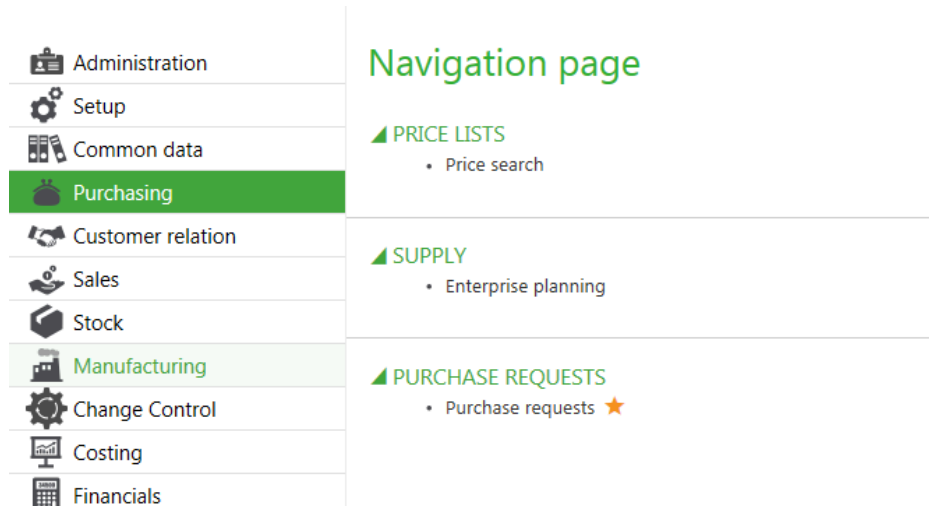


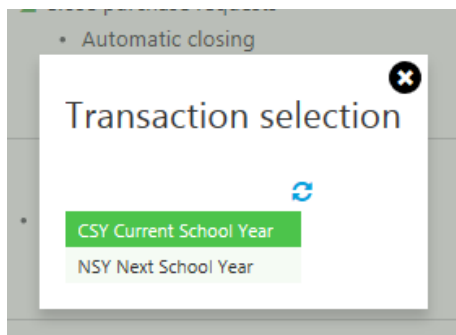
Online Purchasing Request User Manual

PURCHASING → PURCHASE REQUESTS

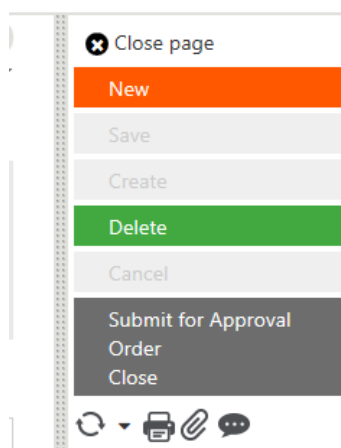
1. Go to Menu Purchasing - Purchase Request - Purchase Request



2. Select if the PR is either CSY or NSY



- 8j0_y
- 3. Click Newt Di tycho



4. Fill in DEPT, SUPPLIER and DIVISION. Purchase Type is TRADE-NORMAL for majority of requesters.

All > Purchasing > Purchase requests FULL ISKLAMPANG

Purchase request CSY : Current School Year ISKL Purchase Request

Requester * Request site * Request no. Request date *

SLKWO IS010 16/01/18

Pur Type (Approval) * Dept (Approval) * Vendor Reference Supplier * Division

Trade - Normal Administration S02944 HS

Next Year Budget?

5. Select PRODUCT choices from the dropdown lists:

GSE001 = service,

PRO001 = tangible product

Lines

	Curr.	Product
1		

Selection Products

Product	Description 1	Category	Product status	UPC code	Search key
GSE001	Generic Services	PURCH	Active		
PRO001	Generic Product	PURCH	Active		

6. Type in the text for the Product Description. Key in Purchase quantity and Net Price.

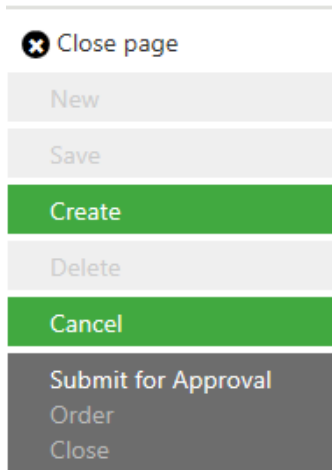
Product description	Requested da...	PUR	PUR quantity	Net price	Supplier	Line amount...
Amazon-padlocks (PR109631) - Master Jim	16/01/18	EA	1.000	1155.2100	S0294	1,155.21

7. Select the codes for G/L Account, Division, Department and Project codes from the dropdown list.

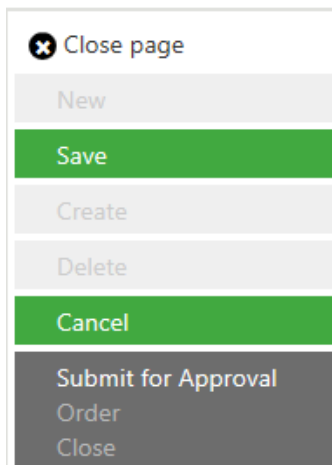
8. Key in any extra remarks for the line item in the Remarks column.

G/L Account	Purchas...	Division	Vendor ref. line	Department	Project	Tax 1	Tax 2	Remarks
63803	Purchase	30000		30013		OP		

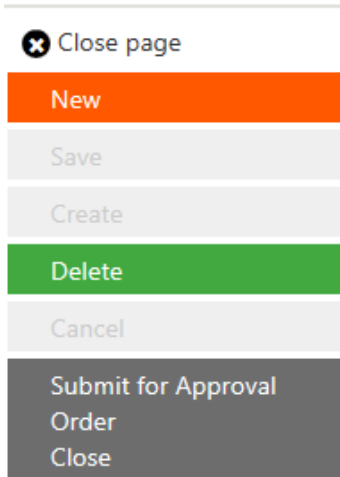
9. Click CREATE. A PR number will be created



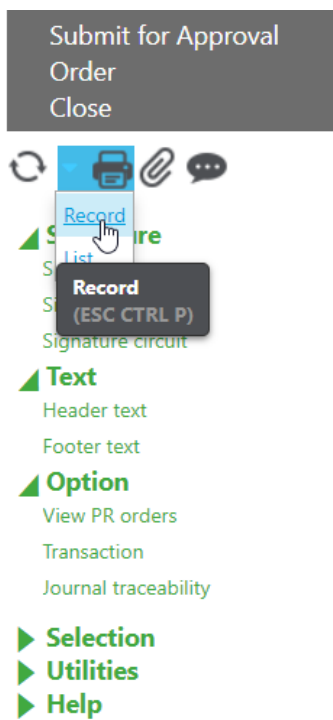
10. If you have extra line items to key in, click SAVE once done.



11. Click SUBMIT FOR APPROVAL once you had completely keyed in the PR.



12. To print the PR from the system, click on the Printer and select Record



13. Click Print

✕ Close page

- New
- Print
- Memo
- Recall
- Del memo
- Deferred



- Utilities
- Help

14. Click download and system will download the report.

The screenshot shows a software interface with a dark theme. At the top right, there is a download icon with the number '1' next to it. Below this is a blue button labeled 'Download' with a download icon. To the right of the button is a trash icon. Below the button is a table with the following data:

Job title	Purchase Requisition
Phase	Job finished
Start date	12/07/2018
Start time	9:00 AM

Below the table are two information messages, each with a blue 'i' icon:

- Report available in storage area.
- Request considered

At the bottom of the interface, there is a search bar with a magnifying glass icon, a date field showing '11/07/18', a calendar icon, and a checkbox labeled 'Next Year Budget?'.