Material Requisition Inbox

Module Guide: Project Material Requisition Inbox

Module Location

Project > Material Requisition > Material Requisition Inbox

Module Objective

The **Material Requisition Inbox** module serves as the approval center for all **Material Requisition** documents that have been submitted for project purposes. Every material request must be reviewed and approved here by an authorized manager (e.g., a Project Manager) before it can be processed further by the purchasing or warehouse team.

1. Main View (Requisition List)

The main page of this module is an "inbox" that displays all project 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 **Material Requisition Code** or a **Date** range.
- **Requisition List**: The table below will display all documents awaiting action, with columns such as **Material Requisition**

Code, Project Name, Stage Name, and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **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 for which project stage and activity the material will be used.

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. A Material Requisition for a project is created and submitted.
2. The requisition automatically enters the queue in this **Inbox**.
3. A Project Manager reviews and approves it.
4. After approval, this requisition becomes the basis for creating a **Purchase Requisition (SPP)** if the goods need to be purchased, or becomes an **instruction for the warehouse** to prepare the goods if they are to be taken from stock.

Tips & Important Notes

- The approval process here is key to **controlling project material costs** and ensuring all requests align with the project's needs and budget (RAB).
- This module is typically accessed by a **Project Manager or Project Coordinator**.

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