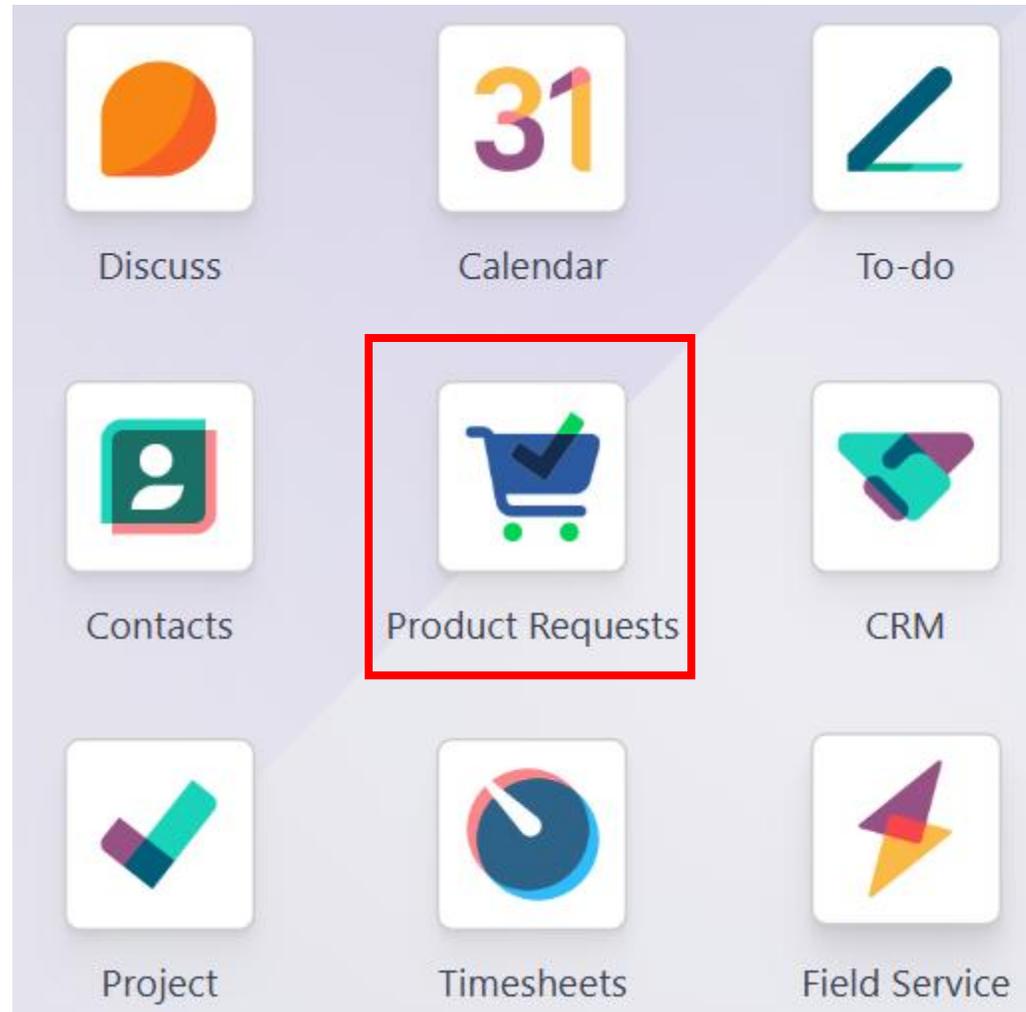


Product Request

View of Purchase Request



Item Request (IR)

- Item Request section is for employee to create a new Item request and to track the IR/##### state.
- Employee can create a new Item requests by clicking “New” button at the top.

The screenshot displays the 'Item Requests' section of a software application. At the top, there is a navigation bar with several menu items: 'Product Requests', 'Item Requests', 'Purchase Requests', 'Requests to approve', and 'Requests to process'. On the right side of the navigation bar, there are notification icons and a user profile for 'Haziq' with the email 'eeepcTestServer'. Below the navigation bar, there is a search bar and a 'My Item Requests' link. A 'New' button is highlighted with a red box. The main content area is a table of item requests.

<input type="checkbox"/>	Item Request Refe...	Product	Requested Q...	Requested ...	Sale Order References	Reason for previou...	Purchase Requ...	Status	Project Code	Business Gro...
<input type="checkbox"/>	IR/01228	[10-10-023251] ELEM...	5.00	H Haziq	SO-2024-00444		PR00173	Approved		Spare Part
<input type="checkbox"/>	IR/01229	[10-10-023253] KIT, F...	5.00	H Haziq	SO-2024-00444		PR00173	Approved		Spare Part
<input type="checkbox"/>	IR/01230	[10-10-023226] SULL...	1.00	H Haziq	SO-2024-00445		PR00175	Approved		Man Power
<input type="checkbox"/>	IR/01231	[10-10-023245] ELEM...	4.00	H Haziq	SO-2024-00446 R1 SO-2024-00446		PR00174	Approved		Spare Part
<input type="checkbox"/>	IR/01232	[10-10-023247] VLV, ...	5.00	H Haziq	SO-2024-00446 R1 SO-2024-00446		PR00174	Approved		Spare Part
<input type="checkbox"/>	IR/01233	[10-10-023249] XDC...	5.00	H Haziq	SO-2024-00446 R1 SO-2024-00446		PR00174	Approved		Spare Part
<input type="checkbox"/>	IR/01234	[10-10-023228] ELEM...	1.00	H Haziq	SO-2024-00446 R1 SO-2024-00446		PR00174	Approved		Spare Part
<input type="checkbox"/>	IR/01235	[10-10-023229] KIT, T...	3.00	H Haziq	SO-2024-00447		PR00193	Approved		Man Power
<input type="checkbox"/>	IR/01238	[10-10-023245] ELEM...	1.00	H Haziq	SO-2024-00446 R1		PR00195	To be approv...		Spare Part
<input type="checkbox"/>	IR/01239	[asdsa-023203] Sub P...	1.00	H Haziq	SO-2024-00448		PR00179	Approved	PTN-2024-000...	Project
<input type="checkbox"/>	IR/01240	[asdsa-023204] Sub P...	1.00	H Haziq	SO-2024-00448		PR00179	Approved	PTN-2024-000...	Project

Create Item Request

- In the create item request section, employee are allowed to create a new item request.
- After fill up all the detail below, click the icon  to save and it will create the IR/#####

New [My Item Requests](#)
New   

Create new PR Use stock from inventory

New

PRODUCT REQUESTED:

Product A

Product ?	<input type="text" value="[028906] Product A"/>	→	Job ?
End User Details ?			Sub Job ?
Requested Qty ?	1.00		CPO Number ?
Unit Cost ?	RM1,378.95		Doc No ?
Request Date ?	12/30/2024		
Ref ?			
Remarks ?			

Additional Info

Create new Purchase Request

- Click the button “Create new PR” to create PR

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

New My Item Requests IR/01270

1 / 4 < >

Create new PR Use stock from inventory

IR/01270

PRODUCT REQUESTED:

Product ?		Job ?	DVG
End User Details ?		Sub Job ?	STR456
Requested Qty ?	1.00	CPO Number ?	3453WE
Unit Cost ?	RM0.00	Doc No ?	
Request Date ?	12/23/2024		
Ref ?	23GRT		
Remarks ?			

Additional Info

Create new Purchase Request

- Able to select multiple IR to create the PR

Product Requests | Item Requests | Purchase Requests | Requests to approve | Requests to process

Haziq eepcTestServer

New My Item Requests

4 selected **Create new PR** Use stock from inventory Actions

Item Request Reference	Product	Requested Qty	Requested By	Sale Order References	Reason for previous PR ...	Purchase Request	Status	Project Code	Business Group
<input checked="" type="checkbox"/> IR/01270		1.00	H Haziq	SO-2024-00457					Spare Part
<input checked="" type="checkbox"/> IR/01275	[130-10-024683] MICROS...	1.00	H Haziq						
<input checked="" type="checkbox"/> IR/01282	[140-10-028829] FSE RATE...	1.00	H Haziq	SO-2024-00453					Project
<input checked="" type="checkbox"/> IR/01290	[028906] Product A	1.00	H Haziq						

Reminder!!!
User allow to combine the IR that have same of:

- Business Group
- Business Unit
- Product Brand

Create new Purchase Request

- Once the IR has create the PR, user able to access the PR through the IR

 Product Requests  Item Requests  Purchase Requests  Requests to approve  Requests to process

     Haziq
eepcTestServer

New **My Item Requests**
IR/01290 

 PR reference
PR00197

1 / 43  

Draft > To be approved > Approved > Rejected > Done > Revised

IR/01290

PRODUCT REQUESTED:

Product A

Product ? [028906] Product A

End User Details ?

Requested Qty ? 1.00

Unit Cost ? RM1,378.95

Request Date ? 12/30/2024

Ref ?

Remarks ?

Job ?

Sub Job ?

CPO Number ?

Doc No ?

Additional Info

Purchase Request

- Users are required to assign their Purchase Requisition (PR) to the designated Person in Charge (PIC) from the Procurement team.
- Then click “Request approval” to submit your request to your manager/co-manager to approve the PR
- If user have manager & co-manager, it will appear under the list of approver

The screenshot displays a web interface for a Purchase Request (PR) form. At the top, there is a navigation bar with links for 'Product Requests', 'Item Requests', 'Purchase Requests', 'Requests to approve', and 'Requests to process'. On the right, there are notification icons and a user profile for 'Haziq' with the email 'eeepcTestServer'. Below the navigation bar, there is a 'New My Requests' button with the PR number 'PR00197' and a 'Lines 2' indicator. The main form area has a 'Request approval' button highlighted with a red box. To the right of this button is a progress bar with stages: 'Draft', 'To be approved', 'Approved', 'Rejected', and 'Done'. The form content includes the following fields:

- Request Reference ?**: PR00197
- Requested By ?**: Haziq
- Approvers ?**: Abdul Aziz Bin Misro, Administrator, Ahmad Kamil Azim bin Ab Aziz, Benn Onq Hun Pin - hp.onq@ee...
- Assigned to ?**: Nurul Saadah Binti Abdul Rahim
- Creation date ?**: 12/30/2024
- Picking Type ?**: HQ-Puchong: Receipts
- Sale Order No ?**
- Source Document ?**
- Description ?**
- Procurement Group ?**
- Job ?**
- Sub Job ?**
- CPO Number ?**
- Project Code ?**
- Ref ?**
- Doc No ?**
- Business Group ?**

Waiting for Approve Status

- After the employee have submitted the purchase requisition, the purchase requisition overview will show the status “Waiting to Approve by Manager”.
- Only Manager or CO-Manager can accept or reject the purchase requisition.

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

Haziq eepcTestServer

New My Requests Search... 1-18 / 18

Request Reference	Requested By	Assigned to	Activities	Sale Order No	Status	CPO Number
<input type="checkbox"/> PR00197	Haziq	Nurul Saadah Binti Abdul Rahim			To be approved	
<input type="checkbox"/> PR00196	Haziq	Haziq		SO-2024-00461	Approved	6356287
<input type="checkbox"/> PR00195	Haziq	Haziq		SO-2024-00446 R1	To be approved	123456
<input type="checkbox"/> PR00194	Haziq	Haziq		SO-2024-00453	Approved	asdff
<input type="checkbox"/> PR00193	Haziq	Haziq		SO-2024-00447	Approved	qwert
<input type="checkbox"/> PR00192	Haziq	Haziq		SO-2024-00447	Approved	qwert
<input type="checkbox"/> PR00190	Haziq	Haziq		SO-2024-00457	Approved	3453WE
<input type="checkbox"/> PR00189	Haziq	Haziq		SO-2024-00460	Approved	vc bvmvjhv
<input type="checkbox"/> PR00188	Haziq	Haziq			Draft	
<input type="checkbox"/> PR00187	Haziq			SO-2024-00459	Draft	sdafef
<input type="checkbox"/> PR00186				SO-2024-00458	Approved	32154

Request to approve

- This page will show the list of PR that the user need to approve or PR that they waiting for approval

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

Requests to approve ⚙️

Search... 1-3 / 3 < >

<input type="checkbox"/> Request Reference	Requested By	Assigned to	Activities	Sale Order No	Status	CPO Number
<input type="checkbox"/> PR00198	Bryan	Haziq		No records	To be approved	
<input type="checkbox"/> PR00197	Haziq	Nurul Saadah Binti Abdul Rahim		No records	To be approved	
<input type="checkbox"/> PR00195	Haziq	Haziq		1 record	To be approved	123456

Approval State

- For manager/co-manager, able to approve or reject the PR.
- Approved – The PR will be appear under request to process for the PIC from the Procurement team
- Rejected – The IR of the product of the PR will be in draft state and the reason of rejected will be shown on the IR

The screenshot displays a web application interface for managing procurement requests. At the top, there is a navigation menu with options: Product Requests, Item Requests, Purchase Requests, Requests to approve, and Requests to process. On the right side, there are notification icons and a user profile for 'Haziq' with the email 'eepcTestServer'. Below the navigation, there is a header for the current request: 'New Requests to approve PR00195' with a settings gear icon and a 'Lines 1' indicator. A red box highlights the 'Approve' and 'Reject' buttons. To the right of these buttons is a progress bar with stages: Draft, To be approved (highlighted), Approved, Rejected, and Done. The main content area shows the details for 'Request Reference ? PR00195'. It lists 'Requested By ? Haziq', 'Assigned to ? Haziq', and 'Creation date ? 12/27/2024'. On the right side of the details, there is a list of other fields: 'Sale Order No ? SO-2024-00446 R1', 'Source Document ?', 'Description ?', 'Procurement Group ?', 'Job ? AA', 'Sub Job ? SS', 'CPO Number ? 123456', 'Project Code ?', 'Ref ? ASDF', 'Doc No ?', 'Business Group ? Spare Part', and 'Business Unit ? Air Compressor'.

Requests to process (Procurement)

- List of request to process is for the procurement's PIC to process the PR that have assigned to them

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

Haziq eeepcTestServer

Requests to process 1-11 / 11

<input type="checkbox"/>	Request Reference	Requested By	Assigned to	Activities	Sale Order No	Status	CPO Number	
<input type="checkbox"/>	PR00196	H Haziq	H Haziq	🕒	1 record	Approved	6356287	
<input type="checkbox"/>	PR00194	H Haziq	H Haziq	🕒	1 record	Approved	asdff	
<input type="checkbox"/>	PR00193	H Haziq	H Haziq	🕒	1 record	Approved	qwert	
<input type="checkbox"/>	PR00192	H Haziq	H Haziq	🕒	1 record	Approved	qwert	
<input type="checkbox"/>	PR00190	H Haziq	H Haziq	🕒	1 record	Approved	3453WE	
<input type="checkbox"/>	PR00189	H Haziq	H Haziq	🕒	1 record	Approved	vc bvmvjhv	
<input type="checkbox"/>	PR00186	H Haziq	H Haziq	🕒	1 record	Approved	23154	
<input type="checkbox"/>	PR00185	H Haziq	H Haziq	🕒	1 record	Approved	3453WE	
<input type="checkbox"/>	PR00179	H Haziq	H Haziq	🕒	1 record	Approved	jfkjdhf	
<input type="checkbox"/>	PR00175	H Haziq	H Haziq	🕒	1 record	Approved	1	
<input type="checkbox"/>	PR00173	H Haziq	H Haziq	🕒	1 record	Approved	ZZZZ	

PR Approved

- Procurement's PIC able to click the "Create RFQ" to create the PO
- "Revise PR" will recreate all the IR based on the PR. User able to choose which product need to revise.
- Once revise PR, the PR is considered cancelled.

The screenshot displays a procurement system interface. At the top, there are navigation tabs: Product Requests, Item Requests, Purchase Requests, Requests to approve, and Requests to process. On the right, there are notification icons and a user profile for Haziq. Below the navigation, there are buttons for 'New My Requests PR00194' and 'Purchase Orders 1'. A red box highlights the 'Create RFQ' and 'Revise PR' buttons. The main content area shows the PR details for PR00194, including the requested by (Haziq), assigned to (Haziq), creation date (12/27/2024), and picking type (HQ-Puchong: Receipts). A status bar at the top right shows the PR is in the 'Approved' stage. A red box on the right contains a reminder: 'Reminder!!! Sales Order (SO), Purchase Request(PR) and Purchase Order (PO) is independent. SO → PR → PO. If you revise PO, then PR and SO also need to revise.'

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

New My Requests PR00194

Lines 1 Purchase Orders 1

4 / 18 < >

Create Expense Create RFQ Revise PR Done

Draft To be approved Approved Rejected Done

Request Reference ?
PR00194

Requested By ? Haziq

Approvers ?

Assigned to ? Haziq

Creation date ? 12/27/2024

Picking Type ? HQ-Puchong: Receipts

Sale Order No ? SO-2024-00453

Source Document ?

Description ?

Procurement Group ?

Job ? aa

Sub Job ? aaa

CPO Number ? asdff

Project Code ? PTN-2024-00025

Ref ? sss

Doc No ?

Business Group ? Project

Business Unit ? Portable Air Compressor

Reminder!!!
Sales Order (SO), Purchase Request(PR) and Purchase Order (PO) is independent.
SO → PR → PO
If you revise PO, then PR and SO also need to revise.

PR Approved

- For HR, they can click on the “Create Expense” if the item on this PR is considered the company expense.

The screenshot displays a procurement system interface. At the top, there are navigation tabs: Product Requests, Item Requests, Purchase Requests, Requests to approve, and Requests to process. On the right, there are notification icons and a user profile for Haziq (eepcTestServer). Below the navigation, there are buttons for 'New My Requests PR00194' and 'Purchase Orders 1'. A progress bar at the top right shows '4 / 18' with navigation arrows. The main action bar contains buttons for 'Create Expense' (highlighted with a red box), 'Create RFQ', 'Revise PR', and 'Done'. The status bar shows 'Draft', 'To be approved', 'Approved' (highlighted with a green arrow), 'Rejected', and 'Done'. The main content area displays details for Request Reference PR00194, including Requested By (Haziq), Approvers, Assigned to (Haziq), Creation date (12/27/2024), and Picking Type (HQ-Puchong: Receipts). On the right side, there are fields for Sale Order No (SO-2024-00453), Source Document, Description, Procurement Group, Job (aa), Sub Job (aaa), CPO Number (asdff), Project Code (PTN-2024-00025), Ref (sss), Doc No, Business Group (Project), and Business Unit (Portable Air Compressor).

Expense product

- The product can be declared as expense product by tick on can be expensed

Inventory Overview Operations Products Reporting Configuration

New Product Variants [COMM] Communication ⚙️

Extra Prices 0 Documents 0

Product Name ?

★ Communication

Can be Sold ? Can be Purchased ? Can be Expensed ?

General Information Accounting

Product Type ? Service Sales Price ?

Invoicing Policy ? Customer Taxes ?

SQL Product Code ? Cost ?

Part Number ? Internal Reference ?

PR Rejected

- Manager/Co-manager need to give the reason for rejection

The screenshot shows a software interface for managing purchase requests. At the top, there are navigation tabs: Product Requests, Item Requests, Purchase Requests, Requests to approve, and Requests to process. The user is logged in as Haziq, and the current request is PR00197. The request is currently in the 'To be approved' stage. A dialog box titled 'Reject Purchase Request' is open, asking for confirmation to reject the request. A red box highlights the 'reason for rejection' input field. The dialog box also contains 'Reject PR' and 'Cancel' buttons.

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

New Requests to approve PR00197 Lines 2 2 / 3 < >

Approve Reject Draft To be approved Approved Rejected Done

Request Reference ? PR00197

Requested By ? Haziq

Approvers ?

Assigned to ? Nurul Sa

Creation date ? 12/30/20

Picking Type ? HQ-Puch

CPO Number ?

Reject Purchase Request X

Are you sure you want to reject this purchase request?

reason for rejection ?

Reject PR Cancel

PR Rejected

- Rejected PR will set the IR to draft with the reason of PR rejection & can set to new PR.

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

New My Item Requests 1-45 / 45

<input type="checkbox"/>	Item Request Refe...	Product	Requested Q...	Requested ...	Sale Order References	Reason for previous PR rejection	Purchase Requ...	Status	Projec
<input type="checkbox"/>	IR/01266	[10-10-023240] KIT, E...	2.00	H Haziq	SO-2024-00457	PR00184 - Short item	PR00185	Approved	
<input type="checkbox"/>	IR/01265	[10-10-023241] KIT, E...	5.00	H Haziq	SO-2024-00457	PR00184 - Short item	PR00185	Approved	
<input type="checkbox"/>	IR/01275	[130-10-024683] MIC...	1.00	H Haziq		PR00197 - Reconsider again the quantity of the item			
<input type="checkbox"/>	IR/01290	[028906] Product A	1.00	H Haziq		PR00197 - Reconsider again the quantity of the item			
<input type="checkbox"/>	IR/01280	[asdsa-023206] Sub P...	1.00	H Haziq	SO-2024-00447		PR00192	Revised	PTN-2024-0
<input type="checkbox"/>	IR/01281	[asdsa-023207] Sub P...	1.00	H Haziq	SO-2024-00447		PR00192	Revised	PTN-2024-0
<input type="checkbox"/>	IR/01273	[asdsa-023206] Sub P...	5.00	H Haziq	SO-2024-00459		PR00187	Draft	PTN-2024-0

Purchase Request

- Purchase Request section is for employee to create a new purchase request and to track the PR#### state.
- Employee can create a new purchase request by clicking “New” button at the top.

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

New My Requests ⚙️

🔍 Search... 1-19 / 19 < >

<input type="checkbox"/>	Request Reference	Requested By	Assigned to	Activities	Sale Order No	Status	CPO Number	
<input type="checkbox"/>	PR00199	Haziq	Haziq		SO-2024-00462	Approved	1243564	
<input type="checkbox"/>	PR00197	Haziq	Nurul Saadah Binti Abdul Rahim			Rejected		
<input type="checkbox"/>	PR00196	Haziq	Haziq		SO-2024-00461	Approved	6356287	
<input type="checkbox"/>	PR00195	Haziq	Haziq		SO-2024-00446 R1	Approved	123456	
<input type="checkbox"/>	PR00194	Haziq	Haziq		SO-2024-00453	Approved	asdff	
<input type="checkbox"/>	PR00193	Haziq	Haziq		SO-2024-00447	Approved	qwert	
<input type="checkbox"/>	PR00192	Haziq	Haziq		SO-2024-00447	Revised	qwert	
<input type="checkbox"/>	PR00190	Haziq	Haziq		SO-2024-00457	Approved	3453WE	

Purchase Request

- User able to create the PR.
- Select the product that want to PR
- User able to link to existing Sales order. Once select the SO, the detail will be auto filled.

Product Requests Item Requests Purchase Requests Requests to approve Requests to process

New My Requests
New

Request approval Once request approval, please refer page 8

Draft To be approved Approved Rejected Done

Request Reference ?
New

Requested By ? Haziq

Approvers ?

Assigned to ?

Creation date ? 12/31/2024

Picking Type ? HQ-Puchong: Receipts

Sale Order No ?

Source Document ?

Description ?

Procurement Group ?

Job ?

Sub Job ?

CPO Number ?

Project Code ?

Ref ?

Doc No ?

Business Group ?