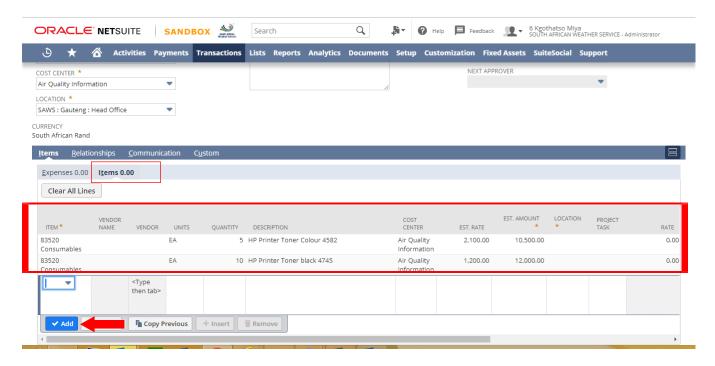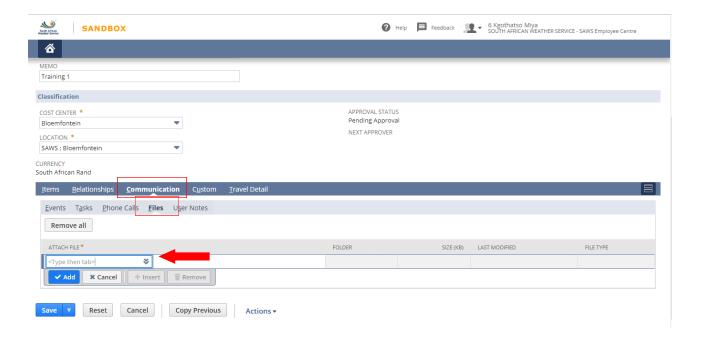- ➢ If applicable, continue adding more lines to the requisition

OR

Items tab

- **Item Field** - Select the item/ Expense General Ledger account from the dropdown list

- **Quantity Field** – Enter the quantity

- **Description Field** – Type in the description of what you want to be procured

- **Cost Center** – Enter the cost center. (This field is Mandatory *)

- **Estimated rate Field** – Type in the estimate unit price of what is being procured

- **Estimated amount field** – this field will auto calculate total. (This field is Mandatory *)

- **Location** – In this field, please select the location where the goods will be delivered or where the service is rendered. (This field is Mandatory *)

- **Project Task Field** - if applicable enter the project linked to this requisition

- Click on **Add**

- If applicable, continue adding more lines to the requisition

Communication subtab

- ➢ If applicable, you can use the events, tasks, and phone calls subtabs to add information relating to the requisition.

- ➢ On the user notes subtab, you can enter a title and note for any comments you want to add to.

- ➢ **On the files subtab**, you can select and attach files from the file cabinet related to this transaction.
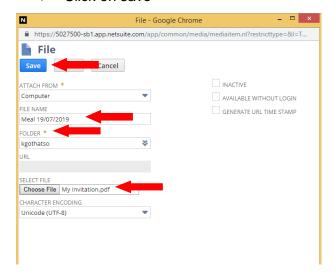
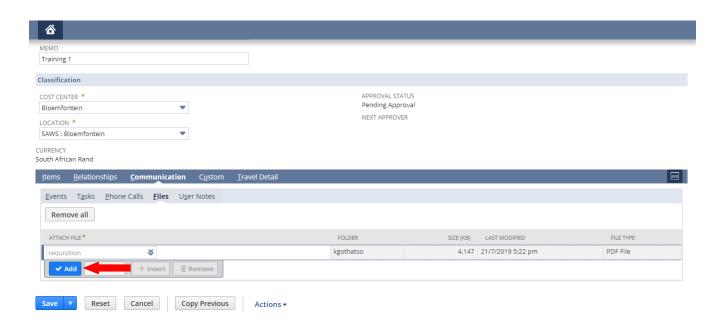**How to attach file**

- ➢ Click on the + sign

➢ File name field - Type in file name

➢ Folder Field - create a new folder. You will be required to create a folder once, after that you can use the folder for all of your attachment.

➢ Select File - click on choose file , then attach the receipt from your browser.

➢ Click on save

➢ Click on Add

➢ Click on Save, once all infromation has been captured

➢ Requisition number is generated e.g REQ083

➢ Click on submit for approval

➢ Requisition approval status is now showing as pending approval and no changes can be made to the requisition while pending approval.

➢ Next approver field will reflect the individual who needs to approve the requisition

➢ Recall Requisition Button will appear, if the requestor notices that they made a mistake they can recall the Requisition and also if the requisition routed to the incorrect approver, the requisition can recalled and submitted again once the approver has been changed to the correct one.

2.2 Amend a Rejected Requisition

➢ On the Menu, Click on Transaction, purchase , enter Requisition and then list

➢ Under view select SAWS Requisition Default

➢ Open the filter, by click on the + sign

➢ Under Approval status , select rejected

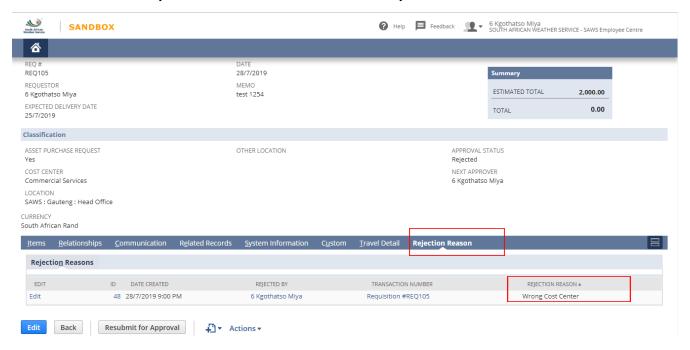Click on view, next to the rejected requisition

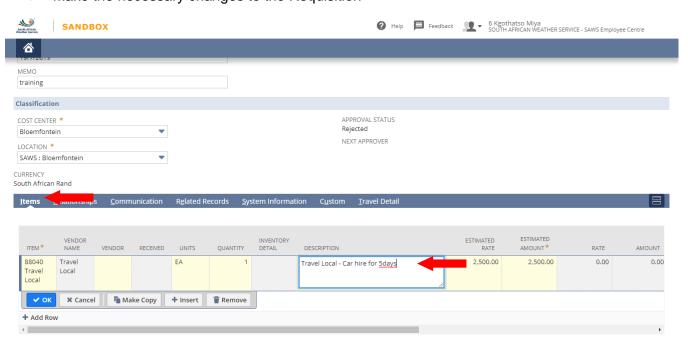➢ Click on Edit, to make changes to the rejected Requisition.

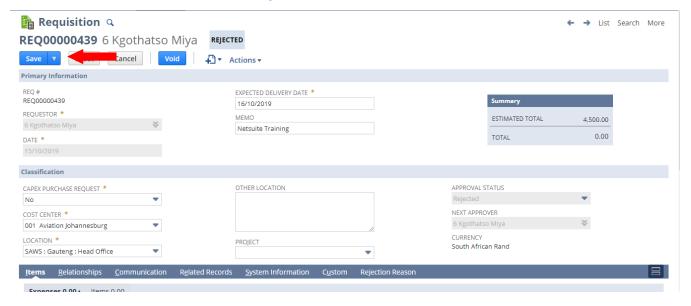➢ Click on the Rejection Reason subtab, to view the rejection reason.

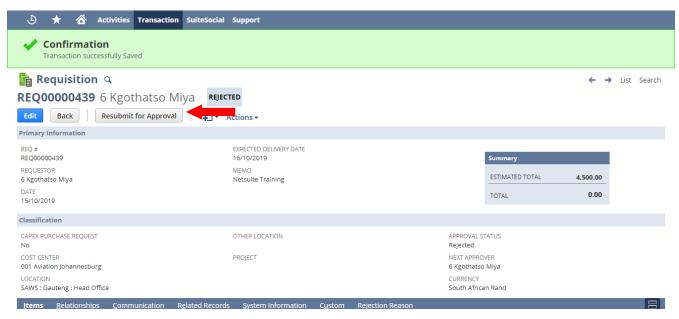➢ Make the necessary changes to the Requisition

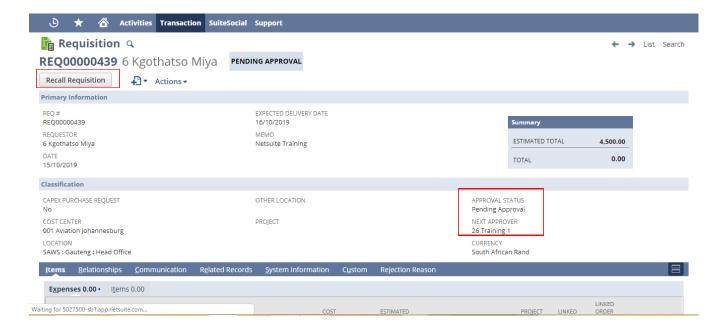➢ Click on Save, once all the changes have been made.

➢ Then Click on Resubmit for approval, the Requisition will go again to be approved
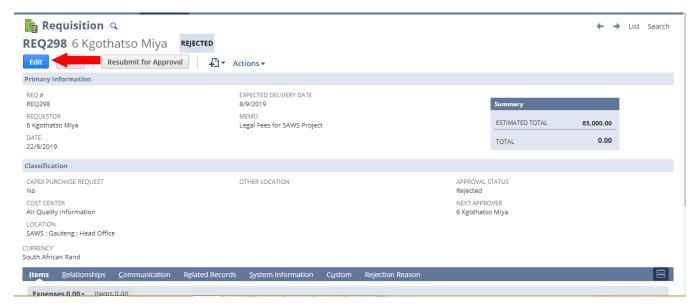
- Requisition approval status is now showing as pending approval and no changes can be made to the requisition while pending approval.

- Next approver field will reflect the individual who needs to approve the requisition

- Recall Requisition Button will appear, if the requestor notices that they made a mistake they can recall the Requisition and also if the requisition routed to the incorrect approver, the requisition can recalled and submitted again once the approver has been changed to the correct one.
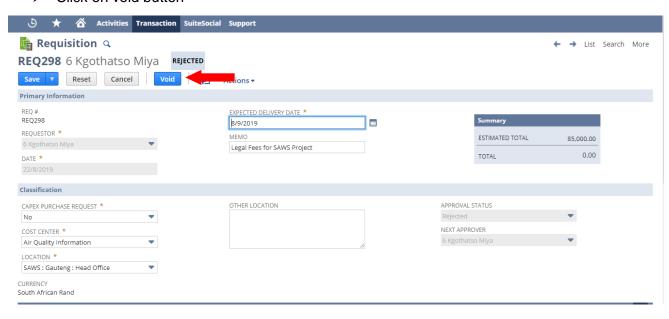
2.3 Void and Close Requisition
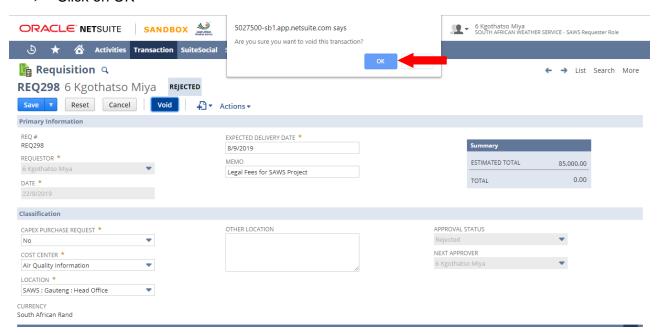
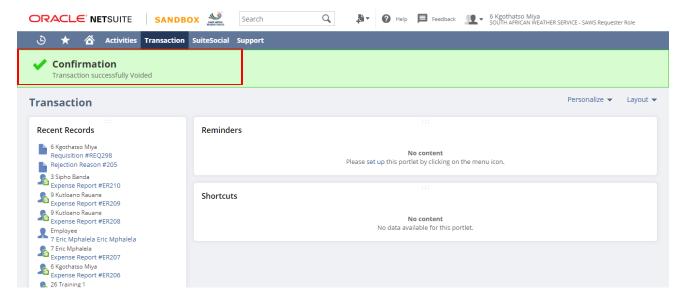➢ Click on the Edit button

➢ Click on void button

➢ Message will appear – Are you sure you want to void this transaction
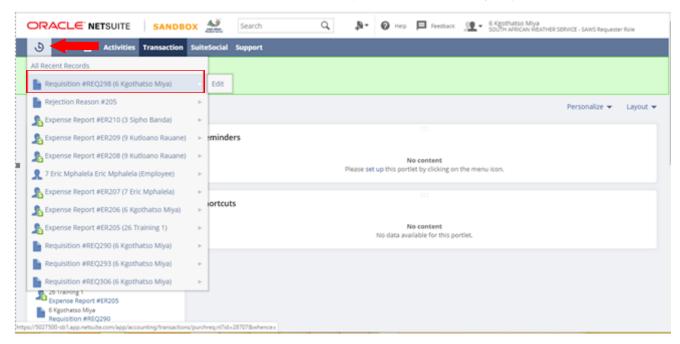
➢ Click on OK

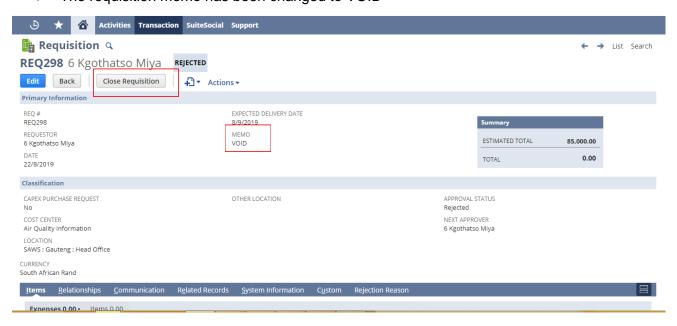➢ A confimation will appear, tha the transanction successfully Voided

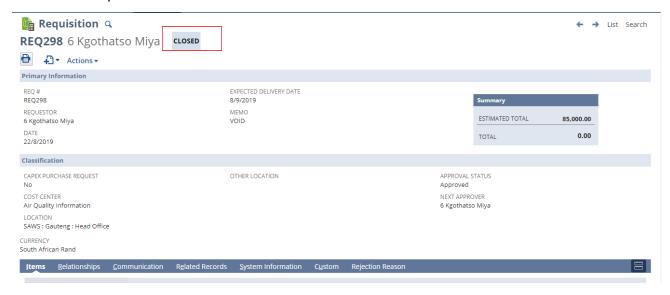➢ Go to the recent records, and click on the requisition number that you just voided

➢ Click on Close Requisition
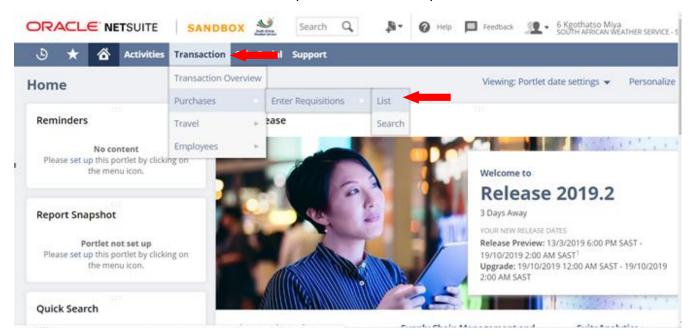➢ The requisition memo has been changed to VOID

➢ The requisition is Voided and closed

Requisition 🔍

REQ298 6 Kgothatso Miya   CLOSED

🖨 📄▾ Actions ▾

Primary Information

REQ #	EXPECTED DELIVERY DATE
REQ298	8/9/2019
REQUESTOR	MEMO
6 Kgothatso Miya	VOID
DATE	
22/8/2019	

Summary	
ESTIMATED TOTAL	85,000.00
TOTAL	0.00

Classification

CAPEX PURCHASE REQUEST	OTHER LOCATION	APPROVAL STATUS
No		Approved
COST CENTER		NEXT APPROVER
Air Quality Information		6 Kgothatso Miya
LOCATION		
SAWS : Gauteng : Head Office		
CURRENCY		
South African Rand		

Items   Relationships   Communication   Related Records   System Information   Custom   Rejection Reason
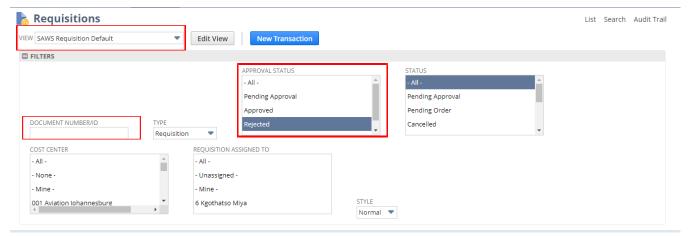
2.4 How to Inquire on Requisition

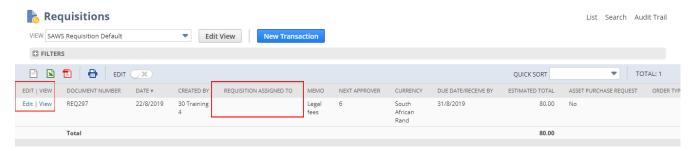➢ On the Menu, Click on Transaction, purchase , enter Requisition and then list

➢ Under view select SAWS Requisition Default

➢ Open the filter, by click on the + sign

➢ You can search by the document number/ID which is the requisition number, you can also search by requistion approval status or requistion status etc

➢ Requisition Assigned to – In this field you can see who in SCM is handling your requisition

➢ Click on view next to the requisition you are inquiring on.

➢ Then you can view that the requisition status , you can also view who is the next approver. e.g 26 Training 1. and also view the related records
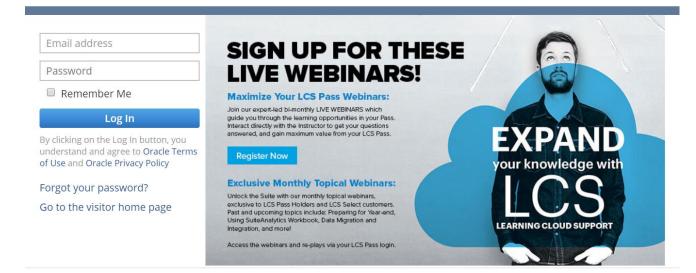
3 APPROVE OR REJECT REQUISITION

Requisition approval workflow is set up as below.

- The first level of approval is the budget approver,

- The second level of approval is the cost center approver according to the approval delegation of authority.

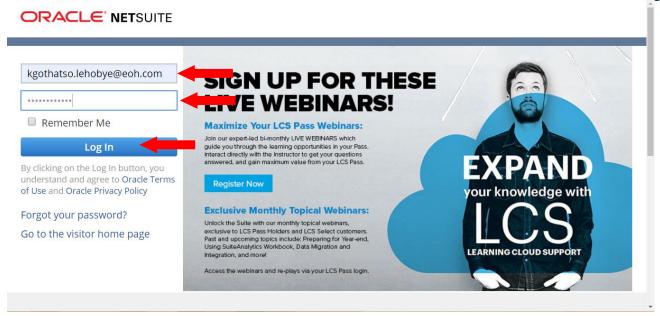- And if applicable third level approval is the capex approver.

3.1 Navigation

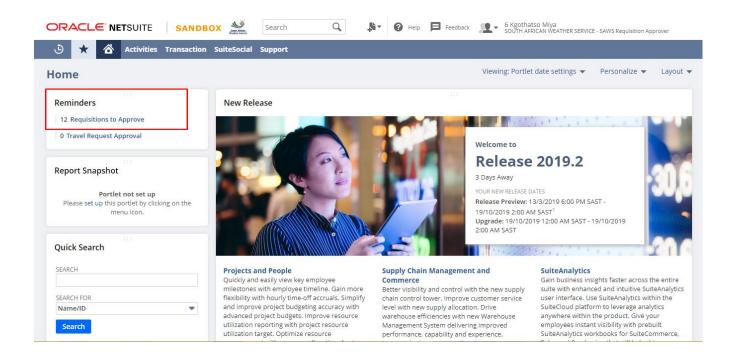➢ To login, please enter your email and password
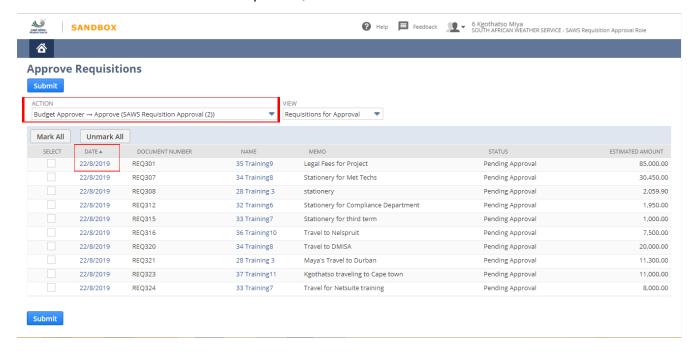
Log in as SAWS Requsition Approver Role

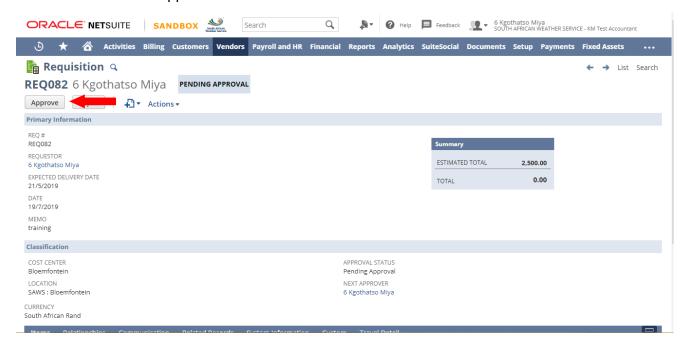> ➢ Under reminders, click on Requisition to approve

3.2 Approving a Requisition

➢ Action select the budget approver if you are budget approver or approver: <=100K if you approve until 100K etc

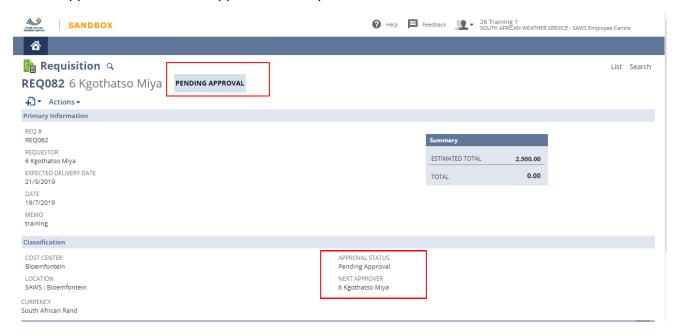➢ To view the full details of Requisition, click on the date.

➢ Check if all information is correct. The approver cannot make changes to the Requisition.
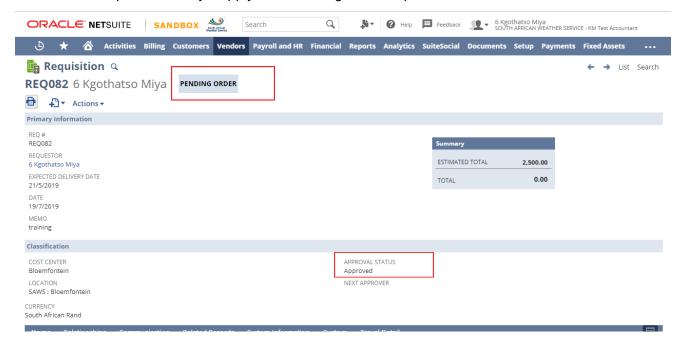
➢ Then Click on Approve

➢ Requisition status will show as pending approval, until the final person on the approval workflow has approved the requisition.
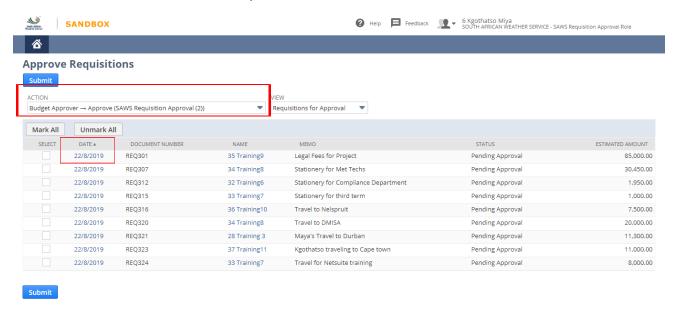
➢ The requisition will go to next approver until the requisition is fully approved, then approval status will change to approve and the order status will change to Pending Order.

➢ The Requisition ready Supply chain management department

3.3 Rejecting an Requisition

➢ Action select the budget approver if you are budget approver or approver 1: <=100K if you approve until 100K etc.

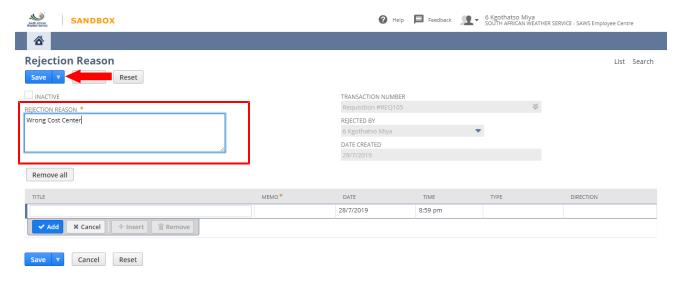➢ To view the full details of Requisition, click on the date.

➢ Check if all information is correct. Requisition approver cannot make changes to the Requisition.
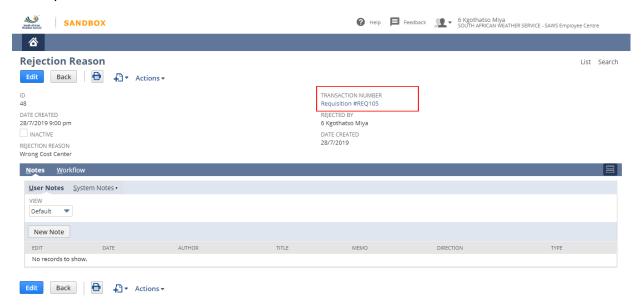
➢ Then Click on Reject

➤ Once the requsition is rejected a rejection reason page will come up and the approver will then type in the rejection reason and then save.

➤ Once the rejection reason is save, to go back to the rejection click on the requisition number in the transaction number field.

➤ The approval status is now changed to rejected

➤ The person who created the Requisition will receive an email, notifying them that the Requisition has been rejected. The person who created the Requisition will then make the neccesary changes and resubmit for approval.