Purchase Requisition Inbox

Module Guide: Purchase Requisition Inbox

Module Location

PPIC > Material Requisition > Purchase Requisition Inbox

Module Objective

The **Purchase Requisition Inbox** module serves as the approval center for all **Material Requisitions (MR)** that have been submitted, specifically for items that need to be purchased. Every request must be reviewed and approved here by an authorized manager before the Purchasing department can proceed to the Purchase Order (PO) creation process.

1. Main View (Requisition List)

The main page of this module is an "inbox" that displays all 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.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Material Requisition Code, MR Date, Material Requisition Status,** and **Approval**

status.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Purchase 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 what item is requested, its quantity, and the reason for the request.

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.

Workflow & Integrated Business Process

1. A Material Requisition is created and submitted by the production or PPIC department.
2. The requisition automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, this request becomes a valid **Purchase Requisition (PR/SPP)** and serves as the basis for the Purchasing department to find a supplier and create a **Purchase Order (PO)**.

Tips & Important Notes

- This approval process is a crucial control step for managing expenditures and ensuring all purchases are valid and necessary.
- This module is typically accessed by the requesting **Department Head or the PPIC Manager**.

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