



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	Kgothatso Miya	21/10/2019	Draft	Kgothatso.Lehobye@eoh.com
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 Navigation

- To login, please enter your email and password

ORACLE NETSUITE

Email address

Password

Remember Me

Log In

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.....

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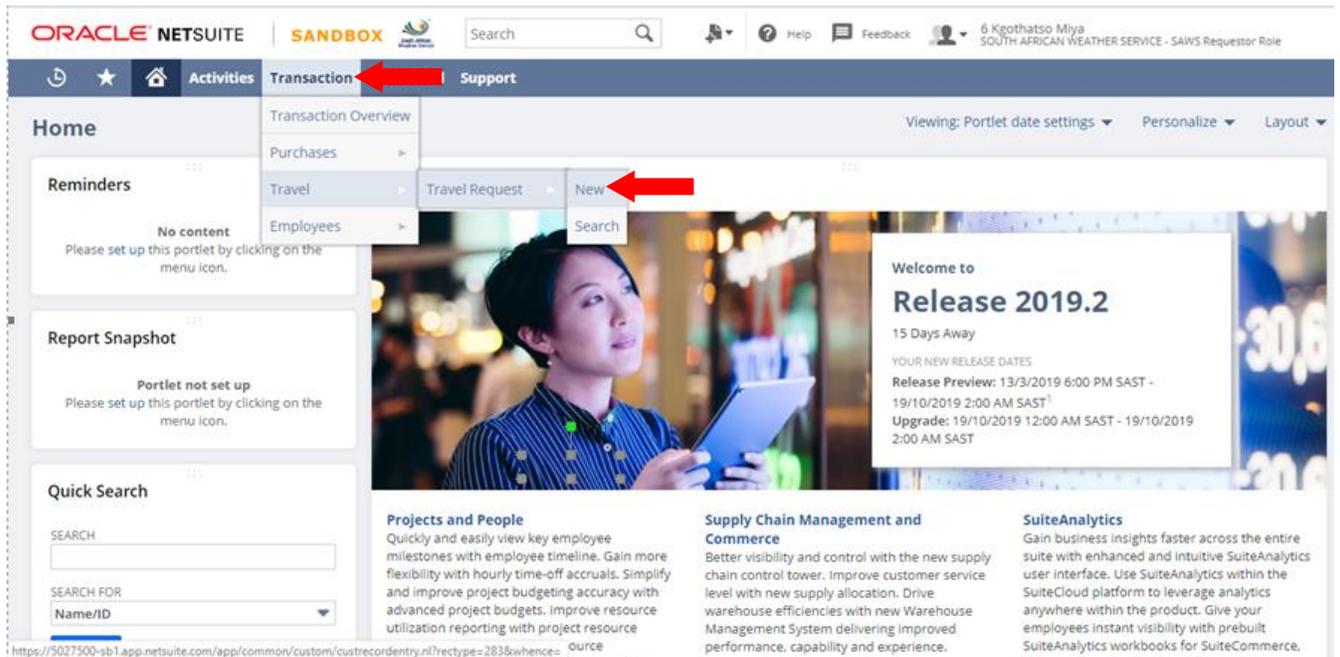
Exclusive Monthly Topical Webinars:
Unlock the Suite with our monthly topical webinars, exclusive to LCS Pass Holders and LCS Select customers. Past and upcoming topics include: Preparing for Year-end, Using SuiteAnalytics Workbook, Data Migration and Integration, and more!

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



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** , **Purchases**, **Travel Request** and Then **New**



The screenshot shows the Oracle NetSuite user interface. At the top, the user is logged in as '6 Kgotatso Miya' with the role 'SOUTH AFRICAN WEATHER SERVICE - SAWS Requestor Role'. The main navigation bar includes 'Activities', 'Transaction', and 'Support'. A dropdown menu is open under 'Transaction', showing 'Transaction Overview', 'Purchases', 'Travel', and 'Employees'. The 'Travel' dropdown is further expanded to show 'Travel Request' and 'New'. A 'Search' option is also visible. The main content area features a 'Welcome to Release 2019.2' banner with release dates and sections for 'Projects and People', 'Supply Chain Management and Commerce', and 'SuiteAnalytics'. The URL at the bottom is 'https://5027500-sb1.app.netsuite.com/app/common/custom/custrecordentry.nl?rectype=283&whence=ource'.

2.1.2 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](#)

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>TRAVELERS 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 Check out** – 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.

Accommodation Detail

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

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.

Car Hire Detail

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

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.

Shuttle Detail

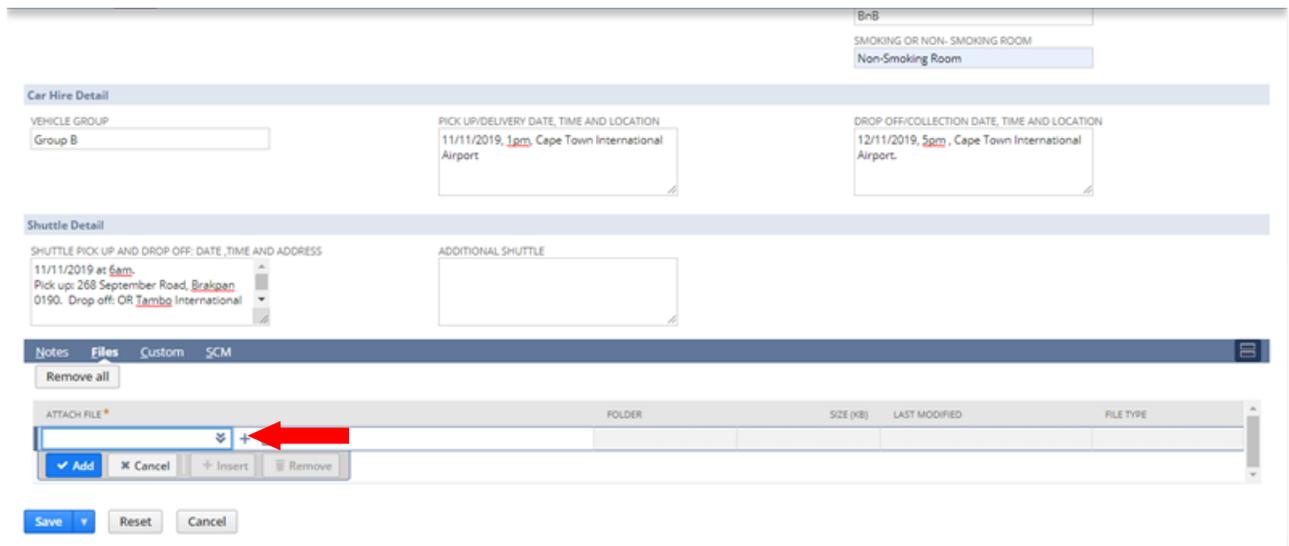
<p>SHUTTLE PICK UP AND DROP OFF: DATE, TIME AND ADDRESS</p> <p>11/11/2019 at 6am Pick up: 268 September Road, Brabouan 0190. Drop off: OR Tambo International</p>	<p>ADDITIONAL SHUTTLE</p>
--	----------------------------------

File subtab

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

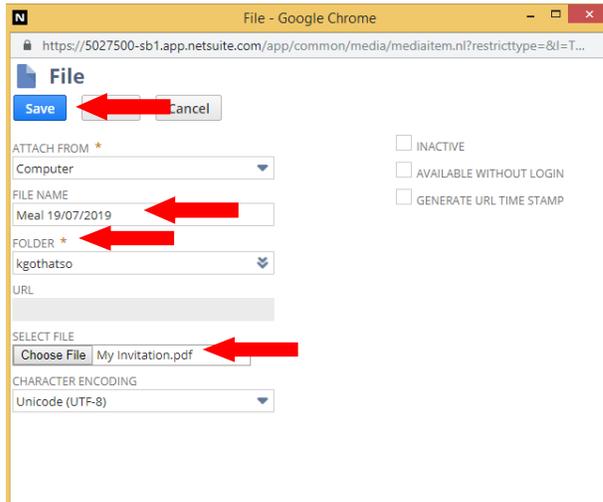
How to attach file

- Click on the + sign



The screenshot displays a web application interface for managing travel requests. It includes sections for 'Car Hire Detail' and 'Shuttle Detail'. The 'Files' subtab is active, showing a table for attaching files. A red arrow points to a '+' sign in the first column of the table, indicating where to click to add a new folder or file.

- 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 * INACTIVE
Computer AVAILABLE WITHOUT LOGIN

FILE NAME Meal 19/07/2019 GENERATE URL TIME STAMP

FOLDER * kgothatso

URL

SELECT FILE
Choose File My Invitation.pdf

CHARACTER ENCODING
Unicode (UTF-8)

➤ 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 Button** , 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.

Navigation: [Home](#) [Activities](#) [Transaction](#) [SuiteSocial](#) [Support](#)

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

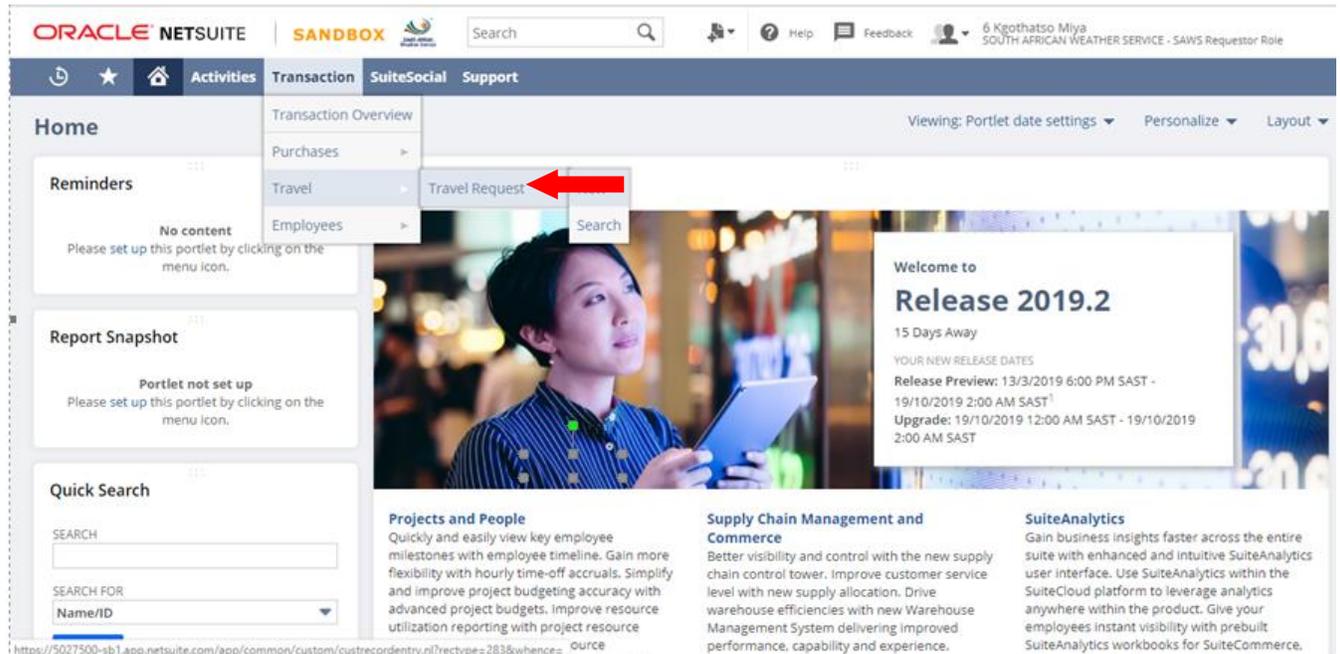
COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 5000.00	CURRENT APPROVER  6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS  Pending Approval	TRAVEL STATUS APPROVAL Pending Approval

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

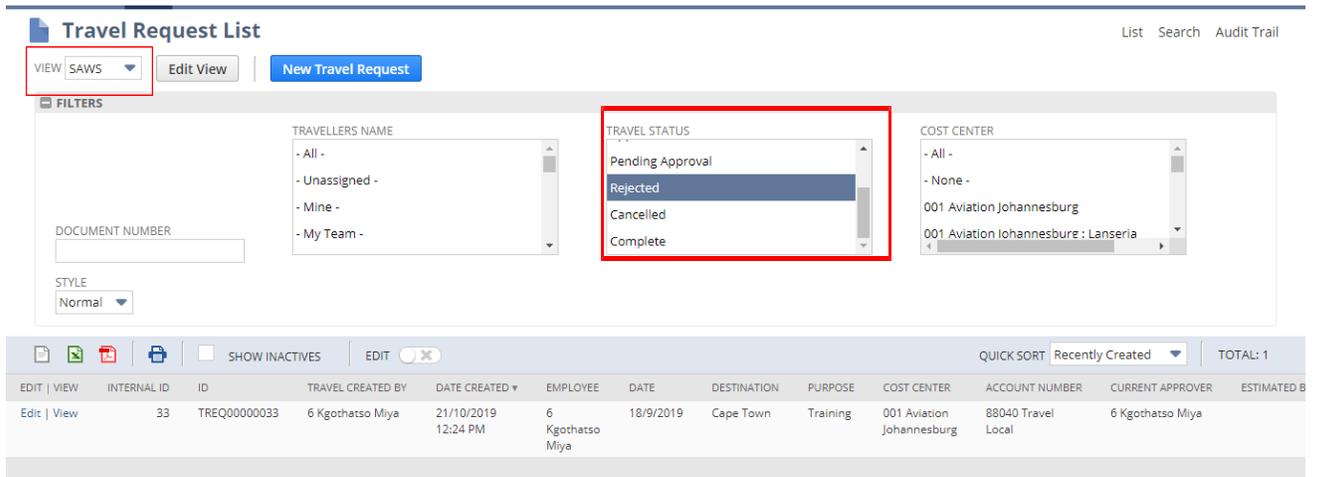
- On the Menu, go to transaction, travel and then click on Travel Request



The screenshot shows the Oracle NetSuite interface. The top navigation bar includes 'ORACLE NETSUITE', 'SANDBOX', and a search bar. Below the navigation bar, the 'Transaction' menu is open, showing options like 'Transaction Overview', 'Purchases', 'Travel', and 'Employees'. The 'Travel' menu is further expanded, showing 'Travel Request' with a red arrow pointing to it. The user's name '6 Kgothato Miya' and role 'SOUTH AFRICAN WEATHER SERVICE - SAWS Requestor Role' are visible in the top right corner. The main content area displays a 'Welcome to Release 2019.2' banner and various portlets for Reminders, Report Snapshot, and Quick Search.

Travel Request list

- Under **View**, please select **SAWS** and under **Travel Status** please select **Rejected**.



The screenshot shows the 'Travel Request List' interface. At the top, there are buttons for 'VIEW SAWS', 'Edit View', and 'New Travel Request'. Below these are filter sections for 'TRAVELLERS NAME', 'TRAVEL STATUS', and 'COST CENTER'. The 'TRAVEL STATUS' filter is set to 'Rejected'. The table below shows a list of travel requests with columns for 'EDIT | VIEW', 'INTERNAL ID', 'ID', 'TRAVEL CREATED BY', 'DATE CREATED', 'EMPLOYEE', 'DATE', 'DESTINATION', 'PURPOSE', 'COST CENTER', 'ACCOUNT NUMBER', 'CURRENT APPROVER', and 'ESTIMATED B'. The first row shows a request created by '6 Kgothato Miya' on '21/10/2019' for 'Training' in 'Cape Town'.

EDIT VIEW	INTERNAL ID	ID	TRAVEL CREATED BY	DATE CREATED	EMPLOYEE	DATE	DESTINATION	PURPOSE	COST CENTER	ACCOUNT NUMBER	CURRENT APPROVER	ESTIMATED B
Edit View	33	TREQ00000033	6 Kgothato Miya	21/10/2019 12:24 PM	6 Kgothato Miya	18/9/2019	Cape Town	Training	001 Aviation Johannesburg	88040 Travel Local	6 Kgothato Miya	

➤ Click on **View** next to the Rejected Travel Request

Activities Transaction SuiteSocial Support

Travel Request List

VIEW: Default | Customise View | New Travel Request

FILTERS: STYLE: Normal

SHOW INACTIVES: EDIT:

QUICK SORT: [Dropdown] TOTAL: 31

EDIT VIEW	ID	DATE CREATED	EMPLOYEE	DESTINATION	DATE	DURATION (DAYS)	PURPOSE	ESTIMATED BUDGET	TRAVEL STATUS	CURRENT APPROVER	TRAVEL STATUS APPROVAL
Edit View	TREQ00000031	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 on **Edit Button**, 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
---	--

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

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 Button**, once all the changes have been made.

Travel Request ← → List Search More

TREQ00000031

Save Cancel Reset Resubmit for Approval Cancel Travel Request Actions

Primary Information

TREQ#
TREQ00000031

TRAVELER NAME *
6 Kgothatso Miya

DATE CREATED
8/10/2019 10:40 am

TRAVELLING DATE *
13/10/2019

PURPOSE OF TRIP *
Manco Meeting

DESTINATION *
Cape Town

DURATION (DAYS) *
3

TRAVELERS ID NUMBER
123456789

TRAVEL CONTACT DETAILS
011 562 4585

VOYAGER NUMBER
4568558

ROYALTY NUM

Classification

COST CENTER *
001 Aviation Johannesburg

ACCOUNT NUMBER *
88040 Travel Local

ESTIMATED BUDGET *
6000.00

TRAVEL STATUS
Rejected

CURRENT APPROVER
6 Kgothatso Miya

Flight Detail

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

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 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

- **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

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	

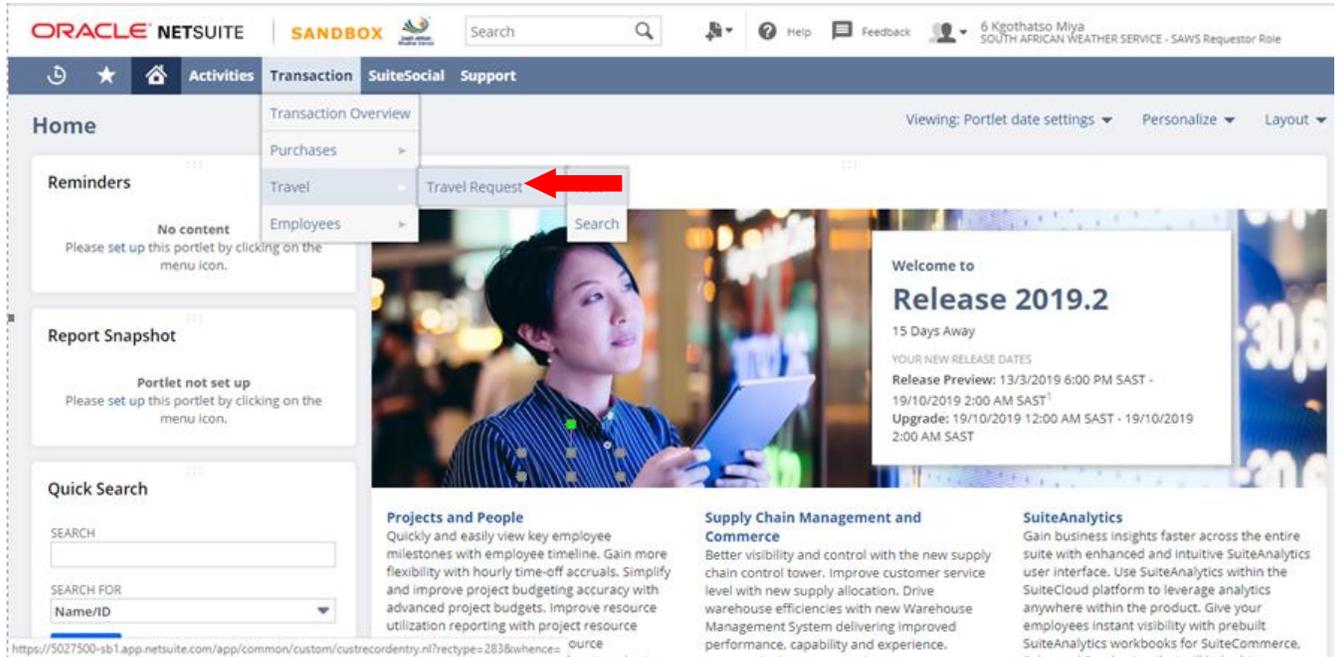
Flight Detail	
FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE) 20/10/2019, 1pm, OR Tambo to Cape Town	FLIGHT: DATE, TIME , FROM AND TO (RETURN) 20/10/2019, 1pm, OR Tambo to Cape Town

Car Hire Detail



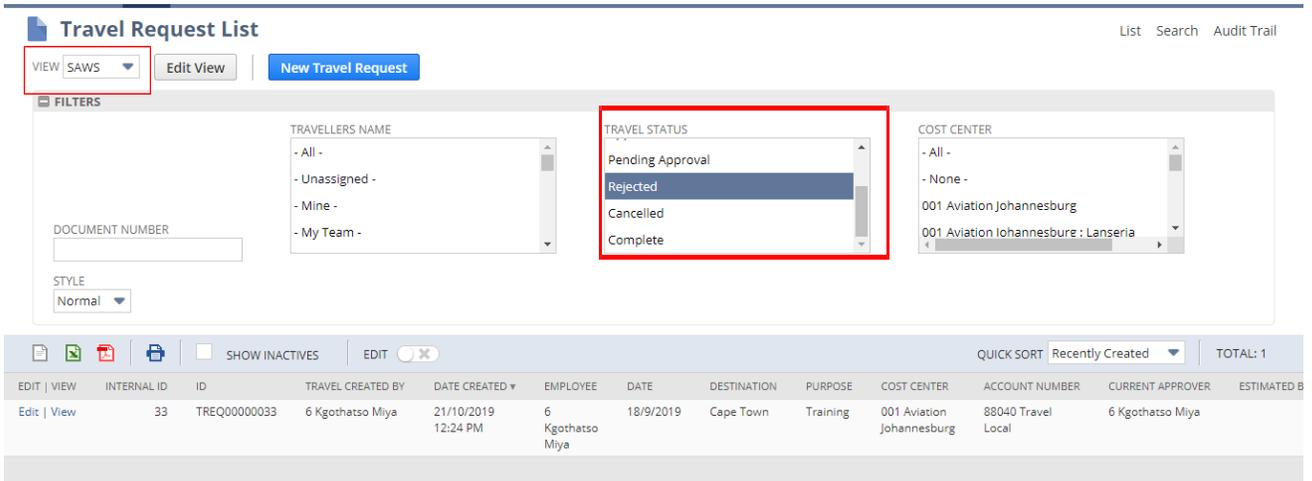
2.3 Cancel Travel Request

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



Travel Request list

- Under **View**, please select **SAWS** and under **Travel Status** please select **Rejected**.



➤ Click on **View** next to the Rejected Travel Request

Activities Transaction SuiteSocial Support

Travel Request List

VIEW: Default | Customise View | [New Travel Request](#)

FILTERS: STYLE: Normal

SHOW INACTIVES: EDIT:

QUICK SORT: [Dropdown] TOTAL: 31

EDIT VIEW	ID	DATE CREATED	EMPLOYEE	DESTINATION	DATE	DURATION (DAYS)	PURPOSE	ESTIMATED BUDGET	TRAVEL STATUS	CURRENT APPROVER	TRAVEL STATUS APPROVAL
Edit View	TREQ00000031	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

TREQ00000031

[Edit](#) | [Back](#) | [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 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

Actions

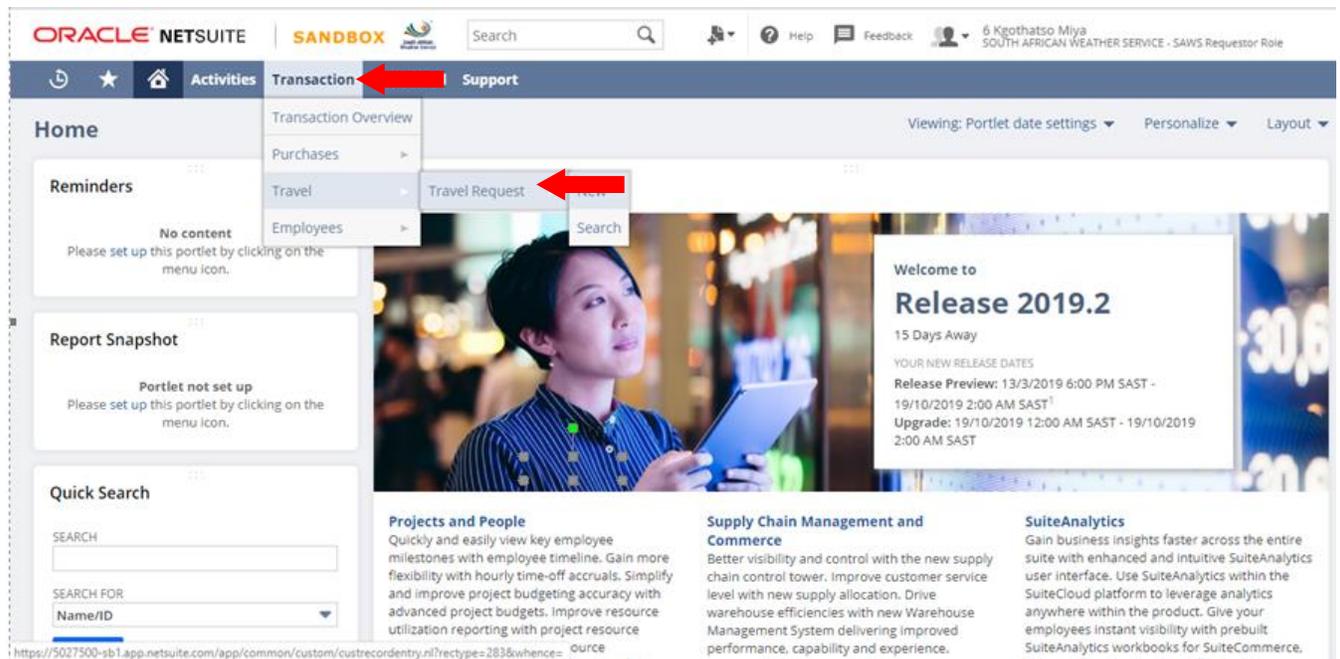
Primary Information		
TREQ# TREQ00000031	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME 6 Kgothatso Miya	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
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Classification		
COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 6000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS 	

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

2.4 How to Inquire on Travel Request

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



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

Activities **Transaction** Support

Transaction Overview

Purchases

Travel **Travel Request** Search

Employees

Home

Reminders

Report Snapshot

Quick Search

Projects and People

Supply Chain Management and Commerce

SuiteAnalytics

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

https://5027500-sb1.app.netsuite.com/app/common/custom/custrecordentry.nl?rectype=283&whence=ource

Travel Request List

- Under **View Field** - Please select **SAWS**
- 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

Travel Request List List Search Audit Trail

VIEW **SAWS** Edit View New Travel Request

FILTERS

DOCUMENT NUMBER

STYLE **Normal**

TRAVELLERS NAME

- All -
- Unassigned -
- Mine -
- My Team -

TRAVEL STATUS

- All -
- None -
- Approved
- Pending Approval

COST CENTER

- All -
- None -
- 001 Aviation Johannesburg
- 001 Aviation Johannesburg : Lanseria

SHOW INACTIVES EDIT

QUICK SORT **Recently Created** TOTAL: 30

EDIT VIEW	INTERNAL ID	ID	TRAVEL CREATED BY	DATE CREATED	EMPLOYEE	DATE	DESTINATION	PURPOSE	COST CENTER	ACCOUNT NUMBER	TRAVEL STATUS	CURRENT APPROV
Edit View	32	TREQ00000032	6 Kgothatso Miya	10/10/2019 2:14 PM	47 Training21	11/10/2019	hi	hi	001 Aviation Johannesburg	88040 Travel Local		
Edit View	31	TREQ00000031	6 Kgothatso Miya	8/10/2019 10:40 AM	6 Kgothatso Miya	13/10/2019	Cape Town	Manco Meeting	001 Aviation Johannesburg	88040 Travel Local	Cancelled	6 Kgothatso
Edit View	30	TREQ00000030	6 Kgothatso Miya	4/10/2019 10:45 AM	6 Kgothatso	6/10/2019	hi	hi	001 Aviation Johannesburg	88040 Travel Local	Complete	26 Training

- 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

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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

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
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. Travel Request approver cannot make changes to the travel request.
- Then Click on **Reject**

Travel Request ← → List Search

TREQ00000028

[Approve](#) [Reject](#) [Actions](#)

Primary Information

TREQ#	PURPOSE OF TRIP	TRAVELERS ID NUMBER
TREQ00000028	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.



Travel Rejection Reason List Search More

Save

CUSTOM FORM *
SAWS Travel Rejection Reason Form

INACTIVE

REASON REASON *
Please change the travel date and budget estimated is not sufficient.

TRAVEL REQUEST NUMBER
TREQ00000028

REJECTED BY
6 Kgothatso Miya

DATE CREATED
3/10/2019

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



Travel Rejection Reason List Search

Edit Back

ID
12

DATE CREATED
3/10/2019 2:38 pm

INACTIVE

REASON REASON
Please change the travel date and budget estimated is not sufficient.

TRAVEL REQUEST NUMBER
TREQ00000028

REJECTED BY
6 Kgothatso Miya

DATE CREATED
3/10/2019

- 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 [▲] ← → List Search

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	