



South African Weather Service

**Travel Request
Training Manual**

Document Review and Distribution

Revision history

Version	Author	Date	Revision	Email address
1.0	Kgothatso Miya	03/10/2019	Draft	Kgothatso.Lehobye@eoh.com
1.1	Kgothatso Miya	15/10/2019	Draft	Kgothatso.Lehobye@eoh.com
1.2				
1.3				
1.4				

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 Travel Request 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 Travel Request
- Make changes to existing Travel Request
- Approve or reject a Travel Request
- Enquire on a Travel Request

2 TRAVEL REQUEST

The Travel Request record is used to request travel.

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

A Travel Request can have one of the following statuses:

Travel Request Status	Status Detail
Pending Approval	The Travel Request is Pending Approval
Approved	The Travel Request is Approved
Rejected	The Travel Request is Rejected
Cancelled	The Travel Request is Cancelled
Complete	Once a Travel Request is complete no changes can be made to the travel request

2.1 Enter Travel Request

2.1.1 Step 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

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ORACLE NETSUITE

kgothatso.lehobye@eoh.com

.....

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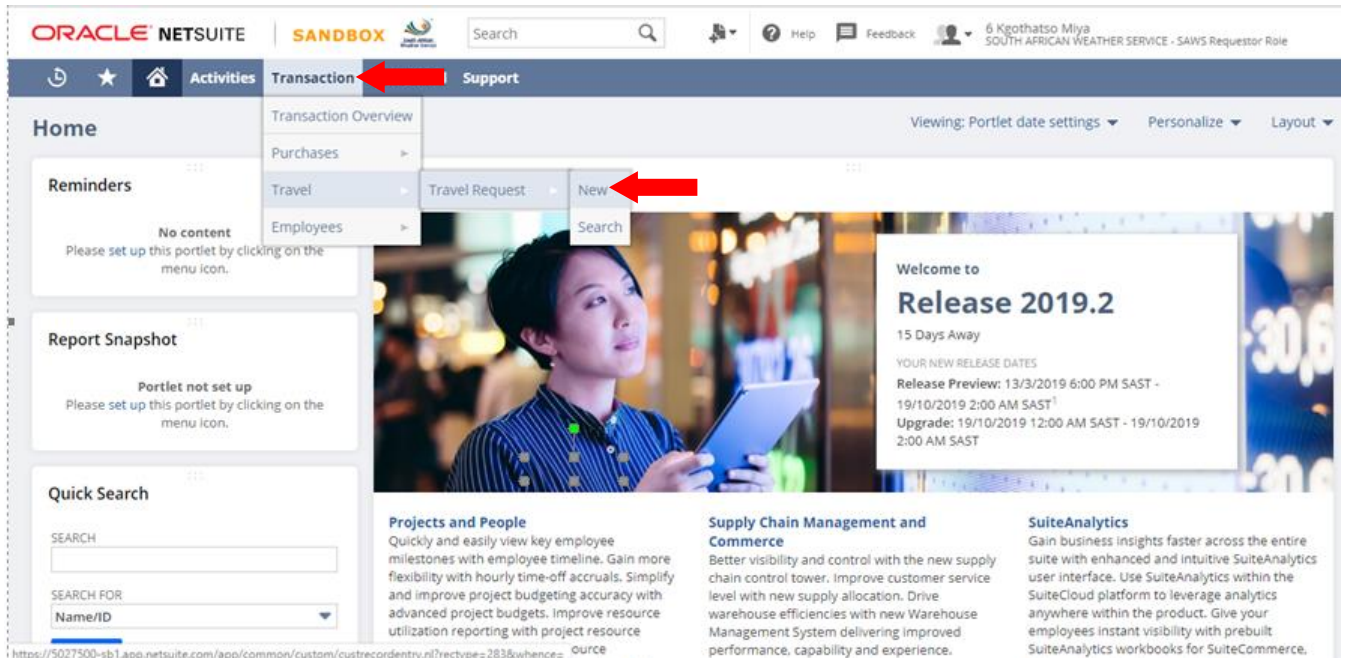
Access the webinars and re-plays via your LCS Pass login.



EXPAND
your knowledge with
LCS
LEARNING CLOUD SUPPORT

- Log in as **SAWS Requestor Role** – To enter your own travel request
- Log in as **SAWS Expense Report Proxy Role** – To enter a travel request on behalf of some else.
- Log in as **SAWS Requisition Approver Role** – To enter your own travel request

➤ On The Menu, Click on Transaction , Travel, Travel Request and Then New



The screenshot shows the Oracle NetSuite interface. At the top, there is a navigation bar with 'ORACLE NETSUITE', 'SANDBOX', and a search bar. Below this is a secondary navigation bar with 'Activities', 'Transaction', and 'Support'. The 'Transaction' menu is expanded, showing 'Transaction Overview', 'Purchases', 'Travel', and 'Employees'. The 'Travel' menu is further expanded to show 'Travel Request' and 'New'. The 'New' option is highlighted with a red arrow. The main content area includes a 'Home' section with 'Reminders', 'Report Snapshot', and 'Quick Search'. There are also several informational cards for 'Projects and People', 'Supply Chain Management and Commerce', and 'SuiteAnalytics'. A 'Welcome to Release 2019.2' banner is visible on the right side of the main content area.

2.1.2 Step 2 – Enter Travel Request

The following fields need to be completed

Primary information

- **Travel Type** – In this field please select if this is a domestic or International Travel. **(This field is Mandatory *)**
- **Travellers Name** – In this field please select the traveller’s name. **(This field is Mandatory *)**
- **Travelling Date** – In this field please select the start date of you travel. **(This field is Mandatory *)**
- **Purpose of Trip** – In this field please type in the purpose of the trip. **(This field is Mandatory *)**
- **Destination** – In this field please type in where you are travelling to.
- **Duration (Days)** – In this field type in the number of days you’re travelling for.
- **Travellers Title and Full Names** – In this field please type in the travellers Title and full names as per ID. **(This field is Mandatory *)**
- **Travellers ID Number** – In this field please enter the travellers ID number.
- **Travel Contact Details** – In this field please enter the travellers contact details
- **Voyager Number** – In this field if applicable please enter the voyager number.
- **Royalty Number** - In this field if applicable please enter the royalty number.

Travel Request List Search Customise More

Save + Reset Cancel

Primary Information

<p>CUSTOM FORM * SAWS Travel Request Form</p> <p>TREQ To Be Generated</p> <p>TRAVEL TYPE * Domestic Travel</p> <p>TRAVELLERS NAME * Abi Magwai</p> <p>TRAVELLING DATE * 11/11/2019</p>	<p>PURPOSE OF TRIP * Meeting</p> <p>DESTINATION Cape town</p> <p>DURATION (DAYS) 2</p>	<p>TRAVELLERS TITLE AND FULL NAMES * Abi Magwai</p> <p>TRAVELLERS ID NUMBER 12345678910</p> <p>TRAVEL CONTACT DETAILS 085 254 8789</p> <p>VOYAGER NUMBER</p> <p>ROYALTY NUMBER</p>
--	--	--

Classification

- **Cost Center** – In this field enter the cost center. (This field is Mandatory *)
- **Account** – In this field enter the GL account number. (This field is Mandatory *)
- **Estimated Budget** – In this field, please type in the estimated amount for the travel. (This field is Mandatory *)
- **Approval Status** – this field will default to pending approval
- **Current approver** – this field will be blank until the Travel Request has been submitted for approval.

Classification		
COST CENTER *	ESTIMATED BUDGET *	CURRENT APPROVER
590 Supply Chain Management	5,000.00	<Type then tab>
ACCOUNT NUMBER *	TRAVEL STATUS	
88040 Travel Local	Pending Approval	

Flight Details

- **Flight: Date, Time, From and To (Departure)** – In this field enter the date, time and from/to.
- **Flight: Date, Time, From and To (Return)** – In this field enter the date, time and from/to.

Flight Detail	
FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE) 1. 11/11/2019, 8am, OR Tambo International To Cape Town International	FLIGHT: DATE, TIME, FROM AND TO (RETURN) 1. 12/11/2019, 5pm, Cape Town International Airport to OR Tambo International Airport



Accommodation Details

- **Accommodation Check in and Checkout** – In this field enter check in date and time and also the checkout date and time
- **Preferred Hotel** – In this field type in your preferred hotel
- **Alternative Hotel** – In this field type in your Alternative hotel
- **BnB, DBB, Self Catering or Room only** – In this field type in if you want a Bnb, self catering etc.
- **Smoking or Non-Smoking Room** – In this field type in if you want a smoke or non smoking room.

The screenshot shows the 'Accommodation Detail' form with the following fields and values:

- ACCOMMODATION CHECK IN AND CHECK OUT:** Check in: 11/11/2019 and Check out: 12/11/2019
- PREFERRED HOTEL:** Vineyard Hotel (Protea Hotel)
- ALTERNATIVE HOTEL:** Waterfront Hotel (Protea Hotel), Hilton Hotel
- BNB, DBB, SELF CATERING OR ROOM ONLY:** BnB
- SMOKING OR NON- SMOKING ROOM:** Non-Smoking Room

Car Hire Details

- **Vehicle Group** – In this field type in the vehicle group. E.g. group A, group B etc.
- **Pick Up/Delivery Date, Time and Location** – In this field enter the date, time and location to pick up/delivery of the vehicle.
- **Drop off /Collection Date, Time and Location** – In this field enter the date, time and location to pick up/collection of the vehicle.

The screenshot shows the 'Car Hire Detail' form with the following fields and values:

- VEHICLE GROUP:** Group B
- PICK UP/DELIVERY DATE, TIME AND LOCATION:** 11/11/2019, 1pm, Cape Town International Airport
- DROP OFF/COLLECTION DATE, TIME AND LOCATION:** 12/11/2019, 5pm, Cape Town International Airport

Shuttle Details

- **Shuttle pick up and drop off: Date, Time and Address** – In this field enter the date, time and location to pick up/delivery of the vehicle.
- **Additional Shuttle** – if applicable type in additional shuttle.

The screenshot shows the 'Shuttle Detail' form with the following fields and values:

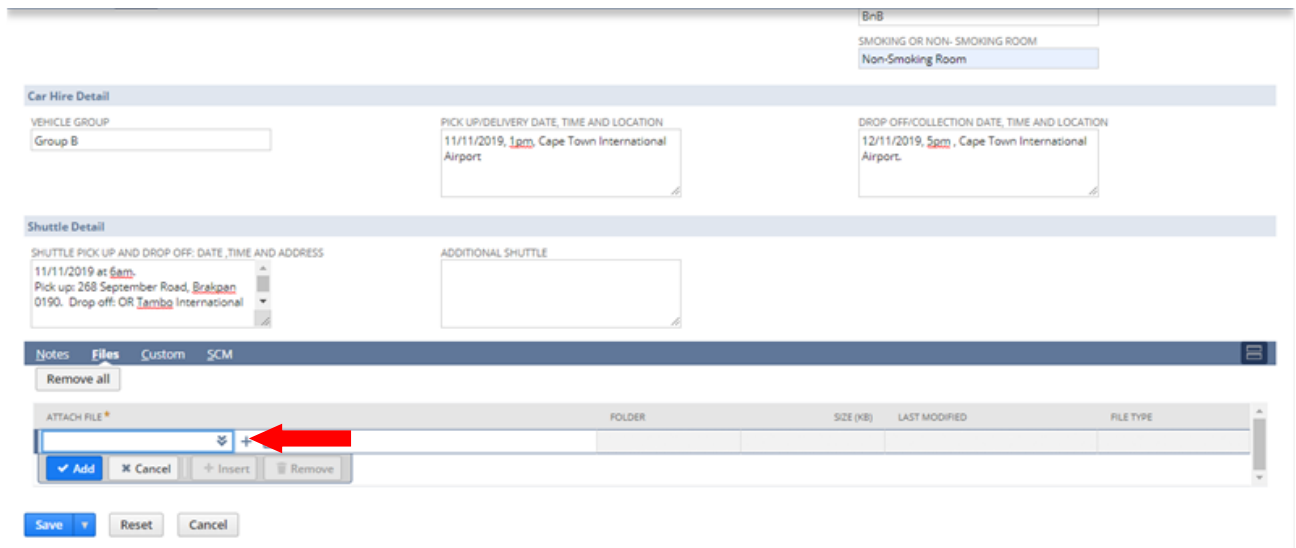
- SHUTTLE PICK UP AND DROP OFF: DATE, TIME AND ADDRESS:** 11/11/2019 at 6am, Pick up: 268 September Road, Brakpan 0190, Drop off: OR Tambo International
- ADDITIONAL SHUTTLE:** (Empty field)

File subtab

You can select and attach files from the file cabinet related to this transaction.

How to attach file

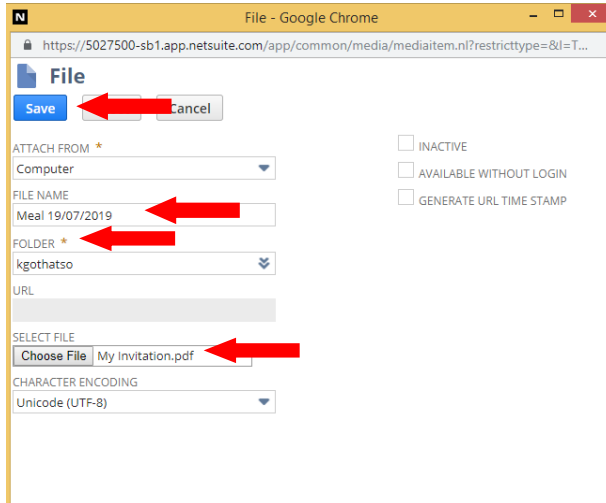
- Click on the + sign



The screenshot shows a web application interface with the following elements:

- Car Hire Detail:**
 - VEHICLE GROUP: Group B
 - PICK UP/DELIVERY DATE, TIME AND LOCATION: 11/11/2019, 1pm, Cape Town International Airport
 - DROP OFF/COLLECTION DATE, TIME AND LOCATION: 12/11/2019, 5pm, Cape Town International Airport
- Shuttle Detail:**
 - SHUTTLE PICK UP AND DROP OFF, DATE, TIME AND ADDRESS: 11/11/2019 at 6am, Pick up: 268 September Road, Brakpan 0190. Drop off: OR Tambo International
 - ADDITIONAL SHUTTLE: (Empty text area)
- Files Section:**
 - Notes Files Custom SCM
 - Remove all
 - ATTACH FILE * (with a red arrow pointing to a '+' sign)
 - Table with columns: FOLDER, SIZE (KB), LAST MODIFIED, FILE TYPE
 - Buttons: Add, Cancel, Insert, Remove
- Bottom Buttons:** Save, Reset, Cancel

- 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

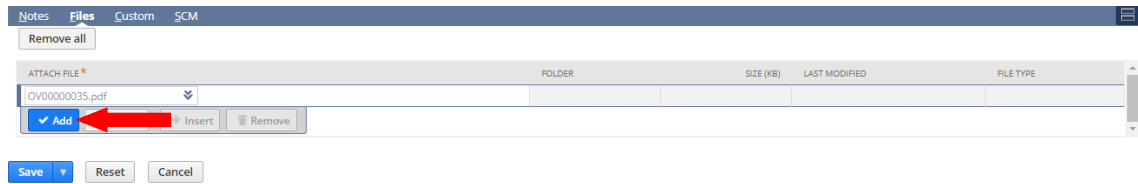
URL

SELECT FILE
 Choose File My Invitation.pdf

CHARACTER ENCODING
 Unicode (UTF-8)

INACTIVE
 AVAILABLE WITHOUT LOGIN
 GENERATE URL TIME STAMP

➤ Click on Add



Notes Files Custom SCM

Remove all

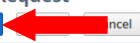
ATTACH FILE *	FOLDER	SIZE (KB)	LAST MODIFIED	FILE TYPE
OV00000035.pdf				

Add Insert Remove

Save Reset Cancel

- Click on Save, once all information has been captured

Travel Request List Search Customise More

Save  ncel

Primary Information

CUSTOM FORM * SAWS Travel Request Form	PURPOSE OF TRIP * Meeting	TRAVELLERS TITLE AND FULL NAMES * Abi Magwai
TREQ To Be Generated	DESTINATION Cape town	TRAVELERS ID NUMBER 12345678910
TRAVEL TYPE * Domestic Travel	DURATION (DAYS) 2	TRAVEL CONTACT DETAILS 085 254 8789
TRAVELLERS NAME * Abi Magwai		VOYAGER NUMBER
TRAVELLING DATE * 11/11/2019		ROYALTY NUMBER

Classification

COST CENTER * 590 Supply Chain Management	ESTIMATED BUDGET * 5,000.00	CURRENT APPROVER <Type then tab>
ACCOUNT NUMBER * 88040 Travel Local	TRAVEL STATUS Pending Approval	


Flight Detail

FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE) 1. 11/11/2019, 8am, OR Tambo International To Cape Town International	FLIGHT: DATE, TIME, FROM AND TO (RETURN) 1. 12/11/2019, 5pm, Cape Town International Airport to OR Tambo International Airport
---	---

- Travel Request number is generated e.g TREQ000001
- Click on submit for approval

Travel Request ← → List Search

TREQ00000027

Edit **Back** **Submit for Approval**  **Actions** ▾

Primary Information

TREQ# TREQ00000027	PURPOSE OF TRIP Training	TRAVELERS ID NUMBER 12365478910
TRAVELER NAME 6 Kgothatso Miya	DESTINATION Cape town	TRAVEL CONTACT DETAILS 025 025 2587
DATE CREATED 3/10/2019 1:02 pm	DURATION (DAYS) 2	VOYAGER NUMBER
TRAVELLING DATE 25/10/2019		ROYALTY NUMBER

Classification

COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 5000.00	CURRENT APPROVER
ACCOUNT NUMBER 88040 Travel Local	STATUS	CURRENT APPROVAL

Flight Detail

FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE) 11/10/2019, 8am, OR Tambo International Airport to Cape Town International	FLIGHT: DATE, TIME, FROM AND TO (RETURN) 11/10/2019, 8am, OR Tambo International Airport to Cape Town International
--	---

- Travel Request status is now showing as pending approval and no changes can be made to the Travel Request while pending approval.
- Current approver field will reflect the individual who needs to approve the travel request.
- Recall Travel Request Button will appear, if the requestor notice that they made a mistake they can recall the travel request.



Travel Request TREQ00000028 List Search

[Recall Travel Request](#) Actions

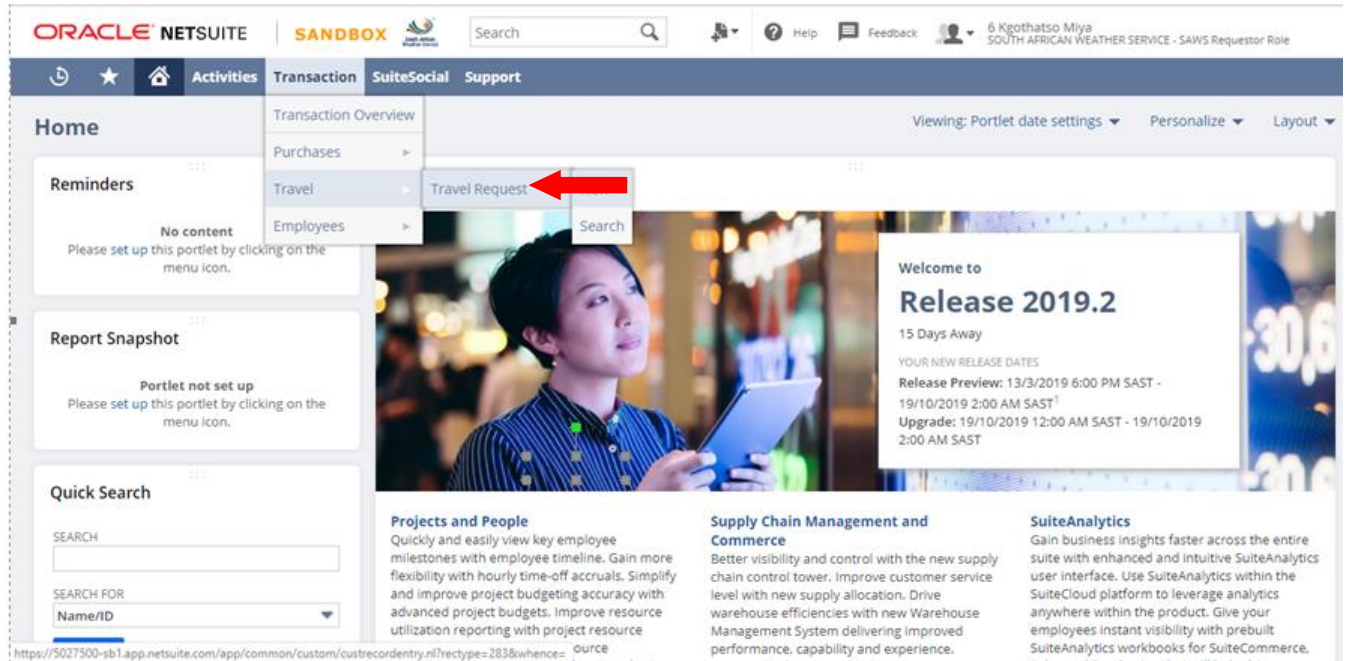
Primary Information		
TREQ# TREQ00000028	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 12345678910
TRAVELER NAME 26 Training 1	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 3/10/2019 1:59 pm	DURATION (DAYS) 2	VOYAGER NUMBER
TRAVELLING DATE 3/11/2019		ROYALTY NUMBER

Classification		
COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 5000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Pending Approval	TRAVEL STATUS APPROVAL Pending Approval

Flight Detail	
FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE) 3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport	FLIGHT: DATE, TIME , FROM AND TO (RETURN) 3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport

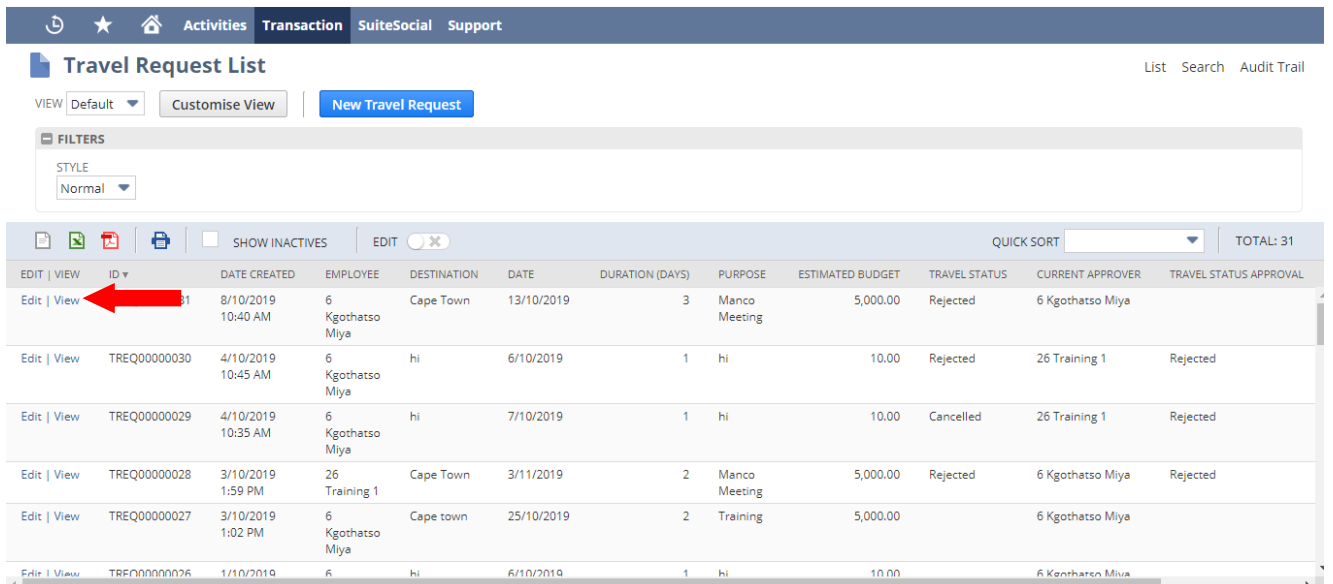
2.2 Amend a Rejected Travel Request

- On the Menu, go to transaction, travel and then click on Travel Request



The screenshot shows the Oracle NetSuite interface. The top navigation bar includes 'ORACLE NETSUITE', 'SANDBOX', and a search bar. The user is logged in as '6 Kgothatso Miya' with the role 'SOUTH AFRICAN WEATHER SERVICE - SAWS Requestor Role'. The main navigation menu is open, showing 'Transaction', 'SuiteSocial', and 'Support'. Under 'Transaction', the 'Travel' sub-menu is expanded, and 'Travel Request' is highlighted with a red arrow. Other options in the 'Travel' sub-menu include 'Purchases' and 'Employees'. The main content area displays a 'Welcome to Release 2019.2' banner and several informational cards for 'Projects and People', 'Supply Chain Management and Commerce', and 'SuiteAnalytics'.

- Travel Request list: Click on view next to the rejected Travel Request



The screenshot shows the 'Travel Request List' interface. The top navigation bar includes 'Activities', 'Transaction', 'SuiteSocial', and 'Support'. The 'Transaction' menu is selected. The page title is 'Travel Request List'. There are buttons for 'VIEW' (set to 'Default'), 'Customise View', and 'New Travel Request'. Below the buttons is a 'FILTERS' section with a 'STYLE' dropdown set to 'Normal'. The main content area is a table with columns: 'EDIT | VIEW', 'ID', 'DATE CREATED', 'EMPLOYEE', 'DESTINATION', 'DATE', 'DURATION (DAYS)', 'PURPOSE', 'ESTIMATED BUDGET', 'TRAVEL STATUS', 'CURRENT APPROVER', and 'TRAVEL STATUS APPROVAL'. The first row is highlighted, and the 'VIEW' link next to its ID is highlighted with a red arrow. The table contains several rows of travel request data.

EDIT VIEW	ID	DATE CREATED	EMPLOYEE	DESTINATION	DATE	DURATION (DAYS)	PURPOSE	ESTIMATED BUDGET	TRAVEL STATUS	CURRENT APPROVER	TRAVEL STATUS APPROVAL
Edit View	TREQ000000031	8/10/2019 10:40 AM	6 Kgothatso Miya	Cape Town	13/10/2019	3	Manco Meeting	5,000.00	Rejected	6 Kgothatso Miya	
Edit View	TREQ000000030	4/10/2019 10:45 AM	6 Kgothatso Miya	hi	6/10/2019	1	hi	10.00	Rejected	26 Training 1	Rejected
Edit View	TREQ000000029	4/10/2019 10:35 AM	6 Kgothatso Miya	hi	7/10/2019	1	hi	10.00	Cancelled	26 Training 1	Rejected
Edit View	TREQ000000028	3/10/2019 1:59 PM	26 Training 1	Cape Town	3/11/2019	2	Manco Meeting	5,000.00	Rejected	6 Kgothatso Miya	Rejected
Edit View	TREQ000000027	3/10/2019 1:02 PM	6 Kgothatso Miya	Cape town	25/10/2019	2	Training	5,000.00		6 Kgothatso Miya	
Edit View	TREQ000000026	1/10/2019	6	hi	6/10/2019	1	hi	10.00		6 Kgothatso Miya	

- Click on Edit, to make changes to the rejected Travel Request.

[Activities](#) | [Transaction](#) | [SuiteSocial](#) | [Support](#)

Travel Request

TREQ00000031

[Edit](#) | [Resubmit for Approval](#) | [Cancel Travel Request](#) | [Actions](#)

Primary Information

TREQ# TREQ00000031	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME 6 Kgothatso Miya	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 8/10/2019 10:40 am	DURATION (DAYS) 3	VOYAGER NUMBER 4568558
TRAVELLING DATE 13/10/2019		ROYALTY NUMBER

Classification

COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 5000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Rejected	

Flight Detail

FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE) 20/10/2019, 1pm, OR Tambo to Cape Town	FLIGHT: DATE, TIME, FROM AND TO (RETURN) 20/10/2019, 1pm, OR Tambo to Cape Town
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- Click on the Rejection Reason subtab, to view the rejection reason.

Accommodation

ACCOMMODATION CHECK IN AND CHECK OUT 20/10/2019, 1pm, OR Tambo to Cape Town	PREFERRED HOTEL 20/10/2019, 1pm, OR Tambo to Cape Town	ALTERNATIVE HOTEL 20/10/2019, 1pm, OR Tambo to Cape Town
		SMOKING OR NON- SMOKING ROOM Smoking
		BNB, BBD OR SELF CATERING BnB

Shuttle Detail

SHUTTLE PICK UP & DROP OFF: DATE, TIME & ADDRESS 20/10/2019, 1pm, OR Tambo to Cape Town	ADDITIONAL SHUTTLE
--	--------------------

[Notes](#) | [Files](#) | [Workflow](#) | [Custom](#) | [Approval](#) | [SCM](#) | **[Travel Rejection Reason](#)**

EDIT	ID	DATE CREATED	REJECTED BY	TRAVEL REQUEST NUMBER	REASON REASON ▲
Edit	15	8/10/2019 10:40 AM	6 Kgothatso Miya	TREQ00000031	hi

[Save](#) | [Cancel](#) | [Reset](#) | [Resubmit for Approval](#) | [Cancel Travel Request](#) | [Actions](#)

- Make the necessary changes to the Travel Request
- Click on Save, once all the changes have been made.

Travel Request ← → List Search More

TREQ00000031

📄 Actions ▾

Primary Information

TREQ# TREQ00000031	PURPOSE OF TRIP * Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME * 6 Kgothatso Miya	DESTINATION * Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 8/10/2019 10:40 am	DURATION (DAYS) * 3	VOYAGER NUMBER 4568558
TRAVELLING DATE * 13/10/2019		ROYALTY NUMBER

Classification

COST CENTER * 001 Aviation Johannesburg	ESTIMATED BUDGET * 6000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER * 88040 Travel Local	TRAVEL STATUS Rejected	

Flight Detail

- Then Click on Resubmit for approval, the Travel Request will go again for approval.

Travel Request ← → List Search

TREQ00000031

📄 Actions ▾

Primary Information

TREQ# TREQ00000031	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME 6 Kgothatso Miya	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 8/10/2019 10:40 am	DURATION (DAYS) 3	VOYAGER NUMBER 4568558
TRAVELLING DATE 13/10/2019		ROYALTY NUMBER

Classification

COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 6000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Rejected	

Flight Detail

FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE) 20/10/2019, 1pm, OR Tambo to Cape Town	FLIGHT: DATE, TIME , FROM AND TO (RETURN) 20/10/2019, 1pm, OR Tambo to Cape Town
--	---

- Travel Request status is now showing as pending approval and no changes can be made to the Travel Request while pending approval.
- Current approver field will reflect the individual who needs to approve the travel request
- Recall Travel Request Button will appear, if the requestor notice that they made a mistake they can recall the travel request

Travel Request ← → List Search

TREQ00000031

Recall Travel Request Actions

Primary Information

TREQ# TREQ00000031	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME 6 Kgothatso Miya	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 8/10/2019 10:40 am	DURATION (DAYS) 3	VOYAGER NUMBER 4568558
TRAVELLING DATE 13/10/2019		ROYALTY NUMBER

Classification

COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 6000.00	CURRENT APPROVER 26 Training 1
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Pending Approval	

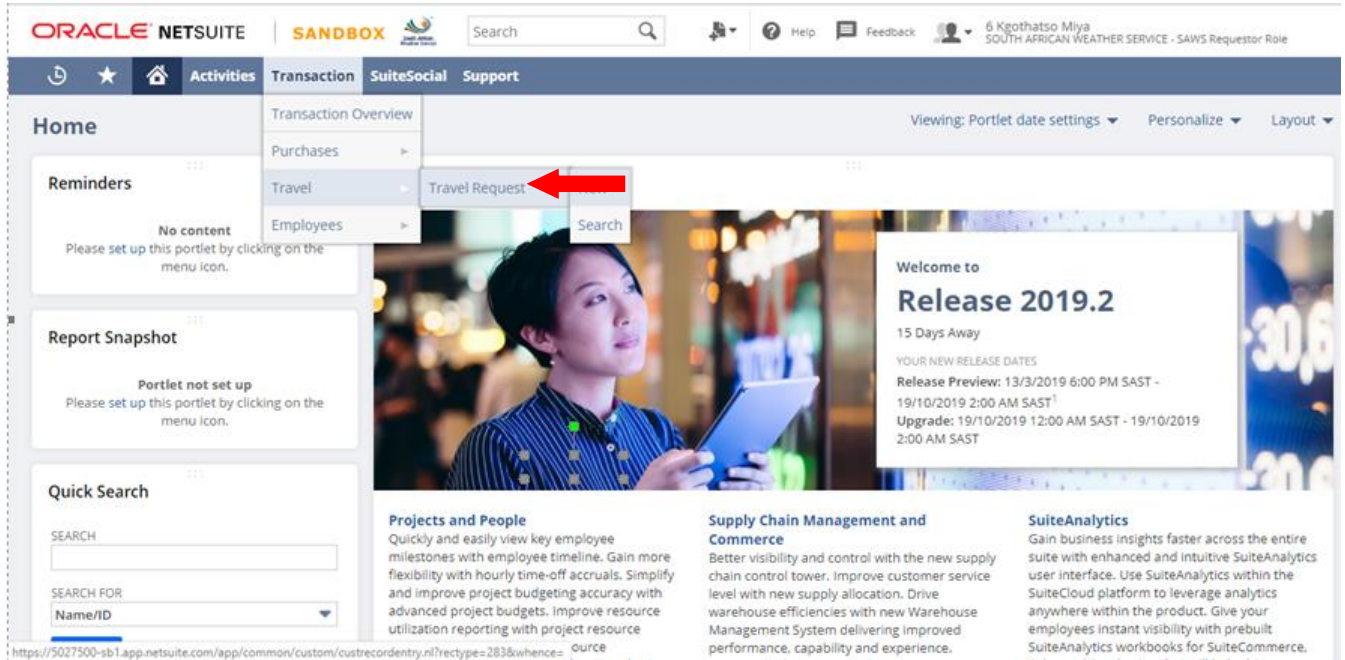
Flight Detail

FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE) 20/10/2019, 1pm, OR Tambo to Cape Town	FLIGHT: DATE, TIME, FROM AND TO (RETURN) 20/10/2019, 1pm, OR Tambo to Cape Town
---	--

Car Hire Detail

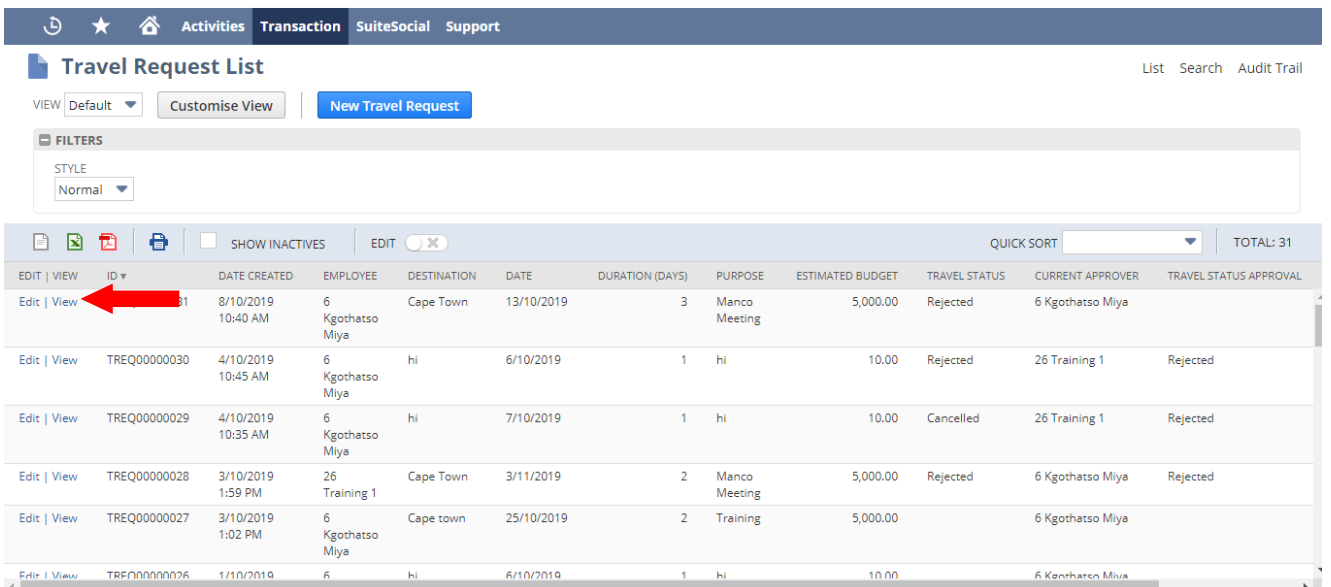
2.3 Cancel Travel Request

- On the Menu, go to transaction, travel and then click on Travel Request



The screenshot shows the Oracle NetSuite interface. The top navigation bar includes 'ORACLE NETSUITE', 'SANDBOX', and a search bar. The user is logged in as '6 Kgothatso Miya' with the role 'SOUTH AFRICAN WEATHER SERVICE - SAWS Requestor Role'. The main navigation menu is open, showing 'Transaction', 'SuiteSocial', and 'Support'. Under 'Transaction', the 'Travel' sub-menu is expanded, and 'Travel Request' is highlighted with a red arrow. Other options in the 'Travel' sub-menu include 'Purchases', 'Employees', and 'Search'. The main content area displays a 'Welcome to Release 2019.2' banner and several informational cards for 'Projects and People', 'Supply Chain Management and Commerce', and 'SuiteAnalytics'.

- Travel Request list: Click on view next to the rejected Travel Request



The screenshot shows the 'Travel Request List' page in Oracle NetSuite. The page includes a navigation bar with 'Activities', 'Transaction', 'SuiteSocial', and 'Support'. Below the navigation bar, there are options for 'VIEW' (Default), 'Customise View', and 'New Travel Request'. A 'FILTERS' section shows 'STYLE' set to 'Normal'. The main content is a table with columns: ID, DATE CREATED, EMPLOYEE, DESTINATION, DATE, DURATION (DAYS), PURPOSE, ESTIMATED BUDGET, TRAVEL STATUS, CURRENT APPROVER, and TRAVEL STATUS APPROVAL. A red arrow points to the 'View' link for the first row, which is a rejected request.




EDIT VIEW	ID	DATE CREATED	EMPLOYEE	DESTINATION	DATE	DURATION (DAYS)	PURPOSE	ESTIMATED BUDGET	TRAVEL STATUS	CURRENT APPROVER	TRAVEL STATUS APPROVAL
Edit View	31	8/10/2019 10:40 AM	6 Kgothatso Miya	Cape Town	13/10/2019	3	Manco Meeting	5,000.00	Rejected	6 Kgothatso Miya	
Edit View	TREQ00000030	4/10/2019 10:45 AM	6 Kgothatso Miya	hi	6/10/2019	1	hi	10.00	Rejected	26 Training 1	Rejected
Edit View	TREQ00000029	4/10/2019 10:35 AM	6 Kgothatso Miya	hi	7/10/2019	1	hi	10.00	Cancelled	26 Training 1	Rejected
Edit View	TREQ00000028	3/10/2019 1:59 PM	26 Training 1	Cape Town	3/11/2019	2	Manco Meeting	5,000.00	Rejected	6 Kgothatso Miya	Rejected
Edit View	TREQ00000027	3/10/2019 1:02 PM	6 Kgothatso Miya	Cape town	25/10/2019	2	Training	5,000.00		6 Kgothatso Miya	
Edit View	TREQ00000026	1/10/2019	6	hi	6/10/2019	1	hi	10.00		6 Kgothatso Miya	

- Click Cancel Travel Request button, to cancel the Travel Request

Travel Request ← → List Search

TREQ00000031

[Edit](#)
[Back](#)
[Resubmit for Approval](#)
[Cancel Travel Request](#)

Primary Information

TREQ# TREQ00000031	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME 6 Kgothatso Miya	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 8/10/2019 10:40 am	DURATION (DAYS) 3	VOYAGER NUMBER 4568558
TRAVELLING DATE 13/10/2019		ROYALTY NUMBER

Classification

COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 6000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Rejected	

Flight Detail




FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE) 20/10/2019, 1pm, OR Tambo to Cape Town	FLIGHT: DATE, TIME, FROM AND TO (RETURN) 20/10/2019, 1pm, OR Tambo to Cape Town
---	--

Car Hire Detail

- The Travel Request Status will change to Cancelled
- Travel Request cannot be amended once cancelled

Travel Request ← → List Search

TREQ00000031

Primary Information

TREQ# TREQ00000031	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME 6 Kgothatso Miya	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 8/10/2019 10:40 am	DURATION (DAYS) 3	VOYAGER NUMBER 4568558
TRAVELLING DATE 13/10/2019		ROYALTY NUMBER

Classification

COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 6000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Cancelled	

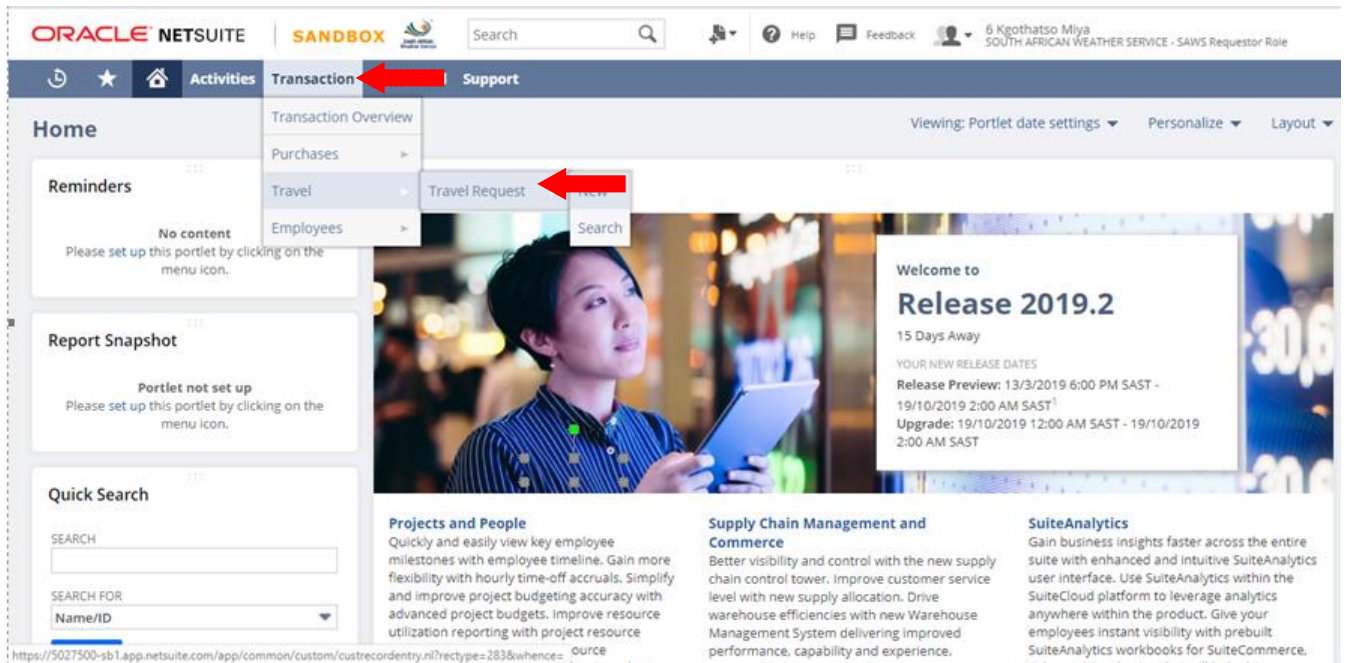
Flight Detail

FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE) 20/10/2019, 1pm, OR Tambo to Cape Town	FLIGHT: DATE, TIME, FROM AND TO (RETURN) 20/10/2019, 1pm, OR Tambo to Cape Town
---	--

Car Hire Detail

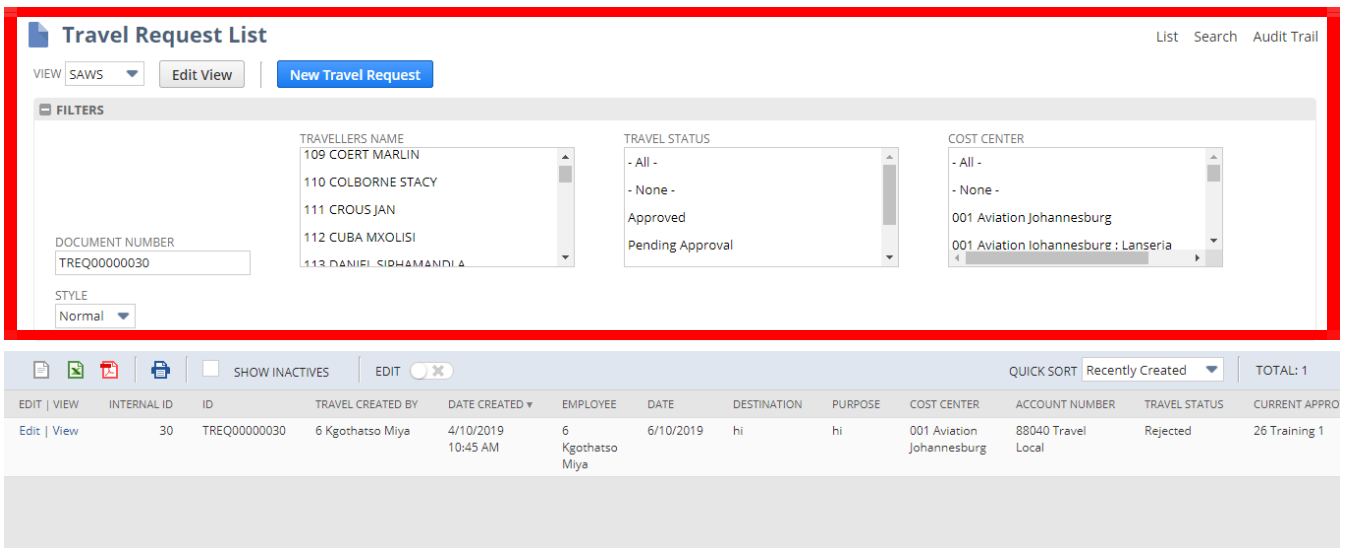
2.4 How to Inquire on Travel Request

- Click on view Travel Request
- On The Menu, Click on Transaction, Travel, Travel Request.



The screenshot shows the Oracle NetSuite interface. At the top, the 'Transaction' menu is highlighted with a red arrow. A dropdown menu is open, showing 'Travel' with a red arrow pointing to it. A further sub-menu is visible, with 'Travel Request' highlighted by a red arrow. The interface also shows a search bar, user information (6 Kgothatso Miya), and various dashboard widgets like 'Reminders', 'Report Snapshot', and 'Quick Search'.

- You can search by the document number/ID which is the Travel Request number, you can also search by travel request status or cost center etc



The screenshot shows the 'Travel Request List' interface. A red box highlights the filter section, which includes dropdowns for 'TRAVELLERS NAME', 'TRAVEL STATUS', and 'COST CENTER', along with a text input for 'DOCUMENT NUMBER'. The 'DOCUMENT NUMBER' field contains 'TREQ00000030'. Below the filters, there is a table of travel requests.

EDIT VIEW	INTERNAL ID	ID	TRAVEL CREATED BY	DATE CREATED	EMPLOYEE	DATE	DESTINATION	PURPOSE	COST CENTER	ACCOUNT NUMBER	TRAVEL STATUS	CURRENT APPRO
Edit View	30	TREQ00000030	6 Kgothatso Miya	4/10/2019 10:45 AM	6 Kgothatso Miya	6/10/2019	hi	hi	001 Aviation Johannesburg	88040 Travel Local	Rejected	26 Training 1

- Click on view next to the Travel Request you are inquiring on.

Travel Request List List Search Audit Trail

VIEW SAWS Edit View New Travel Request

FILTERS

SHOW INACTIVES EDIT QUICK SORT Recently Created TOTAL: 1

EDIT VIEW	INTERNAL ID	ID	TRAVEL CREATED BY	DATE CREATED	EMPLOYEE	DATE	DESTINATION	PURPOSE	COST CENTER	ACCOUNT NUMBER	TRAVEL STATUS	CURRENT APPROV
Edit View		TREQ00000030	6 Kgothatso Miya	4/10/2019 10:45 AM	6 Kgothatso Miya	6/10/2019	hi	hi	001 Aviation Johannesburg	88040 Travel Local	Rejected	26 Training 1

3 APPROVE OR REJECT TRAVEL REQUEST

Travel Request approval workflow is set up as below.

- The first level of approval is the budget approver,
- The second level of approval is the line manager.

3.1 Navigation

- To login, please enter your email and password
- Login with the **SAWS Requisition Approver Role**

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

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➤ Under reminders, click on Travel Request Approval

ORACLE® NETSUITE | **SANDBOX** |  | Search | Help | Feedback | 6 Kgothatso Miya | SOUTH AFRICAN WEATHER SERVICE - SAWS Requisition Approver

Activities Transaction SuiteSocial Support

Home | Viewing: Portlet date settings | Personalize | Layout

Reminders

- 0 Event Invitations to respond to
- 8 Requisitions to Approve
- 1 Travel Request Approval

Report Snapshot


Portlet not set up
Please set up this portlet by clicking on the menu icon.

Quick Search

SEARCH

SEARCH FOR
Name/ID

New Release



Welcome to
Release 2019.2

15 Days Away

YOUR NEW RELEASE DATES

Release Preview: 13/3/2019 6:00 PM SAST - 19/10/2019 2:00 AM SAST¹

Upgrade: 19/10/2019 12:00 AM SAST - 19/10/2019 2:00 AM SAST

Projects and People

Quickly and easily view key employee milestones with employee timeline. Gain more flexibility with hourly time-off accruals. Simplify and improve project budgeting accuracy with advanced project budgets. Improve resource utilization reporting with project resource utilization target. Optimize resource

Supply Chain Management and Commerce

Better visibility and control with the new supply chain control tower. Improve customer service level with new supply allocation. Drive warehouse efficiencies with new Warehouse Management System delivering improved performance, capability and experience.

SuiteAnalytics

Gain business insights faster across the entire suite with enhanced and intuitive SuiteAnalytics user interface. Use SuiteAnalytics within the SuiteCloud platform to leverage analytics anywhere within the product. Give your employees instant visibility with prebuilt SuiteAnalytics workbooks for SuiteCommerce.

3.2 Approving a Travel Request

- Click on view next to the travel request that requires your approval

Travel Request Approval : Results List Search Audit Trail

[Return To Criteria](#) [Edit this Search](#)

FILTERS

STYLE
Normal

EDIT

EDIT VIEW	INTERNAL ID	DOCUMENT NUMBER	TRAVEL TYPE	TRAVEL CREATED BY	TRAVELLERS NAME	TRAVEL STATUS	COST CENTER	ACCOUNT NUMBER	CURRENT APPROVER	ESTIMATED BUDGET
Edit View	TREQ00000002		Domestic Travel	Kgothatso Miya	Kutoano Rauane	Pending Approval	590 Supply Chain Management	88040 Travel Local	Kgothatso Miya	15.00

TOTAL: 1

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

Travel Request List Search

TREQ000000028

[Approve](#) [Print](#) [Actions](#)

Primary Information

TREQ# TREQ000000028	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 12345678910
TRAVELER NAME 26 Training 1	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 3/10/2019 1:59 pm	DURATION (DAYS) 2	VOYAGER NUMBER
TRAVELLING DATE 3/11/2019		ROYALTY NUMBER

Classification

COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 5000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Pending Approval	TRAVEL STATUS APPROVAL Pending Approval

Flight Detail

FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE) 3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport	FLIGHT: DATE, TIME, FROM AND TO (RETURN) 3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport
--	---

- Travel Request status will show as pending approval, until the final person on the approval workflow has approved the travel request.
- Once the Travel Request is fully approved, its then ready for scm department.

3.3 Rejecting an Travel Request

- Click on view next to the travel request that requires your approval

Travel Request Approval : Results List Search Audit Trail

Return To Criteria Edit this Search

FILTERS

STYLE
Normal

EDIT

EDIT VIEW	INTERNAL ID	DOCUMENT NUMBER *	TRAVEL TYPE	TRAVEL CREATED BY	TRAVELLERS NAME	TRAVEL STATUS	COST CENTER	ACCOUNT NUMBER	CURRENT APPROVER	ESTIMATED BUDGET	TOTAL: 1
Edit View	TREQ00000002		Domestic Travel	Kgothatso Miya	Kutoano Rauane	Pending Approval	590 Supply Chain Management	88040 Travel Local	Kgothatso Miya	15.00	

- Check if all information is correct. Travel Request approver cannot make changes to the travel request.
- Then Click on Reject

Travel Request List Search

TREQ000000028

Approve Reject Actions

Primary Information

TREQ#	PURPOSE OF TRIP	TRAVELERS ID NUMBER
TREQ000000028	Manco Meeting	12345678910
TRAVELER NAME	DESTINATION	TRAVEL CONTACT DETAILS
26 Training 1	Cape Town	011 562 4585
DATE CREATED	DURATION (DAYS)	VOYAGER NUMBER
3/10/2019 1:59 pm	2	
TRAVELLING DATE	ROYALTY NUMBER	
3/11/2019		

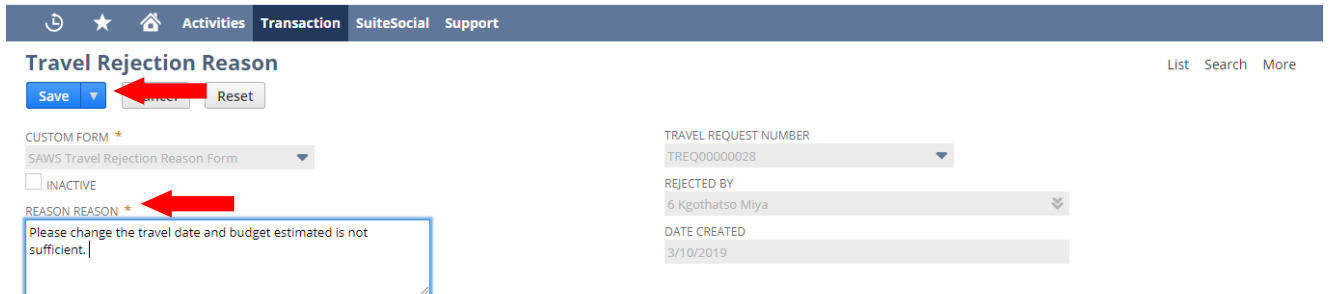
Classification

COST CENTER	ESTIMATED BUDGET	CURRENT APPROVER
001 Aviation Johannesburg	5000.00	6 Kgothatso Miya
ACCOUNT NUMBER	TRAVEL STATUS	TRAVEL STATUS APPROVAL
88040 Travel Local	Pending Approval	Pending Approval

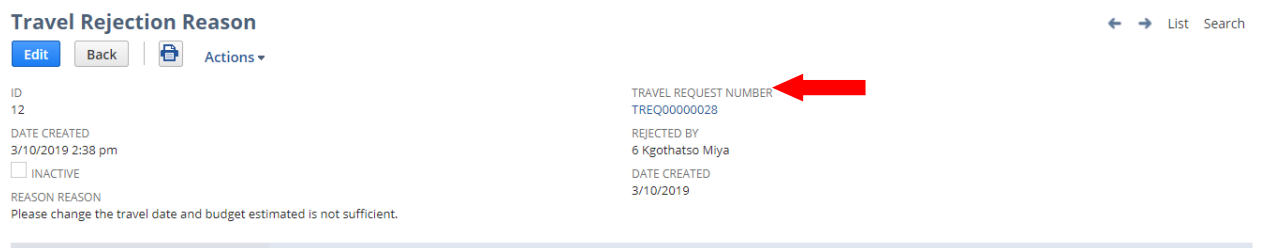
Flight Detail

FLIGHT: DATE, TIME, FROM AND TO (DEPARTURE)	FLIGHT: DATE, TIME, FROM AND TO (RETURN)
3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport	3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport

- Once the travel request 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 Travel Request number in the transaction number field.



- The approval status is now changed to rejected
- The person who created the Travel Request will receive an email, notifying them that the Travel Request has been rejected. The person who created the Travel Request will then make the necessary changes and resubmit for approval.



Travel Request ^a

TREQ00000028

Actions ▾

Primary Information		
TREQ# TREQ00000028	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 12345678910
TRAVELER NAME 26 Training 1	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 3/10/2019 1:59 pm	DURATION (DAYS) 2	VOYAGER NUMBER
TRAVELLING DATE 3/11/2019		ROYALTY NUMBER

Classification		
COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 5000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Rejected	TRAVEL STATUS APPROVAL Rejected

Flight Detail	
FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE) 3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport	FLIGHT: DATE, TIME , FROM AND TO (RETURN) 3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport