



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

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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

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

ORACLE[®] NETSUITE

Email address


Password

Remember Me

Log In

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kgothatso.lehobye@eoh.com


.....

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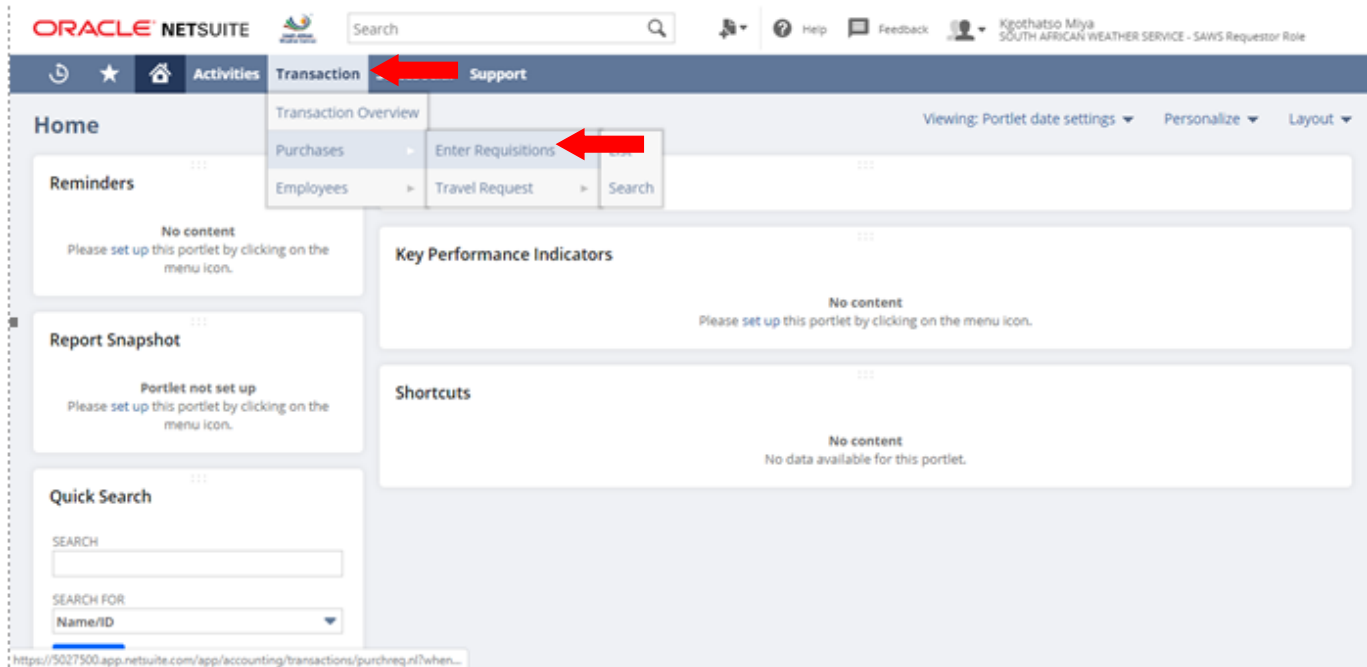
Register Now

Exclusive Monthly Topical Webinars:
Unlock the Suite with our monthly topical webinars, exclusive to LCS Pass Holders and LCS Select customers. Past and upcoming topics include: Preparing for Year-end, Using SuiteAnalytics Workbook, Data Migration and Integration, and more!

Access the webinars and re-plays via your LCS Pass login.

Log in as SAWS Requestor Role

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



2.1.2 Step 2 – Enter Requisition

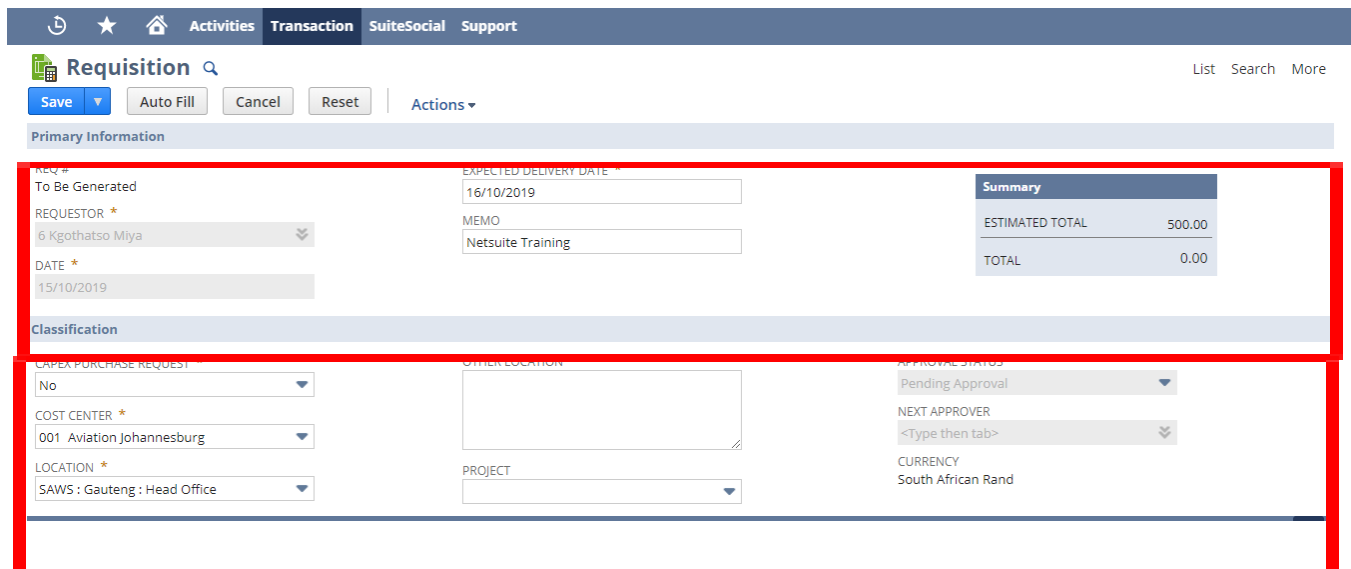
The following fields need to be completed

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.



Requisition List Search More

Save Auto Fill Cancel Reset Actions

Primary Information

REQ # To Be Generated	EXPECTED DELIVERY DATE 16/10/2019	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>ESTIMATED TOTAL</td> <td>500.00</td> </tr> <tr> <td>TOTAL</td> <td>0.00</td> </tr> </tbody> </table>	Summary		ESTIMATED TOTAL	500.00	TOTAL	0.00
Summary								
ESTIMATED TOTAL	500.00							
TOTAL	0.00							
REQUESTOR * 6 Kgothatso Miya	MEMO Netsuite Training							
DATE * 15/10/2019								

Classification

CAPEX PURCHASE REQUEST No	OTHER LOCATION	APPROVAL STATUS Pending Approval
COST CENTER * 001 Aviation Johannesburg		NEXT APPROVER <Type then tab>
LOCATION * SAWS : Gauteng : Head Office	PROJECT	CURRENCY South African Rand




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 quantity 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

ORACLE NETSUITE | SANDBOX  Search  Help Feedback  6 Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - Administrator

Activities Payments **Transactions** Lists Reports Analytics Documents Setup Customization Fixed Assets SuiteSocial Support

CAPEX PURCHASE REQUEST *
No

COST CENTER *
Air Quality Information

LOCATION *
SAWS : Gauteng : Head Office

CURRENCY
South African Rand

OTHER LOCATION

APPROVAL STATUS
Pending Approval

NEXT APPROVER

Items Relationships Communication Custom

Expenses 0.00 Items 0.00

Clear All Lines

CATEGORY	ACCOUNT*	VENDOR	DESCRIPTION	COST CENTER	ESTIMATED AMOUNT*	AMOUNT	LOCATION	PROJECT TASK	LINKED ORDER	LINKED ORDER STATUS
84200 Entrance Fees	84200 Entrance Fees		Women Conference @ Gold Reef 20/08/2018 for 25 Employees	Air Quality Information	25,000.00	0.00	SAWS : Gauteng : Head Office			






<Type then tab> <Type then tab> <Type & tab for single value>

Add Copy Previous Insert Remove

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

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SOUTH AFRICAN WEATHER SERVICE - Administrator

Activities Payments **Transactions** Lists Reports Analytics Documents Setup Customization Fixed Assets SuiteSocial Support

COST CENTER *
Air Quality Information

LOCATION *
SAWS : Gauteng : Head Office

CURRENCY
South African Rand


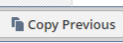


Items Relationships Communication Custom

Expenses 0.00 **Items 0.00**

Clear All Lines

ITEM *	VENDOR NAME	VENDOR	UNITS	QUANTITY	DESCRIPTION	COST CENTER	EST. RATE	EST. AMOUNT *	LOCATION *	PROJECT TASK	RATE
83520	Consumables		EA	5	HP Printer Toner Colour 4582	Air Quality Information	2,100.00	10,500.00			0.00
83520	Consumables		EA	10	HP Printer Toner black 4745	Air Quality Information	1,200.00	12,000.00			0.00

<Type then tab>

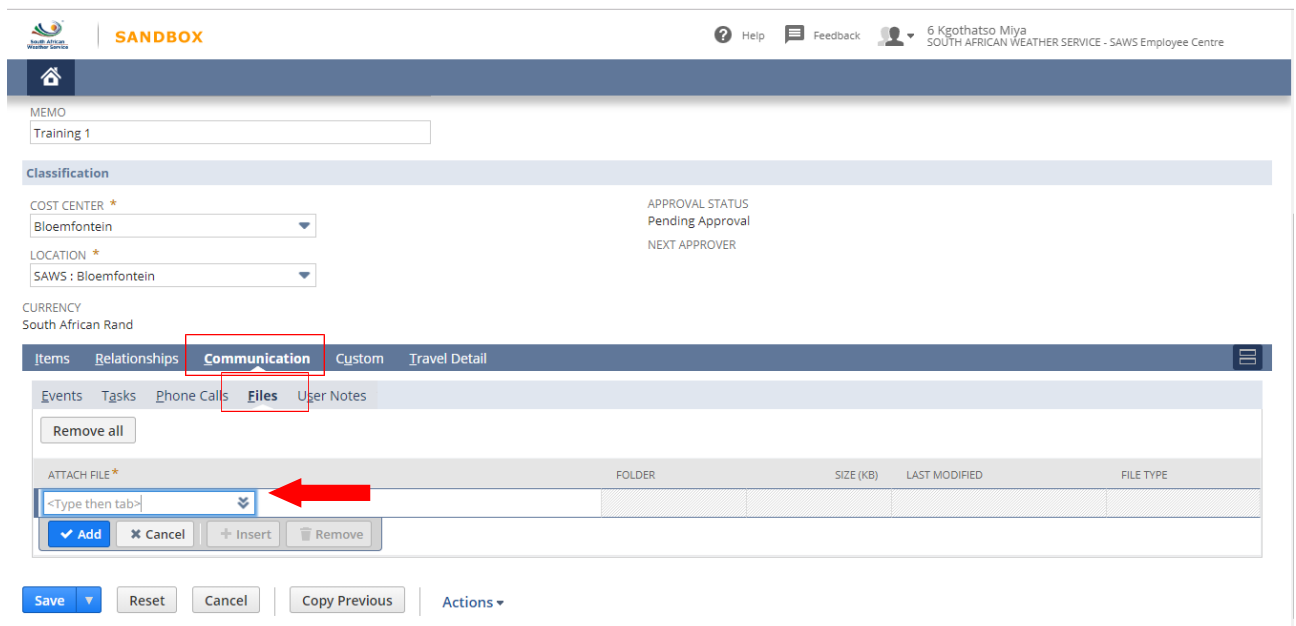
   

Communication subtab

- 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

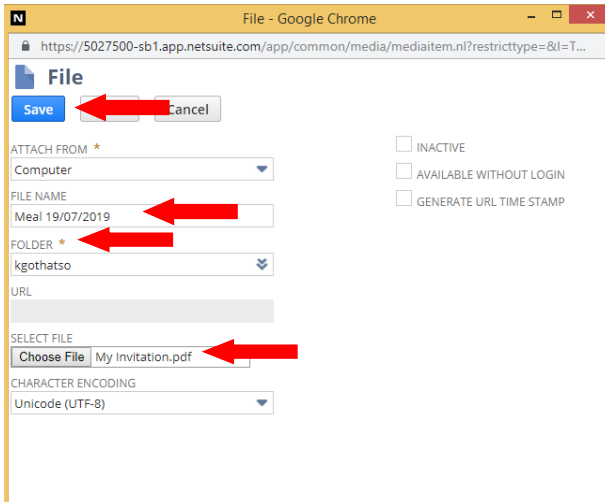


The screenshot shows the 'Sandbox' environment of the South African Weather Service system. The user is logged in as 6 Kgothatso Miya, a South African Weather Service - SAWS Employee Centre. The interface displays a requisition form with the following details:

- MEMO:** Training 1
- Classification:**
 - COST CENTER ***: Bloemfontein
 - LOCATION ***: SAWS : Bloemfontein
 - CURRENCY:** South African Rand
- APPROVAL STATUS:** Pending Approval
- NEXT APPROVER:**

The 'Communication' subtab is selected, and the 'Files' subtab is active. The 'ATTACH FILE *' section shows a dropdown menu with the text '<Type then tab>' and a red arrow pointing to it. Below the dropdown are buttons for 'Add', 'Cancel', 'Insert', and 'Remove'. At the bottom of the form, there are buttons for 'Save', 'Reset', 'Cancel', 'Copy Previous', and 'Actions'.

- 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



File - Google Chrome

https://5027500-sb1.app.netsuite.com/app/common/media/mediaitem.nl?restricttype=&l=T...

File

Save Cancel

ATTACH FROM *
Computer

FILE NAME
Meal 19/07/2019

FOLDER *
kgothatso

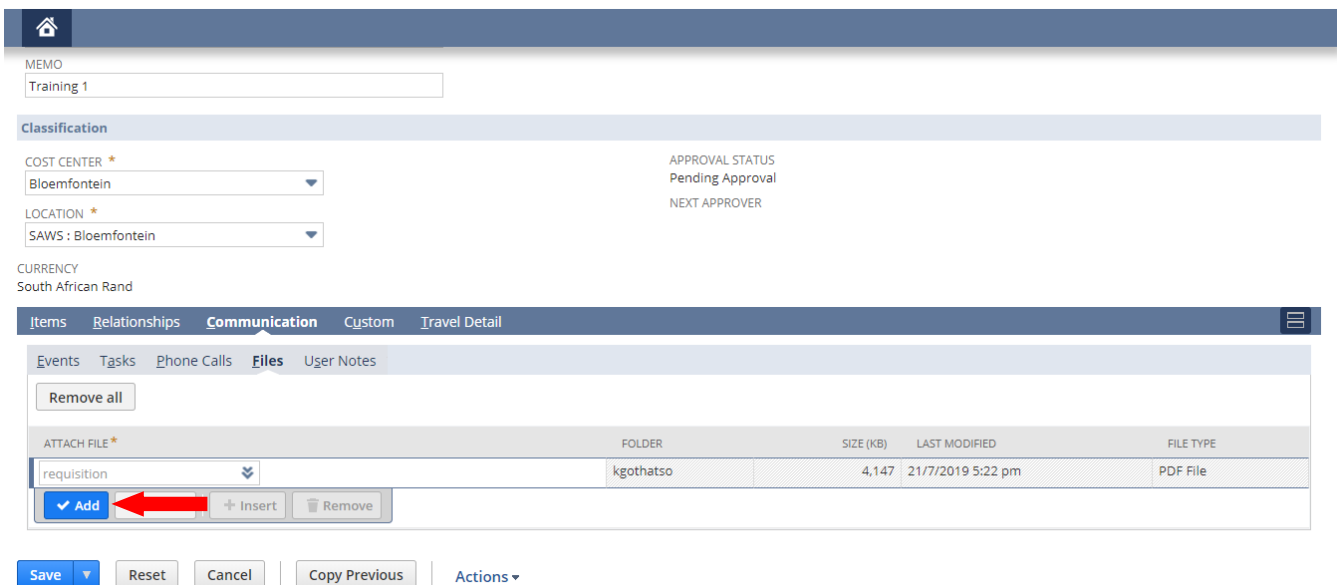
URL

SELECT FILE
Choose File My Invitation.pdf

CHARACTER ENCODING
Unicode (UTF-8)

INACTIVE
 AVAILABLE WITHOUT LOGIN
 GENERATE URL TIME STAMP

- Click on Add



MEMO
Training 1

Classification

COST CENTER *
Bloemfontein

LOCATION *
SAWS : Bloemfontein

CURRENCY
South African Rand

Items Relationships **Communication** Custom Travel Detail

Events Tasks Phone Calls **Files** User Notes

Remove all

ATTACH FILE *	FOLDER	SIZE (KB)	LAST MODIFIED	FILE TYPE
requisition	kgothatso	4,147	21/7/2019 5:22 pm	PDF File

Add + Insert Remove

Save Reset Cancel Copy Previous Actions

- Click on Save, once all information has been captured

Activities Transaction SuiteSocial Support

Requisition List Search More

Save Auto Fill Cancel Reset Actions

Primary Information

REQ # To Be Generated	EXPECTED DELIVERY DATE * 16/10/2019	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>ESTIMATED TOTAL</td> <td>500.00</td> </tr> <tr> <td>TOTAL</td> <td>0.00</td> </tr> </tbody> </table>	Summary		ESTIMATED TOTAL	500.00	TOTAL	0.00
Summary								
ESTIMATED TOTAL	500.00							
TOTAL	0.00							
REQUESTOR * 6 Kgothatso Miya	MEMO Netsuite Training							
DATE * 15/10/2019								

Classification

CAPEX PURCHASE REQUEST * No	OTHER LOCATION	APPROVAL STATUS Pending Approval
COST CENTER * 001 Aviation Johannesburg		NEXT APPROVER <Type then tab>
LOCATION * SAWS : Gauteng : Head Office	PROJECT	CURRENCY South African Rand

- Requisition number is generated e.g REQ083
- Click on submit for approval

Activities Transaction SuiteSocial Support

Confirmation
Transaction successfully Saved

Requisition List Search

REQ00000438 6 Kgothatso Miya **PENDING APPROVAL**

Edit Back Submit for Approval Actions

Primary Information

REQ # REQ00000438	EXPECTED DELIVERY DATE 16/10/2019	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>ESTIMATED TOTAL</td> <td>500.00</td> </tr> <tr> <td>TOTAL</td> <td>0.00</td> </tr> </tbody> </table>	Summary		ESTIMATED TOTAL	500.00	TOTAL	0.00
Summary								
ESTIMATED TOTAL	500.00							
TOTAL	0.00							
REQUESTOR 6 Kgothatso Miya	MEMO Netsuite Training							
DATE 15/10/2019								

Classification

CAPEX PURCHASE REQUEST No	OTHER LOCATION	APPROVAL STATUS Pending Approval
COST CENTER 001 Aviation Johannesburg	PROJECT	NEXT APPROVER
LOCATION SAWS : Gauteng : Head Office		CURRENCY South African Rand

- 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 be recalled and submitted again once the approver has been changed to the correct one.

Activities Transaction SuiteSocial Support

Requisition ← → List Search

REQ0000438 6 Kgothatso Miya PENDING APPROVAL

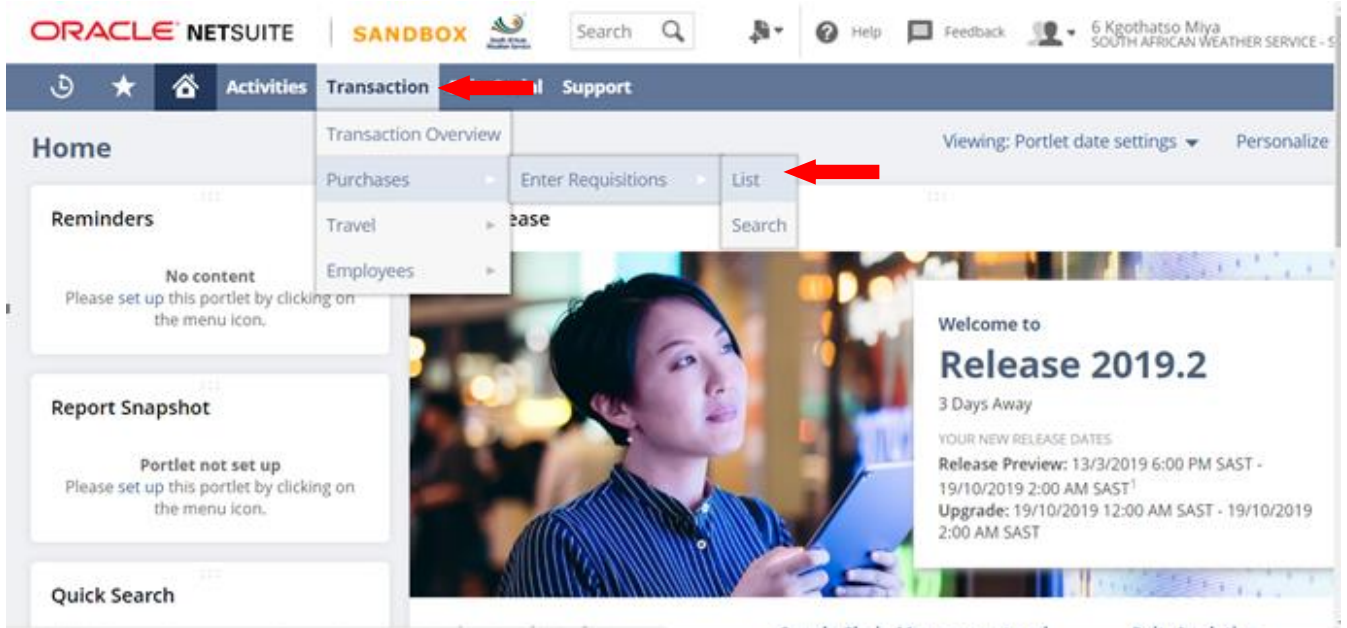
Recall Requisition | Actions

Primary Information		Summary
REQ # REQ0000438	EXPECTED DELIVERY DATE 16/10/2019	ESTIMATED TOTAL 500.00
REQUESTOR 6 Kgothatso Miya	MEMO Netsuite Training	TOTAL 0.00
DATE 15/10/2019		

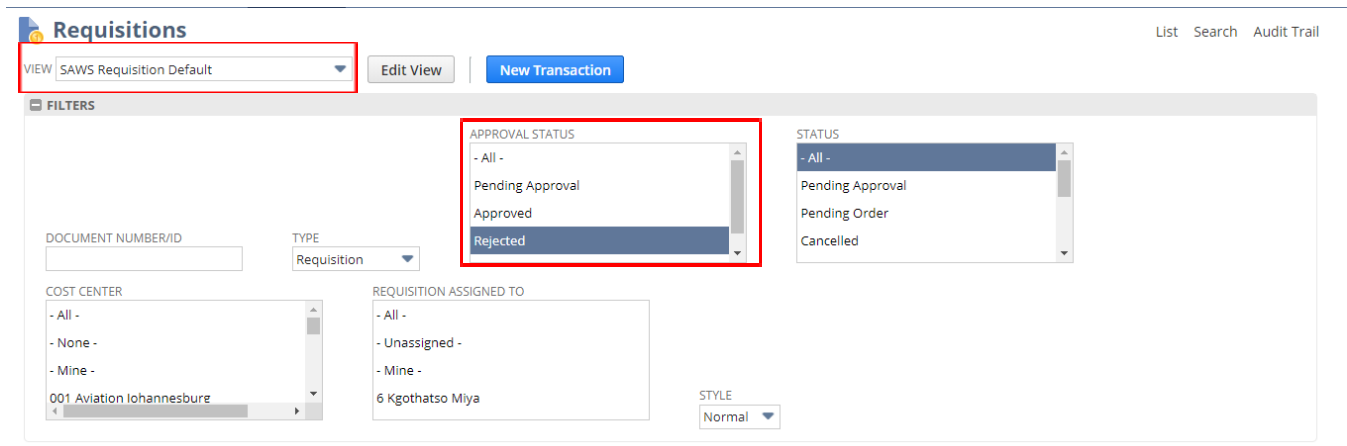
Classification		APPROVAL STATUS
CAPEX PURCHASE REQUEST No	OTHER LOCATION	Pending Approval
COST CENTER 001 Aviation Johannesburg	PROJECT	NEXT APPROVER 26 Training 1
LOCATION SAWS : Gauteng : Head Office		CURRENCY South African Rand

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

Activities Transaction SuiteSocial Support

Requisitions

VIEW: SAWS Requisition Default Edit View New Transaction

FILTERS

EDIT X

QUICK SORT TOTAL: 29

EDIT VIEW	DOCUMENT NUMBER	DATE	CREATED BY	REQUISITION ASSIGNED TO	MEMO	COST CENTER	NEXT APPROVER	CURRENCY	DUE DATE/RECEIVE BY	ESTIMATED TOTAL	ASSET PURC
Edit View	9	15/10/2019	6 Kgothatso Miya		Netsuite Training	001 Aviation Johannesburg	6	South African Rand	16/10/2019	5,000.00	No
Edit View	REQ00000403	18/9/2019	6 Kgothatso Miya		Requisition Test 1	Climate Information	28	South African Rand	19/9/2019	5,000.00	No
Edit View	REQ00000406	18/9/2019	6 Kgothatso Miya		Training Test 3	001 Aviation Johannesburg	30	South African Rand	29/9/2019	120,000.00	No
Edit View	REQ00000419	18/9/2019	6 Kgothatso Miya		Training Test 11	Durban	27	South African Rand	27/9/2019	56,000.00	No
Edit View	REQ00000372	12/9/2019	6 Kgothatso Miya		Catering for CEO Meeting	001 Aviation Johannesburg	6	South African Rand	31/10/2019	50,000.00	No
Edit View	REQ00000365	6/9/2019	6 Kgothatso Miya		training 1	1 Air Quality Information	26	South African Rand	6/9/2019	2,500.00	No

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

SANDBOX Help Feedback 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

Requisition

REQ105 6 Kgothatso Miya **REJECTED**

Edit Resubmit for Approval Actions

Primary Information

REQ #	DATE	Summary
REQ105	28/7/2019	
REQUESTOR	MEMO	ESTIMATED TOTAL
6 Kgothatso Miya	test 1254	2,000.00
EXPECTED DELIVERY DATE		TOTAL
25/7/2019		0.00

Classification

ASSET PURCHASE REQUEST	OTHER LOCATION	APPROVAL STATUS
Yes		Rejected
COST CENTER		NEXT APPROVER
Commercial Services		6 Kgothatso Miya
LOCATION		
SAWS : Gauteng : Head Office		
CURRENCY		
South African Rand		

Items Relationships Communication Related Records System Information Custom Travel Detail **Rejection Reason**

Rejection Reasons

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

SANDBOX Help Feedback 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

REQ # REQ105 DATE 28/7/2019
 REQUESTOR 6 Kgothatso Miya MEMO test 1254
 EXPECTED DELIVERY DATE 25/7/2019

Summary	
ESTIMATED TOTAL	2,000.00
TOTAL	0.00

Classification

ASSET PURCHASE REQUEST OTHER LOCATION APPROVAL STATUS Rejected
 Yes
 COST CENTER Commercial Services NEXT APPROVER 6 Kgothatso Miya
 LOCATION SAWS : Gauteng : Head Office
 CURRENCY South African Rand

Items Relationships Communication Related Records System Information Custom Travel Detail **Rejection Reason**

Rejection Reasons

EDIT	ID	DATE CREATED	REJECTED BY	TRANSACTION NUMBER	REJECTION REASON ▲
Edit	48	28/7/2019 9:00 PM	6 Kgothatso Miya	Requisition #REQ105	Wrong Cost Center

Edit Back Resubmit for Approval Actions ▾

➤ Make the necessary changes to the Requisition

SANDBOX Help Feedback 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

MEMO training

Classification

COST CENTER * Bloemfontein APPROVAL STATUS Rejected
 LOCATION * SAWS : Bloemfontein NEXT APPROVER

CURRENCY South African Rand

Items Relationships Communication Related Records System Information Custom Travel Detail

ITEM *	VENDOR NAME	VENDOR	RECEIVED	UNITS	QUANTITY	INVENTORY DETAIL	DESCRIPTION	ESTIMATED RATE	ESTIMATED AMOUNT *	RATE	AMOUNT
88040	Travel Local			EA	1		Travel Local - Car hire for 5days	2,500.00	2,500.00	0.00	0.00

OK Cancel Make Copy Insert Remove

+ Add Row

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

Requisition REQ00000439 6 Kgothatso Miya **REJECTED** List Search More

Save **Cancel** **Void** **Actions**

Primary Information

REQ # REQ00000439	EXPECTED DELIVERY DATE * 16/10/2019	Summary ESTIMATED TOTAL 4,500.00 TOTAL 0.00
REQUESTOR * 6 Kgothatso Miya	MEMO Netsuite Training	
DATE * 15/10/2019		

Classification

CAPEX PURCHASE REQUEST * No	OTHER LOCATION	APPROVAL STATUS Rejected
COST CENTER * 001 Aviation Johannesburg		NEXT APPROVER 6 Kgothatso Miya
LOCATION * SAWS : Gauteng : Head Office	PROJECT	CURRENCY South African Rand

Items Relationships Communication Related Records System Information Custom Rejection Reason

Expenses 0.00 Items 0.00

➤ Then Click on Resubmit for approval, the Requisition will go again to be approved

Confirmation
Transaction successfully Saved

Requisition REQ00000439 6 Kgothatso Miya **REJECTED** List Search

Edit **Back** **Resubmit for Approval** **Actions**

Primary Information

REQ # REQ00000439	EXPECTED DELIVERY DATE 16/10/2019	Summary ESTIMATED TOTAL 4,500.00 TOTAL 0.00
REQUESTOR 6 Kgothatso Miya	MEMO Netsuite Training	
DATE 15/10/2019		

Classification

CAPEX PURCHASE REQUEST No	OTHER LOCATION	APPROVAL STATUS Rejected
COST CENTER 001 Aviation Johannesburg	PROJECT	NEXT APPROVER 6 Kgothatso Miya
LOCATION SAWS : Gauteng : Head Office		CURRENCY South African Rand

Items Relationships Communication Related Records System Information Custom Rejection Reason

- Requisition approval status is now showing as pending approval and no changes can be made to the requisition while pending approval.
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Activities Transaction SuiteSocial Support

Requisition ← → List Search

REQ00000439 6 Kgothatso Miya **PENDING APPROVAL**

Recall Requisition Actions

Primary Information

REQ # REQ00000439	EXPECTED DELIVERY DATE 16/10/2019	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>ESTIMATED TOTAL</td> <td>4,500.00</td> </tr> <tr> <td>TOTAL</td> <td>0.00</td> </tr> </tbody> </table>	Summary		ESTIMATED TOTAL	4,500.00	TOTAL	0.00
Summary								
ESTIMATED TOTAL	4,500.00							
TOTAL	0.00							
REQUESTOR 6 Kgothatso Miya	MEMO Netsuite Training							
DATE 15/10/2019								

Classification

CAPEX PURCHASE REQUEST No	OTHER LOCATION	<table border="1"> <tr> <td>APPROVAL STATUS Pending Approval</td> </tr> <tr> <td>NEXT APPROVER 26 Training 1</td> </tr> <tr> <td>CURRENCY South African Rand</td> </tr> </table>	APPROVAL STATUS Pending Approval	NEXT APPROVER 26 Training 1	CURRENCY South African Rand
APPROVAL STATUS Pending Approval					
NEXT APPROVER 26 Training 1					
CURRENCY South African Rand					
COST CENTER 001 Aviation Johannesburg	PROJECT				
LOCATION SAWS : Gauteng : Head Office					

Items Relationships Communication Related Records System Information Custom Rejection Reason

Expenses 0.00 • Items 0.00

COST	ESTIMATED	PROJECT	LINKED	LINKED ORDER
Waiting for 5027500-sb1.app.netsuite.com...				

2.3 Void and Close Requisition

- Click on the Edit button

Requisition ← → List Search

REQ298 6 Kgothatso Miya REJECTED

Edit Resubmit for Approval Actions

Primary Information

REQ # REQ298	EXPECTED DELIVERY DATE 8/9/2019	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>ESTIMATED TOTAL</td> <td>85,000.00</td> </tr> <tr> <td>TOTAL</td> <td>0.00</td> </tr> </tbody> </table>	Summary		ESTIMATED TOTAL	85,000.00	TOTAL	0.00
Summary								
ESTIMATED TOTAL	85,000.00							
TOTAL	0.00							
REQUESTOR 6 Kgothatso Miya	MEMO Legal Fees for SAWS Project							
DATE 22/8/2019								

Classification

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

Items Relationships Communication Related Records System Information Custom Rejection Reason

Expenses 0.00 Items 0.00

- Click on void button

Requisition ← → List Search More

REQ298 6 Kgothatso Miya REJECTED

Save Reset Cancel **Void** Actions

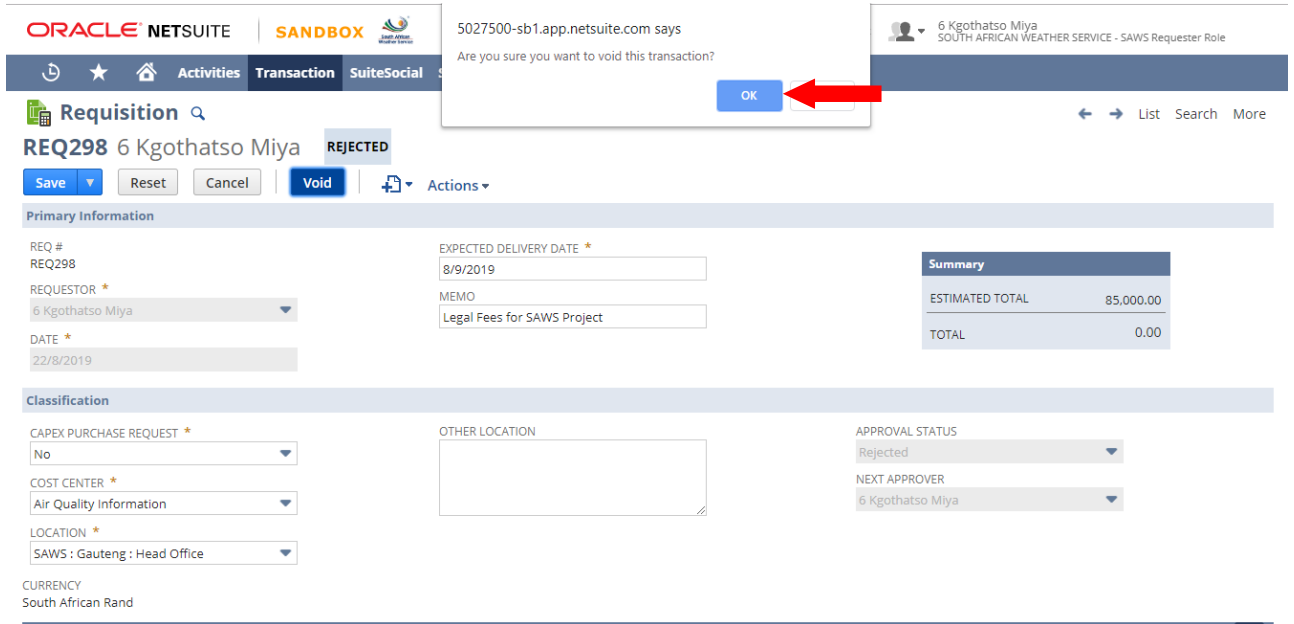
Primary Information

REQ # REQ298	EXPECTED DELIVERY DATE * 8/9/2019	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>ESTIMATED TOTAL</td> <td>85,000.00</td> </tr> <tr> <td>TOTAL</td> <td>0.00</td> </tr> </tbody> </table>	Summary		ESTIMATED TOTAL	85,000.00	TOTAL	0.00
Summary								
ESTIMATED TOTAL	85,000.00							
TOTAL	0.00							
REQUESTOR * 6 Kgothatso Miya	MEMO Legal Fees for SAWS Project							
DATE * 22/8/2019								

Classification

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

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



5027500-sb1.app.netsuite.com says
Are you sure you want to void this transaction?

OK

6 Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - SAWS Requester Role

← → List Search More

Requisition **6 Kgothatso Miya** **REJECTED**

Save Reset Cancel Void Actions

Primary Information

REQ # REQ298	EXPECTED DELIVERY DATE * 8/9/2019	Summary
REQUESTOR * 6 Kgothatso Miya	MEMO Legal Fees for SAWS Project	
DATE * 22/8/2019		

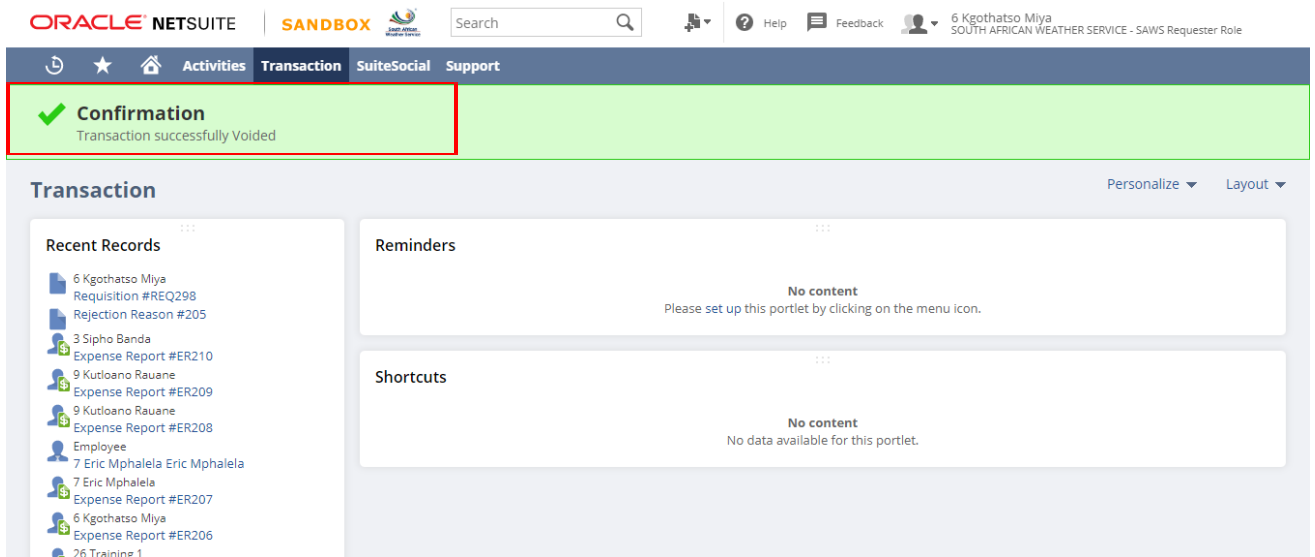
ESTIMATED TOTAL	85,000.00
TOTAL	0.00

Classification

CAPEX PURCHASE REQUEST * No	OTHER LOCATION	APPROVAL STATUS Rejected
COST CENTER * Air Quality information		NEXT APPROVER 6 Kgothatso Miya
LOCATION * SAWS : Gauteng : Head Office		

CURRENCY
South African Rand

- A confirmation will appear, tha the tranasnction successfully Voided



ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - SAWS Requester Role

Activities Transaction SuiteSocial Support

Confirmation
Transaction successfully Voided

Transaction Personalize Layout

Recent Records

- 6 Kgothatso Miya Requisition #REQ298 Rejection Reason #205
- 3 Siphso Banda Expense Report #ER210
- 9 Kutloano Rauane Expense Report #ER209
- 9 Kutloano Rauane Expense Report #ER208
- Employee
- 7 Eric Mphalela Eric Mphalela Expense Report #ER207
- 6 Kgothatso Miya Expense Report #ER206
- 26 Training 1

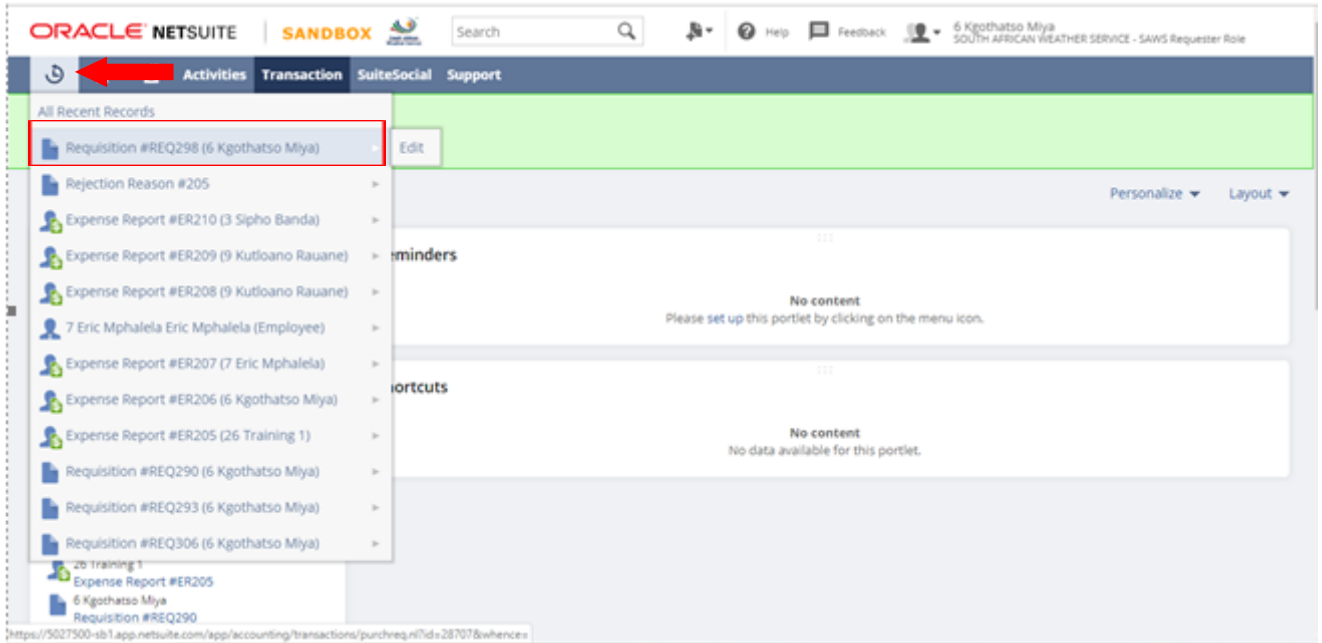
Reminders

No content
Please set up this portlet by clicking on the menu icon.

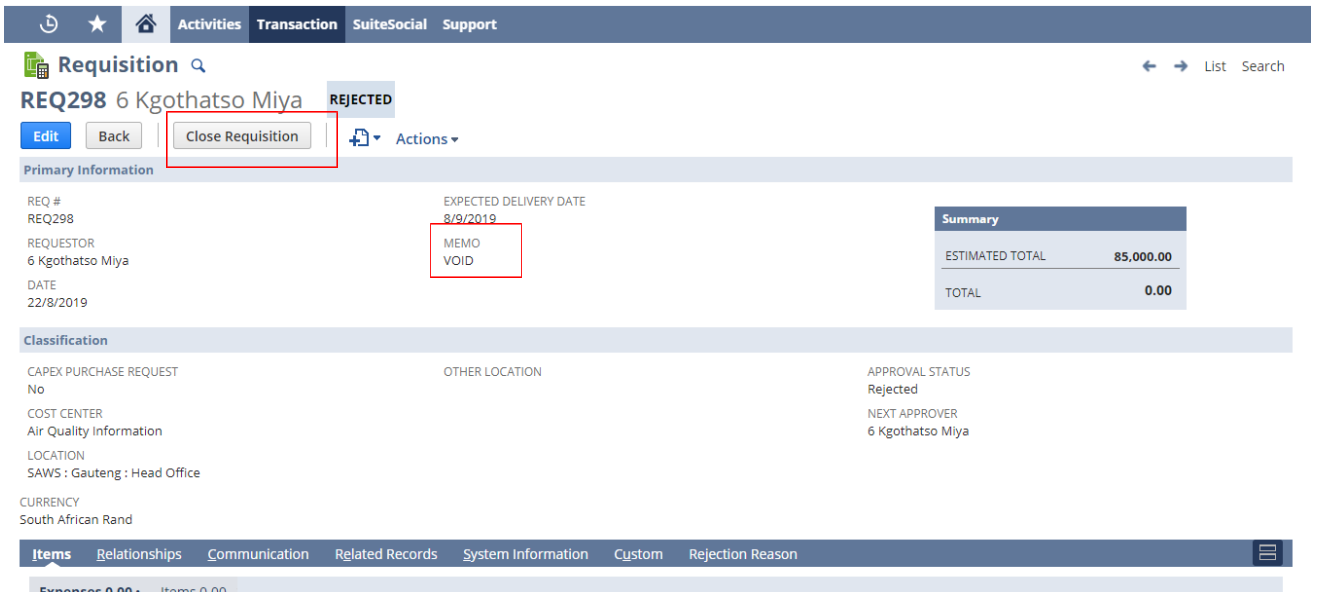
Shortcuts

No content
No data available for this portlet.

- 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



Requisition REQ298 6 Kgothatso Miya REJECTED

[Edit](#) [Back](#) [Close Requisition](#) [Actions](#)

Primary Information

REQ # REQ298	EXPECTED DELIVERY DATE 8/9/2019	Summary
REQUESTOR 6 Kgothatso Miya	MEMO VOID	ESTIMATED TOTAL 85,000.00
DATE 22/8/2019		TOTAL 0.00

Classification

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

Items Relationships Communication Related Records System Information Custom Rejection Reason

Expenses:0.00 • Items:0.00



➤ The requisition is Voided and closed

Requisition REQ298 6 Kgothatso Miya CLOSED List Search

Actions

Primary Information

REQ #	8/9/2019	Summary
REQ298		ESTIMATED TOTAL 85,000.00
REQUESTOR	MEMO	TOTAL 0.00
6 Kgothatso Miya	VOID	
DATE		
22/8/2019		

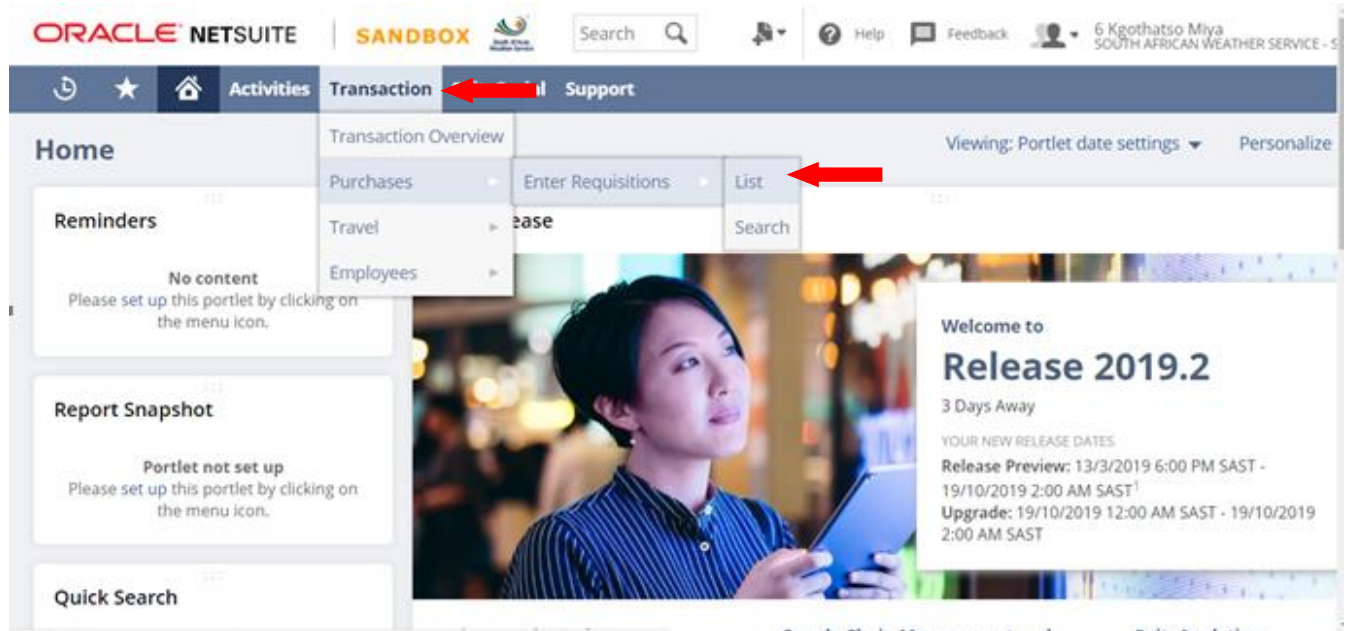
Classification

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		

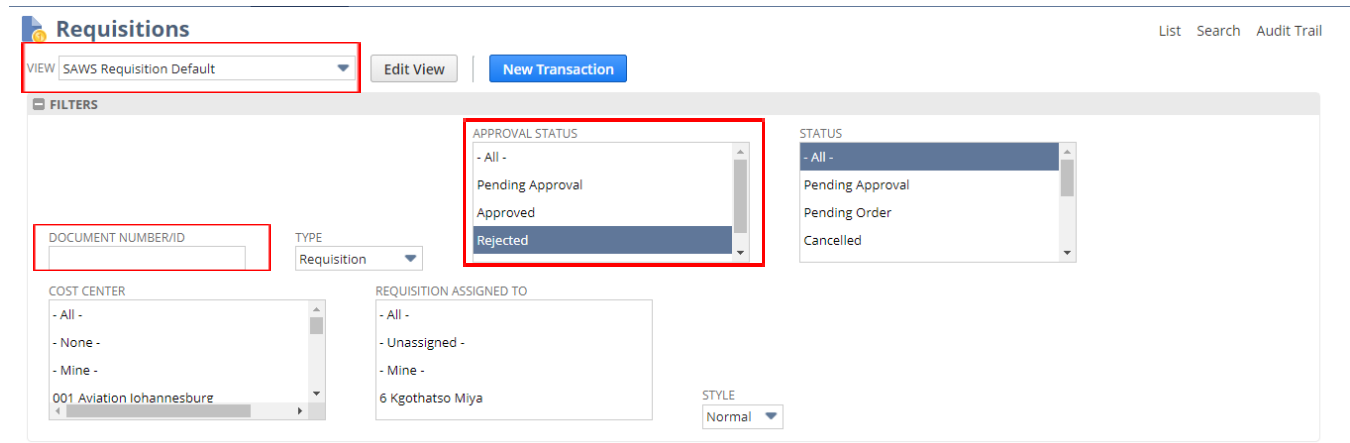
Items Relationships Communication Related Records System Information Custom Rejection Reason

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 requisition approval status or requisition 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.

Requisitions List Search Audit Trail

VIEW SAWS Requisition Default Edit View New Transaction

FILTERS

EDIT VIEW	DOCUMENT NUMBER	DATE	CREATED BY	REQUISITION ASSIGNED TO	MEMO	NEXT APPROVER	CURRENCY	DUE DATE/RECEIVE BY	ESTIMATED TOTAL	ASSET PURCHASE REQUEST	ORDER TYP
Edit View	REQ297	22/8/2019	30 Training 4		Legal fees	6	South African Rand	31/8/2019	80.00	No	
Total									80.00		

- 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

Requisition REQ297 30 Training 4 PENDING APPROVAL List Search

Actions

Primary Information

REQ # REQ297	EXPECTED DELIVERY DATE 31/8/2019	Summary
REQUESTOR 30 Training 4	MEMO Legal fees	
DATE 22/8/2019		ESTIMATED TOTAL 80.00
		TOTAL 0.00

Classification

CAPEX PURCHASE REQUEST No	OTHER LOCATION	APPROVAL STATUS Pending Approval
COST CENTER Air Quality Information		NEXT APPROVER 26 Training 1
LOCATION SAWS : Gauteng : Head Office		
CURRENCY South African Rand		

Items Relationships Communication **Related Records** System Information Custom Rejection Reason

Expenses 0.00 • Items 0.00

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

ORACLE NETSUITE

Email address

Password

Remember Me

Log In

By clicking on the Log In button, you understand and agree to Oracle Terms of Use and Oracle Privacy Policy

[Forgot your password?](#)

[Go to the visitor home page](#)


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LCS
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Log in page for Oracle NetSuite. The page features a login form on the left and a promotional banner for webinars on the right. Red arrows point to the email field (containing 'kgothatso.lehobye@eoh.com'), the password field, and the 'Log In' button. The banner includes the text 'SIGN UP FOR THESE LIVE WEBINARS!' and 'EXPAND your knowledge with LCS LEARNING CLOUD SUPPORT'. It also contains sections for 'Maximize Your LCS Pass Webinars' and 'Exclusive Monthly Topical Webinars' with a 'Register Now' button.


Log in as SAWS Requisition Approver Role

- Under reminders, click on Requisition to approve

Screenshot of the Oracle NetSuite user interface. The top navigation bar includes 'ORACLE NETSUITE', 'SANDBOX', a search bar, and user information for '6 Kgothatso Miya, SOUTH AFRICAN WEATHER SERVICE - SAWS Requisition Approver'. The main dashboard area shows a 'Home' section with a 'Reminders' portlet (highlighted with a red box) displaying '12 Requisitions to Approve' and '0 Travel Request Approval'. Other portlets include 'Report Snapshot' (not set up), 'Quick Search', and 'New Release' (Welcome to Release 2019.2). The bottom section features 'Projects and People', 'Supply Chain Management and Commerce', and 'SuiteAnalytics' portlets.

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.



Help
Feedback
6 Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - SAWS Requisition Approval Role

<

Approve Requisitions

Submit

ACTION
 Budget Approver → Approve (SAWS Requisition Approval (2))

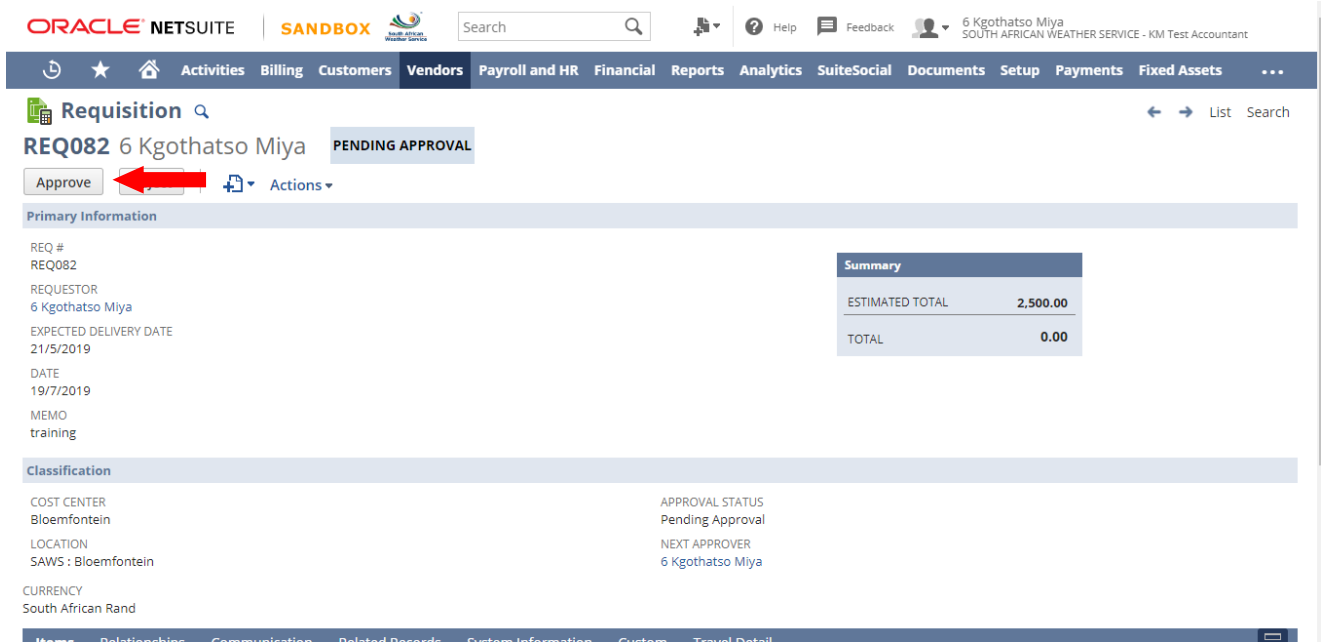
VIEW
 Requisitions for Approval

Mark All
Unmark All

SELECT	DATE ▲	DOCUMENT NUMBER	NAME	MEMO	STATUS	ESTIMATED AMOUNT
<input type="checkbox"/>	22/8/2019	REQ301	35 Training9	Legal Fees for Project	Pending Approval	85,000.00
<input type="checkbox"/>	22/8/2019	REQ307	34 Training8	Stationery for Met Techs	Pending Approval	30,450.00
<input type="checkbox"/>	22/8/2019	REQ308	28 Training 3	stationery	Pending Approval	2,059.90
<input type="checkbox"/>	22/8/2019	REQ312	32 Training6	Stationery for Compliance Department	Pending Approval	1,950.00
<input type="checkbox"/>	22/8/2019	REQ315	33 Training7	Stationery for third term	Pending Approval	1,000.00
<input type="checkbox"/>	22/8/2019	REQ316	36 Training10	Travel to Nelspruit	Pending Approval	7,500.00
<input type="checkbox"/>	22/8/2019	REQ320	34 Training8	Travel to DMISA	Pending Approval	20,000.00
<input type="checkbox"/>	22/8/2019	REQ321	28 Training 3	Maya's Travel to Durban	Pending Approval	11,300.00
<input type="checkbox"/>	22/8/2019	REQ323	37 Training11	Kgothatso traveling to Cape town	Pending Approval	11,000.00
<input type="checkbox"/>	22/8/2019	REQ324	33 Training7	Travel for Netsuite training	Pending Approval	8,000.00

Submit

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



ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - KM Test Accountant

Activities Billing Customers **Vendors** Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets

Requisition REQ082 6 Kgothatso Miya **PENDING APPROVAL**

Approve Actions

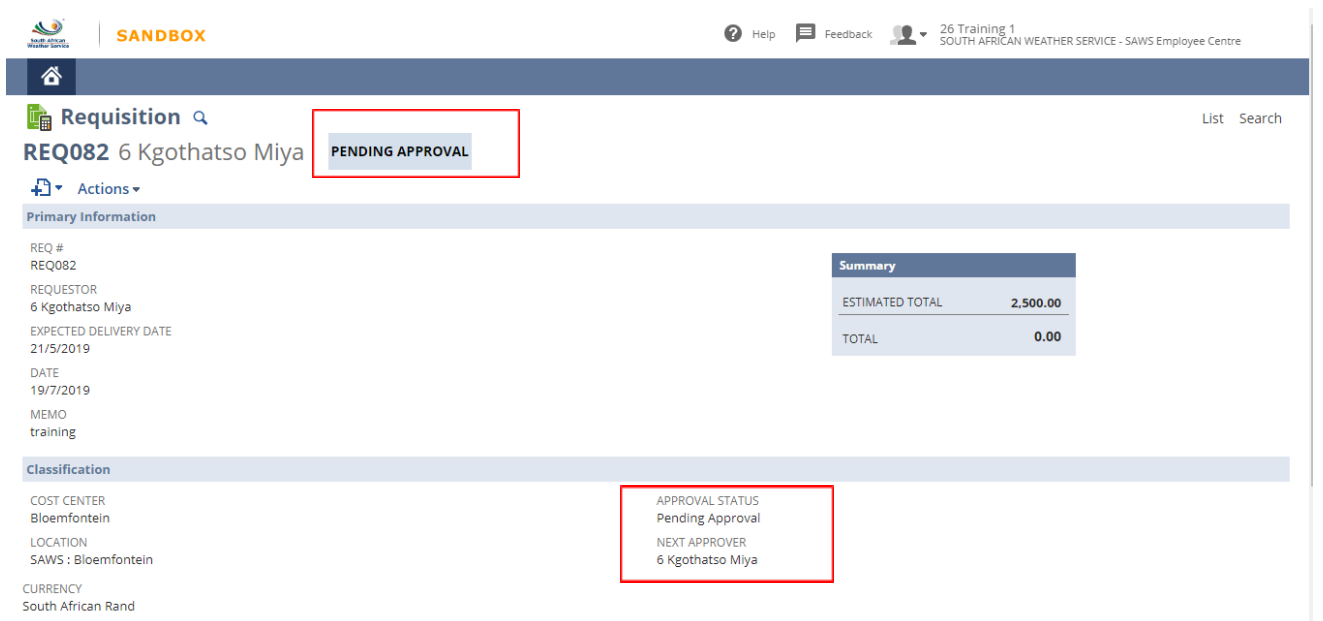
Primary Information

REQ # REQ082	Summary
REQUESTOR 6 Kgothatso Miya	ESTIMATED TOTAL 2,500.00
EXPECTED DELIVERY DATE 21/5/2019	TOTAL 0.00
DATE 19/7/2019	
MEMO training	

Classification

COST CENTER Bloemfontein	APPROVAL STATUS Pending Approval
LOCATION SAWS : Bloemfontein	NEXT APPROVER 6 Kgothatso Miya
CURRENCY South African Rand	

- Requisition status will show as pending approval, until the final person on the approval workflow has approved the requisition.



South African Weather Service | SANDBOX | Help | Feedback | 26 Training 1 SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

Requisition REQ082 6 Kgothatso Miya **PENDING APPROVAL**

Actions

Primary Information

REQ # REQ082	Summary
REQUESTOR 6 Kgothatso Miya	ESTIMATED TOTAL 2,500.00
EXPECTED DELIVERY DATE 21/5/2019	TOTAL 0.00
DATE 19/7/2019	
MEMO training	

Classification

COST CENTER Bloemfontein	APPROVAL STATUS Pending Approval
LOCATION SAWS : Bloemfontein	NEXT APPROVER 6 Kgothatso Miya
CURRENCY South African Rand	



- 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

ORACLE NETSUITE | SANDBOX Search 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - KM Test Accountant

Activities Billing Customers **Vendors** Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ...

Requisition

REQ082 6 Kgothatso Miya **PENDING ORDER**

Actions ▾

Primary Information

REQ # REQ082	
REQUESTOR 6 Kgothatso Miya	
EXPECTED DELIVERY DATE 21/5/2019	
DATE 19/7/2019	
MEMO training	

Summary	
ESTIMATED TOTAL	2,500.00
TOTAL	0.00

Classification

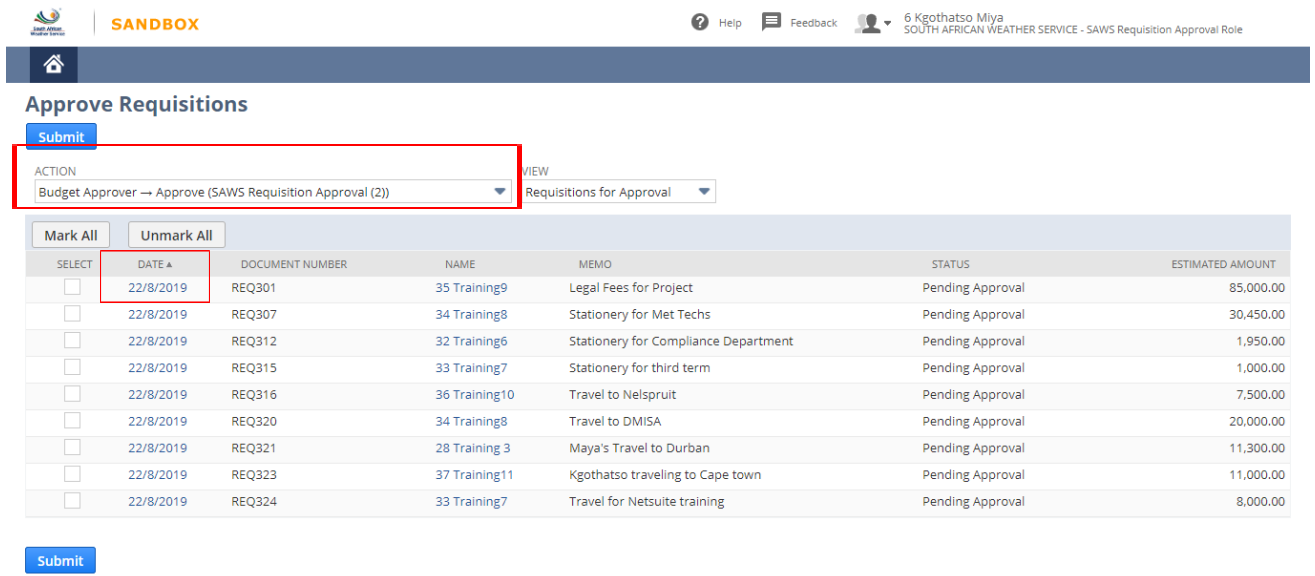
COST CENTER Bloemfontein	APPROVAL STATUS Approved
LOCATION SAWS : Bloemfontein	NEXT APPROVER

CURRENCY
South African Rand

Home Relationships Communications Related Records Content Management Custom Tools Detail

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.



Approve Requisitions

Submit

ACTION: Budget Approver → Approve (SAWS Requisition Approval (2)) VIEW: Requisitions for Approval

SELECT	DATE ▲	DOCUMENT NUMBER	NAME	MEMO	STATUS	ESTIMATED AMOUNT
<input type="checkbox"/>	22/8/2019	REQ301	35 Training9	Legal Fees for Project	Pending Approval	85,000.00
<input type="checkbox"/>	22/8/2019	REQ307	34 Training8	Stationery for Met Techs	Pending Approval	30,450.00
<input type="checkbox"/>	22/8/2019	REQ312	32 Training6	Stationery for Compliance Department	Pending Approval	1,950.00
<input type="checkbox"/>	22/8/2019	REQ315	33 Training7	Stationery for third term	Pending Approval	1,000.00
<input type="checkbox"/>	22/8/2019	REQ316	36 Training10	Travel to Nelspruit	Pending Approval	7,500.00
<input type="checkbox"/>	22/8/2019	REQ320	34 Training8	Travel to DMISA	Pending Approval	20,000.00
<input type="checkbox"/>	22/8/2019	REQ321	28 Training 3	Maya's Travel to Durban	Pending Approval	11,300.00
<input type="checkbox"/>	22/8/2019	REQ323	37 Training11	Kgothatso travelling to Cape town	Pending Approval	11,000.00
<input type="checkbox"/>	22/8/2019	REQ324	33 Training7	Travel for Netsuite training	Pending Approval	8,000.00

Submit

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



Requisition REQ083 6 Kgothatso Miya **PENDING APPROVAL**

Approve Reject Actions

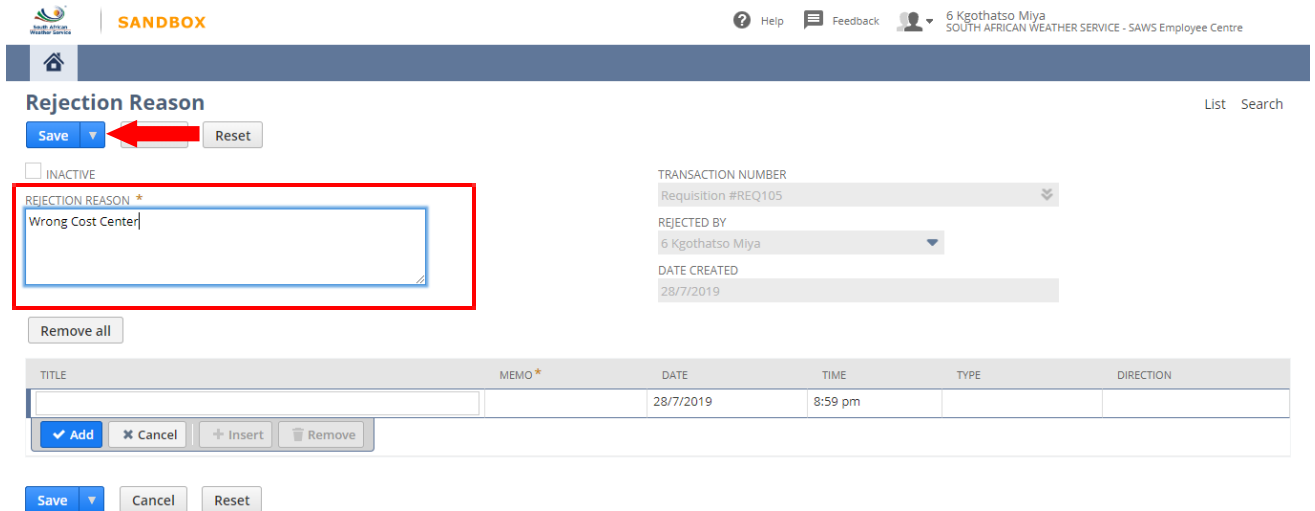
Primary Information

REQ #	REQ083	Summary	
REQUESTOR	6 Kgothatso Miya		
EXPECTED DELIVERY DATE	27/7/2019	ESTIMATED TOTAL	230.00
DATE	21/7/2019	TOTAL	0.00
MEMO	Training 1		


Classification

COST CENTER	Bloemfontein	APPROVAL STATUS	Pending Approval
LOCATION	SAWS : Bloemfontein	NEXT APPROVER	26 Training 1
CURRENCY	South African Rand		

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



Rejection Reason List Search

Save  Reset

INACTIVE

REJECTION REASON *
Wrong Cost Center


TRANSACTION NUMBER
Requisition #REQ105

REJECTED BY
6 Kgothatso Miya

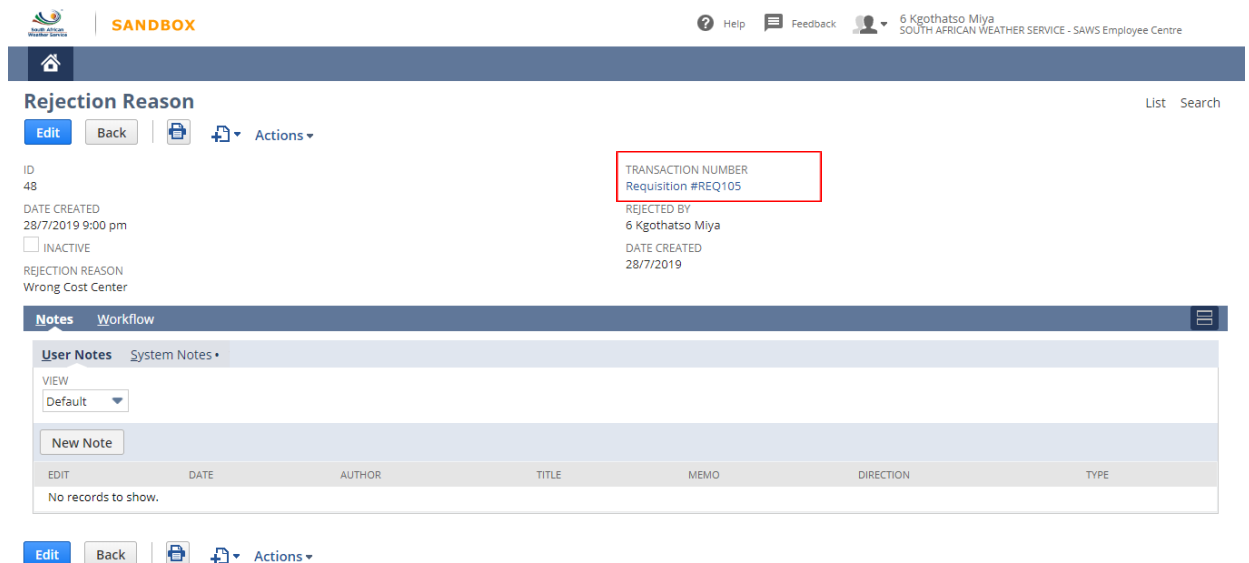
DATE CREATED
28/7/2019

Remove all



TITLE	MEMO*	DATE	TIME	TYPE	DIRECTION
		28/7/2019	8:59 pm		

Save  Cancel Reset

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



Rejection Reason List Search

Edit Back   Actions

ID
48

DATE CREATED
28/7/2019 9:00 pm


INACTIVE

REJECTION REASON
Wrong Cost Center

TRANSACTION NUMBER
Requisition #REQ105

REJECTED BY
6 Kgothatso Miya

DATE CREATED
28/7/2019



Notes Workflow 

User Notes System Notes

VIEW
Default

New Note

EDIT	DATE	AUTHOR	TITLE	MEMO	DIRECTION	TYPE
No records to show.						

Edit Back   Actions

- 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 necessary changes and resubmit for approval.

SANDBOX Help Feedback 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - SAWS Requisition Approval Role

Requisition List Search

REQ307 34 Training8 REJECTED

Actions

Primary Information

REQ # REQ307	EXPECTED DELIVERY DATE 25/10/2019	
REQUESTOR 34 Training8	MEMO Stationery for Met Techs	
DATE 22/8/2019		

Summary	
ESTIMATED TOTAL	30,450.00
TOTAL	0.00

Classification

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

Items Relationships Communication Related Records System Information Custom Rejection Reason

Expenses 0.00 Items 0.00

CATEGORY	DESCRIPTION	COST CENTER	ESTIMATED AMOUNT	AMOUNT	LOCATION	PROJECT TASK	LINKED ORDER	LINKED ORDER STATUS	CLOSED	HISTORY