One Council
Quick Reference Guide

SUPPLY CHAIN
## Creating Requisitions from Work Orders

City of Kwinana

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**

Work Planning
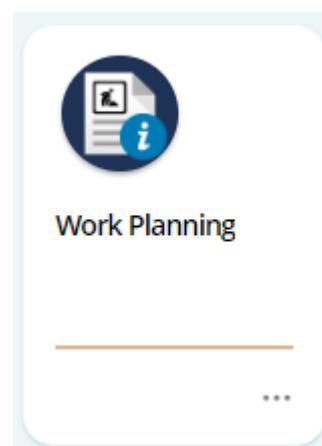
Raise a Purchase Requisition

① 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**

	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

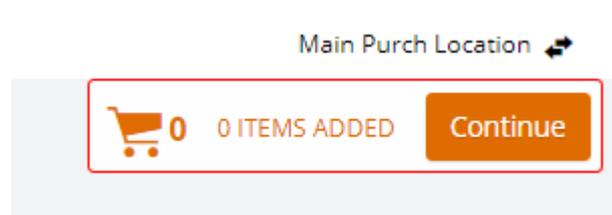② Select **Goods and Services** on the left-hand menu
- Select **+Add**
- Select **Create new requisition**
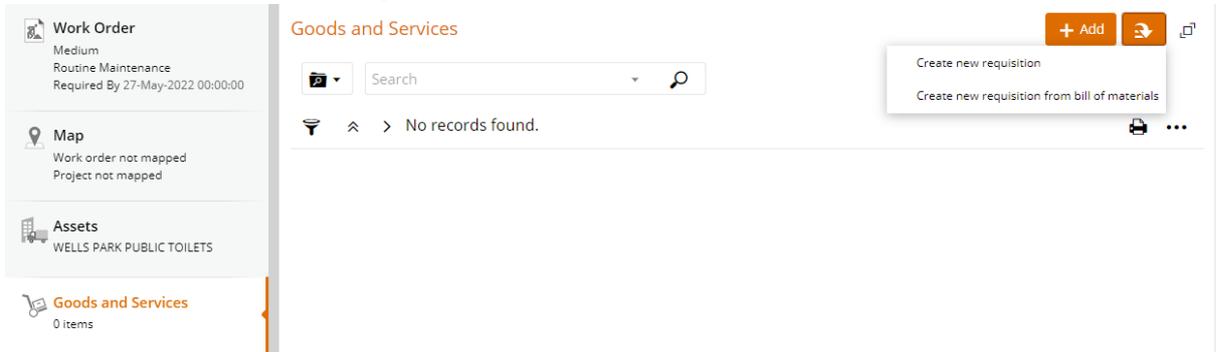
③ A catalogue of items will appear. These items are from the contract pricing schedules. If you are purchasing from a pricing schedule, select the **items** required and click **Add**.
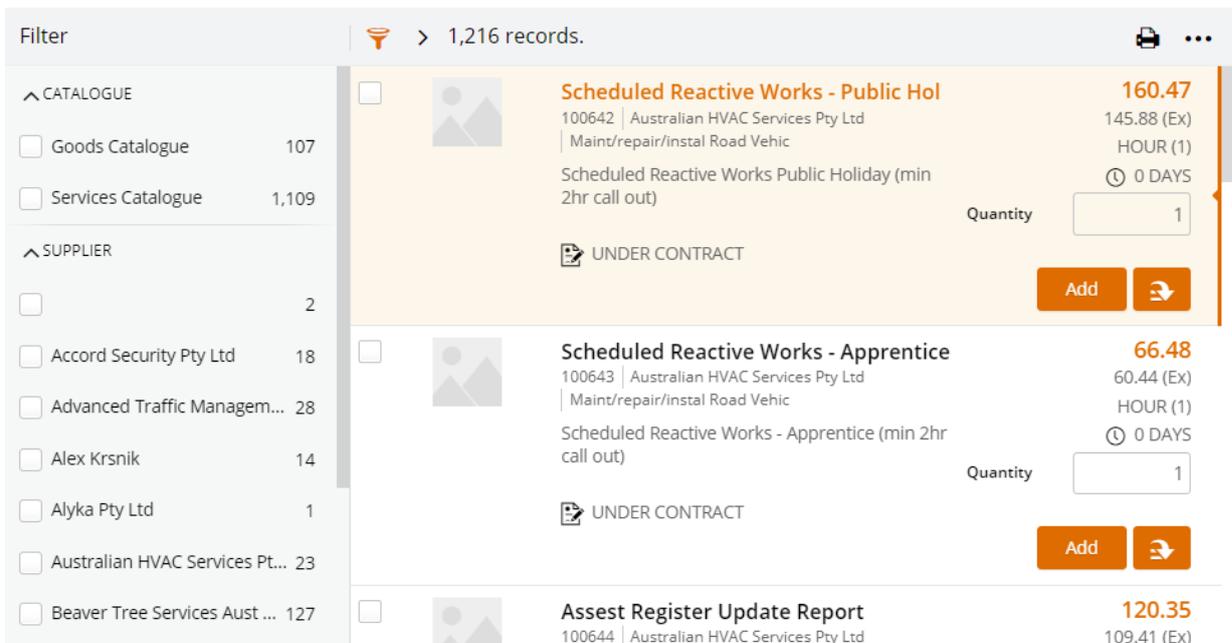
③ If you do not require any contract items select **Continue**.

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