

## THE PURCHASING REQUISITION EAS500P

- **Action:** A Add new record (Help available by pressing F1).
- **Requisition no:** Tab passes it - created by system.
- **Status:** 1 - Create requisition (Help available by pressing F1).
- **Directed to:** The OU code of the Purchase Department [5905].
- **Received from:** Your own OU code.
- **Reference:** Reference number created by yourself (optional).
- **Creditor:** F1 -receive list of creditors, select with X, Enter, check details, Enter.
- **Cash disc:** Optional.
- **CC-Acc:** Cost Centre.
- **Acc:** Expense account no. (F1 Help on expense accounts).
- **Project:** Add if relevant.
- **Budg Year:** Current year.
- **Deviat %:** Complete if you are not sure of the price.
- **GL description:** Cryptic description for the general ledger (no more than 25 characters).
- **Delivery details** Overtime to modify.
- **Message Internal:** Attention of Purchase Department.
- **Message Order:** Attention Supplier (gets printed on order form).
- **Summr: Y/N** To summarize or not.
- **Calculate VAT:** [Y] program will add 15% VAT to price.  
[N] user should include 15% VAT in price.

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File Edit Setup Control Window Help

EAS100P UNITRUST MENU STELSEL FBS7  
20180425 INFRASTRUKTUUR INSTALLERING 1 More >

Action: A (A,C,D,M,N) Requisition number: [ ] Status: 1 Requisition c

Directed to : 5905 PURCHASING AND Campus: 1 STELL Authorise: [ ]  
Received from: 5919 FINANCIAL AND M Campus: 1 STELL Refer: [ ]  
Creditor : 11853 ANDREW SWARTS PHOTOGRAPHY Cash disc : [ ] %  
CC - Acc. : 5930B 1673 Project: [ ] Budg. year : 2018 Deviat. % : [ ] %  
Ledger Desc: 20180430 PROF J DU PLOOY EDUCATIONAL CONFERENCE

Foreign Requisition:  
Delv Name: M SWANEPOEL Date: 20180425  
Dept: FINANCIAL AND MANAGEMENT SYSTE Room: 3308  
Building: ADMIN BLOK C Street: VICTORIASTRAAT  
Town: STELLENBOSCH Tel: (021)8084381

Processed by: FBS7 On: [ ] At: [ ]  
Accountant Approval: [ ] On: [ ]

Message - Internal: PREFERRED SUPPLIER  
Order : PLEASE BE AVAILABLE FROM 18:30 ON 20180430

Tracking Reference: [ ]

Summr: N (Y/N) Calculate VAT : N (Y/N)

Email Address for E-voucher: [ ]

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Help Menu Enqr Rprt Budg Left Right Term

No items specified (PF11).

## F11 to page right

### Item F8 (page down) for item 2 and below

- **Quantity:** Quantity of order.
- **Unit:** Optional (F1 help available).
- **Code:** Not relevant.
- **Description:** Full description of item(s).
- **Unit price:** Price per item (Format is 100.00, leave out R and comma).  
**The unit price gets calculated with the Quantity.**
- **Trade Discount:** Not relevant.
- **Budget no.** In case of a budgeted item, fill in budget no. received from FBG100P and leave out steps 20 - 24, the program will add this information automatically.
- **Maintenance Asset number:** Not relevant.
- **Out of service:** Not relevant.
- **Quoted by:** Fill in the relevant information.

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File Edit Setup Control Window Help
EAS100P UNITRUST MENU STELSEL FBS7
< 1 More INFRASTRUKTUUR INSTALLERING 16:31:10

ITEM : 1
Quantity : 20.00 Unit :
Code :
Description: GROUP PHOTO'S BLACK & WHITE_
Unit price : 20.00 Trade discount : % VAT incl. : 20.00
LEVIES RAISED - Levy Total :
+ Cost Centre OU Creditor OU-Creditor
Budget no. : Item Total : 400.00
Maintenance - Asset number: Out of service (Y/N)

QUOTED BY 1. 2. 3. Accept quote
No / Date : 12578486 / 20180412 / / /
Company : ANDREW SWARTS
Person : ANDREW
Telephone : 0827794782

Quote price 1: 20.00 2: 3:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Enqr Rprt Cnfrm Pg - Pg + Budg Left Right Term
Confirm with PF6
```



**To change / modify the status:**

(This needs to be done so that the process can continue.)

- **Action:** Fill in [M] modify & (Requisition no.)
- **ENTER**
- Change status to 2 - Approved.
- **ENTER** Creditor information appears.
- **ENTER**
- **Confirm with F6**

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File Edit Setup Control Window Help
EAS100P  UNITRUST MENU STELSEL                FBS7
20180425  INFRASTRUKTUUR INSTALLERING          1 More >
Action:  D (A,C,D,M,N)   Requisition number: 2780318  Status:  2 REQUISITION A
Directed to :  5905 PURCHASING AND  Campus:  1  STELL Authorise:
Received from:  5919 FINANCIAL AND M  Campus:  1  STELL   Refer:
Creditor   :  11853 ANDREW SWARTS PHOTOGRAPHY   Cash disc : %
CC - Acc.  :  5930B 1673  Project:      Budg. year : 2018  Deviat. % : %
Ledger Desc: 20180430 PROF J DU PLOOY EDUCATIONAL CONFERENCE
Foreign Requisition:
Delv Name: M SWANEPOEL                Date: 20180425
Dept: FINANCIAL AND MANAGEMENT SYSTE  Room: 3308
Building: ADMIN BLOK C                Street: VICTORIASTRAAT
Town: STELLENBOSCH                   Tel: (021)8084381
Processed by: M SWANEPOEL              On: 2018/04/25  At: 16:41:47:3
Accountant Approval:                   On:
Message - Internal: PREFERRED SUPPLIER
Order   : PLEASE BE AVAILABLE FROM 18:30 ON 20180430
Tracking Reference:
Summr:  N (Y/N)      Calculate VAT :  N (Y/N)      N
Email Address for E-voucher:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help      Menu Enqr Rprt      Budg Left Right Term
Record is being displayed
```

By creating an external requisition a commitment appears automatically against the CC and gets releases by time of payment. This indicates that the limit on a CC does not get exceeded. The Purchase department changes the requisition to an external order by modifying the status from 2 to 5.

All status 2 requisitions are directed to the Purchasing department where it is transformed into an order (status changed to a 5 and 2 digits are added to the requisition number). The user receives an e-mail containing the PDF order form and it is their responsibility to inform the supplier of the order number by e-mailing or faxing the order form to the supplier.