Internal Material Requisition

Module Guide: Internal Material Requisition

Module Location

Inventory > Internal Material Requisition

Module Objective

The **Internal Material Requisition** module serves as a formal system for departments within the company to create a request to withdraw materials (such as raw materials, spare parts, or office supplies) from the warehouse. This process creates a **Material Requisition** document that can be tracked, approved, and becomes the basis for the warehouse to issue the goods.

1. Main View (Requisition List)

The main page of this module displays a list of all internal material requisition documents that have been created.

View Explanation

- **View**: This page is a history of all internal material requests. You can see the **Request No.,** requesting **Department,** a brief **Description,** and the **Approval Status**.
- **Filters**: You can search for a specific document by number, a **Date** range, or **Item/Service Category**.
- **Action Buttons**:

- **[New]**: The primary button to create a new internal material requisition.

2. Steps to Create an Internal Material Requisition

Step 1: Create a New Requisition

From the Main View, click the **[New]** button to open the **Add Requisition** form.

Step 2: Fill in Header Information

- Fill in request details such as the **Request Type**.
- Select the **CostCenter** (the department requesting and bearing the cost).
- Provide a clear **Description** regarding the purpose of the material request.

Step 3: Detail the Requested Items

1. In the table at the bottom, click the **[+]** icon to add a row.
2. Search for and select the **Item/Service Code** that you need.
3. Enter the requested quantity in the **Quantity** column.

Step 4: Submit the Requisition

After all the requested items have been entered, click the **[Confirm]** button to save and submit your request for the approval process.

Workflow & Integrated Business Process

- A created and confirmed requisition will go to an **Inbox** to be approved by a superior or department head.
- After approval, this requisition becomes the basis for the warehouse team to prepare and issue the goods, which is usually recorded via an **Internal Delivery Order**.

Tips & Important Notes

- This module is an important control tool for tracking **internal material usage** and charging its cost to the correct department.
- Ensure you select the correct **CostCenter** so that the internal cost allocation is accurate.

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