Internal Material Requisition Inbox

Module Guide: Internal Material Requisition Inbox

Module Location

Inventory > Internal Material Requisition > Internal Material Requisition Inbox

Module Objective

The **Internal Material Requisition Inbox** module serves as the approval center for all **Internal Material Requisition** documents that have been submitted. Every material request from a department must be reviewed and approved here by an authorized manager before the warehouse can proceed with the goods issue process.

1. Main View (Requisition List)

The main page of this module is an "inbox" that displays all internal material requisition documents requiring your action.

View Explanation

This page provides a summary of all requisitions that are awaiting approval.

- **Filters**: You can search for a specific document by **Internal Material Requisition No.**, a **Date** range, or **Item/Service**

Category.

- **Requisition List**: The table below will display all documents awaiting action, with columns such as **Internal Material Requisition No., Request Date,** and **Approval Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Internal Material Requisition Inbox** module to see the list of requisitions that require approval.

Step 2: Review the Requisition Details

Click on one of the rows in the table to open the detail view of that request. In the detail page, you can check all the information, such as what items are requested, their quantity, and which department the request came from.

Step 3: Provide Approval

After you review the request details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. An Internal Material Requisition document is created and confirmed.

2. The document automatically enters the queue in this **Inbox**.

3. A manager (e.g., a Department Head or Warehouse Head) reviews and approves it.

4. After approval, the requisition becomes a **valid instruction for the warehouse** to prepare and issue the goods (**Goods Issue**).

Tips & Important Notes

- This approval process is an important control step for managing the usage of internal resources and ensuring every material request is valid.

- This module is typically accessed by the **requesting Department Head or the Warehouse Head**.

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