

Material Requisition

Module Guide: Material Requisition (Material Requisition for Production)

Module Location

PPIC > Material Requisition

Module Objective

The **Material Requisition** module serves as a tool for the production department to create an official request for materials or raw materials from the warehouse. This request is specifically linked to a **Work Order (SPK)**, ensuring that the requested materials match the requirements for a specific production batch. This is the initial step in the material fulfillment workflow for production.

1. Main View (Requisition List)

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

View Explanation

- **View:** This page is the monitoring center for all material requests. You can track the lifecycle of each request through the status columns, such as **Requisition Status**, **Shipment Status**, and **Goods Receipt Status**.
- **Action Buttons:**

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

2. Steps to Create a 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 (Important!)

1. Fill in the **Requisition Date**.
2. Define where the request is coming from (**Request From**) and where it is directed (**Request to**, i.e., the warehouse).
3. **Select Work Order Number**: Search for and select the relevant **Work Order (Nomor SPK)**. The system will automatically load the list of material requirements based on the BOM from that work order into the table below.

Step 3: Verify the Order Quantity

The table at the bottom will be automatically populated with the **Item/Service Code** and the **Order Quantity** needed according to the work order. Re-verify the requested quantity.

Step 4: Submit the Requisition

After all data is verified, click the **[Save & Confirm]** button to submit your request for the approval and goods preparation process by the warehouse.

Workflow & Integrated Business Process

- This module is the bridge between the **Production Work Order (SPK)** and **Warehouse Management**.
- After this request is approved, this document becomes the official instruction for the warehouse team to prepare and issue the goods (**Goods Issue**) to the production floor.

Tips & Important Notes

- By always linking the requisition to the **Work Order Number**, you ensure that material usage is recorded accurately for each production batch, which is crucial for cost and efficiency tracking.
- This is a crucial daily work module for the **PPIC team and Production Supervisors**.

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