

One Council

Quick Reference Guide

SUPPLY CHAIN

Creating Requisitions – Ad Hoc Requests



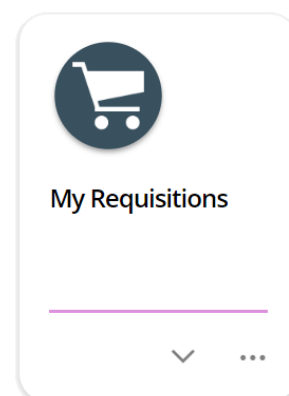
Need help? Ask for your friendly Change Champion

Overview

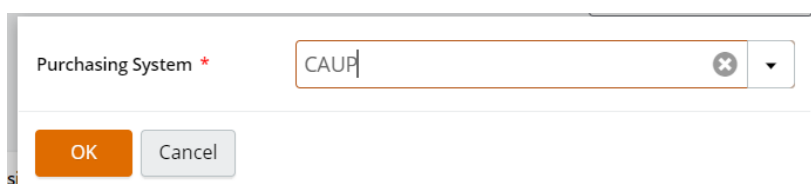
A Purchase Requisition is a request to purchase goods or services. Once approved, the requisition becomes an approved Purchase Order. This Quick Reference Guide has been designed to assist in raising a Purchase Requisition.

Launch My Requisitions

- ① Launch function:
 - Enterprise Search: **My Requisitions** or
 - Go to **All Roles** tab:
 - Find Supply Chain Management
 - Select **Purchasing**
 - Select **My Requisitions**



- ② Enter **CAUP** in the Purchasing System drop-down field (if launching the Purchasing System for the first time)
 - Select **OK**

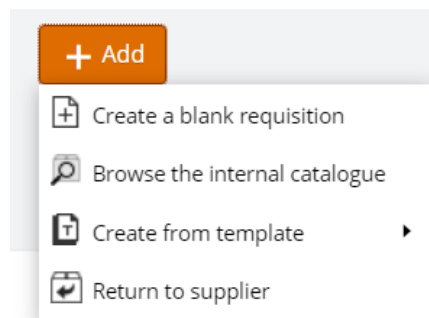


Purchasing System * CAUP

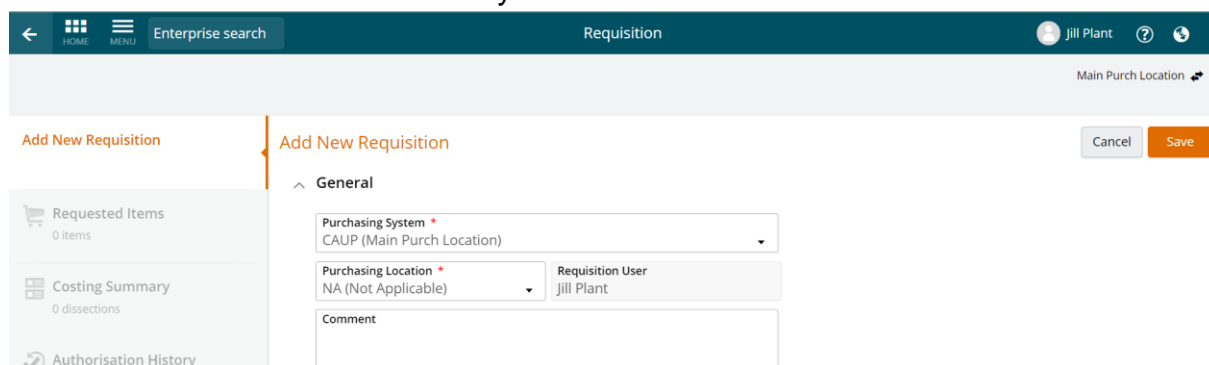
OK Cancel

Create a Blank Requisition

- 1 Click **+Add** button
 - Select **Create a blank requisition** from the drop-down menu



- 2 The Add New Requisition screen displays - enter **information** as required
Fields marked with * are mandatory



General

- *** Purchasing System:** This will default to CAUP, there is no requirement to change.
- *** Purchasing Location:** Select the required purchasing location from the dropdown menu.
- *** Requisition User:** This will default to the person raising the requisition. If raising a requisition on behalf of someone else, provide details in the '**Comments**' field.
- **Comment:** Add any notes in here as required (This field text does not appear on the supplier's purchase order, used for internal purposes only).
- **Reference 1 & 2:** Add any references if required (for internal purposes only)
- *** Purchase Order Type:** Select either 'Standard' (ordinary order) or 'Blanket' (standing order).
- *** Priority:** Select type as required. This is for internal purposes only.
- *** GST Entry Mode:** Select if the amounts entered should be treated as 'GST Inclusive or Exclusive'.
- *** Date Required:** Defaults to the requisition creation date but can be adjusted (This field will appear on the purchase order).
- **Template:** Only tick this box to create a template requisition for later repeated use.
- **Single Supplier Requisition:** Tick this box, it will ensure only one purchase order is created if ordering numerous items.
- **Supplier Account:** Type in the supplier name and it should appear for selection. If it does not exist it will need to be created by Finance.

Procurement Policy

- **No. of quotes attached:** Defaults to 0, amend as necessary according to the purchase and the procurement policy.
- * **Comments to justify the purchase decision:** Provide justification, for example local supplier, best value for money, item in stock, etc
- **Evaluation report attached?** Leave blank or complete if applicable
- **Memo to Director or CEO attached?** Leave blank or complete if applicable
- **Memorandum to CEO or Council Report Attached?** Leave blank or complete if applicable
- **Formal Request for Quotation process conducted?** Leave blank or complete if applicable
- **Formal Request for Tender Process conducted?** Leave blank or complete if applicable
- **Pre-qualified Tender Exempt Suppliers used?** Leave blank or complete if applicable
- **How many pre-qualified Tender Exempt Suppliers used?** Defaults to 0, amend as necessary according to the purchase and the procurement policy
- **Procurement Exemption:** If there is a procurement exemption for the item tick this box
- **Category of Exemption:** Select a reason for the exemption from the drop-down menu



IMPORTANT: Refer to the City of Kwinana's purchasing policy requirements.

Alternative Address



Only complete if you require the goods or services to be delivered to an alternative address e.g. to an oval where works are being carried out.

- ③ Click **Save** to save the requisition and generate a requisition number

Add Requested Items to the Requisition

1 Click + Add, then select Ad hoc request

The screenshot shows the 'Requested Items' section of a requisition. The main area displays 'No records found.' A callout box highlights the '+ Add' button and the 'Ad hoc request' option. Below the callout, a table shows the requisition details:

REQUISITION		UN
Bunnings Building Supplies	Requisition	
ABN:26008672179	Reference	
Corner Pedlar Circuit & Guild Way	Issued	
ROCKINGHAM WA 6168	Required	
	Requisition User	
Additional Details		
Number of quotes attached?	0	Comments to justify purchase decision
Evaluation report attached?		Memorandum to Director or CEO
Memorandum to CEO or Council Report attached?		Formal Request for Question process conducted?
Formal Request for Tender process conducted?		Pre-qualified Tender Exempt Suppliers used?
Formally pre-qualified Tender Exempt Suppliers used?		Alternative Address Line 1
Alternative Address Line 2		Alternative Address Line 3
Alternative City		Alternative State
Alternative Post Code		Alternative Country
Alternative Phone		Alternative Street
Procurement Exemption	N	Category of Exemption

The Add New Requested Item screen displays to add details of the requested items – enter **information** as required

The screenshot shows the 'Add New Requested Item' screen. The form includes the following fields:

- Description ***: A text input field with a character count of 40.
- Long Description**: A larger text input area.
- Supplier Product**: A text input field.
- Comment**: A text input field.

Buttons for 'Cancel' and 'Save' are visible at the top right of the form area.

Item

Fill in the fields, mandatory fields are marked with a red asterisk *

- * **Description:** Provide a short description of the item (40 characters maximum).
- **Long Description:** Provide details of what is being purchased (This will appear on the suppliers purchase order, provide as much detail as necessary).
- **Supplier Product:** Complete if required. (This will appear on the PO).
- **Comment:** Add any comments. For internal purposes only (will not be present on the purchase order).
- * **Goods/Service:** Select if buying either Goods or Services.
- * **Due:** Select the required date for the goods, this defaults to the requisition creation date (today).
- * **GST Rate:** Select the GST rate applicable.
- **Quantity:** Enter the quantity.
- * **Unit Name:** Select the unit of measure name, defaults to 'Only'.
- **Unit Amount:** Enter in the amount per unit for goods or the total amount for a service.
- **Line Amount:** This will automatically calculate the total amount.
- * **Purchase Type:** Leave as 'General Purchase' unless it is an asset purchase and provide the asset template details.

Contract Details



If you have selected a supplier that has an active contract, this will default in the contract details. For suppliers that have multiple contracts, you will need to select the drop-down arrow and select the correct contract.

Cost Account

^ Cost Accounts								
🔍 > 1 - 1 of 1 record.								
	Dissection Number	Ledger	Account	Account Description	GST Rate	Dissection Amount (Inclusive)	Resource Group	Resource
<input type="checkbox"/>	1				C	500.00		

Fill in the fields:

a) **Ledger:**


- Select from the drop-down menu
- Select **Advanced search** to view full description (in pop-up window)
- Click the **Ledger** code
- The code appears in the **Ledger** field

Ledger Code	Ledger Name	Description	Chart Type	Status
CP	CAUCAPW	Capital Work System	Work System	Active
FM	CAUFLTW	Fleet Work System	Work System	Active
GL	22GLACT	21/22 GL Actuals	General	Active
OP	CAUOPW	Operational Work Sys	Work System	Active
PE	CAUPRGW	Prog & Events Work	Work System	Active
PJ	22PJACT	21/22 PJ Actuals	General	Active

b) **Account:**

- Select from the drop-down menu
- Select **Advanced search** to view full description (in pop-up window)
- Select a **Project, Cost Centre, Activity, and Natural Account**
- Select **OK**
- The code appears in the **Account** field

Component	Value	Status
Project	100001 (Administration Building)	✓
Cost Centre	1101 (Finance)	✓
Activity	1001 (Default Activity)	✓
Natural Account	61001 (Materials - General)	✓
Generated Account String		✓
100001-1101-1001-61001		

 All fields (Project, Cost Centre, Activity, Natural Account) require selection for the account string to be valid.

c) **GST Rate:**

- Select from the drop-down menu
- Select **Advanced search** to view full description (in pop-up window)
- Click the **Rate Code** required
- The code appears in the **GST Rate** field

Rate Code	Description	Rate Amount
C	Current Rate	0.10
G	GST Only	0.00
I	Input Taxed	0.00
NA	Not Applicable	0.00
P	Private Acquisition	0.00
R	Reverse Charge	0.00
Z	Zero Rated -	0.00

d) **Dissection Amount:**

- The **Line Amount** automatically populates this field
- Edit the amount as necessary if adding multiple dissection lines

e) **Multiple Dissection Lines:**

- Use the Tab key or click into the next row of the **Dissection Number** to add a new entry
- Repeat previous steps a) to d)

	Dissection Number	Ledger	Account	Account Description	GST Rate	Dissection Amount (Inclusive)	Resource Group	Resource
<input type="checkbox"/>	1	PJ	100001-1101-1002-...	Administration. Fin ...	C	250.00		
<input type="checkbox"/>	2	PJ	100005-4101-1041-...	Banksia Park R. Kwi...	C	250.00		

② **Select Save**

Requisition

Submit for Approval

Bunnings Building Supplies - ABN:26008672179 (RQ00000635) 1 item, Total (Inclusive) 1,278.00

Requested Items 1 item

Costing Summary 1 dissection

Settings Main Administration Centre Purcha... Required 03-Jul-2022 Entered

Supplier Details Corner Pedlar Circuit & Guild Way ROCKINGHAM WA 6168

Requested Items 1 record.

Garden Shed Bunnings Building Supplies MN30232GK

Quantity 2.00 Unit Amount (Inclusive) 639.00

REQUIRED 03-JUL-2022 NA

1,278.00 (Ex) 1,161.82 (Ex) ONLY 1 DISSECTION

PURCHASE Edit

If purchasing more than one item from the same supplier, add more items by repeating the [Add Requested Items to the Requisition](#) process.

Review the Requisition

After adding items to the ad hoc request, review the requisition to ensure all fields are completed and correct.

- 1 Click the **Requested Items** tab to view the items

The screenshot shows the 'Requested Items' tab in a requisition system. The main content area displays a single item: 'Garden Shed' from 'Bunnings Building Supplies' with a quantity of 2.00 and a unit amount of 639.00. The total amount is 1,278.00. The interface includes a left-hand navigation pane with sections for Costing Summary, Settings, Supplier Details, Addresses, Authorisation History, and Attachments. The top navigation bar shows 'Enterprise search' and 'Requisition'.

- 2 Review and edit the **Costing Summary**, **Settings** and **Addresses** as required

- 3 Select **Attachments** on the left-hand pane and add **attachments** as required, ensuring to attach any required quotes as per the procurement policy

- Click **+ Add** and select **Add file from local drive**
- Select the file to upload and select **OK**

The screenshot shows the 'Add Attachment' dialog box. It displays '1 file selected' with the filename 'Outdoor Setting.png (122.42 kB)'. The 'Attachment Type' is set to 'QUOTATIONS & SUPPORT DOCUMENTS (Quotations & Support Documents)'. There is a 'Notes' field and 'OK' and 'Cancel' buttons at the bottom.

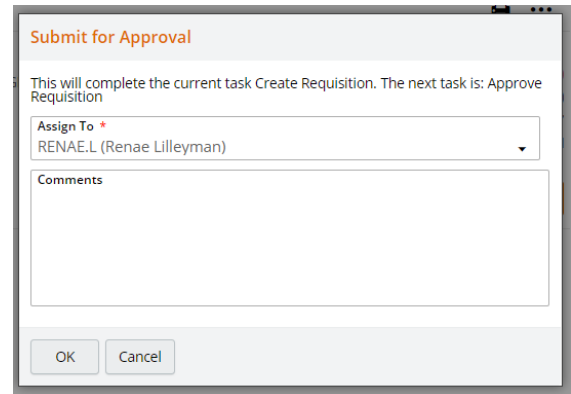
Submit for Approval

When the requisition has been completed, submit for approval.

- 1 Click **Submit for Approval** (top left of screen)

A **Submit for Approval** box will appear

The **Assign To** field will automatically default to your line manager



- 2 Click **OK**

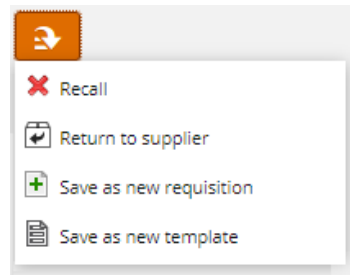


You can also select the drop-down menu which provides a list of users throughout the organisation. This selection can be updated to another officer with financial delegation who is responsible for the budget of the item required.

Recalling

Before a requisition has been approved, it can be recalled to make any further adjustments or to assign it to another approval officer.

- 1 Click the **Action menu** on the top left-hand corner.



- 2 Select the **Recall** option and confirm to recall the requisition by selecting **OK**. This will allow further changes and then resubmit it for approval

