



SUPPLY CHAIN

Creating Requisitions from Work Orders

Need help? Ask for your friendly Change Champion

Overview

A purchase requisition is a request to purchase goods or services. A purchase requisition can be raised from within a Work Order. Once approved, the requisition becomes an approved purchase order. This Quick Reference Guide should be read alongside the QRG – Create a Requisition – Ad Hoc.

Launch Work Planning

(1) Launch function:

- Enterprise Search: Work Planning or
- Go to All Roles tab:
 - Find Enterprise Asset Management
 - Select Work Management
 - Select Work Planning



Raise a Purchase Requisition

- Search for and select the **work order** you wish to raise a requisition for
 - Select the **hyperlink** to open the detailed view of the **work order**

← HOME ■ Enterprise search													
2 Search - p + Add													
Work Orders Work Orders By Assets Overheads Templates													
♀ > 1-31 of 450 records.													
	Work Order		Description	Estimate	Revised Estimate	Actual	Commitme	Required By					
	1000002	÷	Thomas Kelly Daily Cleaning	0.00	235.50	11,144.59	2,727.27	11-May-2022 00:00:00					
	1000003	*	INF-Pothole Patching- WELLARD AREA	67.20	67.20	-292.57	157.50	11-May-2022 00:00:00					
	1000067	*	INF-Edge Break Repairs-TMP-WANDI-PK	11.20	11.20	0.00	454.55	13-May-2022 00:00:00					
	1000049	-	BFAC-Chisham Oval P/T Inspections	0.00	0.00	0.00	0.00	16-May-2022 00:00:00					
	1000054	-	Thomas Oval PT - Ladies toilet	0.00	0.00	0.00	455.42	16-May-2022 00:00:00					
	1000012	-	BFAC-Wellard Pavilion-Daily	0.00	0.00	0.00	0.00	16-May-2022 00:00:00					
	1000013	-	BFAC-Fiona Harris-Daily Cleaning	0.00	0.00	0.00	0.00	16-May-2022 00:00:00					
	1000014	-	BFAC-Thomas Kelly-Daily Cleaning	0.00	0.00	0.00	0.00	16-May-2022 00:00:00					
	1000015	-	BFAC-Medina Hall-Daily Cleaning	0.00	0.00	0.00	0.00	16-May-2022 00:00:00					

(1)

Select Goods and Services on the left-hand menu

• Select +Add

(2)

(3)

• Select Create new requisition

Work Order	Goods and Services + 4					
Medium Routine Maintenance	Search v O	Create new requisition				
Required By 27-May-2022 00:00:00	Jean China Sean China	Create new requisition from bill of materials				
Map		e				
Work order not mapped Project not mapped						
Assets WELLS PARK PUBLIC TOILETS						
Goods and Services 0 items						

A catalogue of items will appear. These items are from the contract pricing schedules. If you are purchasing from a pricing schedule, select the **items** required and click **Add**.

Filter	Ŷ	> 1,216 reco	ords.		⊖ …
▲ CATALOGUE			Scheduled Reactive Works - Public Hol 100642 Australian HVAC Services Pty Ltd		160.47 145.88 (Ex)
Goods Catalogue 107			Maint/repair/instal Road Venic		HOUR (1)
Services Catalogue 1,109			2hr call out)	Quantity	1
▲ SUPPLIER			UNDER CONTRACT		
2					Add 💽
Accord Security Pty Ltd 18			Scheduled Reactive Works - Apprentice		66.48
Advanced Traffic Managem 28			Maint/repair/instal Road Vehic		HOUR (1)
Alex Kronik 14			Scheduled Reactive Works - Apprentice (min 2hr call out)		O DAYS
AIEX KISHIK 14			cui outy	Quantity	1
Alyka Pty Ltd 1			UNDER CONTRACT		
Australian HVAC Services Pt 23					Add 💽
Beaver Tree Services Aust 127			Assest Register Update Report 100644 Australian HVAC Services Pty Ltd		120.35 109.41 (Ex)

3

If you do not require any contract items select **Continue**.



Note, you can have a combination of contracted items and ad-hoc (noncontracted items) included in an order requisition (from the same supplier). Refer to QRG Creating Requisitions - Adhoc Requests.