# 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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