

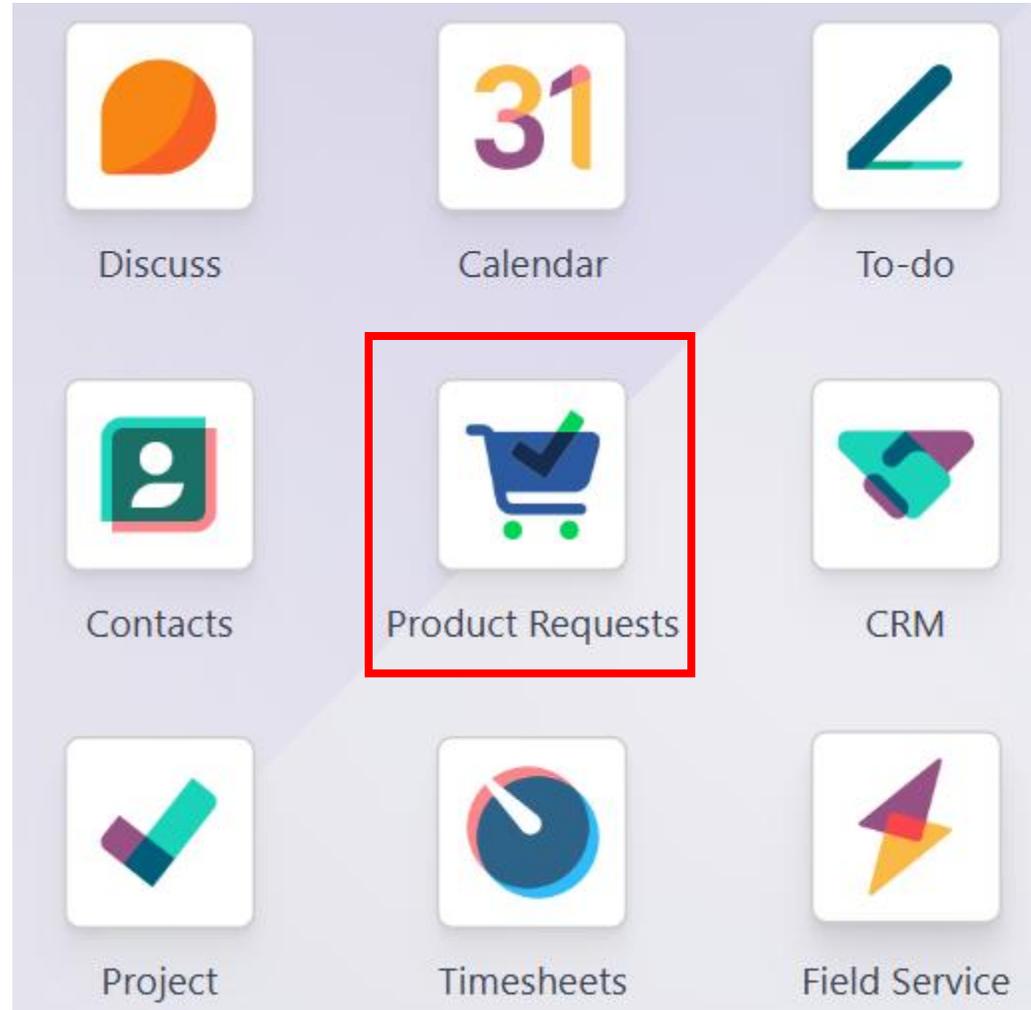
 SPIT



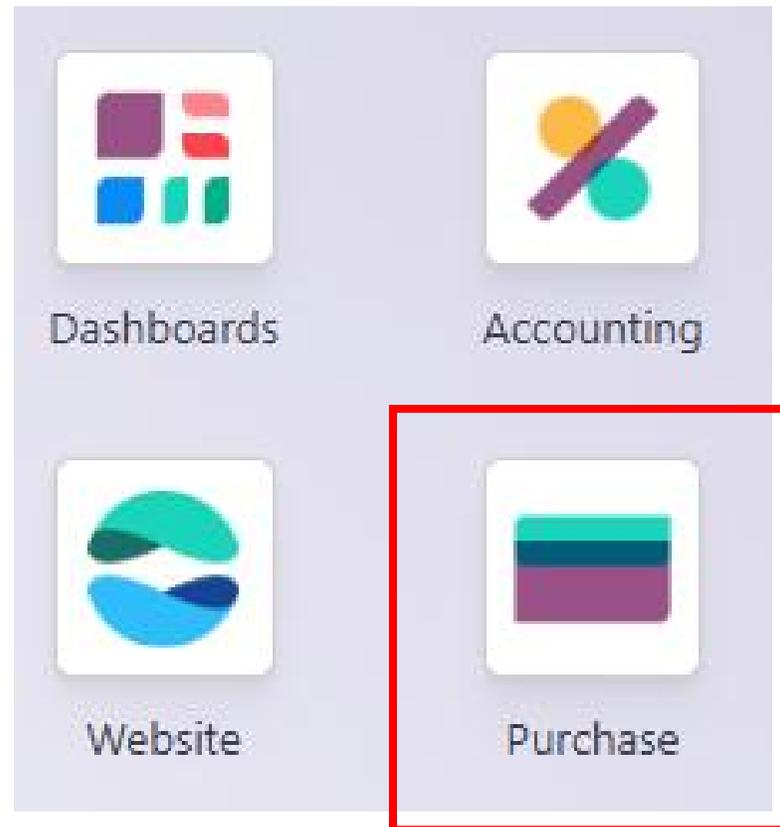
Purchase

Procurement team

View of Purchase Request



View of Purchase



Purchase Request

- List of purchase request can be group by with procurement's
- How to create RFQ? Select the PR##### that you wanted to submit, make sure the PR already approved.
- State "Approved" mean that the PR##### are ready to create RFQ.

Purchase Orders Products Reporting Configuration

New Purchase Requests

Assigned to Search...

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<input type="checkbox"/>	Request Reference	Requested By	Assigned to	Activities	Sale Order No	Status	CPO Number
<input type="checkbox"/>	PR00198	B Bryan	H Haziq	🕒		To be approved	
<input type="checkbox"/>	PR00196	H Haziq	H Haziq	🕒	SO-2024-00461	Approved	6356287
<input type="checkbox"/>	PR00195	H Haziq	H Haziq	🕒	SO-2024-00446 R1	To be approved	123456
<input type="checkbox"/>	PR00194	H Haziq	H Haziq	🕒	SO-2024-00453	Approved	asdff
<input type="checkbox"/>	PR00193	H Haziq	H Haziq	🕒	SO-2024-00447	Approved	qwert
<input type="checkbox"/>	PR00192	H Haziq	H Haziq	🕒	SO-2024-00447	Revised	qwert
<input type="checkbox"/>	PR00190	H Haziq	H Haziq	🕒	SO-2024-00457	Approved	3453WE
<input type="checkbox"/>	PR00189	H Haziq	H Haziq	🕒	SO-2024-00460	Approved	vc bvmvjhv
<input type="checkbox"/>	PR00188	H Haziq	H Haziq	🕒		Draft	
<input type="checkbox"/>	PR00186	H Haziq	H Haziq	🕒	SO-2024-00458	Approved	23154
<input type="checkbox"/>	PR00185	H Haziq	H Haziq	🕒	SO-2024-00457	Approved	3453WE
<input type="checkbox"/>	PR00184	H Haziq	H Haziq	🕒	SO-2024-00457	Rejected	3453WE
<input type="checkbox"/>	PR00179	H Haziq	H Haziq	🕒	SO-2024-00448	Approved	jfkjdhf

Create RFQ (Request For Quotation)

- After select the PR##### you wanted to submit, press “CREATE RFQ” at the top.

The screenshot shows a software interface for managing Purchase Requests (PR). 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 eepcTestServer. Below the navigation, there is a 'New My Requests' section with a gear icon and the PR number PR00194. To the right, there are indicators for 'Lines 1' and 'Purchase Orders 1', and a page indicator '4 / 18'. The main action bar contains buttons for 'Create Expense', 'Create RFQ' (highlighted with a red box), 'Revise PR', and 'Done'. To the right of these buttons is a status flow: 'Draft' -> 'To be approved' -> 'Approved' (highlighted with a red box) -> 'Rejected' -> 'Done'. Below the action bar, the details for the selected PR are displayed:

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

- “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.

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.

Combine this PR to existing PO)

- Choose the supplier
- Choose the existing Purchase order to put this product on it
- Select the delivery policy(still can change in the PO)
- Can choose which product to create the RFQ. If don't want just remove by click the trash icon on the product lines

The screenshot shows a 'Create RFQ' dialog box in a software application. The background is a 'Purchase Requests' page for PR00194, showing details like 'Requested By: Haziq' and 'Assigned to: Haziq'. The dialog box is titled 'Create RFQ' and has a close button (X) in the top right corner. It is divided into two main sections: 'EXISTING RFQ TO UPDATE:' and 'NEW PO DETAILS:'. The 'EXISTING RFQ TO UPDATE:' section contains a 'Purchase Order ?' field and a checkbox for 'Match existing PO lines by Scheduled Date ?'. The 'NEW PO DETAILS:' section contains 'Supplier ?' and 'Delivery Policy ?' fields. Below these sections is a table with the following columns: 'Purchase Requ...', 'Product', 'Description', 'Quantity to pu...', 'Expected Costs', 'End User Details', 'Remar...', and 'UoM'. The table contains one row with the following data: 'PR00194', '[140-10-028842] ...', '[140-10-028842] ...', '1.00', '0.00', and 'PAX/TR...'. A trash icon is visible in the 'UoM' column for this row. At the bottom of the dialog, there are two buttons: 'Create RFQ' and 'Cancel'. The 'Create RFQ' button is highlighted with a red box. The background page also shows a 'Business Unit' of 'Portable Air Compressor' at the bottom.

Purchase Requ...	Product	Description	Quantity to pu...	Expected Costs	End User Details	Remar...	UoM
PR00194	[140-10-028842] ...	[140-10-028842] ...	1.00	0.00			PAX/TR...

Existing PO

New Purchase Requests / PR00194
RFQ

Reference	Confirmation Date	Vendor	Buyer	Source Document	Total	Status	Expected Arrival
☆ PO-2024-00169	12/18/2024 15:25:48	123 MAJUBINA SDN BHD	Haziq	RFQ-2024-00183	RM 0.00	Purchase Order	12/27/2024 08:00:00

Purchase Orders Products Reporting Configuration

New PO-2024-00169 (sss) Requests for Quotation

Vendor Bills 1 Receipt 2 Revisions 0 Payments 1

2 / 2

Product	Description	Expected...	Quantity	Received	Billed	UoM	Expected...	Remarks	End User...	Unit Price	Taxes
[10-10-023...]	[10-10-023228] ELEMENT, AIR FILTER RSVS16 P/N: 250024-867 ELEMENT, AIR FILTER RSVS16	12/18/2024	10.00	5.00	5.00	EA				0.00	
[140-10-02...]	[140-10-028842] MANPOWER MOBILIZATION CHARGE	12/18/2024	1.00	0.00	0.00	PAX/TRIP				0.00	
[10-10-023...]	[10-10-023231] DISK, RUPTURE 2" 1300SCFM@15# P/N: 250024-890 DISK, RUPTURE 2" 1300SCFM@15#		1.00	1.00	1.00	EA				0.00	
[10-10-023...]	[10-10-023232] KIT, VAC REGULATOR RSVS P/N: 250024-783 KIT, VAC REGULATOR RSVS		1.00	1.00	1.00	EA				0.00	

Add a product Add a section Add a note Catalog

Create RFQ (New PO)

- Choose the supplier
- Select the delivery policy(still can change in the PO)
- Can choose which product to create the RFQ. If don't want just remove by click the trash icon on the product lines

Purchase Orders Products Reporting Configuration

New Purchase Requests PR00195

Create Expense Create RFQ

Request Reference ?
PR00195

Requested By ? Haziq

Approvers ?

Assigned to ? Haziq

Creation date ? 12/27/20...

Picking Type ? HQ-Puch...

Create RFQ

EXISTING RFQ TO UPDATE:

Purchase Order ?

Match existing PO lines
by Scheduled Date ?

NEW PO DETAILS:

Supplier ? HITACHI ASIA LTD

Delivery Policy ? Full Delivery

Purchase Requ...	Product	Description	Quantity to pur...	Expected Costs	End User Details	Remarks	Uo...
PR00195	[10-10-023245] E...	[10-10-023245] E...	1.00	0.00			EA

Create RFQ Cancel

Business Unit ? Air Compressor

- After confirming the RFQ, system will directly generate a purchase order (PO####).

The screenshot displays a procurement system interface. At the top, there are navigation tabs: Purchase, Orders, Products, Reporting, and Configuration. The user is logged in as Haziq eepcTestServer. The current view is for a Request for Quotation (RFQ) with ID PR00195 / RFQ-2024-00193 (ASDF). The interface includes buttons for 'Send by Email', 'Print RFQ', 'Confirm Order', and 'Cancel'. The 'Confirm Order' button is highlighted with a red box. Below the buttons, the RFQ details are shown, including the RFQ ID 'RFQ-2024-00193' (also highlighted with a red box), Vendor (HITACHI ASIA LTD), Supplier Quotation No, Job (AA), Sub Job (SS), Project Code, Ref (ASDF), CPO number (123456), Doc No, and Delivery Policy (Full Delivery). The RFQ status is '67% On-Time Delivery'. Below the details, there is a table for Purchase Requests. The table has columns: Product, Description, Quantity, Uo..., Analytic D..., Request D..., Estimated ..., Subtotal, RFQ Qty, Purchase Status, Expense St..., End User..., and Remark. The table shows one row with a quantity of 1.00 and a purchase status of 'RFQ', which is highlighted with a red box. A red arrow points from the RFQ ID 'RFQ-2024-00193' to the 'RFQ' status in the table.

Request for Quotation

☆ **RFQ-2024-00193**

Vendor ? HITACHI ASIA LTD
30 PIONEER CRESCENT,#10-15, WEST PARK BIZCENTRAL,
628560
Singapore

Supplier Quotation No ?

Job ? AA

Sub Job ? SS

Project Code ?

Ref ? ASDF

CPO number ? 123456

Doc No ?

Delivery Policy ? Full Delivery

Order Deadline ? 12/31/2024 10:01:45

Expected Arrival ? 12/18/2024 08:00:00

67% On-Time Delivery

Ask confirmation

Business Group ? Spare Part

Business Unit ? Air Compressor

Product Brand ? SULLAIR

Product	Description	Quantity	Uo...	Analytic D...	Request D...	Estimated ...	Subtotal	RFQ Qty	Purchase Status	Expense St...	End User ...	Remark...
[10-10-0232...	[10-10-023245] ELEM, AIR FLTR LS20S- 200 CHNSZ P/N: 88290003- 111 ELEM, AIR FLTR LS20S-200 CHNSZ	1.00	EA		12/18/2024	RM 0.00	RM 0.00	1.00	RFQ			

- In the PR will show the state of the purchase order

- Cancel RFQ will set the purchase order to nothing

The screenshot displays a software interface for managing a Request for Quotation (RFQ). At the top, navigation tabs include 'Purchase', 'Orders', 'Products', 'Reporting', and 'Configuration'. The current view is for RFQ 'PR00195 / RFQ' with ID 'RFQ-2024-00193 (ASDF)'. A toolbar contains buttons for 'Send by Email', 'Print RFQ', 'Confirm Order', and 'Cancel' (highlighted with a red box). A progress bar shows the status: 'RFQ' (active), 'RFQ Sent', and 'Purchase Order'. The main content area is titled 'Request for Quotation' and features a star icon next to the RFQ ID 'RFQ-2024-00193' (also highlighted with a red box). Below this, various fields are organized into sections: 'Vendor' (HITACHI ASIA LTD), 'Supplier Quotation No.', 'Job' (AA), 'Sub Job' (SS), 'Project Code', 'Ref' (ASDF), 'CPO number' (123456), 'Doc No.', and 'Delivery Policy' (Full Delivery). On the right, 'Order Deadline' (12/31/2024 10:01:45), 'Expected Arrival' (12/18/2024 08:00:00), 'Business Group' (Spare Part), 'Business Unit' (Air Compressor), 'Product Brand' (SULLAIR), 'Charge Code' (SP-AC-10), and 'Deliver To' are listed. A '67% On-Time Delivery' indicator is present. At the bottom, a 'Purchase Orders' table is visible, with a red box highlighting the 'RFQ/PO Qty' column value '0.00'. A red arrow points from the RFQ ID to this value. The table header includes columns for Product, Description, Quantity, Uo..., Analytic D..., Request D..., Estimated ..., Subtotal, RFQ/PO Qty, Purchase S..., Expens, St..., End User..., and Remar... The table contains one row with a quantity of 1.00 and a subtotal of RM 0.00.

- In the PR will show the state of the purchase order

Purchase > Request For Quotation

Procurement team to create new RFQ. click "CREATE".

View all RFQ status, click "To Send", "Waiting" or "Late" to filter

New Requests for Quotation ⚙️

Search...

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All RFQs	7 To Send	0 Waiting	7 Late	Avg Order Value	RM 26,276.76	Purchased Last 7 Days	RM 6,246.51
My RFQs	3	0	3	Lead Time to Purchase	0 Days	RFQs Sent Last 7 Days	0

Reference	Vendor	Supplier Quotatio...	Job	Doc ...	Buyer	Order Deadline	Activiti...	Source Document	Total	Status
RFQ-2024-00194	HITACHI ASIA LTD		AA		H Haziq	Today	🕒		RM 827.50	RFQ
RFQ-2024-00193	HITACHI ASIA LTD		AA		H Haziq		🕒		RM 827.50	Cancelled
PO-2024-00175	ALDA ENTERPRISE, R...		AAA		H Haziq		🕒	RFQ-2024-00192	RM 0.00	Purchase Ord...
RFQ-2024-00191	2S PACKAGING SDN ...		aa		H Haziq		🕒		RM 0.00	Cancelled
PO-2024-00174	360 ENGINEERING C...		AAA		H Haziq		🕒	RFQ-2024-00190	RM 120.00	Cancelled
PO-2024-00173	2S PACKAGING SDN ...				B Bryan		🕒	RFQ-2024-00189	RM 0.00	Purchase Ord...

Fill in :

- Supplier Quotation
- Number Expected Arrival date

New Requests for Quotation
RFQ-2024-00194 (ASDF) ⚙️

Revisions
0

1 / 80 < >

Send by Email Print RFQ Confirm Order Cancel

RFQ RFQ Sent Purchase Order

Request for Quotation

☆ RFQ-2024-00194

Vendor ? HITACHI ASIA LTD
30 PIONEER CRESCENT,#10-15, WEST PARK BIZCENTRAL,
628560
Singapore

Order Deadline ? 12/31/2024 10:29:08

Expected Arrival ? 12/18/2024 08:00:00

67% On-Time Delivery

Ask confirmation

Supplier Quotation
No ?

Business Group ? Spare Part

Business Unit ? Air Compressor

Product Brand ? SULLAIR

Charge Code ? SP-AC-10

Approved by: ?

Deliver To ? HQ-Puchong: Receipts

Job ? AA

Sub Job ? SS

Project Code ?

Ref ? ASDF

CPO number ? 123456

Doc No ?

Delivery Policy ? Full Delivery

New Requests for Quotation RFQ-2024-00194 (ASDF) ⚙️

Revisions 0

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Revision Count ? 0 Source Document ?

Latest Revision count ? 0

- Analytic value of this RFQ/ PO

Products Other Information Attachment Alternatives

Product	Description	Expected Arrival	Quantity	UoM	Expected Cost	Remarks	End User Details	Unit Price	Taxes	Tax excl.
[10-10-023245] ELE...	[10-10-023245] ELEM, AIR FLTR LS20S-200 CHNSZ P/N: 88290003-111 ELEM, AIR FLTR LS20S-200 CHNSZ	12/31/2024	1.00	EA				827.50		RM 827.50

Add a product Add a section Add a note Catalog

- User able to add product by new line or using catlog, section, note

Other Information

- More detail about this PO

New Requests for Quotation
RFQ-2024-00194 (ASDF) ⚙️

Revisions
0

Blanket Order ?

Currency ? MYR

Revision Count ? 0

Source Document ?

Latest Revision count ? 0

- Products
- Other Information
- Attachment
- Alternatives

Buyer ?  Haziq

Payment Terms ?

Source Document ?

Fiscal Position ?

Incoterm ?

Incoterm Location ?

Attachment

- Attach document that related to this PO

New Requests for Quotation
RFQ-2024-00194 (ASDF) ⚙️

Revisions
0

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Revision Count ? 0

Source Document ?

Latest Revision count ? 0

Products

Other Information

Attachment

Alternatives

Name

File

Filename

Add a line

Alternative

New Requests for Quotation
RFQ-2024-00194 (ASDF) ⚙️

Revisions
0

1 / 80 < >

Revision Count ? 0

Latest Revision count ? 0

Source Document ?

Click "Create Alternative" to do create alternative

- Products
- Other Information
- Attachment
- Alternatives

Create a call for tender by adding alternative requests for quotation to different vendors. Make your choice by selecting the best combination of lead time, OTD and/or total amount. By comparing product lines you can also decide to order some products from one vendor and others from another vendor.

[Create Alternative](#)

Vendor	OTD Reference	Expected Arrival	Total Status
Link to Existing RfQ			

Alternative

- Alternative function is use to compare price with multiple vendor.
- After compare the price, choose one of the vendor you wanted to deal with the product.
- Select a vendor that you wanted to compare.
- Click "CREATE ALTERNATIVE" after you select a vendor.

 Create alternative ✕

Vendor ?

Copy Products ?



Create Alternative

Cancel

Alternative

- Alternative function is use to compare price with multiple vendor.
- User able to select which PO to be proceed

New **Requests for Quotation**
RFQ-2024-00194 (ASDF) ⚙️

Revisions
0

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Revision Count ? 0

Source Document ?

Latest Revision count ? 0

Products	Other Information	Attachment	Alternatives
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Create a call for tender by adding alternative requests for quotation to different vendors. Make your choice by selecting the best combination of lead time, OTD and/or total amount. By comparing product lines you can also decide to order some products from one vendor and others from another vendor.

[Create Alternative](#)

[Compare Product Lines](#)

Vendor	OTD Reference	Expected Arrival	Total	Status
2S PACKAGING SDN BHD	RFQ-2024-00196	12/31/2024 08:00:00	RM 650.00	RFQ ✖
HITACHI ASIA LTD	66.67% RFQ-2024-00194	12/18/2024 08:00:00	RM 827.50	RFQ

[Link to Existing RfQ](#)

Alternative PO

- User has option to keep or cancel the alternative PO. If cancel, the other RFQ/PO will be auto cancelled

The screenshot displays a procurement system interface. At the top, there are navigation tabs: Purchase, Orders, Products, Reporting, and Configuration. The user is logged in as Haziq eepcTestServer. The main header shows 'New Requests for Quotation' for RFQ-2024-00194 (ASDF) with 0 revisions. A progress bar at the top right indicates the current stage is 'RFQ', with 'RFQ Sent' and 'Purchase Order' as subsequent stages.

A modal dialog titled 'What about the alternative Requests for Quotations?' is open in the center. It contains a table with the following data:

Vendor	Reference	Expected Arrival	Total	Status
2S PACKAGING SDN BHD	RFQ-2024-00196	12/31/2024 08:00:00	RM 650.00	RFQ

At the bottom of the modal, there are three buttons: 'Cancel Alternatives', 'Keep Alternatives', and 'Discard'. The 'Cancel Alternatives' and 'Keep Alternatives' buttons are highlighted with a red border.

On the left side of the main interface, there is a sidebar with fields for 'Request for Quotation' (RFQ-2024-00194), 'Vendor', 'Supplier Quotation No', 'Job', 'Sub Job', 'Project Code', 'Ref', 'CPO number', 'Doc No', and 'Delivery Policy'. On the right side, there is a '67% On-Time Delivery' metric.

Purchase > Orders > Purchase Orders

Purchase Orders Products Reporting

New Requests

- Requests for Quotation
- Purchase Orders**
- Blanket Orders
- Purchase Requests
- Purchase Request Lines
- Vendors

All RFQs

My RFQs

In Purchase order section procurement are able to view all purchase order.
To create a new PO without PR, click "New"

Purchase Orders Products Reporting Configuration

New Purchase Orders ⚙️

Search...

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	Reference	Confirmati...	Vendor	Supplier Q...	Job	Doc ...	Buyer	Order Lin...	Receive	Activiti...	Source Do...	Total	Billing Stat...	Expected ...
<input type="checkbox"/>	☆ PO-2024-00...	12/18/2024 ...	360 ENGINEE...				B Bryan	1 record	100 %	🕒	RFQ-2024-0...	RM 179.00	Fully Billed	12/18/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	PEC PROCES...		SP06		A Abdul A...	50 records	100 %	🕒	PO-2024-00...	\$ 58,979.25	Waiting Bills	12/16/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	SASTECH ASI...		SP16		A Abdul A...	1 record	0 %	🕒	PO-2024-00...	RM 30,540.00	Nothing to...	11/29/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	PALL (MALAY...		SP16		A Abdul A...	1 record	100 %	🕒	PO-2024-00...	RM 12,440.00	Waiting Bills	11/29/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		A Abdul A...	1 record	100 %	🕒	PO-2024-00...	\$ 660.96	Waiting Bills	11/29/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		M Moham...	1 record	100 %	🕒	PO-2024-00...	\$ 1,608.90	Waiting Bills	11/29/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		M Moham...	1 record	100 %	🕒	PO-2024-00...	\$ 34.72	Waiting Bills	11/29/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		A Abdul A...	2 records	100 %	🕒	PO-2024-00...	\$ 4,072.25	Waiting Bills	11/29/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		A Abdul A...	1 record	0 %	🕒	PO-2024-00...	\$ 83.85	Nothing to...	11/29/2024 ...
<input type="checkbox"/>	☆ PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		M Moham...	3 records	100 %	🕒	PO-2024-00...	\$ 1,700.27	Waiting Bills	11/29/2024 ...

Purchase > Orders > Purchase Orders

Select the Vendor, product and key in all the details before confirm the purchase order

Purchase Orders Products Reporting Configuration

New Purchase Orders
New

Revisions
0

Send by Email Print RFQ **Confirm Order** Cancel

RFQ RFQ Sent Purchase Order

Request for Quotation
★ **New**

Vendor ?	Name, TIN, Email, or Reference	Order Deadline ?	12/31/2024 13:46:43
Supplier Quotation No ?		Expected Arrival ?	<input type="checkbox"/> Ask confirmation
Job ?		Business Group ?	
Sub Job ?		Business Unit ?	
Project Code ?		Product Brand ?	
Ref ?		Charge Code ?	
CPO number ?		Approved by: ?	
Doc No ?		Deliver To ?	HQ-Puchong: Receipts
Delivery Policy ?			
Blanket Order ?			
Currency ?	MYR		

Purchase > Orders > Vendor

- In “Vendors” section it show the vendor detail, select a vendor to edit their information.
- Click “New” to create a new vendor information.
- Only contact that set as Vendor on the partner type will appear in the list of vendor

The screenshot displays a software interface with a navigation menu at the top: Purchase, Orders, Products, Reporting. The 'Orders' tab is active. A 'New Vendor' button is highlighted with a red box. A dropdown menu is open, listing options: Requests for Quotation, Purchase Orders, Blanket Orders, Purchase Requests, Purchase Request Lines, and Vendors (highlighted with a red box). The main content area shows the details for '360 ENGINEERING CONSULTANCY SDN BHD'. The 'Partner Type' field is set to 'Vendor' and is highlighted with a red box. Other fields include Address (84B, JALAN SS 15/4, SUBANG JAYA, Selangor (MY), 47500, Malaysia), Display Name (360 ENGINEERING CONSULTANCY SDN BHD), Phone (03-5613 6899), Mobile, Email, Website (e.g. https://www.odoo.com), Tags (e.g. "B2B", "VIP", "Consulting", ...), Internal Code (4000/E01), and TIN. A grid of other vendor cards is visible at the bottom.

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.

Purchase Orders Products Reporting Configuration

New Purchase Requests 

Search...

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Haziq eepcTestServer

<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"/>	PR00198	 Bryan	 Haziq			To be approved		
<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"/>	PR00191	 Bryan	 Bryan		SO-2024-00449	Approved	1	

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.

Purchase Orders Products Reporting Configuration

New Purchase Requests
New

Request approval Once request approval, please refer page 8 in IR/PR module

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 ?

PO Report

User able to change the filter/group by based on what their requirement

PO Report

Search filters: This Year, Product Qty not 0, Product > Vendor

Code	Description	Vendor	Quantity	Unit Price	Qty invoic...	Discount	Amount	Amount Bi...	Amount H...	Amount To...	Purchaser
[10-10-023226]	SULLAIR PRODUCTS (1)		1.00	179.00	1.00		179.00				
▶	360 ENGINEERING CONSULTANCY SDN BHD (1)		1.00	179.00	1.00		179.00				
[10-10-023227]	VLV, THRM, 195F 11/2-18 (1)		1.00	0.00	0.00		0.00				
▶	2S PACKAGING SDN BHD (1)		1.00	0.00	0.00		0.00				
[10-10-023228]	ELEMENT, AIR FILTER RSVS16 (6)		33.00	0.00	5.00	0.00	0.00				
▶	123 MAJUBINA SDN BHD (6)		33.00	0.00	5.00	0.00	0.00				
[10-10-023229]	KIT, THERMO VLV REPAIR V-CUP 175F (5)		16.00	1,364.05	0.00	711.77	3,489.38				
▶	HITACHI ASIA LTD (1)		3.00	695.55	0.00		2,086.65				
▶	HITACHI ASIA LTD, ALVIN LAW (4)		13.00	668.50	0.00	711.77	1,402.73				
[10-10-023231]	DISK, RUPTURE 2" 1300SCFM@15# (6)		6.00	0.00	1.00	0.00	0.00				
▶	123 MAJUBINA SDN BHD (6)		6.00	0.00	1.00	0.00	0.00				
[10-10-023232]	KIT, VAC REGULATOR RSVS (6)		6.00	0.00	1.00	0.00	0.00				
▶	123 MAJUBINA SDN BHD (6)		6.00	0.00	1.00	0.00	0.00				
[10-10-023238]	XDCR, PRESS0-250#RATIOMETRIC (1)		4.00	148.00	0.00	207.20	384.80				
▶	HITACHI ASIA LTD, ALVIN LAW (1)		4.00	148.00	0.00	207.20	384.80				
[10-10-023239]	FLTR, SUMP BREATHER P837762X (1)		3.00	0.00	0.00		0.00				
▶	HITACHI ASIA LTD (1)		3.00	0.00	0.00		0.00				

Configuration > Vendor Pricelist

All the vendor price will be save in the system

Purchase Orders Products Reporting Configuration

Haziq eepcTestServer

New Vendor Pricelists

Active Products Search...

1-80 / 445

<input type="checkbox"/>	Vendor	Product	Price	Currency	Delivery Lead Time
<input type="checkbox"/>	SEKO S.P.A	[50-10-027346] VACUUM PUMP KIT	768.11	MYR	0
<input type="checkbox"/>	SEKO S.P.A	[50-10-027325] OPTION 1 CERTIFICATE OF ORIGIN	402.18	MYR	0
<input type="checkbox"/>	SEKO S.P.A	[50-10-027326] CERTIFICATE OF COMPLIANCE	70.97	MYR	0
<input type="checkbox"/>	SEKO S.P.A	[50-10-027327] PACKING CHARGES	118.29	MYR	0
<input type="checkbox"/>	PALL (MALAYSIA) SDN BHD (LC-USD)	[20-10-026510] MAT NO: 50536701 - ELMNT,FTLR,HC8400FKT16H,16.8X6X6",25	930.38	MYR	0
<input type="checkbox"/>	HITACHI ASIA LTD	[10-10-023293] ELEM, AIR FLTR 9"EON DONALDS	377.97	MYR	0
<input type="checkbox"/>	HITACHI ASIA LTD	[10-10-023260] ELEM. FLTR CORELESS M27	400.33	MYR	0
<input type="checkbox"/>	HITACHI ASIA LTD	[10-10-024095] KIT,SOL VLV 3WNO 24VDC +	471.90	MYR	0
<input type="checkbox"/>	HITACHI ASIA LTD	[MC-10-10-027640] ADJUSTMENT / ROUNDING	0.63	MYR	0
<input type="checkbox"/>	HITACHI GLOBAL AIR POWER US, LLC	[10-10-023719] KIT,SEP. ELE. P12	2,048.62	MYR	0
<input type="checkbox"/>	HITACHI GLOBAL AIR POWER US, LLC	[10-10-024152] ELEM, FXC-240 ACTIVATED CARBON	1,531.99	MYR	0
<input type="checkbox"/>	AIRSERV ENGINEERING SDN BHD	[80-10-027441] KIT MAINTENANCE,2906081400,ATLAS	7,387.00	MYR	0
<input type="checkbox"/>	AIRSERV ENGINEERING SDN BHD	[80-10-027442] KIT MAINTENANCE,2906081500,ATLAS	17,628.00	MYR	0

Configuration > Vendor Pricelist (from product details view)

All the vendor price will be save in the system

[Purchase](#) [Orders](#) [Products](#) [Reporting](#) [Configuration](#)

10 4 H Haziq eepcTestServer

New [Vendor Pricelists](#) / [PALL \(MALAYSIA\) SDN BHD](#)
[20-10-026370] AB2UY20018J | ELMNT,FTL...

Extra Prices 0 Documents 0 On Hand 0.00 EA Forecasted 0.00 EA [More](#) ▾

1 / 1

[Update Quantity](#) [Replenish](#) [Print Labels](#)

Product Name ?

☆ AB2UY20018J | ELMNT,FTLR,2-1/2INX20IN



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

[General Information](#) [Sales](#) [Purchase](#) [Inventory](#) [Accounting](#)

Vendor	Price	Currency	Delivery Lead Time	
PALL (MALAYSIA) SDN BHD	326.53	MYR	0	
PALL (MALAYSIA) SDN BHD (LC-USD)	326.53	MYR	0	

[Add a line](#)