

Material Requisition

Module Guide: Project Material Requisition

Module Location

Project > Material Requisition

Module Objective

The **Material Requisition** module is used to create a request document for materials or goods that will be used specifically for a project. Unlike a regular internal requisition, this request is linked directly to a specific project code, stage, and activity, which facilitates material cost tracking per project.

1. Main View (Requisition List)

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

View Explanation

- **View:** This page is a history of all project material requests. You can see the **Material Requisition Code**, **Project Name**, **Stage Name**, and its status.
- **Action Buttons:**
 - **[New]:** The primary button to create a new project 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 Project Information

- **Project Code:** Search for and select the project that requires the material.
- **Project Stage:** Select the specific stage of that project.
- **Project Activity:** Select the specific activity where this material will be used.

Step 3: Detail the Requested Goods

In the table at the bottom, click the **[+]** icon (not visible), then search for and select the required **Item/Service Code**. Enter the requested quantity in the **Order Quantity** column.

Step 4: Submit the Requisition

After all the requested items have been filled in, click the **[Confirm]** button to save and submit your request for the next process, which is approval and purchasing.

Tips & Important Notes

- This module is the **first step in the procurement cycle for a project**.
- A request created here will become the basis for the creation of a **Purchase Requisition (SPP)** by the purchasing team.

- By linking every request to a specific project and stage, the tracking of **actual project costs against the budget (RAB)** becomes much more accurate.

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